

AGENDA
Coast Community College District
1370 Adams Avenue, Costa Mesa, CA 92626
Regular Meeting of the Board of Trustees
Date: November 19, 2008 5:00 p.m. Closed Session 6:30 p.m. Regular Meeting

- 1.01 Procedural Matters
- 1.02 Call to Order
- 1.03 Pledge of Allegiance
- 1.04 Roll Call
- 1.05 Public Comment (Closed Session)
- 1.06 Adopt Agenda
- 1.07 Approval of Minutes
- 1.08 Closed Session

Conducted in Accordance with applicable sections of California law. Closed Sessions are not open to the public.

The following item(s) will be discussed in Closed Session:

- a. Conference with Labor Negotiator (pursuant to Section 54957.6)

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources

Employee Organization: Coast Federation of Classified Employees (CFCE)

- 1.09 Public Comment (Open Session)
- 1.10 Acceptance of Retirements

2.01 Reports

- 1. Review of Board Meeting Dates
- 2. Opportunity to Review the Board Directives Log
- 3. Chancellor's Report
- 4. District Agenda – Provide full, helpful, and District-wide coordinated customer service
Including course registration, support services, counseling for rapid program completion,
Technology, assistance with transfers, and common course numbering throughout the
District
- 5. Discussion of ING Life and Long Term Disability Insurance for Coast Community College
District Part-Time Faculty
- 6. Discussion of 2008-2009 Salary Schedule Increases and Impact on "Me Too" Clause
Negotiated by the Coast Federation of Classified Employees
- 7. Opportunity for the Board of Trustees to Review and Discuss an Alleged Violation of its
own Code of Ethics
- 8. Opportunity for the Board of Trustees to Discuss Career Technical Opportunities Available
to Community Colleges supported by President-Elect Barack Obama

9. Opportunity for Board of Trustees' Review and Discussion of Student Representative, Board of Trustees Policy
10. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process
11. Opportunity for Discussion of Accreditation Progress Reports from Coastline Community College, Golden West College, Orange Coast College and the District
12. Opportunity for Discussion of Golden West College Academic Senate Resolution Advocating For Participatory Governance
13. Opportunity for Board of Trustees to Review Proposed Amendment to Board of Trustees's Policies Addressing Officers of the Board, the Election of Officers, and the Annual Organizational Meeting

3. Consent Calendar

3.01 CURRICULUM

3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF

3.02.01 Authorization for Student Trips - Coastline Community College

3.02.02 Authorization for Student Trips - Golden West College

3.03 GENERAL ITEMS

3.03.01 Authorization for Special Projects - Coastline Community College

3.03.02 Authorization for Special Projects - Golden West College

3.03.03 Authorization for Special Projects - Orange Coast College

3.03.04 Authorization to Apply for Funded Programs

3.03.05 Authorization for Disposal of Surplus

3.03.06 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

3.03.07 Approval of Clinical Contracts - Golden West College

3.03.08 Approval of Clinical Contracts - Orange Coast College

3.03.09 Authorization for Purchase of Institutional Memberships - Coastline Community College

3.03.10 Authorization for Purchase of Institutional Memberships - Golden West College

3.03.11 Authorization for Purchase of Institutional Memberships - Orange Coast College

3.03.12 Authorization for Purchase of Institutional Memberships - District

3.03.13 Community Activities - Coastline Community College

3.04 PERSONNEL ITEMS

3.05 ADDITIONAL PERSONNEL ITEMS

3.05.01 Authorization for Independent Contractors - Coastline Community College

3.05.02 Authorization for Independent Contractors - Golden West College

3.05.03 Authorization for Independent Contractors - Orange Coast College

3.05.04 Authorization for Independent Contractors - District

3.05.05 Authorization for Off-Campus Assignments - Coastline Community College

3.06 FINANCIAL APPROVALS

3.06.01 Approval of Purchase Orders

3.06.02 Ratification/Approval of Checks

3.06.03 Check List for General Obligation Bond Fund

3.06.04 Authorization for Special Payments - Orange Coast College

3.06.05 Authorization for Special Payment – District

4. Action Items

4.01 Authorization to Enter Agreements - Coastline Community College

1. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to operate the Orange County One-Stop Center – North to provide Workforce Investment Act Approved Programs

2. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to operate the Orange County One-Stop Center – South to provide Workforce Investment Act Approved Programs

4.02 Authorization to Enter Agreements - Golden West College

1. Authorization to Approve Agreement between the Coast Community College District (Golden West College) and Garr Child Care, Inc., for CalWORKS Students' Child Care

4.03 Authorization to Enter Agreements - Orange Coast College - None

4.04 Authorization to Enter Agreement – District

1. Authorization to Renew the Three Year Property/Liability Claims Administration Service Agreement between the Coast Community College District and Keenan and Associates

2. Authorization to Enter into an Agreement between Marsh Risk & Insurance Services and the Coast Community College District

4.05 Buildings and Grounds

1. Authorization for Addendum No. 3 to C.W. Driver; District Administration Building

2. Authorization to Employ C.W. Driver; Orange Coast College Softball Field

3. Bid Tabulations and Award of Contract: Orange Coast College ABC Building Site Preparation; Bid No. 1961

4. Bid Tabulations and Award of Contract: Coastline College Center Restoration of Exterior Metal Panels; Bid No. 1959

5. Bid Tabulations and Award of Contract: Golden West College Learning Resource Center, Phase III; Bid No. 1960

6. Authorization to Employ Keenan E. Smith, AIA dba City Lights Design Alliance; Orange Coast College Maritime Training Center

7. Authorization to File Notice of Completion

5.01 Reports Continued NONE

6. Adjournment

1.01 Procedural Matters

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 1. Procedural Matters
Agenda Type: Information
Public Access: Yes

Agenda Item Content**Procedural Matters**

1. Call to Order
2. Roll Call
3. Public Comment (Closed Session)

The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.

4. Adopt Agenda
5. Approval of Minutes
 - a. Regular Meeting of October 1, 2008
6. Recess to Closed Session

Conducted in Accordance with applicable sections of California law. Closed Sessions are not open to the public.

The following item(s) will be discussed in Closed Session:

- a. Conference with Labor Negotiator (pursuant to Section 54957.6)
Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources
Employee Organization: Coast Federation of Classified Employees (CFCE)
7. Reconvene Regular Meeting
8. Pledge of Allegiance

Additional Administrative Content

Agenda Item

1.08 Closed Session

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 1. Procedural Matters
Agenda Type: Information
Public Access: Yes

Agenda Item Content

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- a. Conference with Labor Negotiator (pursuant to Section 54957.6)

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources
Employee Organization: Coast Federation of Classified Employees (CFCE)

Additional Administrative Content

Action Agenda Details

Motion:

Created on 10/10/2008 at 04:40 PM by Jodi Rodriguez. Last update on 11/13/2008 by Jodi Rodriguez.

1.09 Public Comment (Open Session)

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 1. Procedural Matters
Agenda Type: Information
Public Access: Yes

Agenda Item Content

At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Manager of Board Operations prior to speaking.

The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.

It is the intention of the Coast Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Manager of Board Operations at, (714) 438-4848, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Jodi Rodriguez. Last update on 11/13/2008 by Jodi Rodriguez.

1.10 Acceptance of Retirements

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 1. Procedural Matters
Agenda Type: Information
Public Access: Yes

Agenda Item Content

It is recommended that the following retirements of employees with 10 or more years of service to the District be accepted:

Classified

Bowers, Elizabeth R., GWC, Secretary Senior, Classified Unit, retirement effective 12/31/08. Unused vacation to be paid in lump sum.

Elizabeth Bowers began her tenure with Coast Community College District in 1997 working as a Personnel Technician at the District office. In 1998, Liz accepted an adjunct position teaching Business Communications and Business Writing at Golden West College. She was promoted to Secretary Senior in the Disabled Students Programs and Services in 2000, where she has remained. Liz is a delight to work with, her positive energy and great attitude is contagious around the office staff. While she is retiring from her Classified position, she will remain as an adjunct instructor at GWC.

Upon her retirement, Liz will begin the next chapter of her life by enjoying the time she will be spending with her grandsons, ages 3 and 16 months. She is looking forward to her traveling schedule and developing a new career/business in Real Estate sales. ACE wishes Liz a happy retirement and thanks her for the loyalty and commitment she demonstrated to the College, co-workers and students. Her presence and beautiful smile will be greatly missed.

Edmondson, Catherine A., GWC, Student Activities Assistant, Classified Unit, retirement effective 12/31/08. Unused vacation to be paid in lump sum.

Harper, Dolores L., GWC, Executive Assistant to the President, Confidential, retirement effective 12/31/08. Unused vacation to be paid in lump sum.

Dolores' CCCD career began as the first student assistant in GWC Maintenance and Operations in 1967 BC (before computers). Upon graduation from GWC in 1969, she was hired as an Intermediate Steno Clerk in the GWC Evening College program to type and reproduce instructors' handouts and tests using (messy) mimeograph and ditto machines. She subsequently helped start and work for two new, one-person staff support offices at GWC in Vocational Education and Public Safety.

Several promotions followed: for the CCC former H.B. Area 3 Office; a new District office reporting to the Chancellor, and for the Dean of Admissions and Records at OCC. In 1984, she was offered the position of Secretary to the President at GWC, where she remained, working with a total of six permanent presidents and one interim: Lee Stevens, Fred Garcia, Judith Valles, Phil Westin, Sharon Donoff (interim), Ken Yglesias, and Wes Bryan. Dolores provided the President's office with both continuity and professionalism while adjusting to the distinct styles each President brought to an ever-changing office.

When you consider the influence this supporting role has had over the years on this college, it is clearly evident that one person can make a difference and find a variety of ways to make their contributions memorable. It's hard to think of certain GWC traditions and not be reminded how she has served with distinction: organizing and decorating the President's Holiday Open House, the Annual Staff Recognition Breakfast, involvement in college-wide events, serving as text editor for the Wavelength Magazine--all had the Dolores touch of creativity and flare. There were also the extra-curricular activities including acting roles in several campus Theater productions, the GWC 40th Anniversary Party musical skit, and

performing the Hula at several faculty/staff talent shows and for a retirement party.

Now as Dolores makes travel plans and embraces the chance not to be on a regulated schedule of Board submittal deadlines, she is realizing that she won't have to look at a computer screen until she is good and ready, and then just for recreation. You can detect a small, yet growing smile of satisfaction on her face. She highly values her experiences and years at Golden West College and will cherish the friendships and interests she has developed during her tenure; however, she looks forward to free time, good books, taking fun classes, and time with friends and family. She says she's not really retiring—just taking an *extended* lunch hour. We say thank you and best wishes. And secretly we want to know: how did you manage to manage that cast of characters? What's your secret, and will it be in the procedures manual?

Schroeder, Michele, GWC, Registered Nurse, Classified Unit, retirement effective 12/31/08. Unused vacation to be paid in lump sum.

Michele Schroeder celebrated the completion of twenty-six years of service as a Registered Nurse at GWC Student Health Service this past summer. During that time, she has been a tireless advocate of Golden West College students in the areas of health care access, health education and individual rights.

While employed at GWC Michele earned her Master's degree at National University. She is very grateful to the District for providing a full scholarship for this opportunity. In recent years Michele expanded her role to serve as a clinical preceptor to both GWC nursing students and registered nurses earning their bachelor's degrees at CSU Dominguez Hills.

Michele is a proud cancer survivor who has participated in the Susan G. Komen Foundation's "Race for the Cure" for many years, and she was instrumental in organizing the GWC Health Center's biannual community outreach that provides mammograms to low-income, uninsured women in our community.

Michele's colleagues have always appreciated her hard work, common sense, direct communication style, intellectual curiosity, sense of fairness, activism and empathy. She would feel most honored by our recognition of her as a feminist who spent her career fearlessly protecting the rights of individuals less able to speak up for themselves. She will be missed.

In retirement, Michele plans to write several books, raise orchids, volunteer at a free clinic and enjoy her family and friends. She will continue working regularly a few hours a week at the GWC Student Health Center. She and her husband, retired GWC music professor, Gerry Schroeder, plan to travel the world and continue enjoying a life of jazz and gourmet meals.

Additional Administrative Content

Action Agenda Details

Motion:

2.01 Reports

Meeting: 11/19/2008 Study Session/Regular Meeting
 Category: 2. General Information and Reports
 Agenda Type: Information
 Public Access: Yes

Agenda Item Content

1. Review of Board Meeting Dates

December 10, 2008	Second Wednesday	(Regular/Organizational Meeting)
January 21, 2009	Third Wednesday	(Regular Meeting)
February 4, 2009	First Wednesday	(Regular Meeting)
February 18, 2009	Third Wednesday	(Regular Meeting)
March 4, 2009	First Wednesday	(Regular Meeting)
March 18, 2009	Third Wednesday	(Workshop Meeting)
April 1, 2009	First Wednesday	(Regular Meeting)
April 15, 2009	Third Wednesday	(Service Awards Meeting)
May 6, 2009	First Wednesday	(Regular Meeting)
May 20, 2009	Third Wednesday	(Regular Meeting)
June 17, 2009	Third Wednesday	(Regular Meeting)
July 15, 2009	Third Wednesday	(Regular Meeting)
August 5, 2009	First Wednesday	(Regular Meeting)
August 19, 2009	Third Wednesday	(Regular Meeting)
September 2, 2009	First Wednesday	(Regular Meeting)
September 16, 2009	Third Wednesday	(Regular Meeting)
October 7, 2009	First Wednesday	(Regular Meeting)
October 21, 2009	Third Wednesday	(Workshop Meeting)
November 4, 2009	First Wednesday	(Regular Meeting)
November 18, 2009	Third Wednesday	(Regular Meeting)
December 9, 2009*	Second Wednesday	(Regular/Organizational Meeting)

*Tentative

2. **Opportunity to Review the Board Directives Log**
3. **Chancellor's Report**
4. **District Agenda - Provide full, helpful, and District-wide coordinated customer service, including course registration, support services, counseling for rapid program completion, technology, assistance with transfers, and common course numbering throughout the District.**
5. **Discussion of ING Life and Long Term Disability Insurance for Coast Community College District Part-Time Faculty**

During the September 19, 2007 Regular Meeting of the Board of Trustees, the Board authorized the District to enter into an Agreement with ING to provide life and long term disability insurance for Coast Community College District Employees, effective October 1, 2007.

Part-time faculty members who are employed for a load of between 50-60% are represented by the Coast Federation of Educators, American Federation of Teachers, Local 1911. Those working more than 50% are benefits-eligible; and the type of Benefits for those represented by the CFE, including

life insurance, is outlined in the negotiated Collective Bargaining Agreement.

Language in the September 19, 2007 agenda item, referenced part-time faculty by stating that there would be an increase in coverage from \$15,000 to \$25,000 for Class 3 full-time and part-time adjunct, temporary employees. The context and premise of the comment is that the reference relates to those part-time faculty members who are benefits eligible, and who are already receiving some level of benefit. Language in the September 19, 2007 minutes referenced part-time faculty by stating that the proposed policy affects 385 of the part-time faculty members, raising their life insurance to a minimum of \$25,000. The CFE, at that time, had approximately 385 part-time faculty members in its unit. Part-time faculty who teach 7.5 LHE or more and are represented by the Coast Federation of Educators (CFE) have previously been provided life and disability coverage by the Coast Community College District, and there is no dispute that the agreement with ING includes them.

Part-time faculty represented by the Coast CCA, those employed with a load of less than 50%, have not had life and disability insurance coverage provided by the Coast Community College District. Members of this unit have historically not been benefits eligible. The Coast CCA has been requesting the addition of the members of their unit to the agreement with ING. The additional cost of providing such a benefit would be minimally \$78,188 per year.

Government Code Section 3543.2(a) makes clear that health and welfare benefits are mandatory subjects of collective bargaining. Therefore, it is the staff's recommendation that the Board refer this matter to the negotiations process. The CCA would then need to use one of its negotiated reopeners to address the addition of life insurance benefits for its members.

This item has been placed on the Board Agenda to provide an opportunity for the Board to discuss the concerns of CCA and provide direction to staff.

6. Discussion of 2008-2009 Salary Schedule Increases and Impact on "Me Too" Clause Negotiated by the Coast Federation of Classified Employees

During the October 1, 2008 Board of Trustees' meeting, the Board authorized the salary increases for 2008-09, as follows:

2.73% increase for AA and QQ salary schedules effective fall 2008

2.11% increase for BB, DD, EE, GG, JJ, and L2 salary schedules, effective July 1, 2008.

The Coast Federation of Classified Employees (CFCE) has asserted that the 2.11 level of increased compensation violates the "Me Too" provision of the collective bargaining agreement. The CFCE has argued that the "Me Too" language in the Agreement would guarantee a salary increase equal to that of the CFE negotiated agreement which totaled 2.73%.

The District contends that the difference in the salary enhancements is a result of the CFE, Full-time faculty members relinquishing the growth "incentive pay" and redirecting those dollars for a broader distribution to all of its faculty members (AA and QQ schedules). Through their negotiation of this exchange in dollars (guaranteed through a previous MOU that was only negotiated with the CFE), the CFE is the only group eligible for the additional .62%.

The parties at the table, during the negotiations of the CFCE "Me Too" clause understood the distinction in what was an increase for other groups that would be subject to "Me Too," and what was an exchange in unique types of compensation for broad-based unit member increases. The expressed understanding of the parties at the table justifies the separation in the type of compensation faculty will receive in 2008-09, 2009-10, and 2010-11 as "growth incentive" compensation.

The other groups that have, through the meet and confer process, negotiated "Me Too" language to

receive increases, were given the identical salary schedule enhancement as the members of the CFCE – 2.11%. Please note that the Part-time faculty union (CCA) does not have a "Me Too" clause and, instead, negotiates its own compensation and benefits.

The CFCE has requested that the Board reverse its action and grant the additional .62% in compensation. The CFCE has also filed a formal grievance at Level III, thereby setting a separate process in motion as stipulated in Article 6 of the CFCE collective bargaining agreement – an agreement to which both parties must adhere.

The Board has requested a follow-up staff report on issues of concern that were expressed during the October 1, 2008 meeting, including:

- What was negotiated with the Coast Federation of Educators (CFE), including associated notes.
- Whether giving up incentive pay was inclusive of the Coast Community College Association (Coast CCA)
- What funds are available
- Consultation with legal counsel to receive explanation of the "me too" language.

Therefore, this item has been placed on the Agenda to afford the Board the opportunity to discuss the concerns and provide follow-up direction to staff. It is the recommendation of the staff that all parties agree to follow the negotiated grievance process and allow the grievance to run its course. If arbitration is requested in the contractually required time frame, staff would also recommend the acceptance of the advisory decision of the arbitrator, in this specific instance of the matter relating to the "Me Too" clause, as binding on both parties.

7. Opportunity for the Board of Trustees to Review and Discuss an Alleged Violation of its own Code of Ethics

At the request of Trustee Moreno, the Board shall have the opportunity to review and discuss an alleged violation its own Code of Ethics.

A recent campaign flyer included a picture of a student government officer apparently supporting candidates in this Board's election. The appearance of this person on a campaign flier with or without their express permission violates the rules created to protect the interests of our students. I strongly feel that this is a breach in the Code of Ethics for Members of the Board of Trustees and that this matter should be brought before our Board relative to our Code of Ethics. (See Code of Ethics Attachment #3).

8. Opportunity for the Board of Trustees to Discuss Career Technical Opportunities Available to Community Colleges supported by President-Elect Barack Obama

As part of the Chancellor's Task Force on Career Technical Education (CTE), it is important for us to discuss and consider establishing the infrastructure necessary to prepare for additional grant opportunities, pertaining to CTE initiatives, that may be available through the Administration of President-Elect Barack Obama. President-Elect Obama has projected a role for community colleges within the economic recovery of this country, and with that, Trustees and our District leadership should encourage our Faculty to make use of any grant opportunities that may become available in the face of California's financial problems. The Chancellor's CTE Task Force should establish coordination efforts with our three college campuses for application and continued review of potential grant opportunities. It is requested that the Chancellor and other staff as appropriate research this matter and provide a full report back to the Board of Trustees at the January 21, 2009 meeting. (See attachment #11)

9. Opportunity for Board of Trustees' Review and Discussion of Student Representative, Board of Trustees Policy

In response to the Board Log Item #8 the Board of Trustees has an opportunity to review the current policy for the Student Representative, Board of Trustees Policy, 010-2-14.

At this time Trustees shall have the opportunity to discuss the Student Representative, Board of Trustees Policy and review the policy per the Education Code 72023.5(a)(2). (See Attachment #10)

INTRODUCTION
(Board of Trustees)

Adopted 12/14/83
Revised 02/17/99
Revised 08/16/06

STUDENT REPRESENTATIVE, BOARD OF TRUSTEES

There shall be included within the membership of the Board of Trustees a non-voting student who shall be selected and shall serve in accordance with procedures established by the Board and set forth in Section 010-2-9.1. The Student Trustee of the Coast Community College District shall meet these minimum qualifications:

1. The District Student Trustee shall be enrolled in, and complete at least five units per semester, as a student of the Coast Community College District in both the Fall and Spring semesters of his/her term of office. In addition, the following requirements shall be met:
 - a) Hold at least a 2.0 cumulative GPA when applying for the position.
 - b) Maintain at least a 2.0 GPA during the term of office.
2. The Student Trustee may not have been on academic probation or under disciplinary sanction from a Coast Community College District college during the academic year prior to the term of office being sought or during the term of office as Student Trustee.
3. The Student Trustee must be at least 18 years of age before assuming office.
4. Student Trustee acts as a representative voice for students in the Coast Community College District.
5. Student Trustee shall chair District Student Council Meetings.

Student members are authorized to make and second motions at Board meetings. Student members may further designate for the record their support or opposition to any matter prior to the official Board vote. This designation, however, shall not be counted in the official vote. A designation shall be recorded in the Board meeting minutes. Such student shall have the right to attend all meetings of the Governing Board except those meetings prohibited by Education Code 72023.5(a)(2) or when the Board is in closed session. Such student member shall serve only one term commencing June 1 and ending May 31 of each year and shall not be eligible to succeed himself/herself.

Education Code 72023.5

10. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process

In response to the Board Log Item #9 and at the request of Trustee Patterson, the Board of Trustees reviewed the current policy for the Student Representative Selection Process, Policy, 010-2-14.1 at the May 2008 Board of Trustees meeting. Per the Board of Trustees direction, the policy has been reviewed by the District Student Council and they proposed slight modifications as noted below.

At this time Trustees shall have the opportunity to discuss the Student Representative Selection Process Policy. Trustee Patterson's proposed modifications to the policy are noted by ~~strikethroughs~~ for deletions and underlines for additions. The changes proposed by the District Student Council are noted by *italics*.

(Reference Attachment #7 – Current Board Policy, 010-2-14.1)

(Reference Attachment #8 – Trustee Patterson's Proposed Changes, May 2008)

(Reference Attachment #9 – District Student Council Recommended Changes using Trustee Patterson's Proposal)

INTRODUCTION

(Board of Trustees)

010-2-14.1
Revised 09/18/85
Revised 08/20/86
Revised 06/26/91
Revised 07/21/93
Revised 09/06/95

**STUDENT REPRESENTATIVE
SELECTION PROCESS DRAFT**

One student, ~~enrolled in a attendant at a member~~ enrolled in any college member or colleges of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

The Student Trustee shall not be required to enroll during any summer session of the District.

TERM OF OFFICE:

The term of office of the Student Trustee shall be from June 1 of each year to May 31 of the next year.

MANNER OF ELECTION OF STUDENT TRUSTEE:

Any student of the Coast Community College District may apply to be Student Trustee on the form provided by the Chancellor's office. (A copy of this form may be found in Administrative Procedure 0010-2-9.1.) This form shall be returned to the District Advisor of the Coast Community College District Student Council who will determine if all minimum qualifications are met. The names of the applicants meeting minimum qualifications, along with a summary of their qualifications, shall be submitted to the Student Council. All other applications shall be discarded.

Student Trustee applicants must follow the approved procedures reviewed annually by the District Student Council and by the advisors.

The Student Council shall, ~~at its option,~~ may interview all or any of the candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the Advisor.

~~so that questions are consistent with Affirmative Action requirements.~~

~~When all questions have been answered the~~ The District Student Council shall, ~~by secret ballot in open public session,~~ elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the District Student Council Selection Committee, the chairperson abstaining, shall be required to elect. *The District Student Council Selection Committee shall be comprised of equal membership from each college with the current Student Trustee acting as chair. The membership from each college shall be two (2) representatives from the campus student government organization, selected by that organization to represent them on the District Student Council Selection Committee. A simple majority shall be a minimum of four (4) of the six members. In the event of a deadlock, the chair may cast the deciding vote. The final vote is to be taken during public meeting of the District Student Council Selection Committee.*

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the District Student Council. A candidate so elected may not succeed himself/herself. A quorum shall be ~~a minimum of six more than fifty percent of the members of the District Student Council,~~ provided that each college is represented, and excluding the Student Trustee.

In the event of deadlock, the chairperson may cast the deciding vote.

~~In the event that no agreement on a candidate can be reached on the first vote, then successive votes may be taken after the elimination of the candidate (s) receiving the lowest numbers of votes until a remaining candidate receives the majority vote, or there is no quorum, by the last Student Council meeting in May, then the Student Council shall explore the following options and make its recommendation to the Board as appropriate:~~

In the event that there is no quorum to select the new Student Trustee by the last District Council meeting in May, then the District Student Council shall recommend that the current Student Trustee remain in office until the new Student Trustee is selected and to repeat the recruitment and selection process within four (4) months from the end of the previous Student Trustee's term (June 1 – September 30). In the event that the secondary selection process is not successful in selecting a new Student Trustee, the District Student Council may recommend to the Board that the position remain vacant for the academic year.

~~Option 1: Report to the Board that the Student Council is deadlocked and recommend that the Student Trustee's position remain unfilled until the deadlock is resolved.~~

~~Option 2: Recommend that the current Student Trustee continue until new Student Trustee is selected.~~

ADDITIONAL QUALIFICATIONS FOR ELECTION AS STUDENT TRUSTEE:

In addition to the minimum qualifications for the Student Trustee set forth in Board Policy 010-2-9, the Coast Community College District Student Council may, at its option, identify additional qualifications reasonably related to the position of Student Trustee. Such qualifications may include but may not necessarily be limited to, the ability of the student to serve during the entire term of office; a minimum number of units taken each semester while in office in addition to the minimum required by law, requirements relating to previous enrollment as a student of the Coast Community College District, requirements of meeting with the Associated Students of each campus on a regular basis during the term of office.

Additional qualifications identified by the *District Student Council* must be approved by a *minimum of two-thirds* of the *entire membership*, the chairperson abstaining. Upon approval they shall be presented to the Student Advisory Council of Coastline Community College, the Student Council of

Golden West College, and the *Orange Coast College Associated Student Senate* for acceptance before submittal to the Board of Trustees of Coast Community College District for approval and adoption.

REMOVAL OF STUDENT TRUSTEE:

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the *Orange Coast College Associated Student Senate*.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;
2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;
3. The student member shall be removed for any reason as is otherwise specified or required by law.

The Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the Student Council, a successor shall be elected by the Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

DISTRIBUTION OF MATERIALS:

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

MILEAGE:

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.

11. Opportunity for Discussion of Accreditation Progress Reports from Coastline Community College, Golden West College, Orange Coast College and the District

Representatives from the three colleges and the district will present an update regarding accreditation preparations for the upcoming site visit in Spring 2009.

12. Opportunity for Discussion of Golden West College Academic Senate Resolution Advocating for Participatory Governance

As proposed to the Board during the July 16, 2008 Board meeting, after adoption by the Golden West College Academic Senate on May 13, 2008, the Board may wish to consider discussion of college curricula matters, including Career Technical Education and occupational course and program duplication. A copy of the GWC Senate Resolution appears below.

Academic Senate Resolution Advocating for Participatory Governance

Whereas, the Participatory Governance process allows the Board of Trustees to hear from all segments of each college's constituents, thus a process for the establishment of district committees on such issues as Planning and Budget, Technology, and Career & Technical Education would allow for discussion to take place and recommendations to be developed and forwarded; and

Whereas, during the last year, policies and procedures have been developed without initial involvement and recommendations from the colleges and their constituents; and

Whereas, the lack of such committees restricts representation of the colleges and contributions from students, staff faculty, and administration on issues directly affecting them; and

Whereas, a process for the establishment of district coordinating committees would allow representation, discussion and contributions from all constituencies while preserving the local autonomy of each college; and

Whereas, faculty directed District coordinating committees would allow representation, discussion and contributions from all constituencies while preserving the local autonomy of each college; and

Now therefore, be it Resolved, that the Academic Senate of Golden West College urge that the colleges develop a process whereby issues could be addressed in faculty directed coordinating committees at the district level with appropriate membership that will allow the campuses to voice concerns, including needs and plans, in the true spirit of participatory governance.

13. Opportunity for Board of Trustees to Review Proposed Amendment to Board of Trustees Policies Addressing Officers of the Board, the Election of Officers, and the Annual Organizational Meeting

At this time, Trustees shall have the opportunity to review proposed amendments to Board Policies addressing officers of the Board, the Election of Officers, and the Board's annual Organizational Meeting. Proposed changes these policies are reflected in **bold** and ~~strikethrough~~. Following Trustees' review and comment, these policies will be returned to the December 10, 2008 Agenda for adoption.



BoardOfficers_PoliciesJMP.pdf

Created on 10/10/2008 at 04:40 PM by Jodi Rodriguez. Last update on 11/18/2008 by Jodi Rodriguez.

Motion:
Action Agenda Details

Additional Administrative Content

Created on 09/26/2008 at 03:34 PM by Jodi Rodriguez. Last update on 10/30/2008 by Jodi Rodriguez.

Ethics Policy.pdf



Additional Administrative Content

INTRODUCTION
(Board of Trustees)

010-2-3
Approved 02/05/03
Revised XX/XX/XX

OFFICERS

At the annual Coast Community College District organizational meeting, the Board shall elect from among its members a President, Vice President and **Board Clerk**.

The terms of office for the President, Vice President and **Board Clerk** shall be for one year.

The duties of the President of the Board are as follows:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and Chancellor evaluation;
- Represent the Board at official events or ensure Board representation.

The Vice President of the Board will substitute for the President as necessary.

The duties of the Board Clerk are as follows:

- Provide general direction to the Secretary of the Board in official duties;
- Ensure that Agendas, Minutes, communications, contracts and Attachments to Agendas, are properly prepared, and documents are retained in the Board of Trustees Office;
- Certify, as legally necessary or proper, all Board actions;
- Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board;

The Manager of Board Operations/Assistant to the Chancellor shall serve as the Secretary of the Board.

The duties of the Secretary of the Board are as follows:

- Work with and support all elected and appointed Trustees, both individually and collectively;
- Assist the Board Clerk in the performance of his/her duties above;
- Serve as the Custodian of Records for the Board of Trustees;
- Maintain and manage the Board Directives Log;
- Perform the duties and responsibilities of Student Trustee Advisor;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases assign a designee;
- Conduct the official correspondence of the Board and maintain all communications on file;
- Certify, as legally required, all Board actions;

Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the **Board Clerk**.

Education Code Section 72000

INTRODUCTION
(Board of Trustees)

010-2-3.1
Approved 01/15/90
Revised 02/05/03
Revised 08/17/05
Revised 2-1-06
Revised XX/XX/XX

ELECTION OF OFFICERS

In respect for the electorate who determines the membership of the Board of Trustees, it is the belief of the Board that its officers shall be selected through a process that is fair, open, and provides an opportunity for its members to serve.

~~Toward that end, the offices of President and Vice President of the Board of Trustees will be rotated among the five members of the Board. The Board Vice President will automatically become President and the vacant officer will be filled through rotation.~~

~~The starting point of the rotation shall be as follows:~~

Board Year	Office of President	Office of Vice President
December 2006 – December 2007	Trustee Area 2	Trustee Area 3
December 2007 – December 2008	Trustee Area 3	Trustee Area 4
December 2008 – December 2009	Trustee Area 4	Trustee Area 5
December 2009 – December 2010	Trustee Area 5	Trustee Area 1
December 2010 – December 2011	Trustee Area 1	Trustee Area 2

~~Once the order of rotation is established, newly elected Board Members will be added to the end of the rotation schedule.~~

~~Members who do not wish to assume the office of President or Vice President may opt to pass and move to the end of the rotation schedule. If there is a member of the Board who is not acting in accordance with law or District Policy, the Board may, through majority vote, prevent that member from assuming office. Further, an officer may be removed by a majority vote of the full Board should s/he refuse to perform the duties of the office that are imposed by law or Board policies.~~

The office of President, Vice President, and Board Clerk shall be filled by nomination and election by the Board of Trustees as the first order of business for the annual Organizational Meeting in December of each year. The Secretary of the Board shall conduct the nomination and election of the President. Thereafter, the President shall conduct the nomination and election of all other officers.

During the annual Organizational Meeting, the President of the Board will seek nominations for representatives to serve on committees such as the Nominating Committee for the Orange County Committee on School District Organization, the Orange County School Boards Association Political Action Group (P.A.G.E.) effort, and other appropriate committees. A Board member making a nomination must have permission from the nominee. A Board member may serve both as a Board officer and as a committee representative.

INTRODUCTION
(Board of Trustees)

010-2-13
Approved 02/05/03
Revised XX/XX/XX

ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held in accordance with Education Code 72000(c)(2)(A), at the Regular Meeting held within the first two weeks of December each year. The purpose of the annual organizational meeting is to elect a president, vice president, and **Board Clerk**, establish Board Committees as needed, address the matter of Board compensation, and conduct any business as required by law or determined by the Board.



Agenda Item

3.01 CURRICULUM

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content:



Curriculum.pdf

Additional Administrative Content:

Created on 10/10/2008 at 04:40 PM by Raine Hamby. Last update on 11/13/2008 by Raine Hamby.

1. Approval of New Courses

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be approved for inclusion in the curriculum:

Coastline Community College

Effective Spring 2009

Accounting C108 – Tax Return Preparation using Turbo Tax Software; 2.0 units

Semester length; 36 lecture semester hours; prerequisite: none; fee: none; grading method: student option. This course introduces students to federal income tax preparation using Tax Return Preparation with Turbo Tax for Windows, the most popular software package for preparing Individual Income Tax Returns (1040).

Business C190 – Investments; 3.0 units

Semester length; 54 lecture semester hours; prerequisite: none; fee: none; grading method: student option. Examination of various investment vehicles and portfolios. This course provides a comprehensive study of stocks, bonds, mutual funds, and related securities that include a detailed study of the nature of these securities and their markets. Emphasis is placed on personal investment objectives for growth, growth with income, and income with preservation of capital. Also covered are portfolio management and the effect of taxes on investment policy.

Computer Information Systems C190 – Intro to Geographic Information Systems; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: none; grading method: student option. An Introduction to the concepts and use of Geographic Information Systems (GIS) and its role in analysis and decision making. Course work is based on the mapping and spatial analysis capabilities of the ArcView software program. Students will be introduced to basic cartographic principles, maps, scales, coordinate systems, and projections. Through computer lab tutorials and case studies, students will learn to use ArcView to view relationships, patterns, or trends that are not possible to see with traditional charts, graphs, and spreadsheets. This course may be taken four times.

Computer Information Systems C191 – Intermediate Geographic Information System; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: none; grading method: student option. This intermediate course provides further study in ArcView; it is a continuation of the skills and concepts learned in CIS C190, Introduction to Geographic Information System (GIS). Course work is based on the mapping and spatial analysis capabilities of ArcView software. Students will be creating and editing spatial data and geocode data, perform spatial data processing, and conduct spatial analysis. This course may be taken four times.

Computer Services Technology C184 – MS Server 2008 Active Directory Configuration; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore and monitor and troubleshoot Active Directory related issues. Covers topics associated with the Microsoft 70-640 MCTS exam.

Computer Services Technology C185 – MS Server 2008 Network Infrastructure; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies through secure servers and IP-enabled networks. Covers topics associated with the Microsoft 70-642 MCTS exam.

Computer Services Technology C186 – MS Server 2008 Applications Infrastructure Configuration; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course provides students with the knowledge and skills to configure and deploy Microsoft 2008 Applications, using applications server, IIS, terminal services, and application services. Covers topics associated with Microsoft 70-643 MCTS exam.

Computer Services Technology C187 – MS Exchange Server 2007 Configuration; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course provides students with the knowledge and skills to install, configure, and maintain Microsoft Windows 2007 Exchange and include managing security and recipient objects/lists, mobile email retrieval, and migration. Covers topics associated with the Microsoft Exchange 2007 70-236 TS exam.

Digital Graphics Applications C168 – Intro to Multimedia Entertainment; 1.5 units

Semester length; 27 lecture and 9 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course will present a survey of the multimedia industry. It will focus on entry-level jobs and responsibilities, career paths, and the necessary skills for success. The regional differences in employment and types of projects and products will be explored. An introduction of the production processes from concept to publication will be researched and discussed.

Digital Graphics Applications C170 – Character Design; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. In this course, students will learn the principles of hand drawn character design as it pertains to the animation, comic book, feature film, and other multimedia entertainment industries.

Digital Graphics Applications C172 – Introduction to 2-D Animation; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. The course will demonstrate the principles of traditional 2-D animation. Students will create animation using techniques such as acting, timing, staging, weight, and physics. The course places an emphasis on drawing skills. Work from different studios and productions will be explored.

Digital Graphics Applications C174 – Introduction to 3-D Animation; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. In this course students will apply 2-D animation principles to a 3-D platform. Students are introduced to basic 3-D animation concepts such as applying key framing, camera control, and editing. Work from different studios and production will be explored.

Digital Graphics Applications C176 – Web Animation; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. The course uses Adobe Flash as an animation tool in which the principles of animation are developed for web animation. Students are expected to create one short web-i-side with sound of at least one minute in length using Adobe Flash.

Digital Graphics Applications C182 – Simulation Building; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored.

Digital Graphics Applications C184 – Interface Design; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course covers the basics of designing web pages using media authoring software such as Flash and Dream Weaver. Students will become familiar with creating animation, interactivity, and basic programming techniques. Students will also learn to incorporate their presentations into the web by creating and uploading web sites.

Digital Graphics Applications C185 – Interface Design Project; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues.

Informatics C176 – Web Animation; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. The course uses Adobe Flash as an animation tool in which the principles of animation are developed for web animation. Students are expected to create one short web-i-sode with sound of at least one minute in length using Adobe Flash.

Informatics C182 – Simulation Building; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape based design, 3-D coordinate systems and construction of 3-D models will be explored.

Informatics C184 – Interface Design; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. This course covers the basics of designing web pages using media authoring software such as Flash and Dream Weaver. Students will become familiar with creating animation, interactivity, and basic programming techniques. Students will also learn to incorporate their presentations into the web by creating and uploading web sites.

Informatics C185 – Interface Design Project; 3.0 units

Semester length; 54 lecture and 18 non-lecture semester hours; prerequisite: none; fee: \$4.00; grading method: student option. Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues.

Effective Summer 2009

History C132 – History of Britain and Ireland I; 3.0 units

Semester length; 54 lecture semester hours; prerequisite: none; fee: none; grading method: student option. This course surveys the history of the British Isles from the Neolithic age through the 17th century. It explores how various cultures synthesized to create English, Scottish, Welsh, and Irish identities. Major topics include Celtic culture, Roman imperialism, Viking impact, and the Tudor and Stuart monarchies as well as the development of parliamentary institutions and the Common Law.

History C135 – History of Britain and Ireland II; 3.0 units

Semester length; 54 lecture semester hours; prerequisite: none; fee: none; grading method: student option. This course surveys the history of the British Isles from the 17th century to the present. Content spans the major political, economic, social, cultural, and intellectual forces that have shaped the United Kingdom and Eire. Historical emphasis is placed on constitutional development, the impact of the industrial revolution, and the origins and consequences of British imperialism, Irish nationalism, the world wars, the Cold War, decolonization, the growth of the European community, and contemporary British and Irish culture.

Italian C280 – Intermediate Italian 1; 4.0 units

Semester length; 72 lecture semester hours; prerequisite: none; fee: none; grading method: student option. Continuation of Italian C185 or C185B, with further development of language skills at the intermediate level and exploration of cultures related to the Italian language. Additional emphasis on reading and writing, with an introduction to selected literary works.

Italian C285 – Intermediate Italian 2; 4.0 units

Semester length; 72 lecture semester hours; prerequisite: none; fee: none; grading method: student option. Continuation of Italian C280, with further refinement of language skills at the intermediate level and investigation of cultures related to the Italian language in preparation for higher level specialized work

Orange Coast College

Effective Fall 2009

Biology A101 – The Biology of Cooking; 3.0 units

Semester length; 54 semester lecture hours; prerequisite: none; fee: \$10.00; grading method: graded. Ever wondered why grilled meat tastes so good? Why meringues are made with egg whites and not egg yolks? Why tomatoes are considered a fruit instead of a vegetable? These questions (and more!) will be answered in demonstration-filled lectures as we use the reagents of the kitchen to teach the basic principles of biology and the scientific method.

2. Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Course Revisions:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course revisions be approved for inclusion in the curriculum:

Coastline Community College

Effective Spring 2009

	FROM	TO
<u>Art C107 – Art Gallery Production</u>		
Course Title:	Art Gallery Production	Art Gallery Production and Portfolio Design
Repeatability:	1 time	3 times
<u>Business Computing C300L – Computer Lab</u>		
Units:	.5	1.0
Semester Hours:	36 non-lecture	54 non-lecture
<u>Computer Services Technology C390L – Network Laboratory</u>		
Units:	.5	1.0
Semester Hours:	36 non-lecture	54 non-lecture
<u>Emergency Management C100 - Preparedness</u>		
Units:	2.0	3.0
Semester Hours:	36 lecture	54 lecture
<u>Emergency Management C110 - Response</u>		
Units:	2.0	3.0
Semester Hours:	36 lecture	54 lecture
<u>Emergency Management C120 - Recovery</u>		
Units:	2.0	3.0
Semester Hours:	36 lecture	54 lecture
<u>Emergency Management C130 - Mitigation</u>		
Units:	2.0	3.0

Semester Hours:	36 lecture	54 lecture
<u>English C133 – Beginning Fiction Writing</u>		
Repeatability:	none	1 time
<u>Music C130 – Beginning Guitar</u>		
Repeatability:	1 time	3 times
<u>Physical Education C126A – Relaxation Movements 1</u>		
Semester Hours:	9-18 lecture/ 27-54 lab	4.5-13.5 lecture/ 13.5-40.5 lab
<u>Physical Education C126B – Relaxation Movements 2</u>		
Semester Hours:	9-18 lecture/ 27-54 lab	4.5-13.5 lecture/ 13.5-40.5 lab
<u>Physical Education C169A – Self-Defense Arts Part 1</u>		
Semester Hours:	9-18 lecture/ 27-54 lab	4.5-13.5 lecture/ 13.5-40.5 lab
<u>Physical Education C169B – Self-Defense Arts Part 2</u>		
Semester Hours:	9-18 lecture/ 27-54 lab	4.5-13.5 lecture/ 13.5-40.5 lab
<u>Theater Arts C106 – Fundamentals of Acting</u>		
Repeatability:	none	3 times

Orange Coast College

Effective Fall 2009

	FROM	TO
<u>Art A202 – Introduction to Contemporary Art Theory</u>		
Units:	1.0	3.0
Weekly hours:	2.0 lecture	3.0 lecture
Total hours:	32	54
<u>Fashion A115 – Careers in Fashion</u>		
Repeatability:	0 times	2 times
<u>Fashion A118 – Trend Forecasting</u>		
Units:	1.5	3.0
Weekly hours:	1.50 lecture	3.0 lecture
Total hours:	27	54
<u>Fashion A175/Interior Design A175 – Applied Color and Design Theory</u>		
Units:	4.0	3.0
Weekly hours:	3.0 lec/3.0 lab	2.0 lec/3.0 lab
Total hours:	108	90
<u>Fashion A255 – Fashion Illustrating Techniques</u>		
Units:	2.0	3.0
Weekly hours:	1.0 lec/2.0 lab	2.0 lec/3.0 lab
Total hours:	27	54
<u>Machine Technology A100 – Introduction to Machine Shop</u>		
Repeatability:	2 times	4 times

Machine Technology A110 – Milling Machine

Repeatability:	0 times	4 times
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Machine Technology A115 – Production Machining Techniques

Units:	2.5	3.0
Weekly hours:	2.0 lec/2.0 lab	2.0 lec/3.0 lab
Total hours:	72	90
Repeatability:	0 times	2 times

Machine Technology A120 – Measurement and Blueprint Reading

Repeatability:	0 times	2 times
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Machine Technology A121 – Computation for Machinists

Repeatability:	0 times	2 times
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Machine Technology A175 – Dimensioning and Tolerancing

Repeatability:	0 times	2 times
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Music A265 – Advanced Recording Techniques

Units:	2.0	1.50
Weekly hours:	1.0 lec/5.0 lab	5.0 lab
Total hours:	108	90

Course Retirements:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following courses be retired from the curriculum:

Orange Coast College

Effective Fall 2009

Economics 177 – Economic History of the United States
Fashion 265 – Introduction to Digitizing & Marker Making

Course Suspensions:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following courses be suspended from the curriculum:

Orange Coast College

Effective Fall 2009

Biology 199 – Special Topics in Biotechnology
Biology 223 – Sectional Anatomy
Biology 226 – Advanced Sectional Anatomy
Biology 281L – Protein Chemistry Laboratory
Business 105 – Introduction to Law
Computer Information Systems 103 – Desktop Publishing
Computer Information Systems 108 – Electronic Portfolios
Computer Information Systems 225 – Cold Fusion Programming
Computer Science 115 – Pascal Programming

Computer Science 240 – Microcomputer System Development
Counseling 103 – Introduction to College for Student Athletes
Drafting Technology 105 – Elementary Drafting-Pencil Graphics
Drafting Technology 140 – Electro/Mechanical Drafting 1
Drafting Technology 156 – Advanced Computer Aided Design/Drafting-Electro/Mechanical
HVAC 107 – Steam Plant Operation & Maintenance 1
HVAC 108 – Steam Plant Operation & Maintenance 2
HVAC 109 – Building Energy Systems
Music 237AB – Concert Sound Engineering
Music 247AB – Advanced Pop Vocal Techniques

Course Reinstatements:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course be reinstated to the curriculum:

Orange Coast College

Effective Fall 2009

Geology A285 – Petrology
Physical Education A140 – Aqua Fitness

3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content**(1) Meetings for the Board of Trustees**

Michael J Battistone, Student Trustee (CCCD), to attend the Association of Community College Trustees 2009 Legislative Summit, February 8 - 11, 2009, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$3,000, including a registration fee of \$681, travel by Air Coach, to be paid from District Conference funds.

Walter G Howald, Board Member (CCCD), to attend the Association of Community College Trustees 2009 Legislative Summit, February 6 - 12, 2009, Washington, DC, without loss of salary, with reimbursement for actual expenses, including a registration fee of \$634, travel by Air Coach, to be paid from District Conference funds.

Walter G Howald, Board Member (DIST), to attend the Community College League of California, November 20-22, 2008, Anaheim, CA, without loss of salary, with reimbursement for actual expenses, including a registration fee of \$475, to be paid from District Conference funds. The reason for this revision is to include lodging for two nights due to early morning and late night meetings.

(2) Meetings for Faculty and Staff

Courtney A Anderson, Instructor (OCC), to attend the Phi Rho Pi National Conference, April 1 - 12, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$75, to be paid from Academic Senate PDI - Full Time funds.

Melissa R Berta, Instructor (OCC), to attend the Innovations Conference, March 15, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$600, to be paid from Academic Senate PDI - Full Time funds, to be reimbursed for mileage if equal to the equivalency of air travel.

Ted A Boehler, Dean (CCC), to attend the Golden Guardian 2008 Disaster Recovery Seminar, November 24, 2008, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from Innovation & Technology Auxillary funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Integrated Support Command, November 25, 2008, San Pedro, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Contract Education Auxillary funds.

Adrienne Burton, Student Fin Aid Supervisor (GWC), to attend the 2008 Federal Student Aid Conference, December 2 - 7, 2008, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$1,000, including travel by Air Coach, to be paid from BFAP Categorical funds.

Maureen B Crayton, Hrlly/Temp Tech (GWC), to attend the Water Polo State Championships, November 21 - 22, 2008, Merced, CA, without loss of salary, with reimbursement for allowable expenses of \$70, to be paid from AB 77 funds.

Ding-Jo H Currie, President (CCC), to attend the Community College League of California 2008 Conference, November 20, 2008, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$195, to be paid from College Support funds.

John F Dale, Librarian (OCC), to attend the League for Innovation 2009, March 15 - 18, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$600, travel by Air Coach, to be paid from Academic Senate PDI - Full Time funds.

Jill Golden, Instructor (OCC), to attend the Culinology 101 - Part 1, February 3 - 7, 2009, Starkville, MI, without loss of salary, with reimbursement for allowable expenses of \$1,100, including travel by Air Coach, to be paid from Academic Senate PDI - Full Time funds.

Marcela V Hernandez, Hourly Counselor (CCC), to attend the Kaleidoscope Leadership Institute, December 3-7, 2008, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$878, including a registration fee of \$750, to be paid from Matriculation Non-Credit Counseling funds.

Cheryl L Jupiter, Counselor (OCC), to attend the National Institute for the Study of Transfer Students 7th Annual Conference, January 21 - 23, 2009, Addison, TX, without loss of salary, with reimbursement for allowable expenses of \$1425, including a registration fee of \$325, travel by Air Coach, to be paid from Academic Senate PDI - Full Time, Transfer Center funds.

Benjamin J Lohman, Instructor (OCC), to attend the Phi Rho Pi National Conference, April 1 - 12, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$350, to be paid from Academic Senate PDI - Full Time funds.

Sacha R Moore, Instructor (GWC), to attend the 7th Annual Hawaii International Conference, January 7-14, 2009, Honolulu, HI, without loss of salary, with reimbursement for allowable expenses of \$1,200, including a registration fee of \$390, travel by Air Coach, rental car and insurance, to be paid from IPD AFT funds, IPD VP funds.

Joy L Myers, Coordinator (OCC), to attend the California Association of Dental Assisting Teachers, February 26 - March 1, 2009, Burlingame, CA, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$450, travel by Air Coach, to be paid from Academic Senate PDI - Full Time funds.

Christina D Nguyen, Counselor (CCC), to attend the Basic Skills Institute Innovations Incubation: Integrating Instruction and Support Services, November 21, 2008, Pomona, CA, without loss of salary, with reimbursement for allowable expenses of \$35, to be paid from Basic Skills funds.

Martha M Parham, Dist Dir Mark & Pub (CCCD), to attend the Association of Community College Trustees 2009 Legislative Summit, February 8 - 11, 2009, Washington, D.C. without loss of salary, with reimbursement for allowable expenses of \$3,000, including a registration fee of \$681, travel by Air Coach, to be paid from Management Conference funds - Public Information Office.

Martha M Parham, Dist Dir Mark & Pub (CCCD), to attend the Implementation Oversight Committee, December 3, 2008, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including travel by Air Coach, to be paid from Management Conference funds - Public Information Office.

Victor R Quiros, Instructor (GWC), to attend the CA Community College Leadership Institute, December 3-5, 2008, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$350, including a registration fee of \$280, to be paid from VP IPD Funds.

JENNIFER L RAFFERTY, Hourly Instructor (OCC), to attend the California Association of Dental Assisting Teachers, February 27 - March 1, 2009, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$450, travel by Air Coach, to be paid from VP of Instruction Ancillary funds.

Deborah M Rippo, Hourly Instructor (OCC), to attend the California Association of Dental Assistants,

February 26 - March 1, 2009, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$450, travel by Air Coach, to be paid from VP of Instruction Ancillary funds.

Vincent P Rodriguez, Dean, Distance Learning (CCC), to attend the Community College League of California 2008 Annual Convention and Partner Conference, November 20, 2008, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$40, to be paid from Distance Learning Conference Funds. Registration fee is waived. Attendee is participating in a panel.

Colleen D Rymas, Insur Claims Special (CCCD), to attend the Understanding the Current Comprehensive General Liability Policy in California, January 15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$400, including a registration fee of \$329, to be paid from Risk Services CFCE Conference funds.

Robert S Schneiderman, Counselor (OCC), to attend the League for Innovations 2009, March 14 - 19, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1,100, including travel by Air Coach, to be paid from Academic Senate PDI - Full Time funds.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Jane Burton. Last update on 11/19/2008 by Jane Burton.

Agenda Item

3.02.01 Authorization for Student Trips - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type:
Public Access: Yes

Agenda Item Content

It is requested that the following student trips be approved. The list of participating students, advisors, and any waiver forms will be on file in the appropriate office prior to the trip.

Conference/Activity: Orange County Museum of Art
Location: Newport Beach
Dates: November 22, 2008
Department: Art Department
Transportation: District transportation

Conference/Activity: Museum of Latin American Art
Location: Long Beach
Dates: December 7, 2008
Department: Art Department
Transportation: District transportation

Additional Administrative Content

Created on 10/10/2008 at 03:40 PM by Laurie Swancutt. Last update on 11/19/2008 by Jodi Rodriguez.

Agenda Item

3.02.02 Authorization for Student Trips - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type:
Public Access: Yes

Agenda Item Content

None

Additional Administrative Content

Action Agenda Details

Motion:

Created on 10/10/2008 at 04:40 PM by Dolores Harper. Last update on 10/13/2008 by Jodi Rodriguez.

3.03 GENERAL ITEMS

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Jodi Rodriguez. Last update on 11/13/2008 by Jodi Rodriguez

Agenda Item

3.03.01 Authorization for Special Projects - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

Project/Activity: Coastline Career Mentoring Event
Date: Thursday, January 8, 2009; 4 – 7 p.m.
Location: Garden Grove Center
Department: Career and Technical Education Programs
Purpose: Mentoring event to showcase programs
Cost/purpose/funding source: NTE \$1000; Perkins Grant funds

Project/Activity: Holiday Boutique Fundraiser
Date: Monday, December 1, 2008; 11 a.m. – 4 p.m.
Location: College Center
Department: Classified Council
Purpose: Fundraiser for classified staff scholarships and activities
Cost/purpose/funding source: No cost to College or District

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Laurie Swancutt. Last update on 11/13/2008 by Jodi Rodriguez.

3.03.02 Authorization for Special Projects - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

Project/Activity: Puente Projects On-Campus Projects

Date: 2008-09

Department: Puente Program

Purpose: Supplies and refreshments for meetings/projects

Cost/purpose/funding source: \$2,000 for supplies and refreshments; Puente budget

Project/Activity: Police Academy Graduation

Date: November 21, 2008

Department: Criminal Justice Training Program

Purpose: Graduation for Class 136

Cost/purpose/funding source: \$1,450 for supplies, refreshments, facility rental & printing; Department funds

Project/Activity: Specialized Investigators Basic Academy Graduation

Date: December 12, 2008

Department: Criminal Justice Training Program

Purpose: Graduation for Class 46

Cost/purpose/funding source: \$680 for supplies, refreshments & printing; Department funds

Project/Activity: "Day of Fire" Band Concert

Date: December 12, 2008

Department: Christian Club

Purpose: Musical entertainment

Cost/purpose/funding source: \$9,000 for food, supplies, printing, tech support, and out-of-state entertainment; ASGWC, Christian Club funds, ticket sales, and donations

Project/Activity: Foster Youth Dinner

Date: December 18, 2008

Department: EOPS/CARE Program

Purpose: Recognition ceremony

Cost/purpose/funding source: EOPS/CARE staff donations

Project/Activity: Track Team Clinic

Date: December 20, 2008

Department: Athletics

Purpose: Opportunity for high school track athletes to visit GWC

Cost/purpose/funding source: No cost

Additional Administrative Content

Agenda Item

3.03.03 Authorization for Special Projects - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

None

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnette Minton. Last update on 11/13/2008 by Jodi Rodriguez.

3.03.04 Authorization to Apply for Funded Programs

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content

It is recommended that authorization be given to apply for the following funded programs and/or projects and to participate, if funded, as outlined below. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign any related documents as appropriate.

Orange Coast College has been awarded funding for the California Department of Education Carl D. Perkins Vocational and Technical Education Act of 2006 grant titled "**Tech Prep Regional Coordination Project**". Coast Community College District Tech Prep Consortium will direct a regional partnership within Orange County of secondary and post-secondary partners, business and industry partners, local workforce investment boards, local economic development agencies and other Orange County Tech Prep Consortia to integrate regional delivery systems for education and workforce services, create a strategy to identify new and redirected resources that will enhance the local and regional education and employment delivery systems, create a systemic plan to regionally integrate education and workforce agencies with business and industry, and organize regional events in support of each of these goals.

Fiscal Impact: Orange Coast College received \$300,000 between July 1, 2008, to and including June 30, 2009.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Raine Hamblly. Last update on 11/19/2008 by Jodi Rodriguez.

Agenda Item

3.03.05 Authorization for Disposal of Surplus

Meeting: 11/19/2008 Study Session/Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Action (Consent)

Public Access: Yes

Agenda Item Content



Surplus111908.pdf

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDPurch. Last update on 11/13/2008 by CCCDPurch.

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
GOLDEN WEST COLLEGE				
On behalf of the Golden West College President, the Director of Purchasing is recommending Board approval to donate the following surplus equipment to the Wetlands Wildlife Care Center in Huntington Beach.				
Microscope	---	---	3003844	F
Microscope	---	---	3000771	F
Microscope	---	---	3003880	F
Microscope	---	---	3000881	F
Microscope	---	---	3000995	F
Microscope	---	---	3002380	F
Microscope	---	---	3002321	F
Microscope	---	---	3003885	F
Microscope	---	---	3003840	F
Microscope	---	---	3003893	F
Microscope	---	---	3000930	F
Microscope	---	---	3003895	F
Microscope	---	---	3000757	F
Microscope	---	---	3000759	F
Microscope	---	---	3003170	F
Microscope	---	---	3000773	F
Microscope	---	---	3003883	F
Microscope	---	---	3003845	F
Microscope	---	---	3003880	F
Microscope	---	---	3000763	F
Microscope	---	---	3000582	F
Microscope	---	---	3001000	F
Microscope	---	---	3000585	F
Microscope	---	---	3002375	F
Microscope	---	---	3002373	F
Microscope	---	---	3000584	F
ORANGE COAST COLLEGE				
UPS	---	---	TR174A0010	I
UPS	9030255	---	BP321CO301	I
Printer	9053505	3400	YY9009963	I
Monitor	9032935	M7613	CY944ODFH4B	I
Computer	9071405	M5183	XA10105AK53	I
Printer	9035834	C3916A	JPKG034276	I
Printer Server	9025397	J3265A	SG91453601	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Laptop	9026000	PAS402U	Z8345211A	I
Micro repeater	9017620	ATMR128FT15	LO887080A1	I
Printer	9053163	3400B	YY9006364	I
Printer	9054013	3450DN	PMY035843	I
Projector	9033592	PLC-SP20N	G0X01274	I
Chair	---	---	---	P
Chair	9020101	---	---	P
Microwave	---	---	---	P
Register	9046097	93F0705	74F6297	P
Register	9047058	4610-TI4	41-BHG52	P
Register	9034233	4610-TI4	41-VVN68	P
Register	9047067	4610-TI4	41-BRC10	P
Register	9047064	4610-TI4	41-BPR42	P
Register	9047066	4610-TI4	41-BRA79	P
Register	9047068	4620-TI4	47-BRA86	P
Register	9034229	41-B4597	41-ZN659	P
Register	9071554	244	74F6297	P
Register	9071128	41-B4990	02LI727	P
Receipt Printer	9047063	4610-TI4	41-BRA97	P
Register	9047065	4610-TI4	41-BRA95	P
Receipt Printer	9071551	4R	41-CC249	P
Receipt Printer	---	4R	41-FN545	P
Register Drawer	---	M7	41-FF404	P
Register Drawer	---	4301W	41-N2285	P
Register Drawer	---	4301W	41-N2285	P
Register Drawer	---	4301W	41-2289	P
Register Drawer	---	4301W	41-2289	P
Monitor	9012767	3476	88-ZF397	I
Monitor	9035356		88-ZF198	I
Monitor	9035366		1630152345	I
Monitor	9056140		88DF265	I
Monitor	9012772	3476	88-ZD876	I
Monitor	9071548	3476	88-KL919	I
Monitor	9011571	1451LR	A90-35100901	I

3.03.06 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content

ANTHROPOLOGY: THE FOUR FIELDS
CUNY-TV (NY)

ASTRONOMY: OBSERVATIONS AND THEORIES
Mesalands Community College (AZ)

CHILD DEVELOPMENT: STEPPING STONES
CMS-TV (NC)
Colorado Mountain College (CO)
HETA of Oklahoma (OK)
Iowa Lakes Community College (IA)
Tennessee Board of Regents (TN)
University of Cincinnati – Raymond Walters College (OH)

CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD
Bakersfield College (CA)
Modesto Junior College (CA)
State Board for Community & Technical Colleges (WA)
Tennessee Board of Regents (TN)

CYCLES OF LIFE: EXPLORING BIOLOGY
Tennessee Board of Regents (TN)

FACES OF CULTURE – REVISED
HETA of Oklahoma (OK)
Modesto Junior College (CA)
State Board for Community & Technical Colleges (WA)
Tennessee Board of Regents (TN) - 16303
Tennessee Board of Regents (TN) - 16344

THE HOME GARDENER
Southwestern Illinois College (IL)

HUMANITIES THROUGH THE ARTS
HETA of Oklahoma (OK)
Lamar State College - Orange (TX)
State Board for Community & Technical Colleges (WA)

MASTERING THE COLLEGE EXPERIENCE
Salt Lake Community College (UT)

MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION
Tennessee Board of Regents (TN)

PHYSICAL ANTHROPOLOGY: THE EVOLVING HUMAN
CUNY-TV (NY)

PSYCHOLOGY: THE HUMAN EXPERIENCE
State Board for Community & Technical Colleges (WA)
Tennessee Board of Regents (TN)

TRANSITIONS THROUGHOUT THE LIFE SPAN
HETA of Oklahoma (OK)
State Board for Community & Technical Colleges (WA)

Fiscal Impact: No direct cost to the District. Projected revenue unknown, depending on utilization of the telecourses by the lessees and number of students enrolled in the courses.

Additional Administrative Content:

Created on 10/10/2008 at 04:40 PM by Nicki Salcedo. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.03.07 Approval of Clinical Contracts - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content

After review by legal counsel, Rutan & Tucker, the College President, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into clinical contracts with the following institutions in connection with the various Allied Health programs which are a part of the Coast Community College District curriculum. (Non-standard agreements are attached to each Trustee's Agenda.)

NEW

Garden Grove School District

Standard Affiliation Agreement

Fiscal Impact: Students are required to obtain personal liability insurance during enrollment in an Allied Health program. The District shall provide professional liability insurance and Worker's Compensation insurance for each student participating in approved clinical rotations (For field experience agreements, the District provides only Worker's Compensation insurance.) These District provided insurance coverages are in effect while the student is on-site at facility. The District realizes savings by utilizing off-campus clinical and field experience training facilities.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Dolores Harper. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.03.08 Approval of Clinical Contracts - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Action (Consent)

Public Access: Yes

Agenda Item Content

None

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnanne Minton. Last update on 11/13/2008 by Jodi Rodriguez.

3.03.09 Authorization for Purchase of Institutional Memberships - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content**RENEWAL**

American Association of Paralegal Education (AAPE) - January 1, 2009 — December 31, 2009 - \$400
Continued membership in the American Association for Paralegal Education is necessary to Coastline's Paralegal Studies Program and the American Bar Association approval process for accreditation of the program. It also results in valuable information as it is the only professional association for the training and education of paralegal educators. Membership to be paid from College funds.

Asian Business Association of Orange County – November, 2008 — November, 2009 - \$75

Membership will provide access to Chamber businesses to market and network the programs offered through Coastline Community College/Orange County One-Stop Center. Membership to be paid from One-Stop Center funds.

Black Chamber of Orange County – November, 2008 — November, 2009 - \$200

Membership will provide access to Chamber businesses to market and network the programs offered through Coastline Community College/Orange County One-Stop Center. Membership to be paid from One-Stop Center funds.

Recording for the Blind and Dyslexic Annual Institutional Membership Program (RFB&D) – December 9, 2008 — December 8, 2009 - \$350

Membership is necessary for Coastline Community College to remain in compliance with State and Federal laws for students with disabilities. Membership to be paid from AB77 funds.

NEW

National Petrochemical & Refiners Association (NPRA) – October 27, 2008 — December 31, 2008 - \$1,250 (prorated-yearly membership \$6,000)

Membership will provide Coastline with comprehensive information to help students and faculty excel as they meet the opportunities and challenges of modern businesses. It will also provide resources to support marketing, networking and help maintain Refinery Operator standards for our PTEC program. Petroleum refining and petrochemical facility meetings will be available to provide product information, airing concerns, determining industry response to legislative and regulatory proposals, and viewing hands-on demonstrations of new products and services. Membership to be paid from College funds.

Additional Administrative Content

Agenda Item

3.03.10 Authorization for Purchase of Institutional Memberships - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

RENEWAL

National League for Nursing – January 1, 2009 – December 31, 2009 - \$1,500
Develops and improves standards for quality nursing education

National League for Nursing Accrediting Commission, Inc. – January 1, 2009 –December 31, 2009 -
\$1,875
Required annual accreditation fee for the Associate Degree Nursing program

Additional Administrative Content

Created on: 10/10/2008 at 04:40 PM by Dolores Harper. Last update on: 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.03.11 Authorization for Purchase of Institutional Memberships - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

NEW

American Association for State and Local History (AASLH) – December 1, 2008 – November 30, 2009 - \$100.00

Membership provides leadership and support for its members who preserve and interpret state and local history in order to make the past more meaningful to all Americans.

RENEWAL

Academic Senate for California Community Colleges – 2008-2009 - \$3,257.10

This organization is the governance body that represents all California community colleges. Membership provides a means to represent faculty at all state legislative meetings and allows faculty and administrators to stay current in procedures, policies, and matters of record pertinent to academic issues in California and across the nation.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnanne Minton. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.03.12 Authorization for Purchase of Institutional Memberships - District

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

RENEWAL

Equal Employment Diversity Equity Consortium.(EEDEC) - July 1, 2008 through June 30, 2009 - \$250.

A California Community Colleges organization that serves Human Resource/Recruiting Departments in assisting them in developing, maintaining and updating all laws, procedures and processes in accordance with the State's EEO Requirements.

Huntington Beach Chamber of Commerce - December 1, 2008 through November 30, 2009 - \$334.00

Membership will provide access to the city business and industrial base through both the activities and publication of the chamber.

California Colleges for International Education (CCIE) - July 2008 through June 2009 - \$850.00

This non-profit organization supports the ideal of increasing international understanding through education and collaboration. This consortium helps support the growth of programs affiliated to international education, through: a) Faculty Exchanges; b) International Business; c) International Development/Contract Education; d) International Students; e) Internationalizing the Curriculum; and f) Study Abroad.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDAAdsvr. Last update on 11/13/2008 by Jodi Rodriguez

Agenda Item

3.03.13 Community Activities - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content

It is recommended that authorization be given for the Coastline Community College Contract Education Department to offer the following community activities, seminars, workshops, lecture series and/or cultural events and for appointment of lecturers and presenters as indicated at Coastline Community College. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign any applicable agreements.

The following not-for-credit programs will be offered from September 18, 2008 — June 30, 2009. Payment to the presenters will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

INDEPENDENT CONTRACTOR

TAI CHI WORKSHOP, September 20 and 21, 2008. Presenter: Master Zifang Su (P). Workshop will be held at the Le-Jao Center. Participant fees shall be either \$20 or \$45 per workshop activity.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Laurie Swancut. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.04 PERSONNEL ITEMS

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Information
Public Access: Yes

Agenda Item Content



Personnel.pdf

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDHR. Last update on 11/13/2008 by CCCDHR.

3.04 PERSONNEL ITEMS**1. Authorization for Special Assignments**

It is recommended that authorization be given for the following special assignments grouped by operation cost center. Board approved, contractual special pay rates listed below by pay type as follows: LOV = Librarian Overload, OVR = Overload, MTM = Full Time Instructional Misc. Teaching Rate, MTH = Part Time Misc. Teaching Rate, IUM = Full Time Instructional Unit Assistant, IUH = Part Time Instructional Unit Assistant, EXM = Full Time Extra Pay, EXH = Part Time Extra Pay, UNT = Part Time Unit Regular, PDM = Full Time Per Diem, PDH = Part Time Per Diem, INM = Full Time Intersession, INH = Part Time Intersession, SMM = Full Time Summer, SMH = Part Time Summer, ACS = Academic Senate.

COASTLINE COLLEGE:**COURSE DEVELOPMENT**

Course development stipend for new Criminal Justice online courses 110 and 128 for military programs.

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Sampson, Kevin	10/01/2008	10/31/2008	EXH	\$1,000.00

LIBRARIAN

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Bernotat, Rebekka	10/16/2008	12/12/2008	EXH	\$59.16

INSTRUCTIONAL UNIT ASSISTANT

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Fry, Marilyn English	08/25/2008	12/14/2008	IUM	\$4,491.00

SPECIAL ASSIGNMENT

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Basabe, Sandra	08/25/2008	12/14/2008	EXM	\$41.95
Reviewing DL Course Book and Seaport and MyCCC training.				
Irvin, Teresa	09/01/2008	09/30/2008	EXH	\$30.34
Created distance learning classes for the Digital Media Certificate. NTE 33 hours.				
Kozis, Nicholas	09/01/2008	10/31/2008	EXH	\$30.34
Created distance learning classes for the Digital Media Certificate. NTE 58 hours.				

ACADEMIC SENATE

Serving as members of the Academic Senate for 2008-2009. NTE 54 hours.

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Bouley, Harold	08/25/2008	05/31/2009	ACS	\$27.50
Wahba, Remon	08/25/2008	05/31/2009	ACS	\$27.50

PART TIME COUNSELING

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Blackburn, Robert	10/16/2008	06/30/2009	UNT	\$59.16	180
Lee, Scott	11/06/2008	06/30/2009	UNT	\$59.16	330

GOLDEN WEST COLLEGE:**CALWORKS COUNSELING**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Rapp, Paula	08/25/2008	12/14/2008	UNT	\$76.16

INSTRUCTIONAL UNIT ASSISTANT

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Barua, Dibaker	08/25/2008	12/30/2008	IUM	\$7,285.00

Personnel Items

Best, Amanda	09/22/2008	12/30/2008	IUM	\$3,496.80
Boyer, Nancy	08/25/2008	12/30/2008	IUM	\$2,185.50
Hyde, William	08/25/2008	12/31/2008	IUM	\$1,646.70
Kramer, Bryan	08/25/2008	12/31/2008	IUM	\$598.80
Lindsay, Donald	08/25/2008	08/31/2008	IUM	\$1,796.40
Souto, Mark	08/25/2008	12/31/2008	IUM	\$1,347.30
Woo, Mai-Ying	08/25/2008	12/31/2008	IUA	\$1,197.60

NORTH AMERICAN RENEWABLE ENERGY TRAINING

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Cucurny, Marius	09/01/2008	12/31/2008	EXM	\$43.10
Hersh, Thomas	09/01/2008	12/31/2008	EXM	\$43.10

ORANGE COAST COLLEGE:

PART TIME COUNSELING

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
McCarthy, Mary Ann	08/25/2008	12/14/2008	UNT	\$76.16	288

INTERNSHIP ACADEMY

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Amaral, Christina	10/01/2008	10/31/2008	EXM	\$72.00
Castano, Robert	10/01/2008	10/31/2008	EXM	\$72.00
Cox, Steven	10/01/2008	10/31/2008	EXM	\$72.00
Dowling, Thomas	10/01/2008	10/31/2008	EXM	\$72.00
Hunter, Amelie	10/01/2008	10/31/2008	EXM	\$72.00
Kings, Roseanne	10/01/2008	10/31/2008	EXM	\$72.00
Kubiak, Renee	10/01/2008	10/31/2008	EXM	\$72.00
Lawell, Cheri	10/01/2008	10/31/2008	EXM	\$72.00
Mushkin, Hillary	10/01/2008	10/31/2008	EXM	\$72.00
Reed, Charlene	10/01/2008	10/31/2008	EXM	\$72.00
Skeie, Leon	10/01/2008	10/31/2008	EXM	\$72.00
Werblin, Cathy	10/01/2008	10/31/2008	EXM	\$72.00
Wheaton, Dana	10/01/2008	10/31/2008	EXM	\$72.00
Zellerbach, Charles	10/01/2008	10/31/2008	EXM	\$72.00

FACULTY ACADEMY

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Felts, Karen	11/07/2008	11/08/2008	PDM	\$43.10
Rogers, Marcia	11/07/2008	11/08/2008	PDM	\$43.10
Smolin, James	12/05/2008	12/06/2008	PDM	\$43.10

ESL WORKSHOP

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Conner, Gregory	11/21/2008	11/22/2008	PDM	\$43.10
Lerma, Maria Del Pilar	11/21/2008	11/22/2008	PDM	\$43.10

TRAINING

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Saichek, William	10/03/2008	10/04/2008	PDM	\$43.10

To conduct training for the Schedulers Forum IUA Members on Jigsaw Version 3.89 and introduce Version 4.11.

COORDINATE

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Thorton, Michael	08/25/2008	12/14/2008	PDH	\$30.34

To coordinate Athletic Alumni and Athletic Outreach Program for the Physical Education and Athletics Division.

Overload assignments for the following instructors, payment to be a maximum of \$72.00/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period **08/25/08 to 12/14/08** for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed hours stated, per week:

CCC

<u>Name</u>	<u>Hours per week</u>
Johnson, Dan	3.40
Secord, Debra	3.40

GWC

<u>Name</u>	<u>Hours per week</u>
Broyles, Zhenghong	1.12
Cucurny, Marius	9.00
Goldstick, Deborah	1.12
Hareison, Karen	1.12

OCC

<u>Name</u>	<u>Hours per week</u>
Bise, Robert	1.69
Garrison, Tom	2.25
Mason, Douglas	3.38
Rodriguez, David	1.49
Shine, Brenda	1.68
Yett, Jan	6.01

2. Authorization for Pay Changes, Academic Staff

Winter, Nicolas, OCC, Instructor, ESL, Reduced Load/Option Pre-Retirement Program, 80% Fall and Spring, effective Fall 2009 (Col. V, Step 21).

3. Authorization for Leaves of Absence

It is recommended that authorization be given for the following leaves of absence:

Faculty

Chaivakal, Jennifer, OCC, Instructor, Early Childhood Education, 100% LOA/wop under the Family and Medical Leave Act of 1993 for the period 09/30/08 to 12/14/08.

4. Appointment of Substitutes, Academic Staff

It is recommended that the following individuals be appointed as substitutes, as defined by California Ed Code 87480, appointments not to exceed 20 working days, and subject to Board policies governing such appointments, to be paid \$45.69/hr based on the part-time faculty hourly miscellaneous teaching rate for services rendered **during FALL semester, 2008-09**.

Coastline College

Dalbey, Elizabeth

Gustaveson, Valerie
Sabha, Fayruz
Sleep, Katherine
Takacs, Marcia

Golden West College

Abella, Dori
Artemova, Alina
Berry, Debra
Bornemann, Chung
Fraser, Mark
Gardner, Patricia
Johnson, Daniel
Lopez, Arthur
Monday, Michael
Morgan, Patricia
Murray, Sharon
Mushet, Linda
Orwig, Bernice

Orange Coast College

Carter, John
Cervantes, Aureliano
Das, Adriana
Durand, Ross
Galvery, William
Giffen, Ryan
Grech, Elida
Green, Gladys
Harmer, Ann
Hellman, Amy
Herman, Allen
Hess, John
Hesse, Lisa
Hoffman, Jack
Jereb, Claudia
Jones, Christianne
Ketchum, Justin
Kim, Allen
Kraynak, Shana
Lee, Robert
Martin, Lawrence
Nguyen, Thu Kim
Ochwatt, Jodie
Ottley-Kiklowicz, Rachelle
Rehm, Gunter
Rho, Gina
Ridnor, Rachel
Rodriguez, Veronika
Saada, Mariam
Zachweija, Thomas
Ziemer, William

5. Appointment of Academic Staff

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Assignments are only for the time period specified or the hours per week as stated (multiple statements indicate two or more separate assignments). Salary placement may be revised upon presentation of evidence of additional education and/or experience:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>PLCMT</u>
Syed, Erum	CCC	Temporary Instructor, Biology 75%	08/25/08	12/14/08	A-II-02

Revision to Previous Board ActionAdministrator

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Ames, Steven	GWC	Coordinator, Criminal Justice Training Center	11/24/08	D-16-07	G-019-09

FACULTY SUMMER ASSIGNMENTS - 2008Orange Coast College

For the period **07/28/08-08/22/08**

Faculty

<u>Name</u>	<u>Wkly/Hrs</u>
Rodriguez, David	40.500

PART-TIME FACULTY ASSIGNMENTS - 2008

Fall assignments during the period **08/27/08-12/16/08** for CCC, GWC and OCC unless otherwise noted; LHE = Lecture Hour Equivalency.

Coastline College

<u>Name</u>	<u>LHE/week</u>
Seymer, David A.	3.000

Golden West College

<u>Name</u>	<u>LHE/week</u>
Janke, Kelly R.	3.000
Johnson, Daniel R.	4.500
Lulich, Benjamin E.	1.250
Schroeder, Lisa M.	0.833

Orange Coast College

<u>Name</u>	<u>LHE/week</u>
Herman, Allen L.	4.750

Personnel Items

The following GWC Part-time Police Academy Instructors to be paid hourly rates based on the Administration of Justice "C" salary schedule. Assignments are for the 2008-09 school year for the period **07/01/08 to 06/30/09**, not to exceed 498 hours:

Barbieri, Paul

6. Appointment of Classified Staff to Advertised Positions

In accordance with Board policies and procedures, the following Classified Staff are recommended for appointment to advertised positions; these include promotions, new hires, and rehires:

Classified Promotions, New Hires and Rehires

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Hampton, April	OCC	Office Coordinator	11/03/08	E-42-02	O-013-09

Revision to Previous Board Action

Classified

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Nanez, Dennis	GWC	Receptionist	11/16/08	E-38-02	G-007-09

7. Authorization for Reclassification, Classification Reductions, and Reorganizational Reassignments, Classified Staff

It is recommended that authorization be given for the following Reclassification/Reassignments for Classified Staff:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Area, Sheryl	OCC	Staff Assistant. E-52-05	Administrative Assistant to the Vice President E-55-05	11/20/08
Avalos, Mary	GWC	Staff Assistant E-52-05	Administrative Assistant to the Vice President E-55-05	11/20/08
Cardinali, Edith	GWC	Staff Assistant E-52-05	Administrative Assistant to the Vice President E-55-05	11/20/08
Carey, Michael	OCC	Staff Assistant, Sr E-54-05	Environmental Sustainability Coordinator E-65-05	07/01/08
Day, David	GWC	Groundskeeper E-39-05	Groundskeeper 2 E-43-05	07/01/08
Deculit, Tim	OCC	Mailroom Clerk, Sr E-39-05	Mail Services Assistant, Lead E-42-05	07/01/08
Fernandez, Mario	GWC	Maintenance, Semi-Skilled E-47-05	Maintenance, Skilled E-51-05	07/01/08
Fitzgerald, Clara	OCC	Typist Clerk, Interm E-36-05	Typist Clerk, Sr E-40-05	07/01/08
Jimenez, Porfirio	OCC	Utility Worker E-40-05	Skilled Maintenance E-51-05	07/01/08
Kane, Gregory	GWC	Maintenance, Skilled E-51-05	Maintenance, Lead E-53-05	07/01/08

				Personnel Items
Katz, Linda	CCC	Military/Contract Educ Staff Aide E-48-05	Military Programs Staff Facilitator *	07/01/08
Kilayko Cruz, S.	CCC	Staff Assistant E-52-04	Administrative Assistant to the Vice President E-55-04	11/20/08
Lubanski, Donna	CCC	Staff Assistant E-52-05	Administrative Assistant to the Vice President E-55-05	11/20/08
Phan, Sheena	CCC	Accounting Assistant III E-46-05	EOPS/CARE Accounting Tech E-48-05	07/01/08
Rogers, Stephani	CCC	Military/Contract Educ Tech Intern E-45-05	Military/Contract Educ Tech III *	07/01/08
Scaplen, Patricia	GWC	Health Center Assistant E-44-05	Staff Aide E-48-05	07/01/08
Spears, Mary Ann	OCC	Staff Aide E-48-05	Staff Specialist E-50-05	07/01/08
Spencer, Shirley	CCC	Staff Assistant E-52-05	Administrative Assistant to the Vice President E-55-05	11/20/08
Wombold, Connie	CCC	Secretary, Sr E-45-05	Division/Area Office Coordinator E-49-05	07/01/08
Vorathavorn, Max	DIST	Application Programmer Analyst E-59-05	Application Systems Analyst Programmer E-64-05	07/01/08

*This temporary position may be extended, modified, or eliminated based on changes from the funding source.

8. Authorization for Temporary Out of Class and Special Assignments, Classified Staff

It is recommended that authorization be given for the following changes for Classified Staff working temporarily Out of Class:

Management

Name	LOC	From	To	Start Dt	End Dt	PLCMT
Tomow, John M.	GWC	Bookstore Assistant Manager	Operations Coordinator	10/01/08	12/31/08	G-20-04**
Whiteside, Sandra	OCC	Info System Technician Senior	Systems Network Analyst	10/01/08	12/31/08	E-69-05

**This position subject to the rights, privileges and obligations of those placed on the Classified Management schedule.

Classified

Name	LOC	From	To	Start Dt	End Dt	PLCMT
Arroyo, Jorge	OCC	Maintenance Semi-skilled	Maintenance, Skilled	10/01/08	12/31/08	E-51-05
Kane, Gregory W.	GWC	Maintenance Skilled	Energy Management Facilitator	12/01/07	06/30/08	E-53-05

						Personnel Items
Key, Randy	OCC	Energy Mgmt Coord.	Systems/Network Analyst II	10/01/08	12/31/08	E-69-05
Vu, Victoria N.	GWC	Student Financial Aid Technician	Student Financial Aid Specialist	07/01/07	06/30/08	E-50-05

Revisions to Previous Board Action

Classified Management

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>PLCMT</u>
Theobald, Brent	GWC	Public Safety Supervisor	Security Coordinator	Extend end date from 08/31/08 to 11/30/08	G-15-04**

**This position subject to the rights, privileges and obligations of those placed on the Classified Management schedule.

Classified

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>PLCMT</u>
Higgins, William	DIST	Mechanic	Mechanic Lead	Extend end date from 09/30/08 to 12/31/08	E-55-05
Johnson, Daniel	GWC	Sports Information/Market Assistant	Web/Multimedia Programmer	Extend end date from 06/30/08 to 09/30/08	E-59-02
Nguyen, Uyen	GWC	Staff Aide	System Analyst Specialist	Extend end date from 09/30/08 to 12/31/08	E-60-01
Sanchez, Jorge	OCC	Maintenance Skilled	Maintenance Lead	Extend end date from 09/31/08 to 12/31/08	E-53-05

9. Appointment of Special Category, Hourly Staff

A. 160 Day Employees

It is recommended that authorization be given for the following hourly personnel appointments in the performance of noncertificated duties which directly support administrative, classified, or student services and special projects, or are fulfilling noncertificated substitute services for classified employees temporarily absent, no assignment to exceed 160 working days pursuant to provisions of AB500 and the Agreement between the Coast Community College District and the Coast Federation of Classified Employees. (Please note: Budget numbers 100+ are General Fund; all others are Categorical Funds.) EXTEND is noted when an already approved assignment has an extended end date.

Hourly/Temporary/Technical/Paraprofessional, to provide specialized and/or skilled technical support in such areas as classroom interpretation, computer operations, on-line editing, proctoring or special program research in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Jennings, Ian	OCC	12/11/08	06/30/09	110001-212100	M,W,F

B. Student Employees

It is recommended that authorization be given for the following hourly employment of either full time students enrolled in 12 or more units per semester, or part time students enrolled in less than 12 units per semester in any college work-study program, or in a work experience education program, with duties performed not to result in the displacement of any classified personnel, or impair existing services.

District

Cruz, Edwin

Coastline College

Nguyen, Jessica

Golden West College

Colquitt, Aldodius

Duong, Al

Khazem, Sarah

Toledano, Michael

Orange Coast College

Abadian, Bahareh

Ahern, Shyrrah

Baker, Steven

Carsten, Michelle

Dinh, Dung

Dinh, Hai

Gambill-Dietz, Joann

Hedayat Kazemian, Amir

Huynh, Cindy

Huynh, Quyen

Ito-Peterson, Yoko

Littrell, Lyndsey

Long, Phuong

Luong, Luc

Mai, Hong-Hanh

Nelmida, Lloyd

Nguyen, Hanh

Nguyen, Khanh

Ottestad, Kristine

Ryan, Stephanie

Sudolsky, David

Tran, Ha

Tran, Nhu

Tran, Thu

Tran, Trang

Tripp, Tiffany

Vanwormer, Shayla

Wu, Po

C. Clinical Advisors (Professional Experts)

Nazzario, Jessica OCC

Walker, Mary Beth OCC

10. Authorization for Professional Experts

Garcia, Omelina V., OCC, to perform work associated with the Tech Prep Regional Coordination Grant, for the period 10/01/08 to 02/05/09, compensation to be \$1,000.00.

Graham, Vicki, DIST, conducted 'Communications' meeting for District Fiscal Services/ Admin Services as a Staff Development Event on 10/27/08, compensation to be \$250.00.

The following District Professional Experts to participate in the CTE Community Collaborative Grant Externship Program, for the period 10/01/08 to 06/30/09, compensation to be \$1,000.00:

DeLao, Michael
 Duzey, Janice
 Majid, Rosalie Janish
 Parker, Van
 Perez, Amelia M.
 Schweers, Krista J.
 Shelton, Stacy
 Wulff, Bridget Mary

11. Certificated Staff Seniority Number Confirmation

In accordance with the established procedure for assignment and correction of seniority, as required by the California Education code drawings have been held and numbers have been assigned. It is recommended that the following seniority numbers be confirmed.

<u>Start Date</u>	<u>Name</u>	<u>Number</u>	<u>Campus</u>
08/27/07	Ernsberger, Gabriela	1160.10	OCC
	Moore, Sacha	1160.12	GWC
	Myers, Joy	1160.13	OCC
	Tayyar, Paul	1160.11	GWC
07/01/08	Guillen, Denia	1163.01	OCC
	Nguyen, Jimmy	1163.00	GWC
	Tom, Eileen	1163.02	OCC
08/11/08	Christie, Joan	1164.00	GWC
08/25/08	Abemathy, Dean	1165.20	OCC
	Anderson, Jennifer	1165.05	OCC
	Baker, Karen	1165.06	OCC
	Basabe, Sandra	1165.09	CCC
	Bosich, Jill	1165.17	OCC
	Cassidy, Lori	1165.01	OCC
	Cherian, Jennifer	1165.11	OCC
	Chu, Alice	1165.07	GWC
	Gonzales, Jarren	1165.23	OCC
	Green, Katherine	1165.15	GWC
	Hussain, Syed	1165.08	OCC
	Johnson, Leilani	1165.02	GWC
	Kopp, Kyle	1165.16	GWC
	Leighton, Kenneth	1165.12	CCC
	Maekawa, Naoko	1165.03	OCC
	Ortiz, Oscar	1165.13	OCC
	Plaster, Nikki	1165.14	GWC

		Personnel Items
Polk, Sherana	1165.21	OCC
Roeun, Malinni	1165.00	CCC
Russell, Gregory	1165.18	OCC
Sohl, Barry	1165.22	GWC
Sugden, James	1165.04	OCC
Topping, Holly	1165.19	OCC
Young, Richard	1165.10	OCC

12. Approval of Classified Staff Longevity Payments

It is recommended that the individuals listed below be granted a longevity payment consistent with Board rules and regulations in the amounts indicated for the 2008-09 year and authorization given to make necessary additions and changes, such to be brought for validation at future board meetings.

Emp_Name	Senr_Date	Senr_Amt	Long_Pct	Annual_Sal	FTE	Long_Amt
Acevedo, Phyllis	11/01/1995	13y 1m	7.25	55,169.04	1.000	1,759.57
Adair, Eunice	02/15/1980	28y 10m	13.00	15,150.00	0.500	1,577.55
Ader, Dianna	09/21/1992	16y 2m	7.25	40,557.00	1.000	1,759.57
Agag-Maxwell, Diana	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05
Aguillon, Jessica	08/13/1997	11y 4m	4.50	17,433.00	0.563	614.88
Aistrich, Darian	05/02/2002	6y 7m	3.00	74,186.04	1.000	728.10
Akiona, Amy	08/13/2001	7y 4m	3.00	52,518.00	1.000	728.10
Alatorre, Patricia	01/20/2000	8y 10m	3.00	52,518.00	1.000	728.10
Alcala, Norma	04/29/1996	12y 7m	7.25	52,518.00	1.000	1,759.57
Allen, Blair	11/04/1991	17y 1m	10.00	72,354.96	1.000	2,427.00
Allen, William	01/04/1999	9y 11m	4.50	55,169.04	1.000	1,092.15
Alu, Tom	06/16/1994	14y 6m	7.25	49,986.00	1.000	1,759.57
Amitoelau, Sylvia	08/01/2003	5y 4m	1.50	88,032.96	1.000	364.05
Anderson, Jacqueline	11/03/2003	5y 1m	1.50	43,766.00	1.000	364.05
Anderson, Rayline	01/02/2001	7y 11m	3.00	38,732.00	1.000	728.10
Anderson, Valerie	03/12/2001	7y 9m	3.00	56,571.96	1.000	728.10
Andrews, Pamela	03/19/1984	24y 8m	13.00	44,244.96	1.000	3,155.10
Anguis, Jenny	01/04/2000	8y 11m	3.00	55,169.04	1.000	728.10
Anzaldo, Maria	06/28/1999	9y 5m	4.50	46,376.53	1.000	1,092.15
Aper, Dorothy	08/10/1994	14y 4m	7.25	59,417.04	1.000	1,759.57
Apodaca, Angela	06/25/1991	17y 5m	10.00	45,335.04	1.000	2,427.00
Araujo, Margaret	11/10/2003	5y 1m	1.50	35,064.75	1.000	364.05
Arbizo, Lydia	07/17/2000	8y 4m	3.00	68,864.63	1.000	728.10
Area, Sheryl	06/22/1992	16y 5m	7.25	63,924.00	1.000	1,759.57
Arroyo, Gabriel	04/16/1990	18y 8m	10.00	53,831.04	1.000	2,427.00
Arroyo, Jorge	01/05/2004	4y 11m	1.50	53,831.04	1.000	364.05
Arroyo, Leticia	08/03/1998	10y 4m	4.50	47,646.96	1.000	1,092.15
Auduong, Anh	05/01/1981	27y 7m	13.00	74,186.04	1.000	3,155.10
Avalos, Mary	01/04/1999	9y 11m	4.50	60,936.96	1.000	1,092.15
Avila Moreira, Nicolas	11/19/2001	7y 0m	3.00	48,830.04	1.000	728.10
Bach, Bebe	01/13/1989	19y 11m	10.00	55,169.04	1.000	2,427.00
Backley, Carolene	06/11/1990	18y 6m	10.00	55,169.04	1.000	2,427.00
Badenoch, Sandra	01/20/1998	10y 10m	4.50	55,169.04	1.000	1,092.15
Barcenas, Jose	09/08/1986	22y 3m	13.00	59,417.04	1.000	3,155.10
Barrera, Esteban	07/20/1998	10y 4m	4.50	48,830.04	1.000	1,092.15
Barry, Nancy	09/07/2000	8y 3m	3.00	52,518.00	1.000	728.10
Bayes, Chauncey	03/22/1999	9y 8m	4.50	63,924.00	1.000	1,092.15
Beale, Michael	10/23/2000	8y 1m	3.00	55,169.04	1.000	728.10

Personnel Items							
Bednarski, Christina	08/23/1990	18y 3m	10.00	39,388.56	0.750	1,820.25	
Beihl, Marla	02/04/1999	9y 10m	4.50	17,987.55	0.500	546.08	
Belk, Elmer	05/06/1996	12y 7m	7.25	32,757.36	0.688	1,210.58	
Benavides, Olga	10/15/1980	28y 2m	13.00	55,169.04	1.000	3,155.10	
Bernard, Becky	08/05/1997	11y 4m	4.50	27,298.15	0.625	682.59	
Bevington, Pamela	01/05/1998	10y 11m	4.50	37,191.00	0.725	791.81	
Blackman, Darin	07/23/1992	16y 4m	7.25	92,553.00	1.000	1,759.57	
Blake, Janis	10/12/1992	16y 2m	7.25	60,936.96	1.000	1,759.57	
Blanscet, Raymond	05/15/1995	13y 7m	7.25	19,826.00	0.488	858.67	
Boelzner, Joyce	09/30/1998	10y 2m	4.50	38,732.00	1.000	1,092.15	
Borkenhagen, Brian	08/01/1988	20y 4m	10.00	66,325.05	1.000	2,427.00	
Bowers, Elizabeth	09/08/1997	11y 3m	4.50	51,297.96	1.000	1,092.15	
Bowman, Laurie	08/18/1988	20y 3m	10.00	35,735.28	0.750	1,820.25	
Brady, Paula	11/27/2000	8y 0m	3.00	73,952.04	1.000	728.10	
Brahmbhatt, Harshad	05/22/1998	10y 6m	4.50	52,518.00	1.000	1,092.15	
Brahmbhatt, Jashavant	11/20/1997	11y 0m	4.50	60,936.96	1.000	1,092.15	
Brazney, Suzanne	10/10/2002	6y 2m	1.50	55,169.04	1.000	364.05	
Brenner, Candace	09/06/1976	32y 3m	13.00	55,169.04	1.000	3,155.10	
Bricca, Renza	08/23/2001	7y 3m	3.00	56,571.96	1.000	728.10	
Bright, Daniel	08/15/1984	24y 4m	13.00	65,561.04	1.000	3,155.10	
Broberg, Scott	09/12/1994	14y 3m	7.25	62,430.96	1.000	1,759.57	
Brown, Jane	12/09/2000	7y 12m	3.00	52,518.00	1.000	728.10	
Brown, Patricia	05/22/1996	12y 6m	7.25	51,297.96	1.000	1,759.57	
Bui, Thuy	09/17/2001	7y 2m	3.00	30,992.00	1.000	728.10	
Burton, Kathleen	11/30/1981	27y 0m	13.00	58,597.00	1.000	3,155.10	
Camody, Laurie	03/02/1984	24y 9m	13.00	50,571.95	1.000	3,155.10	
Campbell, Rosalind	01/04/2001	7y 11m	3.00	53,831.04	1.000	728.10	
Capoccia-White, Rozanne	11/24/2003	5y 0m	1.50	63,924.00	1.000	364.05	
Cardinali, Edith	06/20/1966	42y 5m	13.00	60,936.96	1.000	3,155.10	
Carey, Michael	05/25/1985	23y 6m	13.00	63,924.00	1.000	3,155.10	
Carranza, Oscar	10/28/1998	10y 1m	4.50	47,601.79	1.000	1,092.15	
Carrizo, Michael	01/06/1997	11y 11m	4.50	55,169.04	1.000	1,092.15	
Carroll, Kym	07/16/1998	10y 5m	4.50	47,646.96	1.000	1,092.15	
Carter, John	05/01/2004	4y 7m	1.50	50,571.95	1.000	364.05	
Carter, Le	02/18/1992	16y 9m	7.25	52,485.30	1.000	1,759.57	
Cassens, Diane	10/07/1991	17y 2m	10.00	41,655.00	1.000	2,427.00	
Cavanagh, Robert	08/20/2001	7y 3m	3.00	48,273.75	1.000	728.10	
Cavella, Penny	04/01/1992	16y 8m	7.25	51,297.96	1.000	1,759.57	
Caviezel, Rosalia	02/09/1981	27y 10m	13.00	32,572.50	1.000	3,155.10	
Cervantes, Aureliano	10/15/2001	7y 2m	3.00	50,571.95	1.000	728.10	
Cervantes, Rachel	06/26/2000	8y 5m	3.00	55,169.04	1.000	728.10	
Chaney, Douglas	03/25/2002	6y 8m	3.00	59,417.04	1.000	728.10	
Chapman, Robyn	07/03/2000	8y 5m	3.00	60,936.96	1.000	728.10	
Chauhan, Deepak	11/19/1990	18y 0m	10.00	70,587.96	1.000	2,427.00	
Chen, Linda	08/27/1979	29y 3m	13.00	55,169.04	1.000	3,155.10	
Chesney, Heather	01/10/1996	12y 11m	7.25	49,986.00	1.000	1,759.57	
Chotima, Poomchai	10/16/1991	17y 2m	10.00	55,169.04	1.000	2,427.00	
Churan, Rex	04/13/1997	11y 8m	4.50	51,127.96	1.000	1,092.15	
Cilley, Brock	08/17/1984	24y 3m	13.00	63,983.81	1.000	3,155.10	
Clark, John	08/15/1994	14y 4m	7.25	81,759.00	1.000	1,759.57	
Clarke, Christy	01/11/1999	9y 11m	4.50	45,335.04	1.000	1,092.15	
Clausen, Carolyn	11/20/2001	7y 0m	3.00	52,518.00	1.000	728.10	

Personnel Items

Clevenger, Julia	12/03/1990	17y 12m	10.00	60,936.96	1.000	2,427.00
Cline, James	07/01/1998	10y 5m	4.50	72,354.96	1.000	1,092.15
Cole, Randal	11/12/1985	23y 1m	13.00	92,553.00	1.000	3,155.10
Collins, Shirley	01/02/2002	6y 11m	3.00	60,936.96	1.000	728.10
Cong Huyen Ton Nu, Trang	11/13/2001	7y 1m	3.00	30,992.00	1.000	728.10
Conley, Margaret	12/01/1988	20y 0m	10.00	49,986.00	1.000	2,427.00
Cooper, D	07/26/1999	9y 4m	4.50	57,962.04	1.000	1,092.15
Cortes, Barbara	03/16/1988	20y 9m	10.00	38,732.00	1.000	2,427.00
Crabtree, Anne	06/01/1992	16y 6m	7.25	44,238.00	1.000	1,759.57
Craig, Mark	07/01/1983	25y 5m	13.00	63,983.81	1.000	3,155.10
Crawford, Mary	11/24/2003	5y 0m	1.50	51,297.96	1.000	364.05
Crumsey, Marie	07/19/1993	15y 4m	7.25	51,297.96	1.000	1,759.57
Cruz, Baltazar	04/01/1998	10y 8m	4.50	43,140.96	1.000	1,092.15
Cruz, Eucario	02/22/1988	20y 9m	10.00	51,297.96	1.000	2,427.00
Cruz, Juan	03/04/1996	12y 9m	7.25	48,735.17	1.000	1,759.57
Cuevas, Daniel	05/06/1998	10y 7m	4.50	37,780.00	1.000	1,092.15
Curren, Alice	07/20/1995	13y 4m	7.25	51,297.96	1.000	1,759.57
Dahl, Craig	08/18/1997	11y 3m	4.50	48,735.17	1.000	1,092.15
Danci, Nicoleta	08/20/2001	7y 3m	3.00	47,059.20	0.800	582.48
Daniels, Anna	09/06/1993	15y 3m	7.25	55,169.04	1.000	1,759.57
Dasig, Alfredo	06/07/1990	18y 6m	10.00	47,601.79	1.000	2,427.00
Davis, Janice	02/10/1994	14y 10m	7.25	49,986.00	1.000	1,759.57
Day, David	01/03/1995	13y 11m	7.25	44,244.96	1.000	1,759.57
De Battista, Janice	04/25/1988	20y 7m	10.00	63,983.81	1.000	2,427.00
De Leon, Leopoldo	08/12/1975	33y 4m	13.00	62,387.89	1.000	3,155.10
De Pretto, Diane	11/28/1983	25y 0m	13.00	63,924.00	1.000	3,155.10
Deculit, Tim	02/13/2002	6y 10m	3.00	44,244.96	1.000	728.10
Delaney, Jeffrey	09/28/1998	10y 2m	4.50	51,297.96	1.000	1,092.15
Dick, Adele	05/24/1999	9y 6m	4.50	49,986.00	1.000	1,092.15
Dietrichson, Theresa	06/05/1990	18y 6m	10.00	56,571.96	1.000	2,427.00
Digiovanni, Nancy	01/04/1993	15y 11m	7.25	60,936.96	1.000	1,759.57
Dinh, Hung	02/24/2004	4y 9m	1.50	49,986.00	1.000	364.05
Dluzak, David	03/20/2000	8y 8m	3.00	63,924.00	1.000	728.10
Donahue, Kevin	04/16/2001	7y 8m	3.00	60,936.96	1.000	728.10
Dorosh, Helen Vera	05/21/1984	24y 6m	13.00	24,887.90	0.675	2,129.69
Duenas, Yolanda	03/06/2002	6y 9m	3.00	51,031.32	0.925	673.49
Duff, Donna	10/07/1999	9y 2m	4.50	52,518.00	1.000	1,092.15
Dunbrack, David	02/17/1984	24y 9m	13.00	56,456.85	1.000	3,155.10
Dunn, Earleen	04/10/2000	8y 8m	3.00	56,522.59	1.000	728.10
Dupuy, Lisa	08/28/2000	8y 3m	3.00	51,297.96	1.000	728.10
Durand, Evonne	03/14/2000	8y 9m	3.00	54,634.00	1.000	728.10
Durand, Ross	10/29/1998	10y 1m	4.50	51,330.50	1.000	1,092.15
Durkee, Dolores	08/16/2001	7y 4m	3.00	47,646.96	1.000	728.10
Durkin, Peter	11/12/1991	17y 1m	10.00	72,354.96	1.000	2,427.00
Dutro, Chastity	04/23/2001	7y 7m	3.00	53,831.04	1.000	728.10
Edmonson, Catherine	11/19/1973	35y 0m	13.00	31,241.30	0.750	2,366.33
Ellis, Cassie	01/15/2004	4y 11m	1.50	47,646.96	1.000	364.05
Ellis-McCarthy, Shannan	04/02/2001	7y 8m	3.00	55,169.04	1.000	728.10
Erger, Cynthia	08/06/2001	7y 4m	3.00	36,871.00	1.000	728.10
Etherton, Joyce	08/26/1991	17y 3m	10.00	55,169.04	1.000	2,427.00
Evans, Gregory	04/23/2001	7y 7m	3.00	92,553.00	1.000	728.10
Falcon, Roman	08/24/1998	10y 3m	4.50	46,376.53	1.000	1,092.15

					Personnel Items	
Falzon, David	02/06/1985	23y 10m	13.00	81,759.00	1.000	3,155.10
Farr, Carole	01/10/1983	25y 11m	13.00	60,936.96	1.000	3,155.10
Fawcett, John	08/19/2002	6y 3m	1.50	67,120.20	1.000	364.05
Fernandez, Mario	11/20/1989	19y 0m	10.00	53,831.04	1.000	2,427.00
Ferrara, Sabine	06/01/2000	8y 6m	3.00	51,297.96	1.000	728.10
Ferrero, Nathalie	09/09/1977	31y 3m	13.00	70,587.96	1.000	3,155.10
Fierros, Zacarias	06/18/2002	6y 5m	1.50	46,376.53	1.000	364.05
Filakousky, Richard	10/17/1988	20y 1m	10.00	83,811.00	1.000	2,427.00
Fisher, Carolyn	08/13/1990	18y 4m	10.00	32,824.50	0.750	1,820.25
Fitzgerald, Clara	11/26/1990	18y 0m	10.00	25,696.50	0.750	1,820.25
Flores, Ildefonso	02/10/1999	9y 10m	4.50	48,830.04	1.000	1,092.15
Follis, Diane	09/07/1999	9y 3m	4.50	57,962.04	1.000	1,092.15
Fonseca, Angelina	09/10/1979	29y 3m	13.00	63,924.00	1.000	3,155.10
Fonseca, Frank	07/28/2000	8y 4m	3.00	57,962.04	1.000	728.10
Fonseca, Patricia	03/19/2001	7y 8m	3.00	55,169.04	1.000	728.10
Fortune, James	12/03/1979	28y 12m	13.00	72,354.96	1.000	3,155.10
French, Ann	11/13/2000	8y 1m	3.00	51,297.96	1.000	728.10
French, Leilani	11/26/2001	7y 0m	3.00	56,571.96	1.000	728.10
Friend, Hilda	01/05/2004	4y 11m	1.50	52,518.00	1.000	364.05
Frohn, Patrick	04/12/1993	15y 8m	7.25	65,561.04	1.000	1,759.57
Frutos, Rene	10/30/1992	16y 1m	7.25	48,830.04	1.000	1,759.57
Funk, Karen	02/12/1996	12y 10m	7.25	45,821.05	1.000	1,759.57
Furlong, Jill	09/01/1999	9y 3m	4.50	51,297.96	1.000	1,092.15
Gallo, Nicolas	07/26/1999	9y 4m	4.50	46,376.53	1.000	1,092.15
Garcia, Doreen	02/12/2001	7y 10m	3.00	15,528.75	0.500	364.05
Garcia, Jose	01/04/1999	9y 11m	4.50	48,735.17	1.000	1,092.15
Garcia, Mariano	05/08/1989	19y 7m	10.00	48,735.17	1.000	2,427.00
Garcia, Ruben	09/02/1976	32y 3m	13.00	45,298.01	1.000	3,155.10
Garvin, Elizabeth	06/05/1995	13y 6m	7.25	51,297.96	1.000	1,759.57
Genova, Lori	12/13/2001	6y 12m	3.00	55,169.04	1.000	728.10
George, Constance	05/29/1991	17y 6m	10.00	65,561.04	1.000	2,427.00
George, Patrick	08/02/1999	9y 4m	4.50	26,659.50	0.500	546.08
Giaconia, John	06/15/1995	13y 6m	7.25	72,354.96	1.000	1,759.57
Girard, Susan	01/05/2004	4y 11m	1.50	56,571.96	1.000	364.05
Glumace, Sean	03/10/2003	5y 9m	1.50	60,936.96	1.000	364.05
Gomez, Benito	06/16/2000	8y 6m	3.00	48,830.04	1.000	728.10
Gomez, Manuel	01/04/1995	13y 11m	7.25	22,649.00	0.500	879.79
Gonzales, Jill	02/01/1985	23y 10m	13.00	63,924.00	1.000	3,155.10
Gonzalez, Shanon	02/23/2004	4y 9m	1.50	83,811.00	1.000	364.05
Goode, Rene	12/07/1992	15y 12m	7.25	60,936.96	1.000	1,759.57
Gracia, Esequiel	02/27/2002	6y 9m	3.00	57,962.04	1.000	728.10
Grajeda, Marty	09/18/1980	28y 2m	13.00	59,417.04	1.000	3,155.10
Grane, Beth	08/19/1999	9y 3m	4.50	63,983.81	1.000	1,092.15
Greeley, Michael	08/27/2001	7y 3m	3.00	45,821.05	1.000	728.10
Grigsby, Donald	12/03/1992	15y 12m	7.25	70,587.96	1.000	1,759.57
Guevara, Martha	10/22/1996	12y 1m	7.25	45,335.04	1.000	1,759.57
Guray, Minerva	10/16/2003	5y 2m	1.50	49,986.00	1.000	364.05
Hambly, Raine	08/03/1993	15y 4m	7.25	83,811.00	1.000	1,759.57
Hanna, John	09/01/1982	26y 3m	13.00	92,553.00	1.000	3,155.10
Harford, Paul	04/10/1998	10y 8m	4.50	51,127.96	1.000	1,092.15
Harguess, Dale	02/08/2001	7y 10m	3.00	57,962.04	1.000	728.10
Harmon, Janet	04/03/1989	19y 8m	10.00	83,811.00	1.000	2,427.00

Personnel Items

Harner, James	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05
Harper, Dolores	07/28/1969	39y 4m	13.00	73,952.04	1.000	3,155.10
Harrison, Nathaniel	11/21/2002	6y 0m	1.50	51,297.96	1.000	364.05
Hart, Mimi	08/16/2001	7y 4m	3.00	52,518.00	1.000	728.10
Hauri, Gail	01/20/2000	8y 10m	3.00	52,518.00	1.000	728.10
Hay, Vickie	04/12/1999	9y 8m	4.50	63,924.00	1.000	1,092.15
Heffelman, William	12/20/1996	11y 11m	4.50	81,759.00	1.000	1,092.15
Hehn, Linda	10/17/1983	25y 1m	13.00	56,571.96	1.000	3,155.10
Hein, Jerald	02/07/1991	17y 10m	10.00	85,928.04	1.000	2,427.00
Henninger, Leslie	03/23/1981	27y 8m	13.00	43,766.00	1.000	3,155.10
Herman, Allen	09/01/1971	37y 3m	13.00	46,893.60	0.850	2,681.84
Hernandez, Laura	07/17/1995	13y 4m	7.25	55,169.04	1.000	1,759.57
Hidalgo, Iris	11/17/1988	20y 0m	10.00	52,518.00	1.000	2,427.00
Higgins, William	10/05/1981	27y 2m	13.00	59,417.04	1.000	3,155.10
Hill, Elaine	06/25/2001	7y 5m	3.00	70,587.96	1.000	728.10
Hill, Leeanne	05/28/1980	28y 6m	13.00	57,962.04	1.000	3,155.10
Hill, Nancy	04/20/1992	16y 7m	7.25	70,367.04	1.000	1,759.57
Ho, Charlene	01/05/2004	4y 11m	1.50	52,518.00	1.000	364.05
Ho, Phuong-Thao Thi	01/08/1996	12y 11m	7.25	55,169.04	1.000	1,759.57
Ho, Thompson	01/03/2000	8y 11m	3.00	41,114.04	1.000	728.10
Honbo, Benjamin	05/24/1978	30y 6m	13.00	59,417.04	1.000	3,155.10
Hong, Nga Thi	06/01/1999	9y 6m	4.50	60,936.96	1.000	1,092.15
Hou, Anthony	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05
Hoyt, Sherri	08/04/2003	5y 4m	1.50	47,646.96	1.000	364.05
Hunt, Cecelia	04/02/1991	17y 8m	10.00	76,040.69	1.000	2,427.00
Hutchison, Catherine	03/19/2001	7y 8m	3.00	51,297.96	1.000	728.10
Hyska, Brent	09/08/1997	11y 3m	4.50	67,185.00	1.000	1,092.15
Hyska, Gregory	04/02/1990	18y 8m	10.00	83,811.00	1.000	2,427.00
Ikuta, Elliot	03/26/2001	7y 8m	3.00	83,811.00	1.000	728.10
Ippolito, Claire	03/02/2001	7y 9m	3.00	55,169.04	1.000	728.10
Jacobson, Rita	08/27/1990	18y 3m	10.00	52,518.00	1.000	2,427.00
James, Teresa	10/01/1992	16y 2m	7.25	55,169.04	1.000	1,759.57
Jazwiecki, Albert	09/10/1976	32y 3m	13.00	72,354.96	1.000	3,155.10
Jensen, Kathryn	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05
Jesch, I-Ying	08/06/1990	18y 4m	10.00	74,186.04	1.000	2,427.00
Jimenez, Gabriel	10/28/1985	23y 1m	13.00	48,735.17	1.000	3,155.10
Jimenez, Natalia	11/13/1989	19y 1m	10.00	48,735.17	1.000	2,427.00
Jimenez, Porfirio	10/02/1989	19y 2m	10.00	47,601.79	1.000	2,427.00
Johnson, Signe	10/30/1978	30y 1m	13.00	63,924.00	1.000	3,155.10
Jones, Richard	08/01/1991	17y 4m	10.00	92,553.00	1.000	2,427.00
Jones-Tharp, Michelle	10/15/2001	7y 2m	3.00	52,518.00	1.000	728.10
Jordan, Damien	03/18/1999	9y 8m	4.50	45,335.04	1.000	1,092.15
Jordan, Judith	08/14/1995	13y 4m	7.25	17,433.00	0.563	990.64
Juno, Thomas	08/17/1992	16y 3m	7.25	81,759.00	1.000	1,759.57
Kalama-Dutro, Leinaala	08/15/1988	20y 4m	10.00	43,766.00	1.000	2,427.00
Kane, Gregory	07/06/1992	16y 5m	7.25	59,417.04	1.000	1,759.57
Katz, Linda	01/02/2003	5y 11m	1.50	55,169.04	1.000	364.05
Kawabata, Kyle	12/16/1985	22y 12m	13.00	53,831.04	1.000	3,155.10
Kawabe, Leonard	03/29/1990	18y 8m	10.00	59,417.04	1.000	2,427.00
Kawamura, Janet	09/20/1982	26y 2m	13.00	49,986.00	1.000	3,155.10
Kellenberger, Martha	07/25/2002	6y 4m	1.50	51,297.96	1.000	364.05
Kellogg, Matthew	03/01/2004	4y 9m	1.50	51,127.96	1.000	364.05

Personnel Items							
Kennedy, Ann	01/20/2000	8y 10m	3.00	52,518.00	1.000	728.10	
Keough, Janell	09/01/1994	14y 3m	7.25	92,553.00	1.000	1,759.57	
Key, Randy	02/03/1986	22y 10m	13.00	72,354.96	1.000	3,155.10	
Keyser, Nancy	11/17/1998	10y 0m	4.50	47,646.96	1.000	1,092.15	
Kiena, Cassandra	02/07/1992	16y 10m	7.25	47,646.96	1.000	1,759.57	
Kiser, Linda	08/30/2001	7y 3m	3.00	39,707.00	1.000	728.10	
Kopack, Margie	11/02/1995	13y 1m	7.25	56,571.96	1.000	1,759.57	
Kopp, Patricia	06/26/1989	19y 5m	10.00	49,986.00	1.000	2,427.00	
Krikorian, Paul	05/29/1984	24y 6m	13.00	92,553.00	1.000	3,155.10	
Kuehner, Karen	02/04/1980	28y 10m	13.00	55,169.04	1.000	3,155.10	
Kyllingstad, Claire	08/21/1997	11y 3m	4.50	55,169.04	1.000	1,092.15	
Lagerlof, Judith	07/01/1988	20y 5m	10.00	63,924.00	1.000	2,427.00	
Lam, Kelly	07/12/1999	9y 5m	4.50	47,646.96	1.000	1,092.15	
Lam, Mymy	03/04/2004	4y 9m	1.50	57,962.04	1.000	364.05	
Langsdorf, Walter	04/13/1998	10y 8m	4.50	60,936.96	1.000	1,092.15	
Lantz, Shirley	04/09/1979	29y 8m	13.00	27,584.52	0.500	1,577.55	
Lariosa, Lynda	04/15/1985	23y 8m	13.00	47,646.96	1.000	3,155.10	
Latham, Karen	02/03/1999	9y 10m	4.50	56,548.27	1.000	1,092.15	
Lavoie, Gladys	09/06/1984	24y 3m	13.00	44,244.96	1.000	3,155.10	
Le, Vinh	08/07/1995	13y 4m	7.25	22,649.00	0.500	879.79	
Lee, Jeanette	05/10/1999	9y 7m	4.50	63,924.00	1.000	1,092.15	
Lee, Mary	01/09/1989	19y 11m	10.00	32,824.50	0.750	1,820.25	
Leland, Janet	10/24/1988	20y 1m	10.00	51,297.96	1.000	2,427.00	
Lewis, Reginald	08/21/2001	7y 3m	3.00	45,975.00	1.000	728.10	
Linke, John	08/21/1995	13y 3m	7.25	92,553.00	1.000	1,759.57	
Liu, Peggy	08/12/1999	9y 4m	4.50	38,732.00	1.000	1,092.15	
Lloyd, Nicole	09/02/2003	5y 3m	1.50	56,571.96	1.000	364.05	
Lo, Wei-Lun	03/07/1983	25y 9m	13.00	45,335.04	1.000	3,155.10	
Loff, Richard	10/30/1989	19y 1m	10.00	48,838.13	1.000	2,427.00	
Lopez, Fausto	05/08/1989	19y 7m	10.00	48,735.17	1.000	2,427.00	
Lopez-Villa, Juan	06/24/2002	6y 5m	1.50	48,735.17	1.000	364.05	
Lubanski, Donna	06/05/1989	19y 6m	10.00	60,936.96	1.000	2,427.00	
Lule, Andrea	07/17/2002	6y 4m	1.50	52,518.00	1.000	364.05	
Lundell, Candra	10/10/1988	20y 2m	10.00	63,924.00	1.000	2,427.00	
Luong, Yen	02/24/1992	16y 9m	7.25	55,169.04	1.000	1,759.57	
Lyn, Karl	08/27/1984	24y 3m	13.00	94,866.83	1.000	3,155.10	
Mac Donald, John	02/23/1994	14y 9m	7.25	47,874.36	1.000	1,759.57	
Macario, Inocente	01/05/2004	4y 11m	1.50	49,986.00	1.000	364.05	
Macdonald, Velma	10/03/1985	23y 2m	13.00	57,962.04	1.000	3,155.10	
Macy, Shirley	11/23/1976	32y 0m	13.00	67,013.48	1.000	3,155.10	
Madrigal, Francisco	02/25/2002	6y 9m	3.00	62,430.96	1.000	728.10	
Maharaj, Robert	06/30/1997	11y 5m	4.50	59,306.72	1.000	1,092.15	
Mai, Maria	04/16/1998	10y 8m	4.50	70,587.96	1.000	1,092.15	
Markel, Vickie	03/06/1998	10y 9m	4.50	59,417.04	1.000	1,092.15	
Marten, Connie	08/17/1998	10y 3m	4.50	56,548.27	1.000	1,092.15	
Marti, Nuvia	02/05/2004	4y 10m	1.50	51,297.96	1.000	364.05	
Martin, Susan	09/14/1984	24y 3m	13.00	72,354.96	1.000	3,155.10	
Martinez, Carlos	05/08/2003	5y 7m	1.50	45,335.04	1.000	364.05	
Martinez, Elizabeth	10/11/1999	9y 2m	4.50	57,962.04	1.000	1,092.15	
Matthews, Lillian	10/12/1998	10y 2m	4.50	57,962.04	1.000	1,092.15	
Mattingly, Heidi	11/01/1985	23y 1m	13.00	24,266.76	0.563	1,776.32	
Mayberry, Michael	11/25/1998	10y 0m	4.50	44,244.96	1.000	1,092.15	

							Personnel Items
Mayor, Jeffrey	10/30/1989	19y 1m	10.00	47,124.38	1.000	2,427.00	
Mc Collom, Dorothy	08/06/1979	29y 4m	13.00	60,936.96	1.000	3,155.10	
Mc Donald, Patti	10/31/1988	20y 1m	10.00	55,169.04	1.000	2,427.00	
Mccord, Diane	05/04/2000	8y 7m	3.00	52,518.00	1.000	728.10	
Mclucas, Karen	06/29/1992	16y 5m	7.25	60,936.96	1.000	1,759.57	
Mellor, Linda	11/10/1994	14y 1m	7.25	57,962.04	1.000	1,759.57	
Merriam, Jo Ann	06/04/1990	18y 6m	10.00	55,169.04	1.000	2,427.00	
Mesenbrink, Catherine	12/10/1998	9y 12m	4.50	70,587.96	1.000	1,092.15	
Meza, William	08/21/1989	19y 3m	10.00	22,443.23	0.500	1,213.50	
Middleton, Sharon	06/07/1990	18y 6m	10.00	43,766.00	1.000	2,427.00	
Mihatov, Steven	05/30/2000	8y 6m	3.00	81,759.00	1.000	728.10	
Miles, Susan	08/21/2003	5y 3m	1.50	22,100.76	0.488	177.66	
Millard, Martin	03/15/2002	6y 9m	3.00	72,354.96	1.000	728.10	
Miller, Beverly	10/01/1979	29y 2m	13.00	47,646.96	1.000	3,155.10	
Milligan, Patrick	09/08/1998	10y 3m	4.50	72,354.96	1.000	1,092.15	
Millikan, April	02/02/2004	4y 10m	1.50	33,294.40	0.625	227.53	
Minton, Lynanne	09/24/1990	18y 2m	10.00	73,952.04	1.000	2,427.00	
Mitchell, James	11/16/1989	19y 1m	10.00	72,354.96	1.000	2,427.00	
Montanez, Jesse	11/30/1999	9y 0m	4.50	49,965.96	1.000	1,092.15	
Montes, Christana	02/01/1995	13y 10m	7.25	60,936.96	1.000	1,759.57	
Montgomery, Cyndee	07/13/1990	18y 5m	10.00	60,936.96	1.000	2,427.00	
Montgomery, Fred	09/09/1985	23y 3m	13.00	46,376.53	1.000	3,155.10	
Moon, Belta	02/10/1998	10y 10m	4.50	49,986.00	1.000	1,092.15	
Moon, William	05/10/1999	9y 7m	4.50	44,244.96	1.000	1,092.15	
Moore, Bradley	01/20/1989	19y 10m	10.00	72,354.96	1.000	2,427.00	
Moore, Garland	08/20/1990	18y 3m	10.00	49,986.00	1.000	2,427.00	
Morales, Lisa	08/29/1997	11y 3m	4.50	51,297.96	1.000	1,092.15	
Morin, Linda	06/27/2001	7y 5m	3.00	94,826.04	1.000	728.10	
Mott, Linda	10/15/1984	24y 2m	13.00	55,169.04	1.000	3,155.10	
Munoz-Sanchez, Martha	08/19/1996	12y 3m	7.25	51,297.96	1.000	1,759.57	
Nash, Jeanette	01/17/2002	6y 10m	3.00	60,936.96	1.000	728.10	
Neal, Michelle	12/09/1998	9y 12m	4.50	57,962.04	1.000	1,092.15	
Newman, Linda	01/20/1986	22y 10m	13.00	60,936.96	1.000	3,155.10	
Ngo, Michelle	07/01/1992	16y 5m	7.25	60,936.96	1.000	1,759.57	
Ngo, Vincent	10/01/2001	7y 2m	3.00	57,962.04	1.000	728.10	
Nguyen, Allen	02/01/2004	4y 10m	1.50	17,495.10	0.400	145.62	
Nguyen, Antoine	06/11/2001	7y 6m	3.00	49,986.00	1.000	728.10	
Nguyen, Bai	12/13/1999	8y 12m	3.00	60,860.14	1.000	728.10	
Nguyen, Don	09/06/1989	19y 3m	10.00	55,169.04	1.000	2,427.00	
Nguyen, Hung	07/01/1985	23y 5m	13.00	59,417.04	1.000	3,155.10	
Nguyen, Jimmy	11/13/1989	19y 1m	10.00	48,735.17	1.000	2,427.00	
Nguyen, Kim Thi	08/17/2000	8y 3m	3.00	26,242.65	0.500	364.05	
Nguyen, Minh Tung	08/23/1999	9y 3m	4.50	36,871.00	1.000	1,092.15	
Nguyen, Ngoc Diep	01/08/2002	6y 11m	3.00	55,169.04	1.000	728.10	
Nguyen, Son	01/05/2004	4y 11m	1.50	59,417.04	1.000	364.05	
Nguyen, Thomas	05/06/1999	9y 7m	4.50	55,169.04	1.000	1,092.15	
Nguyen, Thuy	04/08/2002	6y 8m	3.00	56,571.96	1.000	728.10	
Nguyen, Tijai	11/18/1987	21y 0m	10.00	57,962.04	1.000	2,427.00	
Nguyen, Toai	10/03/1992	16y 2m	7.25	51,127.96	1.000	1,759.57	
Nguyen, Trang	08/21/2003	5y 3m	1.50	43,140.96	1.000	364.05	
Nicholls, Robert	03/28/1994	14y 8m	7.25	92,553.00	1.000	1,759.57	
Nicholson, Ann	03/26/1981	27y 8m	13.00	63,924.00	1.000	3,155.10	

Personnel Items							
Nutt, Mary	08/26/1985	23y 3m	13.00	41,655.00	1.000	3,155.10	
Ohlendorf, Alberta	04/17/1989	19y 7m	10.00	45,975.00	1.000	2,427.00	
Olufson, Janice	11/14/1998	10y 1m	4.50	67,185.00	1.000	1,092.15	
Oostdyk, Charles	07/27/1970	38y 4m	13.00	92,553.00	1.000	3,155.10	
Ornelas, Veronica	03/13/2002	6y 9m	3.00	55,169.04	1.000	728.10	
Orr, Robert	02/16/1993	15y 10m	7.25	67,185.00	1.000	1,759.57	
Orsini, Susanne	07/23/2001	7y 4m	3.00	51,297.96	1.000	728.10	
Ortiz, Eligio	04/26/1985	23y 7m	13.00	45,335.04	1.000	3,155.10	
Ortiz, Luis	03/29/1990	18y 8m	10.00	48,830.04	1.000	2,427.00	
Ortiz, Marcelina	03/05/1996	12y 9m	7.25	44,219.48	1.000	1,759.57	
Oshiro, Gary	10/29/2001	7y 1m	3.00	72,354.96	1.000	728.10	
Ostovarpour, Babak	04/11/1986	22y 8m	13.00	92,553.00	1.000	3,155.10	
Otto, Terry	08/25/1980	28y 3m	13.00	67,185.00	1.000	3,155.10	
Ouellette, Harriet	08/19/1985	23y 3m	13.00	63,924.00	1.000	3,155.10	
Pa'U, Sonny	08/08/1994	14y 4m	7.25	37,747.50	1.000	1,759.57	
Pacheco, Henry	05/14/2001	7y 7m	3.00	48,830.04	1.000	728.10	
Pacheco, Pamela	06/26/2001	7y 5m	3.00	60,936.96	1.000	728.10	
Padilla, Rina	11/17/2003	5y 0m	1.50	57,962.04	1.000	364.05	
Paine, Allison	09/17/2001	7y 2m	3.00	44,135.16	0.800	582.48	
Palmer, Leslie	08/02/1999	9y 4m	4.50	21,570.48	0.500	546.08	
Parsons, Jason	10/16/2003	5y 2m	1.50	50,648.52	0.700	254.84	
Patel, Jasvanti	02/27/2001	7y 9m	3.00	28,334.40	0.625	455.06	
Patton, Elizabeth	10/10/2002	6y 2m	1.50	55,169.04	1.000	364.05	
Pegausch, Daniel	03/31/1981	27y 8m	13.00	45,335.04	1.000	3,155.10	
Perez, Domingo	10/08/1990	18y 2m	10.00	51,297.96	1.000	2,427.00	
Perez, Socorro	08/24/1998	10y 3m	4.50	46,376.53	1.000	1,092.15	
Pham, Hai	01/22/2001	7y 10m	3.00	72,354.96	1.000	728.10	
Pham, Martha	11/04/1993	15y 1m	7.25	56,571.96	1.000	1,759.57	
Pham, Thai	08/01/2001	7y 4m	3.00	50,029.31	1.000	728.10	
Phan, Phuong Bach	08/12/1996	12y 4m	7.25	24,266.76	0.563	990.64	
Phan, Sheena	03/27/2000	8y 8m	3.00	52,518.00	1.000	728.10	
Phomprasack, Tracee	06/21/2001	7y 5m	3.00	47,646.96	1.000	728.10	
Phonsiri, Stephanie	12/15/1994	13y 12m	7.25	55,169.04	1.000	1,759.57	
Phung, Teresa	01/18/1990	18y 10m	10.00	55,169.04	1.000	2,427.00	
Pierce, Betty	08/18/1995	13y 3m	7.25	19,370.00	0.625	1,099.73	
Pierstorff, Jasmah	11/12/1996	12y 1m	7.25	38,732.00	1.000	1,759.57	
Plaia, Karen	09/03/1996	12y 3m	7.25	52,518.00	1.000	1,759.57	
Pollaro, Norma	08/10/1998	10y 4m	4.50	65,379.00	1.000	1,092.15	
Pomeroy, Jacqueline	08/31/1998	10y 3m	4.50	55,169.04	1.000	1,092.15	
Poush, Irene	09/20/1990	18y 2m	10.00	30,835.56	0.750	1,820.25	
Powell, Quintin	01/04/1999	9y 11m	4.50	27,492.30	0.500	546.08	
Prince, Mary	09/13/1976	32y 3m	13.00	49,986.00	1.000	3,155.10	
Profeta, Robert	06/01/1981	27y 6m	13.00	55,169.04	1.000	3,155.10	
Prohaska, Cheryl	01/22/1990	18y 10m	10.00	33,294.40	0.625	1,516.88	
Putzel, Elissa	05/02/1977	31y 7m	13.00	55,169.04	1.000	3,155.10	
Quach, Helen	01/17/2002	6y 10m	3.00	24,368.16	0.488	355.31	
Quezada, Araceli	08/24/1998	10y 3m	4.50	46,376.53	1.000	1,092.15	
Quinonez, Rena	07/03/2000	8y 5m	3.00	55,169.04	1.000	728.10	
Quiroz, Elias	11/17/1999	9y 0m	4.50	44,244.96	1.000	1,092.15	
Raddavong-Jaime, A.	06/03/2002	6y 6m	1.50	60,936.96	1.000	364.05	
Raddavong, Kahn	01/08/1990	18y 11m	10.00	55,169.04	1.000	2,427.00	
Rader, Kirk	03/29/1984	24y 8m	13.00	51,297.96	1.000	3,155.10	

Personnel Items

Radford, Shirley	09/14/1981	27y 3m	13.00	56,571.96	1.000	3,155.10
Ramirez, Marcelino	01/05/2004	4y 11m	1.50	48,830.04	1.000	364.05
Ramon, Diana	08/19/1999	9y 3m	4.50	56,571.96	1.000	1,092.15
Ramos, Richard	09/17/2001	7y 2m	3.00	51,297.96	1.000	728.10
Raskin, Debra	04/27/1998	10y 7m	4.50	34,481.30	0.750	819.11
Reed, Barbara	05/01/2001	7y 7m	3.00	51,297.96	1.000	728.10
Renninger, Anita	09/26/1983	25y 2m	13.00	55,169.04	1.000	3,155.10
Rewers, Keven	09/16/1999	9y 3m	4.50	57,927.49	1.000	1,092.15
Reyes, Emily	09/07/1999	9y 3m	4.50	70,587.96	1.000	1,092.15
Reynolds, Mike	07/27/1988	20y 4m	10.00	46,376.53	1.000	2,427.00
Reynolds, Yoko	10/02/1995	13y 2m	7.25	45,975.00	1.000	1,759.57
Rhoades, Victoria	01/15/2004	4y 11m	1.50	52,518.00	1.000	364.05
Richards, Kathleen	02/21/2002	6y 9m	3.00	49,986.00	1.000	728.10
Rigney, Timothy	07/18/1991	17y 4m	10.00	92,553.00	1.000	2,427.00
Riley, Kevin	11/17/1998	10y 0m	4.50	92,553.00	1.000	1,092.15
Riley, Richard	10/15/1984	24y 2m	13.00	47,601.79	1.000	3,155.10
Rivera, Irma	10/04/2000	8y 2m	3.00	44,244.96	1.000	728.10
Robertson, Darrin	04/16/2001	7y 8m	3.00	67,185.00	1.000	728.10
Robison, Sharon	05/19/1997	11y 6m	4.50	55,169.04	1.000	1,092.15
Roda, Mary	09/15/1976	32y 3m	13.00	63,924.00	1.000	3,155.10
Rodriguez, Betty	06/21/2001	7y 5m	3.00	56,571.96	1.000	728.10
Rodriguez, Jodi	04/20/2004	4y 7m	1.50	70,367.04	1.000	364.05
Rodriguez, Reginald	10/19/1992	16y 1m	7.25	44,244.96	1.000	1,759.57
Rodriguez, Robert	01/05/2004	4y 11m	1.50	52,518.00	1.000	364.05
Rogers, Stephani	05/06/2004	4y 7m	1.50	51,297.96	1.000	364.05
Rojas, Mario	02/07/2002	6y 10m	3.00	48,735.17	1.000	728.10
Rokes, Karen	10/07/1976	32y 2m	13.00	60,936.96	1.000	3,155.10
Rosas, Suzanne	09/19/1988	20y 2m	10.00	74,186.04	1.000	2,427.00
Rose, Lynn	10/16/2003	5y 2m	1.50	49,986.00	1.000	364.05
Rose, Ronald	02/03/1982	26y 10m	13.00	94,866.83	1.000	3,155.10
Rossi, Margaret	08/20/2001	7y 3m	3.00	47,059.20	0.800	582.48
Roxas, Jose	10/22/2001	7y 1m	3.00	49,155.00	1.000	728.10
Rymas, Colleen	12/13/1994	13y 12m	7.25	67,185.00	1.000	1,759.57
Sablan, Barbara	07/02/1974	34y 5m	13.00	60,936.96	1.000	3,155.10
Sackett, Wendy	11/11/1997	11y 1m	4.50	70,587.96	1.000	1,092.15
Salcedo, Veronica	10/19/1987	21y 1m	10.00	60,936.96	1.000	2,427.00
Salgado, Arturo	02/13/2001	7y 10m	3.00	57,868.37	1.000	728.10
Samples, Jerrie	03/07/1994	14y 9m	7.25	17,433.00	0.563	990.64
Sams, Dave	04/24/1989	19y 7m	10.00	81,759.00	1.000	2,427.00
Sanchez, Jesus	02/04/1991	17y 10m	10.00	46,376.53	1.000	2,427.00
Sanchez, Jorge	09/08/1986	22y 3m	13.00	59,417.04	1.000	3,155.10
Sanchez, Raul	03/01/2004	4y 9m	1.50	75,972.71	1.000	364.05
Sanchez, Salvador	01/17/1991	17y 10m	10.00	30,300.00	1.000	2,427.00
Santoro, George	09/04/1984	24y 3m	13.00	55,169.04	1.000	3,155.10
Savage, Hakeem	05/29/2001	7y 6m	3.00	59,306.72	1.000	728.10
Sayasy, Ny	11/22/1994	14y 0m	7.25	74,186.04	1.000	1,759.57
Scaglione, David	01/27/1986	22y 10m	13.00	59,417.04	1.000	3,155.10
Schellingerhout, Hank	06/03/1999	9y 6m	4.50	61,297.50	1.000	1,092.15
Schindler, David	04/27/1978	30y 7m	13.00	51,297.96	1.000	3,155.10
Schroeder, Michele	08/23/1982	26y 3m	13.00	58,824.00	1.000	3,155.10
Schulte, Rita	06/19/2000	8y 5m	3.00	60,936.96	1.000	728.10
Scott, Lesley	01/22/1991	17y 10m	10.00	22,987.50	0.500	1,213.50

Personnel Items							
Scott, Nadine	10/12/1987	21y 2m	10.00	51,297.96	1.000	2,427.00	
Segerblom, Mette	11/01/2000	8y 1m	3.00	94,826.04	1.000	728.10	
Shaffer, Linda	05/04/1992	16y 7m	7.25	55,169.04	1.000	1,759.57	
Sharp, Diana	05/01/1992	16y 7m	7.25	55,169.04	1.000	1,759.57	
Shepard, James	02/01/2000	8y 10m	3.00	56,571.96	1.000	728.10	
Shimizu, Craig	05/15/1990	18y 7m	10.00	41,655.00	1.000	2,427.00	
Shrode, Bobbie	11/07/1991	17y 1m	10.00	60,280.52	1.000	2,427.00	
Siu, Anna	02/23/2004	4y 9m	1.50	57,962.04	1.000	364.05	
Sklar, Mary	03/01/1982	26y 9m	13.00	55,169.04	1.000	3,155.10	
Slagle, Dale	02/19/2002	6y 9m	3.00	55,169.04	1.000	728.10	
Smith, Bruce	05/22/1985	23y 6m	13.00	82,780.99	1.000	3,155.10	
Songster, Daniel	08/15/1983	25y 4m	13.00	60,135.62	1.000	3,155.10	
Spears, Mary	06/18/1990	18y 5m	10.00	55,169.04	1.000	2,427.00	
Spencer, Shirley	07/05/2000	8y 5m	3.00	60,936.96	1.000	728.10	
Spiratos, Jerry	04/15/2002	6y 8m	3.00	72,354.96	1.000	728.10	
Sprague, Nancy	03/27/1995	13y 8m	7.25	83,577.96	1.000	1,759.57	
Stauter, Gisela	07/16/2003	5y 5m	1.50	20,011.70	0.400	145.62	
Stead, James	09/30/1997	11y 2m	4.50	47,646.96	1.000	1,092.15	
Stead, Joseph	7/1/2000	8y 5m	3.00	62,431.00	1.000	728.10	
Stead, Marsha	11/13/1984	24y 1m	13.00	63,924.00	1.000	3,155.10	
Steidinger, Scott	07/01/1975	33y 5m	13.00	77,913.96	1.000	3,155.10	
Stilson, April	08/17/1987	21y 3m	10.00	29,049.00	0.750	1,820.25	
Stracner, Michael	01/24/1990	18y 10m	10.00	81,759.00	1.000	2,427.00	
Strube, Kathy	11/17/1980	28y 0m	13.00	63,924.00	1.000	3,155.10	
Suarez, Kathy	11/25/1997	11y 0m	4.50	55,169.00	1.000	1,092.15	
Sukaesih, Rini	05/13/2002	6y 7m	3.00	48,830.04	1.000	728.10	
Sullivan, Diane	08/29/1980	28y 3m	13.00	49,986.00	1.000	3,155.10	
Surgenor, Kathleen	08/01/1996	12y 4m	7.25	73,952.04	1.000	1,759.57	
Susanto, Agustinus	06/12/2000	8y 6m	3.00	55,169.04	1.000	728.10	
Swaid, Sandra	11/20/1989	19y 0m	10.00	55,169.04	1.000	2,427.00	
Swingle, Dejah	10/11/2000	8y 2m	3.00	74,186.04	1.000	728.10	
Ta, Huong	11/20/2003	5y 0m	1.50	49,986.00	1.000	364.05	
Tafoya, Pete	01/17/1984	24y 10m	13.00	51,297.96	1.000	3,155.10	
Tang, Calvin	08/10/1992	16y 4m	7.25	57,962.04	1.000	1,759.57	
Taylor, Jack	04/10/2004	4y 8m	1.50	48,803.96	1.000	364.05	
Tellez, Paul	07/30/2001	7y 4m	3.00	60,936.96	1.000	728.10	
Thate, Laura	01/08/1996	12y 11m	7.25	47,646.96	1.000	1,759.57	
Thayer, Mary	11/10/1975	33y 1m	13.00	92,553.00	1.000	3,155.10	
Thissell, Lynne	03/06/1986	22y 9m	13.00	73,952.04	1.000	3,155.10	
Thomas, Carolyn	04/06/1992	16y 8m	7.25	51,297.96	1.000	1,759.57	
Tillotson, Jeffrey	01/19/1993	15y 10m	7.25	81,759.00	1.000	1,759.57	
Tittle, Cheryl	06/14/1989	19y 6m	10.00	45,335.04	1.000	2,427.00	
Topete, Ruben	01/27/2004	4y 10m	1.50	59,417.04	1.000	364.05	
Tovar, Ana	09/05/2001	7y 3m	3.00	60,936.96	1.000	728.10	
Tran, Angelyn	04/19/2004	4y 7m	1.50	55,169.04	1.000	364.05	
Tran, Brittni	06/11/2001	7y 6m	3.00	55,169.04	1.000	728.10	
Tran, Celicia	08/17/2000	8y 3m	3.00	16,874.52	0.500	364.05	
Tran, Chau	05/22/2004	4y 6m	1.50	42,075.96	1.000	364.05	
Tran, Francois	05/25/1990	18y 6m	10.00	72,354.96	1.000	2,427.00	
Tran, John	03/21/1997	11y 8m	4.50	46,376.53	1.000	1,092.15	
Tran, Julie	02/26/1996	12y 9m	7.25	55,169.04	1.000	1,759.57	
Tran, Karen	12/16/1999	8y 12m	3.00	55,169.04	1.000	728.10	

Personnel Items							
Tran, Thao	12/10/1998	9y 12m	4.50	55,169.04	1.000	1,092.15	
Tran, Tien	08/13/2001	7y 4m	3.00	68,864.63	1.000	728.10	
Tran, Tiffany	11/05/1998	10y 1m	4.50	55,169.04	1.000	1,092.15	
Tran, Tom	01/15/2004	4y 11m	1.50	52,518.00	1.000	364.05	
Tran, Vinh	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05	
Trejo, Anthony	03/12/2001	7y 9m	3.00	48,830.04	1.000	728.10	
Trujillo, Annette	04/23/1990	18y 7m	10.00	55,169.04	1.000	2,427.00	
Trulin, Mary	09/27/1999	9y 2m	4.50	57,962.04	1.000	1,092.15	
Truong, Johnathon	07/30/2001	7y 4m	3.00	72,354.96	1.000	728.10	
Truong, Thomas	01/07/2002	6y 11m	3.00	52,518.00	1.000	728.10	
Tullai Davis, Maria	09/13/1999	9y 3m	4.50	30,992.00	1.000	1,092.15	
Turk, Charles	09/30/1974	34y 2m	13.00	83,811.00	1.000	3,155.10	
Urbien, Darrell	01/06/1997	11y 11m	4.50	20,827.50	0.500	546.08	
Valle, Erica	04/16/1998	10y 8m	4.50	60,936.96	1.000	1,092.15	
Van Dorn, Holly	03/12/1990	18y 9m	10.00	25,286.03	0.500	1,213.50	
Vargas, Adrian	10/05/1990	18y 2m	10.00	45,298.01	1.000	2,427.00	
Vargas, Lucas	02/19/1980	28y 9m	13.00	47,601.79	1.000	3,155.10	
Vasquez, John	02/04/1991	17y 10m	10.00	48,838.13	1.000	2,427.00	
Vega-Gutierrez, Luz	05/16/2002	6y 7m	3.00	44,244.96	1.000	728.10	
Velasquez, Joe	09/05/1988	20y 3m	10.00	49,986.00	1.000	2,427.00	
Venham, Lu Anne	08/17/1987	21y 3m	10.00	35,950.00	1.000	2,427.00	
Villalobos, Jessica	07/28/2003	5y 4m	1.50	51,297.96	1.000	364.05	
Vinh, Tho	04/22/1999	9y 7m	4.50	72,354.96	1.000	1,092.15	
Viragh, Ilona	10/14/1997	11y 2m	4.50	81,759.00	1.000	1,092.15	
Vo, Chien	02/06/2004	4y 10m	1.50	48,735.17	1.000	364.05	
Vo, Tuan	01/06/2004	4y 11m	1.50	51,297.96	1.000	364.05	
Von Kaenel, Kathleen	08/15/1988	20y 4m	10.00	38,732.00	1.000	2,427.00	
Vorathavorn, Max	11/26/2001	7y 0m	3.00	72,354.96	1.000	728.10	
Vu, Jenny	06/01/1999	9y 6m	4.50	57,962.04	1.000	1,092.15	
Vu, Phukhanh	11/19/1998	10y 0m	4.50	81,759.00	1.000	1,092.15	
Vu, Thanh	10/22/1984	24y 1m	13.00	57,962.04	1.000	3,155.10	
Vu, Thien	06/05/1991	17y 6m	10.00	55,169.04	1.000	2,427.00	
Vu, Tina	01/10/2000	8y 11m	3.00	55,169.04	1.000	728.10	
Vu, Victoria	11/16/1998	10y 1m	4.50	55,169.04	1.000	1,092.15	
Wakim, Anis	02/10/1999	9y 10m	4.50	47,143.00	1.000	1,092.15	
Wall, Susan	08/05/1985	23y 4m	13.00	60,936.96	1.000	3,155.10	
Wallace, Mary	02/12/1998	10y 10m	4.50	56,571.96	1.000	1,092.15	
Wang, Jocelyn	09/21/2000	8y 2m	3.00	47,646.96	1.000	728.10	
Ward, Helen	06/24/1985	23y 5m	13.00	60,936.96	1.000	3,155.10	
Weber, Daniel	03/08/2001	7y 9m	3.00	55,169.04	1.000	728.10	
West, Tammy	01/18/1996	12y 10m	7.25	60,936.96	1.000	1,759.57	
White, Douglas	06/04/1990	18y 6m	10.00	57,927.49	1.000	2,427.00	
White, Robert	12/06/1989	18y 12m	10.00	60,936.96	1.000	2,427.00	
Whiteside, Sandra	03/09/1981	27y 9m	13.00	83,802.98	1.000	3,155.10	
Williams, Alan	12/18/1989	18y 11m	10.00	72,354.96	1.000	2,427.00	
Williams, Amy	05/10/1999	9y 7m	4.50	55,176.82	1.000	1,092.15	
Williams, Darlena	03/07/1994	14y 9m	7.25	63,924.00	1.000	1,759.57	
Wilson, Eric	06/13/2001	7y 6m	3.00	74,186.04	1.000	728.10	
Winer, Timothy	12/20/1998	9y 11m	4.50	51,297.96	1.000	1,092.15	
Winey, Douglas	08/12/1975	33y 4m	13.00	48,735.17	1.000	3,155.10	
Wisner, Paul	03/19/1990	18y 8m	10.00	67,185.00	1.000	2,427.00	
Wofford, Joyce	05/26/1998	10y 6m	4.50	55,169.04	1.000	1,092.15	

Personnel Items							
Wojciechowski, Danny	08/15/1995	13y 4m	7.25	74,186.04	1.000	1,759.57	
Wojciechowski, Linda	03/16/1998	10y 9m	4.50	65,561.04	1.000	1,092.15	
Wolf, Daisy	04/15/1998	10y 8m	4.50	43,766.00	1.000	1,092.15	
Wolf, Sigrid	04/06/1998	10y 8m	4.50	67,185.00	1.000	1,092.15	
Womack, Debbie	01/06/1997	11y 11m	4.50	38,732.00	1.000	1,092.15	
Wombold, Connie	02/04/1999	9y 10m	4.50	51,297.96	1.000	1,092.15	
Wong, Michael	06/05/2002	6y 6m	1.50	60,936.96	1.000	364.05	
Wood, Janine	01/03/1984	24y 11m	13.00	57,962.04	1.000	3,155.10	
Wood, Lori	01/20/2004	4y 10m	1.50	52,518.00	1.000	364.05	
Wright, Donna	08/09/1989	19y 4m	10.00	22,987.50	0.500	1,213.50	
Wyant, James	08/15/1988	20y 4m	10.00	46,376.53	1.000	2,427.00	
Xa, Quan	01/05/1998	10y 11m	4.50	52,518.00	1.000	1,092.15	
Xa, Tina	10/08/1998	10y 2m	4.50	52,518.00	1.000	1,092.15	
Yarchin, Ann	01/15/2004	4y 11m	1.50	51,297.96	1.000	364.05	
Yokota, Janice	01/02/2001	7y 11m	3.00	56,571.96	1.000	728.10	
Yoshida-Peer, Noreen	04/04/1983	25y 8m	13.00	65,522.10	1.000	3,155.10	
Yoshida-Tan, Naomi	11/27/2000	8y 0m	3.00	47,266.20	0.900	655.29	
Young, Terry Ann	08/01/2001	7y 4m	3.00	43,766.00	1.000	728.10	
Znider, Janet	03/07/1994	14y 9m	7.25	17,433.00	0.563	990.64	
Total Longevity			903,983.19				

Agenda Item

3.05.01 Authorization for Independent Contractors - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

\$10,000 AND OVER

Craven, Kathy for the Business Education Statewide Advisory Committee grant, will maintain, update, and expand the www.calbusinessed.org website including an online directory. This is a requirement of the fiscal contract held by Coastline Community College to facilitate the operation of the State Chancellor's Office Business Education Statewide Advisory Committee, November 20, 2008 – June 30, 2009, for a fee NTE \$16,000 to be paid from the Business Education Statewide Advisory Committee (BESAC) grant funds.

UNDER \$10,000

Koenig, William to provide narration for the Open Learning Language Initiative (OLLI), October 16, 2008 – June 30, 2009, for a fee NTE \$4,300 to be paid from grant funds received from the William and Flora Hewlett Foundation. (Revision is to increase NTE amount. Prior Board Approval: 10-15-08)

Additional Administrative Content

Action Agenda Details

Motion:

Created on 10/10/2008 at 04:40 PM by Laurie Swancutt. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.05.02 Authorization for Independent Contractors - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

\$10,000 AND OVER

Theresa Whitt to serve as Project Coordinator for the Nursing Clinical Video Procedure Project, November 20, 2008 – June 30, 2009, to be paid \$10,000 from Regional Health Occupations Resource Center Program Trust funds. Costs to be reimbursed by the State.

UNDER \$10,000

Dierl, Christopher Zbaren to provide contracting services for the Choir Concert December 6, 2008, to be paid \$250 from Music Choral Trust funds.

The following individuals to serve as Musicians for the Choir Concert on December 6, 2008, to be paid \$160 each from Music Choral Trust funds.

Aarflot, Jostein
Allen, Robert
Charpie, Stephen K.
Drinkworth, Charles
Ghiassi, Mark
Jackson, Joseph
Michelou, Jean-Pierre
Michelou, Linda
Pesavento, Victor
Reppun, Emily
Seager, Daniel D.
Zelazo, Michael J.

Additional Administrative Content

Created on: 10/10/2008 at 04:40 PM by Dolores Harper. Last update on: 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.05.03 Authorization for Independent Contractors - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

UNDER \$10,000

Innovative HR Resources to perform sexual harassment training for OCC Swap Meet employees on November 15, 2008, to be paid an amount NTE \$3,500 from CCCD Enterprises-Swap Meet funds. Late submittal due to last-minute arrangements.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnanne Minton. Last update on 11/18/2008 by Jodi Rodriguez.

3.05.04 Authorization for Independent Contractors - District

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

\$10,000 AND OVER

Starpointe Ventures (DIST), to serve as an independent contractor, pursuant to the District's standard independent contractor agreement, to provide real estate development related duties on behalf of the District for the period commencing November 20, 2008 through April 20, 2009, to be paid a fee of \$36,000.00 (\$6,000.00 per month for six months) from District general funds.

UNDER \$10,000

AM Associates (James L. McIlwain), OCC, to serve as an independent contractor, pursuant to the District's standard independent contractor agreement, for Construction Program Management for the District during the period of October 1, 2008 through December 31, 2008, for a rate of \$62.50 an hour, not to exceed \$25,000 to be paid from the General Obligation Bond Funds.

Additional Administrative Content**Action Agenda Details****Motion:**

Agenda Item

3.05.05 Authorization for Off-Campus Assignments - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

Debra Secord, Department Chair/Instructor, Gerontology Department, to serve on the National Advisory Committee for Systems Approach to Gerontology Education (SAGE) from January 1, 2009 through January 20, 2010, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Lorie Eber, Gerontology Instructor, to serve on the National Advisory Committee for Systems Approach to Gerontology Education (SAGE) from January 1, 2009 through January 20, 2010, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Laurie Swancutt. Last update on 11/13/2008 by Laurie Swancutt.

Agenda Item

3.06.01 Approval of Purchase Orders

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content



PurchaseOrderDIST.pdf

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDPurch. Last update on 11/13/2008 by Jodi Rodriguez.

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0314232	Quality Environmental Inc OCC ABC Building asbestos removal (GOB)	OCC-GB	6269	21,570.00
P0314187	VQS Enterprises Inc Printing of Spring 2009 Class Schedule	GWC	4321	14,901.83
P0314198	Tri-W Mfg Inc	GWC-GB	4312	9,728.13
P0314191	Briggs Electric Inc	OCC-GB	6250	8,913.00
P0314302	OC Fire Protection	GWC	5650	7,868.00
P0314303	Turtle Mountain Community College	GWC	5899	7,300.00
P0314295	PGINET Consulting	OCC	5899	5,610.00
P0314233	Office Depot	OCC	4312	4,580.00
P0314273	Apple Computer Inc	OCC	6412	4,414.35
P0314264	Carolina Biological Supply	CCC	4312	4,153.20
P0314226	Lake Forest Anatomicals	OCC	6411	4,090.62
P0314321	Turning Point Coaching	CCC	5898	4,000.00
P0314297	Fineline Cabling	CCC	5899	3,800.00
P0314190	Metacalclad Insulation Corp	GWC	5650	3,798.00
P0314192	Coast Construction	OCC-GB	6250	3,769.00
P0314215	Sasco	OCC	5899	3,695.00
P0314184	Altamura, Robert	CCC	5112	3,000.00
P0314185	Schultz, Richard	CCC	5112	3,000.00
P0314186	Mraz, Joseph	CCC	5112	3,000.00
P0314195	Dell Higher Education	OCC	4315	2,719.05
P0314202	Dell Higher Education	OCC	4315	2,666.00
P0314193	Workplace Resource	OCC-GB	4312	2,513.79
P0314197	Sehi Computer Products Inc	OCC	4315	2,472.22
P0314262	Boom Ink LLC	DIS	4321	2,453.12
P0314203	Chipman Moving & Storage	OCC-GB	5899	2,426.00
P0314217	Chambless Cine Equipment	OCC	6411	2,139.92
P0314278	CW Dixon Associates Inc	CCC	5112	2,100.00
P0314208	Island Color Inc	OCC	4321	2,000.00
P0314284	GWC Bookstore	CCC	7601	2,000.00
P0314275	Sehi Computer Products Inc	CCC	6412	1,997.48
P0314209	Western Graphics Plus	OCC	4312	1,995.63
P0314256	Assoc	GWC	5699	1,865.34
P0314196	Dell Higher Education	OCC	4312	1,863.97
P0314214	Shred-It	OCC	4312	1,800.00
P0314294	B & P Services Inc	DIS	5899	1,800.00
P0314225	Chef's Toys Advantage	OCC	4312	1,761.71
P0314212	Western Graphics Plus	OCC	4321	1,715.13
P0314201	Dell Higher Education	OCC	4315	1,704.20
P0314239	Midac Corp	OCC	5657	1,689.13
P0314188	Edwards Service	GWC-GB	6256	1,689.00

Purchase Orders

P0314276	Konica Minolta Business Solutions USA Inc	GWC	5638	1,405.00
P0314245	Ice Crafters	OCC	6411	1,384.74
P0314274	Dell Higher Education	OCC	4315	1,287.62
P0314228	Western Graphics Plus	OCC	5899	1,282.23
P0314204	Dell Higher Education	OCC	4315	1,240.50
P0314194	Sheeler Bros Inc	GWC-GB	6120	1,225.00
P0314289	Office Depot	DIS	4312	1,100.00
P0314210	World Point	OCC	4312	1,009.22
P0314246	Bradley, Kyle	OCC	5112	1,000.00
P0314248	Par West Turf Services	GWC	4312	1,000.00
P0314254	Pacific Video Products Inc	GWC	5657	1,000.00
P0314206	Chipman Moving & Storage	OCC-GB	5899	986.00
P0314213	Paton Group	OCC	5699	984.36
P0314308	AP Fischer Inc	GWC	4312	946.19
P0314230	Henry Schein Inc	OCC	4312	940.43
P0314200	Sehi Computer Products Inc	DIS	5638	895.72
P0314207	Digital Networks Group Inc	OCC-GB	5899	856.68
P0314189	Sehi Computer Products Inc	OCC	4315	845.84
P0314301	Wallcur Inc	GWC	4312	841.96
P0314281	Kater-Crafts Bookbinders	GWC	5899	816.72
P0314238	Office Depot	CCC	4312	800.00
P0314247	Captain's Nautical Supplies Inc	OCC	4285	793.49
P0314220	Battery Systems	OCC	4312	778.54
P0314252	Buddy's All-Star Inc	GWC	4312	750.46
P0314260	Flinn Scientific Inc	CCC	4312	736.53
P0314231	Benner Metals Corp	OCC	4312	682.22
P0314211	Cash Register Sales	OCC	4315	673.98
P0314199	CDWG	CCC	4315	629.02
P0314277	Follett Higher Education Group Inc #1094	OCC	7601	600.00
P0314261	Flinn Scientific Inc	CCC	4312	591.74
P0314287	Academic Superstore	CCC	5699	551.19
P0314250	Medco Supply Co	GWC	4312	547.12
P0314216	Western Graphics Plus	OCC	4312	533.34
P0314258	Rio Grande	GWC	4312	530.00
P0314306	Baker & Taylor	GWC	6301	506.89
P0314244	Follett Higher Education Group Inc #1094	OCC	4312	500.00
P0314286	Office Depot	CCC	4312	500.00
P0314269	Pacific Typewriter/Commun Inc	CCC	5638	493.00
P314042	CAS	OCC	4312	447.16
P0314304	Baker & Taylor	GWC	6301	443.75
P0314259	Flinn Scientific Inc	CCC	4312	413.71
P0314205	Dell Higher Education	OCC	4315	413.50
P0314270	Amer Assn-Paralegal Education	CCC	5320	400.00
P0314227	Fisher Scientific	OCC	4312	396.11

Purchase Orders

P0314240	Learning Organization	OCC	4285	378.65
P0314242	HW Wilson Company	OCC	5899	377.57
P0314290	Dell Higher Education	CCC	4315	355.56
P0314229	Western Graphics Plus	OCC	5899	343.25
P0314253	Calif Pro Sports	GWC	4312	333.68
P0314263	Flinn Scientific Inc	CCC	4312	316.25
P0314271	SOC Reg Chambers of Commerce	CCC	5320	315.00
P0314223	Follett Higher Education Group Inc #1094	OCC	4312	300.00
P0314280	Gould, Robert	CCC	5112	300.00
P0314243	HW Wilson Company	OCC	5899	289.15
P0314222	White Cap Construction Supply	OCC	4312	280.41
P0314221	McMaster-Carr	OCC	4312	267.57
P0314219	InfoWorks Technology Co	OCC	4312	252.74
P0314257	Henry Schein Inc	GWC	4312	232.73
P0314241	NAFSA Publications Center	OCC	5320	225.00
P0314235	Office Depot	DIS	6251	221.59
P0314279	Fry's Electronics	CCC	6411	204.71
P0314249	Art Supply Warehouse	GWC	4312	200.00
P0314282	Black Chamber of Commerce	CCC	5320	200.00
P0314251	Medco Supply Co	GWC	4312	189.84
P0314255	Sports USA Elite Training Inc	GWC	4312	128.92
P0314265	Gabel's Cosmetics Inc.	GWC	4312	112.06
P0314234	Office Depot	OCC	4312	109.04
P0314218	Chambless Cine Equipment	OCC	4312	106.20
P0314267	Art Supply Warehouse	GWC	4312	100.00
P0314299	Reliable Ice Equipment Inc	GWC	5657	100.00
P0314283	Amazon.com	CCC	4312	92.80
P0314305	Baker & Taylor	GWC	6301	90.03
P0314296	Office Depot	OCC	4677	87.28
P0314292	Sehi Computer Products Inc	DIS	4312	86.87
P0314272	Asian Business Assn of OC	CCC	5320	75.00
P0314288	Sehi Computer Products Inc	OCC	4312	69.32
P0314293	Office Depot	DIS	4312	67.09
P0314307	EBSCO Subscription	GWC	5306	58.52
P0314268	GWC Bookstore	GWC	4312	50.00
P0314236	Office Depot	DIS	4312	44.87
P0314224	Hardy Diagnostics	OCC	4312	37.80
P0314266	Master Recording Supply Inc	CCC	4312	34.48
P0314237	Office Depot	DIS	4312	27.53
P0314291	Office Depot	GWC	4312	24.18
P0314309	Baker & Taylor	GWC	6301	23.19
P0314285	Hitt Marking Devices Inc	DIS	4312	18.64
	Total			<u>206,450.30</u>

Object Code Legend

3000-3999 Staff Benefits
4200-4299 Books, Replacement of
4300-4799 Supplies/Printing
5100-5199 Consultants/Lecturers
5200-5299 Conferences/Travel
5300-5399 Dues/Memberships/Subscriptions
5400-5499 Insurance
5500-5599 Utilities/Services/Contracts
5600-5601 Film Rental
5630-5673 Repairs/Equipment and Facilities
5682-5699 Lease/Rentals
5700-5899 Other Expense of Operations
6100-6299 Site/Site Improvements/Building
6300-6399 Books, New Acquisitions
6400-6499 Equipment, New/Replacement

Agenda Item

3.06.02 Ratification/Approval of Checks

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content



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Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDBudge. Last update on 11/13/2008 by Jodi Rodriguez.

0121427	Kaiser Permanente Medical premiums for employees.	241,500.49	619001
0121501	Keenan & Associates PIPS Workers Compensation Premiums	178,836.00	618001
0121426	Coast Community College Dist. District wide employee medical claims.	173,454.43	619001
0121338	GWC Bookstore Book service for EOPS studensts.	148,904.58	124015
0121545	Employment Development Dept-EDD 3rd Quarter 2008 UIC contribution	99,994.27	110001
0121759	Reliastar Life Insurance Co Life Insurance Premiums	82,599.91	619001
0121761	Reliastar Life Insurance Co Reinsurance Premiums	81,287.20	619001
0121629	Southern Calif Edison Co Electricity district wide	61,919.51	110001
0121437	CCCD Student Refunds Student refunds.	48,647.50	110001
0121683	CCC Sac SAC report	44,478.00	110001
0121760	Reliastar Life Insurance Co Long Term Disability Premiums	41,077.72	619001
0121518	Avalon Center at Garden Grove Lease payments for One-Stop center, Westminster	40,934.00	120023
0121391	ROI Networks Inc Software maintenance agreement for CCCD voice	37,046.61	110001
0121442	Computerland of Silicon Valley District wide Acrobat software license renewal	34,893.91	124050
0121551	Goodwill Industries of OC Classroom Sign Language Interpreter Services	25,635.00	124005
0121432	Atkinson, Andelson, Loya, Ruud & Romo	24,973.76	110001
0121758	Nat'l Construction Rentals Inc	21,283.70	413010
0121579	Making Connections	20,000.00	120126
0121630	SVM, LP	20,000.00	124025
0121452	Henry Schein Inc	18,412.12	120108
0121461	Mesa Consolidated Water Dist	15,086.25	110001
0121617	ROI Networks Inc	15,000.00	110001
0121430	Allsteel Inc	14,253.87	120105
0121323	Coast Community College District	12,982.52	110001
0121677	Baker & Taylor	12,819.43	110001
0121346	Ice Crafters	11,374.00	120108
0121726	Sir Speedy Printing	10,914.98	127011
0121325	Constellation New Energy Inc	10,197.79	110001
0121332	Education 4 Work	10,000.00	124078
0121723	Refrigerated Air Mechanical Systems Inc	9,985.00	110001
0121670	Coast Construction	9,977.00	413020
0121394	Samy's Camera	9,966.88	120108

0121478	Universal Networks Inc	9,144.31	110001	Check Approval
0121396	Sehi Computer Products Inc	8,639.39	127011	
0121393	Rutan & Tucker	8,450.76	110001	
0121647	VQS Enterprises Inc	8,433.30	110001	
0121714	Oracle Corp	8,330.66	110001	
0121465	OCE'	8,026.96	110001	
0121444	Dell Higher Education	7,761.47	120108	
0121348	Jeffrey Isbell	7,600.00	115070	
0121712	OCC Snack Bars	6,986.24	110001	
0121730	Theodore Robins Ford	6,763.43	110001	
0121307	AT&T	6,707.90	110001	
0121657	Xerox Corp	6,594.30	110001	
0121739	Waxie Sanitary Supply	6,588.09	110001	
0121343	Home Depot	6,339.65	124050	
0121367	Pacific Parking Systems Inc	6,036.15	110020	
0121404	Starpointe Ventures	6,000.00	110001	
0121410	ThreeForks Inc	6,000.00	124044	
0121721	Postmaster	6,000.00	110001	
0121402	Southern Counties Oil	5,889.66	110001	
0121392	Rotonics Manufacturing Inc	5,731.45	110001	
0121742	Western Graphics Plus	5,562.90	120134	
0121734	Union Bank of California	5,527.43	110001	
0121336	Goodwill Industries of OC	5,175.00	124006	
0121641	Trane U.S. Inc	5,052.21	110001	
0121528	Business Properties	5,048.61	110001	
0121420	Waxie Sanitary Supply	4,848.23	110001	
0121462	Minuteman Plumbing	4,573.68	110001	
0121345	Harry Hughes	4,500.00	115080	
0121326	CR & R	3,995.46	110001	
0121655	Wild Packets	3,943.10	110001	
0121324	Coastal Press Inc	3,841.29	110001	
0121482	Westcoast Sound Inc	3,836.00	110001	
0121692	Goodwill Industries of OC	3,830.00	124005	
0121762	Vision Service Plan	3,805.45	619001	
0121634	Time Warner Cable	3,694.00	110001	
0121669	Clear Sign & Design Inc	3,425.00	413010	
0121631	Systems Technology Associates Inc	3,271.00	110001	
0121305	AT&T	3,159.69	110001	
0121475	Synegi Inc	3,017.00	110001	
0121293	AACC	3,000.00	110001	
0121438	Certified Transportation Serv	2,987.46	110001	
0121352	Kelly Paper	2,901.10	110001	
0121522	Bear Data Systems Inc	2,858.82	110001	
0121571	La Habra Fence Co Inc	2,831.00	110001	
0121456	Jeffrey Isbell	2,800.00	115070	
0121312	Austin Hardwoods	2,780.17	127010	
0121534	City of Garden Grove	2,720.66	110001	
0121727	Slater Ave II Limited Partnership	2,659.80	110001	

0121591	Nextel Communications	2,535.96	110081	Check Approval
0121353	Key Equipment Finance	2,529.88	110001	
0121573	Lieberman Broadcasting Inc	2,400.00	110001	
0121525	Belshire Environmental Services Inc	2,363.96	110001	
0121585	Medco Supply Co	2,167.92	110001	
0121720	Pitney Bowes Credit Corp	2,145.00	110001	
0121407	TechRoom Inc	2,100.00	110001	
0121315	BJ Bindery Inc	2,080.67	110001	
0121411	Time Warner Entertainment	2,070.00	110001	
0121454	Byron Howell	2,048.00	115070	
0121536	Consolidated Electrical Dist	2,044.76	110001	
0121476	Time Warner Cable	1,945.47	110001	
0121640	Julie Tran	1,931.00	110001	
0121507	William Allen	1,906.95	110001	
0121479	US Foodservice	1,840.45	110001	
0121743	Susan Wilcox	1,750.00	115070	
0121672	Unum Ltc	1,749.70	619001	
0121599	OC Auditor-Controller	1,700.00	110020	
0121322	City of Fountain Valley	1,671.89	110001	
0121428	Kaiser Permanente	1,558.69	619001	
0121737	Vietnamese Community of OC	1,539.00	110001	
0121358	Maria Mai	1,522.69	110001	
0121329	Dept of Justice	1,520.00	110001	
0121388	Region VIII EOPS Directors	1,500.00	124026	
0121441	CoA-PSG AASM	1,500.00	110001	
0121561	JAS Productions	1,500.00	115070	
0121439	CI Solutions	1,483.90	110001	
0121575	LiNKS Sign Language & Interpreting Services	1,426.00	124006	
0121623	Shinoda Design Center Inc	1,393.92	127011	
0121500	CCCD Workers Comp Trust Fund	1,390.76	618001	
0121436	CCC Bookstore	1,375.94	124010	
0121602	Office Depot	1,355.84	110001	
0121453	Home Depot	1,355.80	124050	
0121588	Cyndee Montgomery	1,350.85	110001	
0121597	Mary O'Connor	1,283.62	124080	
0121697	Home Depot	1,283.00	124050	
0121431	American Dietetic Association	1,250.00	110001	
0121566	Valerie Klein	1,232.03	110001	
0121406	Tacos & Co	1,212.18	110001	
0121619	Saddleback Golf Cars	1,204.76	110001	
0121635	Titlewave Video Subtitling Service	1,185.00	124006	
0121557	Jacqueline Hils-Williams	1,172.35	124076	
0121370	PL Hawn Company Inc	1,114.43	110001	
0121519	B & B Services	1,113.10	110001	
0121613	Preferred Property Maintenance	1,108.00	110001	
0121728	South Coast Fire Protection Co	1,105.83	110001	
0121355	Landauer Inc	1,104.88	110001	
0121502	A to Z Wholesale Floral Supply Inc	1,092.50	127011	

0121702	LINKS Sign Language & Interpreting Services	1,057.00	124068	Check Approval
0121423	Xerox Corp	1,000.79	110020	
0121467	Prado Olympic Shooting Park	1,000.00	110001	
0121578	Maintex	942.92	110001	
0121708	Network HCO LLC	939.00	124077	
0121724	Rhino Electric Supply	885.83	110001	
0121372	Port Mesa Happy Child Preschool	880.00	124030	
0121415	United Direct Marketing Inc	880.00	110001	
0121652	Western Exterminator Co	850.00	110001	
0121389	Rhino Electric Supply	846.36	110001	
0121403	Spicers Paper Inc	845.47	110001	
0121311	AT&T	827.35	110001	
0121339	Hasler Financial Services LLC	807.42	110001	
0121624	Shooters World/Evan's Gunsmith	800.00	110001	
0121342	Hewlett Packard	794.24	110001	
0121716	Party Makers/Orange Coast Events	791.58	110001	
0121429	Alco Target Co	784.16	127011	
0121481	Waxie Sanitary Supply	765.36	110001	
0121419	Wards Natural Science	753.52	110001	
0121744	Kenneth Yglesias	750.00	110001	
0121603	Omnimusic	742.50	127011	
0121569	Richard Kudlik	729.64	110001	
0121527	Besam Entrance Solutions	662.39	110001	
0121567	Knorr Systems Inc	639.68	124050	
0121397	Siemens Water Technologies Corp	627.00	110001	
0121740	West Coast Ultrasound Institute	625.00	120023	
0121711	OCC Food Services	612.16	110001	
0121718	Pharmedix	611.47	127002	
0121516	AT&T	599.98	110001	
0121696	Hasco Oil Co Inc	599.25	110001	
0121563	JW Pepper & Son Inc	592.41	110001	
0121508	Jennifer Anderson	592.00	110001	
0121604	Orange Coast Auto Repair	588.42	127005	
0121691	Gale Group	581.92	110001	
0121643	Unisource Worldwide Inc	580.49	110001	
0121644	Verizon California	575.35	120023	
0121398	Sigma-Aldrich Inc	571.26	110001	
0121513	AT&T	562.72	120034	
0121313	Baytek Engineering	540.00	110001	
0121679	Baytek Engineering	540.00	110001	
0121550	Galls Inc	536.69	127005	
0121515	AT&T	534.45	110001	
0121722	R & L Medical Co	527.92	110001	
0121433	Benner Metals Corp	525.28	127010	
0121514	AT&T	524.71	120034	
0121618	Roto-Rooter Plumbers	510.00	110001	
0121457	JK Electronics	506.12	110001	
0121715	Oxygen Service Co	503.54	110001	

0121625	Snowden Design Systems	500.00	120194	Check Approval
0121626	Society of Manufacturing Engineers	500.00	110001	
0121729	StreetWise Networks LLC	500.00	110001	
0121546	Fisher Scientific	497.45	124050	
0121517	AT&T	488.71	110001	
0121713	Office Depot	479.19	110001	
0121710	Nextel Communications	472.19	110001	
0121564	William Kerwin	469.99	110001	
0121654	Western Graphics Plus	458.58	120120	
0121558	Home Depot	456.37	110001	
0121736	Verizon California	453.41	110001	
0121627	South Coast Bobcat Inc	442.56	110001	
0121589	Carisa Montooth	438.00	110001	
0121468	Rhino Electric Supply	434.60	110001	
0121658	Home Depot	420.53	330001	
0121674	AMC Inc	416.25	124032	
0121645	Verizon Wireless	414.50	110001	
0121308	AT&T	400.04	110001	
0121612	Prado Olympic Shooting Park	400.00	110001	
0121636	Toll Roads	400.00	110001	
0121699	Kim, Daniel	400.00	120071	
0121659	OCC Food Services	399.70	330001	
0121485	Vortex	399.58	335030	
0121463	OC Wholesale Flowers	392.99	127011	
0121694	Graybar Electric	388.98	110001	
0121601	OCLC Inc	370.94	110001	
0121371	Pocket Nurse	369.53	127011	
0121555	Vickie Hay	366.48	120150	
0121600	OCC Food Services	360.21	110001	
0121731	TNL Pharmacy	360.00	124032	
0121466	Pep Boys	355.49	110001	
0121620	Samy's Camera	354.34	110001	
0121642	Turf Star Inc	349.69	110001	
0121689	Durst, Katsu	348.36	120034	
0121364	Office Depot	332.01	110001	
0121317	Bulbman Inc	326.15	110001	
0121295	Academic Senate	325.00	110001	
0121296	Academic Senate	325.00	110001	
0121297	Academic Senate	325.00	110001	
0121299	Academic Senate	325.00	110001	
0121544	Eastman Kodak Co	317.00	110001	
0121570	Claire Kyllingstad	315.11	110001	
0121337	Gunther's Athletic Service	314.20	110001	
0121445	Discount Dance Supply	308.38	110001	
0121319	Business Office Solutions	307.86	124044	
0121552	Grainger	303.92	110001	
0121435	CBC Restaurant Corp	302.24	124054	
0121523	Bee Busters Inc	300.00	110001	

0121687	Crocker, Christine	300.00	120073	Check Approval
0121698	Kelly Paper	298.97	110001	
0121330	Jane Duncan	291.94	120074	
0121354	Konica Minolta Business Solutions USA Inc	290.00	110001	
0121560	James Publishing Inc	284.30	124026	
0121363	Nextel Communications	281.89	110001	
0121581	Lamonte McCord	281.26	110001	
0121471	Shell Oil	275.01	110001	
0121587	Mickelson, Barbara	274.33	120130	
0121440	City Of Newport Beach	270.34	110001	
0121709	Newport Exterminating	269.50	110001	
0121357	Macias Gini & O'Connell LLP	262.50	110001	
0121611	Pocket Nurse	260.82	127011	
0121359	Main Electric Supply Co	256.99	110001	
0121327	Crown Ace Hardware	253.43	110001	
0121676	ASTC Polymers Inc	253.13	124032	
0121717	Phaire III, Paul W.	250.00	120034	
0121738	Waldron, Laurence	250.00	120034	
0121660	Stater Brothers	246.48	330001	
0121449	Fry's Electronics	243.34	110001	
0121537	Corporate Express	236.47	110001	
0121417	Yvonne Valenzuela	236.44	110001	
0121706	Mesa Golf Carts	230.76	110001	
0121320	Calif Pro Sports	230.39	110001	
0121351	Johnstone Supply	229.26	110001	
0121703	Martinez, Genoveva	228.54	120074	
0121484	Xerox Corp	227.66	110001	
0121524	Beitel, Michelle	227.00	120130	
0121340	Haz Party Rentals	226.40	110001	
0121532	Childtime Learning Center	217.07	124030	
0121705	Merlino, Angela J	208.00	120073	
0121520	B & P Services Inc	204.73	110001	
0121401	Southern Calif Edison Co	202.78	110001	
0121549	Gale Group	201.66	110001	
0121541	Lesley Danziger	200.00	110001	
0121505	Airgas West Inc	193.85	110001	
0121412	Toshiba Business Solutions	191.58	110001	
0121294	Academic Senate	190.00	110001	
0121298	Academic Senate	190.00	110001	
0121650	Western Exterminator Co	185.00	110001	
0121732	Toshiba Business Solutions	184.19	110001	
0121314	Bishop Company	176.04	110001	
0121529	Marta Cabral	175.63	124010	
0121416	Univ & College Designers Assn	175.00	110001	
0121306	AT&T	174.01	110001	
0121512	AT&T	174.01	120034	
0121542	Dell Higher Education	172.38	110001	
0121553	Graybar Electric	172.03	110001	

0121350	Jim Davidson Sewing Machine Service	171.63	127010	Check Approval
0121333	Ewing Irrigation Products	168.60	110001	
0121695	Harbor Freight Tools	165.86	127010	
0121365	Orange Coast Auto Repair	164.84	127005	
0121533	City of Fountain Valley	164.07	110001	
0121474	Storage Place	150.00	110001	
0121700	Mai Le	149.00	124077	
0121584	McMaster-Carr	146.97	110001	
0121450	Grainger	146.63	110001	
0121596	Ngoc Nguyen	145.53	110001	
0121509	Apex Audio Inc	145.25	110001	
0121369	Pep Boys	137.52	110001	
0121434	Calif Stage & Lighting	137.38	110001	
0121675	Ampudia, Fabiola	132.43	120034	
0121400	Sims-Orange Welding Supply Inc	127.43	110001	
0121583	Katherine Mckindley	126.21	110001	
0121472	Shooters World/Evan's Gunsmith	125.00	110001	
0121598	OC Auditor-Controller	125.00	110020	
0121405	Stater Brothers	124.93	110030	
0121321	CIT Technology Fin Serv Inc	122.84	127002	
0121592	Ailene Nguyen	120.00	124037	
0121680	BJ Bindery Inc	117.45	110001	
0121707	Moyer, Karen	116.98	120031	
0121622	Vida Shajie	116.96	124010	
0121521	Baker & Taylor	113.80	110001	
0121594	Christina Nguyen	113.30	124037	
0121530	Cartridge World	113.13	110001	
0121595	Jessica Nguyen	102.00	110001	
0121301	American Red Cross	100.00	110001	
0121504	Cassandra Agnew	100.00	110001	
0121568	Kyle Kopp	100.00	110001	
0121605	Bernice Orwig	100.00	110001	
0121413	Celicia Tran	99.45	110001	
0121480	Wards Natural Science	98.74	110001	
0121681	Buddy's All-Star Inc	95.68	110001	
0121661	Western Exterminator Co	94.50	330001	
0121418	VWR International Inc	92.34	110001	
0121300	Alan's Lawnmower & Garden Ctr Inc	92.00	110001	
0121399	Sign Concepts	91.59	110001	
0121334	Federal Express Corp	91.30	110001	
0121360	Micro Center	90.43	110001	
0121653	Western Exterminator Co	88.00	110001	
0121639	Chau Tran	86.00	110001	
0121651	Western Exterminator Co	85.00	110001	
0121503	AA Equipment	80.72	110001	
0121684	Clayton, Barbara	80.00	120073	
0121735	Verizon California	78.57	110001	
0121451	GWC Petty Cash	74.93	110001	

0121725	Samson, Lorraine	74.59	120023	Check Approval
0121673	A to Z Wholesale Floral Supply Inc	74.35	127011	
0121347	ICS Service Company, Inc.	74.00	110001	
0121318	Business Machines Consultants Inc	68.70	110001	
0121621	Security Signal Devices	68.00	120023	
0121473	Siemens Water Technologies Corp	66.00	110001	
0121607	Oxygen Service Co	65.79	110001	
0121593	Ailene Nguyen	65.00	124037	
0121638	Ana Tovar	65.00	110001	
0121414	Truc Par Co	64.88	110001	
0121733	Traverna, Julie	64.00	120074	
0121637	Ana Tovar	60.00	110001	
0121470	Security Signal Devices	59.90	110001	
0121616	Mary Roda	59.66	110001	
0121580	Earnest Marchbank	58.46	110001	
0121464	OCC Food Services	58.19	110001	
0121543	Dilko, Patricia	58.08	120130	
0121361	MWB Business Systems	56.00	110001	
0121704	Merlino, Angela J	56.00	120073	
0121446	Fastenal	55.95	110001	
0121356	Jeanette Lee	55.00	110001	
0121366	Orange County News	55.00	110001	
0121701	Lee, Duachong	55.00	120023	
0121477	Truc Par Co	54.88	110001	
0121458	Jonathan Beck	54.06	110001	
0121678	Baker Party Rentals	53.88	110001	
0121304	AT&T	53.77	110001	
0121688	Dunn Edwards	53.17	110001	
0121656	Sigrid Wolf	52.38	110001	
0121610	Pitney Bowes	52.19	110001	
0121316	Zhenghong Broyles	51.48	110001	
0121469	Seal's Health Care	50.50	127001	
0121614	Ammone Raddavong-Jaime	50.46	110001	
0121335	Garden Grove Chamber Commerce	50.00	110001	
0121628	South Coast Higher Ed Council	50.00	110001	
0121682	Calscience Environmental Laboratories	50.00	110001	
0121302	AT&T	48.94	110001	
0121373	Prudential Overall Supply Co	47.48	110001	
0121455	Hub Auto Supply	46.56	110001	
0121526	Melissa Berta	45.00	110001	
0121483	Western Exterminator Co	44.50	110030	
0121460	LA Grinding	44.00	110001	
0121309	AT&T	43.93	110001	
0121303	AT&T	42.44	110001	
0121331	Edmund Scientific	42.22	110001	
0121383	Prudential Overall Supply Co	42.08	110001	
0121671	TBP/Architecture	41.84	419010	
0121377	Prudential Overall Supply Co	41.20	110001	

0121576	Brady Long	41.18	124043 Check Approval
0121387	Diana Ramon	38.61	110001
0121459	Kelly Paper	37.10	110001
0121539	John Dale	36.00	110001
0121572	Jeanette Lee	35.88	110001
0121763	Vision Service Plan	35.15	619001
0121608	Passalacqua, Kristine	35.14	120130
0121448	Federal Express Corp	34.97	115070
0121349	Kathryn Jensen	33.05	120031
0121447	Federal Express Corp	32.19	110001
0121559	Hub Auto Supply	31.55	110001
0121421	Westminster Journal	30.00	110001
0121554	Donald Grigsby	30.00	110001
0121395	Security Signal Devices	29.95	110001
0121741	West Music	28.95	124007
0121586	Mesa Golf Carts	28.55	110001
0121422	Alan Williams	28.08	110001
0121368	Pak West Paper and Packaging	27.91	110001
0121632	Deborah Tetnowski	25.00	110001
0121535	City of Huntington Beach	23.81	110001
0121693	Vicki Graham	23.56	124054
0121379	Prudential Overall Supply Co	22.18	110001
0121506	Minal Ajbani	22.02	110001
0121606	Babak Ostovarpour	22.02	110001
0121646	Max Vorathavorn	22.02	110001
0121375	Prudential Overall Supply Co	21.15	110001
0121380	Prudential Overall Supply Co	21.15	110001
0121385	Prudential Overall Supply Co	21.15	110001
0121574	Library Store Inc	19.55	110001
0121386	Prudential Overall Supply Co	19.18	127001
0121562	Richard Jones	17.34	110001
0121344	Hub Auto Supply	17.32	110001
0121538	Crown Ace Hardware	16.13	127005
0121511	AT&T	15.51	120034
0121374	Prudential Overall Supply Co	15.18	110001
0121362	Linda Newman	15.00	110001
0121390	Darrin Robertson	15.00	110001
0121510	Jeff Arthur	15.00	110001
0121547	Richard Forsberg	15.00	110001
0121556	Ann Hickey	15.00	110001
0121609	Richard Patterson	15.00	110001
0121633	Mary Thayer	15.00	110001
0121649	Stephen Webster	15.00	110001
0121548	Paula Fullerton	14.68	110001
0121378	Prudential Overall Supply Co	14.00	110001
0121381	Prudential Overall Supply Co	14.00	110001
0121382	Prudential Overall Supply Co	14.00	110001
0121384	Prudential Overall Supply Co	14.00	110001

0121577	Karl Lyn	13.51	110001	Check Approval
0121376	Prudential Overall Supply Co	13.12	110001	
0121686	Corporate Express	12.32	124007	
0121341	HB Digital Arts	11.64	110001	
0121540	Marion Daniel	10.00	110001	
0121565	Sheila Mae Kilayko Cruz	10.00	110001	
0121582	Katherine Mckindley	10.00	110001	
0121310	AT&T	9.73	110001	
0121615	Mary Roda	9.68	110001	
0121408	The Gas Company	9.53	110001	
0121648	Jutaporn Wareham	9.10	110001	
0121590	Eric Neumann	8.77	110001	
0121690	EBSCO Subscription	8.38	110001	
0121328	Demco Inc	7.59	110001	
0121685	Coastal Press Inc	7.54	110001	
0121531	Deepak Chauhan	7.00	110001	
0121443	Crown Ace Hardware	5.38	110001	
0121719	Physicians Sales & Service	2.31	127011	

Total

\$ 2,027,662.03

Agenda Item

3.06.03 Check List for General Obligation Bond Fund

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content



CheckApproval Bond11-19-08.pdf

Additional Administrative Content

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0121753	SMC Construction Co	322,202.16	420356
	GWC Learning Resource Ctr		
0121749	Haworth Inc	293,246.64	420340
	GWC Health Sci Expand Nursing Fac		
0121425	Telacu Construction Managment	169,621.29	420222
	OCC Upgrd Womens Locker Rm ADA		
0121750	Mobile Modular Management Corp	136,296.00	420316
	GWC Upgrd Utilities Campuswide		
0121748	GCI Construction Inc	74,430.00	420101
	District relocatable Replacement		
0121489	C & H Construction	63,762.00	420101
	District relocatable Replacement		
0121491	GCI Construction Inc	38,447.00	420101
	District relocatable Replacement		
0121756	Vector Resources Inc	36,355.22	420356
	GWC Learning Resource Ctr		
0121496	Steinberg Architects	34,870.38	420356
	GWC Learning Resource Ctr		
0121486	Alcal Roofing & Insulation	34,510.00	420101
	District relocatable Replacement		
0121490	Gafcon Inc	29,402.43	420340
	GWC Health Sci Expand Nursing Fac		
0121754	T & Y Construction	29,160.00	420356
	GWC Learning Resource Ctr		
0121747	Corporate Business Interiors Inc	21,443.18	420206
0121662	CableMasters	19,773.60	420318
0121755	Tile Trends	18,569.00	420101
0121665	Prizio Construction Inc	18,452.00	420101
0121746	Cordoba Corp	18,344.76	420222
0121498	TYR Inc	13,618.00	420356
0121499	TYR Inc	13,380.00	420316
0121492	Haitbrink Asphalt Paving Inc	12,035.00	420101
0121494	MTGL	10,393.00	420340
0121495	Perkins & Will	7,580.00	420340
0121745	Coast Construction	5,845.00	420207
0121663	Edwards Service	5,700.00	420248
0121666	Reed Thomas Co Inc	5,681.00	420101
0121493	MS Rouse Company	5,625.00	420348
0121488	Bundy-Finkel Architects Inc	5,130.00	420101
0121757	West Coast Industries	3,152.77	420206
0121668	Williams Mechanical Inc	1,914.00	420101
0121424	SunGard Higher Education Inc	1,440.00	420912
0121751	MTGL	1,080.00	420241

Check Approval Bond

0121752	P2S Engineering	924.00	420316
0121664	Global Geo-Engineering Inc	888.75	420340
0121497	TYR Inc	704.00	420356
0121667	Tile Trends	260.00	420101
0121487	Alex Moving & Storage	50.00	420316

Total

\$ 1,454,286.18

Agenda Item

3.06.04 Authorization for Special Payments - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

Payment to American Association of Medical Assistants Endowment in the amount of \$800 to cover the program annual institutional fee for 2008-2009 required for the Medical Assisting Program accreditation.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnanne Minton. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

3.06.05 Authorization for Special Payment - District

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 3. Consent Calendar
Agenda Type: Action (Consent)
Public Access: Yes

Agenda Item Content

It is requested that authorization be given to reissue a payroll check to Shirley Hull in the amount of \$378.39. Original 5A payroll check number 05369898, dated 11/30/98, is staledated and not negotiable. It has not been reissued previously; account number is 110001-090200-8899-800000.

Payment of \$1,707.36 to Gregory W. Kane, GWC, Maintenance Skilled, Classified Unit, payment for Out of Class duties performed from 12/01/07 through 06/30/08 for which paperwork was held by campus pending job restructuring.

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCGDAbsvc. Last update on 11/13/2008 by Jodi Rodriguez.



4.01 Authorization to Enter Agreements - Coastline Community College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 4. Action Items
Agenda Type: Action
Public Access: Yes

Agenda Item Content**1. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to operate the Orange County One-Stop Center – North to provide Workforce Investment Act Approved Programs**

After review by the College President and the Vice Chancellor of Administrative Services, it is recommended that authorization be given to enter into an amended Agreement between the County of Orange and Coast Community College District (Coastline Community College) to include an increase not to exceed \$68,000 for a total compensation not to exceed \$2,693,198. The term of this Agreement shall be for the period of July 1, 2008 through June 30, 2009. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign this Agreement. (Prior Board Approval: 5/7/08. See WIA North Amendment Attachment #4)

Fiscal Impact: The County of Orange will reimburse Coastline Community College an additional \$68,000 for a total of \$2,693,198 for operation of these programs.

2. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to operate the Orange County One-Stop Center – South to provide Workforce Investment Act Approved Programs

After review by the College President and the Vice Chancellor of Administrative Services, it is recommended that authorization be given to enter into an amended Agreement between the County of Orange and Coast Community College District (Coastline Community College) to include an increase not to exceed \$82,000 for a total compensation not to exceed \$2,383,609. The term of this agreement shall be for the period of July 1, 2008 through June 30, 2009. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign this Agreement. (Prior Board Approval: 5/7/08. See WIA South Amendment Attachment #5)

Fiscal Impact: The County of Orange will reimburse Coastline Community College an additional \$82,000 for a total of \$2,383,609 for operation of these programs.



WIA North Amendment.pdf WIA South Amendment.pdf

Additional Administrative Content

Agenda Item

4.02 Authorization to Enter Agreements - Golden West College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 4. Action Items
Agenda Type: Information
Public Access: Yes

Agenda Item Content

1. Authorization to Approve Agreement between the Coast Community College District (Golden West College) and Garr Child Care, Inc., for CalWORKS Students' Child Care

After review by the College President, the Vice Chancellor Administrative Services, and District legal counsel, Rutan and Tucker, it is recommended by the Chancellor that authorization be given to approve a new standard agreement between the Coast Community College District (Golden West College) and Garr Child Care, Inc., for CalWORKS students' child care. The agreement is effective 8/25/08 – 6/30/09. (late due to retroactive payment for student who paid for services from personal funds)

Fiscal Impact: Costs paid from CalWORKS Grant funds

Additional Administrative Content

Created on: 10/10/2008 at 04:40 PM by Dolores Harper. Last update on: 11/13/2008 by Jodi Rodriguez.

Agenda Item

4.03 Authorization to Enter Agreements - Orange Coast College

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 4. Action Items
Agenda Type: Action
Public Access: Yes

Agenda Item Content

None

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Lynnette Minton. Last update on 11/13/2008 by Jodi Rodriguez.

4.04 Authorization to Enter Agreement - District

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 4. Action Items
Agenda Type: Action
Public Access: Yes

Agenda Item Content**1. Authorization to Renew the Three Year Property/Liability Claims Administration Service Agreement between the Coast Community College District and Keenan and Associates**

After review by the Risk Services Manager, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to extend the Property/Liability claims administration service agreement with Keenan and Associates for a period of three years, from November 1, 2008 through October 31, 2011. (See Keenan Attachment #6)

Fiscal Impact: Claim administration fees for each policy year 2008-2011 NTE \$20,000.00. (Prior agreement for November 1, 2007 through October 31, 2008, fees did not exceed \$20,000.00).

2. Authorization to Enter into an Agreement between Marsh Risk & Insurance Services and the Coast Community College District

After review by the Risk Services Manager, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into an Agreement between Marsh Risk & Insurance Services and the Coast Community College District for the purpose of providing insurance brokerage and advisement services to the District for the period October 1, 2008 through October 1, 2009. Marsh provides marine, directors & officers, business travel accident, swap meet, and fine arts insurance management services to the District. (See Marsh Attachment #2)

Fiscal Impact: The total brokerage fee for the services for the period October 1, 2008 through October 1, 2009 will not exceed \$27,500. The previous annual agreement costs for 2005 through 2008 were \$27,500 per year.



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Marsh%20Agmt.pdf

Additional Administrative Content

Agenda Item

4.05 Buildings and Grounds

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 4. Action Items
Agenda Type: Action
Public Access: Yes

Agenda Item Content



BuildingsAndGrounds1119.pdf

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by CCCDBG. Last update on 11/13/2008 by CCCDBG.

1. Authorization for Addendum No. 3 to C.W. Driver; District Administration Building

After review by the Director of Facilities & Planning and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to accept Addendum No. 3 for additional construction management services for the District Administration Building.

The scope of services is to include the following:

- | | |
|-------------------------------------|---------|
| 1. Additional Reimbursable Expenses | \$1,300 |
|-------------------------------------|---------|

It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be authorized to sign the agreement.

Fiscal Impact: \$1,300 (General Obligation Bond Fund/Measure C)

Master Plan Approved Project
Replacement of District Temporary Structures
District Administrative Office Building

2. Authorization to Employ C.W. Driver; Orange Coast College Softball Field

C.W. Driver is a pre-qualified Construction Management Service firm for General Obligation Bond Construction Projects, Phase I (July, 2006 through June, 2009).

After review by the OCC Vice President of Administrative Services, Director of Facilities and Planning and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to employ C.W. Driver for construction management services for the Orange Coast College Softball Field.

The scope of service is to include the following tasks:

- | | |
|---|------------|
| 1. Preconstruction Services (1 Month) | \$ 17,241 |
| Construction Management Services (6 Months) | \$ 348,919 |

Design Phase/Preconstruction Phases

- Constructability Review
- Value Engineering
- Deductive Alternates
- Budgeting
- Scheduling
- Bidding
- Change Order Mitigation
- Subcontract Award

Construction Phase Services

- Insurance/Bonds
- Safety Program

- Quality Control Program
- Scheduling
- Cost Control
- Change Order & RFI Management
- Application for Payment
- Project Close Out
- Final Payments

It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be authorized to sign the consultant agreement.

Fiscal Impact: \$366,160 (Measure C - General Obligation Bond Fund)
Master Plan Approved Project
OCC Upgrade Health/Wellness Facilities
OCC Upgrade Softball Field

3. Bid Tabulations and Award of Contract: Orange Coast College ABC Building Site Preparation; Bid No. 1961

Notices were published on October 3 and October 10, 2008 in the newspaper as well as in four trade journals requesting bids. Sixty-two bid packages were delivered or picked up by prospective bidders. Twenty-five bids were received for three trade categories under this multiple prime project.

The bids were opened on November 7, 2008 for the Orange Coast College ABC Building Site Preparation; Bid No. 1961.

After careful review by the Coast Community College District Risk Services Manager and Director of Facilities and Planning, it is recommended that a contract be awarded to the lowest qualified base bid in Categories A, B and C as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

Base Bid

Category A – Demolition

1. U.S. Demolition	\$138,300
4510 E. Eisenhower, Anaheim, CA 92807	
2. Wreck Age Demolition, Inc., Chino Hills, CA 91709	\$139,500
3. AMPCO Contracting, Inc., Santa Ana, CA 92705	\$157,700
4. Crew Inc., Rancho Dominguez, CA 90221	\$159,800
5. Doja Inc., Ontario, CA 91762	\$168,000
6. Specialized Environmental, Inc., Whittier, CA 90606	\$178,050
7. Miller Environmental, Inc., Anaheim, CA 92806	\$180,000
8. GCI Construction, Inc., Costa Mesa, CA 92626	\$258,900

Category B – Underground Utilities

Buildings and Grounds

- | | |
|--|------------------|
| 1. EMAE International, Inc., Santa Fe Springs, CA 90670
(Bid withdrawn due to clerical error) | \$150,000 |
| 2. Doja, Inc., Ontario, CA 91762
(Bid withdrawn due to clerical error) | \$269,000 |
| 3. Interpipe Contracting, Inc.
10870 Hartley Road, Santee, CA 92071 | \$349,336 |
| 4. Kana Pipeline, Inc., Placentia, CA 92870 | \$392,000 |
| 5. GCI Construction, Inc., Costa Mesa, CA 92626 | \$393,800 |
| 6. Atlas-Allied, Inc., Anaheim, CA 92806 | \$399,700 |
| 7. Quip-Con, Inc., Murrieta, CA 92564 | \$488,000 |
| 8. Verne's Plumbing, Inc., Buena Park, CA 90621 | \$592,200 |
| 9. Van Diest Brothers, Inc., Paramount, CA 90723 | \$682,000 |

Category C – Earthwork/Grading

- | | |
|--|------------------|
| 1. EMAE International, Inc.
(Bid withdrawn due to clerical error) | \$293,000 |
| 2. Doja, Inc.
5050 W. Mission Blvd., Ontario, CA 91762 | \$595,000 |
| 3. Reed Thomas Co., Inc., Santa Ana, CA 92701 | \$635,000 |
| 4. GCI Construction, Inc., Costa Mesa, CA 92626 | \$709,000 |
| 5. Southern California Grading, Inc., Irvine, CA 92606 | \$762,940 |
| 6. Crew Inc., Rancho Dominguez, CA 90221 | \$768,440 |
| 7. AMPCO Contracting, Inc., Santa Ana, CA 92705 | \$812,000 |
| 8. CALEX Engineering Company, Newhall, CA 91321 | \$848,600 |

Fiscal Impact: \$1,082,636 (Measure C – General Obligation Bond Fund)
 Master Plan Approved Project
 OCC Science Facilities
 OCC New Consumer Health & Lab Science Building (ABC Bldg.)

4. Bid Tabulations and Award of Contract: Coastline College Center Restoration of Exterior Metal Panels; Bid No. 1959

Notices were published on September 17 and September 24, 2008 in the newspaper as well as in four trade journals requesting bids. Thirteen bid packages were delivered or picked up by prospective bidders. Six bids were received.

The bids were opened on November 6, 2008 for the Coastline College Center Restoration of Exterior Metal Panels; Bid No. 1959.

After careful review by the Coast Community College District Risk Services Manager and Director of Facilities and Planning, it is recommended that a contract be awarded to

Southwest Coatings Inc. as lowest qualified base bid of \$114,000 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
1. Southwest Coatings Inc.	\$114,000
503 Harker Street, San Pedro, CA 90731	
2. C.T. Georgiou Painting Co., Wilmington, CA 90744	\$219,000
3. A.J. Fistes Corporation, Long Beach, CA 90806	\$239,900
4. Industrial Coating & Restoration, Oceanside, CA 92054	\$260,000
5. Leo's A-C Inc., Rowland Heights, CA 91748	\$289,000
6. AWT Inc., Lemon Grove, CA 91945	\$725,470

Fiscal Impact: \$114,000 (Campus Auxiliary Funds)
Master Plan Approved Project
CCC Restoration of Exterior Metal Panels

5. Bid Tabulations and Award of Contract: Golden West College Learning Resource Center, Phase III; Bid No. 1960

Notices were published on October 2 and October 9, 2008 in the newspaper as well as in four trade journals requesting bids. Thirty-one bid packages were delivered or picked up by prospective bidders. Nine bids were received for three trade categories under this multiple prime project.

The bids were opened on November 6, 2008 for the Golden West College Learning Resource Center, Phase III; Bid No. 1960.

After careful review by the Coast Community College District Risk Services Manager and Director of Facilities and Planning, it is recommended that a contract be awarded to the lowest qualified base bid in Categories G, J and K as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
<u>Category G – Glass & Glazing</u>	
1. Roy & Whitehead Inc.	\$2,550,000.00
2245 Via Cerro, Riverside, CA 92509	

2. Best Contracting SVS, Gardena, CA 90248	\$2,725,139.00
--	----------------

Category J – Asphalt, Site Concrete & Paving

1. TB Penick	\$ 963,305.00
9747 Olson Drive, San Diego, CA 92121	

(Bid exceeds this category budget. The District will rebid this trade category in spring of 2009)

Category K – Landscape & Irrigation

1. Marina Landscape	\$ 235,700.00
1900 South Lewis Street, Anaheim, CA 92805	
2. FYR Landscape, Baldwin Park, CA 91706	\$ 266,630.00
3. Teserra, Conchella, CA 92236	\$ 279,616.96
4. Elite Landscape Inc., Clovis, CA 93612	\$ 285,590.00
5. ACCU Construction Inc., Perris, CA 92570	\$ 390,000.00
6. Mission Landscape, Santa Ana, CA 92705	\$ 508,244.00

Fiscal Impact: \$2,785,700 (Measure C – General Obligation Bond Fund)
Master Plan Approved Project
GWC Learning Resource Center

6. Authorization to Employ Keenan E. Smith, AIA dba City Lights Design Alliance; Orange Coast College Maritime Training Center

After review by the Orange Coast College Vice President of Administrative Services, Director of Facilities and Planning and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to employ Keenan E. Smith, AIA dba City Lights Design Alliance for professional services for the Orange Coast College Maritime Training Center.

The scope of service is to include the following tasks:

1. Conceptual Design Services	\$39,680
2. Project Coordination & Liaison Services	\$ 9,600
4. Additional Code Consultants	\$37,000
5. Reimbursable Expenses	\$ 7,760

It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be authorized to sign the agreement.

Fiscal Impact: \$94,040
Master Plan Approved Project
OCC Foundation Funds

7. Authorization to File Notice of Completion

It is recommended that authorization be given to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion

by the public agency, or its agent (architect) of the work of improvement. Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services, a Notice of Completion will be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification to all subcontractors, the District is authorized to pay fees due, accepting all work and/or materials as satisfactorily completed by the contractors. In the event of a dispute between the District and the Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

Bid No. 1955; OCC P.E. Field Events Relocation
Contractor: Guerrero Brothers, Inc.

Bid No. 1958; OCC Horticulture Storage Pad
Contractor: A Plus Quality Construction, Inc.

Agenda Item

5.01 Reports Continued NONE

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 5. Continuation of General Information and Reports
Agenda Type: Information
Public Access: Yes

Agenda Item Content

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Jodi Rodriguez. Last update on 11/13/2008 by Jodi Rodriguez.

Agenda Item

Adjournment

Meeting: 11/19/2008 Study Session/Regular Meeting
Category: 6. Adjournment
Agenda Type: Information
Public Access: Yes

Agenda Item Content

Additional Administrative Content

Created on 10/10/2008 at 04:40 PM by Nancy Hill; Last update on 11/13/2008 by Jodi Rodriguez



**COAST COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES' DIRECTIVES LOG**
Prepared by the Manager of Board Operations

#	Meeting Date	Agenda Section/Page Number/Issue	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda Date	Status I = In Progress P=Pending	Comments
1	2/26/08	6A. Examination of the Goals and Situation of the District	Mary Hornbuckle		Planning to occur for additional retreat session with Board, Chancellor, College Presidents, Vice Chancellors, Academic Senate Presidents and Union Presidents	January 21, 2009	I	
2	8/15/07	2. Update on Project Voyager	Walt Howald	Academic Senate Presidents & College Presidents Vice Chancellor of Admin. Svs.	Report back to the Board on the how the new Banner Software is working after its implementation. Report on Banner's efficiency.	February 18, 2009	P	
3	1/16/08	12. Discussion of District General Legal Counsel	Jim Moreno; 2nd by Mary Hornbuckle	Jerry Patterson/Walt Howald	Committee to discuss and report back to the Board	April 2, 2008	P	
4	3/5/08	10. Opportunity for Board to Review the Board Directives Log	Jerry Patterson; 2 nd Jim Moreno	Vice Chancellor HR	Review of Classified hiring policy	December 10, 2008	P	
5	3/5/08	10. Opportunity for Board to Review the Board Directives Log	Jerry Patterson; 2 nd Jim Moreno	Vice Chancellor HR	Review of Faculty hiring policy	January 21, 2009	P	
6	3/5/08	10. Opportunity for Board to Review the Board Directives Log	Jerry Patterson; 2 nd Jim Moreno	Vice Chancellor HR	Review of Management hiring policy	February 18, 2009	P	
7	3/5/08	10. Opportunity for Board to Review the Board Directives Log	Jerry Patterson; 2 nd Walt Howald	Staff	Revisit Participatory Governance Policies and Procedures	December 10, 2008	P	

#	Meeting Date	Agenda Section/Page Number/Issue	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda Date	Status I = In Progress P = Pending	Comments
8	5/7/08	11. Opportunity to Conduct Annual Policy Review of Student Representative, Board of Trustees	Jerry Patterson; 2 nd Walt Howald	Chancellor	Refer this Policy (#Policy 010-2-14, <i>Student Representative, Board of Trustee.</i>) to the Chancellor, the District Student Council and each college Student Government for their comments and brought back for Board review in October 2008.	November 19, 2008	P	
9	5/7/08	12. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process	Armando Ruiz; 2 nd Paul Bunch	Staff	Forward this policy (Policy 010-2-14.1, <i>Student Representative Selection Process</i>) to the 2008-2009 District Student Council and college Student Governments for review.	November 19, 2008	P	
10	5/7/08	Consent Calendar	Jerry Patterson; 2 nd Armando Ruiz	Chancellor & Manager, Board Operations/Asst. to Chancellor	Staff to identify the criteria for determining whether items would be placed in the Action section or the Consent Calendar of the Agenda and report back to the Board.	February 4, 2009	P	
11	7/16/08	8. Opportunity for Board of Trustees' Discussion of GWC Academic Senate Resolution Advocating for Participatory Governance	Walt Howald; 2 nd Jim Moreno	Associate Vice Chancellor Ed. Svs.	The Vice Presidents at the three colleges, Academic Senate Presidents among other District-wide groups will discuss coordination of college curricula matters including CTE and occupational course and program duplication. Associate Vice Chancellor will guide the discussion.	November 19, 2008	P	

#	Meeting Date	Agenda Section/Page Number/Issue	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda Date	Status I = In Progress P = Pending	Comments
12	8/6/08	2.01 Reports from Academic Senate Presidents	Jerry Patterson; 2 nd Walt Howald	Associate Vice Chancellor	Develop Board Policy relating to Academic Senate Presidents, including reporting structure, defined organizational chart, definition of committee planning structure, and definition of Board of Trustee responsibilities in relation to the Academic Senate	November 19, 2008		
13	8/6/08	5.01 Reports	Walt Howald; 2 nd Jerry Patterson	College Presidents, Associate Vice Chancellor Ed. Svs.	Progress report on Accreditation status from the District and each of the three colleges	November 19 Status Report; Final report due January 21, 2009		
14	8/6/08	5.01 Reports	Jerry Patterson; 2 nd Walt Howald	Associate Vice Chancellor Ed. Svs & Manager of Board Operations/Assistant to the Chancellor	Request that items regarding Accreditation be sent to Board Members immediately in the future and create a Reading File in the Board Office.	Ongoing		
15	9/17/08	Item 4, District Agenda Item #1: "Provide full, helpful, and District-wide coordinated customer service, including course registration, support services, counseling for rapid program completion, technology, assistance with	Jim Moreno; 2 nd Walt Howald	Board President; Chancellor	Set November 19, 2008 Board Meeting as a Study Session to discuss District Agenda Item #1, "Provide full, helpful, and District-wide coordinated customer service, including course registration, support services, counseling for rapid program completion, technology, assistance with transfers, and common course numbering throughout the District."	November 19, 2008		

#	Meeting Date	Agenda Section/Page Number/Issue	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda Date	Status I = In Progress P = Pending	Comments
		transfers, and common course numbering throughout the District."						
16	9/17/08	Item 4, District Agenda #5: "Develop shared trust and vision among trustees, Board and chancellor."	Mary Hornbuckle; 2 nd Jim Moreno	Board President; Manager, Board Operations/Asst. to Chancellor	Set February 21 or 28, 2009 as a Board Retreat to discuss District Agenda Item #5, "Develop shared trust and vision among trustees, Board and chancellor." Retrieve presentation materials from Pasadena City College & Check availability of facilitator			
17	9/17/08	Item 7, Recruitment and Staffing Data for Faculty	Jim Moreno; 2 nd Mary Hornbuckle	Staff	Strongly suggest to the extent possible that College Presidents and Human Resources ensure diverse committees in the hiring process. Request for a presentation on diversity in hiring be presented to the Board annually	Further discussion by June 2009		
18	9/17/08	Item 4, District Agenda		Chancellor & Staff	2. Identify and build alternative local revenue sources in foundations, corporations, land use, and elsewhere.	2008-2010		

19	9/17/08	Item 4, District Agenda		Chancellor	3. Capture all the above in Vision 2020, a strategic plan for the District over the coming decade. Regular attention to it and updating as necessary are assumed.	February 18, 2009		
20	9/17/08	Item 4, District Agenda		Chancellor & College Presidents & Associate Vice Chancellor Educational services	4. Create meaningful and implemented policies and procedures for program review (academic and administrative), based on carefully surveyed and monitored District educational needs, student learning outcomes enrollment, overall effectiveness addressing all accreditation issues cited in the 2008 Team Report, and best use of limited resources among the three colleges and District Office.	April 1, 2009		
21	9/17/08	Item 4, District Agenda		Chancellor & Vice Chancellor of Human Resources	6. Prepare a succession plan for faculty, staff, and administration, based on careful identification of estimated dates of retirement and field of work—and tied into District educational needs and program review. Included are training programs to develop future leaders from among those in the District's employ.	July 15, 2009		
22	9/17/08	Item 4, District Agenda		Chancellor	7. In line with the prior task, refine and advance the relationships among the three colleges and District Office, including creation of District-wide governance bodies and assumption of a more directive and active role for the Chancellor's Office. The	2008-2009 Final report March 2009		

					result will be active coordination of the District's various components. While the District still will work through its three colleges, the Chancellor's Office also will play a far more significant role in helping the colleges to collaborate, respond to local need, and allocate funding accordingly.			
23	10/1/08	4.06. Personnel Action Item #1, Authorization to Approve Salary Schedule Increases	Jerry Patterson; 2 nd Walt Howald	Vice Chancellor of Human Resources	Approve the item, and bring it back to the Board to address concerns raised, including: <ul style="list-style-type: none"> • What was negotiated with CFE (see meeting notes) • Whether giving up incentive pay was inclusive of CCA • What funds are available • Consult legal counsel to receive explanation of "me too" language. 	November 19, 2008		
24	10/15/08	4.08 Policy Implementation – Adoption of Usage Fees and/or Equipment Policy #040-2-11	Mary Hornbuckle; 2 nd Michael Battistone	Vice President Administrative Services	Review in 6 months of success of facility rentals and make recommendations of what adjustments are necessary	April 1, 2009		
25	11/5/08	Review of Board Directives Log	Walt Howald; 2 nd Jim Moreno	Vice Chancellor of Human Resources	Provide status of diversity in the District and the diversity award.	February 18, 2009		

**Client Service Agreement
By and Between
Marsh USA Inc.
and
Coast Community College District**

AGREEMENT, effective October 1, 2008 (the "Effective Date"), between Marsh USA Inc. ("Marsh"), and Coast Community College District ("Client").

It is agreed as follows:

1. Services.

Marsh is hereby engaged to act as the Client's risk management advisor and consultant and insurance broker, as applicable, and shall provide the Client with the services set forth on Appendix A (the "Services") in accordance with the terms set forth herein. Appendix A may be amended from time to time by written agreement of the parties. The additional services set forth in Section 4 of Appendix A are available for additional compensation and subject to the negotiation of separate agreements.

2. Compensation.

- (a) Marsh shall be compensated for providing the Services to the Client as set forth on Appendix B. Appendix B may be amended from time to time by written agreement of the parties.
- (b) If there is a significant change in the Client's operations or exposures that affects the nature and scope of its insurance program and/or service needs, Marsh and the Client both agree to renegotiate Marsh's compensation in good faith as appropriate.

3. Term and Termination.

- (a) The term of this Agreement shall commence on the Effective Date and shall terminate one (1) year thereafter (the "Contract Year"). The Contract Year may be extended by mutual written agreement of the parties.
- (b) Notwithstanding the term, either party may terminate this Agreement upon 90 days' prior written notice to the other party. If this Agreement is terminated, Marsh will assist the Client in arranging a smooth transition process, subject to receipt by Marsh of all amounts due Marsh from the Client. However, Marsh's obligation and the obligation of its affiliates (including, if applicable, Marsh's U.K. affiliates) to provide Services to the Client will cease upon the effective date of

termination, unless otherwise agreed in writing.

(c) In the event of termination by the Client prior to expiration, Marsh's commission compensation set forth on Appendix B for the current Contract Year will be deemed fully earned at inception and Marsh's fee compensation set forth on Appendix B for the current Contract Year will be deemed earned in accordance with the following schedule, for Services performed through the termination date: 60% at commencement of the current Contract Year; 75% after four months; and 100% after seven months.

(d) In the event of a termination by Marsh prior to expiration, Marsh's annual compensation will be deemed earned on a pro-rata basis.

4. **Authorization.**

Marsh shall be authorized to represent and assist the Client in all discussions and transactions with insurers relating to the lines of insurance listed on Appendix A when acting as the Client's insurance broker, provided that Marsh shall not place any insurance on behalf of the Client unless so authorized by the Client in writing. Notwithstanding the foregoing, at all times during the performance of this Agreement Marsh shall be an independent contractor and shall not be an employee of Client.

5. **Other Terms and Conditions.**

The Standard Terms and Conditions set forth in Appendix C shall apply to the Services performed by Marsh under this Agreement.


6. **Governing Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of law provisions.

7. **Miscellaneous.**

This Agreement, together with all appendices attached hereto, contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all written or oral prior agreements, understandings and negotiations with respect to such matters. This Agreement may be modified or otherwise amended and the observance of any term of this Agreement may be waived, only if such modification, amendment or waiver is in writing and signed by the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties' respective successors. Neither party shall have any liability for any failure

MARSH

 MARSH MERCER KROLL
GUY CARPENTER OLIVER WYMAN

or delay in performance of its obligations under this Agreement because of circumstances beyond its reasonable control, including, without limitation, acts of God, fires, floods, earthquakes, acts of war or terrorism, civil disturbances, sabotage, accidents, unusually severe weather, governmental actions, power failures, computer/network viruses that are not preventable through generally available retail products, catastrophic hardware failures or attacks on its server.

Marsh USA Inc.

By: _____


Craig M Morris
Senior Vice President

Date: _____

10/6/02

Accepted and agreed:

Coast Community College District

By: _____

Mr. C. M. Brahmhatt
Vice Chancellor of Administrative Services

Date: _____

Appendix A

Scope of Services

1. Marsh will act as the Client's risk management advisor and consultant and insurance broker, as applicable, with respect to the following lines of insurance (effective dates noted in parenthesis):
 - (a) General Liability - Swap Meet (07/01/2008)
 - (b) Mexican Tourist Auto (06/30/2008)
 - (c) Business Travel Accident (06/01/2008)
 - (d) Directors & Officers Liability (06/30/2008)
 - (e) Marine Hull etc. (07/01/2008)
 - (f) Fine Arts Floater (07/01/2008)
 - (g) Surety (Various Dates)
2. As respects the lines of insurance in Section 1, above, Marsh shall provide the following services:
 - (a) Work with the Client to assess the Client's risk exposures;
 - (b) Work with the Client to design and develop the Client's insurance program;
 - (c) Assist with documentation and other steps to obtain commitments for and implement the Client's insurance program upon the Client's instructions;
 - (d) Keep the Client informed of significant changes and or trends in the insurance marketplace and provide the Client with annual information on market trends;
 - (e) Assist the Client in identifying insurers. Solicit quotes from insurers selected by the Client for the placement of Client's insurance program in accordance with the Client's instructions.
 - (f) Conduct a Renewal Strategy Meeting in advance of each placement.
 - (g) Negotiate on the Client's behalf with insurers and keep the Client informed of significant developments in the negotiations;
 - (h) Assist the Client with the evaluation of options received from the insurance market;
 - (i) Use best efforts to place insurance on behalf of the Client as directed by the Client and secure the Client's approval prior to requesting insurers to bind coverage;
 - (j) Follow up with insurance carriers for timely issuance of policies and endorsements;
 - (k) Promptly respond to Client's questions related to coverage placed by Marsh or the placement process;
 - (l) Deliver binders on or before the effective date of coverage being placed, subject to placement;

- (m) Process or facilitate the processing and delivery of certificates or memoranda of insurance and auto identification cards with respect to insurance policies placed by Marsh, as requested by the Client;
- (n) Review policies and endorsements for conformity to agreed terms and coverages;
- (o) Provide coverage summaries for all new placements and updates on changes to existing policies;
- (p) Review premium and exposure audits, rating adjustments, dividend calculations and loss data;
- (q) Assist the Client in establishing claims reporting procedures to insurers;
- (r) Monitor published financial information of the Client's current insurers and alert the Client when the status of one or more of such insurers falls below Marsh's minimum financial guidelines. Insurers with whom the Client's risks have been placed will be deemed acceptable to the Client, in the absence of contrary instructions from the Client;
- (s) Provide the Client with detailed invoices, except in the case of direct billing by insurers. Remit premiums to insurers and taxes and fees to the relevant authorities on a timely basis, following receipt thereof from the Client.
- (t) Assist the Client with initial reporting of claims to Insurers as follows:
 - With the exception of Workers' Compensation and/or Primary Casualty claims, prepare loss notices to insurers
 - Coordinate responses to, meetings with and loss site visits by, insurers
- (u) Assist the Client with the settlement of claims with Insurers as follows:
 - Assist with insurer negotiations
- (v) Upon the Client's request, review Client's contracts with respect to insurance and risk management related issues.

Sections 2(e), (g), (i), (j), (l), (m), (s), (t) and (u) will only apply with respect to placements for which Marsh is acting as the Client's insurance broker.

3. Whenever the Marsh client executive is informed in writing by the Client that a claim has been notified to the primary carrier, Marsh will notify all applicable excess carriers of the claim, unless the Client gives the Marsh client executive contrary instructions in writing, provided that Marsh has placed the applicable excess policies or the Marsh client executive has received written notice from the Client of the applicable carrier and policies. If Marsh is instructed not to provide notice to any excess carrier, Marsh shall have no responsibility for any consequences arising out of the failure to give notice.
4. Additional Services are available for separate compensation and shall be agreed upon in advance and addressed by amendment to this agreement or by separate agreement (in certain cases with affiliates of Marsh). Such additional services include, but are not limited to:

- Actuarial analysis of Workers' Compensation, General Liability, and Automobile Liability claims, or other lines of insurance;
- Consulting relating to workers' compensation cost containment, including behavioral risk management, absence management, cumulative injury management, financial diagnostics and custom cost containment solutions;
- Business interruption and other claim valuation services offered by Kroll's Forensic Accounting practice;
- Environmental risk consulting services;
- Operations and assets consulting services, including business continuity management, supply chain risk management, loss control and engineering support services and strategic risk assessments;
- Claims services other than those specified above, including catastrophic claims support, mass tort claims support, claims management services, special claims advocacy services and archival research;
- Services in connection with loss portfolio transfers and alternative risk financing, including placements made in connection with such services;
- Captive insurance company feasibility studies;
- Establishment and administration of captive insurers;
- Placement of non-recurring insurance, including, but not limited to:
 - "one-time" placements for construction projects,
 - "one-time" placements for marine/cargo risks,
 - "one-time" placements for surety,
 - Placements for specific financial risks, such as trade credit,
 - Placements involving significant quantitative or actuarial analysis or modeling,
 - Placement of risks with financial institutions other than insurance carriers, and
 - Placements of risks not customarily accepted by insurers;
- Employee benefits services;
- Pension plan consulting;
- Compensation consulting;
- Executive deferred compensation services;
- Risk management claims information systems, including STARS and TrendTracker software programs, and related services;
- Enterprise Risk Management consulting;
- Strategic Risk Assessment;
- Provision of Marsh personnel on an out-sourced basis;
- Intellectual Property Consulting;
- Security Consulting;
- Insurance-related mergers and acquisition due diligence services and transactional solutions;
- Placement and servicing of owner controlled insurance programs; and
- Interactive on-line client services.

Appendix B Compensation

For all lines of insurance coverage listed on Appendix A, Section 1 except those listed below (the "Fee Coverages"), Marsh will deliver the Services to the Client for an annual fee of \$27,500.00.

The annual fee shall be paid by the Client commencing October 1, 2008 and in accordance with the following payment schedule:
\$13,750 due 10/01/2008. \$13,750 due 04/01/2009.

Prior to each placement by Marsh for the Client, Marsh shall disclose to the Client and obtain the Client's approval of any commissions to be collected by Marsh or its affiliates with respect to such placement. Marsh shall credit amounts equal to any retail commissions collected by Marsh or its affiliates with respect to the Fee Coverages against remaining installments of the annual fee (except as provided below) and, to the extent in excess of the remaining installments, refund previously paid installments of the annual fee. In the event such retail commissions for a Contract year exceed the annual fee for that year, then such excess retail commissions shall be returned to the Client if permitted by law. Otherwise, an amount equal to such excess retail commissions shall be carried forward and applied against Marsh's annual compensation for subsequent years if permitted by law. Any wholesale commissions collected by Marsh or its affiliates will not be credited against the annual fee.

Marsh shall be compensated for providing its Services with respect to Flood placed through the National Flood Insurance Program through commissions received from insurers, which shall be in addition to and not be credited against the annual fee. Marsh shall disclose to you and obtain your approval of these commissions prior to placement. Marsh will deliver Flood Zone Determinations to you for an additional fee of \$8.75 per Determination, payable to Kroll.

Surety services hereunder include the handling of day to day bond needs, renewal bonds, invoicing and tracking outstanding bond liability for existing entities. This includes routine new bond requests provided the scope is similar to bonds required in the past. Marsh reserves the right to negotiate commissions or additional fee for any unforeseen large non-routine obligation. Should this instance arise, Marsh and the Client both agree to renegotiate Marsh's surety compensation in good faith as appropriate.

As respects the following lines of insurance coverage,

(a) Surety

Marsh shall be compensated for providing the Services to the Client through retail and wholesale commissions received from insurance companies. In addition, if in Marsh's judgment commissions collected or to be collected by

MARSH

 MARSH MERCER KROLL
GUY CARPENTER OLIVER WYMAN

Marsh and its affiliates for a particular placement(s) do not adequately compensate Marsh and its affiliates for the Services provided by them to the Client with respect to such placement(s), Marsh may request that the Client pay Marsh and/or its affiliates an additional fee. Any such additional fee shall only be paid if agreed in writing by the Client and will be subject to the requirements of applicable law. Prior to each placement by Marsh for the Client, Marsh shall disclose to the Client and obtain the Client's approval of any commissions to be collected by Marsh or its affiliates with respect to such placement.

In addition to the compensation set forth above, Marsh's foreign offices and affiliates shall be entitled to receive commissions on foreign local placements made on behalf of the Client or its foreign subsidiaries, which shall be in addition to and not be credited against the annual fee. Marsh shall disclose to the Client and obtain the Client's approval of such commissions prior to placement. Marsh may make such disclosure to and obtain such approval from the Client's local operating management.

In the event (i) the Client elects to obtain insurance for a particular line of coverage from a foreign insurer and that insurer is domiciled in a country not part of the Client's insurance program with respect to such line of coverage as of the commencement date of this Agreement and (ii) the resources and services of a foreign Marsh affiliate are necessary or appropriate for such placement, Marsh and the Client shall negotiate additional compensation for such services and/or modification to Marsh's compensation in good faith.

Any commissions collected by Marsh or its affiliates shall be considered fully earned at the time of placement, including if an insurance policy placed by Marsh or its affiliates for the Client or its foreign subsidiaries is terminated by the Client or its foreign subsidiaries prior to expiration unless such policy is replaced by another policy placed by Marsh or its affiliates for the Client or its foreign subsidiaries during the term of this Agreement.

Appendix C

Standard Terms and Conditions

These Standard Terms and Conditions are part of the attached Client Service Agreement between Coast Community College District (the "Client") and Marsh USA Inc. ("Marsh").

1. Taxes and Fees.

In certain cases, insurance placements that Marsh makes on the Client's behalf may require the payment of insurance premium taxes (including U.S. federal excise taxes), sales taxes, use taxes, surplus or excess lines and similar taxes and/or fees to federal, state or foreign regulators, boards or associations. The Client agrees to pay such taxes and fees, whenever assessed. To the extent practical, such taxes and fees will be identified by Marsh on invoices covering such placements. Any such taxes and fees collected by Marsh will be promptly remitted by Marsh to the appropriate authorities.

2. Client Responsibilities.

The Client shall be solely responsible for the accuracy and completeness of information and other documents furnished to Marsh and/or insurers by the Client and the Client shall sign any required application for insurance. The Client recognizes and agrees that all insurance coverages placed in connection with this Agreement and all Services, evaluations, reports and recommendations provided by Marsh hereunder are based on data and information furnished by the Client. Marsh will be under no obligation to investigate or verify the completeness or accuracy of any such data or information, nor will Marsh have any liability for any errors, deficiencies or omissions in any Services, evaluations, reports or recommendations provided to, or any insurance coverages placed on behalf of, the Client that are based on such inaccurate or incomplete data or information. The Client understands that the failure to provide all necessary information to an insurer, whether intentional or by error, could result in the impairment or voiding of coverage.

The Client will review all policies, endorsements and program agreements delivered to it by Marsh and will advise Marsh of anything which the Client believes is not in accordance with the negotiated coverage and terms within thirty days following receipt.

3. Intermediaries.

- (a) When in Marsh's professional judgment it is necessary or appropriate and subject to the Client's prior approval, Marsh may utilize the

services of other intermediaries, including wholesale brokers, to assist in the marketing of the Client's insurance. Such intermediaries may be affiliates of Marsh.

- (b) Wholesale brokers may represent insurers or act as managing general agents. Prior to utilizing a wholesale broker in connection with a placement for the Client, Marsh shall disclose to the Client the compensation received or to be received by Marsh and its affiliates in connection with the wholesale placement, any interests of Marsh and its affiliates in the wholesale broker, any contractual agreements between Marsh and its affiliates, on the one hand, and the wholesale broker, on the other, and alternatives to using the wholesale broker.
- (c) Marsh shall disclose to the Client the compensation of any Marsh affiliated intermediaries utilized in connection with the Client's placements, and obtain the Client's consent to such compensation, prior to the binding of coverage. Marsh shall disclose to the Client the compensation of any non-Marsh affiliated intermediaries utilized in connection with the Client's placements to the extent known by Marsh.

4. Other Revenue.

- (a) If the Client requests assistance with obtaining premium financing in connection with the Client's placements and Marsh provides such assistance, Marsh may receive compensation from the finance company that provides premium financing to the Client. Marsh shall provide to the Client information relating to Marsh's and its affiliates' arrangements with and interests in the premium finance companies to be considered by the Client and the compensation that Marsh and its affiliates would receive from finance companies with respect to the Client's placements.
- (b) Marsh earns and retains interest income on premium payments held by Marsh on behalf of insurers during the period between receipt of such payments from clients and the time such payments are remitted to the applicable insurer, where permitted by applicable law.

5. Confidentiality.

(a) Confidential Information.

The Client may provide Marsh with certain proprietary and confidential information ("Confidential Information") in connection with the Services provided by Marsh under this Agreement. Neither Marsh nor any of its employees or agents directly or indirectly shall disclose to any third party or use any Confidential Information furnished by or on behalf of Client for any purpose except in furtherance of the Services and in

furtherance of other insurance brokerage, risk consulting, risk financing, risk transfer, employees benefits or other insurance-related services rendered by Marsh to Client, which may include in the normal course of business the release to insurers and other financial institutions of Confidential Information relevant to the underwriting and/or evaluation of Client's risks and the processing of its claims, provided that such insurers and financial institutions are informed of the confidential nature of such information. Marsh shall take all steps reasonably required to maintain the confidentiality of Confidential Information in Marsh's possession. The transmission of Confidential Information via electronic data transmission networks which provide for the security of users' data shall be deemed consistent with Marsh's obligations hereunder unless such use is contrary to Client's express instructions.

(b) Exceptions.

The restrictions and agreements set forth above shall not apply to any Confidential Information: (i) which at the time disclosed to or obtained by Marsh is in the public domain; (ii) which becomes part of the public domain through no act, omission or fault of Marsh; (iii) which Marsh's records demonstrate was developed independently by Marsh or was received by Marsh from a third party which Marsh had no reason to believe had any confidentiality or fiduciary obligation to the Client with respect to such information; (iv) which is required to be disclosed by law, including, without limitation, pursuant to the terms of a subpoena or other similar document; provided, however, Marsh shall, to the extent practical, give prior timely notice of such disclosure to the Client to permit the Client to seek a protective order, and, absent the entry of such protective order, Marsh shall disclose only such Confidential Information that Marsh is advised by its counsel must be disclosed by law; or (v) following the lapse of two years after disclosure of such information to Marsh.

(c) Return of Confidential Information.

As between the Client and Marsh, Confidential Information shall be the sole and exclusive property of the Client. Upon the Client's request, all documents and records in Marsh's possession containing Confidential Information shall be returned to the Client; provided, however, that Marsh may retain copies of documents that may contain Confidential Information which are necessary for the conduct and proper record keeping of Marsh's business in accordance with standard operating procedures or applicable law.

(d) Remedy.

It is understood and agreed that money damages would not be a sufficient remedy for any breach of these confidentiality provisions and the Client shall be entitled to injunctive relief as a remedy for such

breach, without prejudice to any other rights or remedies available to the Client under applicable law.

6. **Record Retention.**

Files (other than core documents, as defined in Marsh's record retention policy, including insurance policies, which are permanently retained) will not be retained for more than five years after the expiration of a particular policy's term.

7. **Disclaimers: Limitation of Liability.**

- (a) Marsh does not speak for any insurer, is not bound to utilize any particular insurer and does not have the authority to make binding commitments on behalf of any insurer, except under special circumstance which Marsh shall always endeavor to make known to the Client. Marsh shall not be responsible for the solvency of any insurer or its ability or willingness to pay claims, return premiums or other financial obligations. Marsh does not guarantee or make any representation or warranty that insurance can be placed on terms acceptable to the Client.
- (b) If Marsh has taken over any existing program or policies implemented by another broker, Marsh will not assume any responsibility for the adequacy or effectiveness of those programs or policies or any acts or omissions occurring prior to Marsh's engagement. Within 45 days, Marsh will have completed a review of such programs and policies and will make recommendations it believes are necessary.
- (c) Any loss control services and/or surveys performed by Marsh under this Agreement are advisory in nature. Such services are limited in scope and do not constitute a safety inspection as provided by a safety engineering service. Marsh does not claim to find or include every loss potential, hazard, statutory or code violation or violation of good practice. All surveys and reports are based upon conditions observed and information supplied by the Client. Marsh does not expressly or impliedly guarantee or warrant in any way the safety of any site or operation or that the Client or any of its sites or operations is in compliance with federal, state or local laws, codes, statutes, ordinances or recommendations. In any event, Marsh's liability if any, relating to or arising out of loss control services performed by it for the Client shall not exceed the total compensation paid to Marsh under this Agreement.

INTRODUCTION
(Board of Trustees)

10-2-1
Approved 12/11/91
Revised 2/5/03
Revised 9/5/07

CODE OF ETHICS FOR MEMBERS OF THE BOARD OF TRUSTEES

PREFACE

As elected representatives of the community, Members of the Board of Trustees of the Coast Community College District have been granted a position of "Trusteeship" over the District and its three colleges. Trustees and governing boards have the responsibility to be fair, legal, ethical and accountable. Trustees shall be independent, impartial and responsible in their judgment and actions in the governance of the District. District Trustees shall conduct themselves in an ethical manner that does not present the appearance of a Conflict of Interest.

In recognition of these goals, the Board of Trustees has set forth the following:

ETHICAL RESPONSIBILITIES

The Board of Trustees shall:

1. Recognize that the primary responsibility of the Board of Trustees is to govern in the best interest of the education needs of the entire District. Trustees shall be aware that they are responsible to all citizens of the community served by the District.
2. Use the powers of the office honestly and constructively, communicating and promoting the needs of the community to the college, and the needs of the college to the community.
3. Protect the interests of students in every decision and assure the opportunity for high-quality education for every student. Maintain consistent and vigilant oversight of the District as a policy-setting Board with emphasis on instructional quality, operational efficiency, and fiscal stability.
4. Recognize that a Trustee is a member of an educational team, and that the strength and effectiveness of the Board is as a Board, not as individuals. Trustees have authority only when the Board is in official meetings; an individual member cannot bind the Board outside of such meetings; and that majority decisions of the Board shall be abided by.
5. Recognize that deliberations of the Board in closed session are confidential and not for release or discussion outside the Closed Session to anyone or in public without the prior approval of the Board by majority vote. Maintain confidentiality of privileged information. Privileged information means all confidential information, including items subject to the Ralph M. Brown Act and items subject to attorney-client privilege.

INTRODUCTION
(Board of Trustees)

10-2-1
Cont'd

6. Confine Board action to policy determination, planning and budget, performance evaluation and maintaining the fiscal stability of the District. Delegate administrative authority to the Chancellor as the Board Executive Officer. Support District personnel in the appropriate performance of their duties and ensure that they have the requisite responsibility, adequate resources, and necessary authority to perform effectively. The Board will hold the Chancellor accountable for the administration of the educational program and the conduct of District business.
7. Create a positive climate by encouraging and supporting innovation and creativity in District programs and operations. Recognize that the Board sets an example for the entire institution; therefore, act with integrity and reflect the values of trustworthiness, respect, fairness, team, and caring at all times when performing Trustee responsibilities. Maintain an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals.
8. Focus requests for information and discussions at Board meetings on topics that address the fulfillment of the District mission, the future of the District, and long-term strategies. Seek pertinent information by asking timely and substantive questions, request data and information through protocols established by the Board and the Chancellor.
9. Accurately account for Trustee expenses; establish and uphold fair and prudent expense standards and reporting procedures.
10. Avoid any conflict of interest or the appearance of impropriety that could result because of the Trustee's position, and avoid intentionally using the Trusteeship for personal gain.

STEPS IN ADDRESSING ETHICAL VIOLATIONS

1. The Board of Trustees has responsibility for monitoring itself.
2. The President of the Board plays a key role in ensuring that laws and codes of ethics are followed.
3. Violations of the Board's Code of Ethics will be addressed by the President of the Board, who will first discuss the violation with the Trustee in question to reach a resolution.
4. If resolution is not achieved and further action is deemed necessary, the President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board, which may include a recommendation for censure of the Trustee in question.
5. If the President is perceived by another Trustee to have violated the Code, the Vice President is authorized to pursue resolution.
6. If the violation is perceived to be a criminal or legal offense, the matter will be referred by the Board to the Orange County Department of Education General Counsel and/or the District Attorney.

INTRODUCTION
(Board of Trustees)

10-2-1
Cont'd

TRUSTEE STANDARDS OF PRACTICE

In support of effective community college governance, the governing board of the Coast Community College District believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it openly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

Accreditation Standard IV.B.1.a, e, & h



**SECOND AMENDMENT TO AGREEMENT
BETWEEN COUNTY OF ORANGE
AND
COAST COMMUNITY COLLEGE DISTRICT**

THIS SECOND AMENDMENT to Agreement No. 16-N-09 is entered into this ____th day of _____ 2008, which date is enumerated for purposes of reference only, by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "**COUNTY**" and Coast Community College District, hereinafter, referred to as "**CONTRACTOR**", to amend that certain Agreement between the parties commencing July 1, 2008 and ending June 30, 2009, pertaining to the provision of Workforce Investment Act services for the Comprehensive One-Stop Center.

WITNESSETH:

WHEREAS, the State of California Labor and Workforce Development Agency's Employment Development Department announced that Orange County will receive a larger allocation of rapid response funding in response to the high level of assistance needed by individuals affected by the subprime mortgage crisis and housing market downturn.

WHEREAS, the Parties desire to revise the budget contained in the Agreement to show an increase not to exceed sixty eight thousand dollars (\$68,000) for a total compensation not to exceed two million six hundred ninety three thousand one hundred ninety eight dollars (\$2,693,198) to CONTRACTOR for the remainder of the Agreement.

WHEREAS, the parties desire to revise the Statement of Work, Exhibit "B1", as attached to this Amendment.

WHEREAS, the parties desire to revise the Performance Goals and Participant Plans, Exhibit "C1", as attached to this Amendment.

WHEREAS, the parties desire to revise the Budget and Expenditure Plan, Exhibit "D3", as attached to this Amendment.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. Subparagraph 4 of the Agreement is amended to read as follows:

STATEMENT OF WORK

4. This Agreement is based upon the Statement of Work, attached hereto and incorporated herein as Exhibit "B1" to this Agreement. CONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Statement of Work will be controlling.

2. Subparagraph 5 of the Agreement is amended to read as follows:

SERVICES

5. CONTRACTOR agrees that those specific program components to be performed by CONTRACTOR, and the service levels to be utilized by COUNTY for program evaluation and monitoring, include, but are not limited to, those set forth in Exhibits "A", "B1" and "C1", which are attached hereto and incorporated herein as if fully set forth. CONTRACTOR agrees that it is responsible for and guarantees performance of all of the specific program components and service levels listed in Exhibits "A", "B1" and "C1". CONTRACTOR further agrees that lack of compliance with Exhibits "A", "B1" or "C1" may, in addition to those remedies set forth in Section 42 of this Agreement, constitute grounds for COUNTY to reduce the level of payment otherwise provided under Section 19 (c)

of this Agreement or to reduce the payment level and budget at which CONTRACTOR will be funded for the remainder of the period of this Agreement. Reductions in an amount up to 10% of the total contract may be made by DIRECTOR. Any reduction over 10% shall occur only as a result of action of COUNTY's Board of Supervisors upon recommendation by DIRECTOR.

3. Subparagraph 6 of the Agreement is amended to read as follows:

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

6. The parties hereto agree that those program components, service levels, and line-item budget information detailed in Exhibits "A", "B1", "C1" and/or "D3" may be modified upon mutual written agreement of the DIRECTOR and CONTRACTOR so long as the total payments under this Agreement are not increased and the basic goals and objectives of the program are not altered. Should the State of California modify any program component and/or service level detailed in Exhibits "A", "B1", "C1" and/or "D3," then the COUNTY shall have the right to unilaterally modify this agreement to meet such requirements.

4. Subparagraph 8 of the Agreement is amended to read as follows:

PERFORMANCE STANDARDS

8. CONTRACTOR shall comply with and adhere to the performance accountability standards and general program requirements described in Sections 136 (Performance Standards) and 195 (General Program Requirements) of the Act and applicable regulations and as contained in Exhibit "C1". Should the Performance Requirements defined in the Agreement between the State of California and the County of Orange be changed, COUNTY shall have the right to unilaterally modify this agreement to meet such requirements.

5. Subparagraph 18 of the Agreement is amended to read as follows:

BUDGET SCHEDULE

18. CONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the BUDGET SCHEDULE, a copy of which is attached hereto as Exhibit "D3", and which by this reference is incorporated herein and made a part hereof as if fully set forth.

6. Subparagraph 20 of the Agreement is amended to read as follows:

PAYMENTS BY COUNTY

20. CONTRACTOR agrees that any and all funds received under this Agreement shall be disbursed or encumbered on or before June 30, 2009 and that any and all funds remaining as of June 30, 2009 which have not been disbursed or encumbered shall be returned by CONTRACTOR to COUNTY within thirty (30) days of the expiration or earlier termination of the Agreement in accordance with paragraph 44. No expense of CONTRACTOR will be reimbursed by COUNTY if incurred after June 30, 2009. No CONTRACTOR expenses shall be paid if COUNTY receives billing after July 31, 2009.

Upon the effective date of this Agreement, COUNTY shall make payments to CONTRACTOR in accordance with the following payment schedule:

(a) Monthly Payments. Beginning August 1, 2008, upon receipt and approval by OC Community Resources of CONTRACTOR's invoice showing the prior month's actual expenditures, COUNTY shall make monthly reimbursement payments based on CONTRACTOR's invoice so long as the total payments under this Agreement do not exceed two million six hundred ninety three thousand one hundred ninety eight dollars (\$2,693,198).

(b) COUNTY Discretion. At the sole discretion of COUNTY, payments to CONTRACTOR may be made more frequently than monthly, but such payments shall always be in arrears and not in advance of the provision of services by CONTRACTOR.

(c) Invoices. CONTRACTOR shall provide to OC Community Resources monthly invoices by the 20th day following the month being reported. CONTRACTOR's invoices shall show the most up to date costs chargeable to the program(s) referenced in this Agreement. If CONTRACTOR's expenditures for any program Referenced in this Agreement fall below 20% of planned expenditures for any cumulative period commencing from the beginning of the term of this Agreement, CONTRACTOR may be subject to a reduction in funding. No payments will be authorized if any preceding month's Reports or invoices have not been received.

7. Subparagraph 26 of the Agreement is amended to read as follows:

MODIFICATIONS/CHANGE ORDERS

26.(a) DIRECTOR may at any time, by written order to CONTRACTOR, make changes within the general scope of this Agreement, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions. Such change orders may be made when necessitated by changes in the Orange County One-Stop System operations or performance, the operations or performance of CONTRACTOR, or changes in applicable statutes, regulations or State of California or Federal mandates or directives. CONTRACTOR may submit a program or budget modification request in response to change orders which significantly alter CONTRACTOR's Statement of Work. Without further Board action, DIRECTOR may execute amendments to this Agreement modifying CONTRACTOR's services in amounts that do not collectively increase by more than 10% the price of said services under the amount specified in Exhibit "D3". Modifications in excess of 10% of the amount specified in Exhibit "D3" and modifications that materially alter either of the

parties' obligations hereunder must be approved by the COUNTY's Board of Supervisors.

CONTRACTOR and DIRECTOR shall make a good faith effort to reach an agreement with respect to change orders, which affect the price of services under the Agreement. CONTRACTOR's protest or failure to agree to the amount of any adjustment to be made as a result of a change order shall be a dispute for which an appeal may be made pursuant to Section 43 of this Agreement. Notwithstanding the foregoing, the price of services under this Agreement shall not be increased except by written modification of this Agreement indicating the new services and price of this Agreement if applicable. Until the parties reach agreement, CONTRACTOR shall not be obligated to assume increased performance under the change order beyond the limitation of funds established within this Agreement.

26.(b) CONTRACTOR may request changes in the scope of performance or services under this Agreement, by submitting a written request to DIRECTOR describing the request and its impact on CONTRACTOR's Proposal, Statement of Work and Budget Schedule. DIRECTOR will review the request and respond in writing within ten (10) business days. Requests shall be reviewed in light of all OCCR program activities. DIRECTOR's decision whether to approve the request or request Board of Supervisors' approval shall be final. DIRECTOR may approve a request that meets all of the following criteria:

- (i) The request does not increase the total amount of the funds allocated for the individual programs affected by 10% from the amount specified in Exhibit "D3" of this Agreement,
- (ii) It does not materially change other terms of this Agreement, and

(iii)It is supported by adequate consideration to COUNTY. Board of Supervisors' action is necessary to approve a request from CONTRACTOR that does not satisfy all of the criteria listed above.

8. EXHIBIT "B" shall be amended. EXHIBIT "B1" is to replace EXHIBIT "B" in its entirety.
9. EXHIBIT "C" shall be amended. EXHIBIT "C1" is to replace EXHIBIT "C" in its entirety.
10. EXHIBIT "D2" shall be amended. EXHIBIT "D3" is to replace EXHIBIT "D2" in its entirety.
11. Except as amended herein, all other terms and conditions of the Agreement, to the extent they are not inconsistent with this Second Amendment, remain in full force and effect.

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IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this First Amendment to Agreement to be executed this _____th day of _____, 2008.

COUNTY OF ORANGE, a political subdivision of the State of California

Dated: _____

By: _____
Steve Franks

Title: _____
Director, OC Community Resources

Coast Community College District*

Dated: _____

By: _____
C.M. Brahmbhatt

Title: _____
Vice Chancellor of Administration

Dated: _____

By: _____

Title: _____

*[Authorized signatures for corporations - requirement of two signatures is as follows: (1) one signature by the Chairman of the Board, the President or any Vice President, and (2) one signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer. For contractors that are not corporations, a person who has the authority to bind the contractor to a contract.]

APPROVED AS TO FORM:
County Counsel

Dated: _____

By: _____
Deputy

**Statement of Work
Orange County One-Stop Center
Northern Region**

I. COORDINATION

A. General Service Delivery:

1. To comply with the requirements of this Agreement, Contractor shall effectively and efficiently deliver assigned workforce development services to job seeker and business customers. In order to accomplish this, Contractor shall maintain and continue to improve the current system of service delivery by clearly demonstrating positive outcomes and meeting or exceeding the performance requirements of this Agreement.

The Contractor shall provide a comprehensive menu of resources to meet the entire range of Workforce Investment Act (WIA) responsibilities as these areas are being redefined by the transformational changes now impacting the workforce system.

WIA is not an entitlement program, and selection for a customer's participation in the program is a decision based on an assessment of the client's needs, interests, abilities, motivation, their prospects for successfully completing the program, available funding levels and priority of service policy. Registration involves certifying and documenting the eligibility and priority of service of the individuals to be served, in accordance with local policies and procedures.

Contractor shall provide services in English, Spanish and Vietnamese. Other languages may be necessary and made available if needed. Contractor shall serve all areas of the region and shall have the capacity to outreach and recruit for the entire region.

2. Contractor will ensure geographic coverage through its own facilities, through facilities of partners, and through staff deployments for special services at off-site locations. Services in the Northern Region are offered through the One-Stop Center at 5405 Garden Grove Boulevard in Westminster (5 minute walk from the OCTA 056 bus).

The Northern region encompasses the following cities and unincorporated areas: Brea, Buena Park, Cypress, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Seal Beach, Stanton, Sunset Beach, Surfside, Westminster, Yorba Linda, El Modena, Anaheim-Independencia and Midway City.

3. Contractor shall serve as the operator of the Comprehensive One-Stop Center and as a collaborative provider of Business Services as outlined within this Exhibit. Contractor shall provide a timely, effective, and efficient response to the challenges of the transformation, including the following:

- a. Align policies, activities, and funding for workforce development, economic development, and education.
- b. Implementation of a workforce system structure and governance that reflects the landscape and needs throughout the various subdivisions of the Orange County economy.
- c. Awareness of and response to regionally-based labor market and economic information that identifies the short and long-term workforce needs of targeted industries.
- d. A long-term, documented understanding of local pools of under utilized talent such as workers with disabilities, veterans, military spouses, and older workers.
- e. A continuing quest for non-WIA sources of funding in conjunction with the OCWIB.
- f. A continuing partnership with government, business, labor, education, and training providers whose resources are leveraging federal, state, local and private workforce system investments targeting identified industry clusters and high growth jobs.

B. One-Stop Center Service Delivery

- 1. Target Population: Contractor shall provide the services described to the following customers, as appropriate, and within the funding/eligibility guidelines:
 - a. The general public seeking workforce services;
 - b. Individuals who meet the requirements for WIA eligibility, including the priority of services categories, identified in OCWIB Policy No. 06-OCWDA-02; Other individuals in need of specialized services, such as: Veteran, Sex-offenders, substance abusers, individuals with multiple barriers, limited-English proficient, older worker population and people with disabilities;
 - c. Individuals who reflect the demographics of the region; for example, if the region has a high percentage of ethnically diverse individuals, Contractor shall be required to strategize on how to best deliver services to those eligible within that population group;
 - d. Special projects include but are not limited to High Growth Initiative, Disability Program Navigator, Senior Employment programs, Welfare to Work programs, NEG, Veterans, Ex-Offenders, Mortgage and other industry cluster occupation programs and
 - e. Former WIA enrollees in need of continued services.
- 2. Contractor shall deploy to off-site locations including but not limited to the Los Alamitos Joint Forces Training Base and other appropriate locations to reach targeted populations. These populations include, but are not limited to: welfare clients, recently separated Veterans and their spouses, parents of youth, and others identified in special grants and projects.

3. Contractor will host tours of the One-Stop Center to groups who wish to expose a particular occupational or demographic sector to One-Stop services. Contractor shall continue educational outreach which may include strategies such as visiting classrooms at local colleges to make presentations on One-Stop services and to provide information on the Orange County labor market.
4. Contractor shall develop Operating Agreements (OAs) with all mandated One-Stop partners, and additional partners who may bring value-added services to the local area.

Mandated WIA partners include:

- a. Wagner-Peyser Act
- b. Unemployment Compensation
- c. Veterans Workforce Programs
- d. Trade Adjustment Assistance
- e. Adult Education and Literacy
- f. Programs under The Rehabilitation Act
- g. Department of Housing and Urban Development
- h. Migrant and Seasonal Farm Worker and Training Providers
- i. Native American Programs
- j. Welfare-to-Work Programs
- k. Title V of the Older Americans Act of 1965
- l. Community Development Block Grant Programs
- m. Title I Youth Programs
- n. Small Business Development Centers

Operating Agreements for mandated partner programs that are delivered through the One-Stop Center shall be coordinated through the OCWIB as a Memorandum of Understanding (MOU), as outlined in the Federal Register (20 CFR 662 Sub-Part C).

Contractor shall convene a quarterly meeting with all partner agencies to discuss Comprehensive One-Stop Center operations and responsibilities.

A copy of each Operating Agreement shall be sent to the OCWIB office. Operating Agreements shall be updated at the time of change in service provisions. Contractor shall submit any changes to an Operating Agreement to the OCWIB office within 30 days of the date the change in service occurred.

Certain language shall be included in the Operating Agreement. These items shall include, but not be limited to:

- a. A participation plan for all staff at the Comprehensive One-Stop Center, including the percentage of time each partner will contribute to the operation of universal access services;
 - b. The development of a monthly schedule that includes hours of operation for all partners operating within the Center;
 - c. A procedure for referrals among the various partners;
 - d. A joint marketing effort to be conducted by the various partners;
 - e. A procedure for entering job orders/résumés into CalJOBS and other systems in use at the Center;
 - f. A plan for co-enrollment;
 - g. A plan for achieving core service placements;
 - h. A plan to provide linkages to youth services;
 - i. The continued development of projects for on-the-job training and work experience offerings;
5. Contractor shall be responsible for negotiating Cost Sharing Agreements with all partners located at the Comprehensive One-Stop Center.

The Cost Sharing Agreements shall apply to all expenses benefiting the One-Stop system and its partners that cannot be directly applied to each partner separately. Expenses may include, but not be limited to; rent/space, staff (common receptionist), facility costs and equipment or supplies. The Contractor shall ensure that the shared costs are supported by accurate and current data, the shared cost is consistently applied over time, the charges to the WIA programs reflect a fair share of the benefits received, and the methodology used in determining the fair share of the shared cost is reflective of its written Cost Sharing Agreement. In the case that a partner is unable to pay cash for its fair share, the Contractor shall negotiate with the partner to provide in-kind services to benefit the One-Stop system and document the value of the services provided.

Contractor shall obtain signatures of partners with dates including their typed name, title, and organization indicating their concurrence with the Cost Sharing Agreement.

One copy of each Cost Sharing Agreement shall be sent to the OCWIB office. Cost Sharing Agreements shall be updated annually in September. Additionally, Contractor shall submit any changes to a Cost Sharing Agreement to the OCWIB office within 30 days of the date the change in cost occurred.

Cost Sharing Agreements shall identify:

- a. All shared costs within the One-Stop Center environment;
- b. The proportionate share and allocation of each shared cost by each partner;
- c. How the shared costs of the One-Stop Center will be paid; and

- d. County-approved language pertaining to liability and indemnification.
- 6. To continue to build upon the WIA system of core, intensive, and training services, whenever possible, it should be supplemented by non-WIA funds and/or voluntary partners through collaborative efforts. Non-mandated partners may include, but are not limited to the following:
 - a. Community Partners and Community Based Organizations
 - b. Education Partners (K-12, higher education, technical/vocational training schools)
 - c. Community Services Block Grant Agencies
 - d. Chamber of Commerce Organizations
 - e. Food Stamp Employment and Training
 - f. Economic Development Organizations
 - g. Labor Organizations
 - h. Literacy Program Providers
 - i. Business Organizations
 - j. Networking and Mentoring Organizations
 - k. Non-WIA Mandated Federal, State, and Local Governmental Agencies
- 7. Outreach and Recruitment: The Recruitment Plan shall guide the creation of a multi-channel, One-Stop promotional kit that includes branding with the Orange County One-Stop system, business stationary, press release templates, media announcements including PSA's (public service announcements) for TV and radio, presentations for new and for existing customers and advertisements for placement in newspapers, business journals, and magazines.

This outreach and recruitment shall also be conducted in order to attract a sufficient number of individuals who are in need of and would benefit from the services provided and who meet the eligibility requirements to receive such services as outlined below:

- a. Outreach and recruitment methods may include formal advertising, flyers, brochures, word-of-mouth and other methods of program information dissemination.
- b. Contractor shall ensure that the outreach and recruitment conducted within the jurisdictional boundaries of the OCWIB is coordinated with mandated partners of the One-Stop Center.
- c. All outreach and recruitment materials shall include a statement that indicates funding through the County of Orange/Orange County Workforce Investment Board. If other County department or partner funding is involved, materials shall include the department where the additional funding originated.

- d. All outreach and recruitment materials shall be approved by the OCWIB staff prior to publication.

Contractor shall update the current Recruitment Plan on file with the OCWIB to include any new methods of outreach and recruitment being performed, including any special project specific recruitment, and submit to OCWIB by August 30, 2008. Special project recruitments shall not affect formula funds recruitment.

- 8. Customer Satisfaction Surveys: Contractor shall conduct customer satisfaction surveys by:
 - a. Using a consistent implementation method or survey instrument as defined in Information Notice No. 03-OCWDA-65;
 - b. Review surveys within 10 days of receipt;
 - c. Answer surveys with a formal response if corrective action is necessary and submit a copy of the survey and response to the OCWIB administrative office; and
 - d. Keep the identity of survey respondent confidential.

C. Business Services Service Delivery:

- 1. Contractor shall provide the OCWIB with a Business Strategic Plan for the Orange County Workforce Investment Area.

The plan shall include:

- a. Business assistance service model in alignment with the Comprehensive Economic Development Strategy (CEDS) issued by the OCWIB and approved by the Orange County Board of Supervisors.
- b. Partnerships with WIA mandated and non-mandated partners.
- c. Industry Cluster Development: Contractor shall coordinate Business Service delivery strategies in accordance with identified OCWIB Industry Clusters as they relate to future workforce development, growth and demand. Contractor shall prioritize the focus of services to the following five clusters. This focus, however, shall not exclude Contractor from working with other industries.
 - i. Biotechnology
 - ii. Finance, Insurance, Real Estate (FIRE)
 - iii. Healthcare
 - iv. Manufacturing
 - Advanced Manufacturing (sub-cluster)
 - v. Biotechnology and Nanotechnology
- d. Incumbent Workers: Contractor shall coordinate, provide and/or develop opportunities affecting incumbent workers. This activity compliments the

overall legislative intent of WIA in establishing an industry and business focus on workforce development planning.

- e. OJT Development (*customized service*): In the event a business requests the development of this service, the Contractor shall work cooperatively with the appropriate One-Stop Center staff.

This plan shall be submitted to the OCWIB no later than August 30, 2008.

2. Dissemination of Information: The Contractor shall develop partnerships with city governance entities within the region to expand workforce development programs and services.
3. Rapid Response Services are mandated activities as required by the Workforce Investment Act of 1998. These services shall be delivered to employers and employees of companies that are experiencing downsizing through layoffs or closure and may have also been impacted by a Worker Adjustment and Retraining Notification (WARN) issued by the State of California. Rapid Response services shall be offered to the affected business within forty-eight (48) hours of receiving notification of a layoff or closure. Contractor shall provide the following Rapid Response Services:
 - a. Develop plans for averting the layoff(s) with affected businesses and/or in consultation with State or local economic development agencies, including private sector economic development entities;
 - b. Review affected workers' assistance needs;
 - c. Coordinate and conduct Rapid Response Presentations to provide instruction on services available at the One-Stop Center. These may include information on career transition, job search tools and skills, resume preparation, and interviewing techniques;
 - d. Assess re-employment prospects for workers in the local community;
 - e. Provide information on available resources to meet the short and long-term needs of affected workers;
 - f. Establish a referral process to the One-Stop System for affected employees;
 - g. Develop recruitment/job development activities including job fairs, positive recruitments, job lead development, and general recruitment notifications;
 - h. Provide Rapid Response Information Packets with appropriate WIA Information Services (Re-employment Survey, List of All Workforce Delivery Areas, Unemployment Insurance Eligibility, Dates of Job Search Workshops, One-Stop Services, and Cobra Information Booklet);
 - i. Develop and maintain mechanisms for the regular exchange of information relating to potential dislocations, available adjustment assistance, and the effectiveness of Rapid Response strategies; and when a company is moving out of the country, provide information on

- the Trade Adjustment Assistance (TAA) program and the North American Free Trade Act (NAFTA) – TAA program;
- j. Develop a plan to provide linkages with youth services;
 - k. Develop a business visitation program that improves service coordination by providing guidance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community;
 - l. Develop a Rapid Response Resume Book of employees affected by layoffs and closures to provide to regional employers.
 - m. Contractor shall submit W121 forms to the OCWIB as specified in Informational Notice 07-OCWDA-07.
4. Business Assistance Resource Guide shall be developed to augment the current business assistance database and guide with information on cost-effective e-learning sites for business with specific ideas to solve business workforce problems. Upon OCWIB approval, this guide shall include:
- i. E-learning training sites for businesses who could provide the training at discount prices which will cut training costs, reduce downtime, increase the employee's sense of self-worth, and increase productivity.
 - ii. Web site listing with specific business enhancement ideas to solve business workforce problems.
 - iii. Community organizations that offer benefits to businesses such as economic development organizations, business, trade and HR associations; and supportive service organizations in fields such as child care, transportation, drug and alcohol services, domestic violence, mental health counseling services, housing, HR laws and regulations, and library resources for business management.
 - iv. Contact management system shall use e-mail, fax and postal mail for frequent dissemination of new ideas and services to businesses.
 - v. One-Stop website shall offer access to business information sources including, but not limited to; taxes, laws, and starting a business, as well as links to chambers of commerce, and government websites.
5. Contractor shall complete all information requested in the JTA Business Service Form (BSF) and complete the OCWIB Employer Services Transmittal form. BSF and transmittal form shall be submitted to the OCWIB MIS Unit within 60 days of the date of service as specified in Information Notice 08-OCWDA-21.

II. SERVICES

A. Services to be Provided to Job Seekers: Contractor shall manage and provide the three tiers of service identified in the Workforce Investment Act of 1998 and described in the Federal Register. The three tiers of service include: core services universally available to all job seekers; intensive services for job seekers that require staff assistance beyond core services to secure employment; and training services for customers whose assessment results indicate a need for academic or occupational skills training. All customers accessing intensive and training services shall be determined WIA eligible and shall participate in an assessment. Availability of funds in conjunction with customer need and eligibility guidelines, including the Priority of Service Policy 06-OCWDA-02 shall determine the combination of services appropriate for individual customers.

1. **Orientation:** The Contractor shall provide a general Orientation that informs individuals of the full array of services available, including all partner services conducted at the One-Stop Center and any other resources necessary to conduct a quality job search. The Orientation shall include a complete overview of the processes and procedures customers can expect as they proceed through the One-Stop system.

The frequency of these orientations, as well as all workshop offerings, shall be included in a master calendar and published on a monthly basis for the public. The master calendar shall also be provided to the OCWIB each month. A minimum of one group orientation per week and as needed, individual orientation shall be offered. Contractor shall develop a virtual orientation via the comprehensive One-Stop Center website as well as a video presentation that may be viewed at the One-Stop Center. For customers with limited literacy and/or limited English, the One-Stop shall provide one-on-one orientations and workshops.

2. **Assessment:** Initial assessments may be self-service or staff-assisted. The assessment may be Internet based and/or using other assessment tools identified by the Contractor. These tools shall assist the customer in identifying the appropriate employment or training area which best suits their abilities and needs.

The Contractor shall have the ability to provide a comprehensive assessment to registered customers who are assigned to a Workforce Specialist during the intensive phase of services. Comprehensive Assessment is an objective evaluation of academics, employment skills, barriers to employment and supportive services needs. The depth of the assessment may vary depending on the needs, and the nature of employment barriers of the customer.

Assessments, which have been conducted by another partner, may be used as documentation of this assessment. The Workforce Specialist may decide that additional tools/tests are necessary to determine the customer's occupational interest or to determine reasons for the lack of

success in finding employment. This process may be done through observation and/or a detailed interview.

3. Individual Employment Plan: An Individual Employment Plan (IEP) shall be developed for each customer registered in intensive services. This plan is a standardized document and serves as the "road map" and action plan for services. As the needs of the customer change, the IEP shall be modified to reflect these changes.
4. Case Management: The Contractor shall provide case management services to all individuals that receive intensive and/or training services. Case management is considered a key component of service delivery and is critical to the ultimate success of the customers. Case management is necessary to ensure that all of the needs of the customers are met and that information is collected and reported. If a customer is enrolled in more than one funding stream, it is critical that differentiated services provided for each program are documented and justified.
 - a. Contractor shall contact their customers at least once per month and provide a substantial service, as described in TEGL 17-05. Documentation of these services shall be kept current in the customer's file.
 - b. Contractor shall be responsible for tracking the customer's progress, assisting the customer in identifying and overcoming any barriers, providing career and motivational counseling, acting as an advocate on behalf of the customer and referring the customer to other resources that can meet the needs identified in the IEP.
 - c. Contractor shall use the information collected to submit MIS paperwork for input in to the JTA system. This information shall be submitted in a timely manner in accordance with Informational Notice 06-OCWDA-04.
 - d. Contractor shall monitor all program services and ultimately performance outcomes.
 - e. Contractor shall be responsible for assisting the customer in obtaining and retaining employment.
5. Workshops: The One-Stop Center shall offer a wide range of informational workshops to both universal access and registered WIA customers. A schedule of workshops shall be developed to enhance individualized services being provided and shall be included on the monthly calendar along with the orientation schedule. The intent of these workshops is to provide the knowledge and skills necessary to identify potential jobs, apply for a job, interview for a job and handle difficult situations that may arise after hire to ensure successful job retention.

Topics for the workshops may include, but not be limited to, the following:

- a. Get to Know Your One-Stop Center
- b. How to Write a Winning Resume

- c. Interview Techniques and Tips
- d. Discover Your Transferable Skills
- e. How to Use the Internet in Your Job Search
- f. Job Readiness Informational Workshop
- g. JS4UI (Job Search for Unemployment Insurance)

Contractor shall work closely with all partners to share in the development and execution of workshops offered to offset staffing costs and time.

Contractor shall develop post-employment services to enhance job retention during the 12-month follow-up period, if job retention rates fall below the performance standards detailed in Exhibit C-1.

The master workshop schedule shall be developed keeping in mind that customers may attend school or work during the day, leaving evenings or weekends as the only time available to attend. The Center shall always have a back-up facilitator in the event a staff member is sick or on vacation. Workshops shall not be cancelled once the monthly calendar has been published.

6. Resource Room for Universal Access Core Services:

- a. Each Comprehensive One-Stop Center shall have a Resource Room dedicated to self-service activities. The Resource Room shall house computers with internet access, appropriate software to create letters, résumés and job applications, email capability, and computer software for customers to engage in self-learning activities. Shared printers shall accompany the computers. A phone bank area shall be arranged in such a way that individuals may talk privately to employers with minimal noise and distraction. At minimum, one dedicated telephone line shall be available for filing unemployment compensation claims through the Employment Development Department. The room shall be equipped with fax machines and copier(s) completely accessible to the public with written instructions for use. This equipment shall only be used for appropriate job search activities.
- b. Special equipment shall be available for those customers who are hearing and seeing impaired. Auxiliary aids and services, including a TTY phone line, shall be available upon request to individuals with disabilities. Additionally the physical layout of the room shall meet ADA requirements.
- c. Contractor shall staff the Resource Room to provide labor market and job information, to answer questions, and provide assistance in operating equipment and using software. Partner staff may cover staffing of the resource room. All staff in the resource room shall have the ability to provide basic information on all partner programs participating in the One-Stop (including those partners electronically linked and/or physically located outside the Center). This responsibility may be shared by staff from partner agencies.

7. Core Services: A standard menu of services, as required by the WIA, shall be offered to customers. Core Services shall include:
 - a. Outreach, intake and orientation to the One-Stop system;
 - b. Computer assisted assessment of skill levels, aptitudes, abilities, interests and values;
 - c. Information on community resources;
 - d. Information on the eligibility requirements for all partner employment and training programs;
 - e. Job search assistance workshops, career information, and career guidance;
 - f. Job matching and referral;
 - g. Job Clubs;
 - h. Local, regional and statewide labor market information;
 - i. Information on apprenticeship and employment programs;
 - j. Information on financial aid, including unemployment compensation;
 - k. Information on certified education and training providers as well as local performance outcomes of service providers;
 - l. Information on supportive services;
 - m. Informational Workshops;
 - n. Orientation to personal computers for access to self-directed services, such as how to access the Internet or navigate through specialized resume software; and
 - o. Follow-up activities, including reassessment services, when needed.
8. Intensive Services: Contractor shall provide intensive services to WIA eligible adults and dislocated workers who are unemployed and unable to obtain employment through Core Services. Services may also be made available to adult and dislocated workers who are employed, but who are determined to be in need of intensive services to obtain or retain employment that allows for a path to self-sufficiency.
 - a. Staff assisted, comprehensive assessment of skills, abilities and interests Development of the prescribed OCWIB Individual Employment Plan (IEP);
 - b. Group Guidance;
 - c. Individual Guidance and Career Planning;
 - d. Case Management;
 - e. Short-term prevocational and stand alone services which may include adult basic education, ESL, GED, basic computer literacy, skills enhancement, interviewing skills and soft skills;

- f. Paid/Unpaid Work Experience;
- g. Job Retention Services during Follow-Up.

This list is not all inclusive of the services that may be provided under the WIA. However, they are the mandated services for the Orange County Workforce Investment area. Other services may be provided based on the needs of the customer with approval of the OCWIB.

- 9. Training Services: Some customers may need training services designed to equip them to enter the workforce and retain employment. Training services may be provided to WIA eligible adults who meet the priority of service policy as outlined in Informational Notice 06-OCWDA-02. Dislocated workers who have met the eligibility criteria and are unlikely to return to their previous occupation or industry, as stated in Informational Notice 03-OCWDA-12 may also be eligible to receive training services.

Contractor shall be responsible for referring each individual to the most appropriate activity as determined from the IEP. Not every customer will need or desire training. Training activities are for those individuals who clearly cannot obtain or maintain employment in a specific skill set or demand occupation. Successful completion of training courses shall lead to recognized credentials or their equivalent. The categories below list the training services that shall be made available to individuals showing an assessed need.

Contractor shall seek other non-WIA funded training and shall use Pell Grants to offset WIA funds. An individual may enroll in training services prior to the award of a Pell Grant as long as the Contractor ensures that the Pell Grant has been applied for and has evidence of documentation in the case file. Other non-WIA funded training offered by a community college, adult education and/or ROP is strongly encouraged.

Training services shall include:

- a. Skill upgrading and retraining;
- b. Private sector training programs;
- c. Job readiness training (training in job searching and interviewing skills, understanding employer expectations and enhancing customer's capacity to move forward to self-sufficiency);
- d. Adult education and literacy activities that are integrated with other training services;
- e. Registered apprenticeships (a combination of on-the-job training and related classroom instruction) in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs may be sponsored by joint employer and labor groups, individual employers, and/or employer associations.
- f. Occupational skills training shall be offered through Individualized Training Accounts (ITA). ITAs permit a wide range of choices to

customers and are locally monitored to offer training in demand occupations.

- i. The ITA is established on behalf of the individual, and is based on individual assessment and choice of selected training programs that will facilitate them in obtaining employment in a high-growth, high-demand occupation. An ITA will be issued only after being approved by the OCWIB. The OCWIB's local ITA policy requires that only those participants residing in Orange County, including Anaheim and Santa Ana, are eligible to receive an ITA, provided that they meet all other criteria. Currently, the OCWIB has a tuition cap of \$6,500 per participant for one training program. If the training program tuition is less than \$6,500, the remaining balance shall not be used for an additional training program. If the training program cost exceeds \$6,500, it is the responsibility of the participant to obtain additional funding. The duration of the training program shall not exceed 24 months. Exception: a participant requiring a break in service will be able to continue their approved training program upon re-entry to the program, with the total training time to not exceed 24 months. The participant shall not receive WIA funded training if he/she has received WIA-funded training within the previous 24 months.
- g. Customized Training is designed to meet the special requirements of an employer, and is conducted with a commitment by the employer to hire or in the case of employed workers, continue to employ, an individual on successful completion of training. The employer pays for not less than 50 percent of the cost of the training.
- h. On-the-Job Training (OJT) contracts may be developed under this Agreement with an employer in the public, private non-profit or private-for-profit sector. Through the OJT contract, occupational training will be provided to WIA participants in exchange for reimbursement of up to 50 percent of the wages to compensate for the employer's extraordinary costs. Contractor shall reimburse employer for services provided under the on-the-job training contract directly from their program budget.
 - i. Contractor shall not enter into an agreement with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
10. Supportive Services Coordination: Contractor shall coordinate and manage the provision of supportive services to WIA registrants, subject to limitations in the Act and OCWIB Information Notice No. 04-OCWDA-15. Supportive services shall include, but are not limited to transportation, clothing, childcare and other costs that may be a barrier to an individual's job search, training or placement. Supportive services shall only be issued

after a need has been identified and when no other funding is available to pay for such services. The Contractor shall be responsible for managing the provision of supportive services to ensure fair distribution and non-duplication of resources. Contractor shall maintain adequate documentation of Supportive Services in participant files (OMB circular 87(c)(1)). Documentation of supportive services received shall include copies of receipts signed and dated by the Participant.

11. Job Placement: Contractor shall provide job listings and referrals to assist core services customers with finding a job in coordination with the Employment Development Department (EDD), Business Services and other partner staff. The Contractor shall provide more intensive job placement assistance to each customer that advances to intensive and training services. This may include coordinating with a local education agency's placement staff if the customer is enrolled in training at that institution, providing or entering job leads into CalJOBS, specific job development and job matching.
12. Job Retention and Follow-Up Services: Retention and follow-up services are pivotal to the employment success for customers and the attainment of the performance standards as defined in Exhibit C-1 of this Agreement.

Following job placement, the Contractor shall assist the WIA registered customers and their respective employers with job retention. Follow-up services shall be made available for a minimum of twelve-months after the first day of employment, if appropriate.

B. Services to be Provided to Businesses:

Contractor shall provide comprehensive business services that are aligned with the OCWIB's goals and mission. Business Services shall include job matching of One-Stop participants with business industry needs. Contractor shall provide information and or services related to labor market and economic development information, tax credits and business incentives, and Rapid Response. Outreach and marketing activities shall be in alignment with industry clusters identified by the OCWIB.

Services shall encourage customer choice among program options and shall be responsive to the culture and language of customers. At a minimum, Contractor shall have the ability to provide services in English, Spanish, and Vietnamese.

Contractor shall adhere to OCWIB policies and procedures (P&P's) relating to customer access, marketing strategies, service linkages, and best practices, to develop a seamless One-Stop System. These services shall include:

1. Rapid Response: Rapid Response Services are mandated activities as required by the Workforce Investment Act of 1998. These services are delivered to the business and employees of companies that are experiencing downsizing through layoffs or closure and may have also been impacted by a Worker Adjustment and Retraining Notification (WARN) issued by the State of California. Rapid Response services shall

be offered to the affected business within forty-eight (48) hours of receiving notification of a layoff or closure.

- a. Contractor shall provide early intervention assistance to workers affected by disasters, substantial layoffs, plant closures, and other dislocation events that substantially increase or threaten to increase unemployment, and to re-direct soon-to-be released employees to other suitable employment in Orange County.
- b. Contractor shall provide Rapid Response activities through a collaborative effort involving the One-Stop partners, Business Services providers, Employment Development Department (EDD), Department of Labor (DOL), unions, and available job training programs, including Trade Adjustment Act (NAFTA-TAA), and other partner organizations. Contractor shall coordinate their efforts with appropriate agencies in conducting and completing Rapid Response activities.
- c. Contractor shall make initial contact with the employer within 48 hours after receiving closure or layoff notification. The Contractor shall schedule a planning meeting to discuss the services that can be provided for the employer and affected employees.
- d. Contractor shall conduct planning meetings with employers:
 - i. To establish rapport and communicate the purpose of the meeting to appraise the company's pending dislocation.
 - ii. To determine times, location, and number of employees to be released.
 - iii. To determine if there is a need to customize employee presentations in languages other than English and to plan the logistics of these activities.
 - iv. To determine how One-Stop staff and other partners may provide immediate on-site eligibility and services.
- e. Contractor shall make workshops available off-site as part of a Rapid Response presentation. This includes presentations at locations other than their customary job site that shall contain information related to:
 - i. Unemployment Insurance Benefits
 - ii. Resume and Interviewing
 - iii. Job Search
 - iv. Pension Benefits

Contractor shall request affected employees who attend Rapid Response presentations or receive services, to complete a Re-Employment Survey. This survey shall include the locations of local One-Stop Centers and a summary of services available.

2. Level 1 Core Business Services: Contractor shall offer a comprehensive range of business services that are provided free-of-charge to all

employers to support workforce development efforts administered and delivered in collaboration with partners throughout Orange County.

These services shall include;

- a. Interview facilities
 - b. Access to labor market and related information through the website
 - c. State and/or federally generated information on the American With Disabilities Act (ADA)
 - d. Information regarding consultations on workplace accommodations for persons with disabilities
 - e. Information on and referral to business start-up, retention and expansion services
 - f. Information on and referral to sources for developing customized training programs
 - g. Information on career preparation activities
 - h. Information on Trade Adjustment Assistance (TAA) and certification
 - i. Information about incentives such as On-the-Job Training (OJT) programs
 - j. State and/or federally generated information on tax credits for new hires
 - k. Access to information and services through the One-Stop Center as well as electronically through the Contractor's website
 - l. Avenues to place job openings as well as access to CalJOBS
 - m. Job matching of available positions with qualified registered One-Stop participants
3. Level 2 Comprehensive Intensive Business Services: Contractor shall provide Comprehensive Intensive Business Services to employers and businesses.

These services shall include:

- a. Referrals of well-qualified One-Stop participants including all served populations
- b. Staff-assisted employee pre-screening
- c. Basic job matching of résumés and applications
- d. Skill assessments
- e. Industry specific job fairs
- f. On-site recruitments
- g. Business seminars and information sessions on cluster related industry needs

- h. Workshops: Contractor shall develop and offer a wide range of informational workshops to both Businesses and registered WIA customers. A schedule of workshops shall be developed to enhance individualized services being provided and shall be included on the One-Stop monthly calendar. The intent of these workshops is to identify industry cluster and occupational trends that will address the needs of Orange County Businesses. Topics for the workshops may include, but not be limited to, the following:
 - i. Orange County Clusters
 - ii. Occupational Demand
 - iii. Transferable skills
 - iv. Human Resources
 - v. Small Business Development
 - i. Other OCWIB approved business services
- 4. Level 3 Customized Business Services: Depending upon current levels of funding and/or staffing availability, Contractor may offer Customized Business Services. These may include:
 - a. Human Resource Services such as employee background checks, applicant pre-interview screening, drug testing, in-depth assessment and testing of potential candidates, locating and procuring sites for the interviewing process, business-specific job fairs, as well as outreach and marketing services for small businesses and entrepreneurs.
 - b. Employee Retention Services targeted through increased business training in Job Retention Strategies and Mentoring Programs, both of which provide skills training for new and existing employees that increase both job satisfaction and productivity.

III. SERVICE STANDARDS

- A. Hours of Operation:** Hours of operation shall be, at a minimum, from 8:00 am to 5:00 pm Monday through Friday. The OCWIB reserves the right to mandate hours of operation that will most effectively serve the needs of its customers. The Contractor shall ensure that arrangements are made to keep service delivery available throughout the holiday seasons with limited closings as detailed below for major holidays. To the greatest extent possible, Contractor shall coordinate schedules with other partners to leverage staff time and eliminate overtime hours. Contractor shall be aware that some services may require non-traditional hours including early morning Rapid Response presentations and Chamber meetings both after 5.00 p.m. and/or before 8:00 a.m.

Hours of Operation	
Monday – Friday	8:00 a.m. – 5:00 p.m.
Days and Dates of Closures	
PY 08-09	
Friday, July 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Tuesday, October 14, 2008	Columbus Day
Tuesday, November 11, 2008	Veteran's Day Observed
Thursday, November 27, 2008	Thanksgiving Day
Friday, November 28, 2008	Day after Thanksgiving
Thursday, December 25, 2008	Christmas Day
Thursday, January 1, 2009	New Years Day
Monday, January 19, 2009	Martin Luther King Jr. Day
Wednesday, February 16, 2009	President's Day
Monday, May 25, 2009	Memorial Day

- B. Physical and Program Access Self-Assessment at the One-Stop Center:** The One-Stop Center shall meet all requirements regarding compliance with State and Federal disability laws and procedures for ensuring welcoming and universally accessible physical and program environments for all customers. The One-Stop Center shall complete and adhere to the National Equal Opportunity Self-Assessment Guide. The One-Stop Center staff shall be required to attend training in program access for customers with disabilities and access to employment programs and services for the disabled.

- C. Special Requirements:** Special equipment for the disabled shall also be available for those customers who are hearing and seeing impaired. Auxiliary aids and services should be available upon request to individuals with disabilities. The physical layout of the room shall meet ADA requirements (including wheelchair accessibility).
- D. Caseloads:** Contractor shall maintain caseloads at no less than 80 active cases per Full Time Equivalent (FTE) throughout the program year. This caseload shall include those in registered core, intensive and training activities. The OCWIB shall not consider exited clients or clients with gaps in service as active.
- E. Staff Training:** Contractor shall be responsible for the coordination and/or facilitation for staff to receive training in EDD's CalJOBS, PASS and ECMS programs. These programs will enhance effective collaboration of services to our customer pool as well as provide more uniform data.
- F. Partner Relations/Cross-Training:** Contractor shall provide a seamless working environment when offering services to customers. Partner Managers should meet on a quarterly basis to discuss Center operations and solidify their responsibilities to the One-Stop System. Cross-training of all Center staff should occur whenever possible so that all staff positions at the Center can be overseen by any given partner agency in the event that a specific partner is unavailable.
- G. Website:** Contractor shall maintain a website to allow customer's access to One-Stop and Business Services information. Contractor shall provide the OCWIB with the website design, layout and content for approval by November 30, 2008.
- H. Printed Material:** Printed material and other information at the One-Stop shall be provided in English, Spanish and Vietnamese. Whenever feasible, language barriers should be removed so that all visitors to the One-Stop feel welcome and can benefit from the experience. Any marketing material shall be submitted to the OCWIB for approval, prior to use.
- I. Notice and Communication Requirements:**
1. Where materials indicate that the Contractor may be reached by telephone, the telephone number of any TDD/TTY or relay service used by the Contractor shall be indicated. If the Contractor does not have a TDD/TTY, the California Relay Service (CRS) (1-800/735-2922) is an alternative. [29CFR Part 37; WSD 07-06]
 2. For information and services accessed electronically, Contractor shall establish a procedure which assures that the notice requirements of Title 29 CFR Part 37 are met. [29 CFR Part 37; WSD 07-06]
 3. Distributed publications, broadcasts, and other communications, which promote WIA programs or activities, shall include the following taglines:
'This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities'. [29 CFR Part 37; WIAD01-21]

4. Contractor shall provide reasonable accommodations to participants in need of special assistance to attend meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the Contractor. Contractor shall include the following tagline on all flyers, notices and other communication promoting, advertising and /or informing the public of meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the Contractor:

'If you need special assistance to participate in this _____ (meeting, workshop, etc.), call _____ or the TDD at (1-800/735-2922). Please call 48 hours in advance to allow the One Stop Center to make reasonable arrangements to ensure accessibility to this _____ (meeting, workshop etc.) [28 CFR 35.102-35.104 American Disabilities Act Title II]

- J. **Internal Monitoring:** Contractor shall be responsible for internal monitoring which includes, but is not limited to, a quality assurance system to review case files, performance rosters, crystal report rosters and potential gaps in service delivery.

IV. PERFORMANCE

- A. **Performance Measures:** The Workforce Investment Act requires a comprehensive accountability system to determine the effectiveness of services provided through the One-Stop system. The Contractor shall meet or exceed required federal, state and local standards, measurements and outcomes of all funding streams included in this Agreement. At a minimum, Contractor shall meet all performance outlined in Exhibit C-1.

Contractor's performance shall be evaluated and are expected to meet or exceed the performance targets on a quarterly basis.

1. Performance on new participant enrollments shall be assessed by comparing the Contractor's planned versus actual year to date cumulative new numbers.
2. Gaps in service delivery shall be evaluated quarterly. Contractor shall ensure that participant activities remain uninterrupted in accordance with TEGL 17-05.
3. Follow-up forms shall be required if employment status of the customer is confirmed through supplemental information. Follow-up forms reporting this supplemental information shall be filed for specific quarters applicable to the measures.
4. Performance on the mandated measures shall be evaluated quarterly.
5. All participant activities reported in JTA forms shall be submitted in a timely manner (in accordance with OCWIB Information Notice, 06-OCWDA-04, MIS/JTA Procedures for Data Entry, Reporting and Timelines for WIA Programs and EDD State Information Notice WSIN 08-17, Late Monthly, and Quarterly Participant Reports).
6. Failure to submit timely information may result in penalties including de-obligation of funds or revocation of the Agreement with the County of Orange.

B. Data Gathering: Contractor shall be responsible for tracking and managing the following activities and shall submit any data requested to OCWIB:

1. The number of customers who access universal services;
2. Contractor shall be required to use the Employment Development Department (EDD) CalJobs System, Program Activity Support System (PASS) and the Employer Contact Management System (ECMS) to record services and activities provided to customers. Contractor shall use a business database management system. This system will track all services provided to the business customer. The database, at a minimum, shall include and provide information for completing required MIS/JTA system forms and others as required by the OCWIB and State of California.

C. File Maintenance and Documentation: A case file shall be maintained for every registered customer.

1. At a minimum, the case file shall include information and documentation of the following:
 - a. Program eligibility/determination of need;
 - b. MIS forms, including source documents for validation;
 - c. The individual's MIS records shall be completed at first, second, and third quarter after the client exits from the program. Contractor shall follow all written policies and procedures pertaining to MIS submission of paperwork.
 - d. Contractor shall document in the customer's file employment in the first, second, and third quarter after exit through one of the following sources: UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05 or through the State of California's management information system. Follow-up forms for 30 and 60 day shall only be submitted by Contractor if requested by OCWIB.
 - e. Initial and Comprehensive Assessments;
 - f. IEP, including all updates of services provided and completed;
 - g. Approved ITA voucher if receiving training;
 - h. Progress reports, time and attendance if receiving WIA and non-WIA funded training (including short-term pre-vocational training);
 - i. Case management notes printed from the PASS system.
 - j. All components of the data validation tool referenced in DOL TEGL 9-06 and any subsequent updates.
2. Contractor shall maintain files to record all active services provided to business customers. Initial contact shall be filled electronically and include follow up documentation and initial BSF form. Active services shall require the following to be maintained physically.

- a. Rapid Response files shall correspond with an assigned identification number and shall include a summary sheet of all activities related to the file, notifications, announcements, agreements, 121-Forms, surveys, and correspondence.
- b. Business Service files shall correspond by company name and location and shall include agreements, Business Service Form (BSF), surveys, resumes, marketing materials, and correspondence.

All records, databases, and business contact lists developed by the Contractor shall remain the property of the OCWIB.

D. Corrective Action Plans: Performing at or below any individual performance measure for any quarter shall be subject to the following corrective action:

1. Technical assistance and assessment of the causes of the low performance;
2. Development and implementation of appropriate Corrective Action Plan(s) to ensure contract compliance; and
3. Monitoring of subsequent performance to assess the impact of the corrective action plan(s).
4. Contractor's performance trends and corrective action plans will be critical to decisions regarding Agreement renewal. Failure to achieve the goals set forth in the corrective action plan may result in penalties such as de-obligation of funds or revocation of the Agreement with County of Orange. All corrective action plans shall include a date for responding to observations, questions, concerns and findings.

E. Common Measures: Contractor shall comply with the Common Measures as defined in TEGL 17-05.

F. MIS Submission/Reporting: Contractor shall adhere to MIS procedures for data entry, timelines and reporting requirements (Information Notice No. 06-OCWDA-04 revised and subsequent updates and EDD Information Notice WSIN08-17) including the completion of appropriate forms and information related to program performance as required. Contractor shall submit timely MIS paperwork to the OCWIB for input into the JTA system. All JTA forms shall be typed and complete using the most current template forms or they shall be returned to Contractor. No faxed or e-mailed paperwork will be accepted. Mandatory review and approval is required on all paperwork submitted to the OCWIB. The Contractor shall initial all transmittal forms submitted to MIS for input into the JTA system. The approval signifies that the documents have been reviewed and are completed correctly.

1. All updates and corrections shall be clearly identified.
2. All incorrect and or incomplete forms will be returned to the Contractor. All returned forms requiring corrections/updates shall be re-submitted along with original transmittal within five (5) business days of receipt.

3. ITA vouchers shall be submitted to the OCWIB along with the corresponding MIS enrollment form.

G. WIA Base Wage Report: Contractor shall provide supplemental data for "Exiters" not found in the UI Base Wage File. Contractor shall be responsible for submitting all supplemental data (1st, 2nd, and 3rd quarters) within seven (7) business days of the report being mailed to Contractor or within specified timeframes requested by the OCWIB. Contractor shall be responsible for analyzing MIS reports to verify data and performance compliance.

V. DELIVERABLES:

A. Deliverables: Limited funding and limited fund life requires that expenditures and customer information be reported in a timely and accurate manner, so that inefficiencies can be identified and unanticipated fund balances can be determined and reallocated to the best possible use. Routine monthly and quarterly written reports, such as those mentioned in this Exhibit are due by the tenth day of the month following the month being reported on. Performance data, including expenditures, will be reviewed monthly and beginning with second quarter data, will be used for making comparisons, assessing performance and reallocating funds. Contractor shall submit the following reports and data as detailed within this Exhibit.

1. Monthly invoices are due to the OCWIB by the twentieth day following the month being reported.
2. One copy of each Cost Sharing Agreement of each partner as outlined in section I.B.5 (page 4)
3. Outreach and Recruitment plan as outlined in section I.B.7 (page 5)
4. Customer Satisfaction Survey as outlined in section I.B.8 (page 6)
5. Business Strategic Plan as outlined in section I.C.1 (page 6)
6. Contractor shall provide monthly One-Stop Activity Reports which shall include:
 - a. Monthly One-Stop Calendar
 - b. Staff training; date, description, location, and number of attendees
 - c. Universal Statistical Data detailed by location for each month, quarter and total year:
 - i. Total Visitors
 - ii. Total Unique Visitors
 - iii. Total Registered in CalJOBS
 - iv. Per Workshop Total Attendees
7. Business Service Form (BSF) as outlined in section I.C.5 (page 8)
8. Contractor shall submit W121 forms to OCWIB as specified in the Informational Notice 07 OCWDA 07.

9. Website design, layout and content as outlined in section III.C (page 20)
10. MIS Forms as outlined in section IV.F (page 23)
11. 1st, 2nd, 3rd Quarter Base Wage Report as outlined in section IV.G (page 24)
12. Deliverables for Special Programs are outlined within their respective sections as indicated below in sections VI. A.5.(page 26) VI. B.4. (page 28) and VI.C.4 (page 30).

VI. SPECIAL PROGRAMS

A. TITLE V OF THE OLDER AMERICANS ACT

1. SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM – ORANGE COUNTY (SCSEP-OC): The SCSEP-OC provides, fosters, and promotes useful part time training opportunities in community service assignments for low income persons who are 55 years of age or older and assists the transition of program enrollees to other unsubsidized employment opportunities.
2. Duties and Activities: Contractor shall adhere to all policies and procedures as described in the Senior Community Service Employment Program (SCSEP) Manual as issued by the California Department on Aging. At a minimum, the Contractor shall perform the following duties/activities:
 - a. Recruit host agencies from cluster related industries.
 - b. Determine participant eligibility. Collect and review documentation necessary for registration and enrollment.
 - c. Conduct Initial Assessment and Individual Employment Plan. Contractor shall update the plan as often as necessary but at a minimum of twice a year.
 - d. Approve Job Assignment Descriptions and execute Host Agency Agreements.
 - e. Collect, review and submit all participant timesheets to the SCSEP-OC Project Director. Due dates for the entire year are posted and distributed in advance.
 - f. Provide orientation for each participant prior to the first day at the Host Agency.
 - g. Conduct and document annual performance evaluations for each SCSEP-OC participant and Host Agency. Conduct and document safety consultations.
 - h. Submit annual re-certification of eligibility every year. Contractor will ensure that re-certifications are completed prior to participant's anniversary date.
 - i. Conduct Quarterly meetings with SCSEP-OC participants to review procedures and update program changes.

- j. Conduct Annual Meeting with Host Agency Supervisors to review procedures and update program changes.
 - k. Maintain and update participant files and all required documents.
 - l. Track client participation to ensure that the maximum 1,040 hours of combined work experience, training and meetings threshold is not exceeded.
 - m. Coordinate with WIA related activities that include, but are not limited to, co-enrollment in WIA programs and job development activities.
 - n. Place participant in unsubsidized employment.
 - o. Meet all the performance requirements as outlined in Department of Labor's TEGL 30-06 (and subsequent updates).
 - p. Meet all timelines, in accordance with data entry, timelines and reporting requirements (Information Notice No. 06-OCWDA-04 revised and subsequent updates).
3. Enrollment and Placement: Contractor shall provide placement of a SCSEP participant in a position to receive subsidized work experience and/or training. The total maximum number of hours for work, training and/or meeting time per participant shall be 20 hours per week or 40 hours per pay period. Training and/or meeting time is limited to ten hours per pay period for a twelve-month assignment. These hours are subject to change depending upon funding availability.
4. Monitoring: Contractor shall:
- a. Interview, monitor, and document the progress of each SCSEP-OC participant personally, at the work site annually, and more frequently as appropriate. Interview the participant to determine whether he/she is knowledgeable about the duties in the community service assignment description, is satisfied with the assignment, has suggestions for improvements, and is making efforts to obtain unsubsidized employment.
 - b. Interview, monitor and document the Host Agency Supervisor, at the work site annually, and more frequently as appropriate. Interview the Supervisor to discuss the possibility of hiring the participant, whether he/she is satisfied with the work being performed by the participant and whether he/she has suggestions for changes in the assignment description, including the possibility of placing the participant in an assignment with more responsibility or providing training that will make the participant more employable.
 - c. Conduct and document work-site, health and safety evaluations annually.
5. Deliverables: Contractor shall prepare and submit:
- a. Monthly invoices are due by the twentieth day of the following month.

B. CalWORKS WELFARE TO WORK (WTW) EMPLOYMENT SERVICES PROGRAM

1. **ON-THE-JOB TRAINING (OJT) AND WORK EXPERIENCE PROGRAM (WEX)** The On-the-Job Training (OJT) and Work Experience Program (WEX) provides job training and work experience activities that will enhance and facilitate opportunities for WTW participants to find and retain stable unsubsidized employment, with the stated goal of assisting these participants in becoming self-sufficient. These services are made available under funding granted by the Orange County Social Services Agency (SSA) under the CalWORKs program.

OJT is a training activity where occupational training is provided by an employer to a participant in exchange for a reimbursement of up to 50% of the wage rate to compensate for the employer's extraordinary costs. This program will reimburse up to 50% of the wages for 40 clients for up to 4 months at approximately \$10 per hour.

WEX is a planned, structured learning experience that takes place in a workplace for a limited period of time and is designed to provide exposure to the working world and its requirements. The WEX worksite may include public, private profit or not-for-profit organizations. The duration of the program shall not exceed four (4) months. To ensure employers' conformance to the worksite agreement, staff shall conduct worksite monitoring on a regular basis. This program shall provide paid work experience for 40 participants for up to 4 months at approximately \$8 per hour depending upon the type of job.

2. Population to be Served: The following criteria shall be used to identify participants who are referred for on-the-job training and work experience activities:
 - a. Participant has completed their established 18 or 24-month time period and is unemployed or has not found unsubsidized employment sufficient to meet the minimum number of required hours of participation;
 - b. The County has certified that no job is currently available to fulfill the minimum required hours of participation. The participant shall continue to take all steps to apply for appropriate positions and shall not refuse an offer of employment without good cause;
 - c. Participant continues to meet financial eligibility criteria for the program;
 - d. Participant lives in Orange County including Santa Ana & Anaheim; and
 - e. Participant is in need of on the job training and or work experience activities in order to assist them to achieve self-sufficiency.
 - f. This population shall consist of individuals who have complied with their WTW Plan, but have not achieved the goal of self-sufficiency. These participants may have significant barriers to securing employment. These issues might include:
 - i. physical health;

- ii. behavioral health;
- iii. language and/or culture;
- iv. education;
- v. learning or developmental disabilities;
- vi. socialization skills; and
- vii. previous criminal convictions

3. Responsibilities:

- a. Contractor shall serve all participants referred by SSA for OJT/WEX Activities.
- b. Contractor shall meet with the participant and coordinate enrollment in the agreed-upon activity. It is the responsibility of the Contractor to work with the designated employers and assign the participant to an appropriate worksite. Contractor shall refer participant back to SSA for supportive services case management needs.
- c. Contractor shall ensure that all services are conducted in a manner that is sensitive to literacy, language, and socio-cultural issues that may impact the participants.
- d. Contractor shall monitor the progress of the participant through regular contact with participant and employer.
- e. Contractor shall consult with the WTW Case Manager on a bi-weekly basis, or as often as necessary. Feedback to participants on their performance shall be consistently provided and documented in the case record.
- f. Contractor shall maintain a file for each participant, which shall include, but not be limited to Referral Form, OJT/WEX Assessment, WTW Plan, Attendance Records, and detailed case notes.
- g. Contractor shall inform SSA WTW Case Manager of suspected welfare eligibility or supportive services payment fraud.
- h. Contractor shall participate in meetings that will be held quarterly, or more frequently, if needed to address service delivery issues.
- i. Contractor shall follow State regulations, SSA policies and procedures of the OJT/WEX Program, and collect and report data per State and SSA directives.
- j. Contractor shall retain all documents for three years from the termination of this Agreement, or until all federal and State audits are completed, whichever is later.

4. Deliverables:

- a. Contractor shall provide, by the tenth (10th) of each month, a status report for the preceding month, in a format approved by SSA.
- b. Contractor shall submit its invoice by the twentieth (20th) calendar day of every month for expenses incurred in the preceding month, with the exception of the month of June, for which the final invoice shall be recorded by June 14, 2008, to allow sufficient time for SSA to complete its State claiming process. No payments will be made if received after June 14, 2008.
- c. Contractor shall comply with any and all State and Federal programmatic and fiscal claiming guidelines developed for the use of funds, including Federal sub-recipient monitoring and reporting requirements.
- d. Contractor shall comply with all the reporting requirements of the program.

C. DISABILITY PROGRAM NAVIGATOR (DPN)

1. Program Description: The Navigator will address the needs of people with disabilities seeking training and employment opportunities through the One-Stop System. The Navigator shall serve as an expert on workforce development issues and policies impacting persons with disabilities who are seeking employment, skill development, job retention assistance, or career advancement.
2. Responsibilities: Contractor shall:
 - a. Assist people with disabilities to access the wide variety of programs available to support their successful entry or re-entry into the workforce, connect such individuals to those programs and their benefits, services and/or supports they provide and follow up to ensure that each individual is receiving the level of benefits, services and/or supports needed.
 - b. Serve as a resource to the workforce investment staff within the service area to ensure the availability of comprehensive knowledge on federal, State, local, and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.
 - c. Develop linkages and collaborate on an ongoing basis with employers and employer organizations to promote the hiring of people with disabilities and to facilitate their transition to employment.
 - d. Work with designated Equal Employment Opportunity Officer(s) and the OCWIB to ensure that One-Stop Career Center facilities, services, programs, and equipment are accessible to people with disabilities, including ensuring the availability of publications and materials in alternate formats.
3. Service Delivery Strategies and Goals: Contractor shall:

- a. Attend quarterly DPN and other regional meetings as appropriate to foster partnership development and enhance program effectiveness.
 - b. Train staff on activities, services and resources available in the One-Stop Center.
 - c. Train Contractor staff on disability related issues such as increasing employer receptiveness to hiring persons with disabilities, understanding what constitutes 'reasonable accommodations', and information on financial incentives such as ADA Small Business Tax Credit, Work Opportunity Tax Credit and Welfare to Work Tax Credit.
4. Deliverables: Contractor shall:
- a. Submit quarterly performance and expenditure reports to the OCWIB for transmission to the State of California no later than the 15th day after the end of each quarter.
 - b. Maintain tracking of individuals receiving direct assistance from the DPN. This information shall be provided to the OCWIB no later than the 15th day after the end of each quarter.
 - c. Develop a sustainability plan for program continuance beyond PY 08/09. This plan shall include long range strategies that will allow services to be maintained throughout the One-Stop System. Additional funding sources shall be identified; Workforce Specialists shall be trained on relevant issues related to providing services to people with disabilities. Web resources, fact sheets and other written materials, references, and curriculum shall be updated and made available to Workforce Specialists for ongoing usage. Written plan shall be submitted to the OCWIB by January 31, 2009.

WIA PERFORMANCE **Disadvantaged Adult Program PY 2008-09**

Cumulative

I. WIA ENROLLMENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. New Enrollments	42	65	105	130
B. WIA Carryovers from Prior Program Year	93	93	93	93
C. Total Enrollments (A+B=C)	135	158	193	223

II. TOTAL WIA ENROLLMENTS IN PROGRAM SERVICE COMPONENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. WIA Registered Core Enrollments	135	158	198	223
B. WIA Intensive Enrollments	108	127	198	178
C. WIA Training Enrollments	23	27	33	37

III. QUARTERLY EXIT PERFORMANCE INDICATORS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. Total Exits	29	55	83	112
B. Entry into Unsubsidized Employment ₁ $B=(A)*(0.825)$ Q1 after exit	24	46	65	92
C. Retention in Unsubsidized Employment at six months ₂ $D=B*(0.855)$ Q2 and Q3 after exit	21	40	56	79
D. Average Earnings in six months ₃ (\$15,220)	\$15,220			

1 The Performance Standard for this measure is 85% of participants who exit must be placed in the 1st quarter after exit.

2 The Performance Standard for this measure is 87% of the participants who were placed must still be employed in the 2nd and 3rd quarter after exit.

3 The Performance Standard of this measure is \$15,820 average earnings for participants employed Q1 after exit (Q2 & Q3 post exit earnings)

A. Attainment of recognized credential relating to achievement of educational or occupational skills ₁ (.62) Q3 after exit	62%	62%	62%	62%
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1 The Performance Standard for this measure is 62% of participants who exit and who received training services must receive a credential in the third quarter after exit.

IV. PERFORMANCE MEASURES	
	Disadvantaged Adult
Entered Employment	82.5%
Retention	85.5%
Average Earnings	\$15,220

Credential/Certificate Rate	62%
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V. TIME PERIODS FOR REPORTING PERFORMANCE INFORMATION	
Reporting Item	Time Period (Exit Cohort) to be Reported
Total Participants	07/01/08 to 06/30/09
Total Exiters	04/01/08 to 03/31/09
Adult Performance Measures	
Entered Employment Rate	10/01/07 to 09/30/08
Employment Retention Rate	04/01/07 to 03/31/08
Average Earnings	04/01/07 to 03/31/08

Credential/Certificate Rate	10/01/07 to 09/30/08
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WIA PERFORMANCE Dislocated Worker Program PY 2008-09

Cumulative

I. WIA ENROLLMENTS	07/01/08- 09/30/08	10/01/08- 12/31/08	01/01/09- 03/31/09	04/01/09- 06/30/09
A. New Enrollments	58	120	187	250
B. WIA Carryovers from Prior Program Year	178	178	178	178
C. Total Enrollments (A+B=C)	236	298	365	428

II. TOTAL WIA ENROLLMENTS IN PROGRAM SERVICE COMPONENTS	07/01/08- 09/30/08	10/01/08- 12/31/08	01/01/09- 03/31/09	04/01/09- 06/30/09
A. WIA Registered Core Enrollments	236	298	365	428
B. WIA Intensive Enrollments	189	238	292	342
C. WIA Training Enrollments	40	41	50	72

III. QUARTERLY EXIT PERFORMANCE INDICATORS	07/01/08- 09/30/08	10/01/08- 12/31/08	01/01/09- 03/31/09	04/01/09- 06/30/09
A. Total Exits	32	90	152	214
B. Entry into Unsubsidized Employment ₁ $B=(A)*(0.845)$ Q1 after exit	27	77	129	181
D. Retention in Unsubsidized Employment at six months ₂ $D=B*(0.92)$ Q2 and Q3 after exit	25	71	119	167
E. Average Earnings in six months ₃ (\$17,100)	\$17,100			

1 The Performance Standard for this measure is 87% of participants who exit must be placed in the 1st quarter after exit.

2 The Performance Standard for this measure is 92% of the participants who were placed must still be employed in the 2nd and 3rd quarter after exit.

3 The Performance Standard of this measure is \$17,300 average earnings for participants employed Q1 after exit (Q2 & Q3 post exit earnings).

C. Attainment of recognized credential relating to achievement of educational or occupational skills ₁ $*(.71)$ Q3 after exit	71%	71%	71%	71%
--	-----	-----	-----	-----

1 The Performance Standard for this measure is 71% of participants who exit and who received training services must receive a credential in the third quarter after exit.

IV. PERFORMANCE MEASURES	
	Dislocated Worker Program
Entered Employment	84.5%
Retention	92%
Average Earnings	\$17,100

Credential/Certificate Rate	71%
-----------------------------	-----

V. TIME PERIODS FOR REPORTING PERFORMANCE INFORMATION	
Reporting Item	Time Period (Exit Cohort) to be Reported
Total Participants	07/01/08 to 06/30/09
Total Exiters	07/01/08 to 06/30/09
Dislocated Worker Performance Measures	
Entered Employment Rate	10/01/07 to 09/30/08
Employment Retention Rate	04/01/07 to 03/31/08
Six Month Average Earnings	04/01/07 to 03/31/08

Credential/Certificate Rate	10/01/07 to 09/30/08
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Description of Adult Common Measures (TEGL 17-05)

Entered Employment

*Of those who are not employed
at date of participation:*

of participants who are employed
in the first quarter after the exit quarter

DIVIDED BY

of participants who exit during the quarter

Employment Retention

*Of those who are employed in the
first quarter after the exit quarter:*

of participants who are employed in
both the second and the third quarters
after the exit quarter

DIVIDED BY

of participants who exit during the quarter

Average Earnings

*Of those who are employed in the
first, second, and third quarters after the exit quarter:*

Total earnings in the second quarter after the exit quarter

PLUS

Total earnings in the third quarter after the exit quarter

DIVIDED BY

of participants who exit during the quarter

SCSEP-OC CORE PERFORMANCE MEASURES/GOALS PY 2008-09		
MEASURE	DESCRIPTION	PERFORMANCE GOALS
Modified Slots	Total number of modified positions	80
Service Level	The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of modified community service positions (Enroll 176% of authorized positions = 141 participants)	176%
Community Service	The number of hours of community service in the reporting period divided by the number of hours of community service funded by the grant minus the number of paid training hours in the reporting period	89%
Common Measures Entered Employment	Of those not employed at the time of participation, the number of participants employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter	50.6%
Common Measures Employment Retention	Of those participants who are employed in the first quarter, the number employed in both the second and third quarters after the exit quarter divided by the number of participants who exit during the quarter	77%
Common Measures Average Earnings	Of those participants who are employed in the first, second, and third quarters after the quarter of program exit, total earnings in the second and third quarters after the exit quarter, divided by the number of exiters during the period	\$9,635
Service to Most in Need	Average number of barriers per participant. The total number of the following characteristics: severe disability, frail; age 75 or older, old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, veterans, low employment prospects, failed to find employment after using WIA Title I, and homeless or at risk of homelessness divided the number of participants who are active on the last day of the reporting period or who exited during the reporting period	2.25
ADDITIONAL PERFORMANCE MEASURES/GOALS		
MEASURE	DESCRIPTION	PERFORMANCE GOALS
Retention at 1 year	Of those participants who are employed in the first quarter after the exit quarter: the number of participants who are employed in the fourth quarter after the exit quarter divided by the number of participants who exit during the quarter	Actual for PY 08
Customer Satisfaction	Average ACSI for employers Average annual ACSI for participants Annual average ACSI for host agencies ACSI (American Customer Satisfaction Index)	Tracking and as prescribed by the state

Note: This table reflects combined goals and performance measures for the Orange County One-Stop System.

OJT/WEX PROGRAM	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total Participants Served	7	34	57	80
New Enrollees	7	34	57	80
Carry-Ins	0	0	0	0
Work Experience	0	0	0	0
On-the-Job Training	0	0	0	0
(New Enrollees)				
Work Experience	3	20	30	40
On-the-Job Training	4	14	27	40
Co-Enrollment with WIA	0	2	4	7
(New Enrollees and Carry-Ins)				
Total Participants Exiting	0	12	38	60
(1) Entered Employment	0	7	23	40
(2) Entered Training	0	0	0	0
(3) Other	0	5	15	20

* Actual numbers for July and August '08.

Note: This table reflects combined goals and performance measures for the Orange County One-Stop System.

BUSINESS SERVICES
Northern and Southern Region (combined – CCCD only)
PY 2008-2009

Quarter Ending	*Sept. 2008	Dec. 2008	March 2009	June 2009
1. Businesses Contacted (<i>Unique</i>)	-	1000	1500	2000
2. Rapid Response Presentation Participation Ratio	-	80%	80%	80%
3. Lay-off Aversion Meeting/Planning	-	8	12	16
4. Provided Information and Referral	-	150	200	300
5. Job Listing	-	125	175	400
(a). Job Match	-	50	100	200
6. On-Site Recruitment	-	20	30	40
7. Job Fair (<i>In conjunction with Propath</i>)	-	5	8	10
a. Employers Recruited/Participated in Job Fair	-	60	80	100
8. Business Seminars/Workshops	-	4	6	8
9. Rapid Response Training and Other Customized Services	-	4	6	8

*Performance Measures will be based on Exhibit C first quarter ending Sept. 2008

DESCRIPTIONS:

1. BUSINESSES CONTACTED

Business Contacts shall be defined and tracked through the Business Service Form (BSF) referenced in Information Notice 08-OCWDA-21 to identify the unique number of established contacts with businesses in Orange County. Initial contacts or new business contacts shall require follow up documentation via email, fax or by letter. Rapid Response contacts shall be tracked separately, but collectively, added to the count of Businesses contacted.

2. RAPID RESPONSE PRESENTATION PARTICIPATION RATIO

Rapid Response Presentation Participation Ratio is defined and tracked through the 121 form referenced in Information Notice No.07-OCWDA-07 to determine what percentage of Rapid Response planning sessions have resulted in Rapid Response presentations. The overall goal is to achieve 80% participation.

3. LAY-OFF AVERSION

Contractor shall provide layoff aversion assistance through meetings conducted with employer(s) including those identified as "at risk". Layoff aversion assistance shall be defined and tracked through the BSF and shall identify the planning information, analysis or assistance that increase business growth and or deter business relocation. Analysis and assistance shall include strategies provided to the businesses which outline the aversion of labor force reduction. Layoff aversion strategies shall be included in employer files.

4. PROVIDE INFORMATION AND REFERRAL

Providing Information to businesses shall be defined and tracked through the BSF and identified as Labor Market Information (LMI) or Related Information, details on the American with Disabilities Act (ADA), State and Federal regulations, business start-up, retention and expansion, customized training programs, Employment Training Panel Program (ETP), Trade Adjustment Assistance (TAA) and certification, State and/or Federal tax credit and business incentives, Internships or programs with Youth, On-the Job Training (OJT) programs.

5. JOB LISTING

Job Listing and Job Matching shall be defined and tracked through the BSF and identified by total number of positions listed. Contractor shall advertise open positions on behalf of the employer which shall be made available to participants of the One-Stop Center. Contractor shall coordinate with the One-Stop Center to acquire resumes of participants through resume and interview workshops, experience unlimited, and individuals who have completed Workforce Investment Act (WIA) certification or training programs. Contractor shall identify qualified individuals from the One-Stop Center as potential candidates for open positions for business customers. Resumes that have met employers requirements for a job matches shall be included in employer file.

6. ON-SITE RECRUITMENTS

On-Site Recruitments shall be defined and tracked through the BSF and are identified by employer. Contractor shall provide logistical organization and marketing for an event to be facilitated by one to three employers to interview and recruit job applicants.

7. JOB FAIR

Job Fair events shall be posted to One-Stop calendar and submitted to the OCWIB for tracking and shall be counted in conjunction with Propath as a collaborative effort. Employers recruited and participating in Job Fair events shall be defined and tracked through the BSF and identified as services provided to businesses by hosting and developing industry specific, specialized, diverse and general job fairs.

8. BUSINESS SEMINARS AND WORKSHOPS

Business Seminar and Workshops shall be defined and tracked through the BSF. Contractor shall develop and present relevant and timely business seminars and workshops relating to businesses needs, trends and information that shall assist, business growth, workforce and other related issues.

9. RAPID RESPONSE TRAINING and OTHER CUSTOMIZED SERVICES

Training other than Rapid Response Presentation – Other requested and offered training for dislocated individuals, such as resume writing and interview techniques at employer site. This information shall be noted on the 121 form and defined and tracked through the Business Service Form. Contractor may develop unique and innovative customized services that can assist businesses to grow and maintain their businesses and address their workforce needs. Activities must comply with WIA regulations and/or Rapid Response Guidelines. Contractor shall consult and propose to the OCWIB, and request approval.

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADULT	Budget			
		Core	Intensive	Training	Total
PROGRAM	Operations Activities:				
	Salaries	104,680	125,477	80,223	310,380
	Benefits	94,939	24,379	15,587	134,905
	Monthly Rent	29,686	17,462	11,060	58,208
	Lease Termination Cost	17,123	10,072	6,379	33,574
	Staff Training	765	450	285	1,500
	Printing	1,173	690	437	2,300
	Publications/Marketing Material	1,275	750	475	2,500
	Meetings / Conferences	1,153	678	429	2,260
	Telephone	2,323	1,367	865	4,555
	Equipment (under \$5,000)				-
	Equipment Lease	1,290	759	480	2,529
	Insurance				
	Professional Memberships	383	225	142	750
	Subscriptions	296	174	110	580
	Postage	780	459	291	1,530
	Office Supplies	7,958	4,681	2,964	15,603
	Consultant/Subcontract (under \$10,000)		-	-	-
	Consultant/Subcontract (over \$10,000)				-
	Travel / Mileage		2,318	1,482	3,800
	Other:	3,752	2,207	1,397	7,356
	Operations Related Activities Subtotal	267,576	192,148	122,606	582,330
	Direct Client Related Activities:				
	Participant Wages and Benefits				-
	Employer Reimbursement/OJT				-
	Participant Training Cost				-
	Participant Supportive Services		7,543	4,823	12,366
	Other:				-
	Other - Subtotal	-	-	-	-
	Direct Client Related Activities Subtotal	-	7,543	4,823	12,366
	Program Subtotal	267,576	199,691	127,429	594,696
ADMINISTRATIVE	Administration:				
	Salaries		271	173	444
	Benefits		114	72	186
	Other: Indirect	5,944	3,496	2,214	11,654
	Other:				-
	Other Subtotal	-	-	-	-
	Administration Subtotal	5,944	3,881	2,459	12,284
	Grand Total	273,520	203,572	129,888	606,980

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	DISLOCATED WORKER	Budget			
		Core	Intensive	Training	Total
PROGRAM	Operations Activities:				
	Salaries	90,819	298,019	160,471	549,309
	Benefits	44,714	124,569	67,076	236,359
	Monthly Rent	53,237	45,808	24,761	123,806
	Lease Termination Cost	28,025	24,114	13,035	65,174
	Staff Training	3,006	2,586	1,398	6,990
	Printing	946	814	440	2,200
	Publications/Marketing Material	2,946	2,535	1,369	6,850
	Meetings / Conferences	2,086	1,795	969	4,850
	Telephone	4,053	3,487	1,885	9,425
	Equipment (under \$5,000)				-
	Equipment Lease	2,250	1,936	1,046	5,232
	Insurance				
	Professional Memberships	753	648	349	1,750
	Subscriptions	894	770	416	2,080
	Postage	1,527	1,314	709	3,550
	Office Supplies	10,509	9,042	4,888	24,439
	Consultant/Subcontract (under \$10,000)		-	-	-
	Consultant/Subcontract (over \$10,000)				-
	Travel / Mileage		4,453	2,397	6,850
	Other:	11,453	9,855	5,326	26,634
	Operations Related Activities Subtotal	257,218	531,745	286,535	1,075,498
	Direct Client Related Activities:				
	Participant Wages and Benefits				-
	Employer Reimbursement/OJT				-
	Participant Training Cost				-
	Participant Supportive Services		16,575	8,925	25,500
	Other:				-
	Other - Subtotal	-	-	-	-
	Direct Client Related Activities Subtotal	-	16,575	8,925	25,500
	Program Subtotal	257,218	548,320	295,460	1,100,998
ADMINISTRATIVE	Administration:				
	Salaries		369	199	568
	Benefits		161	87	248
	Other: Indirect	10,369	8,922	4,823	24,114
	Other:				-
	Other Subtotal	-	-	-	-
	Administration Subtotal	10,369	9,452	5,109	24,930
	Grand Total	267,587	557,772	300,569	1,125,928

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> Rapid Response
PROGRAM	Operations Activities:	
	Salaries	68,005
	Benefits	22,533
	Facility Lease	11,527
	Staff Training	750
	Printing	1,100
	Publications/Marketing Material	10,000
	Meeting / Conference	750
	Telephone	4,010
	Equipment Lease	1,601
	Professional Memberships	-
	Subscriptions	-
	Postage	-
	Office Supplies	2,790
	Consultant/Subcontract	
	Travel / Mileage	1,250
	Other:	895
	Operations Related Activities Subtotal	125,211
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	125,211
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	125,211

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> DPN
PROGRAM	Operations Activities:	
	Salaries	32,219
	Benefits	6,762
	Office Supplies	344
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Consultant/Subcontract	
	Travel / Mileage	
	Operations Related Activities Subtotal	39,325
	Direct Client Related Activities:	
ADMINISTRATION	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	39,325
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	1,175
	Travel/Mileage	
ADMINISTRATION	Other:	
	Other Subtotal	-
	Administration Subtotal	1,175
	Grand Total	40,500

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADDITIONAL FUNDING	Budget OJT/WEX
PROGRAM	Operations Activities:	
	Salaries	142,646
	Benefits	50,213
	Facility Lease	61,822
	Staff Training	4,500
	Printing	3,385
	Publications/Marketing Material	3,900
	Meeting / Conference	4,690
	Telephone	7,239
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Equipment Lease	4,714
	Professional Memberships	1,354
	Subscriptions	3,200
	Postage	2,300
	Office Supplies	11,410
	Consultant/Subcontract	
	Travel / Mileage	4,720
	Other:	12,846
	Operations Related Activities Subtotal	318,939
	Direct Client Related Activities:	
	Participant Wages and Benefits	132,000
	Employer Reimbursement/OJT	68,640
	Participant Training Cost	
	Participant Training Cost - WEX	
	Participant Training Cost - OJT	
	Participant Supportive Services	11,780
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	212,420
	Program Subtotal	531,359
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	23,176
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	23,176
	Grand Total	554,535

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADDITIONAL FUNDING	Budget SCSEP -OC
PROGRAM	Operations Activities:	
	Salaries	37,173
	Benefits	7,013
	Office Supplies	858
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Consultant/Subcontract	
	Travel / Mileage	
	Operations Related Activities Subtotal	45,044
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	45,044
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	45,044

WIA Budget

Orange County One-Stop Center-Northern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> 15% Governor Discretionary
PROGRAM	Operations Activities:	
	Salaries	135,413
	Benefits	58,145
	Facility Lease	
	Staff Training	
	Printing	
	Publications/Marketing Material	
	Meeting / Conference	
	Telephone	
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Equipment Lease	
	Professional Memberships	
	Subscriptions	
	Postage	
ADMINISTRATION	Office Supplies	
	Consultant/Subcontract	
	Travel / Mileage	
	Other:	1,442
	Operations Related Activities Subtotal	195,000
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Training Cost - WEX	
	Participant Training Cost - OJT	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	195,000
	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	195,000

WIA Expenditure Plan

Orange County One-Stop Center - Northern Region

FY 08/09

Adult

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Lease Termination Cost
- 5 Staff Training
- 6 Printing
- 7 Publications/Marketing Material
- 8 Meeting / Conferences
- 9 Telephone
- 10 Equipment :under \$5,000
- 11 Equipment Lease
- 12 Insurance
- 13 Professional Memberships
- 14 Subscriptions
- 15 Postage
- 16 Office Supplies
- 17 Consultant/Subcontract (under \$10,000)
- 18 Consultant/Subcontract (over \$10,000)
- 19 Travel/Mileage
- 20 Other:
- 21 Participant Wages & Benefits
- 22 Employer Reimbursement/OJT
- 23 Participant Training Cost
- 24 Participant Supportive Services
- 25 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
77,595	77,595	77,595	77,595	310,380
33,726	33,726	33,726	33,727	134,905
14,552	14,552	14,552	14,552	58,208
			33,574	33,574
225	375	525	375	1,500
345	575	805	575	2,300
375	625	875	625	2,500
339	565	791	565	2,260
683	1,139	1,594	1,139	4,555
				-
632	632	632	633	2,529
				-
113	188	263	186	750
87	145	203	145	580
230	383	536	381	1,530
2,340	3,901	5,461	3,901	15,603
-	-	-	-	-
				-
570	950	1,330	950	3,800
1,103	1,839	2,575	1,839	7,356
1,855	3,092	4,328	3,091	12,366
				-
111	111	111	111	444
47	47	47	45	186
				-
5,272	5,414	968	-	11,654
				-
				-
140,200	145,854	146,917	174,009	606,980

GRAND TOTAL

WIA Expenditure Plan

Orange County One-Stop Center - Northern Region

FY 08/09

Dislocated Workers

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Lease Termination Cost
- 5 Staff Training
- 6 Printing
- 7 Publications/Marketing Material
- 8 Meeting / Conferences
- 9 Telephone
- 10 Equipment :under \$5,000
- 11 Equipment Lease
- 12 Insurance
- 13 Professional Memberships
- 14 Subscriptions
- 15 Postage
- 16 Office Supplies
- 17 Consultant/Subcontract (under \$10,000)
- 18 Consultant/Subcontract (over \$10,000)
- 19 Travel/Mileage
- 20 Other:
- 21 Participant Wages & Benefits
- 22 Employer Reimbursement/OJT
- 23 Participant Training Cost
- 24 Participant Supportive Services
- 25 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
137,327	137,327	137,327	137,328	549,309
59,090	59,090	59,090	59,089	236,359
30,952	30,952	30,952	30,950	123,806
			65,174	65,174
1,049	1,748	2,447	1,746	6,990
330	550	770	550	2,200
1,028	1,713	2,398	1,711	6,850
728	1,213	1,698	1,211	4,850
1,414	2,356	3,299	2,356	9,425
				-
1,308	1,308	1,308	1,308	5,232
				-
263	438	613	436	1,750
312	520	728	520	2,080
533	888	1,243	886	3,550
3,666	6,110	8,554	6,109	24,439
-	-	-	-	-
				-
1,028	1,713	2,398	1,711	6,850
3,995	6,659	9,322	6,658	26,634
3,825	6,375	8,925	6,375	25,500
				-
142	142	142	142	568
62	62	62	62	248
				-
9,561	9,837	4,716	-	24,114
				-
				-
256,613	269,001	275,992	324,322	1,125,928

GRAND TOTAL

WIA Expenditure Plan

Orange County One-Stop Center - Northern Region

FY 08/09

Rapid Response

COST CATEGORIES

PROGRAM

	17,001	17,001	17,001	17,002	68,005
1 Salaries	5,633	5,633	5,633	5,634	22,533
2 Benefits	2,882	2,882	2,882	2,881	11,527
3 Monthly Rent	75	150	263	262	750
4 Staff Training	110	220	385	385	1,100
5 Printing	1,000	2,000	3,500	3,500	10,000
6 Publications/Marketing Material	75	150	263	262	750
7 Meeting / Conferences	401	802	1,404	1,403	4,010
8 Telephone	400	400	400	401	1,601
9 Equipment Lease	-	-	-	-	-
10 Professional Memberships	-	-	-	-	-
11 Subscriptions	-	-	-	-	-
12 Postage	279	558	977	976	2,790
13 Office Supplies					-
14 Consultant/Subcontract (under \$10,000)	125	250	438	437	1,250
15 Travel/Mileage	90	179	313	313	895
16 Other:					-
17 Participant Wages & Benefits					-
18 Employer Reimbursement/OJT					-
19 Participant Training Cost					-
20 Participant Supportive Services					-
21 Other:					-
					-
					-
ADMINISTRATION					-
1 Salaries					-
2 Benefits					-
3 Operations					-
4 Indirect					-
5 Travel/Mileage					-
6 Other:					-
					-
					-
GRAND TOTAL	28,071	30,225	33,459	33,456	125,211

ADMINISTRATION

1	Salaries					-
2	Benefits					-
3	Operations					-
4	Indirect					-
5	Travel/Mileage					-
6	Other:					-
	GRAND TOTAL	28,071	30,225	33,459	33,456	125,211

GRAND TOTAL

WIA Expenditure Plan
Orange County One-Stop Center - Northern Region
FY 08/09

OJT/WEX

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Staff Training
- 5 Printing
- 6 Publications/Marketing Material
- 7 Meeting / Conferences
- 8 Telephone
- 9 Equipment Lease
- 10 Professional Memberships
- 11 Subscriptions
- 12 Postage
- 13 Office Supplies
- 14 Consultant/Subcontract (under \$10,000)
- 15 Travel/Mileage
- 16 Other:
- 17 Participant Wages & Benefits
- 18 Employer Reimbursement/OJT
- 19 Participant Training Cost
- 20 Participant Supportive Services
- 21 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

GRAND TOTAL

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08- 9/30/08	10/1/08- 12/31/08	1/1/09- 3/31/09	4/1/09- 6/30/09	
35,662	35,662	35,662	35,660	142,646
12,553	12,553	12,553	12,554	50,213
15,456	15,456	15,456	15,454	61,822
675	1,125	1,575	1,125	4,500
508	846	1,185	846	3,385
585	975	1,365	975	3,900
704	1,173	1,642	1,171	4,690
1,086	1,810	2,534	1,809	7,239
1,179	1,179	1,179	1,177	4,714
339	339	339	337	1,354
800	800	800	800	3,200
575	575	575	575	2,300
2,853	2,853	2,853	2,851	11,410
				-
708	1,180	1,652	1,180	4,720
1,927	3,212	4,496	3,211	12,846
19,800	33,000	46,200	33,000	132,000
10,296	17,160	24,024	17,160	68,640
1,767	2,945	4,123	2,945	11,780
				-
				-
				-
				-
2,947	3,061	17,168	-	23,176
				-
				-
110,420	135,904	175,381	132,830	554,535



**SECOND AMENDMENT TO AGREEMENT
BETWEEN COUNTY OF ORANGE
AND
COAST COMMUNITY COLLEGE DISTRICT**

THIS SECOND AMENDMENT to Agreement No. 16-S-09 is entered into this _____th day of _____ 2008, which date is enumerated for purposes of reference only, by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "**COUNTY**" and Coast Community College District, hereinafter, referred to as "**CONTRACTOR**", to amend that certain Agreement between the parties commencing July 1, 2008 and ending June 30, 2009, pertaining to the provision of Workforce Investment Act services for the Comprehensive One-Stop Center.

WITNESSETH:

WHEREAS, the State of California Labor and Workforce Development Agency's Employment Development Department announced that Orange County will receive a larger allocation of rapid response funding in response to the high level of assistance needed by individuals affected by the subprime mortgage crisis and housing market downturn.

WHEREAS, the Parties desire to revise the budget contained in the Agreement to show an increase not to exceed eighty two thousand dollars (\$82,000) for a total compensation not to exceed two million three hundred eighty three thousand six hundred nine dollars (\$2,383,609) to CONTRACTOR for the remainder of the Agreement.

WHEREAS, the parties desire to revise the Statement of Work, Exhibit "B1", as attached to this Amendment.

WHEREAS, the parties desire to revise the Performance Goals and Participant Plans, Exhibit "C1", as attached to this Amendment.

WHEREAS, the parties desire to revise the Budget and Expenditure Plan, Exhibit "D3", as attached to this Amendment.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. Subparagraph 4 of the Agreement is amended to read as follows:

STATEMENT OF WORK

4. This Agreement is based upon the Statement of Work, attached hereto and incorporated herein as Exhibit "B1" to this Agreement. CONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Statement of Work will be controlling.

2. Subparagraph 5 of the Agreement is amended to read as follows:

SERVICES

5. CONTRACTOR agrees that those specific program components to be performed by CONTRACTOR, and the service levels to be utilized by COUNTY for program evaluation and monitoring, include, but are not limited to, those set forth in Exhibits "A", "B1" and "C1", which are attached hereto and incorporated herein as if fully set forth. CONTRACTOR agrees that it is responsible for and guarantees performance of all of the specific program components and service levels listed in Exhibits "A", "B1" and "C1". CONTRACTOR further agrees that lack of compliance with Exhibits "A", "B1" or "C1" may, in addition to those remedies set forth in Section 42 of this Agreement, constitute grounds for COUNTY to reduce the level of payment otherwise provided under Section 19 (c)

of this Agreement or to reduce the payment level and budget at which CONTRACTOR will be funded for the remainder of the period of this Agreement. Reductions in an amount up to 10% of the total contract may be made by DIRECTOR. Any reduction over 10% shall occur only as a result of action of COUNTY's Board of Supervisors upon recommendation by DIRECTOR.

3. Subparagraph 6 of the Agreement is amended to read as follows:

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

6. The parties hereto agree that those program components, service levels, and line-item budget information detailed in Exhibits "A", "B1", "C1" and/or "D3" may be modified upon mutual written agreement of the DIRECTOR and CONTRACTOR so long as the total payments under this Agreement are not increased and the basic goals and objectives of the program are not altered. Should the State of California modify any program component and/or service level detailed in Exhibits "A", "B1", "C1" and/or "D3," then the COUNTY shall have the right to unilaterally modify this agreement to meet such requirements.

4. Subparagraph 8 of the Agreement is amended to read as follows:

PERFORMANCE STANDARDS

8. CONTRACTOR shall comply with and adhere to the performance accountability standards and general program requirements described in Sections 136 (Performance Standards) and 195 (General Program Requirements) of the Act and applicable regulations and as contained in Exhibit "C1". Should the Performance Requirements defined in the Agreement between the State of California and the County of Orange be changed, COUNTY shall have the right to unilaterally modify this agreement to meet such requirements.

5. Subparagraph 18 of the Agreement is amended to read as follows:

BUDGET SCHEDULE

18. CONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the BUDGET SCHEDULE, a copy of which is attached hereto as Exhibit "D3", and which by this reference is incorporated herein and made a part hereof as if fully set forth.

6. Subparagraph 20 of the Agreement is amended to read as follows:

PAYMENTS BY COUNTY

20. CONTRACTOR agrees that any and all funds received under this Agreement shall be disbursed or encumbered on or before June 30, 2009 and that any and all funds remaining as of June 30, 2009 which have not been disbursed or encumbered shall be returned by CONTRACTOR to COUNTY within thirty (30) days of the expiration or earlier termination of the Agreement in accordance with paragraph 45. No expense of CONTRACTOR will be reimbursed by COUNTY if incurred after June 30, 2009. No CONTRACTOR expenses shall be paid if COUNTY receives billing after July 31, 2009.

Upon the effective date of this Agreement, COUNTY shall make payments to CONTRACTOR in accordance with the following payment schedule:

(a) Monthly Payments. Beginning August 1, 2008, upon receipt and approval by OC Community Resources of CONTRACTOR's invoice showing the prior month's actual expenditures, COUNTY shall make monthly reimbursement payments based on CONTRACTOR's invoice so long as the total payments under this Agreement do not exceed two million three hundred eighty three thousand six hundred nine dollars (\$2,383,609).

(b) COUNTY Discretion. At the sole discretion of COUNTY, payments to CONTRACTOR may be made more frequently than monthly, but such payments shall always be in arrears and not in advance of the provision of services by CONTRACTOR.

(c) Invoices. CONTRACTOR shall provide to OC Community Resources monthly invoices by the 20th day following the month being reported. CONTRACTOR's invoices shall show the most up to date costs chargeable to the program(s) referenced in this Agreement. If CONTRACTOR's expenditures for any program Referenced in this Agreement fall below 20% of planned expenditures for any cumulative period commencing from the beginning of the term of this Agreement, CONTRACTOR may be subject to a reduction in funding. No payments will be authorized if any preceding month's Reports or invoices have not been received.

7. Subparagraph 26 of the Agreement is amended to read as follows:

MODIFICATIONS/CHANGE ORDERS

26.(a) DIRECTOR may at any time, by written order to CONTRACTOR, make changes within the general scope of this Agreement, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions. Such change orders may be made when necessitated by changes in the Orange County One-Stop System operations or performance, the operations or performance of CONTRACTOR, or changes in applicable statutes, regulations or State of California or Federal mandates or directives. CONTRACTOR may submit a program or budget modification request in response to change orders which significantly alter CONTRACTOR's Statement of Work. Without further Board action, DIRECTOR may execute amendments to this Agreement modifying CONTRACTOR's services in amounts that do not collectively increase by more than 10% the price of said services under the amount specified in Exhibit "D3". Modifications in excess of 10% of the amount specified in Exhibit "D3" and modifications that materially alter either of the

parties' obligations hereunder must be approved by the COUNTY's Board of Supervisors.

CONTRACTOR and DIRECTOR shall make a good faith effort to reach an agreement with respect to change orders, which affect the price of services under the Agreement. CONTRACTOR's protest or failure to agree to the amount of any adjustment to be made as a result of a change order shall be a dispute for which an appeal may be made pursuant to Section 43 of this Agreement. Notwithstanding the foregoing, the price of services under this Agreement shall not be increased except by written modification of this Agreement indicating the new services and price of this Agreement if applicable. Until the parties reach agreement, CONTRACTOR shall not be obligated to assume increased performance under the change order beyond the limitation of funds established within this Agreement.

26.(b) CONTRACTOR may request changes in the scope of performance or services under this Agreement, by submitting a written request to DIRECTOR describing the request and its impact on CONTRACTOR's Proposal, Statement of Work and Budget Schedule. DIRECTOR will review the request and respond in writing within ten (10) business days. Requests shall be reviewed in light of all OCCR program activities. DIRECTOR's decision whether to approve the request or request Board of Supervisors' approval shall be final. DIRECTOR may approve a request that meets all of the following criteria:

- (i) The request does not increase the total amount of the funds allocated for the individual programs affected by 10% from the amount specified in Exhibit "D3" of this Agreement,
- (ii) It does not materially change other terms of this Agreement, and

(iii) It is supported by adequate consideration to COUNTY. Board of Supervisors' action is necessary to approve a request from CONTRACTOR that does not satisfy all of the criteria listed above.

8. EXHIBIT "B" shall be amended. EXHIBIT "B1" is to replace EXHIBIT "B" in its entirety.
9. EXHIBIT "C" shall be amended. EXHIBIT "C1" is to replace EXHIBIT "C" in its entirety.
10. EXHIBIT "D2" shall be amended. EXHIBIT "D3" is to replace EXHIBIT "D2" in its entirety.
11. Except as amended herein, all other terms and conditions of the Agreement, to the extent they are not inconsistent with this Second Amendment, remain in full force and effect.

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IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this First Amendment to Agreement to be executed this _____th day of _____, 2008.

COUNTY OF ORANGE, a political subdivision of the State of California

Dated: _____

By: _____
Steve Franks

Title: _____
Director, OC Community Resources

Coast Community College District*

Dated: _____

By: _____
C.M. Brahmbhatt

Title: _____
Vice Chancellor of Administration

Dated: _____

By: _____

Title: _____

*[Authorized signatures for corporations - requirement of two signatures is as follows: (1) one signature by the Chairman of the Board, the President or any Vice President, and (2) one signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer. For contractors that are not corporations, a person who has the authority to bind the contractor to a contract.]

APPROVED AS TO FORM:
County Counsel

Dated: _____

By: _____
Deputy

**Statement of Work
Orange County One-Stop Center
Southern Region**

I. COORDINATION

A. General Service Delivery:

1. To comply with the requirements of this Agreement, Contractor shall effectively and efficiently deliver assigned workforce development services to job seeker and business customers. In order to accomplish this, Contractor shall maintain and continue to improve the current system of service delivery by clearly demonstrating positive outcomes and meeting or exceeding the performance requirements of this agreement.

The Contractor shall provide a comprehensive menu of resources to meet the entire range of Workforce Investment Act (WIA) responsibilities as these areas are being redefined by the transformational changes now impacting the workforce system.

WIA is not an entitlement program, and selection for a customer's participation in the program is a decision based on an assessment of the client's needs, interests, abilities, motivation, their prospects for successfully completing the program, available funding levels and priority of service policy. Registration involves certifying and documenting the eligibility and priority of service of the individuals to be served, in accordance with local policies and procedures.

Contractor shall provide services in English, Spanish and Vietnamese. Other languages may be necessary and made available if needed. Contractor shall serve all areas of the region and shall have the capacity to outreach and recruit for the entire region.

2. Contractor will ensure geographic coverage through its own facilities, through facilities of partners, and through staff deployments for special services at off-site locations. Services in the Southern Region are offered through the One-Stop Center at 125 Technology Dr., West, Suite 200, Irvine, CA 92618.

The Southern region encompasses the following cities and unincorporated areas: Aliso Viejo, Capistrano Beach, Corona Del Mar, Costa Mesa, Dana Point, Foothill Ranch, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Mission Viejo, Newport Beach, Newport Coast, Orange, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Silverado, Trabuco Canyon, Tustin, Villa Park.

3. Contractor shall serve as the operator of the Comprehensive One-Stop Center and as a collaborative provider of Business Services as outlined within this Exhibit. Contractor shall provide a timely, effective, and efficient response to the challenges of the transformation, including the following:

- a. Align policies, activities, and funding for workforce development, economic development, and education.
- b. Implementation of a workforce system structure and governance that reflects the landscape and needs throughout the various subdivisions of the Orange County economy.
- c. Awareness of and response to regionally-based labor market and economic information that identifies the short and long-term workforce needs of targeted industries.
- d. A long-term, documented understanding of local pools of under utilized talent such as workers with disabilities, veterans, military spouses, and older workers.
- e. A continuing quest for non-WIA sources of funding in conjunction with the OCWIB.
- f. A continuing partnership with government, business, labor, education, and training providers whose resources are leveraging federal, state, local and private workforce system investments targeting identified industry clusters and high growth jobs.

B. One-Stop Center Service Delivery

- 1. Target Population: Contractor shall provide the services described to the following customers, as appropriate, and within the funding/eligibility guidelines:
 - a. The general public seeking workforce services;
 - b. Individuals who meet the requirements for WIA eligibility, including the priority of services categories, identified in OCWIB Policy No. 06-OCWDA-02; Other individuals in need of specialized services, such as: Veteran, Sex-offenders, substance abusers, individuals with multiple barriers, limited-English proficient, older worker population and people with disabilities;
 - c. Individuals who reflect the demographics of the region; for example, if the region has a high percentage of ethnically diverse individuals, Contractor shall be required to strategize on how to best deliver services to those eligible within that population group;
 - d. Special projects include but are not limited to High Growth Initiative, Disability Program Navigator, Senior Employment programs, Welfare to Work programs, NEG, Veterans, Ex-Offenders, Mortgage and other industry cluster occupation programs and
 - e. Former WIA enrollees in need of continued services.
- 2. Contractor shall deploy to off-site locations including but not limited to the Los Alamitos Joint Forces Training Base and other appropriate locations to reach targeted populations. These populations include, but are not limited to: welfare clients, recently separated Veterans and their spouses, parents of youth, and others indentified in special grants and projects.

3. Contractor will host tours of the One-Stop Center to groups who wish to expose a particular occupational or demographic sector to One-Stop services. Contractor shall continue educational outreach which may include strategies such as visiting classrooms at local colleges to make presentations on One-Stop services and to provide information on the Orange County labor market.
4. Contractor shall develop Operating Agreements (OAs) with all mandated One-Stop partners, and additional partners who may bring value-added services to the local area.

Mandated WIA partners include:

- a. Wagner-Peyser Act
- b. Unemployment Compensation
- c. Veterans Workforce Programs
- d. Trade Adjustment Assistance
- e. Adult Education and Literacy
- f. Programs under The Rehabilitation Act
- g. Department of Housing and Urban Development
- h. Migrant and Seasonal Farm Worker and Training Providers
- i. Native American Programs
- j. Welfare-to-Work Programs
- k. Title V of the Older Americans Act of 1965
- l. Community Development Block Grant Programs
- m. Title I Youth Programs
- n. Small Business Development Centers

Operating Agreements for mandated partner programs that are delivered through the One-Stop Center shall be coordinated through the OCWIB as a Memorandum of Understanding (MOU), as outlined in the Federal Register (20 CFR 662 Sub-Part C).

Contractor shall convene a quarterly meeting with all partner agencies to discuss Comprehensive One-Stop Center operations and responsibilities.

A copy of each Operating Agreement shall be sent to the OCWIB office. Operating Agreements shall be updated at the time of change in service provisions. Contractor shall submit any changes to an Operating Agreement to the OCWIB office within 30 days of the date the change in service occurred.

Certain language shall be included in the Operating Agreement. These items shall include, but not be limited to:

- a. A participation plan for all staff at the Comprehensive One-Stop Center, including the percentage of time each partner will contribute to the operation of universal access services;
 - b. The development of a monthly schedule that includes hours of operation for all partners operating within the Center;
 - c. A procedure for referrals among the various partners;
 - d. A joint marketing effort to be conducted by the various partners;
 - e. A procedure for entering job orders/résumés into CalJOBS and other systems in use at the Center;
 - f. A plan for co-enrollment;
 - g. A plan for achieving core service placements;
 - h. A plan to provide linkages to youth services;
 - i. The continued development of projects for on-the-job training and work experience offerings;
5. Contractor shall be responsible for negotiating Cost Sharing Agreements with all partners located at the Comprehensive One-Stop Center.

The Cost Sharing Agreements shall apply to all expenses benefiting the One-Stop system and its partners that cannot be directly applied to each partner separately. Expenses may include, but not be limited to; rent/space, staff (common receptionist), facility costs and equipment or supplies. The Contractor shall ensure that the shared costs are supported by accurate and current data, the shared cost is consistently applied over time, the charges to the WIA programs reflect a fair share of the benefits received, and the methodology used in determining the fair share of the shared cost is reflective of its written Cost Sharing Agreement. In the case that a partner is unable to pay cash for its fair share, the Contractor shall negotiate with the partner to provide in-kind services to benefit the One-Stop system and document the value of the services provided.

Contractor shall obtain signatures of partners with dates including their typed name, title, and organization indicating their concurrence with the Cost Sharing Agreement.

One copy of each Cost Sharing Agreement shall be sent to the OCWIB office. Cost Sharing Agreements shall be updated annually in September. Additionally, Contractor shall submit any changes to a Cost Sharing Agreement to the OCWIB office within 30 days of the date the change in cost occurred.

Cost Sharing Agreements shall identify:

- a. All shared costs within the One-Stop Center environment;
- b. The proportionate share and allocation of each shared cost by each partner;
- c. How the shared costs of the One-Stop Center will be paid; and

- d. County-approved language pertaining to liability and indemnification.
- 6. To continue to build upon the WIA system of core, intensive, and training services, whenever possible, it should be supplemented by non-WIA funds and/or voluntary partners through collaborative efforts. Non-mandated partners may include, but are not limited to the following:
 - a. Community Partners and Community Based Organizations
 - b. Education Partners (K-12, higher education, technical/vocational training schools)
 - c. Community Services Block Grant Agencies
 - d. Chamber of Commerce Organizations
 - e. Food Stamp Employment and Training
 - f. Economic Development Organizations
 - g. Labor Organizations
 - h. Literacy Program Providers
 - i. Business Organizations
 - j. Networking and Mentoring Organizations
 - k. Non-WIA Mandated Federal, State, and Local Governmental Agencies
- 7. Outreach and Recruitment: The Recruitment Plan shall guide the creation of a multi-channel, One-Stop promotional kit that includes branding with the Orange County One-Stop system, business stationary, press release templates, media announcements including PSA's (public service announcements) for TV and radio, presentations for new and for existing customers and advertisements for placement in newspapers, business journals, and magazines.

This outreach and recruitment shall also be conducted in order to attract a sufficient number of individuals who are in need of and would benefit from the services provided and who meet the eligibility requirements to receive such services as outlined below:

- a. Outreach and recruitment methods may include formal advertising, flyers, brochures, word-of-mouth and other methods of program information dissemination.
- b. Contractor shall ensure that the outreach and recruitment conducted within the jurisdictional boundaries of the OCWIB is coordinated with mandated partners of the One-Stop Center.
- c. All outreach and recruitment materials shall include a statement that indicates funding through the County of Orange/Orange County Workforce Investment Board. If other County department or partner funding is involved, materials shall include the department where the additional funding originated.

- d. All outreach and recruitment materials shall be approved by the OCWIB staff prior to publication.

Contractor shall update the current Recruitment Plan on file with the OCWIB to include any new methods of outreach and recruitment being performed, including any special project specific recruitment, and submit to OCWIB by August 30, 2008. Special project recruitments shall not affect formula funds recruitment.

- 8. Customer Satisfaction Surveys: Contractor shall conduct customer satisfaction surveys by:
 - a. Using a consistent implementation method or survey instrument as defined in Information Notice No. 03-OCWDA-65;
 - b. Review surveys within 10 days of receipt;
 - c. Answer surveys with a formal response if corrective action is necessary and submit a copy of the survey and response to the OCWIB administrative office; and
 - d. Keep the identity of survey respondent confidential.

C. Business Services Service Delivery:

- 1. Contractor shall provide the OCWIB with a Business Strategic Plan for the Orange County Workforce Investment Area.

The plan shall include:

- a. Business assistance service model in alignment with the Comprehensive Economic Development Strategy (CEDS) issued by the OCWIB and approved by the Orange County Board of Supervisors.
- b. Partnerships with WIA mandated and non-mandated partners.
- c. Industry Cluster Development: Contractor shall coordinate Business Service delivery strategies in accordance with identified OCWIB Industry Clusters as they relate to future workforce development, growth and demand. Contractor shall prioritize the focus of services to the following five clusters. This focus, however, shall not exclude Contractor from working with other industries.
 - i. Biotechnology
 - ii. Finance, Insurance, Real Estate (FIRE)
 - iii. Healthcare
 - iv. Manufacturing
 - Advanced Manufacturing (sub-cluster)
 - v. Biotechnology and Nanotechnology
- d. Incumbent Workers: Contractor shall coordinate, provide and/or develop opportunities affecting incumbent workers. This activity compliments the

overall legislative intent of WIA in establishing an industry and business focus on workforce development planning.

- e. OJT Development (*customized service*): In the event a business requests the development of this service, the Contractor shall work cooperatively with the appropriate One-Stop Center staff.

This plan shall be submitted to the OCWIB no later than August 30, 2008.

2. Dissemination of Information: The Contractor shall develop partnerships with city governance entities within the region to expand workforce development programs and services.
3. Rapid Response Services are mandated activities as required by the Workforce Investment Act of 1998. These services shall be delivered to employers and employees of companies that are experiencing downsizing through layoffs or closure and may have also been impacted by a Worker Adjustment and Retraining Notification (WARN) issued by the State of California. Rapid Response services shall be offered to the affected business within forty-eight (48) hours of receiving notification of a layoff or closure. Contractor shall provide the following Rapid Response Services:
 - a. Develop plans for averting the layoff(s) with affected businesses and/or in consultation with State or local economic development agencies, including private sector economic development entities;
 - b. Review affected workers' assistance needs;
 - c. Coordinate and conduct Rapid Response Presentations to provide instruction on services available at the One-Stop Center. These may include information on career transition, job search tools and skills, resume preparation, and interviewing techniques;
 - d. Assess re-employment prospects for workers in the local community;
 - e. Provide information on available resources to meet the short and long-term needs of affected workers;
 - f. Establish a referral process to the One-Stop System for affected employees;
 - g. Develop recruitment/job development activities including job fairs, positive recruitments, job lead development, and general recruitment notifications;
 - h. Provide Rapid Response Information Packets with appropriate WIA Information Services (Re-employment Survey, List of All Workforce Delivery Areas, Unemployment Insurance Eligibility, Dates of Job Search Workshops, One-Stop Services, and Cobra Information Booklet);
 - i. Develop and maintain mechanisms for the regular exchange of information relating to potential dislocations, available adjustment assistance, and the effectiveness of Rapid Response strategies; and when a company is moving out of the country, provide information on

- the Trade Adjustment Assistance (TAA) program and the North American Free Trade Act (NAFTA) – TAA program;
- j. Develop a plan to provide linkages with youth services;
 - k. Develop a business visitation program that improves service coordination by providing guidance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community;
 - l. Develop a Rapid Response Resume Book of employees affected by layoffs and closures to provide to regional employers.
 - m. Contractor shall submit W121 forms to the OCWIB as specified in Informational Notice 07-OCWDA-07.
4. Business Assistance Resource Guide shall be developed to augment the current business assistance database and guide with information on cost-effective e-learning sites for business with specific ideas to solve business workforce problems. Upon OCWIB approval, this guide shall include:
- i. E-learning training sites for businesses who could provide the training at discount prices which will cut training costs, reduce downtime, increase the employee's sense of self-worth, and increase productivity.
 - ii. Web site listing with specific business enhancement ideas to solve business workforce problems.
 - iii. Community organizations that offer benefits to businesses such as economic development organizations, business, trade and HR associations; and supportive service organizations in fields such as child care, transportation, drug and alcohol services, domestic violence, mental health counseling services, housing, HR laws and regulations, and library resources for business management.
 - iv. Contact management system shall use e-mail, fax and postal mail for frequent dissemination of new ideas and services to businesses.
 - v. One-Stop website shall offer access to business information sources including, but not limited to; taxes, laws, and starting a business, as well as links to chambers of commerce, and government websites.
5. Contractor shall complete all information requested in the JTA Business Service Form (BSF) and complete the OCWIB Employer Services Transmittal form. BSF and transmittal form shall be submitted to the OCWIB MIS Unit within 60 days of the date of service as specified in Information Notice 08-OCWDA-21.

II. SERVICES

A. Services to be Provided to Job Seekers: Contractor shall manage and provide the three tiers of service identified in the Workforce Investment Act of 1998 and described in the Federal Register. The three tiers of service include: core services universally available to all job seekers; intensive services for job seekers that require staff assistance beyond core services to secure employment; and training services for customers whose assessment results indicate a need for academic or occupational skills training. All customers accessing intensive and training services shall be determined WIA eligible and shall participate in an assessment. Availability of funds in conjunction with customer need and eligibility guidelines, including the Priority of Service Policy 06-OCWDA-02 shall determine the combination of services appropriate for individual customers.

1. **Orientation:** The Contractor shall provide a general Orientation that informs individuals of the full array of services available, including all partner services conducted at the One-Stop Center and any other resources necessary to conduct a quality job search. The Orientation shall include a complete overview of the processes and procedures customers can expect as they proceed through the One-Stop system.

The frequency of these orientations, as well as all workshop offerings, shall be included in a master calendar and published on a monthly basis for the public. The master calendar shall also be provided to the OCWIB each month. A minimum of one group orientation per week and as needed, individual orientation shall be offered. Contractor shall develop a virtual orientation via the comprehensive One-Stop Center website as well as a video presentation that may be viewed at the One-Stop Center. For customers with limited literacy and/or limited English, the One-Stop shall provide one-on-one orientations and workshops.

2. **Assessment:** Initial assessments may be self-service or staff-assisted. The assessment may be Internet based and/or using other assessment tools identified by the Contractor. These tools shall assist the customer in identifying the appropriate employment or training area which best suits their abilities and needs.

The Contractor shall have the ability to provide a comprehensive assessment to registered customers who are assigned to a Workforce Specialist during the intensive phase of services. Comprehensive Assessment is an objective evaluation of academics, employment skills, barriers to employment and supportive services needs. The depth of the assessment may vary depending on the needs, and the nature of employment barriers of the customer.

Assessments, which have been conducted by another partner, may be used as documentation of this assessment. The Workforce Specialist may decide that additional tools/tests are necessary to determine the customer's occupational interest or to determine reasons for the lack of

success in finding employment. This process may be done through observation and/or a detailed interview.

3. Individual Employment Plan: An Individual Employment Plan (IEP) shall be developed for each customer registered in intensive services. This plan is a standardized document and serves as the "road map" and action plan for services. As the needs of the customer change, the IEP shall be modified to reflect these changes.
4. Case Management: The Contractor shall provide case management services to all individuals that receive intensive and/or training services. Case management is considered a key component of service delivery and is critical to the ultimate success of the customers. Case management is necessary to ensure that all of the needs of the customers are met and that information is collected and reported. If a customer is enrolled in more than one funding stream, it is critical that differentiated services provided for each program are documented and justified.
 - a. Contractor shall contact their customers at least once per month and provide a substantial service, as described in TEGL 17-05. Documentation of these services shall be kept current in the customer's file.
 - b. Contractor shall be responsible for tracking the customer's progress, assisting the customer in identifying and overcoming any barriers, providing career and motivational counseling, acting as an advocate on behalf of the customer and referring the customer to other resources that can meet the needs identified in the IEP.
 - c. Contractor shall use the information collected to submit MIS paperwork for input in to the JTA system. This information shall be submitted in a timely manner in accordance with Informational Notice 06-OCWDA-04.
 - d. Contractor shall monitor all program services and ultimately performance outcomes.
 - e. Contractor shall be responsible for assisting the customer in obtaining and retaining employment.
5. Workshops: The One-Stop Center shall offer a wide range of informational workshops to both universal access and registered WIA customers. A schedule of workshops shall be developed to enhance individualized services being provided and shall be included on the monthly calendar along with the orientation schedule. The intent of these workshops is to provide the knowledge and skills necessary to identify potential jobs, apply for a job, interview for a job and handle difficult situations that may arise after hire to ensure successful job retention.

Topics for the workshops may include, but not be limited to, the following:

- a. Get to Know Your One-Stop Center
- b. How to Write a Winning Resume

- c. Interview Techniques and Tips
- d. Discover Your Transferable Skills
- e. How to Use the Internet in Your Job Search
- f. Job Readiness Informational Workshop
- g. JS4UI (Job Search for Unemployment Insurance)

Contractor shall work closely with all partners to share in the development and execution of workshops offered to offset staffing costs and time.

Contractor shall develop post-employment services to enhance job retention during the 12-month follow-up period, if job retention rates fall below the performance standards detailed in Exhibit C-1.

The master workshop schedule shall be developed keeping in mind that customers may attend school or work during the day, leaving evenings or weekends as the only time available to attend. The Center shall always have a back-up facilitator in the event a staff member is sick or on vacation. Workshops shall not be cancelled once the monthly calendar has been published.

6. Resource Room for Universal Access Core Services:
 - a. Each Comprehensive One-Stop Center shall have a Resource Room dedicated to self-service activities. The Resource Room shall house computers with internet access, appropriate software to create letters, résumés and job applications, email capability, and computer software for customers to engage in self-learning activities. Shared printers shall accompany the computers. A phone bank area shall be arranged in such a way that individuals may talk privately to employers with minimal noise and distraction. At minimum, one dedicated telephone line shall be available for filing unemployment compensation claims through the Employment Development Department. The room shall be equipped with fax machines and copier(s) completely accessible to the public with written instructions for use. This equipment shall only be used for appropriate job search activities.
 - b. Special equipment shall be available for those customers who are hearing and seeing impaired. Auxiliary aids and services, including a TTY phone line, shall be available upon request to individuals with disabilities. Additionally the physical layout of the room shall meet ADA requirements.
 - c. Contractor shall staff the Resource Room to provide labor market and job information, to answer questions, and provide assistance in operating equipment and using software. Partner staff may cover staffing of the resource room. All staff in the resource room shall have the ability to provide basic information on all partner programs participating in the One-Stop (including those partners electronically linked and/or physically located outside the Center). This responsibility may be shared by staff from partner agencies.

7. Core Services: A standard menu of services, as required by the WIA, shall be offered to customers. Core Services shall include:
 - a. Outreach, intake and orientation to the One-Stop system;
 - b. Computer assisted assessment of skill levels, aptitudes, abilities, interests and values;
 - c. Information on community resources;
 - d. Information on the eligibility requirements for all partner employment and training programs;
 - e. Job search assistance workshops, career information, and career guidance;
 - f. Job matching and referral;
 - g. Job Clubs;
 - h. Local, regional and statewide labor market information;
 - i. Information on apprenticeship and employment programs;
 - j. Information on financial aid, including unemployment compensation;
 - k. Information on certified education and training providers as well as local performance outcomes of service providers;
 - l. Information on supportive services;
 - m. Informational Workshops;
 - n. Orientation to personal computers for access to self-directed services, such as how to access the Internet or navigate through specialized resume software; and
 - o. Follow-up activities, including reassessment services, when needed.
8. Intensive Services: Contractor shall provide intensive services to WIA eligible adults and dislocated workers who are unemployed and unable to obtain employment through Core Services. Services may also be made available to adult and dislocated workers who are employed, but who are determined to be in need of intensive services to obtain or retain employment that allows for a path to self-sufficiency.
 - a. Staff assisted, comprehensive assessment of skills, abilities and interests Development of the prescribed OCWIB Individual Employment Plan (IEP);
 - b. Group Guidance;
 - c. Individual Guidance and Career Planning;
 - d. Case Management;
 - e. Short-term prevocational and stand alone services which may include adult basic education, ESL, GED, basic computer literacy, skills enhancement, interviewing skills and soft skills;

- f. Paid/Unpaid Work Experience;
- g. Job Retention Services during Follow-Up.

This list is not all inclusive of the services that may be provided under the WIA. However, they are the mandated services for the Orange County Workforce Investment area. Other services may be provided based on the needs of the customer with approval of the OCWIB.

- 9. Training Services: Some customers may need training services designed to equip them to enter the workforce and retain employment. Training services may be provided to WIA eligible adults who meet the priority of service policy as outlined in Informational Notice 06-OCWDA-02. Dislocated workers who have met the eligibility criteria and are unlikely to return to their previous occupation or industry, as stated in Informational Notice 03-OCWDA-12 may also be eligible to receive training services.

Contractor shall be responsible for referring each individual to the most appropriate activity as determined from the IEP. Not every customer will need or desire training. Training activities are for those individuals who clearly cannot obtain or maintain employment in a specific skill set or demand occupation. Successful completion of training courses shall lead to recognized credentials or their equivalent. The categories below list the training services that shall be made available to individuals showing an assessed need.

Contractor shall seek other non-WIA funded training and shall use Pell Grants to offset WIA funds. An individual may enroll in training services prior to the award of a Pell Grant as long as the Contractor ensures that the Pell Grant has been applied for and has evidence of documentation in the case file. Other non-WIA funded training offered by a community college, adult education and/or ROP is strongly encouraged.

Training services shall include:

- a. Skill upgrading and retraining;
- b. Private sector training programs;
- c. Job readiness training (training in job searching and interviewing skills, understanding employer expectations and enhancing customer's capacity to move forward to self-sufficiency);
- d. Adult education and literacy activities that are integrated with other training services;
- e. Registered apprenticeships (a combination of on-the-job training and related classroom instruction) in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs may be sponsored by joint employer and labor groups, individual employers, and/or employer associations.
- f. Occupational skills training shall be offered through Individualized Training Accounts (ITA). ITAs permit a wide range of choices to

customers and are locally monitored to offer training in demand occupations.

- i. The ITA is established on behalf of the individual, and is based on individual assessment and choice of selected training programs that will facilitate them in obtaining employment in a high-growth, high-demand occupation. An ITA will be issued only after being approved by the OCWIB. The OCWIB's local ITA policy requires that only those participants residing in Orange County, including Anaheim and Santa Ana, are eligible to receive an ITA, provided that they meet all other criteria. Currently, the OCWIB has a tuition cap of \$6,500 per participant for one training program. If the training program tuition is less than \$6,500, the remaining balance shall not be used for an additional training program. If the training program cost exceeds \$6,500, it is the responsibility of the participant to obtain additional funding. The duration of the training program shall not exceed 24 months. Exception: a participant requiring a break in service will be able to continue their approved training program upon re-entry to the program, with the total training time to not exceed 24 months. The participant shall not receive WIA funded training if he/she has received WIA-funded training within the previous 24 months.
- g. Customized Training is designed to meet the special requirements of an employer, and is conducted with a commitment by the employer to hire or in the case of employed workers, continue to employ, an individual on successful completion of training. The employer pays for not less than 50 percent of the cost of the training.
- h. On-the-Job Training (OJT) contracts may be developed under this Agreement with an employer in the public, private non-profit or private-for-profit sector. Through the OJT contract, occupational training will be provided to WIA participants in exchange for reimbursement of up to 50 percent of the wages to compensate for the employer's extraordinary costs. Contractor shall reimburse employer for services provided under the on-the-job training contract directly from their program budget.
 - i. Contractor shall not enter into an agreement with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
10. Supportive Services Coordination: Contractor shall coordinate and manage the provision of supportive services to WIA registrants, subject to limitations in the Act and OCWIB Information Notice No. 04-OCWDA-15. Supportive services shall include, but are not limited to transportation, clothing, childcare and other costs that may be a barrier to an individual's job search, training or placement. Supportive services shall only be issued

after a need has been identified and when no other funding is available to pay for such services. The Contractor shall be responsible for managing the provision of supportive services to ensure fair distribution and non-duplication of resources. Contractor shall maintain adequate documentation of Supportive Services in participant files (OMB circular 87(c)(1)). Documentation of supportive services received shall include copies of receipts signed and dated by the Participant.

11. Job Placement: Contractor shall provide job listings and referrals to assist core services customers with finding a job in coordination with the Employment Development Department (EDD), Business Services and other partner staff. The Contractor shall provide more intensive job placement assistance to each customer that advances to intensive and training services. This may include coordinating with a local education agency's placement staff if the customer is enrolled in training at that institution, providing or entering job leads into CalJOBS, specific job development and job matching.
12. Job Retention and Follow-Up Services: Retention and follow-up services are pivotal to the employment success for customers and the attainment of the performance standards as defined in Exhibit C-1 of this Agreement.

Following job placement, the Contractor shall assist the WIA registered customers and their respective employers with job retention. Follow-up services shall be made available for a minimum of twelve-months after the first day of employment, if appropriate.

B. Services to be Provided to Businesses:

Contractor shall provide comprehensive business services that are aligned with the OCWIB's goals and mission. Business Services shall include job matching of One-Stop participants with business industry needs. Contractor shall provide information and or services related to labor market and economic development information, tax credits and business incentives, and Rapid Response. Outreach and marketing activities shall be in alignment with industry clusters identified by the OCWIB.

Services shall encourage customer choice among program options and shall be responsive to the culture and language of customers. At a minimum, Contractor shall have the ability to provide services in English, Spanish, and Vietnamese.

Contractor shall adhere to OCWIB policies and procedures (P&P's) relating to customer access, marketing strategies, service linkages, and best practices, to develop a seamless One-Stop System. These services shall include:

1. Rapid Response: Rapid Response Services are mandated activities as required by the Workforce Investment Act of 1998. These services are delivered to the business and employees of companies that are experiencing downsizing through layoffs or closure and may have also been impacted by a Worker Adjustment and Retraining Notification (WARN) issued by the State of California. Rapid Response services shall

be offered to the affected business within forty-eight (48) hours of receiving notification of a layoff or closure.

- a. Contractor shall provide early intervention assistance to workers affected by disasters, substantial layoffs, plant closures, and other dislocation events that substantially increase or threaten to increase unemployment, and to re-direct soon-to-be released employees to other suitable employment in Orange County.
- b. Contractor shall provide Rapid Response activities through a collaborative effort involving the One-Stop partners, Business Services providers, Employment Development Department (EDD), Department of Labor (DOL), unions, and available job training programs, including Trade Adjustment Act (NAFTA-TAA), and other partner organizations. Contractor shall coordinate their efforts with appropriate agencies in conducting and completing Rapid Response activities.
- c. Contractor shall make initial contact with the employer within 48 hours after receiving closure or layoff notification. The Contractor shall schedule a planning meeting to discuss the services that can be provided for the employer and affected employees.
- d. Contractor shall conduct planning meetings with employers:
 - i. To establish rapport and communicate the purpose of the meeting to appraise the company's pending dislocation.
 - ii. To determine times, location, and number of employees to be released.
 - iii. To determine if there is a need to customize employee presentations in languages other than English and to plan the logistics of these activities.
 - iv. To determine how One-Stop staff and other partners may provide immediate on-site eligibility and services.
- e. Contractor shall make workshops available off-site as part of a Rapid Response presentation. This includes presentations at locations other than their customary job site that shall contain information related to:
 - i. Unemployment Insurance Benefits
 - ii. Resume and Interviewing
 - iii. Job Search
 - iv. Pension Benefits

Contractor shall request affected employees who attend Rapid Response presentations or receive services, to complete a Re-Employment Survey. This survey shall include the locations of local One-Stop Centers and a summary of services available.

2. Level 1 Core Business Services: Contractor shall offer a comprehensive range of business services that are provided free-of-charge to all

employers to support workforce development efforts administered and delivered in collaboration with partners throughout Orange County.

These services shall include;

- a. Interview facilities
 - b. Access to labor market and related information through the website
 - c. State and/or federally generated information on the American With Disabilities Act (ADA)
 - d. Information regarding consultations on workplace accommodations for persons with disabilities
 - e. Information on and referral to business start-up, retention and expansion services
 - f. Information on and referral to sources for developing customized training programs
 - g. Information on career preparation activities
 - h. Information on Trade Adjustment Assistance (TAA) and certification
 - i. Information about incentives such as On-the-Job Training (OJT) programs
 - j. State and/or federally generated information on tax credits for new hires
 - k. Access to information and services through the One-Stop Center as well as electronically through the Contractor's website
 - l. Avenues to place job openings as well as access to CalJOBS
 - m. Job matching of available positions with qualified registered One-Stop participants
3. Level 2 Comprehensive Intensive Business Services: Contractor shall provide Comprehensive Intensive Business Services to employers and businesses.

These services shall include:

- a. Referrals of well-qualified One-Stop participants including all served populations
- b. Staff-assisted employee pre-screening
- c. Basic job matching of résumés and applications
- d. Skill assessments
- e. Industry specific job fairs
- f. On-site recruitments
- g. Business seminars and information sessions on cluster related industry needs

- h. Workshops: Contractor shall develop and offer a wide range of informational workshops to both Businesses and registered WIA customers. A schedule of workshops shall be developed to enhance individualized services being provided and shall be included on the One-Stop monthly calendar. The intent of these workshops is to identify industry cluster and occupational trends that will address the needs of Orange County Businesses. Topics for the workshops may include, but not be limited to, the following:
 - i. Orange County Clusters
 - ii. Occupational Demand
 - iii. Transferable skills
 - iv. Human Resources
 - v. Small Business Development
 - i. Other OCWIB approved business services
- 4. Level 3 Customized Business Services: Depending upon current levels of funding and/or staffing availability, Contractor may offer Customized Business Services. These may include:
 - a. Human Resource Services such as employee background checks, applicant pre-interview screening, drug testing, in-depth assessment and testing of potential candidates, locating and procuring sites for the interviewing process, business-specific job fairs, as well as outreach and marketing services for small businesses and entrepreneurs.
 - b. Employee Retention Services targeted through increased business training in Job Retention Strategies and Mentoring Programs, both of which provide skills training for new and existing employees that increase both job satisfaction and productivity.

III. SERVICE STANDARDS

- A. Hours of Operation:** Hours of operation shall be, at a minimum, from 8:00 am to 5:00 pm Monday through Friday. The OCWIB reserves the right to mandate hours of operation that will most effectively serve the needs of its customers. The Contractor shall ensure that arrangements are made to keep service delivery available throughout the holiday seasons with limited closings as detailed below for major holidays. To the greatest extent possible, Contractor shall coordinate schedules with other partners to leverage staff time and eliminate overtime hours. Contractor shall be aware that some services may require non-traditional hours including early morning Rapid Response presentations and Chamber meetings both after 5.00 p.m. and/or before 8:00 a.m.

Hours of Operation	
Monday – Friday	8:00 a.m. – 5:00 p.m.
Days and Dates of Closures	
PY 08-09	
Friday, July 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Tuesday, October 14, 2008	Columbus Day
Tuesday, November 11, 2008	Veteran's Day Observed
Thursday, November 27, 2008	Thanksgiving Day
Friday, November 28, 2008	Day after Thanksgiving
Thursday, December 25, 2008	Christmas Day
Thursday, January 1, 2009	New Years Day
Monday, January 19, 2009	Martin Luther King Jr. Day
Wednesday, February 16, 2009	President's Day
Monday, May 25, 2009	Memorial Day

- B. Physical and Program Access Self-Assessment at the One-Stop Center:** The One-Stop Center shall meet all requirements regarding compliance with State and Federal disability laws and procedures for ensuring welcoming and universally accessible physical and program environments for all customers. The One-Stop Center shall complete and adhere to the National Equal Opportunity Self-Assessment Guide. The One-Stop Center staff shall be required to attend training in program access for customers with disabilities and access to employment programs and services for the disabled.

- C. Special Requirements:** Special equipment for the disabled shall also be available for those customers who are hearing and seeing impaired. Auxiliary aids and services should be available upon request to individuals with disabilities. The physical layout of the room shall meet ADA requirements (including wheelchair accessibility).
- D. Caseloads:** Contractor shall maintain caseloads at no less than 80 active cases per Full Time Equivalent (FTE) throughout the program year. This caseload shall include those in registered core, intensive and training activities. The OCWIB shall not consider exited clients or clients with gaps in service as active.
- E. Staff Training:** Contractor shall be responsible for the coordination and/or facilitation for staff to receive training in EDD's CalJOBS, PASS and ECMS programs. These programs will enhance effective collaboration of services to our customer pool as well as provide more uniform data.
- F. Partner Relations/Cross-Training:** Contractor shall provide a seamless working environment when offering services to customers. Partner Managers should meet on a quarterly basis to discuss Center operations and solidify their responsibilities to the One-Stop System. Cross-training of all Center staff should occur whenever possible so that all staff positions at the Center can be overseen by any given partner agency in the event that a specific partner is unavailable.
- G. Website:** Contractor shall maintain a website to allow customer's access to One-Stop and Business Services information. Contractor shall provide the OCWIB with the website design, layout and content for approval by November 30, 2008.
- H. Printed Material:** Printed material and other information at the One-Stop shall be provided in English, Spanish and Vietnamese. Whenever feasible, language barriers should be removed so that all visitors to the One-Stop feel welcome and can benefit from the experience. Any marketing material shall be submitted to the OCWIB for approval, prior to use.
- I. Notice and Communication Requirements:**
1. Where materials indicate that the Contractor may be reached by telephone, the telephone number of any TDD/TTY or relay service used by the Contractor shall be indicated. If the Contractor does not have a TDD/TTY, the California Relay Service (CRS) (1-800/735-2922) is an alternative. [29CFR Part 37; WSD 07-06]
 2. For information and services accessed electronically, Contractor shall establish a procedure which assures that the notice requirements of Title 29 CFR Part 37 are met. [29 CFR Part 37; WSD 07-06]
 3. Distributed publications, broadcasts, and other communications, which promote WIA programs or activities, shall include the following taglines:
'This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities'. [29 CFR Part 37; WIAD01-21]

4. Contractor shall provide reasonable accommodations to participants in need of special assistance to attend meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the Contractor. Contractor shall include the following tagline on all flyers, notices and other communication promoting, advertising and /or informing the public of meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the Contractor:

'If you need special assistance to participate in this _____ (meeting, workshop, etc.), call _____ or the TDD at (1-800/735-2922). Please call 48 hours in advance to allow the One Stop Center to make reasonable arrangements to ensure accessibility to this _____ (meeting, workshop etc.) [28 CFR 35.102-35.104 American Disabilities Act Title II]

- J. **Internal Monitoring:** Contractor shall be responsible for internal monitoring which includes, but is not limited to, a quality assurance system to review case files, performance rosters, crystal report rosters and potential gaps in service delivery.

IV. PERFORMANCE

- A. **Performance Measures:** The Workforce Investment Act requires a comprehensive accountability system to determine the effectiveness of services provided through the One-Stop system. The Contractor shall meet or exceed required federal, state and local standards, measurements and outcomes of all funding streams included in this Agreement. At a minimum, Contractor shall meet all performance outlined in Exhibit C-1.

Contractor's performance shall be evaluated and are expected to meet or exceed the performance targets on a quarterly basis.

1. Performance on new participant enrollments shall be assessed by comparing the Contractor's planned versus actual year to date cumulative new numbers.
2. Gaps in service delivery shall be evaluated quarterly. Contractor shall ensure that participant activities remain uninterrupted in accordance with TEGL 17-05.
3. Follow-up forms shall be required if employment status of the customer is confirmed through supplemental information. Follow-up forms reporting this supplemental information shall be filed for specific quarters applicable to the measures.
4. Performance on the mandated measures shall be evaluated quarterly.
5. All participant activities reported in JTA forms shall be submitted in a timely manner (in accordance with OCWIB Information Notice, 06-OCWDA-04, MIS/JTA Procedures for Data Entry, Reporting and Timelines for WIA Programs and EDD State Information Notice WSIN 08-17, Late Monthly, and Quarterly Participant Reports).
6. Failure to submit timely information may result in penalties including de-obligation of funds or revocation of the Agreement with the County of Orange.

B. Data Gathering: Contractor shall be responsible for tracking and managing the following activities and shall submit any data requested to OCWIB:

1. The number of customers who access universal services;
2. Contractor shall be required to use the Employment Development Department (EDD) CalJobs System, Program Activity Support System (PASS) and the Employer Contact Management System (ECMS) to record services and activities provided to customers. Contractor shall use a business database management system. This system will track all services provided to the business customer. The database, at a minimum, shall include and provide information for completing required MIS/JTA system forms and others as required by the OCWIB and State of California.

C. File Maintenance and Documentation: A case file shall be maintained for every registered customer.

1. At a minimum, the case file shall include information and documentation of the following:
 - a. Program eligibility/determination of need;
 - b. MIS forms, including source documents for validation;
 - c. The individual's MIS records shall be completed at first, second, and third quarter after the client exits from the program. Contractor shall follow all written policies and procedures pertaining to MIS submission of paperwork.
 - d. Contractor shall document in the customer's file employment in the first, second, and third quarter after exit through one of the following sources: UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05 or through the State of California's management information system. Follow-up forms for 30 and 60 day shall only be submitted by Contractor if requested by OCWIB.
 - e. Initial and Comprehensive Assessments;
 - f. IEP, including all updates of services provided and completed;
 - g. Approved ITA voucher if receiving training;
 - h. Progress reports, time and attendance if receiving WIA and non-WIA funded training (including short-term pre-vocational training);
 - i. Case management notes printed from the PASS system.
 - j. All components of the data validation tool referenced in DOL TEGL 9-06 and any subsequent updates.
2. Contractor shall maintain files to record all active services provided to business customers. Initial contact shall be filled electronically and include follow up documentation and initial BSF form. Active services shall require the following to be maintained physically.

- a. Rapid Response files shall correspond with an assigned identification number and shall include a summary sheet of all activities related to the file, notifications, announcements, agreements, 121-Forms, surveys, and correspondence.
- b. Business Service files shall correspond by company name and location and shall include agreements, Business Service Form (BSF), surveys, resumes, marketing materials, and correspondence.

All records, databases, and business contact lists developed by the Contractor shall remain the property of the OCWIB.

D. Corrective Action Plans: Performing at or below any individual performance measure for any quarter shall be subject to the following corrective action:

1. Technical assistance and assessment of the causes of the low performance;
2. Development and implementation of appropriate Corrective Action Plan(s) to ensure contract compliance; and
3. Monitoring of subsequent performance to assess the impact of the corrective action plan(s).
4. Contractor's performance trends and corrective action plans will be critical to decisions regarding Agreement renewal. Failure to achieve the goals set forth in the corrective action plan may result in penalties such as de-obligation of funds or revocation of the Agreement with County of Orange. All corrective action plans shall include a date for responding to observations, questions, concerns and findings.

E. Common Measures: Contractor shall comply with the Common Measures as defined in TEGL 17-05.

F. MIS Submission/Reporting: Contractor shall adhere to MIS procedures for data entry, timelines and reporting requirements (Information Notice No. 06-OCWDA-04 revised and subsequent updates and EDD Information Notice WSIN08-17) including the completion of appropriate forms and information related to program performance as required. Contractor shall submit timely MIS paperwork to the OCWIB for input into the JTA system. All JTA forms shall be typed and complete using the most current template forms or they shall be returned to Contractor. No faxed or e-mailed paperwork will be accepted. Mandatory review and approval is required on all paperwork submitted to the OCWIB. The Contractor shall initial all transmittal forms submitted to MIS for input into the JTA system. The approval signifies that the documents have been reviewed and are completed correctly.

1. All updates and corrections shall be clearly identified.
2. All incorrect and or incomplete forms will be returned to the Contractor. All returned forms requiring corrections/updates shall be re-submitted along with original transmittal within five (5) business days of receipt.

3. ITA vouchers shall be submitted to the OCWIB along with the corresponding MIS enrollment form.

G. WIA Base Wage Report: Contractor shall provide supplemental data for "Exiters" not found in the UI Base Wage File. Contractor shall be responsible for submitting all supplemental data (1st, 2nd, and 3rd quarters) within seven (7) business days of the report being mailed to Contractor or within specified timeframes requested by the OCWIB. Contractor shall be responsible for analyzing MIS reports to verify data and performance compliance.

V. DELIVERABLES:

A. Deliverables: Limited funding and limited fund life requires that expenditures and customer information be reported in a timely and accurate manner, so that inefficiencies can be identified and unanticipated fund balances can be determined and reallocated to the best possible use. Routine monthly and quarterly written reports, such as those mentioned in this Exhibit are due by the tenth day of the month following the month being reported on. Performance data, including expenditures, will be reviewed monthly and beginning with second quarter data, will be used for making comparisons, assessing performance and reallocating funds. Contractor shall submit the following reports and data as detailed within this Exhibit.

1. Monthly invoices are due to the OCWIB by the twentieth day following the month being reported.
2. One copy of each Cost Sharing Agreement of each partner as outlined in section I.B.5 (page 4)
3. Outreach and Recruitment plan as outlined in section I.B.7 (page 5)
4. Customer Satisfaction Survey as outlined in section I.B.8 (page 6)
5. Business Strategic Plan as outlined in section I.C.1 (page 6)
6. Contractor shall provide monthly One-Stop Activity Reports which shall include:
 - a. Monthly One-Stop Calendar
 - b. Staff training; date, description, location, and number of attendees
 - c. Universal Statistical Data detailed by location for each month, quarter and total year:
 - i. Total Visitors
 - ii. Total Unique Visitors
 - iii. Total Registered in CalJOBS
 - iv. Per Workshop Total Attendees
7. Business Service Form (BSF) as outlined in section I.C.5 (page 8)
8. Contractor shall submit W121 forms to OCWIB as specified in the Informational Notice 07 OCWDA 07.

9. Website design, layout and content as outlined in section III.C (page 20)
10. MIS Forms as outlined in section IV.F (page 23)
11. 1st, 2nd, 3rd Quarter Base Wage Report as outlined in section IV.G (page 24)
12. Deliverables for Special Programs are outlined within their respective sections as indicated below in sections VI. A.5,(page 26) VI. B.4, (page 28) and VI.C.4 (page 30).

VI. SPECIAL PROGRAMS

A. TITLE V OF THE OLDER AMERICANS ACT

1. SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM – ORANGE COUNTY (SCSEP-OC): The SCSEP-OC provides, fosters, and promotes useful part time training opportunities in community service assignments for low income persons who are 55 years of age or older and assists the transition of program enrollees to other unsubsidized employment opportunities.
2. Duties and Activities: Contractor shall adhere to all policies and procedures as described in the Senior Community Service Employment Program (SCSEP) Manual as issued by the California Department on Aging. At a minimum, the Contractor shall perform the following duties/activities:
 - a. Recruit host agencies from cluster related industries.
 - b. Determine participant eligibility. Collect and review documentation necessary for registration and enrollment.
 - c. Conduct Initial Assessment and Individual Employment Plan. Contractor shall update the plan as often as necessary but at a minimum of twice a year.
 - d. Approve Job Assignment Descriptions and execute Host Agency Agreements.
 - e. Collect, review and submit all participant timesheets to the SCSEP-OC Project Director. Due dates for the entire year are posted and distributed in advance.
 - f. Provide orientation for each participant prior to the first day at the Host Agency.
 - g. Conduct and document annual performance evaluations for each SCSEP-OC participant and Host Agency. Conduct and document safety consultations.
 - h. Submit annual re-certification of eligibility every year. Contractor will ensure that re-certifications are completed prior to participant's anniversary date.
 - i. Conduct Quarterly meetings with SCSEP-OC participants to review procedures and update program changes.

- j. Conduct Annual Meeting with Host Agency Supervisors to review procedures and update program changes.
 - k. Maintain and update participant files and all required documents.
 - l. Track client participation to ensure that the maximum 1,040 hours of combined work experience, training and meetings threshold is not exceeded.
 - m. Coordinate with WIA related activities that include, but are not limited to, co-enrollment in WIA programs and job development activities.
 - n. Place participant in unsubsidized employment.
 - o. Meet all the performance requirements as outlined in Department of Labor's TEGL 30-06 (and subsequent updates).
 - p. Meet all timelines, in accordance with data entry, timelines and reporting requirements (Information Notice No. 06-OCWDA-04 revised and subsequent updates).
3. Enrollment and Placement: Contractor shall provide placement of a SCSEP participant in a position to receive subsidized work experience and/or training. The total maximum number of hours for work, training and/or meeting time per participant shall be 20 hours per week or 40 hours per pay period. Training and/or meeting time is limited to ten hours per pay period for a twelve-month assignment. These hours are subject to change depending upon funding availability.
4. Monitoring: Contractor shall:
- a. Interview, monitor, and document the progress of each SCSEP-OC participant personally, at the work site annually, and more frequently as appropriate. Interview the participant to determine whether he/she is knowledgeable about the duties in the community service assignment description, is satisfied with the assignment, has suggestions for improvements, and is making efforts to obtain unsubsidized employment.
 - b. Interview, monitor and document the Host Agency Supervisor, at the work site annually, and more frequently as appropriate. Interview the Supervisor to discuss the possibility of hiring the participant, whether he/she is satisfied with the work being performed by the participant and whether he/she has suggestions for changes in the assignment description, including the possibility of placing the participant in an assignment with more responsibility or providing training that will make the participant more employable.
 - c. Conduct and document work-site, health and safety evaluations annually.
5. Deliverables: Contractor shall prepare and submit:
- a. Monthly invoices are due by the twentieth day of the following month.

B. CalWORKS WELFARE TO WORK (WTW) EMPLOYMENT SERVICES PROGRAM

1. **ON-THE-JOB TRAINING (OJT) AND WORK EXPERIENCE PROGRAM (WEX)** The On-the-Job Training (OJT) and Work Experience Program (WEX) provides job training and work experience activities that will enhance and facilitate opportunities for WTW participants to find and retain stable unsubsidized employment, with the stated goal of assisting these participants in becoming self-sufficient. These services are made available under funding granted by the Orange County Social Services Agency (SSA) under the CalWORKs program.

OJT is a training activity where occupational training is provided by an employer to a participant in exchange for a reimbursement of up to 50% of the wage rate to compensate for the employer's extraordinary costs. This program will reimburse up to 50% of the wages for 40 clients for up to 4 months at approximately \$10 per hour.

WEX is a planned, structured learning experience that takes place in a workplace for a limited period of time and is designed to provide exposure to the working world and its requirements. The WEX worksite may include public, private profit or not-for-profit organizations. The duration of the program shall not exceed four (4) months. To ensure employers' conformance to the worksite agreement, staff shall conduct worksite monitoring on a regular basis. This program shall provide paid work experience for 40 participants for up to 4 months at approximately \$8 per hour depending upon the type of job.

2. Population to be Served: The following criteria shall be used to identify participants who are referred for on-the-job training and work experience activities:
 - a. Participant has completed their established 18 or 24-month time period and is unemployed or has not found unsubsidized employment sufficient to meet the minimum number of required hours of participation;
 - b. The County has certified that no job is currently available to fulfill the minimum required hours of participation. The participant shall continue to take all steps to apply for appropriate positions and shall not refuse an offer of employment without good cause;
 - c. Participant continues to meet financial eligibility criteria for the program;
 - d. Participant lives in Orange County including Santa Ana & Anaheim; and
 - e. Participant is in need of on the job training and or work experience activities in order to assist them to achieve self-sufficiency.
 - f. This population shall consist of individuals who have complied with their WTW Plan, but have not achieved the goal of self-sufficiency. These participants may have significant barriers to securing employment. These issues might include:
 - i. physical health;

- ii. behavioral health;
- iii. language and/or culture;
- iv. education;
- v. learning or developmental disabilities;
- vi. socialization skills; and
- vii. previous criminal convictions

3. Responsibilities:

- a. Contractor shall serve all participants referred by SSA for OJT/WEX Activities.
- b. Contractor shall meet with the participant and coordinate enrollment in the agreed-upon activity. It is the responsibility of the Contractor to work with the designated employers and assign the participant to an appropriate worksite. Contractor shall refer participant back to SSA for supportive services case management needs.
- c. Contractor shall ensure that all services are conducted in a manner that is sensitive to literacy, language, and socio-cultural issues that may impact the participants.
- d. Contractor shall monitor the progress of the participant through regular contact with participant and employer.
- e. Contractor shall consult with the WTW Case Manager on a bi-weekly basis, or as often as necessary. Feedback to participants on their performance shall be consistently provided and documented in the case record.
- f. Contractor shall maintain a file for each participant, which shall include, but not be limited to Referral Form, OJT/WEX Assessment, WTW Plan, Attendance Records, and detailed case notes.
- g. Contractor shall inform SSA WTW Case Manager of suspected welfare eligibility or supportive services payment fraud.
- h. Contractor shall participate in meetings that will be held quarterly, or more frequently, if needed to address service delivery issues.
- i. Contractor shall follow State regulations, SSA policies and procedures of the OJT/WEX Program, and collect and report data per State and SSA directives.
- j. Contractor shall retain all documents for three years from the termination of this Agreement, or until all federal and State audits are completed, whichever is later.

4. Deliverables:

- a. Contractor shall provide, by the tenth (10th) of each month, a status report for the preceding month, in a format approved by SSA.
- b. Contractor shall submit its invoice by the twentieth (20th) calendar day of every month for expenses incurred in the preceding month, with the exception of the month of June, for which the final invoice shall be recorded by June 14, 2008, to allow sufficient time for SSA to complete its State claiming process. No payments will be made if received after June 14, 2008.
- c. Contractor shall comply with any and all State and Federal programmatic and fiscal claiming guidelines developed for the use of funds, including Federal sub-recipient monitoring and reporting requirements.
- d. Contractor shall comply with all the reporting requirements of the program.

C. DISABILITY PROGRAM NAVIGATOR (DPN)

1. Program Description: The Navigator will address the needs of people with disabilities seeking training and employment opportunities through the One-Stop System. The Navigator shall serve as an expert on workforce development issues and policies impacting persons with disabilities who are seeking employment, skill development, job retention assistance, or career advancement.
2. Responsibilities: Contractor shall:
 - a. Assist people with disabilities to access the wide variety of programs available to support their successful entry or re-entry into the workforce, connect such individuals to those programs and their benefits, services and/or supports they provide and follow up to ensure that each individual is receiving the level of benefits, services and/or supports needed.
 - b. Serve as a resource to the workforce investment staff within the service area to ensure the availability of comprehensive knowledge on federal, State, local, and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.
 - c. Develop linkages and collaborate on an ongoing basis with employers and employer organizations to promote the hiring of people with disabilities and to facilitate their transition to employment.
 - d. Work with designated Equal Employment Opportunity Officer(s) and the OCWIB to ensure that One-Stop Career Center facilities, services, programs, and equipment are accessible to people with disabilities, including ensuring the availability of publications and materials in alternate formats.
3. Service Delivery Strategies and Goals: Contractor shall:

- a. Attend quarterly DPN and other regional meetings as appropriate to foster partnership development and enhance program effectiveness.
 - b. Train staff on activities, services and resources available in the One-Stop Center.
 - c. Train Contractor staff on disability related issues such as increasing employer receptiveness to hiring persons with disabilities, understanding what constitutes 'reasonable accommodations', and information on financial incentives such as ADA Small Business Tax Credit, Work Opportunity Tax Credit and Welfare to Work Tax Credit.
4. Deliverables: Contractor shall:
- a. Submit quarterly performance and expenditure reports to the OCWIB for transmission to the State of California no later than the 15th day after the end of each quarter.
 - b. Maintain tracking of individuals receiving direct assistance from the DPN. This information shall be provided to the OCWIB no later than the 15th day after the end of each quarter.
5. Develop a sustainability plan for program continuance beyond PY 08/09. This plan shall include long range strategies that will allow services to be maintained throughout the One-Stop System. Additional funding sources shall be identified; Workforce Specialists shall be trained on relevant issues related to providing services to people with disabilities. Web resources, fact sheets and other written materials, references, and curriculum shall be updated and made available to Workforce Specialists for ongoing usage. Written plan shall be submitted to the OCWIB by January 31, 2009.

WIA PERFORMANCE **Disadvantaged Adult Program PY 2008-09**

Cumulative

I. WIA ENROLLMENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. New Enrollments	47	65	105	130
B. WIA Carryovers from Prior Program Year	76	76	76	76
C. Total Enrollments (A+B=C)	123	141	181	206

II. TOTAL WIA ENROLLMENTS IN PROGRAM SERVICE COMPONENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. WIA Registered Core Enrollments	123	141	181	206
B. WIA Intensive Enrollments	98	113	145	165
C. WIA Training Enrollments	21	26	33	35

III. QUARTERLY EXIT PERFORMANCE INDICATORS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. Total Exits	21	46	74	103
B. Entry into Unsubsidized Employment ₁ B=(A)*(.825) Q1 after exit	18	38	62	85
C. Retention in Unsubsidized Employment at six months ₂ D=B*(.855) Q2 and Q3 after exit	16	33	53	73
D. Average Earnings in six months ₃ (\$15,220)	\$15,220			

1 The Performance Standard for this measure is 85% of participants who exit must be placed in the 1st quarter after exit.

2 The Performance Standard for this measure is 87% of the participants who were placed must still be employed in the 2nd and 3rd quarter after exit.

3 The Performance Standard of this measure is \$15,820 average earnings for participants employed Q1 after exit (Q2 & Q3 post exit earnings)

A. Attainment of recognized credential relating to achievement of educational or occupational skills ₁ (.62) Q3 after exit	62%	62%	62%	62%
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1 The Performance Standard for this measure is 62% of participants who exit and who received training services must receive a credential in the third quarter after exit.

IV. PERFORMANCE MEASURES	
	Disadvantaged Adult
Entered Employment	82.5%
Retention	85.5%
Average Earnings	\$15,220

Credential/Certificate Rate	62%
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V. TIME PERIODS FOR REPORTING PERFORMANCE INFORMATION	
Reporting Item	Time Period (Exit Cohort) to be Reported
Total Participants	07/01/08 to 06/30/09
Total Exiters	04/01/08 to 03/31/09
Adult Performance Measures	
Entered Employment Rate	10/01/07 to 09/30/08
Employment Retention Rate	04/01/07 to 03/31/08
Average Earnings	04/01/07 to 03/31/08

Credential/Certificate Rate	10/01/07 to 09/30/08
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WIA PERFORMANCE Dislocated Worker Program PY 2008-09

Cumulative

I. WIA ENROLLMENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. New Enrollments	63	115	182	250
B. WIA Carryovers from Prior Program Year	160	160	160	160
C. Total Enrollments (A+B=C)	223	275	342	410

II. TOTAL WIA ENROLLMENTS IN PROGRAM SERVICE COMPONENTS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. WIA Registered Core Enrollments	223	275	342	410
B. WIA Intensive Enrollments	178	220	274	328
C. WIA Training Enrollments	37	48	58	69

III. QUARTERLY EXIT PERFORMANCE INDICATORS	07/01/08-09/30/08	10/01/08-12/31/08	01/01/09-03/31/09	04/01/09-06/30/09
A. Total Exits	32	86	145	205
B. Entry into Unsubsidized Employment ₁ $B=(A)*(.845)$ Q1 after exit	27	73	123	173
D. Retention in Unsubsidized Employment at six months ₂ $D=B*(.92)$ Q2 and Q3 after exit	25	67	113	159
E. Average Earnings in six months ₃ (\$17,100)	\$17,100			

1 The Performance Standard for this measure is 87% of participants who exit must be placed in the 1st quarter after exit.

2 The Performance Standard for this measure is 92% of the participants who were placed must still be employed in the 2nd and 3rd quarter after exit.

3 The Performance Standard of this measure is \$17,300 average earnings for participants employed Q1 after exit (Q2 & Q3 post exit earnings).

C. Attainment of recognized credential relating to achievement of educational or occupational skills ₁ $*(.71)$ Q3 after exit	71%	71%	71%	71%
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1 The Performance Standard for this measure is 71% of participants who exit and who received training services must receive a credential in the third quarter after exit.

IV. PERFORMANCE MEASURES	
	Dislocated Worker Program
Entered Employment	84.5%
Retention	92%
Average Earnings	\$17,100

Credential/Certificate Rate	71%
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V. TIME PERIODS FOR REPORTING PERFORMANCE INFORMATION	
Reporting Item	Time Period (Exit Cohort) to be Reported
Total Participants	07/01/08 to 06/30/09
Total Exiters	07/01/08 to 06/30/09
Dislocated Worker Performance Measures	
Entered Employment Rate	10/01/07 to 09/30/08
Employment Retention Rate	04/01/07 to 03/31/08
Six Month Average Earnings	04/01/07 to 03/31/08

Credential/Certificate Rate	10/01/07 to 09/30/08
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Description of Adult Common Measures (TEGL 17-05)

Entered Employment

*Of those who are not employed
at date of participation:*

**# of participants who are employed
in the first quarter after the exit quarter**

DIVIDED BY

of participants who exit during the quarter

Employment Retention

*Of those who are employed in the
first quarter after the exit quarter:*

**# of participants who are employed in
both the second and the third quarters
after the exit quarter**

DIVIDED BY

of participants who exit during the quarter

Average Earnings

*Of those who are employed in the
first, second, and third quarters after the exit quarter:*

Total earnings in the second quarter after the exit quarter

PLUS

Total earnings in the third quarter after the exit quarter

DIVIDED BY

of participants who exit during the quarter

SCSEP- OC CORE PERFORMANCE MEASURES/GOALS PY 2008-09		
MEASURE	DESCRIPTION	PERFORMANCE GOALS
Modified Slots	Total number of modified positions	80
Service Level	The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of modified community service positions (Enroll 176% of authorized positions = 175 participants)	176%
Community Service	The number of hours of community service in the reporting period divided by the number of hours of community service funded by the grant minus the number of paid training hours in the reporting period	89%
Common Measures Entered Employment	Of those not employed at the time of participation, the number of participants employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter	50.6%
Common Measures Employment Retention	Of those participants who are employed in the first quarter, the number employed in both the second and third quarters after the exit quarter divided by the number of participants who exit during the quarter	77%
Common Measures Average Earnings	Of those participants who are employed in the first, second, and third quarters after the quarter of program exit, total earnings in the second and third quarters after the exit quarter, divided by the number of exiters during the period	\$9,635
Service to Most in Need	Average number of barriers per participant. The total number of the following characteristics: severe disability, frail; age 75 or older, old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, veterans, low employment prospects, failed to find employment after using WIA Title I, and homeless or at risk of homelessness divided the number of participants who are active on the last day of the reporting period or who exited during the reporting period	2.25

ADDITIONAL PERFORMANCE MEASURES/GOALS		
MEASURE	DESCRIPTION	PERFORMANCE GOALS
Retention at 1 year	Of those participants who are employed in the first quarter after the exit quarter: the number of participants who are employed in the fourth quarter after the exit quarter divided by the number of participants who exit during the quarter	75%
Customer Satisfaction	Average ACSI for employers Average annual ACSI for participants Annual average ACSI for host agencies ACSI (American Customer Satisfaction Index)	As prescribed by the state

Note: This table reflects combined goals and performance measures for the Orange County One-Stop System

OJT/WEX PROGRAM	1st Quarter*	2nd Quarter	3rd Quarter	4th Quarter
Total Participants Served	7	34	57	80
New Enrollees	7	34	57	80
Carry-Ins	0	0	0	0
Work Experience	0	0	0	0
On-the-Job Training	0	0	0	0
(New Enrollees)				
Work Experience	3	20	30	40
On-the-Job Training	4	14	27	40
Co-Enrollment with WIA	0	2	4	7
(New Enrollees and Carry-Ins)				
Total Participants Exiting	0	12	38	60
(1) Entered Employment	0	7	23	40
(2) Entered Training	0	0	0	0
(3) Other	0	5	15	20

* Actual numbers for July and August '08.

Note: This table reflects combined goals and performance measures for the Orange County One-Stop System.

BUSINESS SERVICES
Northern and Southern Region (combined – CCCD only)
PY 2008-2009

Quarter Ending	*Sept. 2008	Dec. 2008	March 2009	June 2009
1. Businesses Contacted (<i>Unique</i>)	-	1000	1500	2000
2. Rapid Response Presentation Participation Ratio	-	80%	80%	80%
3. Lay-off Aversion Meeting/Planning	-	8	12	16
4. Provided Information and Referral	-	150	200	300
5. Job Listing	-	125	175	400
(a). Job Match	-	50	100	200
6. On-Site Recruitment	-	20	30	40
7. Job Fair (<i>In conjunction with Propath</i>)	-	5	8	10
a. Employers Recruited/Participated in Job Fair	-	60	80	100
8. Business Seminars/Workshops	-	4	6	8
9. Rapid Response Training and Other Customized Services	-	4	6	8

*Performance Measures will be based on Exhibit C first quarter ending Sept. 2008

DESCRIPTIONS:

1. BUSINESSES CONTACTED

Business Contacts shall be defined and tracked through the Business Service Form (BSF) referenced in Information Notice 08-OCWDA-21 to identify the unique number of established contacts with businesses in Orange County. Initial contacts or new business contacts shall require follow up documentation via email, fax or by letter. Rapid Response contacts shall be tracked separately, but collectively, added to the count of Businesses contacted.

2. RAPID RESPONSE PRESENTATION PARTICIPATION RATIO

Rapid Response Presentation Participation Ratio is defined and tracked through the 121 form referenced in Information Notice No.07-OCWDA-07 to determine what percentage of Rapid Response planning sessions have resulted in Rapid Response presentations. The overall goal is to achieve 80% participation.

3. LAY-OFF AVERSION

Contractor shall provide layoff aversion assistance through meetings conducted with employer(s) including those identified as "at risk". Layoff aversion assistance shall be defined and tracked through the BSF and shall identify the planning information, analysis or assistance that increase business growth and or deter business relocation. Analysis and assistance shall include strategies provided to the businesses which outline the aversion of labor force reduction. Layoff aversion strategies shall be included in employer files.

4. PROVIDE INFORMATION AND REFERRAL

Providing Information to businesses shall be defined and tracked through the BSF and identified as Labor Market Information (LMI) or Related Information, details on the American with Disabilities Act (ADA), State and Federal regulations, business start-up, retention and expansion, customized training programs, Employment Training Panel Program (ETP), Trade Adjustment Assistance (TAA) and certification, State and/or Federal tax credit and business incentives, Internships or programs with Youth, On-the Job Training (OJT) programs.

5. JOB LISTING

Job Listing and Job Matching shall be defined and tracked through the BSF and identified by total number of positions listed. Contractor shall advertise open positions on behalf of the employer which shall be made available to participants of the One-Stop Center. Contractor shall coordinate with the One-Stop Center to acquire resumes of participants through resume and interview workshops, experience unlimited, and individuals who have completed Workforce Investment Act (WIA) certification or training programs. Contractor shall identify qualified individuals from the One-Stop Center as potential candidates for open positions for business customers. Resumes that have met employers requirements for a job matches shall be included in employer file.

6. ON-SITE RECRUITMENTS

On-Site Recruitments shall be defined and tracked through the BSF and are identified by employer. Contractor shall provide logistical organization and marketing for an event to be facilitated by one to three employers to interview and recruit job applicants.

7. JOB FAIR

Job Fair events shall be posted to One-Stop calendar and submitted to the OCWIB for tracking and shall be counted in conjunction with Propath as a collaborative effort. Employers recruited and participating in Job Fair events shall be defined and tracked through the BSF and identified as services provided to businesses by hosting and developing industry specific, specialized, diverse and general job fairs.

8. BUSINESS SEMINARS AND WORKSHOPS

Business Seminar and Workshops shall be defined and tracked through the BSF. Contractor shall develop and present relevant and timely business seminars and workshops relating to businesses needs, trends and information that shall assist, business growth, workforce and other related issues.

9. RAPID RESPONSE TRAINING and OTHER CUSTOMIZED SERVICES

Training other than Rapid Response Presentation – Other requested and offered training for dislocated individuals, such as resume writing and interview techniques at employer site. This information shall be noted on the 121 form and defined and tracked through the Business Service Form. Contractor may develop unique and innovative customized services that can assist businesses to grow and maintain their businesses and address their workforce needs. Activities must comply with WIA regulations and/or Rapid Response Guidelines. Contractor shall consult and propose to the OCWIB, and request approval.

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	ADULT	Budget			
		Core	Intensive	Training	Total
PROGRAM	Operations Activities:				
	Salaries	95,503	109,609	70,078	275,190
	Benefits	39,593	43,289	27,676	110,558
	Monthly Rent	24,498	14,411	9,127	48,036
	Lease Termination Cost	45,666	26,862	17,013	89,541
	Staff Training	1,137	669	424	2,230
	Printing	729	429	272	1,430
	Publications/Marketing Material	622	366	232	1,220
	Utilities	5,339	3,141	1,989	10,469
	Meetings / Conferences	1,301	765	484	2,550
	Telephone	2,178	1,281	812	4,271
	Equipment (under \$5,000)				-
	Equipment Lease	1,248	734	466	2,448
	Insurance				
	Professional Memberships	389	229	144	762
	Subscriptions	724	426	270	1,420
	Postage	1,928	1,134	718	3,780
	Office Supplies	10,450	6,147	3,893	20,490
	Consultant/Subcontract (under \$10,000)		-	-	-
	Consultant/Subcontract (over \$10,000)				-
	Travel / Mileage		2,285	1,461	3,746
	Other:	2,591	1,524	966	5,081
	Operations Related Activities Subtotal	233,896	213,301	136,025	583,222
	Direct Client Related Activities:				
	Participant Wages and Benefits				-
	Employer Reimbursement/OJT				-
	Participant Training Cost				-
	Participant Supportive Services		6,741	4,309	11,050
	Other:				-
	Other - Subtotal	-	-	-	-
	Direct Client Related Activities Subtotal	-	6,741	4,309	11,050
	Program Subtotal	233,896	220,042	140,334	594,272
ADMINISTRATION	Administration:				
	Salaries		346	222	568
	Benefits		148	95	243
	Other: Indirect	6,067	3,569	2,261	11,897
	Other:				-
	Other Subtotal	-	-	-	-
	Administration Subtotal	6,067	4,063	2,578	12,708
Grand Total		239,963	224,105	142,912	606,980

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	DISLOCATED WORKER	Budget			
		Core	Intensive	Training	Total
PROGRAM	Operations Activities:				
	Salaries	100,623	240,210	141,075	481,908
	Benefits	43,429	96,230	56,516	196,175
	Monthly Rent	49,245	33,856	19,492	102,593
	Lease Termination Cost	83,431	57,359	33,024	173,814
	Staff Training	2,686	1,846	1,063	5,595
	Printing	2,328	1,601	921	4,850
	Publications/Marketing Material	3,182	2,188	1,260	6,630
	Utilities	10,398	7,148	4,116	21,662
	Meetings / Conferences	2,256	1,551	893	4,700
	Telephone	4,242	2,916	1,679	8,837
	Equipment (under \$5,000)				-
	Equipment Lease	2,194	1,508	868	4,570
	Insurance				
	Professional Memberships	693	477	274	1,444
	Subscriptions	656	451	259	1,366
	Postage	1,594	1,096	630	3,320
	Office Supplies	18,516	12,729	7,329	38,574
	Consultant/Subcontract (under \$10,000)		-	-	-
	Consultant/Subcontract (over \$10,000)				-
	Travel / Mileage		3,386	1,988	5,374
	Other:	6,345	4,362	2,512	13,219
	Operations Related Activities Subtotal	331,818	468,914	273,899	1,074,631
	Direct Client Related Activities:				
	Participant Wages and Benefits				-
	Employer Reimbursement/OJT				-
	Participant Training Cost				-
	Participant Supportive Services		16,065	9,435	25,500
	Other:				-
	Other - Subtotal	-	-	-	-
	Direct Client Related Activities Subtotal	-	16,065	9,435	25,500
	Program Subtotal	331,818	484,979	283,334	1,100,131
ADMINISTRATION	Administration:				
	Salaries		514	302	816
	Benefits		230	135	365
	Other: Indirect	11,816	8,123	4,677	24,616
	Other:				-
	Other Subtotal	-	-	-	-
	Administration Subtotal	11,816	8,867	5,114	25,797
	Grand Total	343,634	493,846	288,448	1,125,928

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> Rapid Response
PROGRAM	Operations Activities:	
	Salaries	65,943
	Benefits	17,858
	Facility Lease	11,595
	Staff Training	1,200
	Printing	2,230
	Publication / Marketing Material	40,000
	Utilities	2,527
	Meeting / Conference	1,550
	Telephone	1,331
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Equipment Lease	1,014
	Professional Memberships	-
	Postage	530
	Office Supplies	3,700
	Consultant/Subcontract	
	Travel /Mileage	1,850
	Other:	672
	Operations Related Activities Subtotal	152,000
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Training Cost - WEX	
	Participant Training Cost - OJT	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	152,000
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	152,000

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> OJT/WEX
PROGRAM	Operations Activities:	
	Salaries	84,525
	Benefits	36,599
	Facility Lease	27,460
	Utilities	7,533
	Meeting / Conference	-
	Telephone	4,468
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Equipment Lease	3,274
	Postage	-
	Office Supplies	14,520
	Consultant/Subcontractor	
	Travel /Mileage	2,230
	Other:	15,980
	Operations Related Activities Subtotal	196,589
	Direct Client Related Activities:	
	Participant Wages and Benefits /WEX	31,680
	Employer Reimbursement/OJT	21,120
	Participant Training Cost	
	Participant Training Cost - WEX	
	Participant Training Cost - OJT	
	Participant Supportive Services	4,198
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	56,998
	Program Subtotal	253,587
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	5,070
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	5,070
	Grand Total	258,657

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	ADDITIONAL FUNDING	<u>Budget</u> SCSEP-OC
PROGRAM	Operations Activities:	
	Salaries	37,173
	Benefits	7,012
	Office Supplies	125
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Consultant/Subcontract	
	Travel / Mileage	
	Other:	734
	Operations Related Activities Subtotal	45,044
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	45,044
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	45,044

WIA Budget

Orange County One-Stop Center-Southern Region

FY 08/09

	ADDITIONAL FUNDING	Budget 15% Governor Discretionary
PROGRAM	Operations Activities:	
	Salaries	128,155
	Benefits	55,316
	Facility Lease	
	Staff Training	
	Printing	
	Publications/Marketing Material	
	Meeting / Conference	
	Telephone	
	Equipment (over \$5,000):	
	Equipment (\$1-\$4,999)	
	Equipment Lease	
	Professional Memberships	
	Subscriptions	
	Postage	
	Office Supplies	3,500
	Consultant/Subcontract	
	Travel / Mileage	
	Other:	8,029
	Operations Related Activities Subtotal	195,000
	Direct Client Related Activities:	
	Participant Wages and Benefits	
	Employer Reimbursement/OJT	
	Participant Training Cost	
	Participant Training Cost - WEX	
	Participant Training Cost - OJT	
	Participant Supportive Services	
	Other:	
	Other - Subtotal	-
	Direct Client Related Activities Subtotal	-
	Program Subtotal	195,000
ADMINISTRATION	Administration:	
	Salaries and Benefits	
	Operations	
	Indirect	
	Travel/Mileage	
	Other:	
	Other Subtotal	-
	Administration Subtotal	-
	Grand Total	195,000

WIA Expenditure Plan

Orange County One-Stop Center - Southern Region

FY 08/09

Adult

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Lease Termination Cost
- 5 Staff Training
- 6 Printing
- 7 Publications/Marketing Material
- 8 Utilities
- 9 Meeting / Conferences
- 10 Telephone
- 11 Equipment :under \$5,000
- 12 Equipment Lease
- 13 Insurance
- 14 Professional Memberships
- 15 Subscriptions
- 16 Postage
- 17 Office Supplies
- 18 Consultant/Subcontract (under \$10,000)
- 19 Consultant/Subcontract (over \$10,000)
- 20 Travel/Mileage
- 21 Other:
- 22 Participant Wages & Benefits
- 23 Employer Reimbursement/OJT
- 24 Participant Training Cost
- 25 Participant Supportive Services
- 26 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

GRAND TOTAL

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
68,798	68,798	68,798	68,796	275,190
27,640	27,640	27,640	27,638	110,558
12,009	12,009	12,009	12,009	48,036
			89,541	89,541
335	558	781	556	2,230
215	358	501	356	1,430
183	305	427	305	1,220
2,617	2,617	2,617	2,618	10,469
383	638	893	636	2,550
1,068	1,068	1,068	1,067	4,271
				-
612	612	612	612	2,448
				-
114	191	267	190	762
213	355	497	355	1,420
567	945	1,323	945	3,780
3,074	5,123	7,172	5,121	20,490
-	-	-	-	-
				-
749	1,124	1,124	749	3,746
762	1,270	1,778	1,271	5,081
1,658	2,763	3,868	2,761	11,050
				-
142	142	142	142	568
61	61	61	60	243
				-
4,743	4,894	2,260	-	11,897
				-
				-
125,943	131,471	133,838	215,728	606,980

WIA Expenditure Plan

Orange County One-Stop Center - Southern Region

FY 08/09

Dislocated Workers

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Lease Termination Cost
- 5 Staff Training
- 6 Printing
- 7 Publications/Marketing Material
- 8 Utilities
- 9 Meeting / Conferences
- 10 Telephone
- 11 Equipment :under \$5,000
- 12 Equipment Lease
- 13 Insurance
- 14 Professional Memberships
- 15 Subscriptions
- 16 Postage
- 17 Office Supplies
- 18 Consultant/Subcontract (under \$10,000)
- 19 Consultant/Subcontract (over \$10,000)
- 20 Travel/Mileage
- 21 Other:
- 22 Participant Wages & Benefits
- 23 Employer Reimbursement/OJT
- 24 Participant Training Cost
- 25 Participant Supportive Services
- 26 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
120,477	120,477	120,477	120,477	481,908
49,044	49,044	49,044	49,043	196,175
25,648	25,648	25,648	25,649	102,593
			173,814	173,814
839	1,399	1,958	1,399	5,595
728	1,213	1,698	1,211	4,850
995	1,658	2,321	1,656	6,630
5,416	5,416	5,416	5,414	21,662
705	1,175	1,645	1,175	4,700
2,209	2,209	2,209	2,210	8,837
				-
1,143	1,143	1,143	1,141	4,570
				-
217	361	505	361	1,444
205	342	478	341	1,366
498	830	1,162	830	3,320
5,786	9,644	13,501	9,643	38,574
-	-	-	-	-
				-
1,075	1,612	1,612	1,075	5,374
1,983	3,305	4,627	3,304	13,219
3,825	6,375	8,925	6,375	25,500
				-
204	204	204	204	816
91	91	91	92	365
				-
8,599	8,887	7,130	-	24,616
				-
				-
229,687	241,033	249,794	405,414	1,125,928

GRAND TOTAL

WIA Expenditure Plan

Orange County One-Stop Center - Southern Region

FY 08/09

Rapid Response

COST CATEGORIES

PROGRAM

	Qt 1	Qt 2	Qt 3	Qt 4	Total
	7/1/08- 9/30/08	10/1/08- 12/31/08	1/1/09- 3/31/09	4/1/09- 6/30/09	
1 Salaries	16,486	16,486	16,486	16,485	65,943
2 Benefits	4,465	4,465	4,465	4,463	17,858
3 Monthly Rent	2,899	2,899	2,899	2,898	11,595
5 Staff Training	180	300	420	300	1,200
4 Printing	335	558	781	556	2,230
5 Publication / Marketing Material	6,000	10,000	14,000	10,000	40,000
6 Utilities	632	632	632	631	2,527
7 Meeting / Conference	233	388	543	386	1,550
8 Telephone	333	333	333	332	1,331
9 Equipment (over \$5,000)	-	-	-	-	-
10 Equipment (under \$5,000)	-	-	-	-	-
11 Equipment Lease	254	254	254	252	1,014
Professional Memberships	-	-	-	-	-
12 Postage	80	133	186	131	530
13 Office Supplies	555	925	1,295	925	3,700
14 Consultant / Subcontractor					
15 Travel/Mileage	278	463	648	461	1,850
16 Other:	101	168	235	168	672
17 Participant Wages & Benefits					-
18 Employer Reimbursement/OJT					-
19 Participant Training Cost					
20 Participant Supportive Services					-
21 Other:					
ADMINISTRATION					-
1 Salaries					-
2 Benefits					-
3 Operations					-
4 Indirect					-
5 Travel/Mileage					-
6 Other:					-
GRAND TOTAL	32,831	38,004	43,177	37,988	152,000

WIA Expenditure Plan
Orange County One-Stop Center - Southern Region
FY 08/09

OJT/WEX

COST CATEGORIES

PROGRAM

- 1 Salaries
- 2 Benefits
- 3 Monthly Rent
- 4 Utilities
- 5 Meeting / Conferences
- 6 Telephone
- 7 Equipment :under \$5,000
- 8 Equipment Lease
- 9 Postage
- 10 Office Supplies
- 11 Consultant/Subcontract (under \$10,000)
- 12 Consultant/Subcontract (over \$10,000)
- 13 Travel/Mileage
- 14 Other:
- 15 Participant Wages & Benefits
- 16 Employer Reimbursement/OJT
- 17 Participant Training Cost
- 18 Participant Supportive Services
- 19 Other:

ADMINISTRATION

- 1 Salaries
- 2 Benefits
- 3 Operations
- 4 Indirect
- 5 Travel/Mileage
- 6 Other:

GRAND TOTAL

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
21,131	21,131	21,131	21,132	84,525
9,150	9,150	9,150	9,149	36,599
6,865	6,865	6,865	6,865	27,460
1,883	1,883	1,883	1,884	7,533
-	-	-	-	-
1,117	1,117	1,117	1,117	4,468
				-
819	819	819	817	3,274
-	-	-	-	-
2,178	3,630	5,082	3,630	14,520
				-
				-
446	669	669	446	2,230
2,397	3,995	5,593	3,995	15,980
4,752	7,920	11,088	7,920	31,680
3,168	5,280	7,392	5,280	21,120
630	1,050	1,469	1,049	4,198
				-
-	-	-	-	-
-	-	-	-	-
				-
1,744	1,811	1,515	-	5,070
				-
				-
56,280	65,320	73,773	63,284	258,657

Qt 1	Qt 2	Qt 3	Qt 4	Total
7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	
9,293	9,293	9,293	9,294	37,173
1,753	1,753	1,753	1,753	7,012
19	31	44	31	125
				-
				-
				-
110	184	257	183	734
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
11,175	11,261	11,347	11,261	45,044



**PROPERTY AND CASUALTY
CLAIMS ADMINISTRATION SERVICES AGREEMENT**

This **Property and Casualty Claims Administration Agreement** ("Agreement") is made and entered into by and between **Coast Community College District** ("Client") and **Keenan & Associates** ("Keenan"), as of November 1, 2008 ("Effective Date"). Client and Keenan are also referred to individually as a "party" and collectively as the "parties."

In consideration of the mutual obligations contained herein, the Parties agree as follows:

1. **TERM**

The term of this Agreement is from November 1, 2008 through October 31, 2011 ("Term") unless extended or terminated earlier as provided herein.

2. **KEENAN RESPONSIBILITIES AND SCOPE OF SERVICES**

A. Keenan shall provide Client with the services described in the attached Exhibits A that are checked below:

Exhibit A-1 – Administrative Services



Exhibit A-2 – Adjustment Services



Exhibit A-3 – Investigative Services



Exhibit A-4 – Additional Investigative Services



B. The Claims that are covered by this Agreement include all currently open claims and those accidents, incidents or claims reported to Keenan in writing on or after the effective date of this Agreement for which Client has financial responsibility as part of the coverage or insurance (the "Coverage") provided by the Insurance Policy or Memorandum of Coverage issued by Statewide Association of Community Colleges. Such claims shall be referred to hereafter as "Claims."

C. Keenan shall perform its obligations hereunder as an independent contractor and, except as specifically set forth in this Agreement, shall not be an employee, officer, agent or fiduciary of Client. Keenan shall be responsible for, and pay all of, its operating and personnel expenses.

D. Keenan's services are limited to the specific obligations described herein and Keenan is authorized to act on behalf of Client as expressly stated in this Agreement.

E. Keenan agrees to comply with all applicable State and Federal Laws that relate to the Coverage.

3. **CLIENT'S DUTIES AND RESPONSIBILITIES**

- A. Client shall retain final authority and responsibility to approve the resolution of all Claims that are within the member retained limits and is responsible for all other aspects of the Coverage, except for the services to be provided by Keenan under this Agreement.
- B. Client shall provide Keenan with all applicable information in a timely manner so that Keenan can fulfill its obligations under this Agreement. Client certifies that all information provided to Keenan shall be complete, accurate and timely and that Keenan may rely upon such information without further investigation or review. Client understands and agrees that such information has not been audited by Keenan and Client shall remain liable for its accuracy.
- C. To the extent Keenan requires the assistance of Client's staff or any third parties who are assisting, advising or representing Client to fulfill its obligations hereunder, Client shall have its staff and these third parties assist Keenan.
- D. If a trust account is opened by Keenan on behalf of the Client, Client hereby agrees to fund such trust account and to maintain a minimum balance, during the Term of this Agreement, of at least an amount sufficient to ensure that there are sufficient funds available to pay all appropriate and properly submitted Claims. If Claims exceed the balance in the trust account Client shall be responsible for covering those Claims. Keenan agrees to notify the Client if there are any deficiencies in the minimum balance of the trust account when Claims exceed the account balance. All deficiencies in the minimum balances in the trust account are due and payable upon receipt of notice from Keenan. Client hereby agrees to provide funds to sufficiently fund the trust account in a timely manner. Keenan shall not, under any circumstances or occurrences, be responsible for funding any deficiencies in the trust account; nor, shall it be responsible for the payment of any appropriate and properly submitted Claims.
- E. If a trust account is open by Keenan on behalf of the Client, Client agrees to fund such trust account and to maintain a minimum balance, during the Term of this Agreement, of at least an amount equivalent to an average Claims cost of the previous 3 months, to ensure that there are sufficient funds available to pay all appropriate and properly submitted Claims. If Claims exceed the balance in the trust account Client shall be responsible for covering those Claims. Keenan agrees to notify the Client and invoice the Client for any deficiencies in the minimum balance of the trust account if Claims exceed the account balance. Such invoices are due and payable upon presentation and Client agrees to promptly provide any applicable reimbursements to Keenan.
- F. Client acknowledges and agrees that Keenan will use its discretion in its role as Claims administrator. In such capacity, Keenan shall have no responsibility or liability for actions taken or payments approved, unless it shall be determined that Keenan acted negligently or willfully.

G. Client understands that Keenan is not providing any legal, tax or accounting services or advice and agrees to seek the counsel of its own attorney on all legal issues or matters and consult with its own tax and accounting experts on all tax and accounting issues and matters relating to the Claims Services.

4. **COMPENSATION**

Keenan shall receive compensation for the services rendered under this Agreement as provided in the attached Exhibit B.

5. **INSURANCE**

Keenan shall procure and maintain during the term of this Agreement the following insurance coverages, and shall provide certificates of insurance to Client upon Client's request.

- i. **Workers' Compensation**: Coverage in conformance with the laws of the State of California and applicable federal laws;
- ii. **General Liability**: Coverage (including motor vehicle operation) with a One Million Dollar (\$1,000,000) limit of liability for each occurrence and a Two Million Dollar (\$2,000,000) aggregate limit of liability; and
- iii. **Errors and Omissions**: Coverage with a One Million Dollar (\$1,000,000) limit of liability for each occurrence and a Two Million Dollar (\$2,000,000) aggregate limit of liability.

6. **INDEMNIFICATION**

If either party breaches this Agreement, then the breaching party shall defend, indemnify and hold harmless the non-breaching party, its officers, agents and employees against all claims, losses, demands, actions, liabilities, and costs (including, without limitation, reasonable attorneys' fees and expenses) arising from such breach. In addition, if Keenan (i) becomes the subject of a subpoena or is otherwise compelled to testify or (ii) becomes the subject of a claim, demand, action or liability brought or asserted by any individual or entity other than the Client ("Third-Party Demand") relating to the Services and such Third-Party Demand is not a direct result of Keenan's negligence or willful misconduct, then Client shall defend, indemnify and hold Keenan harmless from all losses, payments, and expenses incurred by Keenan in resolving such Third-Party Demand.

7. **LIMITATION ON LIABILITY**

Notwithstanding anything to the contrary in this Agreement, in no event shall either party be liable for any punitive damages, taxes or any indirect, incidental, or special damages incurred by the other party, its officers, employees, agents, contractors or consultants whether or not

foreseeable and whether or not based in contract or tort claims or otherwise, arising out of or in connection with this Agreement even if advised of the possibility of such damage. Keenan's liability under this Agreement shall further be limited to, and shall not exceed, the amount of its available insurance coverage, but not exceeding the limits of coverage outlined in Section 5.

8. **DISPUTE RESOLUTION**

- A. Disputes arising out of or relating to this Agreement, other agreements between the parties, or any other relationship involving Client and Keenan (whether occurring prior to, as part of, or after the signing of this Agreement) shall first be resolved by good faith negotiations between representative of the parties with decision-making authority. If either party determines that the dispute cannot be resolved through informal negotiation then the dispute shall be submitted to non-binding mediation. The site of the mediation and the selection of a mediator shall be determined by mutual agreement of the parties. If the dispute is not resolved through mediation within sixty (60) days following the first notification of a request to mediate, then either party shall have the right to require the matter to be resolved by final and binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, or such other arbitration procedures as may be agreed to in writing by the Parties. Negotiation, mediation, and arbitration shall be the exclusive means of dispute resolution between Client and Keenan and their respective members, agents, employees and officers.
- B. Arbitration shall be before a single arbitrator in the County of Orange, California. The Arbitrator shall apply the Federal Arbitration Act and California substantive law, and shall accompany the award with a reasoned opinion. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing party's actual damages. The prevailing party shall be entitled to an award of reasonable attorneys' fees. A judgment of any court having jurisdiction may be entered upon the award.
- C. Either party may apply to the arbitrator seeking injunctive relief until the arbitration award is rendered or the controversy is otherwise resolved. Either party also may, without waiving any remedy under this Agreement, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that party, pending the establishment of the arbitral tribunal (or pending the arbitral tribunal's determination of the merits of the controversy).

9. **TERMINATION**

- A. This Agreement may be terminated upon the occurrence of any of the following events:
- i. By either party upon the dissolution or insolvency of either party;

- ii. By either party following the filing of a bankruptcy petition by or against either party (if the petition is not dismissed within sixty (60) days in the case of an involuntary bankruptcy petition);
 - iii. If the application of any law, rule, regulation, or court or administrative decision prohibits the continuation of this Agreement or would cause a penalty to either party if the Agreement is continued, and if the Agreement cannot be amended to conform to such law, rule, regulation, or court or administrative decision in a manner that would preserve the original intent of the parties with respect to their rights and duties under this Agreement; or
 - iv. By the non-breaching party if a breach of this Agreement is not cured within thirty (30) days following receipt of written notice of the breach from the non-breaching party;
- B. In the event of termination pursuant to Section 9A above, Keenan shall be paid for the full value of all services rendered through the date of termination.
- C. If Client requests that Keenan continue to provide services under this Agreement after its expiration, Keenan may agree to provide services and the Agreement shall be extended on a month-to-month basis until terminated by either party. In such case, compensation shall be paid to Keenan on a monthly basis, under the then current rates.

10. **DISPOSITION OF FILES:**

- A. All files on each Claim shall be the property of Client. However, Keenan shall be entitled to keep a copy of such files and documents as may be necessary to demonstrate its performance under this Agreement.
- B. In the event of the expiration or termination of this Agreement, Keenan shall return all files to Client unless Client requests Keenan to continue to process any file(s), which file(s) Keenan will continue to process on a fee basis as negotiated.

11. **SOLICITATION OF EMPLOYEES**

Throughout the term of this Agreement and for one year following the termination date, Client shall not, without Keenan's prior written approval, solicit or employ directly or indirectly (whether as an employee, consultant or otherwise, or for itself or a third party) any then-current Keenan employee, contractor or consultant who performed work for Client under this Agreement.

12. **MARKETING**

Keenan may use Client's name in its representative client list. Keenan shall obtain Client's written consent before using Client's name for any other purpose.

13. **OTHER RELATIONSHIPS**

- A. Client also understands that Keenan or its affiliates may provide services for other entities that also participate in the same pool as Client and or maintain Coverage with Keenan for similar insurance needs and that Keenan may be separately compensated for those additional services. Such services may include, without limitation, providing similar services for other members of the pool or providing other services for insurers or reinsurers that may provide coverage under the pool.
- B. Client understands that Keenan or its affiliates may provide Client with other services or insurance coverage not provided in this Agreement and receives compensation related to such other services including, without limitation, loss control services, joint powers administration, insurance brokerage services, reinsurance, obtaining other reinsurance coverage for Client, Claims administration, investigative services, financial processing and other related services.
- C. In the event a Claim is reported to Keenan and it is determined that the claimants or cross-complainants are also clients of Keenan to whom Keenan is also committed to serve by contract, Keenan shall notify the Client of the actual or potential conflict of interest. In such event, Client shall either waive the conflict or retain the services of another investigator/adjuster to administer the Claim, and Keenan shall assist the Client in obtaining such service.

14. **GENERAL**

- A. This Agreement, its recitals and all attached exhibits constitute the entire understanding of the parties related to the subject matter of the Agreement, and supersede all prior and collateral statements, presentations, communications, reports, agreements or understandings, if any, related to such matter(s).
- B. The obligations set forth in this Agreement other than Keenan's obligation to perform the Services and Client's responsibility to pay for the Services shall survive the expiration or termination of this Agreement. Nothing in this Section 14 shall, however, be interpreted as relieving Client of its obligation to pay for any Services rendered by Keenan prior to the termination date of this Agreement.
- C. If any person or entity attempts to pursue any claim or remedy based upon or arising in any way out of this agreement, to the extent such claim or remedy is permitted, then such person or entity shall be bound by the terms of this Agreement.
- D. No modifications or amendments to this Agreement shall be binding unless in writing and signed by authorized representatives from both parties. Any waiver or delay by a party in enforcing this Agreement shall not deprive that party of the right to take appropriate action at a later time or due to another breach.

- E. Any provision determined by a court of competent jurisdiction to be partially or wholly invalid or unenforceable shall be severed from this Agreement and replaced by a valid and enforceable provision that most closely expresses the intention of the invalid or unenforceable provision. The severance of any such provision shall not affect the validity of the remaining provisions of this Agreement.
- F. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, power outages, failure of computer systems, machinery or supplies, vandalism, strikes, or other work interruptions or any similar or other cause beyond the reasonable control of either party. Each party shall make a good faith effort to perform under this Agreement in the event of any such circumstances, and shall resume full performance of its contract duties once the cause of the delay has abated.
- G. All payments and invoices are due and payable upon presentation by Keenan. In the event Client fails to pay any invoice within thirty days of presentation, Keenan shall be entitled to receive interest on such outstanding invoice from the date of presentation at the rate of (a) 1½ percent per month or (b) the maximum interest rate permitted by applicable law, whichever is lower.
- H. All notices hereunder shall be in writing and shall be sent to the parties at the addresses as set forth below, or to such other individual or address as a party may later designate. Notices shall be sent via personal delivery, courier service, United States mail (postage pre-paid, return receipt requested), express mail service, electronic mail, or fax. Notice shall be effective when delivered, or if refused, when delivery is attempted. Notices delivered during non-working hours shall be deemed to be effective as of the next business day.

If the notice relates to a legal matter or dispute, a copy shall be sent to:

Keenan and Associates
2355 Crenshaw Blvd., Ste. 200
Torrance, CA 90501
Attn: Legal Department
Fax: (310) 533-0573

- I. This Agreement may be executed in counterparts and by fax signatures.

- J. Each person signing this Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party and that this Agreement is binding on and enforceable against such party.

<u>Coast Community College District</u>		<u>Keenan & Associates</u>	
<u>Signature:</u>		<u>Signature:</u>	
<u>By:</u>	C.M. BRAHMBHATT, VICE CHANCELLOR	<u>By:</u>	Steven V. Moccardini
<u>Title:</u>	ADMINISTRATIVE SERVICES	<u>Title:</u>	Vice President
<u>Address:</u>	1370 Adams Ave. Costa Mesa, CA 92626	<u>Address:</u>	2355 Crenshaw Blvd., Ste. 200 Torrance, CA 90501
<u>Telephone:</u>	(714) 438-4611	<u>Telephone:</u>	(310) 212-0363 ext. 2624
<u>Fax:</u>	(714) 438-4863	<u>Fax:</u>	(310) 212-0300
<u>Attention:</u>		<u>Attention:</u>	Greg Trapp
<u>Date:</u>		<u>Date:</u>	

EXHIBIT A-1
ADMINISTRATIVE SERVICES

1. Keenan agrees to provide, during the term of this Agreement, the following administrative services:
 - A. Provide Client a tabulated Monthly Status Report on all active Claims, indicating the open or closed status of each reported Claim assigned to Keenan, the details of each Claim, the payments during the month and the reserve status.
 - B. If requested by Client, Keenan shall establish a trust account from which Claims that are within the member retained limits are paid. If an account has already been established on the Client's behalf, Keenan shall continue to maintain the account upon renewal of services. Keenan will provide transaction registers of all such expenditures. The Client will maintain a balance adequate to pay bills and expenditures, on a monthly basis from the account and will reimburse said account promptly on a monthly basis in the amount the account is depleted, as outlined in the Agreement.
 - C. Provide for the payment of Claims, according to the guidelines given by Client, to the extent that there are funds available in Client's trust account.

EXHIBIT A-2
ADJUSTMENT SERVICES

1. Keenan agrees to provide, during the term of this Agreement, the following adjustment services on each Claim:
 - A. The maintenance of a file on each Claim reported to Keenan.
 - B. Periodic review and adjustment of reserves on all open Claims.
 - C. Whenever investigation results in a determination that Client sustained a liability to a third party, Keenan shall process any such Claim for settlement in accordance with the Coverage and instructions and policies of Client presented to Keenan in writing.
 - D. Investigate, evaluate and adjust all Claims by a covered party in accordance with the terms of the Coverage.
 - E. Notification of Client's primary and excess coverage providers of all Claims, which exceed Client's retained limit and maintenance of liaison between the Coverage providers and the Client on matters affecting the adjustment of such Claims and seek reimbursements for loss in excess of retention or deductible.
 - F. Pursue and direct subrogation/third-party recovery against any party responsible or partially responsible for loss incurred by Client, in accordance with the terms of the Memorandum of Coverage or Insurance Policy" and, if a recovery is successful, the reimbursement of any amounts (net of subrogation effort expenses) shall be made in inverse order, to the extent of each party's disbursement: first to the reinsurer; then to the pool where the Client is a member and then to the Client.
 - G. Recommendation of rejection of Claims when appropriate pursuant to relevant provisions of Title 1, Division 3.6, Part 3, Chapter 2, of the Government Code of the State of California.
 - H. Attempt to obtain Release Agreements on behalf of Client in connection with the settlement of Claims.
 - I. Retain defense and coverage counsel in accordance with approved guidelines for the Coverage. Files referred to counsel will be sent with the appropriate instructions to advise counsel of the steps which are being authorized. All legal bills are to be reviewed for the nature of the work performed and reasonableness of the time charged.

EXHIBIT A-3
INVESTIGATIVE SERVICES

1. Keenan agrees to provide, during the term of this Agreement, the following investigative services:
 - A. Receipt and examination of all reports of Claims.
 - B. Initiate investigation through in-house review of Claims, where the nature of the Claim warrants such investigation or when requested by Client; such investigation to include telephonic or written contact with claimant, witnesses, or employees of Client.
 - C. Provide a report to Client with the findings of such investigation and information regarding any potential for subrogation/third-party recovery.
 - D. Assignment to and monitoring of all experts, consultants and field investigators appropriate for the type of Claim presented.
2. Client shall make available to Keenan all employees of Client who are witnesses to an incident or accident or who have knowledge of the event or incident, which is the subject matter of a Claim. If possible, Client shall provide Keenan with photographs and engineering drawings or other descriptive material of all conditions of Client property which are alleged to be dangerous or that were damaged in the events which produced the Claim under investigation.

EXHIBIT A-4
ADDITIONAL INVESTIGATIVE SERVICES

1. If necessary to determine probable liability/damage or deny coverage of a Claim and if a third-party recovery is pursued, Keenan shall conduct additional investigation of such Claims, where the nature of the Claim warrants such investigation or when requested by Client as follows:
 - (1) Additional Investigative Services shall include additional contact with claimant, witnesses, or employees of Client, and other additional investigative services, such as professional photography, laboratory services, property damage appraisals, taking statements from witnesses away from the premises of Keenan, on-site investigation, copying material and other records, trial preparation and professional engineering services including, but not limited to, map preparation, accident reconstruction, material analysis and premises evaluation (collectively, "Additional Investigative Services").
2. Keenan agrees to manage and monitor the activities of any such vendors involved in the potential recovery and to assist them in the provision of such services.
3. Client agrees to pay for the cost of Additional Investigative Services. The invoice for such services shall be due and payable upon presentation. Client acknowledges that Additional Investigative Services may be provided by independent third-party vendors or by employees or affiliates of Keenan; provided that the rates charged by Keenan employees or affiliates shall be at market rates.

EXHIBIT B COMPENSATION

1. In consideration for the services rendered under subsections Exhibits A, Client agrees to pay Keenan fees calculated as follows:

A. For the period November 1, 2008 through October 31, 2009

V.P./A.V.P./Claims Manager -	\$ 90.00 per hour
Senior Claims Examiner -	\$ 85.00 per hour
Claims Examiner -	\$ 75.00 per hour
Expenses -	42% of hourly billings
<u>Minimum per file charge -</u>	<u>One hour</u>
Annual Minimum fee	\$6,000.00
Annual Maximum fee	\$20,000.00

B. For the period November 1, 2009 through October 31, 2010

V.P./A.V.P./Claims Manager -	\$ 90.00 per hour
Senior Claims Examiner -	\$ 85.00 per hour
Claims Examiner -	\$ 75.00 per hour
Expenses -	42% of hourly billings
Minimum per file charge -	One hour
Annual Minimum fee	\$6,000.00
Annual Maximum fee	\$ TBD

C. For the period November 1, 2010 through October 31, 2011

V.P./A.V.P./Claims Manager -	\$ 90.00 per hour
Senior Claims Examiner -	\$ 85.00 per hour
Claims Examiner -	\$ 75.00 per hour
Expenses -	42% of hourly billings
Minimum per file charge -	One hour
Annual Minimum fee	\$6,000.00
Annual Maximum fee	\$ TBD

2. The annual minimum fee is due and payable on July 1. Additional fees in excess of the annual minimum, if any, are due and payable quarterly upon presentation of the Keenan invoice.
3. Keenan's annual maximum service fees are based upon a member retained limit ("MRL") of \$10,000 for Property and 100,000 for Liability. If at any time during the term of this Agreement the MRL is increased, Keenan's annual maximum fee all remaining contract years will be recalculated, taking into consideration the revised MRL. Keenan's revised fees will go into effect on the effective date of the revised MRL.



INTRODUCTION
(Board of Trustees)

010-2-14.1
Revised 09/18/85
Revised 08/20/86
Revised 06/26/91
Revised 07/21/93
Revised 09/06/95
Revised 05/07/08

STUDENT REPRESENTATIVE

SELECTION PROCESS

One student, attendant at a member college of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

The Student Trustee shall not be required to enroll during any summer session of the District.

TERM OF OFFICE:

The term of office of the Student Trustee shall be from June 1 of each year to May 31 of the next year.

MANNER OF ELECTION OF STUDENT TRUSTEE:

Any student of the Coast Community College District may apply to be Student Trustee on the form provided by the Chancellor's office. (A copy of this form may be found in Administrative Procedure 0010-2-9.1.) This form shall be returned to the District Advisor of the Coast Community College District Student Council who will determine if all minimum qualifications are met. The names of the applicants meeting minimum qualifications, along with a summary of their qualifications, shall be submitted to the Student Council. All other applications shall be discarded.

Student Trustee applicants must follow the approved procedures reviewed annually by the District Student Council and by the advisors.

The Student Council shall, at its option, interview all or any of the candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the Advisor so that questions are consistent with Affirmative Action requirements.

When all questions have been answered the Student Council shall, **in open public session**, elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the Student Council, the chairperson abstaining, shall be required to elect.

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the Student Council. A candidate so elected may not succeed himself/herself. A quorum shall be a minimum of six, provided that each college is represented, and excluding the Student Trustee.

INTRODUCTION

(Board of Trustees)

010-2-14..1
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In the event of deadlock, the chairperson may cast the deciding vote.

In the event that no agreement on a candidate can be reached, or there is no quorum, by the last Student Council meeting in May, then the Student Council shall explore the following options and make its recommendation to the Board as appropriate:

Option 1: Report to the Board that the Student Council is deadlocked and recommend that the Student Trustee's position remain unfilled until the deadlock is resolved.

Option 2: Recommend that the current Student Trustee continue until new Student Trustee is selected.

ADDITIONAL QUALIFICATIONS FOR ELECTION AS STUDENT TRUSTEE:

In addition to the minimum qualifications for the Student Trustee set forth in Board Policy 010-2-9, the Coast Community College District Student Council may, at its option, identify additional qualifications reasonably related to the position of Student Trustee. Such qualifications may include but may not necessarily be limited to, the ability of the student to serve during the entire term of office; a minimum number of units taken each semester while in office in addition to the minimum required by law, requirements relating to previous enrollment as a student of the Coast Community College District, requirements of meeting with the Associated Students of each campus on a regular basis during the term of office.

Additional qualifications identified by the Student Council must be approved by seven out of the nine members, the chairperson abstaining. Upon approval they shall be presented to the Student Advisory Council of Coastline Community College, the Student Council of Golden West College, and the Student Board of Trustees of Orange Coast College for acceptance before submittal to the Board of Trustees of Coast Community College District for approval and adoption.

REMOVAL OF STUDENT TRUSTEE:

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the Orange Coast College ASOCC Board of Trustees.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;
2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;

INTRODUCTION

(Board of Trustees)

010-2-14.1

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3. The student member shall be removed for any reason as is otherwise specified or required by law.

The Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the Student Council, a successor shall be elected by the Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

DISTRIBUTION OF MATERIALS:

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

MILEAGE:

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.



INTRODUCTION
(Board of Trustees)

010-2-14.1
Revised 09/18/85
Revised 08/20/86
Revised 06/26/91
Revised 07/21/93
Revised 09/06/95

STUDENT REPRESENTATIVE

SELECTION PROCESS

One student, ~~enrolled in a attendant at a member~~ enrolled in any college member or colleges of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

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Student Trustee applicants must follow the ~~approved~~ procedures reviewed annually by the District Student Council and by the advisors.

The Student Council ~~shall, at its option, may~~ interview all ~~or any of the~~ candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the Advisor. ~~so that questions are consistent with Affirmative Action requirements.~~

~~When all questions have been answered the~~ The District Student Council shall, ~~by secret ballot in open public session,~~ elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the District Student Council, the chairperson abstaining, shall be required to elect.

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the District Student Council. A candidate so elected may not succeed himself/herself. A quorum shall be ~~a minimum of six~~ more than fifty percent of the members of the District Student Council, provided that each college is represented, and excluding the Student Trustee.

In the event of deadlock, the chairperson may cast the deciding vote.

In the event that no agreement on a candidate can be reached on the first vote, then successive votes may be taken after the elimination of the candidate (s) receiving the lowest numbers of votes until a remaining candidate receives the majority vote. or there is no quorum, by the last Student Council meeting in May, then the Student Council shall explore the following options and make its recommendation to the Board as appropriate:

In the event that there is no quorum to select the new Student Trustee by the last District Council meeting in May, then the District Student Council shall recommend that the current Student Trustee continue until a new Student Trustee is selected.

~~Option 1: Report to the Board that the Student Council is deadlocked and recommend that the Student Trustee's position remain unfilled until the deadlock is resolved.~~

~~Option 2: Recommend that the current Student Trustee continue until new Student Trustee is selected.~~

ADDITIONAL QUALIFICATIONS FOR ELECTION AS STUDENT TRUSTEE:

In addition to the minimum qualifications for the Student Trustee set forth in Board Policy 010-2-9, the Coast Community College District Student Council may, at its option, identify additional qualifications reasonably related to the position of Student Trustee. Such qualifications may include but may not necessarily be limited to, the ability of the student to serve during the entire term of office; a minimum number of units taken each semester while in office in addition to the minimum required by law, requirements relating to previous enrollment as a student of the Coast Community College District, requirements of meeting with the Associated Students of each campus on a regular basis during the term of office.

Additional qualifications identified by the Student Council must be approved by seven out of the nine members, the chairperson abstaining. Upon approval they shall be presented to the Student Advisory Council of Coastline Community College, the Student Council of Golden West College, and the Student Board of Trustees of Orange Coast College for acceptance before submittal to the Board of Trustees of Coast Community College District for approval and adoption.

REMOVAL OF STUDENT TRUSTEE:

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the Orange Coast College ASOCC Board of Trustees.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;
2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;
3. The student member shall be removed for any reason as is otherwise specified or required by law.

The Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the Student Council, a successor shall be elected by the Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

DISTRIBUTION OF MATERIALS:

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

MILEAGE:

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.



INTRODUCTION
(Board of Trustees)

010-2-14.1
Revised 09/18/85
Revised 08/20/86
Revised 06/26/91
Revised 07/21/93
Revised 09/06/95

STUDENT REPRESENTATIVE

SELECTION PROCESS DRAFT

One student, ~~enrolled in a attendant at a member~~ enrolled in any college member or colleges of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

The Student Trustee shall not be required to enroll during any summer session of the District.

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Student Trustee applicants must follow the ~~approved~~ procedures reviewed annually by the District Student Council and by the advisors.

The Student Council shall, ~~at its option, may~~ interview ~~all or any of the~~ candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the Advisor. ~~so that questions are consistent with Affirmative Action requirements.~~

~~When all questions have been answered the~~ The District Student Council shall, ~~by secret ballot in open public session,~~ elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the District Student Council *Selection Committee*, the chairperson abstaining, shall be required to elect. *The District Student Council Selection Committee shall be comprised of equal membership from each college with the current Student Trustee acting as chair. The membership from each college shall be two (2) representatives from the campus student government organization, selected by that organization to represent them on the District Student Council Selection Committee. A simple majority shall be a minimum of four (4) of the six members. In the event of a deadlock, the chair may cast the deciding vote. The final vote is to be taken during public meeting of the District Student Council Selection Committee.*

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the District Student Council. A candidate so elected may not succeed

himself/herself. A quorum shall be ~~a minimum of six~~ more than fifty percent of the members of the District Student Council, provided that each college is represented, and excluding the Student Trustee.

In the event of deadlock, the chairperson may cast the deciding vote.

In the event that no agreement on a candidate can be reached on the first vote, then successive votes may be taken after the elimination of the candidate (s) receiving the lowest numbers of votes until a remaining candidate receives the majority vote. ~~or there is no quorum, by the last Student Council meeting in May, then the Student Council shall explore the following options and make its recommendation to the Board as appropriate:~~

In the event that there is no quorum to select the new Student Trustee by the last District Council meeting in May, then the District Student Council shall recommend that the current Student Trustee remain in office until the new Student Trustee is selected and to repeat the recruitment and selection process within four (4) months from the end of the previous Student Trustee's term (June 1 – September 30). In the event that the secondary selection process is not successful in selecting a new Student Trustee, the District Student Council may recommend to the Board that the position remain vacant for the academic year.

~~Option 1: Report to the Board that the Student Council is deadlocked and recommend that the Student Trustee's position remain unfilled until the deadlock is resolved.~~

~~Option 2: Recommend that the current Student Trustee continue until new Student Trustee is selected.~~

ADDITIONAL QUALIFICATIONS FOR ELECTION AS STUDENT TRUSTEE:

In addition to the minimum qualifications for the Student Trustee set forth in Board Policy 010-2-9, the Coast Community College District Student Council may, at its option, identify additional qualifications reasonable related to the position of Student Trustee. Such qualifications may include but may not necessarily be limited to, the ability of the student to serve during the entire term of office; a minimum number of units taken each semester while in office in addition to the minimum required by law, requirements relating to previous enrollment as a student of the Coast Community College District, requirements of meeting with the Associated Students of each campus on a regular basis during the term of office.

Additional qualifications identified by the *District* Student Council must be approved by *a minimum of two-thirds* of the *entire membership*, the chairperson abstaining. Upon approval they shall be presented to the Student Advisory Council of Coastline Community College, the Student Council of Golden West College, and the *Orange Coast College Associated Student Senate* for acceptance before submittal to the Board of Trustees of Coast Community College District for approval and adoption.

REMOVAL OF STUDENT TRUSTEE:

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the *Orange Coast College Associated Student Senate*.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;

2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;

3. The student member shall be removed for any reason as is otherwise specified or required by law.

The Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the Student Council, a successor shall be elected by the Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

DISTRIBUTION OF MATERIALS:

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

MILEAGE:

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.



California Education Code

72023.5. (a) The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students who are residents of California as determined pursuant to Part 41 (commencing with Section 68000). These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

The students selected to serve on the governing board, in addition to being residents of California as determined pursuant to Part 41 (commencing with Section 68000), shall be enrolled in a community college of the district and shall be chosen, and shall be recalled, by the students enrolled in the community colleges of the district in accordance with procedures prescribed by the governing board. A student member shall be required throughout the term of his or her appointment to be enrolled in a community college of the district for at least five semester units, or its equivalent, and shall meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district. The term of the student members shall be one year commencing on June 1 of each year.

The nonvoting student members appointed pursuant to this section shall be entitled to mileage allowance to the same extent as regular members, but are not entitled to the compensation prescribed by Section 72425.

A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member of the board at the meetings, including receiving all materials presented to the board members and participating in the questioning of witnesses and the discussion of issues.

The nonvoting student member shall not be included in determining the vote required to carry any measure before the board.

The nonvoting student member shall not be liable for any acts of the governing board.

(b) Notwithstanding subdivision (a), the student member or members selected to serve on the governing board of a community college district pursuant to subdivision (a) may do any of the following:

- (1) Make and second motions at the discretion of the governing board.
- (2) Attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board.
- (3) Receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72425.
- (4) Serve a term of one year commencing on May 15 of each year, at the discretion of the governing board.

(c) It is the intent of the Legislature that any decision or action, including any contract entered into pursuant thereto, upon the motion or second of a motion of a student member, shall be fully legal and enforceable against the district or any party thereto.

(d) The governing board of each community college district that affords the student member or members of the board any of the privileges enumerated in subdivision (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.



Community College Times

Community colleges' role in Obama's workforce plan

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Sen. Barack Obama (D-Ill.) has made fixing the economy his top priority when he assumes the Oval Office in January. Workforce education and training will figure into his plan.

Although the new administration will have to develop the details, the president-elect's campaign proposals provide a general blueprint for community colleges' role in the plan. For example, Obama has proposed creating a Community College Partnership Program that would provide grants to analyze the types of skills and technical education in high demand from students and local industries, implement new associate degrees for emerging industries and reward colleges that graduate more students and increase the number of community college students transferring to four-year institutions.

Obama also wants to encourage states to develop program to help more students prepare to college-level work. He said he would propose \$25 million in matching funds to states that voluntarily develop early assessment programs, which allow high school students—mostly in 11th grade—determine if they are ready for college academics.

Obama also proposed using community colleges to provide access to basic information technology skills, which are needed for many jobs. He said he would provide federal grants to community colleges to make their on-campus computer facilities into community resources for training local workers. The grants would help defray the costs of keeping computer labs open longer and on weekends and better staffed.

Obama also focused on the need to improve education in science, technology, engineering and math (STEM) for the U.S. to remain globally competitive. He noted public two-year colleges' role in increasing the number of scientists and engineers in the pipeline.

"About 38 percent of those who earned bachelor's or master's degrees in computer and mathematical sciences first earned an associate degree at a community college," according to the Obama campaign.

The president-elect also touted the National Science Foundation's Advanced Technological Education program, which has helped to support STEM programs at community colleges. He said that he would support authorizing \$100 for the program.

New energy and jobs in the emerging industry were also a key part of senator's campaign. Obama said he will draft a plan that will boost the economy and address global warming by creating 5 million new "green jobs" by investing in the clean energy sector. He said he will increase funding for federal workforce training and direct those programs to incorporate green technologies training, such as advanced manufacturing and weatherization training. He also proposed an energy-focused youth job training program to invest in disadvantaged youths.

To help more students go to college, Obama has proposed a tax credit that he said would basically make tuition at community college free for most people. The fully refundable credit would ensure that the first \$4,000 of a college education is free.

"With tuition and fees at community colleges averaging \$2,100, the American Opportunity Tax Credit will eliminate tuition expenses entirely for lower-income and middle-class families," according to an Obama position paper.

Obama said he would also make the tax credit available to families at the time of enrollment by using the prior year's tax information to deliver the credit and the time tuition is due, rather than a year or more later when tax returns are filed.

In return, recipients of the tax credit would be required to provide 100 hours of public service annually. The campaign estimated the credit would cost about \$10 billion annually.

