

**AGENDA**  
**Coast Community College District**  
**1370 Adams Avenue, Costa Mesa, CA 92626**  
**Regular Meeting of the Board of Trustees**  
**Date: December 10, 2008 5:00 p.m. Closed Session 6:30 p.m. Regular Meeting**

---

1. Procedural Matters

1.01 Procedural Matters

1. Call to Order - Vice President Mary L. Hornbuckle
2. Roll Call
3. Opportunity for Public Comment
4. 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), CFE/AFT Coast Federation of Educators/American Federation of Teachers, CCA-CTA/NEA Coast Community College Association/California Teachers Association/National Education Association

5. Reconvene Open Session
6. Pledge of Allegiance
7. Oath of Office
  - a. Trustee Prinsky
  - b. Trustee Hornbuckle
  - c. Trustee Patterson
8. Consideration of Policy Amendments to OFFICERS (010-2-3), ELECTION OF OFFICERS (010-2-3.1) and ANNUAL ORGANIZATIONAL MEETING (010-2-13) (See Attachment #1)
9. Board Officers Election
  - a. Election of President, Board of Trustees
  - b. Election of Vice President, Board of Trustees, and Board Clerk
10. Recess for Reception to Honor Newly Elected Trustees and Officers (ten to fifteen minutes)
11. Reconvene Board with New Officers and Trustee in place at Dais
12. Opportunity for Public Comment

*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.*
13. Adopt Agenda
14. Creation of 2009 Board Committees and Other Assignments
  - a. Appointment of Trustee to serve on Nominating Committee for School District Organization

- b. Appointment of Trustee to Serve on the Orange County School Board's Political Action Group Effort
  - c. Land Development Committee
  - d. Consider a new Career and Technical Education Committee and appoint members.
  - e. Consider a new Accreditation Committee and appoint members.
15. Approval of Minutes
- a. Regular Meeting of October 15, 2008

1.02 Acceptance of Retirements

2. General Information and Reports

2.01 Reports

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 - Orange Coast 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 - Orange Coast College

3.03.08 Community Activities - Golden West College

3.03.09 Authorization for Purchase of Institutional Memberships - Golden West College

3.03.10 Authorization for Purchase of Institutional Memberships - Coastline Community College

3.03.11 Authorization for Purchase of Institutional Memberships - Orange Coast College

3.03.12 Community Activities - Orange Coast College

3.03.13 Sailing Program - Orange Coast 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 Professional Development Program

3.05.06 Authorization for Staff Development - Golden West 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 Approve a Standard Agreement with the City of Huntington Beach and Coast Community College District (Coastline Community College) to provide Customer Service Academy Courses to City Employees

2. Authorization to Approve an Amended Agreement with The McGraw-Hill Companies and the Coast Community College District (Coastline Community College) to Publish the Third Edition of the Telecourse Student Guide for Concepts in Marketing

3. Authorization to Enter into an Agreement with Novell, Inc. and Coast Community College District (Coastline Community College) to conduct Novell Practicum Testing

4. Authorization to Enter into Teaming Arrangements with Central Texas College (CTC) and Coast Community College District (Coastline Community College) for Delivery of Distance Learning Courses, Programs, and Services in the Navy College Program for Afloat Education (NCPACE)

#### 4.02 Authorization to Enter Agreements - Golden West College (None)

#### 4.03 Authorization to Enter Agreements - Orange Coast College

1. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and Newport Mesa Unified School District (NMUSD) to Work Collaboratively to Provide Instruction for Students in College Classes Taught at the High School Site

2. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and Credentials, Inc. to Continue Online Transcript Request Service as Implemented in December, 2000, and Discontinue Online Verification Service Which was Replaced by National Student Clearing House (Board approved 9/17/08)

3. Authorization to Enter Into a Standard Student Field Placement Agreement between Coast Community College District (Orange Coast College) and University of La Verne

4. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and the 32<sup>nd</sup> District Agricultural Association for Reciprocal Use of Parking Lots and the Use of the Pacific Amphitheatre for the Orange Coast College Commencement on May 29, 2009

5. Authorization to Enter Into a Room Rental Agreement between the Coast Community College District (Orange Coast College) and Newport Seabase for the Purpose of Providing Classroom Space for the U.S. Coast Guard Captain's Licensing Course from January 12-February 17, 2009

#### 4.04 Authorization to Enter Agreement - District

1. Authorization to Retain the Services of Lynne Davis, Partner with Employment Matters Counseling & Consulting LLP

2. Authorization to Enter Agreement with Burke, Williams & Sorensen for the Provision of a General Legal Counsel to the Board of Trustees

4.05 Buildings and Grounds

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

2. Authorization for Change Orders No. 10; District Administration Building, Bid No. 1934

3. Bid Tabulations and Award of Contract: Orange Coast College Child Care Classroom; Bid No. 1957

4.06 Moratorium on Out-of-District Travel

4.07 Resolution of the Board of Trustees of Coast Community College District Appointing the Secretary of the Board

4.08 Adoption of Policy on Board of Trustees' Land Development Committee (See Attachment 20)

5. Continuation of General Information and Reports

5.01 Reports Continued

1. Reports from the Employee Representative Groups

2. Reports from the Presidents

3. Reports from the Board of Trustees

4. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences

5. Opportunity for the Board to Review the Board Directives Log

6. Review of Board Meeting Dates

7. Consideration of Material Fees

5.02 Additional Informative Discussion Topics

1. Receive Initial Proposal from the Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794 to Reopen Negotiations between the Coast Federation of Classified Employees (CFCE) and the Coast Community College District

2. Receive Initial Proposal from Coast Community College District to Reopen Negotiations Between the District and Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794

3. Opportunity for Board of Trustees' Discussion of Classified Hiring Practices

4. Request for Contracts of Educational Administrators

5.03 Review of Buildings and Grounds Reports

5.05 Review of Quarterly Financial Status Report

5.06 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 Educators/American Federation of Teachers (CFE/AFT)

b. Public Employee Performance Evaluation (pursuant to Section 54957)

Position: Chancellor

Position: Vice Chancellor

Position: Associate Vice Chancellor

Position: President

Position: Vice President

Position: Dean

c. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957)

6. Adjournment

Adjournment

**1.01 Procedural Matters**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content****Procedural Matters**

1. Call to Order - Vice President Mary L. Hornbuckle
2. Roll Call
3. Opportunity for Public Comment
4. 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), CFE/AFT Coast Federation of Educators/American Federation of Teachers, CCA-CTA/NEA Coast Community College Association./California Teachers Association/National Education Association

5. Reconvene Open Session
6. Pledge of Allegiance
7. Oath of Office
  - a. Trustee Prinsky
  - b. Trustee Hornbuckle
  - c. Trustee Patterson
8. Consideration of Policy Amendments to OFFICERS (010-2-3), ELECTION OF OFFICERS (010-2-3.1) and ANNUAL ORGANIZATIONAL MEETING (010-2-13) (See Attachment #1)
9. Board Officers Election
  - a. Election of President, Board of Trustees
  - b. Election of Vice President, Board of Trustees, and Board Clerk
10. Recess for Reception to Honor Newly Elected Trustees and Officers (ten to fifteen minutes)
11. Reconvene Board with New Officers and Trustee in place at Dais
12. Opportunity for Public Comment

*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.*

13. Adopt Agenda
14. Creation of 2009 Board Committees and Other Assignments
  - a. Appointment of Trustee to serve on Nominating Committee for Orange County on School District Organization
  - b. Appointment of Trustee to Serve on the Orange County School Board's Political Action Group Effort
  - c. Land Development Committee
  - d. Consider a new Career and Technical Education Committee and appoint members.
  - e. Consider a new Accreditation Committee and appoint members.
15. Approval of Minutes
  - a. Regular Meeting of October 15, 2008

**Additional Administrative Content**

Created on 10/31/2008 at 03:06 PM by Jodi Rodriguez. Last update on 12/05/2008 by Jodi Rodriguez.

**1.02 Acceptance of Retirements**

Meeting: 12/10/2008 Organizational/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 Management**

Anthony D. Salas, OCC, Director, Computer Services, Classified Management, retirement effective 12/01/08.

Tony was employed at Orange Coast College for thirteen years and his latest position was as Director, Computer Services. Tony was instrumental in the development of on-line courses at Orange Coast College. We wish Tony the best of luck in his retirement.

**Classified**

Scott Steidinger, GWC, Multimedia/Sound Specialist, Classified Unit, retirement effective 11/20/08.

Scott was the full-time Multimedia/Sound Specialist at Golden West College in the Music department's recording studios, labs, and the sound systems in the college's theaters. Scott came to GWC as a student majoring in technical theater. He worked with Dr. Boyce, the college's founding president, and designed GWC's Star Shower Amphitheater. After graduation, Scott founded a live sound rental company and started working part time in the GWC theater. In 1974, he became a full-time employee in the Music department. During his career at the college, Scott installed a new sound system in the Mainstage Theater. He also converted several studios in the music building to full digital capability. Scott's passion was live theater. Over the past 30 years, he designed sound for more than fifty plays, including most of the musicals presented at GWC. These productions included *The Music Man*, *My Fair Lady*, *Forever Plaid*, *Nunsense*, *The Boy Friend*, *I Love You, You're Perfect, Now Change*, *Sylvia*, and *How to Succeed in business Without Really Trying*. His coworkers at GWC wish him the best of luck in retirement.

**Additional Administrative Contents**

## Agenda Item

### 2.01 Reports

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 2. General Information and Reports  
Agenda Type: Information  
Public Access: Yes

### Agenda Item Content

1. Report from the Chancellor
2. Reports from the Officers of Student Government Organizations
3. Reports from the Academic Senate Presidents

### Additional Administrative Content

Created on: 10/31/2008 at 03:06 PM by Jodi Rodriguez. Last update on: 12/03/2008 by Jodi Rodriguez.



**3.01 CURRICULUM**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

Curriculum.pdf

**Additional Administrative Content**

Created on 10/6/2008 at 03:06 PM by Raine Hambly. Last update on 12/08/2008 by Raine Hambly.

## 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

#### Math C040 – Applied Intermediate Algebra; 4.0 units

Semester length: 72 lecture semester hours; prerequisite: Math C010; fee: none; grading method: Student Option. Modeling and real-world applications of linear, quadratic, polynomial, radical, rational, logarithmic, and exponential functions. Graphing calculator is required. Designed for students needing to demonstrate proficiency in Intermediate Algebra. Successful Math C040 students may enroll in Math C100 or Math C160.

#### Special Education C301 – Cognitive Strategy Building; 3.0 units

Semester length: 54 lecture semester hours; prerequisite: none; fee: none; grading method: Student Option. This course is designed to help survivors of brain injury and their caretakers learn to build and apply cognitive strategies to help with adjustment to life after brain injury.

#### Special Education C302 – A Guide to Brain Injury; 3.0 units

Semester length: 54 non-lecture semester hours; prerequisite: none; fee: none; grading method: Student Option. This course is designed to help family members of brain injured adults deal with the cognitive, physical and social changes that can be associated with life after brain injury.

#### Special Education C303 – Community Re-Integration; 3.0 units

Semester length: 54 non-lecture semester hours; prerequisite: none; fee: none; grading method: Student Option. This course is designed to help survivors of brain injury and their caretakers learn about how to re-enter the community. This course may be taken two times.

Effective Fall 2009

#### Astronomy C101 – The Solar System; 3.0 units

Semester length: 54 lecture semester hours; prerequisite: Astronomy C100; fee: none; grading method: Student Option. An Introduction to the solar system and all its constituents (sun, planets, dwarf planets, moons, asteroids, comets, etc.), their origin and nature, and their development since the time of the creation of the solar system approximately 4.6 billion years ago. Current topics of interplanetary missions, other planetary systems, and development of life in our and in other planetary systems will be discussed.

#### Biology C283 – Genetics; 4.0 units

Semester length: 72 lecture semester hours; prerequisite: Chemistry C110, Biology C100 and English C100; fee: none; grading method: Student Option. This course covers the principles of Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, and ethical implications of genetics. Emphasis is placed on problem solving.

#### Chemistry C220 – Organic Chemistry; 3.0 units

Semester length: 54 lecture semester hours; prerequisite: Chemistry C185 with grade of "C" or better; fee: none; grading method: Letter Grade. This course is the first semester of Organic Chemistry, a two semester course, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods.

#### Chemistry C221 – Organic Chemistry Lab; 2.0 units

Semester length: 18 lecture and 90 non-lecture semester hours; prerequisite: Chemistry C185 with a grade of "C" or better and concurrent enrollment in Chemistry C220; fee: \$25.00; grading method: Letter Grade. Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy.

### Golden West College

Effective Spring 2009

Communication Studies G225 – Negotiation and Mediation; 3.0 units

Semester length; 54 semester lecture hours; prerequisite: none; fee: none; grading method: student option. This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing.

Peace Studies G225 – Negotiation and Mediation; 3.0 units

Semester length; 54 semester lecture hours; prerequisite: none; fee: none; grading method: student option. This course presents theories and skills to address and settle conflict situations by utilizing the negotiation and mediation processes. The student will learn how to assess conflict situations and determine the appropriateness of negotiation and mediation. Students will learn theories and skills through lecture, role playing, dialogue and in-class simulations. Students will also examine different contexts for negotiation and mediation including family, school, community and business situations. Videos and student presentations of negotiation and conflict resolution topics complement the lectures, simulations and role playing.

Physical Education G189 – Futsal/Indoor Soccer; 1.0 unit

Semester length; 9 semester lecture and 27 semester non-lecture hours; prerequisite: none; fee: none; grading method: student option. This course is designed to introduce the student to the instruction and practice of futsal/indoor soccer skills. Students will improve skills through the application of rules, study, and theory; improve flexibility and endurance through training, drills, and games; explore the relationship between fitness and health-related topics to improve and maintain a healthy lifestyle. This course may be taken four times.

Spanish G112 – Spanish for Spanish Speakers, II; 5.0 units

Semester length; 90 semester lecture hours and 18 semester non-lecture hours; prerequisite: Spanish G110; fee: none; grading method: student option. This course is a continuation of Spanish G110 and extends study for the native Spanish speaker. Work in the class will emphasize analysis of prose and further development of writing skills. This course includes study of Spanish orthography (spelling), and vocabulary enrichment, as well as the culture and literature of Latin America and Spain.

**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 C129 – Abstract Painting</u> Repeatability: 2 Times Semester Hours: 72 non-lecture	4 Times 54 non-lecture
<u>French C182 – Conversational French</u> Repeatability: 2 Times	4 times
<u>Physics C120 – Physics I</u> Title: Physics I Prerequisite: Math 120	General Physics: Mechanics, Heat and Sound None
<u>Physics C125 – Physics 2</u> Title: Physics 2	General Physics: Electricity, Magnetism, Light/Optics and Modern Physics

Prerequisite:	Physics 120	None
---------------	-------------	------

Physics C185 – General Physics

Title:	General Physics	General Physics: Mechanics, Sound, and Heat
Semester Hours:	54 lecture	72 lecture/54 non
Prerequisite:	Math 030, 130, and 140 or 120	None

Special Education C056 – Strategies for Using PDA's after Brain Injury

Course ID/Number:	SPED C056	SPED C300
Units:	1.0	2.0
Semester Hours:	18 lecture	36 lecture

## Golden West College

Effective Spring 2009

**FROM**

**TO**

**Art G122 – Ceramics II**

Repeatability: One Time Three Times

Art G221 – Ceramics III

Repeatability: ☒ One Time ☐ Three Times

**3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content****a. Authorization for Attendance at Meetings and/or Conferences****(1) Meetings for the Board of Trustees**

Walter G Howald, Board Member (DIST), 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. The reason for this revision is to change travel dates to February 5 - 12, 2009.

**(2) Meetings for Faculty and Staff**

Eduardo J Arismendi-Pardi, Instructor (OCC), to attend the the Accreditation Institute 2009, January 22 - 25, 2009, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$725, travel by Air Coach, to be paid from President's Ancillary Budget funds.

Linda Bagatourian, Counselor (OCC), to attend the 7th Annual Conference of the National Institute for the Study of Transfer Students, January 21 - 23, 2009, Addison, TX, without loss of salary, with reimbursement for allowable expenses of \$1,225, including a registration fee of \$325, travel by Air Coach, to be paid from Transfer Centers funds, Full Time Academic Senate PDI funds.

Geoffrey P Bellah, Instructor (OCC), to attend the Reeling in the Years: Thirty Years of Film, Television, and Pop Culture, February 24 - 29, 2009, Albuquerque, NM, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$185, travel by Air Coach, rental car and insurance, to be paid from Full Time Academic Senate PDI funds.

Amanda Best, Instructor (GWC), to attend the College Art Association 2009 97th Annual Conference, February 25-26, 2009, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$155, including a registration fee of \$155, to be paid from IPD AFT funds.

Jamie M Blair, Instructor (OCC), to attend the International Conference on Technology in Collegiate Mathematics, March 11 - 15, 2009, New Orleans, LA, without loss of salary, with reimbursement for allowable expenses of \$1,600, including a registration fee of \$130, travel by Air Coach, to be paid from Full Time Academic Senate PDI funds.

Jamie M Blair, Instructor (OCC), to attend the Texas Community College Teachers Association, February 18 - 22, 2009, Austin, TX, without loss of salary, with no reimbursement authorized from District funds, to be paid from Personal funds.

Thomas A Chambers, Hourly Instructor (GWC), to attend the Technology, Reading & Learning Diversity Conference, January 21-24, 2009, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$25, travel by Air Coach, to be paid from CCA Conference funds.

Brian E Conley, Instructor (GWC), to attend the Community College Legislative Summit, February 7-13, 2009, Washington, D.C., without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency.

Nadine I Davis, Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from AFT Conference funds.

Yolanda Duenas, Inst Assoc-Couns/Gdn (GWC), to attend the Revised Strong Interest Inventory Workshop, December 12, 2008, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$220, including a registration fee of \$85, to be paid from CCA Conference funds.

Karen S Felts, Instructor (OCC), to attend the The Accreditation Institute 2009, January 22 - 25, 2009, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$725, travel by Air Coach, to be paid from President's Ancillary Budget funds.

Rodney D Foster, Instructor (OCC), to attend the the Accreditation Institute 2009, January 22 - 25, 2009, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$725, travel by Air Coach, to be paid from President's Ancillary Budget funds.

Jane C Go, Hourly Instructor (OCC), to attend the @ONE Costa Mesa Winter Institute, January 13 - 15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from CFE/AFT Professional Development funds.

Rumi Hashimoto, Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from IPD Conference funds AFT.

Brent T Hyska, Informatn Sys Tch Sr (GWC), to attend the @ One Winter Institute, Costa Mesa, CA, January 13-15, 2009, without loss of salary, with reimbursement for the \$100 registration fee to be paid from TTIP funds. (Reimbursement higher than other attendees due to number of attendees).

Teresa R James, Staff Aide (CCC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$100, including a registration fee of \$75, to be paid from Distance Learning Conference funds. Purpose of Trip: To attend workshop on creating interactive learning content.

Rita M Jones, Counselor (OCC), to attend the 10th Annual Forum on the State of Counseling and Guidance in Schools, December 12, 2008, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$100, including a registration fee of \$70, to be paid from Middle College High School funds.

Mary K Keegan, Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from IPD Conference funds AFT.

Marilyn J Kennedy, Instructor (OCC), to attend the Reeling in the Years: Thirty Years of Film, Television, and Pop Culture, February 24 - 29, 2009, Albuquerque, NM, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$185, travel by Air Coach, to be paid from Full Time Academic Senate PDI funds.

Maryam Khakbazan, Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from AFT Conference funds.

Valerie A Klein, Instructor (GWC), to attend the Over the Rainbow Ready for Change Conference, February 12-13, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$950, including a registration fee of \$200, to be paid from Nursing grant funds.

Angeli R Leggitt, Hourly Instructor (GWC), to attend the Magic in Teaching & Clinical Simulation Annual Conference, March 11-12, 2009, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including a registration fee of \$350, to be paid from IPD Part-Time Conference funds.

Michael J Mangan, Hourly Instructor (OCC), to attend the Modern Language Association Convention, December 26 - 30, 2008, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$170, to be paid from CFE/AFT Professional Development funds.

Shawn A Mann, Mgr Mil Prg Outreach (CCC), to attend the Setup and Configuration of Coastline's Remote National Testing Center at Fallon Naval Air Station, December 17-20, 2008, Fallon Naval Air Station, NV, without loss of salary, with reimbursement for allowable expenses of \$1,300, including travel by Air Coach, rental car and insurance, to be paid from Contract Education Auxiliary funds.

Patrick Milligan, Informatn Sys Tch II (GWC), to attend the @ One Winter Institute, Costa Mesa, CA, January 13-15, 2009, without loss of salary, with reimbursement for the \$100 registration fee to be paid from TTIP funds. (Reimbursement higher than other attendees due to number of attendees).

Barbara A Miyadi, Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from IPD Conference funds AFT.

Louella M Nelson, Hourly Instructor (OCC), to attend the San Diego State University Writers' Conference, February 6 - 8, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$365, to be paid from CFE/AFT Professional Development funds, to be reimbursed for lodging due to late night and early morning meetings.

Mary I O'Connor, Prog Mgr Rhorc (GWC), to attend the Regional Health Occupations Resource Center Job Analysis Workshop, December 15-17, 2008, Laguna Beach, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency.

Tarin F Olson, Instructor (GWC), to attend the Invitation to Encounter Conference, March 26-30, 2009, St. Louis, MO, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$400, travel by Air Coach, to be paid from IPD Conference funds AFT, IPD VP funds.

Pamela P Pacheco, Staff Assistant (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from TTIP Grant Technical Training funds.

Kenneth G Parker, Instructor (OCC), to attend the the Accreditation Institute 2009, January 22 - 25, 2009, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$725, travel by Air Coach, to be paid from President's Ancillary Budget funds.

Candice Pettus, Instructor (OCC), to attend the Innovations 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 Full Time Academic Senate PDI funds.

Anita Renninger, Inst Assoc-Bus Ed (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from TTIP Grant Technical Training funds.

Harold J Robbins, Temp Instructor (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from IPD Conference funds AFT.

Hale E Savard, Hourly Instructor (GWC), to attend the Modern Language Association Conference, San Francisco, CA, December 25-30, 2008, without loss of salary, with reimbursement for allowable expenses of \$285 including travel by personal car not to exceed equivalent airfare to be paid from IPD/AFT funds. Total reimbursement differs from other attendee due to availability of funds.

Ann E Yarchin, Div/Area Office Coord (GWC), to attend the @ One Winter Institute, January 13-15, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$75, including a registration fee of \$75, to be paid from TTIP Grant Technical Training funds.

Genevieve T Zuidervaat, Hourly Instructor (GWC), to attend the Modern Language Association Conference, San Francisco, CA, December 26-29, 2008, without loss of salary, with reimbursement for allowable expenses of \$300 including travel by personal car not to exceed equivalent airfare to be paid from IPD/AFT funds. Total reimbursement differs from other attendee due to availability of funds.

**Additional Administrative Content**

Created on 10/31/2008 at 03:06 PM by Jane Burton. Last updated on 12/03/2008 by Jodi Rodriguez.

## Agenda Item

### 3.02.01 Authorization for Student Trips - Coastline Community College

Meeting: 12/10/2008 Organizational/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: University of California Los Angeles Visit  
Location: Los Angeles  
Dates: February 20, 2009  
Department: Early College High School  
Transportation: District transportation

#### Additional Administrative Content

Created on 10/31/2008 at 09:06 PM by Laurie Swancutt. Last update on 12/03/2008 by Laurie Swancutt.

3.02.02 Authorization for Student Trips - Orange Coast College

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

Agenda Item Content

Conference/Activity: Field Trip for Marine Science 120 Students

Location: Stephen Birch Aquarium, Scripps Institution of Oceanography, La Jolla, CA

Date: November 21, 2008

Department: Marine Science

Cost/Purpose/Funding Source: Foundation funds

Transportation: District

(Approved by Chancellor due to last-minute change in location.)

Conference/Activity: Friends of Geography Luncheon

Location: UCLA, Los Angeles, CA

Date: November 16, 2008

Department: Geography

Cost/Purpose/Funding Source: Meet UCLA faculty and students, tour department, and get transfer information

Transportation: District

(Approved by Chancellor due to last-minute invitation.)

Conference/Activity: National Cheerleaders Association Collegiate Championships

Location: Daytona Beach, FL

Date: April 8-12, 2009

Department: Physical Education & Athletics/OCC Cheer & Dance Teams

Cost/Purpose/Funding Source: \$200 paid by participants; remainder of cost paid by fundraising

Transportation: Air

Conference/Activity: Snowboarding Trips by OCC Snowboard Club

Location: Bear Mountain and Mountain High, CA

Date: Every Friday and Sunday of the 2008-2009 snowboard season to begin 12/12/09 and to continue through 5/17/09

Department: Associated Students of OCC

Cost/Purpose/Funding Source: Paid by participants and club funds

Transportation: District

Conference/Activity: Alternative Winter Break

Location: Big Bear, CA

Date: December 15-17, 2008

Department: OCC Sierra Club

Cost/Purpose/Funding Source: NTE \$2,000 from club funds/ASOCC/ Foundation/donations

Transportation: District transportation

Conference/Activity: Alternative Spring Break Volunteer Trip

Location: Either Yosemite National Park, Catalina Island Conservancy, or Joshua Tree, CA

Date: March 27-April 3, 2009

Department: OCC Sierra Club

Cost/Purpose/Funding Source: NTE \$2,000 from club funds/ASOCC/ Foundation/donations

Transportation: District/Personal vehicles

Conference/Activity: Model United Nations Conference

Location: UCLA, Los Angeles, CA

Date: January 16-18, 2009

Department: Student MUN Club

Cost/Purpose/Funding Source: 20 students to attend/expenses NTE \$955 from club/ASOCC/sponsorship

Transportation: Personal Vehicles/District

Revision to Previous Board Action to correct reimbursement amount and mode of transportation.

Previous Board approval 11/05/08.

**Additional Administrative Content**

Created on 10/8/2008 at 03:06 PM by Lynnette Minton. Last update on 12/04/2008 by Lynnette Minton.

**3.03 GENERAL ITEMS**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**Additional Administrative Comment**

Created on 10/8/2008 at 03:06 PM by Todd Rodriguez. Last updated on 12/6/2008 by Todd Rodriguez.

**3.03.01 Authorization for Special Projects - Coastline Community College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

Project/Activity: Operation Santa Claus Gift Drive  
 Date: December 2008  
 Department: Student Advisory Council  
 Purpose: Community Service  
 Cost/purpose/funding source: No cost to College or District

Project/Activity: Special Events-New Student Orientations, Student Workshops, Holiday Events  
 Date: 2008-09 Academic year  
 Location: Various  
 Department: International Student Program  
 Purpose: Student information  
 Cost/purpose/funding source: College funds

Project/Activity: Student Learning Outcomes (SLO) Enhancement Workshop  
 Date: January 30, 2009; 9 a.m. – 4 p.m.  
 Location: Claim Jumper Restaurant, Fountain Valley  
 Department: Office of Instruction  
 Purpose: Faculty training  
 Cost/purpose/funding source: NTE \$850; Master Plan Implementation Proposal ID#20

Project/Activity: Student Learning Outcomes (SLO) Enhancement Workshop  
 Date: March 13, 2009; 8:30 a.m. – 1:30 p.m.  
 Location: Claim Jumper Restaurant, Fountain Valley  
 Department: Office of Instruction  
 Purpose: Instructional Managers and Classified Support Staff Training  
 Cost/purpose/funding source: NTE \$850; Master Plan Implementation Proposal ID#20

Project/Activity: Leadership Academy  
 Date: January 26-30, 2009; 8 a.m. – 5 p.m.  
 Location: Coastline's Art Gallery  
 Department: President's Office  
 Purpose: Staff Training  
 Cost/purpose/funding source: NTE \$3000; Kaleidoscope and Staff Development funds

Project/Activity: Finale Fiesta  
 Date: December 8-13, 2008  
 Location: Garden Grove, Le-Jao and Costa Mesa Centers  
 Department: SAC  
 Purpose: Student Support  
 Cost/purpose/funding source: NTE \$500; SAC funds

Project/Activity: Scholarship Awards Reception  
 Date: April 23, 2009; 6:30 – 9:30 p.m.  
 Location: Costa Mesa Neighborhood Community Center  
 Department: Student Services  
 Purpose: Awards Ceremony  
 Cost/purpose/funding source: NTE \$5,000; College and SAC funds

Project/Activity: Special Events in cooperation with Latin American Citizens (LULAC) Foundation

Date: 2008-09 Academic year

Location: Various

Department: Student Services

Purpose: Student Recognition and Workshops

Cost/purpose/funding source: NTE \$5,000; College and SAC funds

Project/Activity: FDIC Job Recruitment Fair

Date: December 11, 2008; 8 a.m. - 5 p.m.

Location: Newport Beach Radisson Hotel

Department: Orange county One-Stop Center

Purpose: Job Fair

Cost/purpose/funding source: NTE \$4,000; One-Stop Center funds

Additional Administrative Content

Created on 10/31/2008 at 03:08 PM by Laurie Swappett, last updated on 12/03/2008 by Laurie Swappett

**3.03.02 Authorization for Special Projects - Golden West College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

Project/Activity: Honors Convocation  
Date: December 4, 2008  
Department: Honors Program  
Purpose: To recognize Honors Program Students  
Cost/purpose/funding source: \$500 for supplies and refreshments; District funds

Project/Activity: Studio Dance Concert  
Date: December 9 & 10, 2008  
Department: Arts & Letters  
Purpose: Dance concert  
Cost/purpose/funding source: \$5 admission fee to cover costs for food & supplies

**Additional Administrative Content**

Created on 10/31/2007 at 03:05 PM by Dolores Harper. Last updated on 12/03/2008 by Dolores Harper.

**3.03.03 Authorization for Special Projects - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

Project/Activity: Vanguard University Track & Field Workouts

Date: January 5-May 31, 2009

Department: Physical Education & Athletics

Purpose: Promote awareness of campus and athletics programs to Vanguard students

Cost/Purpose/Funding Source: No cost to the college

Project/Activity: Vietnamese Language Writing Contest for Elementary Students

Date: January 10, 2009

Department: Vietnamese Student Association (VSA)

Purpose: Open to all Vietnamese students, parents, and community members

Cost/Purpose/Funding Source: Paid by the Organization of the Vietnamese Language School in Southern California and the VSA/OCC

Project/Activity: Coordinate activities of Tech Prep Regional Coordination Project

Date: December 11, 2008, through June 30, 2009

Department: Career Education

Purpose: Coordination of regional meetings and events, skills analysis, staff development, advisory committee meetings, publication and distribution of Tech Prep related materials, countywide counselor's workshop, industry and environmental scan, and faculty and counselor externships

Cost/Purpose/Funding Source: NTE \$300,000 to include meeting rooms and expenses, speaker fees, staff development meeting expenses, stipends for high school instructors and community college faculty, disbursements to regional partners, substitute costs for high school and college faculty, web content development, and web site structural development, to be paid from the Tech Prep Regional Coordination Project Grant funds

Project/Activity: Planning workshop

Date: Spring semester, 2009

Department: International Center

Purpose: Plan goals and objectives and Student Learning Outcomes for accreditation purposes

Cost/Purpose/Funding Source: NTE \$300 from International Center funds

Project/Activity: Online Training Webinar

Date: December 10-12, 2008

Department: Information Technology

Purpose: Mixon Consulting to provide training on SharePoint 2007 to Web Services staff

Cost/Purpose/Funding Source: NTE \$745 registration to be paid from general funds

Project/Activity: Financial Aid Workshop for 60 Local High School Students and Parents

Date: January 17, 2009

Department: Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education (EOPS & CARE)

Purpose: Host Orange County Asian Pacific Community Alliance & High School Participants

Cost/Purpose/Funding Source: No Cost to the College

Project/Activity: Earth Week

Date: April 20-23, 2009

Department: OCC Sierra Club

Purpose: Educate students about the planet

Cost/Purpose/Funding Source: NTE \$3,000 from club/ASOCC/Foundation/donations

Project/Activity: Various Functions, Meetings, and Projects

Date: 2008-2009 School Year

Department: Career Education

Purpose: To include food, busses, substitutes, development and distribution of print and web materials, equipment, and meeting rooms

Cost/Purpose/Funding Source: NTE \$50,000 from Career Education/indirect/ASOCC/Foundation funds

Revision to Previous Board Action to increase amount. Previous Board approval 07/16/08.

Project/Activity: The Traditional Art of Printmaking in a Contemporary Art World

Date: November, 2008

Department: Staff Development and Foundation

Purpose: Contemporary art exhibits, workshops, and reception

Cost/Purpose/Funding Source: NTE \$1,500 from Staff Development and Foundation funds

Revision to Previous Board Action to change date. Previous Board approval 11/05/08.

**Additional Administrative Content**

Created on 10/31/2008 at 9:06 PM by Lynnette Minton. Last update on 12/03/2008 by Lynnette Minton.

**3.03.04 Authorization to Apply for Funded Programs**

Meeting: 12/10/2008 Organizational/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.

Golden West College has received the California Community College Chancellor's Office grant titled **"Enrollment Growth for Associate Degree Nursing (RN) Programs."** The grant funding will be used to increase nursing enrollments by 10 additional students. In addition, the grant funding will be used to monitor the readiness of accepted applicants for enrollment in registered nursing coursework and provide retention management for "at-risk" and remediation students. The funding of this grant will allow the Golden West Nursing program to put into practice retention strategies demonstrated to increase retention and success of the registered nursing student. **(Previous Board Approvals: May, 7, 2008)**

**Fiscal Impact:** Golden West College will receive \$325,150 between July 1, 2008, to and including August 31, 2010. No matching funds required. **This grant has received an augmentation of \$85,500 to increase the grant from \$325,150 to \$410,650.**

Orange Coast College has reapplied for the United States Government Federal Block Grant – Yosemite Community College District grant titled **"Child Development Training Consortium."** This is an ongoing program for Orange Coast College as part of a consortium of over 72 community colleges to upgrade child care throughout California.

**Fiscal Impact:** Orange Coast College will receive \$22,500 between September 1, 2008, to and including June 30, 2009. No matching funds required.

**Additional Administrative Content**

## Agenda Item

### 3.03.05 Authorization for Disposal of Surplus

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

## Agenda Item Content



Surplus121008.pdf

## Additional Administrative Content

Created on 10/31/2008 at 04:06 PM by CcCB Purch Last Update on 12/03/2008 by CcCB Purch

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
<b>COASTLINE COMMUNITY COLLEGE</b>				
Monitor	9043458	---	---	I
Monitor	CS00168	---	---	I
Monitor	9039983	---	---	I
Monitor	9043217	---	---	I
Computer	9039696	---	---	I
Monitor	9048507	---	---	I
Monitor	9048504	---	---	I
Computer	9029775	---	---	I
Printer	9048754	---	---	I
Computer	9044181	---	---	I
Computer	9043532	---	---	I
Computer	9036676	---	---	I
Monitor	9029827	---	---	I
Monitor	9043315	---	---	I
Monitor	CS01110	---	---	I
Computer	9043539	---	---	I
Monitor	9041837	---	---	I
Monitor	9041857	---	---	I
Monitor	9048432	---	---	I
Monitor	9048497	---	---	I
Computer	9045006	---	---	I
Monitor	9048436	---	---	I
Monitor	9048502	---	---	I
Monitor	9048503	---	---	I
Monitor	9048423	---	---	I
Monitor	9048424	---	---	I
Monitor	9048425	---	---	I
Monitor	9048434	---	---	I
Monitor	9048418	---	---	I
Monitor	9048419	---	---	I
Monitor	9048421	---	---	I
Monitor	9048422	---	---	I
Monitor	9048413	---	---	I
Monitor	9048414	---	---	I
Monitor	9048415	---	---	I

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Monitor	9048416	---	---	I
Monitor	9048408	---	---	I
Monitor	9048410	---	---	I
Monitor	9048411	---	---	I
Monitor	9048412	---	---	I
Disc Writer	9048753	---	---	I
Monitor	9024615	---	---	I
Hub	9030558	---	---	I
Monitor	9043237	---	---	I
Monitor	9030618	---	---	I
Computer	9049004	---	---	I
Computer	9049003	---	---	I
Computer	9036311	---	---	I
Computer	9043067	---	---	I
Computer	9036336	---	---	I
Computer	9043069	---	---	I
Monitor	9036282	---	---	I
Computer	9039647	---	---	I
Computer	9043068	---	---	I
Computer	9039691	---	---	I
Switch	9030288	---	---	I
Computer	9043072	---	---	I
Computer	9036674	---	---	I
Monitor	9029448	---	---	I
Computer	9030652	---	---	I
Computer	9039844	---	---	I
Computer	9036515	---	---	I
Monitor	9020297	---	---	I
Printer	9036251	---	---	I
Computer	9036512	---	---	I
Computer	9036500	---	---	I
Computer	9036517	---	---	I
Monitor	9039921	---	---	I
Switch	CS00063	---	---	I
Switch	CS00065	---	---	I
Monitor	9029496	---	---	I

## Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Projector	9036589	---	---	I
Printer/copier	9037718	---	---	I
FAX/Printer copier	9041841	---	---	I
Computer	9041867	---	---	I
Computer	9049212	---	---	I
FAX	CS00452	---	---	I
Media Converter	CS00182	---	---	I
Docking Station	9043006	---	---	I
Notebook Computer	9043005	---	---	I
Notebook Computer	9043094	---	---	I
Notebook Computer	9043100	---	---	I
Notebook Computer	9042092	---	---	I
Notebook Computer	9043104	---	---	I
Notebook Computer	9043096	---	---	I
Notebook Computer	9043097	---	---	I
Notebook Computer	9043091	---	---	I
Computer	9044982	---	---	I
Computer	9043251	---	---	I
Computer	9043167	---	---	I
Printer	9049523	---	---	I
Printer	9049097	---	---	I
Computer	9049264	---	---	I
Computer	9043253	---	---	I
Printer	CS01684	---	---	I
Computer	9043164	---	---	I
Computer	9039620	---	---	I
Printer	9013152	---	---	I
Computer	9043497	---	---	I
Computer	9040003	---	---	I
Computer	9050027	---	---	I
Computer	9036321	---	---	I
Monitor	9049059	---	---	I
Monitor	9049225	---	---	I
Computer	9041851	---	---	I
Computer	9012330	---	---	I
Computer	9043440	---	---	I

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Computer	9043534	---	---	I
Computer	CS00082	---	---	I
Computer	9044543	---	---	I
Computer	9043341	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Computer	---	---	---	I
Monitor	---	---	---	I
Computer	9049046	---	---	I
Computer	---	---	---	I
Computer	9043510	---	---	I
Computer	9043525	---	---	I
Computer	9037685	---	---	I
Computer	9044969	---	---	I
Computer	9043166	---	---	I
Printer	9012586	---	---	I
Computer	9044853	---	---	I
Computer	9041850	---	---	I
Computer	9043531	---	---	I
Computer	9043249	---	---	I
Computer	9041852	---	---	I
Computer	9036689	---	---	I
Computer	9044842	---	---	I
Computer	9041865	---	---	I
Computer	9044182	---	---	I
Computer	9044980	---	---	I
Computer	9044918	---	---	I
Computer	9044222	---	---	I
Computer	9029783	---	---	I
Computer	9044573	---	---	I
Computer	9043230	---	---	I
Computer	9044205	---	---	I

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Computer	9043355	---	---	I
Computer	9039610	---	---	I
Monitor	9048745	---	---	I
Computer	9039613	---	---	I
Computer	9043495	---	---	I
Computer	9029832	---	---	I
Monitor	9040004	---	---	I
Monitor	9029531	---	---	I
Monitor	9036225	---	---	I
Monitor	9030640	---	---	I
Computer	9048469	---	---	I
Computer	9030676	---	---	I
Computer	CS00119	---	---	I
Computer	CS00113	---	---	I
Computer	CS00127	---	---	I
Monitor	9030619	---	---	I
Monitor	9049015	---	---	I
Computer	9048476	---	---	I
Computer	9048498	---	---	I
Computer	9048442	---	---	I
Computer	9048470	---	---	I
Computer	9048457	---	---	I
Computer	9048450	---	---	I
Computer	9048446	---	---	I
Computer	9048488	---	---	I
Computer	9048488	---	---	I
Computer	9048492	---	---	I
Computer	9048471	---	---	I
Computer	9048438	---	---	I
Computer	9048460	---	---	I
Computer	9048461	---	---	I
Computer	9048485	---	---	I
Computer	9043446	---	---	I
Computer	9041872	---	---	I
Computer	9043254	---	---	I
Computer	9045004	---	---	I

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Computer	9041870	---	---	I
Computer	9043506	---	---	I
Computer	9043535	---	---	I
Computer	9048483	---	---	I
Computer	9048472	---	---	I
Computer	9048455	---	---	I
Computer	9048464	---	---	I
Computer	9048454	---	---	I
Computer	9048584	---	---	I
Computer	9048494	---	---	I
Computer	9048468	---	---	I
Computer	9041827	---	---	I
Computer	9041832	---	---	I
Computer	9048448	---	---	I
Computer	9048449	---	---	I
Computer	9048451	---	---	I
Computer	9048437	---	---	I
Computer	9048452	---	---	I
Computer	9048456	---	---	I
Computer	9048443	---	---	I
Computer	9048453	---	---	I
Computer	9048463	---	---	I
Computer	9048501	---	---	I
Computer	9041828	---	---	I
Computer	CS00105	---	---	I
Computer	9048444	---	---	I
Computer	9048478	---	---	I
Computer	9048480	---	---	I
Computer	9049216	---	---	I
Computer	9048656	---	---	I
Computer	9048500	---	---	I
Computer	9048489	---	---	I
Computer	9029508	---	---	I
Computer	9043353	---	---	I
Computer	9029031	---	---	I
Computer	9039631	---	---	I

## Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Computer	9029475	---	---	I
Computer	9037817	---	---	I
Computer	9029767	---	---	I
Computer	9030636	---	---	I
Computer	9043241	---	---	I
Computer	9030528	---	---	I
Computer	9029493	---	---	I
Computer	9041843	---	---	I
Computer	9048462	---	---	I
Computer	CS00114	---	---	I
Computer	CS00111	---	---	I
Computer	CS00112	---	---	I
Computer	9049298	---	---	I
Computer	9049262	---	---	I
Monitor	9036242	---	---	I
Monitor	9048479	---	---	I
Monitor	9048486	---	---	I
Monitor	9029837	---	---	I
Monitor	9029581	---	---	I
Monitor	9048509	---	---	I
Computer	9043441	---	---	I
UPS	CS00032	---	---	I
UPS	CS00033	---	---	I
Computer	9033946	---	---	I
Computer	9043528	---	---	I
Computer	9044974	---	---	I
Monitor	9043455	---	---	I
Monitor	9036554	---	---	I
Monitor	9036617	---	---	I
Monitor	9036617	---	---	I
Monitor	9030998	---	---	I
Computer	9043448	---	---	I
Monitor	9049267	---	---	I
UPS	9011299	---	---	I
UPS	9011308	---	---	I
UPS	9011307	---	---	I

## Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
UPS	9017047	---	---	I
Monitor	9030631	---	---	I
Monitor	9013285	---	---	I
Printer/Fax/scan	9037721	---	---	I
Computer	9048465	---	---	I
Computer	9058484	---	---	I
Computer	9048487	---	---	I
Monitor	9041854	---	---	I
Monitor	9048429	---	---	I
Monitor	9048430	---	---	I
Monitor	9048499	---	---	I
Monitor	9048570	---	---	I
Video Equipment	9049203	---	---	I
Computer	9049370	---	---	I
Server	9049646	---	---	I
Video Equipment	9049371	---	---	I
Monitor	CS00510	---	---	I
Monitor	CS00508	---	---	I
Drive	9049363	---	---	I
UPS	9049364	---	---	I
Computer	9043163	---	---	I
Scanner	9043107	---	---	I
Computer	9036775	---	---	I
Computer	9043165	---	---	I
Drive	9049362	---	---	I
Video Equipment	9049201	---	---	I
Printer	9015418	---	---	I
Switch	9049365	---	---	I
Copier	9033991	---	---	I
Projector	9049211	---	---	I
Switch	9029823	---	---	I
Computer	9037824	---	---	I
Computer	9049039	---	---	I
Monitor	9037748	---	---	I
Monitor	9036283	---	---	I
Monitor	CS00169	---	---	I

**Surplus**

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Monitor	9049027	---	---	I
Monitor	9036614	---	---	I
Monitor	9029494	---	---	I
Monitor	9020296	---	---	I
Monitor	9048493	---	---	I
Monitor	9029816	---	---	I
Monitor	9036227	---	---	I
Monitor	9029829	---	---	I
Monitor	9029438	---	---	I
Monitor	9029856	---	---	I
Monitor	9029437	---	---	I
Monitor	9039941	---	---	I
Monitor	9041833	---	---	I
Monitor	9041834	---	---	I
Monitor	Cs00255	---	---	I
Monitor	9030683	---	---	I
Computer	9045002	---	---	I
Monitor	9029730	---	---	I
Monitor	9012374	---	---	I
Monitor	9043269	---	---	I
Monitor	9049253	---	---	I
Computer	9039642	---	---	I
Monitor	9029746	---	---	I
Computer	9045002	---	---	I
Computer	9039641	---	---	I
Monitor	CS00031	---	---	I
Computer	9039707	---	---	I
Computer	9036501	---	---	I
Server	9048667	---	---	I
Drive	9048668	---	---	I
<b>ORANGE COAST COLLEGE</b>				
Sewing Machine	9047654	MC3000	130044667	P
Sewing Machine	9047662	MC3000	130044750	P
Sewing Machine	9047672	MC3000	130044614	P
Sewing Machine	9047658	MC3000	130044603	P
Sewing Machine	9047667	MC3000	130044640	P

**Surplus**

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
5 Tables	---	---	---	P
Desk	---	---	---	P
Large Picture	---	---	---	P
Bullitin Board	---	---	---	P
Small table/desk	---	---	---	P
Rolling Cart	---	---	---	P
Small misc office items	---	---	---	P
Metal Stand	---	---	---	P
Print Server	9025396	J3265A	SG91461583	I
Hub/Repeater	9020026	AT-3612TR	T02F7072G	I
Monitor	9045831	DPLUS74SB-BK	46511724A	I
Projector	9033530	PLC-SP20N	G1101492	I
Direct TV Box	---	DRD435RH	D516BC210	I
Printer	9028960	C2642A	MY78K1C3X3	I
Digital Camera	9047456	MVC-CD1000	67205	I

**3.03.06 Authorization to Enter Standard Telecourse Agreements - Coastline Community College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content**

**ANTHROPOLOGY: THE FOUR FIELDS**

North Carolina Community College System (NC)

**ASTRONOMY: OBSERVATIONS AND THEORIES**

Iowa Public Television (IA)

**CHILD DEVELOPMENT: STEPPING STONES**

Consortium of Distance Education (NJ) – 16352

Consortium of Distance Education (NJ) – 16353

**CONCEPTS IN MARKETING**

Consortium of Distance Education (NJ) – 16354

Consortium of Distance Education (NJ) – 16355

Hutchinson Community College (KS)

**CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD**

Grand Rapids Community College (MI)

**CYCLES OF LIFE: EXPLORING BIOLOGY**

Consortium of Distance Education (NJ)

HETA of Oklahoma (OK)

**DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21<sup>ST</sup> CENTURY**

Consortium of Distance Education (NJ)

Oregon Community College Distance Learning (OR)

**FACES OF CULTURE – REVISED**

Consortium of Distance Education (NJ) – 16358

Consortium of Distance Education (NJ) – 16359

San Bernardino Community College District (CA)

**INTERMEDIATE ALGEBRA: MODELING THE WORLD**

Consortium of Distance Education (NJ) – 16360

Consortium of Distance Education (NJ) – 16361

**MASTERING THE COLLEGE EXPERIENCE**

Iowa Public Television (IA)

**MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION**

Consortium of Distance Education (NJ)

**THE PHOTOGRAPHIC VISION**

Empire State College (NY)

**PHYSICAL ANTHROPOLOGY: THE EVOLVING HUMAN**

University of Alaska Southeast – Ketchikan (AK)

PSYCHOLOGY: THE HUMAN EXPERIENCE  
Consortium of Distance Education (NJ) – 16363  
Consortium of Distance Education (NJ) – 16364

TRANSITIONS THROUGHOUT THE LIFE SPAN  
Consortium of Distance Education (NJ) – 16365  
Consortium of Distance Education (NJ) – 16366

STANDARD MASTER TELECOURSE LICENSE AGREEMENT  
CMS-TV (NC)

**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 10/31/2008 at 03:06 PM by Nick Salcedo. Last update on 12/03/2008 by Jodi Rodriguez.

**3.03.07 Approval of Clinical Contracts - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 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**

Lynne Alba Speech Therapy, P.C.  
 AKA, Children's Speech Center  
 Torrance, CA

Standard Clinical Affiliation Agreement

Universal Health Services of Rancho Springs, Inc.  
 DBA Southwest Healthcare Systems  
 Murietta, CA

Non-Standard Clinical Affiliation Agreement  
 (See Rancho Springs Attachment #2)

Dr. Michael Yang, DDS  
 Tustin, CA

Standard Clinical Affiliation Agreement

**RENEWAL**

Centinela Hospital Medical Center  
 Inglewood, CA

Non-Standard Clinical Affiliation Agreement  
 (See Centinela Attachment #3)

South Coast Medical Center  
 Laguna Beach, CA

Non-Standard Clinical Affiliation Agreement  
 (See South Coast Medical Attachment #4)

Little Company of Mary Hospital  
 Torrance, CA

Non-Standard Clinical Affiliation Agreement  
 (See Little Company of Mary Hospital Attachment #5)

**AMENDMENT TO EXISTING AGREEMENT**

Kaiser Foundation Hospitals-  
 Southern California Permanente Medical Group  
 Pasadena, CA

Original Agreement is Non-Standard  
 (See Kaiser Attachment #6)

**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.



Universal Health Services of Rancho Springs Inc final.pdf Centinela Agreement.pdf South Coast Medical.pdf



Little Company of Mary 11-4-08.pdf Kaiser Amendment.pdf

Additional Administrative Content

Created on 10/31/2008 at 03:05 PM by Lyndee Victor. Last updated on 12/01/2008 by Ted Rodriguez.

**3.03.08 Community Activities - Golden West College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

It is recommended that authorization be given for the following non-ADA generating Community Services activities, seminars, workshops, lecture series and/or cultural events and for appointment of lecturers and presenters as indicated at Golden West 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 by Community Services throughout Spring 2009. The presenters will be paid a flat fee or on a fee-split based on actual enrollment. (P) = per participant (F) = flat rate

**Professional Experts**

**PATHOLOGY I**, Elizabeth Burkle, 24.0 hours.  
 Participant Fee: \$187.00. (P) First offered in 2007

**PATHOLOGY II**, Elizabeth Burkle, 16.0 hours.  
 Participant Fee: \$126.00. (P) First offered in 2008

**BUSINESS SURVIVAL TOOLS FOR SPA/SALON PRACTITIONERS**, Kathy Flippin, 9.0 hours.  
 Participant Fee: \$86.00. (P) First offered in 2005

**SELF CARE FOR BODY WORKERS**, Kathy Flippin, 6.0 hours.  
 Participant Fee: \$65.00 and \$5.00 Material Fee. (P) New offering

**INTRODUCTION TO THE INTERNET/ITUNES/IPOD...OR HOW TO USE THAT IPOD YOU GOT FOR CHRISTMAS**, Carl Johnson, 8.0 hours.  
 Participant Fee: \$103.00. (P) First offered in 2007

**T'AI CHI/QIGONG: CORE, JOINT AND BACK HEALTH**, Diana Shakarian, 12.0 hours.  
 Participant Fee: \$86.00. (P) New offering

**INTRODUCTION TO SHIATSU**, Gretchen Thomas, 15.0 hours.  
 Participant Fee: \$119.00 and \$5.00 Material Fee. (P) First offered in 2005

**LANDSCAPE/GARDEN DESIGN**, Frank Yee, 9.0 hours.  
 Participant Fee: \$85.00. (P) First offered in 1999

**Independent Contractors**

**BECOME A NOTARY PUBLIC IN ONE DAY (EXAM PREPARATION)**, Notary Public Seminars, Renewing Notaries, 3.5 hours.  
 Participant Fee: \$50.00 and \$30.00 Material Fee. (P) New offering  
 The Official California State Notary Public Exam will be administered immediately following the preparation program for those who wish to take it at that time.

**ADVANCED MEDICAL INSURANCE BILLING**, Kris G. Patterson, 6.0 hours.  
 Participant Fee: \$88.00 and \$39.00 Material Fee. (P)

(P) First offered in 2006

INTRODUCTION TO MEDICAL INSURANCE BILLING, Kris G. Patterson, 12.0 hours.  
Participant Fee: \$123.00 and \$69.00 Material Fee. (P)

(P) First offered in 2005

#### **Revisions to Previous Board Action**

HOLISTIC MASSAGE CERTIFICATE PROGRAM, James Bechter and Kathleen Mondello, 100.0 hours.  
Participant Fee: \$546.00 and approximately \$40.00 Material Fee.

(This is to change material fee only. Previous board action August 6, 2008.)

AEROBICS FOR SENIORS: BODY SHAPE UP – PART I, Ruth E. Bennett,  
12.0 hours.

Participant Fee: \$34.00 with Gold Key Card and \$40.00 without Gold Key Card (F)

(This is to change fee only. Previous board action August 6, 2008.)

AEROBICS FOR SENIORS: BODY SHAPE UP – PART II, Ruth E. Bennett,  
12.0 hours.

Participant Fee: \$34.00 with Gold Key Card and \$40.00 without Gold Key Card (F)

(This is to change fee only. Previous board action August 6, 2008.)

CIRCUIT WEIGHT TRAINING FOR SENIORS, Ruth E. Bennett, 12.0 hours.

Participant Fee: \$34.00 with Gold Key Card and \$40.00 without Gold Key Card (F)

(This is to change fee only. Previous board action August 6, 2008.)

DIGITAL PHOTOGRAPHY BOOT CAMP, Mary-Linn Hughes, 12.0 hours.

Participant Fee: \$89.00 and \$5.00 Material Fee. (P)

(This is to change presenter only. Previous board action May 7, 2008.)

HATHA YOGA, Nanc Hemp, 13.5 and 15.0 hours.

Participant Fee: \$86.00 and \$94.00. (P)

(This is to change hours and fee. Previous board action August 6, 2008.)

SAT PREPARATION SEMINAR, Ivy West Educational Services, 24 hours.

Participant Fee: \$255.00. (P)

(This is to change hours only. Previous board action May 7, 2008.)

PILATES, Tamra McDearmon, 8.0 hours.

Participant Fee: \$65.00. (P)

(This is to change presenter's name only. Previous board action May 7, 2008.)

HOW TO BECOME A MYSTERY SHOPPER (AND OTHER FUN WAYS TO EARN MONEY), Elaine Moran, 4.0 hours.

Participant Fee: \$60.00. (P)

(This is to change hours only. Previous board action May 7, 2008.)

BECOME A NOTARY PUBLIC IN ONE DAY (EXAM PREPARATION), Notary Public Seminars, First Time Notaries, 7.0 hours.

Participant Fee: \$89.00 and \$30.00 Material Fee. (P)

The Official California State Notary Public Exam will be administered immediately following the preparation program for those who wish to take it at that time.

(This is to change description and fee. Previous board action May 7, 2008.)

HATHA YOGA, Diane Pavesic, 10.5 hours.

Participant Fee: \$66.00. (P)

(This is to change hours and fee. Previous board action August 6, 2008.)

T'AI CHI/QIGONG: MODIFIED YANG SHORT FORM, Diana Shakarian,  
12.0 hours.

Participant Fee: \$86.00. (P)

(This is to change title only. Previous board action May 7, 2008.)

~~Additional Administrative Content~~

~~Created on 10/31/2008 4:08:06 PM by Dolores Harper. Last update on 12/04/2008 by Jodi Rodriguez.~~

#### Agenda Item

### 3.03.09 Authorization for Purchase of Institutional Memberships - Golden West College

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

#### NEW

Nursing Leadership Council – January 1, 2009 – December 31, 2009 - \$150  
Membership intended for Dean/Director of a Registered Nurse education program.

#### RENEWAL

Academic Senate for California Community Colleges – July 1, 2008 – June 30, 2009 - \$2,127.30  
Provides statewide faculty participation in the formation of state policies on academic and professional matters.

#### Additional Administrative Content

Created on 10/31/2008 at 08:06 PM by bdlores; harper. Last update on 12/04/2008 by Jcd, Requena.

**3.03.10 Authorization for Purchase of Institutional Memberships - Coastline Community College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content****RENEWAL****Tustin Chamber of Commerce - November 1, 2008 — October 31, 2009 - \$180**

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.

**Laguna Beach Chamber of Commerce - November 15, 2008 — November 14, 2009 - \$150**

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.

**South Orange County Chamber of Commerce – November 15, 2008 — November 14, 2009 - \$315**

Membership will provide access to Chamber businesses to market and network the programs offered through Coastline Community College/Orange County One-Stop Center. Membership includes the Cities of Aliso Viejo, Ladera Ranch, Laguna Hills, Laguna Woods, Lake Forest, Mission Viejo, and Rancho Santa Margarita. Membership to be paid from One-Stop Center funds.

**Newport Beach Chamber of Commerce – November 15, 2008 — November 14, 2009 - \$420**

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.

**Microsoft IT Academy Program – January 1, 2009 — December 31, 2009 - \$1,885.63**

Membership will provide Coastline full access to the benefits of the Microsoft IT Academy Program at the IT Pro-Platinum membership level including MSDN software licenses for students and faculty, and 100 lab licenses for MS Server/Client products. This membership gives Coastline access to a Members-only website to assist faculty in developing and enhancing programs, and students with access to white papers, discussion boards and technical reviews. Membership to be paid from College funds.

**La Habra Chamber of Commerce – January 1, 2009 — December 31, 2009 - \$130**

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.

**Academic Senate for California Community Colleges (ASCCC) – July 1, 2008 — June 30, 2009 - \$1,042.30**

Membership provides important statewide faculty participation of State policies on academic and professional matters. Membership to be paid from College funds.

**3.03.11 Authorization for Purchase of Institutional Memberships - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content****RENEWAL****English Council of California Two-Year Colleges (ECCTYC) – 2008-2009 - \$120**

This is a state-wide council for two-year colleges which provides workshops and conferences for all full-time and part-time English faculty so that they may remain current in the field.

**National Association of Veteran's Program Administrators (NAVPA) – January 1 - December 31, 2009 - \$150**

Membership provides a means to obtain current information on procedures, policies, and records pertinent to student veterans' matters.

**Additional Administrative Content**

Created on 10/31/2008 at 03:05 PM by Stephanie Wilson; last updated on 12/03/2008 by Judith Rodriguez

**3.03.12 Community Activities - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

The following not-for-credit classes will be advertised and offered by the Community Education Office during the period of December 10, 2008 – June 30, 2009. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

**PROFESSIONAL EXPERTS**

THE BUSINESS OF BARTENDING, Fee \$125.00, \$35 materials fee, 12 hours. Presenter: Kellie Nicholson. (P)

KEYS TO WINNING AN ARGUMENT EVERY TIME, Fee \$49/\$125.00 series, 12 hours. Presenter: Michael Leigh. (P)

KEYS TO CONFIDENCE IN PUBLIC PRESENTATION, Fee \$49/\$125.00 series, 12 hours. Presenter: Michael Leigh. (P)

KEYS TO IMPROVED RELATIONSHIPS THROUGH COMMUNICATION, Fee \$49/\$125.00 series, 12 hours. Presenter: Michael Leigh. (P)

MATHEMATICS A010 "ELEMENTARY ALGEBRA", 72 hours of instruction. Instructor Hoa Tran. Classes will be held at Orange Coast College. Instructor Hoa Tran to be paid at her instructional rate. (F)

MUSIC & ALCHEMY – TOOLS FOR TRANSFORMATION, Fee \$200.00, 16 hours. Presenters: Barbara Bullard and Theresa Bullard. (P)

**REVISION TO PREVIOUS BOARD**

CORONAL POLISHING, Change Fee: \$250.00 (Prior Board approval 4/2/08)

FEEDING THE YOUNG CHILD (FN145)/LIFE CYCLE NUTRITION:CHILDREN, 15 hours of instruction (plus 4.5 hours of preparation time/total 19.5 hours). Instructor Terese Celeste Proctor. Classes will be held at Orange County Head Start, 2900 South Harbor Blvd, Suite H101, Santa Ana CA 92704. Instructor Terese Celeste Proctor to be paid 15 hours/instruction (including prep time) @ \$50 per hour. (F)

**Additional Administrative Content**

**3.03.13 Sailing Program - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

The following non-credit classes will be offered by the Marine Programs Office during the period of December 11, 2008 – June 30, 2009. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P)=percentage and (F) =flat rate.

OCC Women's Crew will host the following events to promote and raise funds for the team. Expenses NTE \$500 from ancillary funds.

Sat, Dec 6, 2008; Parents LTR - Newport Harbor  
 Sat-Sun, Jan 17-18, 2009; Crew Garage Sale Fundraiser- Jenna's House  
 Sat-Sun, March 7-8, 2009; Alumni Dinner and Row - Gym Foyer/Newport Harbor  
 Sat, May 15, 2009-Sun; Annual Team Banquet – Newport Harbor

Student Trip

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: Fire Fighting Training for Professional Mariner students enrolled in MARA A153.  
 Location: Fire Station 7; 20401 Acacia Street, Santa Ana Heights Station, Newport Beach, CA  
 Dates: Three Saturdays in April-May, 2009 – dates TBA  
 Department: Physical Education & Athletics  
 Cost/Purpose/Funding Source: Facilities will be provided by the Newport Beach Fire Department at no cost to the District. Purpose of trip is to complete fire fighting module of Marine Basic Safety Training for USCG STVW-95.  
 Transportation: District bus or students will provide own transportation.

Conference/Activity: Field Trips for Professional Mariner students enrolled in MARA A150-A155).  
 Location: various  
 Dates: TBA - between December 11, 2008, and June 30, 2009  
 Department: Physical Education & Athletics  
 Cost/Purpose/Funding Source: Facilities will be provided by Maritime Companies. The purpose is to offer the students a direct experience of being a professional mariner. No cost to District.  
 Transportation: District bus or students will provide own transportation.

Conference/Activity: OCC Women's Crew/Coast Sprints  
 Location: Newport Harbor  
 Dates: December 6, 2008  
 Department: Physical Education & Athletics  
 Cost/Purpose/Funding Source: Participate in the Coast Sprints Regatta, no fee  
 Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/USD Scrimmage  
 Location: Mission Bay, San Diego, CA  
 Dates: January 24, 2009  
 Department: Physical Education & Athletics  
 Cost/Purpose/Funding Source: Participate in Event, no fee

Transportation: District bus or students will provide own transportation.

Conference/Activity: OCC Women's Crew/UC Irvine Scrimmage

Location: Newport Harbor

Dates: February 7, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: Participate in Event, no fee

Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/UC Davis Scrimmage

Location: Davis, CA

Dates: February 13-14, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: No fee/to row against UC Davis/ Ancillary for food

Transportation: District Bus

Conference/Activity: OCC Women's Crew/UC Santa Barbara Scrimmage

Location: UC Santa Barbara

Dates: February 21, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: to row against UC Santa Barbara/ No fee

Transportation: District Vans

Conference/Activity: OCC Women's Crew/Long Beach Scrimmage

Location: Newport Harbor

Dates: March 14, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: to row against Long Beach/ no fee

Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/Chapman Dual

Location: Newport Harbor

Dates: March 21, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source:/to row against Chapman/no fee

Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/Berg Cup

Location: Newport Harbor

Dates: Sat, March 28, 2009

Department: P.E. & Athletics

Cost/Purpose/Funding Source: /to host and row in Berg Cup Regatta/ no fee

Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/NCRC

Location: Portland, OR

Dates: April 3-4, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: 5,000/to participate in the NCRC Regatta/ancillary funds

Transportation: Flights to Portland, District transportation, Rented Vans

Conference/Activity: OCC Women's Crew/San Diego Crew Classic

Location: Mission Bay, San Diego, CA

Dates: April 4-5, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: \$1,000/to participate in the San Diego Crew Classic Regatta/ancillary

Transportation: District Vans

Conference/Activity: OCC Women's Crew/Collins Cup

Location: Newport Harbor

Dates: April 18, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source:/to participate in Collins Cup/ no fee

Transportation: Students will provide own transportation.

Conference/Activity: OCC Women's Crew/WIRA

Location: Sacramento, CA

Dates: May 1-3, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: \$3,000 /to participate in the WIRA Championships/ancillary

Transportation: District Bus

Conference/Activity: OCC Women's Crew/Dad Vails

Location: Philadelphia, PN

Dates: May 7-10, 2009

Department: Physical Education & Athletics

Cost/Purpose/Funding Source: \$7,000/to participate in the Dad Vails rowing event/ancillary

Transportation: District Bus, Flight to PA, Rental Cars in PA



See Sailing Center Report. Sailing Center Informative Report.pdf

**Additional Administrative Content:**

**Action Agenda Details:**

**Motion:**

Created on 10/31/2008 at 03:06 PM by Lynnette Minton. Last update on 12/04/2008 by Todd Rodriguez.

## **OCC SCHOOL OF SAILING & SEAMANSHIP**

### **INFORMATIVE REPORT**

In 2007-2008, The Intercollegiate Sailing and Rowing Base continued its tradition of public access to marine-related education and recreation. Hundreds of low cost classes and activities were conducted by Orange Coast College's School of Sailing and Seamanship, which remained open to the public seven days a week. Overall management of the School and the Base continued to take place from Base offices, where information on access to facilities and activities was available to the public seven days a week.

More than 6,000 County residents participated in organized classes and activities at the base in 2007-2008 more than 3,500 enrolled in Orange Coast College marine education classes, seminars, and lectures. The Base was also heavily used by a wide variety of groups, including classes from the University of Irvine and many other user groups listed in this report. Participants in these activities came from every age bracket and from every city in Orange County and beyond. Interest in marine-related education remains high and the Base operated at maximum capacity.

### **OUR LEGACY OF ACCESS**

Beyond the unique educational and recreational activities offered, the Base remained open to all seeking to enjoy access to Newport Harbor and the ocean. With the Bay surrounded by private property, the Base remained a portal of access for many to view the bay, observe classes in action, and to stroll the grounds. Our staff remains committed to sharing this incredible public resource with all who visit.

### **NEW MASTER VISION PLAN FOR AN EXPANDED OCC MARINE PROGRAM CAMPUS**

The Orange Coast College Marine Program has developed a master visioning plan in response to increased student and community demand for marine related education. The three phase facilities portion of the plan calls for approximately 10,000 square feet of new construction within and across the street from the present OCC boathouse facility.

The goal is to capitalize on the strength of OCC's current marine programs and increase services and opportunities for students, including the creation of a new vocational program in yacht and commercial vessel operation/management. The addition of these new facilities will allow for a comprehensive, diversified and integrated maritime studies program at Orange Coast College.

The plan has been approved by the County of Orange, the Coast Community College District, Orange Coast College, and the Orange Coast College Foundation

#### **Master Vision Plan:**

The vision plan is dedicated to creating a publicly-accessible, highly-integrated waterfront campus. This campus is devoted to the curricula, teaching and practical instruction in the areas of sailing, collegiate crew, marine safety, seamanship and vocational maritime studies. The plan calls for the construction of two new facilities which will connect to the existing office/library and classroom buildings.

The first phase began in the summer of 2008 and will be completed in the spring of 2009. This project is a rebuilding and 2,500 sf addition of the existing OCC boathouse structure, including the addition of new women's crew facilities. The second story addition above the original Crew Bay will provide needed training space and gender-balanced facilitation for this popular and rapidly-growing sport. This project is a part of OCC's Master Plan and is budgeted through Measure C funds.

At the same time, planning continues with the Orange County Sanitation District (OCSD) regarding a future joint-use cooperative project on property recently acquired by the OCSD. This parcel of four lots, running approximately 300 feet along Pacific Coast highway, is directly across from OCC's existing facilities. On September 5, 2007, the Coast Community College District Board of Trustees approved an option to purchase OCSD's unused portion of the land, approximately three contiguous lots. The

agreement recognizes the public benefit of a partnership between CCCD and OCSD where both entities build facilities and conduct operations on the property.

As of November 1, 2008, the city of Newport Beach's planning department has approved a joint development plan for the property between the OCSD and the CCCD. The OCSD is moving forward with construction drawings for the pump station project. In early November the CCCD put out RFP's for pedestrian bridge engineering, retaining wall engineering, and for environmental consulting services.

The remaining phases of the Master Vision Plan are as follows:

**Phase 2:** Replacement construction of OCSD's current Rocky Point Pump Station (primarily an underground facility), along with surface parking serving both OCSD and OCC (approx. 40 spaces), a pedestrian bridge connecting to OCC's existing waterfront facilities, plus all onsite and streetscape landscaping improvements required by the City's Mariner's Mile Design Framework.

**Phase 3:** Construction of second-story teaching and instructional facilities housing a new OCC Maritime Training Center. This new home for OCC's latest vocational program will comprise approx. 8,000 gsf of space. It will be built above the new OCC parking facilities constructed in phase one, which will be built to accommodate the vertical and overhead construction of phase two. When completed, phase two will include two classrooms, a 110 seat lecture hall, faculty offices, reference room, lobby, restrooms and a large covered deck.

The completed project will provide significant educational and public benefits to the community, including a new OCC vocational program in Maritime Technology. Other benefits include improved coastal access and public enjoyment of the Newport Bay, strengthened collegiate crew, sailing and regatta programs, reinforcement of desired marine uses in Newport Beach, continuation of Mariner's Mile Design framework civic improvements along Coast Highway, and a critical regional public infrastructure upgrade in the form of the re-built OCSD Rocky Point Pump Station.

#### **Funding**

The land purchase will be made with OCC Marine Program funds. Approximately \$1 million in cash has been donated by local residents for the land acquisition. Additional land purchase funds, along with planning and design costs, will be provided by OCC Marine Program funds through the Orange Coast College Foundation.

#### **Project History:**

Current OCC facilities on Newport Bay provide access to the water and a wide variety of instructional and practical training programs for both OCC students and the public. The site also serves as the base for OCC's collegiate crew. A fleet of sailing, rowing, and power vessels, most acquired as gifts from the local community, provide platforms for unique "on the water" learning experiences.

OCC marine facilities have grown significantly and by stages since the Coast Community College District first leased the unimproved waterfront land 52 years ago.

Expansions in 1970 and 1975 replaced original boat storage sheds with block buildings, providing equipment and support facilities for the growing rowing and sailing programs.

Spurred by growth of sailing and marine instructional programs, a second story classroom addition followed in 1988. The most recent expansion, completed in 1999, added a nautical library, elevator, meeting and study spaces and administrative offices.

#### **Preliminary Phase Two and Three Timeline**

Fall 2007      Adoption of land Purchase Option Agreement by CCCD and OCSD.

Jan 2008      Begin planning, design and permit process for new bridge, parking lot and OCC Maritime Programs facility

June 2008	Start construction remodel OCC boathouse facility, move in June 2009
Jan 2009	Begin negotiation for land purchase
Jan 2011	OCCSD pump station completion.
June 2011	Start construction of bridge, parking lot, and OCC Maritime Center.
June 2013	Move in.

#### **PROGRESS ON ACADEMIC MASTER VISION PLAN**

The Orange Coast College Marine Program has developed a master visioning plan in response to increased student and community demand for marine related education. The plan calls for expanding current marine program courses and create a new OCC vocational program in maritime studies. After almost a year of planning, the Professional Mariner Program was launched in the fall of 2008 offering five core courses to train and develop mariners for entry level positions throughout the maritime industries as Deckhands, Ordinary Seamen, and Wipers all holding their STCW '95 certificate. Focusing on safe working practices and communication, through hands on training and experiences on industry vessels, students are presented with a true representation of the scope and nature of work opportunities available today.

The five Marine Activities courses are offered for credit through the P.E. & Athletics Department. Courses are conducted on the OCC campus utilizing classroom, pool and machine shop facilities. All boat handling practical exercises are conducted at the Sailing Center. The fire prevention and fire fighting module of the safety course will be conducted at the Newport Beach Fire Department in cooperation with the NBFD Training, Safety & Education Division. Course material for Marine Basic Safety Training is being submitted to the U.S. Coast Guard (USCG) for approval to qualify students for USCG certification. This USCG certificate will make the students more qualified for employment.

Upon completion of the 15 units of Professional Mariner courses plus an additional three units of specified electives, the student will earn a Certificate of Achievement from OCC.

Enrollment in the Professional Mariner Program is full at 30 students and it is expected to remain so due to the high volume of inquiries. This program has been very well received by students and potential employers looking for qualified mariners. Current students represent a variety of skill level, boating experience, age and socio-economic backgrounds. The OCC Sailing Center is uniquely suited to offer this program because the school has been offering boating and seamanship classes for more than 40 years and has the facility, the boats and a knowledgeable and experienced pool of instructors.

The program received a \$1,000 grant from the Alexander Baldwin Foundation of Matson Navigation for program development and was approved for \$31,303 in funding from CTE Perkins IV for equipment and instructional supplies.

Future course expansion will aim towards training mariners for higher level licenses such as Able Bodied Seamen (AB), Ordinary Seamen with Rating forming Part of a navigational Watch (RFPNW), and Qualified Member of Engineering Department (QMED). New courses will be designed from requests from the maritime industry and advice from the Professional Mariner Advisory Committee.

#### **SUPPORT FROM THE COMMUNITY**

Community members continued their support of OCC's Marine Program in 2007-2008. With the assistance of the Orange Coast College Foundation, staff continued to raise funds and accept in-kind gifts, particularly the donation of large and small crafts, funds from which were directed back to the facility and program subsidizing base operations. This enabled Orange Coast College to maintain the facility at a high level and offer the public low cost courses, increasing accessibility for all citizens.

In 2007-2008, OCC's marine program received several significant gifts, including the 68 foot Nordlund motoryacht Por Nada and a variety of smaller power and sail boats. In addition, the program also received more than \$300,000 in cash and grants.

#### **NAUTICAL LIBRARY**

OCC's nautical library continued to receive hundreds of nautical books and charts throughout the year, adding to an impressive collection currently housed at the facility. This community resource is open to students and the public seven days a week.

#### **OCC CREDIT COURSES**

Orange Coast College's Physical Education department offered credit sailing course at the Base continuing a tradition of offering weekday sailing courses to full and part time students. While primarily attended by young full time students, members of the public seeking low cost access to boating education also attended the courses. At \$20 a unit plus registration fees, these weekday courses proved attractive to young college students as well as retirees and others seeking low cost recreational activities. This important part of our program saw hundreds of people enrolling in the following courses:

Introduction to Sailing, Introduction to Keelboats, Introduction to Ocean Sailing, Women's Crew Team, Men's Crew Team

#### **OCC NON-CREDIT COURSES**

An extensive sailing, seamanship and marine safety curriculum was maintained at the Base in 2006-2007. Open to all, these courses were enrolled in by thousands of Orange County residents seeking quality nautical education. The courses offered reflect the comprehensiveness of OCC's programs and the public's interest in boating education. The following courses were approved by the Coast Community college District Board of Trustees and held in 2007-2008, many were repeated on a regular basis year around.

All About Anchoring  
Bareboat Cruising to Catalina Island

Basic Cruising I and II

Basic Keelboat Instructor Course

Beginning Racing

Beginning Sailing

Channel Islands Cruising Seminar

Coastal Navigation I & II

Diesel Mechanic in a Day

Fiberglass Repair and Maintenance

First Aid & CPR

Intermediate Lidos

Introduction to Powerboats

Introduction to Spinnakers

Junior Summer Sailing Camps -- Beginning to Advanced

Learn to Sail on a Shields

Marine Communications

Marine Diesel Maintenance

Marine Electrical Systems

Marine Radio Operator's Permit

Marine Weather I and II

Marlinespike Seamanship

Northern Channel Island Cruises

Offshore Navigation

Outboard Maintenance

Private Lessons

Racing Clinics  
 Radar for Yachtsmen  
 Shields I  
 Shields II  
 Shields III  
 Spinnaker I & II  
 Summer Sea Kayaking in Canada  
 Team Building Regattas  
 US POWERBOATING Basic Powerboat Operation & Cruising Certification  
 US POWERBOATING Inshore Power Cruising Certification & Night Operation Endorsement  
 US Sailing Coastal Navigation Certification  
 US Sailing Cruising Certification  
 US Sailing Keelboat Certification  
 US Sailing Passage Making Certification  
 USCG License Exam Preparation  
 USCG License Renewal Course  
 Varnishing Made Easy  
 Weekend Catalina Trips  
 Women's Cruising

#### **YOUTH-AT-RISK**

Continuation of the summer youth-at-risk sailing program was again made possible through gifts and grants from the Orange Coast College Foundation and the California Department of Boating and Waterways. The following organizations brought groups of children to the Base for sailing classes conducted by OCC's School of Sailing and Seamanship:

Acts for Children  
 Boys and Girls Club of Fullerton  
 Boys and Girls Club of Huntington Valley  
 Families First  
 Family Resource Center  
 Helpline Youth Counseling  
 Migrant Education  
 Orange County Department of Education – Safe Schools  
 Phoenix Academy  
 Touchstone  
 Westminster Youth and Family  
 YMCA

#### **COLLEGIATE ROWING**

Due to construction at the facility, both men's and women's crew were relocated to the Newport Aquatic Center so regular team work outs and training could continue. Thanks to the efforts of the City of Newport Beach and the Board of Directors and staff at the NAC, students participating in OCC Crew continued to have access to the nation's only Community College rowing program.

#### **Men's Crew**

OCC' crew program began in 1953, and has grown into one of the most successful programs in the nation. Over the years the Coast Crews have successfully competed in local, national and international events including the San Diego Crew Classic, the Western Intercollegiate Championships, the Head of the Charles River in Boston and the Henley Royal Regatta in England.

In 2007-2008 the Coast Crew continued with their 5:30 am ergometer workouts followed by on the water practice at the Intercollegiate Sailing and Rowing Base. Under the guidance of Head Coach Larry Moore assisted by Pat Gleason and Chris Drover men's crew successfully competed in the San Diego Crew Classic, the Newport Regatta and the Western Intercollegiate Championship, but most importantly they

gained valuable experience, showed passion, persistence and discipline and continue to represent OCC well against four year schools.

#### **Women's Crew**

Now in its 15th year the OCC Women's Crew team continues to grow in numbers. The Women's Crew workout daily at the Newport Aquatic Center where daily training includes conditioning followed by on the water practice.

The Coast Women's Crew team competed in the Berg Cup, the San Diego Crew Classic and the Western Intercollegiate Rowing Championship and Dad Vail. The Novice team went undefeated in competition until the WIRA and Dad Vail's regattas where they finished in the top 5 in a pool of 30 novice boats. All members of the women's crew team benefited from the commitment they made, the friends they met and the athletic training they received. Of the 35 women on the 2007-2008 squad 6 received scholarships to four year schools including Rutgers, Clemson, Sacramento State and UCLA. All but 2 members of the novice team will return this year.

#### **ACCESS**

During 2007-2008, no non-profit public group was denied access to the intercollegiate Sailing and Rowing Base. U.C. Irvine and Harvey Mudd College were billed for permanent storage of boats and equipment. The funds were used to offset facility maintenance costs. The following is a list of base user organizations in 2007-2008; supplemental to regularly scheduled sailing, marine activities, and rowing classes and seminars.

#### **REGULAR BASE USER GROUPS**

As in past years, the base was the site for public sailing programs offered by UCI and Harvey Mudd College. U.C. Irvine maintains a fleet of eight Capri 14 dinghies, nine Flying Junior dinghies, three lasers, six 30-foot Shields sloops, and two Boston Whalers. They conducted approximately 16 Lido and Shields courses a semester as well as offering opportunities for getting on the bay, in a casual atmosphere, through their Sailing Club. The UCI Sailing team practices three days a week at the Base and competes in twenty regattas a year. Harvey Mudd maintains one 30-foot sloop at the facility, which is made available to their students and staff.

The following Coast Community College District departments used the classrooms in 2007 while we have been closed to meetings in 2008 due to construction

#### Coast Community College District

Board of Trustees  
Career Education  
Chancellor's Office  
Human Resources

#### Coastline Community College

President's Office  
Counseling  
Instructional Systems Development  
Staff Development

#### Golden West College

President's Office  
Academic Senate  
Biology Department  
Cosmetology  
Library  
Counseling and Guidance  
Student Enrollment Services

Orange Coast College  
President's Office  
Bursar's Office  
Administrative Services  
Admissions and Records  
Athletics  
Computer Services  
Curriculum Committee  
Financial Aid  
Fashion Advisory Board  
Foundation  
International Students  
Physical Education  
Student Services  
Teach 3  
Football Team

#### **OTHER (NON PROGRAM) USER GROUPS**

The total number of persons visiting the base far exceeded the 6,000 people who participated in organized activities at the site. Construction has been going on since March of 2008 and parking has been difficult. We hope that many of our frequent visitors will return in the spring when our facility and the parking lot will re-open. The base has been able to support special events as the Newport Harbor Parade of Lights, Sailing and Rowing regattas, The Character boat parade, etc despite construction. The following is a list of other user groups who conducted activities at the Base in 2007-2008:

Hoag Hospital  
Pacific Coast Intercollegiate Yacht Racing Association  
U.C. Irvine Sailing Association  
United States Rowing Association  
United States Sailing Association  
Coast Federation of Classified Employees  
Santa Ana City College  
Mt. San Antonio College

#### **MAINTENANCE, MANAGEMENT**

Even with major construction on going at the facility, which has taken up almost the entire land portion of the site, public access to the docks and water continued. A nearby parking lot was leased by the CCCD to provide parking for students. Maintenance on the docks and vessels continued to ensure safe and enjoyable use by students and the public.

Despite a seven-day, year-around schedule of public use, docks and restroom facilities were kept clean and well repaired in all respects. Approximately three-dozen boats and launches were maintained.

#### **CONCLUSION:**

Although a full scale construction project provided many challenges for staff and instructors, this was another year of successful programs at the Intercollegiate Sailing and Rowing Base. The site continues to provide the public with a wide variety of marine-related educational courses. The objective of staff is to keep the facility and programs as accessible as possible to all who seek the experiences the Base has to offer. Through the efforts of the County of Orange, the City of Newport Beach, Orange Coast College, the Coast Community College District and the support of many private individuals and foundations, the Base remains active and well maintained, a wonderful resource for all residents of Orange County and Southern California.

#### **OCC School of Sailing & Seamanship**

**Management and Office Staff**

Brad Avery, Director  
Mette Segerblom, Sailing Program Coordinator  
Michelle Jones, Accounting  
Victoria Hubbard, Registration Services  
Mary Menninger, Professional Mariner Program Coordinator  
Julie Myers, Registration Services  
Karen Prioleau, Alaska Eagle Coordinator

**On-the-Water Instructors**

Bob Botic  
Richard Crowe  
Sheri Crowe  
Scott Culver  
Diane De Witte  
Debbie Dunne  
Julie Evans  
Colleen Harber  
Marc Hughston  
Jim Jorgensen  
Doug Kent  
Brian Kfoury  
Garrett Loudenback  
Vito Macchia  
Marcus MacKenzie  
Chris McNally  
Karen Prioleau  
Robert Profeta  
Deb Robinson  
Kirk Schuler  
Ernie Schultz  
Anne Marie Thompson

**Evening Instructors & Seminar Leaders**

Ed Auck  
Brad Avery  
Erica Christian  
Armando Eason  
Art Holub  
Kurt Holland  
Mereld Keys  
Brian Kfoury  
Erik Klopfenstein  
Chris McNally  
Bill McNeely  
Jack Patterson  
Lindsey Philpott  
Karen Prioleau  
Neal Walker  
Lee Woolever

**Marine Maintenance**

Rich & Sheri Crowe  
Robert Dalrymple  
Dave Lapham  
Vito Macchia

Robert Profeta  
Jeremy Sandahl  
Katy Sink  
Mark Templin  
Bruce Tice  
Bob White

**ORANGE COAST COLLEGE**

Robert V. Dees, President

**COAST COMMUNITY COLLEGE DISTRICT**

Kenneth D. Yglesias, Ed. D, Chancellor

**BOARD OF TRUSTEES**

Armando Ruiz, President  
Mary L. Hornbuckle, Vice President  
Walter G. Howald  
Jim Moreno  
Jerry Patterson  
Michael Battistone, Student Trustee

**OCC FOUNDATION**

David A. Grant, President  
Patrick Munoz, Vice President  
Jeff Teller, Treasurer  
Janet Terrell, Secretary  
Douglas Bennett, Executive Director

**COUNTY OF ORANGE – BOARD OF SUPERVISORS**

John W.M. Moorlach, Supervisor Second District - Board Chairman  
Pat Bates, Supervisor Fifth District – Vice Chairman  
Janet Nguyen, Supervisor First District  
Chris Norby, Supervisor Fourth District  
Bill Campbell, Supervisor Third District

**FINANCIAL REPORT AND HIGH LIGHTS**

The OCC Marine program and School of Sailing and Seamanship are funded by a combination of course fees and private giving. Approximately half of the program's budget is supported by gifts. Private giving is a critical component of the program, allowing the public to obtain high quality nautical education at relatively low cost.

Highlights of 2007-2008 include:

- ~ Approximately 3000 students participated in classes and events at the OCC School of Sailing & Seamanship
- ~ Boats valued in excess of \$1 million were donated to the OCC School of Sailing & Seamanship.
- ~ 200 At-Risk Youth benefited from a grant from the California Department of Boating & Waterways
- ~ All sailing students benefited from new equipment purchased with grants from the California Department of Boating & Waterways and The Cotton Foundation.
- ~ Professional Mariner's Career Program launched in Fall of 08

**Statement of Income and Expenses\***

**INCOME**

Program Fee Income	829,218.30
Gift Income	314,941.69
Grant Income	43,000.00
Facility Rental	27,160.00
Misc. Income	4,931.08

**Total Net Income** **\$1,219,251.07**

**EXPENSES**

Management, Instructional & Hourly	919,518.68
Facility & Equipment Maintenance	75,902.12
Fuel Expense	10,545.51
Equipment Purchase	16,830.47
Development & Fundraising	45,763.25
General Program Expenses	84,829.25
Scholarships & Grant Equipment Purchases	43,000.00

**Total Expenses** **\$1,196,389.28**

**Net Revenue (Loss)** **\$22,861.79**

\* Fiscal year ending June 30, 2008

**3.04 PERSONNEL ITEMS**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

Personnel.pdf

**Additional Administrative Content**

Created on 10/31/2008 at 03:06 PM by CCCDHR. Last update on 12/03/2008 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:****ACADEMIC SENATE**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Kabaji, Noha	10/21/2008	05/31/2009	ACS	\$27.50

Serving as member of the Academic Senate. NTE 27 hours.

**CURRICULUM**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Chapman, Cheryl	10/01/2008	05/31/2009	EXH	\$30.34

Evaluating old and developing new curriculum, and technical review of all Digital Graphic Animation and Computer Information Systems curriculum. NTE 98 hours.

**NETLAB**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Chen, Eric	11/01/2008	05/31/2009	EXH	\$30.34

Configuring, assembling and maintaining NETLAB at the Garden Grove Center. NTE 65 hours.

**TEACH3 PROGRAM**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Yaron, Sharon	12/08/2008	01/30/2009	EXH	\$30.34

Coordinating Teach3 program. NTE 142 hours.

**BUSINESS WRITING**

The following instructors created Business Writing cable course for Incarcerated Students (Primary).

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Strauss-Thacker, Esther	05/30/2008	11/30/2008	EXH	\$30.34	17
Taylor, Margaret	05/30/2008	11/30/2008	EXM	\$43.10	135

**SPECIAL ASSIGNMENT**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Edwards, Kathryn	10/01/2008	10/31/2008	EXH	\$30.34

Revised the Work Based Learning packet sold in the Bookstore to the students. NTE 49 hours.

Jones, Nancy	07/01/2008	06/30/2009	EXM	\$43.10
--------------	------------	------------	-----	---------

Producing faculty training, creating new course outlines and developing a strategic plan for Business Education Statewide Advisory Committee. NTE 371 hours.

Morgan, James	10/01/2008	11/30/2008	EXH	\$2,500.00
---------------	------------	------------	-----	------------

Developed comprehensive Electronics Certificate of Achievement, obtained Curriculum Committee approval and assisted in obtaining the approval by the Regional Occupational Consortium (LODL).

**COUNSELING MEETINGS**

The following part-time counselors attending counseling meetings.

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Chen, Donna	10/30/2008	06/30/2009	EXH	\$30.34	25
Do, Anh	10/30/2008	06/30/2009	EXH	\$30.34	25
Estrada, Maria	10/30/2008	06/30/2009	EXH	\$30.34	25

Personnel Items

Hernandez, Marcela	10/30/2008	06/30/2009	EXH	\$30.34	25
Kobata, Sarah	10/30/2008	06/30/2009	EXH	\$30.34	25
Leung, Hei-Yi	10/30/2008	06/30/2009	EXH	\$30.34	25
McClure, Helen	10/30/2008	06/30/2009	EXH	\$30.34	25
Mims, Brian	10/30/2008	06/30/2009	EXH	\$30.34	25
Nguyen, Christina	10/30/2008	06/30/2009	EXH	\$43.10	25
Nguyen, Lien K.	10/30/2008	06/30/2009	EXH	\$30.34	25
Powell, Rita	10/30/2008	06/30/2009	EXH	\$30.34	25
Washington, Warren	10/30/2008	06/30/2009	EXH	\$30.34	25
Yaron, Sharon C.	10/30/2008	06/30/2009	EXH	\$30.34	25

**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>
Ambriz, Aurora	02/02/2009	11/30/2009	UNT	\$59.16	288

**GOLDEN WEST COLLEGE:**

**READER/EVALUATOR**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Moore, Sasha	10/01/2008	12/14/2008	EXM	\$43.10

**ORIENTATION**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Apolinario, Divina	09/24/2008	09/24/2008	EXH	\$30.34

**INDIVIDUALIZED STUDY**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Baker, Frank	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Carter, Warren	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Clemmens, Harvey	09/15/2008	09/19/2008	EXH	\$10.00
	11/24/2008	11/28/2008	EXH	\$10.00
Elbert, Darrell	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Fernald, Theresa	09/15/2008	09/19/2008	EXH	\$10.00
	11/24/2008	11/28/2008	EXH	\$10.00
Kelly, Darla	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Lamantia, Mary Lynne	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Nielsen, Donovan	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48
Perez, Jason	09/15/2008	09/19/2008	EXH	\$10.00
	11/24/2008	11/28/2008	EXH	\$10.00
Robbins, Danny	09/15/2008	09/19/2008	EXH	\$10.00
	11/24/2008	11/28/2008	EXH	\$10.00
Tsai, Mike	09/15/2008	09/19/2008	EXH	\$10.00
	11/24/2008	11/28/2008	EXH	\$10.00
Vail, Travis James	09/15/2008	09/19/2008	EXM	\$34.48
	11/24/2008	11/28/2008	EXM	\$34.48

**INSTRUCTIONAL UNIT ASSISTANT**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Hoang, Antony	08/25/2008	12/14/2008	IUM	\$1,497.00
Math.				
Lervold, John	11/01/2008	12/14/2008	IUM	\$1,871.25
Communications.				

<u>Reynolds, Harvey</u>	08/25/2008	12/14/2008	IUM	\$2,994.00
Math.				

**ORANGE COAST COLLEGE****INTERNSHIP ACADEMY**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Broberg, Scott	10/01/2008	10/31/2008	EXH	\$76.16
Bullard, Barbara	10/01/2008	10/31/2008	EXH	\$76.16
Caron, Lionel	10/01/2008	10/31/2008	EXH	\$76.16
El Soudani, Nabawia	10/01/2008	10/31/2008	EXH	\$63.77
Lopez, Alicia	10/01/2008	10/31/2008	EXH	\$71.78
Sabori, Sibley	10/01/2008	10/31/2008	EXH	\$76.16
Stanich, Sandra	10/01/2008	10/31/2008	EXH	\$76.16
Wilson, Eric	10/01/2008	10/31/2008	EXH	\$76.16

**CHOREOGRAPHY**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
Avina, Teresa	10/20/2008	11/01/2008	EXH	\$30.34
Baltes, Christine	10/20/2008	11/01/2008	EXH	\$30.34
Bharadvaj, Ramaa	10/20/2008	11/01/2008	EXH	\$30.34
Ellison, Monti	10/20/2008	11/01/2008	EXH	\$30.34
Hurtado, Arleen	10/20/2008	11/01/2008	EXH	\$30.34
Kahn, Kathy	10/20/2008	11/01/2008	EXH	\$30.34
Menaker, Shana	10/20/2008	11/01/2008	EXH	\$30.34
Nemeth, Angelika	10/20/2008	11/01/2008	EXH	\$30.34
Parra, Jennifer	10/20/2008	11/01/2008	EXH	\$30.34

**CAREER EDUCATION PROGRAM**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
<u>Plum, Caryn</u>	08/25/2008	12/14/2008	PDH	\$67.55

To provide counseling for Perkins CTE Career Ed.

**SPECIAL ASSIGNMENT**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>
<u>Berta, Melissa</u>	12/01/08	12/14/08	PDM	\$43.10
Title III Grant Faculty Coordinator.				
<u>Hansen, Beth</u>	12/05/2008	12/14/2008	EXH	\$30.34
Will serve as Musical Director and Accompanist for the Christmas Production and Ice Cream Social.				
<u>Kraft, Richard</u>	12/01/2008	12/14/2008	PDM	\$43.10
To curate the Photo Gallery.				
<u>Norris, Trevor</u>	08/23/2008	10/12/2008	EXH	\$30.34
Installed and removed exhibition "Luscious Abstractions."				
<u>Thomas, Noah</u>	10/02/2008	10/13/2008	EXH	\$30.34
De-installation of exhibition "Luscious Abstractions" and prepare the artwork for shipping.				

**DESK REFERENCE FOR INTERSESSION**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Cassidy, Lori	01/06/2009	01/29/2009	LOV	\$71.24	9.0
Dale, John	01/07/2009	01/08/2009	LOV	\$82.22	9.0
Della Marna, Jodi	01/20/2009	01/22/2009	LOV	\$98.25	13.5
Morgan, Carleton	01/14/2009	01/28/2009	LOV	\$98.25	9.0
Oviatt, Vinta	01/15/2009	01/27/2009	LOV	\$98.25	13.5

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>
Lee, Lisa 10/20/08-12/14/08	13.50

**GWC**

<u>Name</u>	<u>Hours per week</u>
Booth, Dianne	4.23
Bouzar, Pete	5.61
Restelli, Diane	3.37

**OCC**

<u>Name</u>	<u>Hours per week</u>
Shrock, Cheryl	1.80

**2. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations**

It is recommended that the following resignations be accepted and/or layoffs and terminations be authorized:

**Administrator**

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Action</u>	<u>Effective Date</u>
Abernathy, Roger	OCC	Dean, Math and Science	Resign	01/30/09

**Classified**

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Action</u>	<u>Effective Date</u>
Blanscet, Raymond	CCC	Campus Security Officer	Resign	12/31/08
Brown, Jane	CCC	Workforce Specialist	39 mo	11/20/08
Serrano, Ignacio	CCC	Job Center Clerk	Resign	11/20/08

**3. Authorization for Leaves of Absence**

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

**Administrative Leaves**

The following requests for administrative leave, as specified, are consistent with board and District policy and procedures:

Moser, Melissa, OCC, Director of Financial Aid, 01/01/09 to 02/28/09.

Rothgeb, Helen, OCC, Director of Fiscal Services, 04/01/09 to 04/30/09 and 08/01/09 to 08/31/09.

Worden, Sylvia, GWC, Associate Dean, Student Health Services, 07/13/09 to 08/13/09 and 07/12/10 to 08/12/10.

#### 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 \$45.68/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered **during FALL semester, 2008-09.**

##### Coastline College

Chen, Eric  
Man, Georgina

##### Golden West College

Apilinario, Divinia  
Biser, Nicole  
Cunningham, Christopher  
DeGaillande, Philippe  
Follin, Stella  
Foster, Ed  
Frey, Paul  
Glumace, Sean  
Murray, Sharon

##### Orange Coast College

Backey, Joan  
Baker, Karen  
Blasius, Mary  
Bowman, Tamara  
Chung, Phoebe  
Fernandez, Gabriella  
Fletcher, Jonathan  
Hesse, Douglas  
Hoffman, Jack  
Klemek Julia  
Knauer, Mary  
Mora, Flory  
Nguyen, Thu Kim  
Nguyen, Trang  
Ochoa, Lucas  
O'Rourke, Shawn  
Salim, Linda  
Sanchez, Sandra  
Schmidt, Valerie  
Simon, Jaclyn  
Tsutsumida, Damian

#### 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).

Faculty – Temporary

<u>NAME</u>	<u>LOC</u>	<u>TITLE</u>	<u>START DT</u>	<u>END DT</u>	<u>PLCMT</u>
Margolin, Cathryn	OCC	Temporary Instructor, Accounting	01/31/09	05/31/09	A-II-01
Snapp, Kevin	OCC	Temporary Instructor, Physical Education	01/31/09	05/31/09	A-I-04

Revision to Previous Board actionAdministrator – Temporary

<u>NAME</u>	<u>LOC</u>	<u>TITLE</u>	<u>START DT</u>	<u>END DT</u>	<u>PLCMT</u>
Francus, Stanley	GWC	Interim Vice President of Student Services	08/01/08	05/31/09*	D-34- 07+DOC

\*Extend from 12/31/08.

FACULTY INTERSESSION ASSIGNMENTS - 2009

Intersession assignments to be paid 1/1000th of salary placement on the CFE/AFT Local 1911, Faculty Unit salary schedule. Assignments are not to exceed the hours per week as stated.

For the period 01/05/09–01/30/09

CCC

<u>Name</u>	<u>Wkly/Hrs</u>
Feldon, Fred	13.50
Lee, Lisa	18.00

OCC

<u>Name</u>	<u>Wkly/Hrs</u>
Altobelli, John	18.00
Arnold, Herrick	13.50
Banoczi, Walter	6.00
Barber, William	9.00
Behr, Laura	18.00
Cooley, Timothy	13.50
Foster, Rodney	17.23
Funez-Gonzales, Juani	13.50
Gould, Brian	18.00
Henry, Lorraine	10.80
Hollander, Gena	13.50
Iacopetti, Anthony	18.00
Khamneian, Haedeh	18.00
Knox, John	18.00
Lewis, Brian	18.00
Maran, Janice	18.00
Myers, Joy	5.60
Ochoa, Marco	18.00
Pettus, Candice	13.50
Reber-Bonhall, Cynthia	8.80
Sachs, Loren	10.80
Spencer, Steven	18.00
Voicu, Mariana	18.00
Watson, Don	18.00

Zombek, Mark

16.31

**PART-TIME FACULTY ASSIGNMENTS - 2009**

Interession assignments during the period **01/05/09-01/30/09** for CCC, GWC and OCC.

**CCC**

<u>Name</u>	<u>Wkly/Hrs</u>
Bailly, Jennifer	13.500
Boddie, Richard	13.500
Covert, Robert	13.500
Dawes, Arthur	7.250
Feiner, Henri	18.000
Khambatta, Zubin	16.900
Khan, Mahbubur	13.500
Mann, Claire	13.500
Parent, Nancy	13.500
Schindelbeck, Judy	13.500
Waller, Ellis	13.500

**GWC**

<u>Name</u>	<u>Wkly/Hrs</u>
Manzullo, Michael	18.000
Nguyen, Hang Minh	22.500
Pacheco, Pamela	18.000
Sutherland, Corine	13.500

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:

Kraft, Delia

**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 Date</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Bola, Mary	DIST	Payroll Technician	01/05/09	E-48-01	D-003-09

**Classified Temporary**

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start-End Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Gould, Harry	CCC	Contract Education Production Editor	01/05/09- 06/30/09	E-60-01	C-020-09*
Hulett, Marie	CCC	Contract Education Video Production Coordinator	01/05/09- 06/30/09	E-60-01	C-015-09*

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

## 7. 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:

### Classified and Management

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>PLCMT</u>
Bowman, Laurie	OCC	Accounting Assistant I	Special Assignment	10/01/08	03/01/09	E-42-05*
Camody, Laurie	GWC	Staff Aide	Executive Assistant to the President	11/01/08	01/31/09	J-58-01**
Crumsey, Marie	OCC	Bookstore Operations Assistant	Special Assignment	10/01/08	03/01/09	E-45-05*
Delaney, Jeff	OCC	Textbook Acquisitions Clerk	Special Assignment	10/01/08	03/01/09	E-45-05*
Ngo, Vincent	OCC	Financial Aid Specialist Senior	Special Assignment	01/01/09	02/28/09	E-50-07*
Quiroz, Eli	OCC	Bookstore Shipping Receiving Clerk	Special Assignment	10/01/08	03/01/09	E-39-05*
Tran, Kathie	OCC	Staff Assistant Senior Supervisor	Special Assignment	01/01/09	02/28/09	G-15-07*

\*Includes 7.5% diff.

\*\*On Call As Needed

### Revisions to Previous Board Action

#### Classified

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>PLCMT</u>
Bach, Bebe	OCC	Human Resource Specialist	Staff Assistant	Extend end date from 11/22/08 to 2/28/09	E-54-04
Phan,Phuong Bach Thi	OCC	Matriculation Office Assistant	Special Assignment	Extend end date from 11/19/08 to 2/28/09	E-42-05*
Vo, Tuan A.	GWC	Testing Technician	Staff Specialist	Extend end date from 10/01/08 to 12/31/08	E-50-04
Suarez, Kathy	OCC	Student Financial Aid Tech	Special Assignment	Extend end date from 11/10/08 to 02/28/09	E-48-05*

\*Includes 7.5% diff.

## 8. Authorization for Schedule Changes, Classified Staff

It is recommended that authorization be given for the following temporary or permanent schedule changes in Classified Staff:

Revision to Previous Board action:

<u>Name</u>	<u>Campus</u>	<u>Title</u>	<u>Action</u>	<u>Eff Date</u>
Van Dorn, Holly	GWC	Instructional Associate-Math Science	Cancel Pre-Retirement Reduced Work Load*	01/01/09

\*Return to 100% from 50%

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Aguillon, Jessica	OCC	Child Care Center Assistant	56.25%	100%	08/18/08	06/17/09

**9. Authorization for Changes in Salary Schedules**

It is recommended that authorization be given for the following changes in the District salary schedules:

<u>Classification</u>	<u>Range</u>	<u>Changes</u>
<u>Classified</u>		
Administrative Assistant to the Vice President	E-55	Add to schedule effective 12/11/08
Mail Services Assistant, Lead	E-42	Add to schedule effective 12/11/08

**10. 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/Instructional/Research Assistant, to provide instructional support services to faculty and instructional divisions by assisting with pre-class preparations, maintaining various school records, scoring tests, tutoring, and coordinating instructional materials or equipment 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>
Mancino, Raymond	OCC	12/11/08	06/30/09	110001-210100	M,T,W,TH,F
Siapkara, Christos	OCC	01/26/09	06/30/09	812001-262702	M,T,W,TH,F
	OCC	01/26/09	06/30/09	110001-262701	M,T,W,TH,F
	OCC	01/26/09	06/30/09	120176-251009	M,T,W,TH,F

Hourly/Temporary/Skilled Crafts, to perform highly specialized, detailed tasks such as transporting, segregating and storing hazardous materials, constructing and rigging stage equipment, or design event lighting for stage productions supporting one or more campus departments and/or divisions: Instruction, Student Services, or Campus Operations for the time frame noted below.

						Personnel Items
<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>	
Panaro, Scott	OCC	11/20/08	06/30/09	812035-212805	M,W,F	

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>
Gause, Cameron	OCC	08/01/08	06/30/09	110001-202800	M,T,W,TH,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.

##### Golden West College

Devani, Sumair  
Johnson, Amanda  
Kebbis, Patricia  
Nguyen, Bach  
Nguyen, Thanh  
Nguyen, Trinh  
Nguyen, Trinity  
Pham, Quy  
Vo, Bobby  
Vo, Truc

##### Orange Coast College

Baker, Rhiannon  
Chavez, Christian  
Gardner, Megan

#### C. Substitutes

It is recommended that authorization be given for the following hourly Substitutes, on call, as needed to perform noncertificated substitute services for classified employees temporarily absent from departments which have state mandated coverage requirements, or which perform services directly related to the safety and maintenance of the campuses.

##### Orange Coast College

Chaney, Jenielle

### 11. Authorization for Professional Experts

#### Professional Experts over \$10,000.00

Carpenter, William W., CCC, to design college online orientation program, for the period 01/05/09 to 06/30/09, compensation to be \$15,000.00.

Guanlao, Douglas, CCC, to serve as 3D Artist and Comic Book Artist for the Chengo/OLLI Project for Instructional Systems Development Department, for the period 01/01/09 to 03/31/09, compensation to be \$32,000.00.

Khambatta, Zubin, CCC, to serve as an Application Systems Analyst/Programmer, for the period 01/01/09 to 03/31/09, compensation to be \$21,250.00.

Kremer, Ian Martin, CCC, to serve as junior Programmer for the Chengo/OLLI project for Instructional Systems Development, for the period 01/01/09 to 03/31/09, compensation to be \$16,000.00

Means, Derek R., CCC, to serve as Flash Programmer for Multimedia Language course, Foundation Hewlett Grant Project, for the period 01/01/09 to 03/31/09, compensation to be \$18,000.00.

Nieman, Michelle J., CCC, to provide instructional design and technical writing/editing services for various projects in the Instructional Systems Development Department, for the period 12/19/08 to 03/20/09, compensation to be \$20,400.00.

Nign, Tim Ray, CCC, to serve as Lead Serious Game Designer for the Foundation Hewlett Grant Project, for the period 01/01/09 to 03/31/09, compensation to be \$21,300.00.

Sass, Erika Miriah, CCC, to serve as 2D/3D Artist for Multimedia Language course, Foundation Hewlett Grant Project, for the period 01/01/09 to 03/31/09, compensation to be \$18,000.00.

Vierstra, Donald Wayne, CCC, to serve as Animation Computer Graphic Artist for the Foundation Hewlett Grant Project, for the period 01/09/09 to 03/31/09, compensation to be \$16,500.00.

Wordes, John, GWC, to assist in the coordination and facilitation of special events/projects including Chefs for Scholarships, Courtyard of Honor, College Preview Day, Scholarship and Awards Convocation, Chicano/Latino Day, KinderCarmanata, Gala fund Raiser, Commencement, Editor for Wavelength, photographic support for Wavelength and GWC, for the period 02/01/09 to 05/30/09, compensation to be \$13,852.00.

Young, Gary J., CCC, to serve as Systems Analyst/Programmer for special project applications, for the period 01/01/09 to 03/31/09, compensation to be \$12,500.00.

#### Other Professional Experts

Gould III, Harry Edward, CCC, to serve as Offline Editor for the new Chemistry Telecourses, for the period 12/10/08 to 01/04/09, compensation to be \$4,850.00.

Hayden, Kathleen R., OCC, to perform work for the Tech Prep Regional Coordination Grant, for the period 10/01/08 to 02/05/09, compensation to be \$1,000.00.

Hulett, Marie Therese, CCC, to serve as a Production Coordinator for the new Chemistry Telecourses, for the period 12/10/08 to 01/04/09, compensation to be \$4,500.00.

Martin, Timothy, GWC, to assist in video television production special projects, for the period 09/17/08 to 10/09/08, compensation to be \$320.00.

Moore, Larry M., OCC, to perform non-instructional duties related to the OCC crew team, oversee travel arrangements, assist in coordination and maintenance of rowing facilities, coordination of special events, fund raising with parents and community members, development of promotional materials, and working with the CCCD Public Relations Department, for the period 08/25/08 to 12/14/08, compensation to be \$7,524.00.

Owen, Dustin, OCC, assisted in building props for the production of "Little Shop of Horrors," for the period 07/16/08 to 08/01/08, compensation to be \$900.00.

Sanchez Uribe, Jose, OCC, to serve as Athletic Trainer, for the period 10/29/08 to 06/30/09, compensation to be \$270.00.

**Personnel Items**

The following District Professional Experts to participate in the CTE Community Collaborative Grant Externship Program, for the period 11/03/08 to 06/30/09, compensation to be \$1,000.00:

Charleston, Giovanna  
Harris, Edward  
Hubbard, Wesley  
Johnson, Graceann  
Scoles, Eric  
Sherman, Paige

The following OCC Professional Experts to perform work for the Tech Prep Regional Coordination Grant, for the period 11/03/08 to 03/10/09, compensation to be \$1,000.00:

Driggers, Lisa  
Henderson, Lauren  
Landin, Bonnie  
Luna, Teoyolli  
Taege, Brandi  
Williams, Thomas

**3.05 ADDITIONAL PERSONNEL ITEMS**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

Agenda Item Content

Additional Administrative Content

Created on 10/31/2008 at 03:06 PM by Jodi Rodriguez / Last update on 12/04/2008 by Jodi Rodriguez

**3.05.01 Authorization for Independent Contractors - Coastline Community College**

Meeting: 12/10/2008 Organizational/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**

Rakochoy, Wendy A. to serve as a writer/producer for the planning and development of the new Chemistry telecourse, December 11, 2008 – June 30, 2009, NTE \$30,000 to be paid by funds received in support of this project. (Revision is to increase dollar amount. Prior Board Approval: 6/18/08)

Hughes, Harry T. to serve as a writer/producer for the planning and development of the new Anatomy & Physiology telecourse, December 11, 2008 – June 30, 2009, NTE \$32,000 to be paid by funds received in support of this project. (Revision is to increase dollar amount. Prior Board Approval: 6/18/08)

Cox, Steve to prepare online course files to be put in database, December 11, 2008 – June 30, 2009, for a fee NTE \$10,000 upon receipt of itemized invoices, to be paid from funds received in support of this project.

Koppett, Kat to write scripts for the Open Learning Language Initiative (OLLI), July 1, 2008 – June 30, 2009, for a fee NTE \$30,000 to be paid from grant funds received from the William and Flora Hewlett Foundation. (Revision is to increase dollar amount. Prior Board Approval: 6/18/08)

**UNDER \$10,000**

Howell, Byron to serve as content advisor to review scripts for assigned video lessons for the new Chemistry telecourse, NTE \$3,200, December 11, 2008 – June 30, 2009, to be paid by funds received in support of this project. (Revision is to increase assignment and NTE fee. Prior Board Approval: 10/15/08)

Denise Cusano Instructional Design, Inc. to serve as project manager and to instructionally design 18 lessons @ \$350/lesson of the lab manual for the new Anatomy & Physiology telecourse, NTE \$6,300, December 11, 2008 – June 30, 2009, to be paid by funds received in support of this project. (Revision is to increase assignment and NTE fee. Prior Board Approval: 6/18/08)

Choi, Ann to provide services in support of Coastline's Military Education Programs, July 1, 2008 - June 30, 2009, for a fee NTE \$8,000 to be paid from Contract Education funds. (Revision is to increase responsibilities and NTE fee. Prior Board Approval: 6/18/08)

Lutjeans, Phyllis J. to write an essay for the catalog which will accompany "The Visual Word" exhibition to be held Spring 2009 in the Coastline Art Gallery for a fee NTE \$200 to be paid from ancillary funds.

Lea, Frances to revise nine lessons of the Concepts in Marketing Student Guide and Test Bank that currently accompany the telecourse ensuring the guide corresponds to the revised version of the textbook, for a fee NTE \$3,375 to be paid from ISD Publications Revision funds.

**Additional Administrative Content**

**3.05.02 Authorization for Independent Contractors - Golden West College**

Meeting: 12/10/2008 Organizational/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**

The following individuals to provide professional recommendation for National Automotive Technicians Education Foundation certification for the Auto Tech Program on October 22 & 23, 2008, to be paid as follows from Auto Tech Foundation funds: (late due to late paperwork)

Harryman, Cameron \$250  
 Luong, Andy \$500  
 Tilzer, Jeff \$500  
 Zamora, Mario \$600

**Additional Administrative Content**

Created on 10/21/2008 4:03:06 PM by Dolores Harper. Last updated on 12/03/2008 by Todd Rodriguez

**3.05.03 Authorization for Independent Contractors - Orange Coast College**

Meeting: 12/10/2008 Organizational/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**

Evaluation and Training Institute (ETI) to work on the Industry Driven Regional Collaborative (IDRC) Solar project for the period December 11, 2008, through June 30, 2009, to be paid an amount NTE \$13,000 from Industry Driven Regional Collaborative grant funds.

**UNDER \$10,000**

Borden Matthew Eberle to record music production for the OCC Cheer and Dance teams during the 2008-2009 fiscal year to be paid an amount NTE \$2,000 from ASOCC or ancillary funds.

Foye, Jocelyn to serve as website designer and programmer to develop a new website for the Frank M. Doyle Arts Pavilion website from December 12, 2008, to June 12, 2009, to be paid \$1,800 from Foundation funds.

Kennedy, Sian to serve as guest juror for the annual OCC Student Photography Exhibition on December 11, 2008, to be paid \$200 from ASOCC funds.

Nielsen, Margaret to interview six individuals and submit the interviews for posting to the Work-Based Learning Connections web site and present at the CCEIA, CPA, CEIA, and a regional workshop during the period December 11, 2008, through June 15, 2009, to be paid an amount NTE \$2,500 from Work-Based Learning Collaborative Grant funds.

Stoner, Eric to serve as documenting photographer for the installations, receptions, and other events for the Frank M. Doyle Arts Pavilion website from December 12, 2008, to June 12, 2009, to be paid \$1,800 from Foundation funds.

Fornaci, Alessandro to serve as a speaker for a workshop entitled, "The Traditional Art of Printmaking in a Contemporary Art World," November, 2008, to be paid \$500 from Staff Development District funds.  
Revision to Previous Board Action to change date. Previous Board approval 11/05/08.

Martinangeli, Frank to serve as a speaker for a workshop entitled, "The Traditional Art of Printmaking in a Contemporary Art World," November, 2008, to be paid \$500 from Staff Development District funds.  
Revision to Previous Board Action to change date. Previous Board approval 11/05/08.

**Additional Administrative Content**

**3.05.04 Authorization for Independent Contractors - District**

Meeting: 12/10/2008 Organizational/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**

Ewing Consulting Services, (DIST) to serve as an independent contractor pursuant to the District's standard independent contractor agreement, to conduct a study regarding Division/Area Office Coordinator positions during the period of December 11, 2008 – June 30, 2009, to be paid a total of \$6,000.00 from District funds.

Katy Zarty, (DIST) to serve as an independent contractor, pursuant to the District's standard independent contractor agreement, to provide technical improvements to the Risk Services web-based applications and standard forms for use by the District and campuses, for the period of November 20, 2008 through June 30, 2009, to be paid a fee not to exceed \$1,000.00, at an hourly rate of \$25.00 per hour, from Risk Services funds.

Cynthia Winner, (DIST) to serve as an independent contractor pursuant to the District's standard independent contractor agreement, to conduct an investigation of a complaint during the period of December 1, 2008 – February 1, 2009, to be paid a total not to exceed \$2,500.00 from District funds.

**Additional Administrative Content**

**3.05.05 Authorization for Professional Development Program**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content****OPTION I - TUITION, BOOKS, AND FEES:**

Name	Course/Seminar	Date	Amount
Wheeler, Amy Public Info. Assistant DIST	COMM 467- Public Relations Seminar COMM 525- Adv. Communication Mgmt. COMM 527- Politics and Mass Media CSUF	08/21-12/12/08	\$3,000.0 0
Lopez, Rachelle Staff Aide CCC	EDP 400- Ed. Measures COUN 513- Intro to Clinical Interview COUN 538- Student Dev. In Higher Education COUN 547- Theory to Practice CSULB	09/02-12/12/08	\$2,573.0 0
Mai, Maria A&R Specialist CCC	B6120- Info. Management Argosy University	06/26-08/16/08	\$1,750.0 0
Capoccia-White, Rozanne Sr. Operations Coordinator CCC	OLCU 615- Org. Dev. And Change Chapman University	10/28/08-01/08/09	\$1,750.0 0
Marten, Connie Instruction Asst. GWC	EDUI 6706- Research in Online Tech & Learning EDUI 6707- History & Culture Online Learning CSUEB	06/23-08/31/08	\$1,500.0 0

**Additional Administrative Content**

Created on 10/13/2008 at 03:06 PM by Katherine Stuebel. Last updated on 12/03/2008 by Susan Rodriquez.

**3.05.06 Authorization for Staff Development - Golden West College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

Activity: Business Department Symposium

Date: January 13, 2009

Purpose: SLO development for Business Department courses

Cost/Purpose/Funding Source: \$128 for supplies & refreshments; IPD & Staff Development funds

Activity: Distance Learning Department Symposium

Date: January 15, 2009

Purpose: Develop long term plan for the GWC helpdesk to address MYGWC and A & R issues

Cost/Purpose/Funding Source: \$165 for refreshments; IPD & TTIP funds

Activity: ESL Department Symposium

Date: January 30, 2009

Purpose: Develop SLO's for listening classes

Cost/Purpose/Funding Source: \$130 for refreshments; IPD & Staff Development funds

**Additional Administrative Content**

Created on 10/31/2008 at 03:06 PM by Dolores Harper. Last Update on 12/01/2008 by Dolores Harper.

**3.06 FINANCIAL APPROVALS**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

Agenda Item Content

Additional Administrative Content

Created on 10/31/2008 at 08:06 PM by Jodi Rodriguez / Last updated on 12/03/2008 by Jodi Rodriguez

## Agenda Item

### 3.06.01 Approval of Purchase Orders

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

## Agenda Item Content



PurchaseOrderDIST.pdf

## Additional Administrative Content

## Action Agenda Details

Motion:

Created on: 10/31/2008 at 03:06 PM by: CCCDPurch, Last update on: 12/03/2008 by: CCCDPurch

## Purchase Orders

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0314416	OC Dept of Education STEM CTE Grant Project. Board Date: 10/15/08	DIS	5899	167,402.00
P0314359	Tri-Citi Electric Repair/relocation of electrical lines for west side of campus (GOB)	OCC-GB	6120	68,992.00
P0314327	A Plus Quality Construction Inc OCC Horticulture Storage Bldg Pad Bid #1958 Board Date: 10/15/08 (GOB)	OCC-GB	6254	68,860.00
P0314384	MTGL GWC LRC Testing & Inspection Services (GOB)	GWC-GB	6206	60,000.00
P0314414	Oracle Corp Oracle software update license and support.	DIS	5638	51,758.39
P0314437	UCMI Inc Testing & Lab - OCC ABC Bldg (GOB)	OCC-GB	6127	50,000.00
P0314415	Hewlett Packard HP Server Relocation to new Data Center (GOB)	GWC-GB	5899	49,987.00
P0314354	Craven, Kathy Consultant for Statewide Discipline/Industry Collaborative for Business Education Grant	CCC	5112	48,600.00
P0314349	Bob's Shade & Linoleum Carpet installation for Humanities Building (GOB)	GWC-GB	6250	46,054.30
P0314358	Sasco Repair/relocation telecommunications cables for west side of campus (GOB)	OCC-GB	6120	44,916.00
P0314496	Systems Technology Associates Inc HP proactive services for District Information Service.	DIS	5638	43,776.00
P0314438	HMC Architects Final Project Proposal - OCC Chemistry Renovation (Capital Outlay)	OCC	6204	43,000.00
P0314464	Systems Technology Associates Inc Dist Hardware/Software Maint Agreement	DIS	5638	38,795.52
P0314558	Arntson, Leona IC to direct projects for Business Education Grant-Board Date:10/01/08	CCC	5112	36,000.00
P0314451	Amer Assn of Comm Colleges Membership 2009: GWC, OCC, CCC	DIS	5320	32,215.00
P0314382	WD Schock Corp	OCC	6401	28,000.00

Purchase Orders

OCC Sailing Center 7 Lido L14 Boats. Marine Grant Agreement 07-201-227-Board Date: 03/05/08				
P0314385	Briggs Electric Inc	OCC	5665	27,178.00
OCC Chemistry Hall Replacement Panel				
P0314495	Systems Technology Associates Inc	DIS	5638	25,944.00
Service maintenance renewal for District HP server				
P0314356	Timm, Judee	CCC	5112	25,000.00
IC to direct projects for Business Education Grant-Board Date:10/01/08				
P314379	Dallas Co Comm Coll Dist	CCC	5748	19,185.00
Enrollment fees Summer 08				
P0314331	eLumen Collaborative	OCC	5638	17,000.00
Software license renewal - Board approved 06/20/07				
P0314344	Siemens Building Technologies Inc	DIS	6250	16,512.00
Expanded exterior video security & access control at Dist site.				
P0314452	Board of Governors-Calif Comm College	DIS	5877	11,700.00
Subscription - Right-to-Know; CCC, GWC, OCC				
P0314577	Sasco	OCC-GB	6120	11,659.00
East/West Utilities Repair/Replace Fiber Cables Art Center & Horticulture Buildings (GOB)				
P0314512	Air Pro Supply Inc	CCC	6411	10,758.73
VAV Units Replacement (Capital Outlay)				
P0314578	So Cal Soil & Testing Inc	OCC-GB	6205	10,000.00
Waterproofing Consultant ABC Bldg (GOB)				
P0314515	Amtek Construction	OCC-GB	6120	9,870.00
P0314380	Elite Construction Equipment	OCC-GB	6129	8,619.97
P0314555	Livingston, Robert	CCC	5112	8,500.00
P0314442	Digital Networks Group Inc	OCC	6411	7,462.04
P0314324	Gerke Consulting & Development LLC	OCC	5112	7,000.00
P0314326	Innovative Energy Solutions	DIS-GB	6205	6,875.00
P0314551	Evisions Inc	DIS	5638	6,150.00
P0314569	Ewing Consulting Services	DIS	5899	6,000.00
P0314514	Commercial Door of OC Inc	OCC-GB	6250	5,954.55
P0314499	Dyntek Services Inc	GWC	5699	5,861.60
P0314552	Evisions Inc	DIS	5699	5,750.00
P0314339	Education 4 Work	OCC	5899	5,000.00
P0314426	Education 4 Work	OCC	5899	5,000.00
P0314453	Pacific Blue Micro	GWC	5638	5,000.00
P0314559	Psychological Corp	GWC	5112	5,000.00

Purchase Orders

P0314383	Metalclad Insulation Corp	GWC-GB	6250	4,900.00
P0314323	Health Fax	DIS	5899	4,660.00
P0314493	Amtek Construction	OCC-GB	6120	4,350.00
P0314342	R Thompson Artworks	DIS	6251	4,298.82
P0314378	Heartwipe	CCC	5899	4,200.00
P0314519	Heartwipe	CCC	5899	4,200.00
P0314467	Aguinaga Green Inc	OCC	4312	4,000.00
P0314352	Hoover Printing & Lithography	OCC	4321	3,986.76
P0314478	Sol Cal Window Tinting Inc	DIS	6254	3,690.00
P0314481	Pocket Nurse	GWC	6411	3,501.88
P0314513	NSW/Airelink Mech Equip LLC	CCC	6411	3,466.40
P0314332	Western Graphics Plus	OCC	4321	3,380.99
P0314484	Gale Group	GWC	6301	3,353.11
P0314486	Progs/CAPP Assoc	GWC	4312	3,318.51
P0314365	Dell Higher Education	OCC	6412	3,095.10
P0314329	Xerox Corp	OCC	6411	3,013.77
P0314386	Custom Building Maintenance	GWC	5510	3,000.00
P0314396	Kuespert, Jonathan	CCC	5112	3,000.00
P0314398	Erski, Theodore	CCC	5112	3,000.00
P0314421	OC Life Magazine	CCC	5850	3,000.00
P0314424	Aircraft Spruce & Specialty Co	OCC	4312	3,000.00
P0314439	MSC Industrial Supply	OCC	4312	3,000.00
P0314477	Fastsigns	OCC-GB	4312	3,000.00
P0314418	UCS Track & Field Equipment	OCC	6411	2,932.98
P0314441	Community College League of Calif	OCC	5699	2,862.54
P0314455	SARS Software Products Inc	GWC	5699	2,700.00
P0314532	Island Color Inc	OCC	4321	2,500.00
P0314430	CDWG	CCC	4315	2,402.83
P0314420	OC Register	CCC	5850	2,207.06
P0314333	Provantage Corp	DIS	6411	2,160.77
P0314341	Ice Crafters	OCC	4312	2,063.63
P0314458	SIGMAnet Inc	GWC	5699	2,001.06
P0314364	Elmco Duddy	OCC	4677	2,000.00
P0314427	One Stop Aviation Inc	OCC	4312	2,000.00
P0314435	Office Depot	OCC	4312	2,000.00
P0314479	Pocket Nurse	GWC	4312	1,968.51
P0314443	Sunnen	GWC	4312	1,966.61
P0314423	Alert Services Inc	OCC	4312	1,908.44
P0314529	Underwriters Laboratories Inc	OCC-GB	6206	1,900.00
P312947	Xerox Corp	OCC	4321	1,890.20
P0314457	Microsoft I T Academy	CCC	5320	1,885.63
P0314562	US Foodservice	GWC	4312	1,825.56
P0314353	Island Color Inc	OCC	4321	1,733.48
P0314543	Driver's Alert Inc	DIS	5899	1,705.00

## Purchase Orders

P0314505	Roman Appliance Repairs	OCC	5657	1,700.00
P0314376	Lab Safety Supply	CCC	4312	1,672.35
P0314340	ECS Imaging Inc	DIS	4312	1,630.27
P0314422	Enco Manufacturing Co	OCC	4312	1,629.74
P0314450	Dell Higher Education	DIS	6412	1,614.61
P0314487	Baker & Taylor	GWC	6301	1,577.49
P0314461	Office Depot	OCC	4312	1,576.12
P0314367	Metalclad Insulation Corp	GWC-GB	6250	1,550.00
P0314413	Los Angeles Freightliner	TRANS	5657	1,500.00
P0314433	Office Depot	OCC	4312	1,500.00
P0314538	Follett Higher Education Group Inc #1094	OCC	4312	1,500.00
P0314400	NAFSA/Assn of Int'l Educators	OCC	5320	1,400.00
P0314548	Office Depot	CCC	4312	1,399.64
P302110	Xerox Corp	OCC	5682	1,396.70
P0314366	Sehi Computer Products Inc	CCC	4315	1,390.94
P0314360	Sargent-Welch	CCC	4312	1,344.01
P0314345	Dell Higher Education	OCC	6412	1,333.00
P0314419	Sport & Cycle	OCC	4312	1,309.04
P0314563	Tape Company	GWC	4312	1,303.13
P0314527	Sehi Computer Products Inc	OCC	4315	1,295.33
P0314407	Academic Superstore	OCC	5699	1,290.74
P0314539	Harland Technology Services	OCC	4312	1,290.00
P0314404	Leonard Chaidez Tree Service	OCC	5665	1,230.00
P0314463	Edwards Service	OCC-GB	6202	1,200.00
P0314511	MT Walker Co	DIS	5657	1,200.00
P0314502	Henry Schein Inc	OCC	4312	1,135.51
P0314361	Fisher Scientific	OCC	4312	1,080.45
P0314336	Apple Computer Inc	GWC	5699	1,075.34
P0314534	Galls Inc	OCC	4312	1,074.08
P0314381	Hoover Printing & Lithography	DIS	4321	1,055.95
P0314406	Office Depot	GWC	4315	1,016.77
P0314368	Carmen's Uniforms Inc	CCC	4312	1,000.00
P0314369	Eberhard Equipment	CCC	5899	1,000.00
P0314434	Office Depot	OCC	4312	1,000.00
P0314448	Spartan Tool LLC	CCC	4312	1,000.00
P0314553	Hoover Printing & Lithography	OCC	4321	996.69
P0314468	Cone Instruments	OCC	4312	988.07
P0314533	Fisher Scientific	OCC	4312	980.44
P0314530	Hoover Printing & Lithography	OCC	4321	979.45
P0314444	Sunnan	GWC	4312	976.11
P0314526	Computerland of Silicon Valley	OCC	5699	965.60
P0314531	B & H Photo-Video	OCC	4312	960.91
P0314351	Microtek	CCC	4315	936.91
P0314561	Sherwin-Williams Co	GWC	4312	926.06

## Purchase Orders

P0314572	VWR International Inc	OCC	4312	922.43
P0314405	LT Enterprises	GWC	5638	920.00
P0314528	CDWG	OCC	4312	872.77
P0314509	A Daigger Co	OCC	4312	868.99
P0314445	Sunnen	GWC	4312	856.36
P0314494	CCIE	DIS	5320	850.00
P0314566	Dell Higher Education	OCC	4315	827.00
P0314330	Workplace Resource	DIS	4312	801.94
P0314350	UC Regents	GWC	5699	800.00
P0314470	Kappa Medical Inc	OCC	4312	785.50
P0314504	Henry Schein Inc	OCC	4312	759.53
P0314377	Fisher Scientific	CCC	4312	750.79
P0314491	Embee Technologies	OCC-GB	6250	738.50
P0314536	Emergency Medical Products Inc	OCC	4312	733.11
P0314537	Universal Medical Inc	OCC	4312	712.77
P0314518	GWC Bookstore	GWC	4312	700.00
P0314410	NetSupport Inc	GWC	5638	692.87
P0314488	Embee Technologies	OCC-GB	6250	661.70
P0314472	Pearson Dental Supply Inc	OCC	4312	646.66
P0314417	Sam Ash Music Corp	OCC	4312	644.35
P0314547	Office Depot	GWC	4312	640.47
P0314460	Dell Higher Education	OCC	4312	638.26
P0314363	Fisher Scientific	OCC	4312	636.84
P0314347	Dell Higher Education	GWC	4677	624.95
P0314556	OCC Food Services	GWC	5899	617.87
P0314557	Riverside Comm College Culinary Academy	GWC	5899	616.51
P0314370	Cal-Wal Gypsum Supply	CCC	4312	615.72
P0314409	Office Depot	GWC	4312	600.00
P0314447	Bartock Products	GWC	4312	599.70
P0314545	Office Depot	CCC	4312	576.89
P0314392	Advanced Gas Products	GWC	4312	575.23
P0314544	Office Depot	OCC	4312	565.36
P0314456	Office Depot	CCC	4312	549.99
P0314432	Office Depot	OCC	4312	539.00
P0314471	Kappa Medical Inc	OCC	4312	527.98
P0314574	Anixter	DIS	4312	514.79
P0314573	Rare Group Enterprises Inc	OCC	5657	514.46
P0314436	ACOM Solutions	DIS	4312	511.04
P0314449	GWC Bookstore	CCC	7601	500.00
P0314412	Sehi Computer Products Inc	DIS	4312	489.61
P0314510	BP Medical Supplies	OCC	4312	438.66
P0314395	Perma-Bound	GWC	6301	438.38
P0314334	Xerox Corp	OCC	5638	432.72
P0314429	Jeppesen Sanderson Inc	OCC	4312	430.74

## Purchase Orders

P0314567	Dell Higher Education	OCC	4315	418.27
P0314473	Pearson Dental Supply Inc	OCC	4312	416.26
P0314346	Dell Higher Education	OCC	4315	413.50
P0314462	Office Depot	OCC	4312	406.65
P0314338	Western Graphics Plus	OCC	4312	401.74
P0314542	Follett Higher Education Group Inc #1094	OCC	4312	400.00
P0314575	Garden Grove Unified Schools	OCC	5831	400.00
P0314375	Flinn Scientific Inc	CCC	4312	396.39
P0314492	Embee Technologies	OCC-GB	6250	393.05
P0314440	OCLC Inc	OCC	5110	390.44
P0314454	Office Depot	GWC	4315	388.70
P0314541	HpO Embroidery	OCC	4312	377.13
P0314466	Pearson Dental Supply Inc	OCC	4312	373.57
P0314489	Embee Technologies	OCC-GB	6129	352.60
P0314482	Recording for Blind & Dyslexic	CCC	5320	350.00
P0314374	Carolina Biological Supply	CCC	4312	345.84
P0314522	Newport Beach Chamber of Commerce	CCC	5320	340.00
P0314465	Vacumetrics Inc	OCC	4312	325.27
P0314335	Comodo CA Ltd	GWC	5699	324.75
P0314401	NCH Software	OCC	5699	318.67
P0314469	Integra Lifesciences Corp	OCC	4312	314.85
P0314388	GWC Bookstore	GWC	4312	300.00
P0314498	Toshiba Business Solutions	GWC	5638	300.00
P0314490	Sehi Computer Products Inc	OCC-GB	4315	275.89
P0314501	Tri-Anim Health Services	OCC	4312	274.69
P0314394	Baker & Taylor	GWC	6301	266.01
P0314387	Partsearch Technologies Inc	GWC	4677	263.63
P0314474	Pearson Dental Supply Inc	OCC	4312	258.57
P0314503	Henry Schein Inc	OCC	4312	258.44
P0314389	Buckeye Cleaning Center	GWC	4312	250.00
P0314517	LT Enterprises	GWC	4315	250.00
P0314520	Harris Infosource	OCC	6301	247.05
P0314507	Fisher Scientific	OCC	4312	243.86
P0314325	Ctr for Education & Employment Law	OCC	4312	241.95
P0314322	Rare Group Enterprises Inc	OCC	5657	238.73
P308878	Konica Minolta Business Solutions USA Inc	GWC	5638	225.00
P0314475	Emergency Medical Products Inc	OCC	4312	220.49
P0314402	Graybar Electric	OCC	4312	217.97
P0314425	Fisher Scientific	OCC	4312	213.30
P0314328	Xerox Corp	GWC	5638	200.00
P0314373	Triarch Inc	CCC	4312	191.68
P0314483	Baker & Taylor	GWC	6301	189.17
P0314521	Tustin Chamber of Commerce	CCC	5320	180.00
P0314500	Newegg	DIS	4312	177.76

Purchase Orders

P0314446	Bosch Diagnostics	GWC	4312	171.32
P0314362	Capitol Enquiry	DIS	5306	168.77
P0314337	Bio-Rad Life Science Division	OCC	4312	168.74
P0314565	Office Depot	OCC	4315	161.61
P0314497	McKesson Medical Supplies	OCC	4312	154.22
P0314523	Laguna Beach Chamber of Commerce	CCC	5320	150.00
P0314391	Blossoms N' Balloons	GWC	4312	149.34
P0314403	Sporty's Pilot Shop	OCC	4312	140.03
P0314399	Safeguard Business Systems	DIS	4312	134.69
P0314524	La Habra Area Chamber of Commerce	CCC	5320	130.00
P0314571	Demco Inc	OCC	4312	129.78
P0314393	Modern School Supplies Inc	GWC	4312	125.82
P0314564	Office Depot	GWC	4312	125.49
P0314508	Wards Natural Science	OCC	4312	125.46
P0314570	Uline	DIS	4312	124.99
P0314549	Dell Higher Education	OCC	4315	124.55
P0314554	Nancy's Beauty Warehouse	GWC	4312	119.60
P0314480	Xerox Corp	CCC	4312	118.83
P0314348	Gingher	OCC	4312	118.53
P0314343	Tri-Cities Refrigeration	DIS	6269	115.00
P0314550	Xerox Corp	CCC	4312	112.06
P0314535	Wards Natural Science	OCC	4312	107.72
P0314372	Amer Council on Education	CCC	4285	105.90
P0314576	Office Depot	DIS	4312	92.34
P0314485	Baker & Taylor	GWC	6301	89.78
P0314408	Office Depot	OCC	4312	75.41
P0314459	Office Depot	GWC	4312	72.73
P0314476	Community College League of Calif	DIS	4320	50.50
P0314411	Office Depot	OCC	4312	50.00
P0314431	Office Depot	OCC	4315	46.28
P0314390	Master Recording Supply Inc	CCC	4312	42.02
P0314506	Aircraft Spruce & Specialty Co	OCC	4312	32.27
P0314568	Dell Higher Education	OCC	4312	30.05
P0314357	Hitt Marking Devices Inc	DIS	4312	18.64
	<b>Total</b>			<b><u>1,379,101.97</u></b>

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

**3.06.02 Ratification/Approval of Checks**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**



checkapproval12-10-08.pdf

**Additional Administrative Content**

Created on: 10/31/2008 at 03:06 PM by: CCCDBudget Last update on: 12/03/2008 by: J. Rodriguez

NUMBER	NAME OF VENDOR	AMOUNT
0122550	PacifiCare of California Medical Premiums	515,582.10
0122548	ACSIG Dental / Edge Dental Claims & Admin Fees	243,840.81
0122696	Medco Health Solutions Inc Medical Prescription Claims	204,285.69
0122549	Coast Community College Dist. Medical Claims	195,567.92
0121945	Medco Health Solutions Inc Medical Prescription Claims	180,546.02
0121973	Constellation New Energy Inc Electricity district wide	178,986.16
0121962	Blackboard Inc Renewal of Application Service Provider license	171,245.00
0122189	Coast Community College Dist. Medical Claims	166,473.91
0122694	Coast Community College Dist. Medical Claims	160,049.48
0121943	Coast Community College Dist. Medical Claims	158,020.05
0122695	Keenan & Associates 08/09 PIPS Workers Compensation Premiums	143,069.00
0121889	Southern Calif Edison Co Electricity district wide	112,960.08
0122380	GWC Bookstore EOPS new student book service	79,970.87
0122132	OCC Associated Students ASOCC College Service Charge	76,812.00
0122072	Coast Community College Dist. Medical Claims	68,118.27
0122690	Power Plus Utility Services 70 KVA Generator for disaster preparedness	66,805.00
0122516	OC Sanitation District 08-09 Sewer user fees	61,433.00
0121847	North Orange County CC Dist Voyager Library Circulation and cataloge system	50,878.00
0122636	Postmaster CCC - Postage for mailing class schedule & catalog	32,500.00
0121798	CCCD Student Refunds Student Refunds	29,105.47
0121939	Marina Landscape Inc Landscape - District Admin. Svcs. Building	26,224.00
0122090	CCCD Student Refunds Student Refunds	25,872.00
0122073	Delta Health Systems Administrative Fees	25,681.75
0122077	Vision Service Plan	24,583.77
0122065	Xerox Corp	23,666.36

0122688	BigToys Inc	23,082.75
0122059	VQS Enterprises Inc	21,102.84
0122047	Sunnen	20,528.32
0122667	United States Postal Service	20,000.00
0122497	Dyntek Services Inc	19,196.00
0121981	Dept of Industrial Relations	18,000.00
0122223	City of Huntington Beach	17,212.23
0122546	JB Innovations	17,095.00
0122499	eLumen Collaborative	17,000.00
0122588	Constellation New Energy Inc	16,720.04
0122071	Blue Cross	16,500.00
0121924	Xerox Corp	15,518.21
0122148	Southern Calif Edison Co	15,443.94
0122163	VQS Enterprises Inc	14,901.83
0122545	Dynamo Industries	14,200.00
0121851	OCC Food Services	13,841.47
0121989	Goodwill Industries of OC	13,556.25
0122058	Vital Link Orange County	13,468.88
0122681	OCC Food Services	12,089.02
0122447	The Gas Company	12,068.02
0122158	VeriSign Inc	11,346.08
0122355	CCCD Student Refunds	10,213.64
0122629	Nexxtworks	10,045.49
0122013	Mesa Consolidated Water Dist	9,441.25
0122185	Electro Systems Electric Inc	9,420.00
0122318	Union Bank of California	8,937.56
0122515	OC Auditor-Controller	8,675.00
0122421	Planck Technical Services Inc	8,440.00
0122623	Main Electric Supply Co	8,328.64
0122074	First Colony Life Insurance Co	8,257.17
0122445	The Gas Company	8,232.22
0121807	Dell Higher Education	8,105.76
0121982	Ewing Consulting Services	7,950.00
0121792	Business Objects Americas Inc	7,945.94
0122086	Beach Paving Inc	7,600.00
0122274	MT Walker Co	7,500.00
0122536	United Pumping Service Inc	7,300.76
0122168	Xerox Corp	6,835.00
0121809	Education 4 Work	6,500.00
0122412	Moore Energy	6,246.10
0122070	Western Glass Tinting	6,175.00
0121776	Apple Computer Inc	6,004.12
0121860	Planck Technical Services Inc	6,000.00
0122314	ThreeForks Inc	6,000.00
0122619	Keenan & Associates	6,000.00
0122446	The Gas Company	5,938.13
0122535	Thyssenkrupp Elevator	5,805.00
0122300	Salazar Climate Consulting	5,800.00
0122023	Ocean View School District	5,768.85
0122654	State Board of Equalization	5,732.00
0121775	AmericasPrinter.com	5,731.22

0122341	B & P Services Inc	5,563.60
0122129	OC Fire Protection	5,100.00
0122188	Workplace Resource	5,062.58
0121910	United States Postal Service	5,000.00
0121923	Xerox Corp	4,958.52
0122679	Serafin Zasqueta	4,900.00
0122635	Physicians Sales & Service	4,823.67
0122416	Office Depot	4,815.79
0122320	Verizon California	4,801.48
0121803	Costa Mesa Country Club	4,760.00
0122503	Health Fax	4,660.00
0122034	Wendy Rakochy	4,500.00
0121938	Cabral Roofing & Waterproofing Corp	4,447.50
0122691	R Thompson Artworks	4,298.80
0122187	Taylor & Associates	4,131.16
0122632	OCE'	4,075.65
0121969	Certified Transportation Serv	4,002.50
0121941	Care Resources Inc	3,981.00
0122432	Sehi Computer Products Inc	3,926.73
0121785	Avalon Tent & Party Rental	3,823.17
0122625	Metalclad Insulation Corp	3,798.00
0122501	Gerke Consulting & Development LLC	3,520.23
0122653	Southern Calif Edison Co	3,504.43
0122538	Walters Wholesale Electric Co	3,376.61
0121826	Home Depot	3,297.98
0122519	Official Payments Corp	3,220.24
0121770	ACS Affiliated Computer Services	3,218.89
0122638	Professional Turf Specialties Inc	3,200.00
0122643	Refrigeration Supplies Distrib	3,063.82
0122153	Titlewave Video Subtitling Service	3,060.00
0122461	Yosemite Water	2,961.33
0122134	Office Depot	2,929.91
0122480	Workplace Resource	2,923.75
0121881	Sehi Computer Products Inc	2,876.84
0121901	Time Warner Cable	2,826.01
0122024	Office Depot	2,810.83
0122069	Northcott Painting Company	2,800.00
0122537	Victory Custom Athletic Inc	2,774.70
0122099	DataPipe Inc	2,750.00
0122624	Memorial Prompt Care Medical Group	2,731.00
0121859	PL Hawn Company Inc	2,713.34
0122246	Great Western Sanitary Supply	2,697.00
0121823	Graphic Edge	2,693.75
0121919	Western Graphics Plus	2,621.25
0122556	Apple Computer Inc	2,564.91
0122590	Dell Higher Education	2,561.26
0122339	ATI/Assessment Technology Institute	2,507.00
0122574	BMI	2,501.88
0122104	Education 4 Work	2,500.00
0121970	CI Solutions	2,474.62
0122322	Verizon Wireless	2,427.47

0122495	CR & R	2,309.18
0122368	Fineline Cabling	2,289.67
0122160	Verizon Wireless	2,274.54
0122238	Fountain Valley Regional Hospital	2,272.50
0121787	Bartock Products	2,250.00
0121836	Main Electric Supply Co	2,227.51
0122583	CCCD - SEOG	2,200.00
0122661	Theodore Robins Ford	2,157.56
0122003	Ice Crafters	2,139.42
0122484	Austin Hardwoods	2,071.78
0122663	Time Warner Cable	2,070.00
0122315	Time Warner Cable	2,050.00
0122575	Boom Ink LLC	2,041.34
0121797	CCCD - SEOG	2,000.00
0121819	Nancy Gardner	2,000.00
0122221	Cerritos Franchise Inc	2,000.00
0122328	Susan Wilcox	2,000.00
0122478	C2 Reprographics	1,982.28
0122647	Sehi Computer Products Inc	1,976.58
0122612	Int'l Security Products	1,974.45
0122369	Patricia Fipps	1,973.59
0122167	World Point	1,901.90
0121882	Sherwin-Williams Co	1,894.96
0121846	Newport Beach Golf Course	1,870.00
0122226	Computerized Assess & Placement Progs/CAPP A	1,865.34
0122582	Camel Financial Inc	1,854.56
0122391	Irvine Pipe & Supply	1,845.10
0121897	TechSmith Corp	1,844.00
0122228	Constellation New Energy Inc	1,826.23
0121896	T-Mobile	1,815.65
0122618	Keenan & Associates	1,805.03
0121965	Johns Bryan	1,800.00
0122485	B & P Services Inc	1,800.00
0122342	Cheryl Babler	1,769.64
0122555	AmericasPrinter.com	1,769.26
0122014	Mobile Modular Management Corp	1,722.92
0122286	Pak West Paper and Packaging	1,719.91
0121864	Provantage Corp	1,701.00
0121771	Adeara Inc	1,700.00
0122269	Midac Corp	1,689.13
0122692	Times Community News %Los Angeles Times	1,687.50
0122678	Xerox Corp	1,682.32
0122319	United Direct Marketing Inc	1,678.50
0122441	Cheryl Stewart	1,662.21
0122436	So Cal Commercial Printing	1,640.94
0122140	Performance Envelope	1,640.09
0121788	Benner Metals Corp	1,634.19
0122592	ECS Imaging Inc	1,629.10
0122494	Computerland of Silicon Valley	1,626.10
0122332	Aames Lock & Safe Co	1,600.00
0122539	Wards Natural Science	1,584.62

Check Approvals

0122240	Gale Group	1,557.96
0122128	Shannon O'Connor	1,500.00
0122622	Lynda.com	1,500.00
0122113	Steven Hogue	1,449.00
0122394	Key Equipment Finance	1,412.93
0122126	Nextel Communications	1,402.23
0122399	LINKS Sign Language & Interpreting Services	1,333.00
0122609	Horizon	1,325.73
0121942	CCCD Workers Comp Trust Fund	1,302.92
0121857	Phoenix Group Info Systems	1,292.21
0121853	Orange County Printing	1,291.69
0122362	Dell Higher Education	1,266.64
0122658	Tape Company	1,261.75
0122037	David Rodriguez	1,260.51
0122091	Chem Pro Laboratory Inc	1,236.00
0122403	Maintex	1,218.67
0122429	Safeguard Business Systems	1,211.15
0122285	Oxygen Service Co	1,206.54
0121921	Susan Wilcox	1,200.00
0122166	Susan Wilcox	1,200.00
0122675	Susan Wilcox	1,200.00
0122290	Physicians Sales & Service	1,167.67
0122356	Chem Pro Laboratory Inc	1,142.85
0122393	Rita Jones	1,142.40
0122357	City of Costa Mesa	1,140.00
0122327	Waxie Sanitary Supply	1,138.26
0122317	Treecare Arborists	1,100.00
0122347	Lisa Bloomfield	1,100.00
0122462	Mark Zombek	1,100.00
0121917	Weight Watchers North America Inc	1,080.01
0122649	Brenda Shine	1,079.00
0122186	Ken's Locksmithery	1,077.50
0121856	Padua Glass Enterprises Inc	1,076.00
0122507	Ice Crafters	1,070.86
0122056	Verizon Wireless	1,069.72
0121913	VWR International Inc	1,067.05
0122486	Baker & Taylor	1,063.86
0122621	Knorr Systems Inc	1,062.86
0122617	JK Electronics	1,058.85
0122443	Stephen Tamanaha	1,055.36
0122012	Kevin Mc Elroy	1,052.80
0122438	Southern Calif Edison Co	1,049.26
0121984	Gary Heimann Productions	1,040.00
0122131	OCC Ancillary 1000-247500-5120	1,038.00
0121911	UPS Protection	1,019.32
0122677	World Point	1,011.41
0122241	Gary Heimann Productions	1,010.00
0122044	State Water Resources Ctrl Brd	1,008.00
0122613	Iron Mountain Off-Site Data Protection	1,004.79
0121852	Office Depot	1,002.82
0121833	League for Innovation	1,000.00

0121840	Gil Marquez	1,000.00
0121960	Bryce Benes	1,000.00
0121972	Paula Coker	1,000.00
0121978	Lynn Dahnke	1,000.00
0122346	Bruce Belo	1,000.00
0122608	Hoover Printing & Lithography	991.30
0122580	Business Office Solutions	982.77
0122114	Home Depot	982.22
0122350	Chandulal Brahmabhatt	979.55
0122407	Joumana McGowan	964.13
0122449	Times Community News %Los Angeles Times	937.50
0121815	Foundation/Calif Comm Colleges	933.94
0122597	Fry's Electronics	922.25
0121898	The Gas Company	916.75
0122312	The Gas Company	908.16
0121906	Tri-Anim Health Services	903.87
0122428	Vincent Rodriguez	900.18
0122511	LINKS Sign Language & Interpreting Services	899.00
0122615	Irvine Pipe & Supply	885.50
0122017	New York Barbells	878.70
0122122	James McClinton	875.66
0122130	OC Wholesale Flowers	874.13
0122133	Ocean View School District	870.88
0121848	OC Fire Protection	870.00
0122655	Stater Brothers	867.01
0121874	Resources Unlimited	865.00
0122092	Chevron USA Inc	863.38
0121808	Dunn Edwards	863.22
0121907	Troxell Communication Inc	857.69
0122020	Mary O'Connor	857.45
0122551	Aardvark Clay Supply	853.24
0122049	Julie Tran	852.72
0121843	Mutual Liquid Gas & Equipment	850.11
0122567	AT&T	842.46
0122366	Gregory Evans	840.28
0122456	Waxie Sanitary Supply	840.01
0122046	Storefront Door Repair	837.00
0122311	Storefront Door Repair	837.00
0122119	Michael Leach	832.91
0122005	JK Electronics	824.07
0122149	Sports Facilities Group Inc	821.10
0122509	Kater-Crafts Bookbinders	816.72
0122569	B & P Services Inc	815.78
0121890	Southern Counties Lubricants LLC	813.31
0122392	Felicia Jones	808.37
0121916	Waxie Sanitary Supply	805.29
0121992	Raine Hambly	803.02
0122205	Bob's Shade & Linoleum	795.69
0121812	Fastframe	789.74
0121903	Times Community News %Los Angeles Times	784.40
0121985	Gail Gibson	777.89

0122137	David Opheim	766.13
0122352	Carmeuse Industrial Sand	764.81
0122365	Corine Doughty	764.06
0122599	Grainger	755.34
0122207	Buddy's All-Star Inc	750.46
0121845	Judith Neal	750.00
0122374	Gibraltar Associates Inc	750.00
0122440	Christine Sta Ana	749.60
0121980	Dell Higher Education	738.80
0122437	South Coast Fire Protection Co	738.18
0122250	Home Depot	733.83
0121806	Dakota Backflow Co	729.01
0122275	Tylar Mueller	725.00
0122502	Harland Technology Services	724.00
0122061	William Walker	716.42
0122433	Vida Shajie	714.77
0121834	LiNKs Sign Language & Interpreting Services	713.00
0121774	Allied Refrigeration Inc	712.12
0121802	Corporate Express	705.15
0121858	Physicians Sales & Service	703.76
0122051	Yvonne Valenzuela	700.74
0122337	Apple Computer Inc	689.97
0122451	United Capital Funding	669.87
0122015	Linda Morin	668.59
0122253	HW Wilson Company	666.72
0122370	Fisher Scientific	661.36
0122196	AMC Inc	656.25
0121827	Hoover Printing & Lithography	655.12
0122008	Mariam Khosravani	650.00
0122204	Blick Art Materials	643.10
0122025	OFSI	636.04
0122372	Laurel Francis	634.35
0121949	Alamitos Auto Parts Inc - Napa	634.18
0122576	Boys and Girls Club of Huntington Valley	621.00
0122283	OCC Sailing Center	620.20
0122307	Springdale Ace Hardware	617.74
0122098	CTI-Valueline	612.31
0122334	ACOM Solutions	612.00
0122584	CDWG	609.88
0121959	Laura Behr	609.63
0122395	Knorr Systems Inc	608.08
0122540	Xerox Corp	608.05
0122423	Professional Plumbing Inc	605.00
0122382	Tracy Heffelman	603.77
0121894	Stater Brothers	602.95
0122607	Home Depot	602.91
0122139	Pak West Paper and Packaging	600.35
0121893	Daren Starnes	600.00
0121956	AT&T	598.10
0121777	Aqua-Clear Water Treatment Specialists Inc	595.00
0122418	Performance Envelope	593.67

0121764	A to Z Wholesale Floral Supply Inc	592.63
0122009	John Knox	581.90
0122404	Earnest Marchbank	581.77
0122430	Michelle Sambrano	581.77
0122085	Baker & Taylor	580.83
0121944	Medco Health Solutions Inc	577.43
0122669	Verizon California	575.35
0121849	OC Wholesale Flowers	571.08
0122672	Western Graphics Plus	563.75
0122001	Home Depot	556.94
0122397	Richard Kudlik	556.86
0122460	Xerox Corp	554.92
0121863	Professional Fire Protection	552.09
0122373	Gale Group	550.24
0122406	Mariposa Women & Family Center	544.00
0122479	Corporate Business Interiors Inc	532.02
0122010	Lab Safety Supply	531.94
0122103	Eberhard Equipment	528.62
0122628	NAFSA Publications Center	525.00
0121963	Ted Boehler	520.18
0122040	Hale Savard	515.00
0122120	Linkyo Corp	513.94
0122276	MVAP Medical Supplies Inc	512.70
0122434	Shred-It	510.00
0122239	Fry's Electronics	509.94
0122388	Industrial Blade & Product Co	508.26
0122596	Fox Valley Systems	508.19
0122248	Laird Hayes	506.39
0121828	Hub Auto Supply	505.57
0122454	VS Athletics	504.27
0122107	Go With Jo Travel	502.80
0122195	Allied Refrigeration Inc	500.99
0122571	Bartock Products	500.26
0121876	Richard J Green Productions	500.00
0122272	Melissa Moser	500.00
0121817	Gale Group	497.48
0122117	Indigo Instruments	496.35
0122564	AT&T	490.19
0122232	Datamax O'Neil Printer Supplies	485.04
0122079	Amico Scientific Corp	483.57
0122680	Home Depot	481.46
0121831	Johnstone Supply	478.09
0122244	Graham, Lori	476.26
0121902	Times Community News %Los Angeles Times	475.40
0121979	Robert Dees	475.00
0122338	Lydia Arbizo	473.27
0122400	Brady Long	470.77
0122161	Verizon Wireless	461.74
0122075	First Health	457.60
0122345	Bee Busters Inc	450.00
0122007	William Kerwin	447.09

0121990	Graphic Edge	445.55
0122038	Celeste Ryan	443.15
0122331	A Daigger Co	442.75
0122541	Xerox Corp	441.58
0122411	Montgomery Hardware Co	434.49
0121790	Bishop Company	434.11
0122371	Fluke Networks	432.90
0122514	Binh Nguyen	431.21
0121948	Roger Abernathy	417.83
0122637	Premier Office Services Co	416.44
0122354	CAS	415.00
0121801	Coast Community College District	414.00
0121883	Shred Confidential Inc	413.44
0122375	Grainger	412.64
0122552	Alamitos Auto Parts Inc - Napa	411.19
0121861	Pool Supply of Orange Co Inc	408.60
0122529	Rhino Electric Supply	406.14
0121966	Caston Office Solutions	403.25
0121795	Caston Office Solutions	401.05
0121999	Jack Hoffman	400.00
0122102	Rendell Drew	400.00
0122197	Amer Assn-Paralegal Education	400.00
0122057	Verizon Wireless	399.53
0122616	Island Florals	398.68
0122600	Graybar Electric	398.03
0121925	Zep Manufacturing Co	395.32
0122225	Community College League of Calif	395.00
0122199	Art Supply Warehouse	394.68
0121954	Art Supply Warehouse	393.27
0122602	GWC Food Services	391.74
0122520	Oxygen Service Co	391.35
0122408	McLogan's Supply Co Inc	390.66
0122639	Provantage Corp	383.76
0122508	JK Electronics	383.59
0122261	Learning Organization	378.65
0122666	United Direct Marketing Inc	377.50
0122518	Ocean In Motion	373.00
0122358	Corporate Express	372.30
0122420	Physicians Sales & Service	367.70
0122627	Mr B's Lawnmower & Saw Shop	366.33
0121878	Rightway	362.00
0122096	Costa Mesa Chamber of Commerce	360.00
0122268	Mesa Consolidated Water Dist	359.49
0122202	Baker & Taylor	358.38
0122313	Thomson West	357.96
0122211	Carmen's Uniforms Inc	355.36
0122671	Waxie Sanitary Supply	353.79
0122141	Richard J Green Productions	350.00
0122162	VMS	350.00
0122298	Rhino Electric Supply	346.67
0122563	AT&T	344.82

0122254	Imai, Charlotte	344.25
0122021	Mary O'Connor	338.24
0122245	Grainger	336.90
0122089	CCC Petty Cash	335.50
0121821	Esequiel Gracia	335.00
0122413	MVAP Medical Supplies Inc	333.76
0122210	Calif Pro Sports	333.68
0121909	Unifirst Corp	331.56
0121854	Oxygen Service Co	330.59
0121915	Wards Natural Science	330.20
0122353	Carroll Promotions Inc	329.27
0121767	Academic Senate	325.00
0122192	Academic Senate	325.00
0122385	Home Depot	324.46
0122521	Portacraft Inc	323.24
0122492	CCC Bookstore	317.36
0122029	Clyde Phillips	315.46
0122251	Howard, Robert B.	315.45
0122458	White Cap Construction Supply	315.41
0121888	South Coast Fire Protection Co	315.00
0122305	SOC Reg Chambers of Commerce	315.00
0122361	Davis Medical Electronics Inc	312.53
0122648	Shell Oil	312.21
0122224	Cliff, kathi	309.00
0122209	Burns, Lisa J	307.03
0121782	AT&T	300.00
0122360	CW Dixon Associates Inc	300.00
0122379	Kimberly Guinn	300.00
0122581	California Municipal Statistics Inc	300.00
0122094	Comtel Pro Media	299.90
0121796	CCC Bookstore	299.04
0121844	NAFSA/Assn of Int'l Educators	299.00
0122212	CASFAA	299.00
0122213	CASFAA	299.00
0122263	Lee, Carol E.	298.17
0122237	Fisher Scientific	295.27
0122278	Nasco Modesto	293.59
0122194	Aircraft Spruce & Specialty Co	292.12
0121955	AT&T	291.59
0121957	AT&T	291.59
0122634	Party Makers/Orange Coast Events	291.26
0122448	Thomson West	290.73
0121946	Christine Russell	289.20
0121947	David Russell	289.20
0122011	Kevin Mc Elroy	288.64
0121952	Amtech Elevator Services	287.50
0122076	Vision Service Plan	285.04
0121991	Graybar Electric	280.15
0121873	Reliable Elevator of OC	280.00
0122396	Konica Minolta Business Solutions USA Inc	278.09
0122506	Hub Auto Supply	277.40

0122568	ATCO International	276.00
0122442	Super Duper Publications	274.85
0121940	Perkins & Will	273.98
0122415	OCC Petty Cash	273.94
0121995	Hardy Diagnostics	273.56
0121784	Auto Glass Tech	273.28
0122256	Kasmar, Steven L	271.00
0121841	Minuteman Plumbing	269.50
0121769	Accurate Termite Control	269.00
0122348	Bob's Shade & Linoleum	266.80
0122264	Martin, Allen	265.88
0122004	Integra Lifesciences Corp	264.26
0121971	Cintas First Aid & Safety	263.99
0121816	Fry's Electronics	263.91
0122262	Ledeboer, Lisa	263.16
0121862	Prince Enterprises Inc	261.43
0122214	Caston Office Solutions	261.03
0122082	AT&T	260.91
0122310	Steinberg, Elizabeth	260.49
0122633	Oxygen Service Co	258.50
0122088	Caston Office Solutions	258.24
0121884	Shred-It	255.00
0122191	Academic Senate	255.00
0122216	CCCSFAAA	250.00
0122219	CCCSFAAA	250.00
0122220	CCCSFAAA	250.00
0122676	Working Wardrobes	250.00
0121961	Bishop Company	248.07
0121994	Harbor Freight Tools	247.39
0122410	Mesa Golf Carts	245.67
0122402	LT Enterprises	245.55
0122668	USA Mobility Wireless Inc	243.00
0121885	Sigma-Aldrich Inc	242.81
0122577	Broughton Int'l	242.44
0122496	Ctr for Education & Employment Law	241.95
0121918	West Coach Services	240.59
0122123	Medical Processor Services	240.00
0122281	OC Fire Protection	240.00
0122266	Meisinger, Leif	239.23
0122425	Rare Group Enterprises Inc	238.73
0122257	Katayama, Candice	237.56
0122558	AT&T	236.49
0121976	Cummins Allison Corp	236.32
0121850	OCC Associated Students	235.00
0122284	Orthopedic Physical Therapy Products	234.20
0122376	Graybar Electric	232.31
0122273	MP Biomedicals LLC	232.25
0122452	US Plastic Corp	232.13
0121926	Xerox Corp	227.85
0122143	Sehi Computer Products Inc	226.36
0121766	Academic Senate	225.00

0122124	Meyers Allison LLP	225.00
0122277	NAFSA Publications Center	225.00
0122427	Betty Rodriguez	225.00
0122055	Verizon Wireless	223.67
0122689	Office Depot	221.59
0122631	OCC Food Services	220.99
0122522	Professional Indexes & Files	219.81
0122016	New Readers Press	219.20
0121765	Abrasive Warehouse & Equipment	216.70
0122324	Jocelyn Wang	216.56
0121800	Coast Community College Dist.	216.00
0121877	Ricoh Business Systems Inc	215.50
0122150	Sun-X Auto Glass	215.00
0121904	Toshiba Business Solutions	214.89
0122343	Baker & Taylor	213.76
0122665	Unifirst Corp	212.44
0122233	Dell Higher Education	209.57
0122431	Danielle Scane	209.00
0121829	Iron Mountain Off-Site Data Protection	206.35
0122664	Times Community News %Los Angeles Times	206.25
0122208	Builders Security Locks & Ser	205.50
0122573	BJ Bindery Inc	202.57
0121814	Firefighters Bookstore	202.19
0122242	Gerard, Roger	201.85
0121811	Fastenal	201.28
0122169	Xerox Corp	201.15
0122303	Smith, Brent	200.00
0122489	Black Chamber of Commerce	200.00
0122547	Water Safety Resources	200.00
0122152	The Gas Company	197.85
0121789	Bill's Camera	196.98
0122398	John Linke	195.42
0121791	BJ Bindery Inc	195.03
0121839	Marlin P Jones Inc	191.95
0121895	Suburban Water Systems	190.87
0121768	Academic Senate	190.00
0122610	Hub Auto Supply	188.04
0121772	Advanced Gas Products	187.11
0122604	Karen Harelson	186.62
0122561	AT&T	185.29
0121855	Pacific Blue Micro	185.00
0122377	Great Western Sanitary Supply	183.28
0122206	Brown, Shirley	181.00
0122282	OCC Food Services	179.27
0122258	Knights, Pamela	179.00
0122215	CCCSFAAA	175.00
0122217	CCCSFAAA	175.00
0122218	CCCSFAAA	175.00
0122081	AT&T	174.33
0121818	Ganahl Lumber Co	172.21
0122164	Walters Wholesale Electric Co	171.64

Check Approvals

0122125	Nancy's Beauty Warehouse	170.73
0121953	Andtech Corporation	170.00
0122487	Baker Rentals & Sales Inc	168.98
0122603	Virginia Hanson	167.74
0122111	GWC Petty Cash	167.26
0121786	Baker & Taylor	166.52
0122630	OC Fire Protection	165.00
0122156	USA Mobility Wireless Inc	162.61
0122145	Shooters World/Evan's Gunsmith	162.50
0122078	Alan's Lawnmower & Garden Ctr Inc	161.12
0122670	Verizon California	160.20
0121951	Anthony Altobelli	160.00
0122570	Baker & Taylor	158.89
0122419	Clyde Phillips	158.77
0122249	Hoang, David	158.70
0121783	ATCO International	158.00
0122381	Harbor Radiator & Air Conditio	156.24
0122135	Office Equipment Finance Services	155.64
0121879	Jodi Rodriguez	155.00
0122435	Smardan Supply Co- Orange Coast	154.95
0121778	Arnold Publications	150.00
0122656	Storage Place	150.00
0122155	US Foodservice	149.71
0122260	Le, Mai	149.00
0121914	Jocelyn Wang	148.53
0122108	Marcia Gordon	148.00
0122557	AT&T	146.44
0121820	Golden State Signs & Banners	145.73
0122159	Verizon California	145.12
0121987	Golf Ventures West	144.19
0122579	Builders Security Locks & Ser	143.48
0121900	The Gas Company	142.60
0122340	Mary Avalos	141.85
0122041	Siemens Water Technologies Corp	138.20
0122351	Johns Bryan	138.09
0122481	The Estate of Michael Werthman	136.28
0121880	Ny Sayasy	136.18
0122601	Anna Greenwald	135.26
0122363	Demco Inc	135.18
0122291	Pourzanjani, Mojgan	134.00
0122231	Daniel Smith Inc	133.68
0122510	Isabelle Krasney	133.47
0122203	BJ Bindery Inc	131.46
0122330	Zanic, Laura	130.46
0122243	Goodwill Industries of OC	130.00
0122053	Verizon Wireless	129.00
0121781	AT&T	128.62
0122662	Time Clock Sales & Service	128.00
0122439	Sports Health	126.81
0121830	Iron Mountain Records Mgmt	126.56
0122193	Accurate Termite Control	125.00

0122614	Iron Mountain Records Mgmt	125.00
0122683	Stater Brothers	123.44
0122491	Cameron Welding Supply	123.12
0122586	CIT Technology Fin Serv Inc	122.84
0122006	Johnstone Supply	122.09
0122062	Walters Wholesale Electric Co	121.54
0121892	Spectrum Chemicals & Laboratory Products	120.71
0122227	Cone Instruments	120.30
0122344	Beach City Lift Inc	120.21
0122591	ECCTYC	120.00
0121872	Quality Aire	118.93
0122265	Lillian Matthews	118.52
0122534	The Shredders	116.00
0122660	The Shredders	116.00
0122682	Smart & Final	113.00
0122650	Siemens Water Technologies Corp	112.20
0122554	Amazon.com	111.01
0121824	Harbor Freight Tools	110.16
0122422	Portacraft Inc	110.11
0121922	Women Helping Women	110.00
0122270	James Mitchell	107.53
0122585	Cintas First Aid & Safety	107.27
0122271	Mitchell, Teresa	107.00
0122390	Iron Mountain Records Mgmt	106.68
0122288	Diep Pham	105.30
0122136	On-Site LaserMedic	105.00
0122644	Linda Rhines	104.27
0122052	Verizon California	103.12
0122383	Henry Schein Inc	103.08
0122165	Waxie Sanitary Supply	102.10
0121887	Smog & Gas of Costa Mesa	100.00
0122154	Turf Star Inc	99.40
0122387	Human Relations Media	98.95
0121974	Corporate Express	98.94
0122230	Dandridge, Bernice	98.90
0121899	The Gas Company	97.78
0122587	Cone Instruments	97.40
0122325	Wards Natural Science	95.72
0121804	Crown Ace Hardware	93.03
0122127	Mary O'Connor	93.00
0122531	Rita Schulte	91.58
0122301	Seal's Health Care	91.50
0122151	Dejah Swingle	90.99
0121908	Truc Par Co	89.91
0122572	Battery Systems	89.71
0122045	Stater Brothers	89.42
0122562	AT&T	89.15
0122367	Federal Express Corp	86.30
0122095	Consolidated Office Systems	86.12
0122235	Eberhard Equipment	86.10
0122500	Eversoft	85.12

0122039	Saddleback Golf Cars	85.04
0122093	Cintas First Aid & Safety	85.01
0122308	Spurlock, Lillie	85.00
0122483	Antimite Termite/Pest Control Inc	85.00
0122297	Amy Rangel	84.54
0122247	GWC Student Health Center	84.00
0122157	Yvonne Valenzuela	83.90
0122100	Demco Inc	83.07
0122299	Rupe, Carol	82.31
0122002	Hub Auto Supply	81.02
0122560	AT&T	80.19
0121977	Charles Cutenese	80.00
0122323	Vuong, Chau M.	80.00
0122414	Nguyen, Loc	80.00
0122426	Rhino Electric Supply	79.35
0122287	Par West Turf Services	79.25
0121794	Cartridge World	77.58
0122378	Donald Grigsby	77.07
0122112	Harbor Freight Tools	76.43
0122190	Aardvark Clay Supply	75.74
0122054	Verizon Wireless	75.14
0122304	So Cal Intersegmental Articulation Council	75.00
0122289	Hai Pham	74.30
0121832	Mai Le	73.46
0121950	Alan's Lawnmower & Garden Ctr Inc	72.31
0122222	Chung, Thuy-Van	72.00
0122267	Merlino, Angela J	72.00
0122280	Nghiem, Kevin	72.00
0122316	Tran, Jessica	72.00
0122450	Toshiba Business Solutions	71.63
0122110	Denia Guillen	70.25
0122620	Mary Kennedy	70.03
0122106	Gaylord Bros Inc	69.27
0122359	Crucial Technology	68.92
0122326	Water Factory	66.00
0121968	Glenda Centeno	65.94
0122080	AT&T	64.76
0122578	Zhenghong Broyles	64.35
0121793	Calif Stage & Lighting	63.31
0122505	Home Depot	61.97
0121813	Federal Express Corp	61.75
0121842	Melissa Moser	61.12
0122042	Southern Calif Edison Co	60.76
0122309	Stater Brothers	60.03
0121986	Steven Goetz	60.00
0121988	Julian Gonzales	60.00
0122384	Marcela Hernandez	60.00
0122409	Medco Supply Co	59.20
0122118	Johnstone Supply	58.99
0121875	Rhino Electric Supply	58.97
0122498	EBSCO Subscription	58.52

0121920	Sandra Whiteside	58.07
0122490	Calif Transport Refrigeration	58.07
0122457	Western Psychological Services	57.65
0122606	Jacqueline Hils-Williams	56.75
0121869	Prudential Overall Supply Co	56.05
0122523	Prudential Overall Supply Co	56.05
0122525	Prudential Overall Supply Co	56.05
0122526	Prudential Overall Supply Co	56.05
0122527	Prudential Overall Supply Co	56.05
0122513	MWB Business Systems	56.00
0122455	Wards Natural Science	55.19
0122028	Candice Pettus	55.00
0122064	Women Helping Women	55.00
0122459	Women Helping Women	55.00
0122200	AT&T	53.68
0122605	HB Digital Arts	53.34
0122060	VWR International Inc	53.27
0122598	Deborah Goldstick	52.65
0122364	Wanda Doty	52.46
0122693	CCCD Workers Comp Trust Fund	51.70
0122259	Mai Le	51.68
0121810	Eversoft	51.38
0122652	Sims-Orange Welding Supply Inc	50.99
0122035	Rhino Electric Supply	50.94
0122349	Sergio Borja	50.71
0122147	Smog & Gas of Costa Mesa	50.00
0122401	Rachelle Lopez	50.00
0122424	Glen Profeta	50.00
0122530	Safety 1st Pest Control Inc	50.00
0122532	Smog & Gas of Costa Mesa	50.00
0122559	AT&T	49.74
0121993	Raine Hambly	48.57
0121912	Village Nurseries	48.49
0121871	Prudential Overall Supply Co	48.48
0121779	AT&T	48.18
0121870	Prudential Overall Supply Co	47.60
0121866	Prudential Overall Supply Co	47.48
0122031	Prudential Overall Supply Co	47.48
0122292	Prudential Overall Supply Co	47.48
0122640	Prudential Overall Supply Co	47.48
0122142	Cheryl Rojas	46.80
0122050	Triarch Inc	46.06
0122405	Marinus Scientific	45.79
0122144	Shinoda Design Center Inc	44.72
0122565	AT&T	43.93
0121964	Paula Brady	43.50
0121905	Martha Tran-Nguyen	43.21
0122553	Alan's Lawnmower & Garden Ctr Inc	42.77
0122066	Tracy Young	41.94
0122335	Alan's Lawnmower & Garden Ctr Inc	41.42
0122236	Feghali, Olena	40.00

0122493	CCCAA	40.00
0122589	Crown Ace Hardware	39.81
0122026	Orange Coast Auto Repair	39.51
0122105	Federal Express Corp	39.31
0122389	Integra Lifesciences Corp	38.79
0122595	Fire Protection Publications	37.83
0122657	TALX Corp	37.80
0122146	Signs Etc	37.71
0122116	ICS Service Company, Inc.	37.00
0122611	ICS Service Company, Inc.	37.00
0121891	Sparkletts	36.72
0122198	Anderson, Bruce	36.27
0122453	Verizon California	36.20
0121997	Nancy Hill	35.55
0122488	Bernan Associates	35.00
0122234	Dunn, Cyndi	34.95
0122517	OCC Food Services	34.48
0122533	Stater Brothers	34.11
0122321	Verizon California	33.78
0121805	Eric Cuellar	33.31
0122542	Xerox Corp	32.45
0122651	Sigma-Aldrich Inc	31.03
0121799	Carolyn Clausen	30.19
0121825	Leslie Hargrove	30.19
0121998	Eric Hobbs	30.00
0122063	Daniel Weber	30.00
0122646	Security Signal Devices	29.95
0122386	Horizon	28.06
0122109	Grainger	27.64
0122336	Allied Refrigeration Inc	27.37
0122512	Marinus Scientific	27.15
0121822	Grainger	27.08
0122019	Tri Nguyen	26.00
0122115	Hub Auto Supply	25.86
0122504	Hitt Marking Devices Inc	25.59
0122043	Nancy Sprague	25.21
0121958	ATI/Assessment Technology Institute	25.00
0122645	Rhino Electric Supply	23.81
0122279	Newsweek	23.00
0122306	Sports Health	22.99
0122121	Yen Luong	22.85
0122229	Crown Ace Hardware	22.58
0122333	Aardvark Clay Supply	19.40
0121975	Crown Ace Hardware	19.35
0122642	Prudential Overall Supply Co	19.18
0122417	Pak West Paper and Packaging	18.74
0122673	Charles Whitchurch	18.72
0122097	Crown Ace Hardware	18.31
0122087	Business Machines Consultants Inc	18.08
0121867	Prudential Overall Supply Co	17.81
0122294	Prudential Overall Supply Co	17.81

0122296	Prudential Overall Supply Co	17.81
0122138	Terry Otto	17.55
0121996	Paul Harford	17.40
0122684	USA Mobility Wireless Inc	16.76
0122048	Kathleen Surgenor	16.50
0122528	Edwina Recalde	16.00
0121865	Prudential Overall Supply Co	15.68
0122032	Prudential Overall Supply Co	15.68
0122295	Prudential Overall Supply Co	15.68
0121780	AT&T	15.51
0122083	AT&T	15.51
0122201	AT&T	15.51
0122524	Prudential Overall Supply Co	15.49
0122329	Xerox Corp	15.45
0121868	Prudential Overall Supply Co	15.18
0122033	Prudential Overall Supply Co	15.18
0122293	Prudential Overall Supply Co	15.18
0122641	Prudential Overall Supply Co	15.18
0122018	Christine Nguyen	15.00
0122027	Gary Oshiro	15.00
0122036	Timothy Rigney	15.00
0122101	David Dluzak	12.87
0122084	AT&T	12.78
0122593	Fast Co	12.00
0122482	Aardvark Clay Supply	11.80
0122255	Thomas Juno	10.76
0121837	Katherine Marasigan	10.00
0121983	Judith Garvey	10.00
0122000	Jody Hollinden	10.00
0122022	OCC Associated Students	10.00
0122030	Norma Pollaro	10.00
0122626	Joseph Milunas	10.00
0122444	The Gas Company	9.91
0122302	Sims-Orange Welding Supply Inc	9.69
0121886	Signs Etc	9.24
0122566	AT&T	8.78
0122594	Federal Express Corp	8.11
0121838	Marianna Inc	7.94
0122252	HSBC Business Solutions	7.14
0121835	Los Angeles Times	6.90
0122674	Sandra Whiteside	3.58
0121773	Alamitos Auto Parts Inc - Napa	2.01

**Total****\$ 4,150,696.07**

## Agenda Item

### 3.06.03 Check List for General Obligation Bond Fund

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

## Agenda Item Content



checkapprovalbond12-10-08.pdf

## Additional Administrative Content

Created on 10/31/2008 at 03:06 PM by CCCDBudget; last updated on 12/03/2008 by Jodi Rodriguez

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
0122466	DJM Construction Co Inc	409,329.61	420340
	GWC Health Science Building		
0122467	DJM Construction Co Inc	287,235.68	420340
	GWC Health Science Building		
0122179	Superior Wall Systems Inc	249,738.00	420101
	District Relocatable Replacement		
0122476	Telacu Construction Managment	226,212.42	420222
	OCC Sailing Center		
0122182	Telacu Construction Managment	213,995.85	420222
	OCC Sailing Center		
0121937	Steinberg Architects	191,800.00	420356
	GWC Learning Resource Ctr Ph1		
0122068	Refrigerated Air Mechanical Systems Inc	178,452.90	420249
	OCC Student Center		
0122173	Marina Landscape Inc	147,759.00	420101
	District Relocatable Replacement		
0122176	Padua Glass Enterprises Inc	133,731.00	420101
	District Relocatable Replacement		
0122180	Tangram	86,253.79	420206
	OCC Upgrd Lewis Ctr Applied Science		
0122474	Pacific Office Interiors	49,744.47	420340
	GWC Health Sci Expand Nursing Facility		
0122685	DJM Construction Co Inc	45,481.13	420340
	GWC Health Sci Expand Nursing Facility		
0122172	K & Z Cabinet Co Inc	44,045.00	420101
	District Relocatable Replacement		
0122177	Rhino Steel Building Systems	22,309.40	420207
0122067	Padua Glass Enterprises Inc	18,532.00	420101
0122174	Marina Landscape Inc	17,762.00	420101
0122181	TBP/Architecture	16,500.40	420233
0122183	Tri-Citi Electric	14,992.00	420101
0122178	Seville Group Inc	13,460.00	420206
0121929	Division of State Architect	12,028.00	420249
0121932	Honeywell Int'l Inc	8,484.90	420206
0122171	Digital Networks Group Inc	8,291.43	420236
0122175	Mobile Modular Management Corp	7,596.42	420206
0122468	Darren Doerschel	7,559.00	420348
0121930	Essel Technologies Services	6,810.00	420207
0122170	AM Associates	6,500.00	420997
0121935	Minco Construction	6,039.80	420241
0122470	Innovative Energy Solutions	6,000.00	420101
0121933	Honeywell Int'l Inc	5,364.63	420206
0122477	Workplace Resource	5,145.81	420207
0122544	Evisions Inc	5,125.00	420911
0122465	C2 Reprographics	5,110.42	420356
0122463	AT&T	4,924.26	420207
0122464	Bob's Shade & Linoleum	3,620.40	420348
0121927	ASC Scientific	3,509.38	420206

Check Approval Bond

0122687	Times Community News %Los Angeles Times	2,775.00	420207
0122472	MTGL	1,637.00	420340
0121934	MathWorks Inc	1,514.00	420206
0122469	Gafcon Inc	1,400.00	420318
0122475	Storefront Door Repair	1,200.00	420316
0121931	Honeywell Int'l Inc	1,145.63	420206
0122473	P2S Engineering	931.00	420316
0121936	Mobile Modular Management Corp	840.45	420297
0121928	C2 Reprographics	424.54	420207
0122184	Virco	391.68	420206
0122471	Mobile Mini Inc	281.90	420316
0122543	C2 Reprographics	228.43	420101
0122686	State Board of Equalization	218.00	420206

Total

\$2,482,431.73

**3.06.04 Authorization for Special Payments - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

Payment of \$800 to the Joint Review Committee on Diagnostic Medical Sonography for the 2009-2010 annual fee required for accreditation of the Diagnostic Medical Sonography program.

Payment of \$1,500 to the Committee on Accreditation for Respiratory Care for the 2009-2010 annual fee required for accreditation of the Respiratory Care program.

**Additional Administrative Content**

Created on 10/31/2008 at 03:06 PM by Lynnanne Minton. Last update on 12/04/2008 by Lynnanne Minton.

## Agenda Item

### 3.06.05 Authorization for Special Payment - District

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

## Agenda Item Content

Payment of \$1,497.94 to Steve Hogue, OCC Instructor, reimbursement of retraining leave expenses.

## Additional Administrative Content

Created on 10/31/2008 at 03:06 PM by CCCDA\dsy. Last update on 12/04/2008 by Jodi Rodriguez.



**4.01 Authorization to Enter Agreements - Coastline Community College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 4. Action Items  
 Agenda Type: Action  
 Public Access: Yes

**Agenda Item Content**

**1. Authorization to Approve a Standard Agreement with the City of Huntington Beach and Coast Community College District (Coastline Community College) to provide Customer Service Academy Courses to City Employees**

After review by the College President, District Risk Services, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to approve the Agreement between the City of Huntington Beach and Coast Community College District (Coastline Community College) to provide Customer Service Academy courses to eligible city employees. The term of this Agreement shall be from December 11, 2008 to June 30, 2010. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign this Agreement. (See City of Huntington Beach Attachment #10)

**Fiscal Impact:** Gross income of \$1,200 per class

**2. Authorization to Approve an Amended Agreement with The McGraw-Hill Companies and the Coast Community College District (Coastline Community College) to Publish the Third Edition of the Telecourse Student Guide for Concepts in Marketing**

After review by the College President; District legal counsel, Rutan and Tucker; and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to approve the Amended Agreement between The McGraw-Hill Companies and Coast Community College District (Coastline Community College) to publish the Third Edition of the Telecourse Student Guide for Concepts in Marketing. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign this Agreement. (Prior Board Approval: 3/3/03. See Marketing S.G. Revision Attachment #11)

**Fiscal Impact:** Coastline to receive \$7,500 grant from publisher

**3. Authorization to Enter into an Agreement with Novell, Inc. and Coast Community College District (Coastline Community College) to conduct Novel Practicum Testing**

After review by the College President, the Vice Chancellor of Administrative Services, and District Risk Services, it is recommended by the Chancellor that authorization be given to enter into an electronic Agreement with Novell Inc., for the purpose of conducting Novel Practicum Testing. The College will establish and offer Novell Practicum-based industry certification tests to College students and to the public. The term of this Agreement is from January 1, 2009 through December 31, 2009 with annual renewal options. It is requested the Chancellor, the College President, or other designee be authorized to electronically execute this Agreement. (See Novell Practicum Agreement #19)

**Fiscal Impact:** Initial: \$295.00 per year. On-going: Agreement provides the College with the opportunity to charge testing fees to recoup operating costs.

#### **4. Authorization to Enter into Teaming Arrangements with Central Texas College (CTC) and Coast Community College District (Coastline Community College) for Delivery of Distance Learning Courses, Programs, and Services in the Navy College Program for Afloat Education (NCPACE)**

After review by the College President, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to cooperate with Central Texas College (CTC) in their development of a proposal in response to the Naval Education and Training Professional Development and Technology Center's (NETPDTC's) release of a Request for Proposal (RFP) for procurement of services related to the Navy College Program for Afloat College Education (NCPACE) for technology-delivered courses. The Coast Community College District (Coastline Community College) is currently under contract with CTC (prior Board approval April 7, 2004) to deliver the distance learning NCPACE services; however, the contract is in its final year and a new RFP is expected to be released in January 2009. (See CTC Teaming Arrangements Agreement #18)

**Fiscal Impact:** The NCPACE Program generated more than \$3 million in gross income in 2007/08. Revenue projections under the new contract, if awarded, are expected to remain consistent with prior years.



City of Huntington Beach.pdf Marketing S.G. Revision.pdf Novel Practicum Agreement.mht

**Additional Administrative Content**

Created on 11/3/2008 at 03:06 PM by Laurie Swanson. Last update on 12/05/2008 by Jodi Rodriguez.

**4.02 Authorization to Enter Agreements - Golden West College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 4. Action Items  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

None

**Additional Administrative Content**

Created on: 10/31/2008 at 03:06 PM by Dorcas Harper. Last update on: 12/03/2008 by Jodi Rodriguez.

**4.03 Authorization to Enter Agreements - Orange Coast College**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 4. Action Items  
 Agenda Type: Action  
 Public Access: Yes

**Agenda Item Content**

**1. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and Newport Mesa Unified School District (NMUSD) to Work Collaboratively to Provide Instruction for Students in College Classes Taught at the High School Site**

After review by the College President, District Risk Services, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into a non-standard agreement between the Coast Community College District (Orange Coast College) and Newport Mesa Unified School District (NMUSD) to work collaboratively to provide instruction for students in college classes taught at the high school site for the period December 1, 2008, through June 30, 2010. (See Newport Mesa School District Attachment #7)

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

**Fiscal Impact:** Cost dependent on number of classes offered; OCC agrees to pay faculty salaries and miscellaneous support costs.

**2. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and Credentials, Inc. to Continue Online Transcript Request Service as Implemented in December, 2000, and Discontinue Online Verification Service Which was Replaced by National Student Clearing House (Board approved 9/17/08)**

After review by the College President, District Risk Services, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into a non-standard agreement between the Coast Community College District (Orange Coast College) and Credentials, Inc. to continue online transcript service and discontinue online verification service for the period December 10, 2008, through December 31, 2011. (See Credentials, Inc. Attachment # 8)

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

**Fiscal Impact:** No cost to the District.

**3. Authorization to Enter Into a Standard Student Field Placement Agreement between Coast Community College District (Orange Coast College) and University of La Verne**

After review by the College President, District Risk Services, and the Vice Chancellor Administrative Services, it is recommended by the Chancellor that authorization be given to enter into a standard student field placement agreement between Coast Community College District (Orange Coast College) and University of La Verne for the field placement of one University of La Verne student as an EOPS (Extended Opportunity Programs & Services) intern for fall, 2008, and spring, 2009.

It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be

authorized to sign this agreement.

**Fiscal Impact:** None

**4. Authorization to Enter Into a Non-Standard Agreement between Coast Community College District (Orange Coast College) and the 32<sup>nd</sup> District Agricultural Association for Reciprocal Use of Parking Lots and the Use of the Pacific Amphitheatre for the Orange Coast College Commencement on May 29, 2009**

After review by the College President, District Risk Services, and the Vice Chancellor Administrative Services, it is recommended by the Chancellor that authorization be given to enter an interagency agreement with the 32<sup>nd</sup> District Agricultural Association for the use of the Pacific Amphitheatre for the annual Orange Coast College Commencement. The set-up and event dates are May 27, 28, and 29, 2009. The agreement also covers the use of the Fairgrounds Parking Lot "E" on the corner of Fairview and Arlington by Orange Coast College and the use of Parking Lots A, B, C, D, and E at Orange Coast College by the 32<sup>nd</sup> District Agricultural Association for overflow parking during specified year round events: July 10 through August 9 for the Annual Fair, March 14-15, April 4-5, 18-19, and 25-26, May 2-3, May 16-17, 23-24, June 20-21, September 5-6, September 19-20 and 26, and October 3-4. The term of this agreement is for the 2009 calendar year. (See 32<sup>nd</sup> District Agricultural Association Attachment # 14)

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

**Fiscal Impact:** None

**5. Authorization to Enter Into a Room Rental Agreement between the Coast Community College District (Orange Coast College) and Newport Seabase for the Purpose of Providing Classroom Space for the U.S. Coast Guard Captain's Licensing Course from January 12 - February 17, 2009**

After review by the College President, District Risk Services, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into a room rental agreement between Coast Community College (Orange Coast College) and Newport Seabase for the purpose of providing classroom space for the U.S. Coast Guard Captain's Licensing course from January 12-February 17, 2009. (See Seabase Attachment # 10)

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

**Fiscal Impact:** The rental fee of \$1,616.00 to be paid from Sailing Center Funds at no cost to the District.



Newport Mesa School District.pdf



Credentials, Inc..pdf



32nd District Agricultural Assn.pdf



US Coast Guard Seabase Room Rental.pdf

**Additional Administrative Content**

**4.04 Authorization to Enter Agreement - District**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 4. Action Items  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content**

**1. Authorization to Retain the Services of Lynne Davis, Partner with Employment Matters Counseling & Consulting LLP**

Authorization is requested to retain the services of Lynne Davis, partner with Employment Matters Counseling & Consulting LLP in Los Angeles, California, as needed for legal matters and investigations related to harassment complaints and for other legal matters experienced by the Coast Community College District, effective December 1, 2008. Ms. Davis specializes in conducting workplace investigations as an independent investigator, and conducting training sessions on harassment, discrimination and other workplace topics.

After review by the Vice Chancellor for Human Resources, it is recommended by the Chancellor that authorization be given to retain the services of Lynne Davis, partner with Employment Matters Counseling & Consulting LLP.

**Fiscal Impact:** Fees for legal services to be paid from funds budgeted for legal services, depending on the number of legal matters assigned.

**2. Authorization to Enter Agreement with Burke, Williams & Sorensen for the Provision of a General Legal Counsel to the Board of Trustees**

Trustees Patterson and Moreno recommend that Jack P. Lipton, J.D, PhD., be retained as General Counsel to the Board of Trustees, to advise the Board on legal matters such as Board agendas and minutes, Coast District policy, board procedures, accreditation, litigation, contract and personnel matters; such service to begin on December 10, 2008. Dr. Lipton is a partner in the Education Law Practice Group of the law firm Burke, Williams & Sorensen, with an office in Irvine, California. Dr. Jack Lipton's monthly retainer is \$4,500. His hourly rate and that of other educational lawyers in the firm are listed in the proposed Agreement. (See Attachment #15)

**Fiscal Impact:** \$4,500 per month



GeneralCounselAgreementt12 10 08.pdf

**Additional Administrative Content**

## Agenda Item

### 4.05 Buildings and Grounds

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

## Agenda Item Content



BuildingsAndGrounds1210.pdf

## Additional Administrative Content

Created on 10/8/2008 at 03:06 PM by CCCPBG. Last update on 12/03/2008 by CCCPBG.

**1. 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

**2. Authorization for Change Orders No. 10; District Administration Building, Bid No. 1934**

After review by the Director of Facilities and Planning and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given for Change Orders No. 10 to the District Administration Building, Bid No. 1920 as described in the Change Order document attached to each Trustee's agenda. (See Attachment #9)

These changes are necessary for the following reasons:

Clear Sign & Design, Inc. – Package U - Signage

1.	Closeout Credit for Allowances	<\$5,921.00>
	Handicap Parking Signs Credit	< 87.00>

Contract Amount: \$109,258.00 (C.O 10: 5.5% Decrease)

Total Change Orders: <\$6,008.00> (5.5% Decrease)

**Fiscal Impact:** <\$6,008.00> (Measure C - General Obligation Bond)  
Master Plan Approved Project  
Replacement of District Temporary Structures  
District Administrative Office Building

### 3. Bid Tabulations and Award of Contract: Orange Coast College Child Care Classroom; Bid No. 1957

Notices were published on September 30 and October 7, 2008 in the newspaper as well as in four trade journals requesting bids. Fifty bid packages were delivered or picked up by prospective bidders. Thirteen bids were received.

The bids were opened on December 2, 2008 for the Orange Coast College Child Care Classroom; Bid No. 1957.

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 Macerich Construction, Inc. as lowest qualified base bid of \$729,000 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. <b>Macerich Construction, Inc.</b> <b>1442 E. Lincoln Avenue, #337, Orange, CA 92865</b>	<b>\$ 729,000</b>
2. Alma Construction Co. Inc., Colton, CA 92324	\$ 810,000
3. RSB Group, Inc., Lake Forest, CA 92630	\$ 836,000
4. MJ Contractors, Inc., Lake Forest, CA 92630	\$ 950,000
5. Tomco Construction, Inc., Anaheim, CA 92801	\$1,007,975
6. TBC Contractors Corporation, Anaheim, CA 92807	\$1,017,000
7. Coppertop Enterprises, Inc., Costa Mesa, CA 92627	\$1,034,133
8. Southern Cal Contracting, Bellflower, CA 90706	\$1,138,328
9. Horizons Construction Co. Int'l. Inc., Anaheim, CA 92801	\$1,148,036
10. C.A. Granger Construction, Inc., Orange, CA 92868	\$1,156,310
11. De La Secura Inc. dba DLS Builders, Orange, CA 92865	\$1,171,104
12. Hanan Construction Co. Inc., Pomona, CA 91767	\$1,194,000
13. Avi-Con Inc dba CA Construction, Riverside, CA 92507	\$1,283,000

**Fiscal Impact:** \$729,000 (OCC Foundation)  
Master Plan Approved Project  
OCC Child Care Classroom

**4.06 General Items of Business**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content****Moratorium on Out-of-District Travel**

Trustees Moreno and Patterson recommend that a ninety (90) day moratorium be placed on all out-of-district travel where the total cost to be incurred by the District may exceed \$200 for travel, lodging and meals, unless specifically authorized in advance by the Board of Trustees. The Chancellor is directed to consult with the President of the Board of Trustees prior to issuing any administratively approved travel requests.

**Additional Administrative Content**

Created on 12/10/2008 at 08:25 PM by: CCB/Asvc. Last updated on 12/06/2009 by: JPR/RedHills

**4.07 Resolutions**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content****Resolution #9**

**Resolution of the Board of Trustees of Coast Community College District Appointing the  
Secretary of the Board  
December 10, 2008**

RESOLVED, that the Board of Trustees believes that it is in its best interests to appoint a Secretary of the Board to perform the duties and responsibilities of that office as permitted or required by State law or Board action.

RESOLVED, FURTHER, that the Secretary of the Board be authorized to certify as true and correct copies and excerpts of Board Minutes, Resolutions, Contracts and other official documents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby appoints the following individuals to perform the duties of Secretary of the Board:

**Christian Teeter, Secretary of the Board  
Nancy A. Hill, Secretary Pro Tem**

**Additional Administrative Content**

Created on Monday, 12/02/2008 12:02 PM by: CCCC D. S. C. Last updated on: 12/05/2008 by: CCCC D. S. C.

**4.08 Policy Implementation**

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content****1. Adoption of Policy on Board of Trustees' Land Development Committee**

At the September 3, 2008 meeting, Trustees had the opportunity to review a proposed policy pertaining to the Land Development Committee. It is recommended by Trustees Moreno and Patterson that the Board adopt the proposed policy for the Land Development Committee as attached. (See Attachment #20).

**Additional Administrative Content**

Created on today at 12:00 PM by CCRP/dave. Last updated on 12/05/2008 by John Rodriquez.

5.01 Reports Continued

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 5. Continuation of General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

Agenda Item Content

1. Reports from the Employee Representative Groups

2. Reports from the Presidents

3. Reports from the Board of Trustees

4. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences

January 12-13, 2009	Sacramento	Board of Governors Meeting
January 23-24, 2009	Sheraton Sacramento	CCLC Effective Trustee Workshop
January 25-26, 2009	Sheraton Sacramento	CCLC Legislative Conference
February 7-11, 2009	Washington DC	ACCT Legislative Summit
March 2-3, 2009	Sacramento	Board of Governors Meeting
April 17-18, 2009	Sacramento	CCCT Board Meeting
May 1-3, 2009	Double Tree Sonoma	CCLC Annual Trustee Conference
May 4-5, 2009	Lake Tahoe CCD	Board of Governors Meeting
June 19-20, 2009	Sacramento	CCCT Board Meeting
July 13-14, 2009	Sacramento	Board of Governors Meeting
September 14-15, 2009	Sacramento	Board of Governors Meeting
October 6-10, 2009	San Francisco, TBD	ACCT Annual Congress
November 2-3, 2009	City College San Francisco	Board of Governors Meeting

5. Opportunity for the Board to Review the Board Directives Log - (See Attachment #17)

6. Review of Board Meeting Dates

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)
September 30, 2009	Fifth 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

## 7. Consideration of Material Fees



Material  
Fees.pdf (16 KB)

**Additional Administrative Content**

Created on 10/31/2008 at 04:06 PM by Jodi Rodriguez. Last update on 12/03/2008 by Jodi Rodriguez.

**5.02 Additional Informative Discussion Topics**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 5. Continuation of General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content**

**1. Receive Initial Proposal from the Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794 to Reopen Negotiations between the Coast Federation of Classified Employees (CFCE) and the Coast Community College District**

In compliance with the Educational Employment Relations Act, the Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT) presents its proposal to reopen negotiations with the Coast Community College District. After examination of Article 6, *Grievance Procedures* and Article 22, *Disciplinary Procedures*, the Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT) believe it is in both parties interest to clarify the existing language, which, in some cases, is confusing and may create future problems. Pursuant to section 3527 of the Government Code and in compliance with the current collective bargaining agreement between the parties, the Union hereby exercises its rights to reopen on Article 6, *Grievance Procedures* and Article 22, *Disciplinary Procedures*, for the 2008–09 school year.

**2. Receive Initial Proposal from Coast Community College District to Reopen Negotiations Between the District and Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794**

In compliance with the Educational Employment Relations Act, the Coast Community College District presents its proposal to reopen negotiations with the Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794. Pursuant to section 3527 of the Government Code and in compliance with the current collective bargaining agreement between the parties, the District hereby exercises its rights to reopen on Article 9, *Employees Personnel Files* and Article 12, *Reclassification*.

**3. Opportunity for Board of Trustees' Discussion of Classified Hiring Practices**

In compliance with the details of the Board Directives Log's notation which stipulates discussion of hiring practices for Classified Staff, Trustees shall have the opportunity to review and discuss the procedures that are used in recruitments for classified staff. To accompany this review, the Vice Chancellor of Human Resources, Joseph N. Quarles, will provide a written procedures packet with an appendices. A copy of this packet is attached to each Trustee's Agenda. (See Attachment #16)

**4. Request for Contracts of Educational Administrators**

Trustees Moreno and Patterson request that the Chancellor and Vice Chancellor of Human Resources provide the Board of Trustees with a copy of each and every currently existing Educational Administrator's contract for review and discussion.

**Additional Administrative Content**

**5.03 Review of Buildings and Grounds Reports**

Meeting: 12/10/2008 Organizational/Regular Meeting  
 Category: 5. Continuation of General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content**

**Orange Coast College Sailing Center Upgrade (Addition of Women's Locker Room in Boathouse)**

Architects: City Lights Design/BFA  
 Programming Phase: February to March 2004  
 Working Drawings: April to December 2006  
 DSA Approval: December 2007  
 Bid Process: January to February 2008  
 Construction Start: March 2008  
 Funding Source: Measure C General Obligation Bond  
**Project Status: The remodel construction work (Phase II) is underway and expected to be completed by May 2009.**

**Orange Coast College New Consumer Health & Science Lab Building**

Architect: LPA Architecture  
 Final Project Proposal Phase: May 2005  
 Programming/Working Drawings: July 2007 to March 2008  
 DSA Approval: April to August 2008  
 Funding Source: Measure C General Obligation Bond and State Capital Outlay Funds  
**Status: The architect has scheduled final DSA approval of the plans by the first week of December. The approved DSA plans will need to be submitted to the State Chancellor's Office for final approval from the Department of Finance. The construction portion of this project is expected to be awarded at the March 4, 2009 board meeting.**

**Golden West College Learning Resource Center**

Architect: Steinberg Group (Construction Manager: URS)  
 DSA Approval: March 2008  
 Bid Process: Rebid in phases  
 Funding Source: Measure C General Obligation Bond  
 Status: All Phase I contractors have been mobilized, submitted their submittal schedules and baseline schedules and have started construction. Currently the contractor is trenching and installing re-routed utilities including electrical, data, fire, water main line, sewer, storm drain and gas lines.

**Golden West College Health Science Building**

Architect: Perkins & Will (Construction Manager: Gafcon)  
 Est. Construction: July 2007 to July 2008  
 Notice to Proceed: July 9, 2007  
 Funding Source: Measure C General Obligation Bond  
 Status: The contractor is working on completing the final punch list and closeout for this project.

**Golden West College Energy Project**

ESCO Company: Southland Industries

Construction: January 2007

Est. Completion: 2009

Funding Source: Measure C General Obligation Bond

**Status:** The new central plant is currently providing chilled water to sixteen campus buildings and heating twelve buildings. The building groupings have undergone some modifications at the campus' request. Southland Industries has finished with the retrofit of the Group 4 buildings and construction on Group 5 has begun. This project is scheduled to be completed earlier than the original contract due to the hard work of Southland Industries. Project is now scheduled to be complete in Spring 2009.

Additional Administrative Content

Created on 10/31/2008 at 03:06 PM by CCCDBG. Last Update on 12/03/2008 by Jodi Rodriguez

## Agenda Item

### 5.05 Review of Quarterly Financial Status Report

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 5. Continuation of General Information and Reports  
Agenda Type: Information  
Public Access: Yes

## Agenda Item Content

### Quarterly Financial Status Report

AB2910 (enacted 3/16/88) requires that the District file a Quarterly Financial Status Report (Form CCFS-311Q) with the State Chancellor's office each quarter. Attached to each trustee's agenda is the First Quarter Financial Status Report ending September 30, 2008. The report contains the CCFS-311Q State Chancellor's Report, a General Fund Financial Status Report and Fund Balance Report for all funds. (See attachment Quarterly Financial Attachment #13)

**Fiscal Impact:** No fiscal impact.

## Additional Administrative Content

Created on: 10/31/2008 at 03:08 PM by: CCCDAdvsr. Last Update on: 12/09/2008 by: Jodi Rodriguez

## Agenda Item

### 5.06 Recess to Closed Session

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 5. Continuation of General Information and Reports  
Agenda Type: Information  
Public Access: Yes

## Agenda Item Content

### 1. 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 Educators/American Federation of Teachers (CFE/AFT)
- b. Public Employee Performance Evaluation (pursuant to Section 54957)  
Position: Chancellor  
Position: Vice Chancellor  
Position: Associate Vice Chancellor  
Position: President  
Position: Vice President  
Position: Dean
- c. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957)

## Additional Administrative Content

## Action Agenda Details

### Motion:

Created on Yesterday at 12:43 PM by CCCPAAdvoc Last update on 12/05/2008 by Jodi Rodriguez

## Agenda Item

### Adjournment

Meeting: 12/10/2008 Organizational/Regular Meeting  
Category: 6. Adjournment  
Agenda Type: Information  
Public Access: Yes

### Agenda Item Content

### Additional Administrative Content

Created on 10/31/2008 at 03:06 PM by Nancy Hill. Last update on 12/03/2008 by Jodi Rodriguez.

**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;
- Direct the preparation of Board meeting Agendas in Consultation with the Chancellor and/or the Secretary of the Board** ~~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;**
- Under the direction of the Board Clerk, 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**.

**This policy supersedes any prior conflicting policy or Resolution.**

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 elected by motion adopted 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 election of the President. Thereafter, the President shall conduct the election of all other officers.

During the annual Organizational Meeting, the President of the Board will ~~ask seek nominations for Board Members~~ to serve as representatives 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.



ORIGINAL

**AFFILIATION AGREEMENT BETWEEN ORANGE COAST COLLEGE  
WHICH IS OPERATED BY COAST COMMUNITY COLLEGE DISTRICT  
AND  
UNIVERSAL HEALTH SERVICES OF RANCHO SPRINGS, INC. dba  
SOUTHWEST HEALTHCARE SYSTEMS (HOSPITAL)**

**THIS AFFILIATION AGREEMENT** is made and entered into between Orange Coast College which is operated by Coast Community College District ("School") and Universal Health Services of Rancho Springs, Inc. dba Southwest Healthcare Systems ("Hospital") the parties agree as follows:

**TERMS AND CONDITIONS**

The Hospital operates a quality, comprehensive inpatient acute care facility. The Hospital is licensed through the State of California Department of Health Services, and accredited through The Joint Commission.

The Hospital desires to provide a quality clinical experience to enhance the hands-on training and lectures provided by school via clinical rotations in an acute-care facility.

The Hospital has agreed to make its facilities available to the School for such purposes as providing patient-centered situations to apply previously learned skills.

So, regarding the mutual promises contained herein, the parties hereby agree to the following;

**I. RESPONSIBILITIES OF THE SCHOOL**

1.1. Clinical Training- The School will be responsible for the operation of all clinical and lecture components of Programs at Hospital. Programs shall be approved by the Hospital in advance. Schedule of Clinical rotations shall be approved in advance by the Department Director/Manager. Responsibilities of the School shall include but not be limited to:

1.12. Orientation of students to the hospital and to the clinical sites of the Hospital.

1.13. Didactic and Clinical theory and practicum in advance of clinical assignment to the Hospital.

1.14. Student site assignments and rotations will be coordinated with the hospital department receiving the student.

1.15. Scheduled use of conference room/classroom spaces are to be coordinated with the Hospital.

1.16. Communication through oral and written means to the Hospital regarding student assignment, performance, and evaluations.

1.17. Supervision of students and their performance in the Hospital

1.18. Participation, along with the students in the Hospital's Quality Assurance programs.

1.19. Performance of other duties as agreed to between Hospital and School. All students, faculty, agents and representatives of the School that participate in the program at the Hospitals shall be accountable to the Hospitals' Administrators.

## **II. CPR CERTIFICATION**

All students attending clinical rotations shall maintain continuous CPR certification during all aspects of the clinical rotation.

## **III. STATEMENTS**

All program participants shall sign the attached forms regarding responsibility, confidentiality and liability prior to attending clinical rotation.

## **IV. INSURANCE AND INDEMINIFICATION**

4.1 The School shall purchase/verify and maintain the following Insurance during the duration of this Agreement:

4.1.1 Worker's compensation and employer's liability coverage for School. Legal and statutory obligations for damages due to bodily injuries either by accident or disease, occurring to School employees, agents or servants as a result of employment. Certificates are available upon request.

4.1.2 General Liability covering School, its agents, employees, and servants for bodily injury, personal injury, or property damage claims arising out of the premises, products or activities of District. Minimum limits of liability for the above coverage shall be \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage.

4.1.3 Professional Liability covering School, its agents, employees, and servants for bodily injury, personal injury claims of patients arising out of the rendering or failure to render care by Staff, School, or its agents, employees and servants. Minimum limits of liability shall be \$1,000,000 per incident and \$3,000,000 annual aggregate. In the event such coverage is through a "claims made" policy and is either cancelled, replaced, or non-renewed, School shall obtain and maintain extended coverage 'tail' insurance covering occurrences during the effective period of this Agreement.

4.1.4 Unemployment Insurance as required for all employees.

4.1.5. All of the above policies shall provide written notice to Hospital at least 30

days prior to cancellation or modification of any above-mentioned insurance.

4.1.6 The School shall provide the Hospital with certificates of insurance as evidence that all coverage required under this Agreement have been obtained and are in full force and effect. The Hospital shall be named on all policies required under this Agreement as an additional insured per the requirements of this agreement. Certificates of Insurance must be supplied within 5 days of effective date of this Agreement, and thereafter prior to the expiration date noted upon each certificate. Such policies and the insurers hereunder shall be subject to reasonable and good faith approval by the Hospital.

4.1.7 School and Hospital agree to discharge, and hold harmless, the other, the other's officers, agents, employees, and directors, from and against any and all claims, demands, judgments, costs and expenses, including reasonable attorneys fees, resulting from the indemnifying party's negligent or wrongful acts or omissions in the performance of this Agreement.

## **V. HEALTH**

The School shall provide to the Hospital, evidence that each Participant is free from contagious disease and does not otherwise present a health hazard to the Hospital's patients, employees, volunteers, or guests, prior to entering the Clinical rotation. Health check-up shall include: recent TB/PPD test or chest x-ray, physical examination and evidence of immunity from rubella and rubeola. The School shall be in charge of keeping records of the immunity of each student. The School and/ or the Program Participant shall be responsible for arranging for the Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while a student of the School in the Program at the Hospital. In no event shall the Hospital be financially or otherwise responsible for said medical care and treatment.

## **VI. DRESS CODE AND BREAKS**

All students shall be required to dress in accordance with the dress and personal appearance standards as approved by the School. Such standards shall be in accordance with the Hospitals standards regarding the same. All Program students shall remain on hospital premises for breaks and meals. All students shall pay for their own meals at the Hospital.

## **VII. PERFORMANCE OF SERVICES**

All faculty provided by the School shall be duly licensed, certified, or otherwise qualified to participate in the Program at the Hospital. The School shall have specially designated staff for the performance of the services as specified. School and all of its students and Participants, shall perform their duties and services in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws rules and regulations of Hospitals and any rules and regulations of School as may be in effect from time to time.

Neither School nor any Program participant shall interfere with nor adversely affect the operation of Hospital or the performance of services therein.

### **VIII. OSHA COMPLIANCE**

The School shall be responsible for compliance by Program Participants with the final regulations issued by OSHA regarding employee exposure to blood-borne pathogens in the workplace under Section VI (b) of the Occupational Safety and Health Act of 1970, effective March 6, 1992. Information regarding the OSHA regulations to be provided to the students by the School to include by not limited to 1. Hazards associated with blood and other potentially infectious materials. 2. Protective measures to be taken to minimize the risk of occupation exposure to blood-borne pathogens 3. Training and actions to be taken in an emergency involving exposure to blood and other potentially infectious materials. And 4. Information as to Hepatitis B vaccination and post-exposure follow up and evaluation.

### **IX. RESPONSIBILITIES OF HOSPITALS**

9.1 Hospitals shall accept the students assigned to the Program by the School and cooperate in the orientation of all Program Participants to Hospitals. Hospitals shall provide the opportunities for such students, who shall be supervised by School and Hospitals, to observe and participate in procedures related to their vocation. Hospital shall coordinate Schools rotations and assignment schedules with its own schedule and those of other education institutions and groups, as well as use of classroom/conference room, space. Hospitals shall at all times retain ultimate control of the Hospitals and responsibility for patient care.

9.2 Upon the request of the School, Hospitals shall assist School in the evaluation of each Program Participant's performance in the Clinical program. However, School shall remain at all times solely responsible for the evaluation and grading of Program Participants.

### **X. MUTUAL RESPONSIBILITIES**

10.1 The Parties shall cooperate to fulfill the following mutual responsibilities:

10.1.1. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Hospitals of the School.

10.1.2. Any courtesy appointments to faculty or staff by either the School or Hospitals shall be without entitlement of the individual to compensation or benefits for the appointed party.

## **XI. WITHDRAWAL OF STUDENTS**

The Hospital may, in its sole discretion, deny its facilities to any student or faculty member whose conduct or clinical performance is not in the best interests of patient care or disruptive to Hospital's operations.

## **XII. INDEPENDENT CONTRACTOR**

The parties acknowledge that they are Independent contractors, and that neither the School, nor any of its agents, students, representatives, and employees shall be considered students, representatives, or employees of the Hospital. In no event shall this Agreement be construed as establishing a joint venture between the two parties. The School remains liable for all of its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salary, compensation, insurance or other benefits. School and its employees shall at all times identify themselves as "Orange Coast College" and title. To include the continuous display of a photo ID badge. Photo ID badges will be provided by and paid for by the School. At no time shall the School or its employees identify themselves as Hospital employees or agents, either verbally or by implication.

## **XIII. NON-DISCRIMINATION**

There shall be no discrimination on the basis of race, national origin, religion, creed, sex age, veteran status, or handicap regarding the selection of students to be in the program or to any aspect of the clinical training. With respect to handicap, should a Handicap with reasonable accommodation preclude the student from effectively participating in the program, then that student will not be allowed to participate in the program.

## **XVI. CONFIDENTIALITY**

The School, its agents, faculty, students, representatives, and employees, agree to keep strictly confidential and hold in trust all confidential information of Hospitals and/or its patients and not to disclose or reveal any confidential information to any third party without the express prior written consent of Hospitals. The School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital.

## **XV. COMPLIANCE**

The School shall comply with all applicable federal and state laws, rules and regulations, including, without limitation, those laws and regulations governing the maintenance of medical records and confidentiality of patient information as well as with all standards promulgated by any relevant accrediting Agency. The School agrees to

comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C § 1320d through d-8 (HIPAA) and the requirements of any regulations promulgated hereunder including without limitation the Federal Privacy Regulations as contained in 45 CFR Part 164 (the Federal Privacy Regulations) and the Federal Security Regulations as contained in 45 CFR Part 142 (the Federal Security Regulations) The School agrees not to use or further disclose any protected health information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S. C. § 1320d (collectively, the Protected Health Information) concerning a patient other than as permitted by this agreement and the requirements of HIPAA or regulations promulgated under HIPAA including without limitation the Federal Privacy Regulations and the Federal Security Regulations. The School will implement appropriate safeguards to prevent the use or disclosure of a patient's Protected Health Information other than as provided for by this Agreement. The School will promptly report to the Hospitals any use or disclosure of a patient's Protected Health Information not provided for by the Agreement or in violation of HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of which such Hospitals become aware.

#### **XVI. TERM AND TERMINATION**

16.1 This Agreement shall remain in effect for a term of 2 years, beginning October 6, 2008 and ending at midnight on October 6, 2010.

16.2 Either party may terminate this agreement without cause upon 30 days written notice to the other party; provided, however, that any student then enrolled shall be permitted to complete his/her rotation.

16.3 Hospitals may immediately terminate this agreement in the event, the School;

16.3.1 Fails to perform services required herein accordance with appropriate standards of quality or

16.3.2 Fails to comply with any of the terms and conditions of this agreement, or the written policies and procedures of the Hospital, that may be in effect from time to time after being given notice of such failure to comply.

#### **XVII. ENTIRE AGREEMENT**

This agreement and its accompanying attachments contain the entire understanding of the parties with respect to the subject matter contained herein. This agreement may not be amended or modified except by mutual written agreement.

#### **XVIII. SEVERABILITY**

If any provision of this agreement is held to be invalid or unenforceable for any reason,

this agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

#### **XIX. CAPTIONS**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this agreement.

#### **XX. NO WAIVER**

Any failure of a party to enforce that party's right under any provision of this agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained therein.

#### **XXI. GOVERNING LAW**

This Agreement shall be governed and construed in accordance with the laws of the State of California.

#### **XXII. ASSIGNMENT**

Binding Effect; School may not assign or transfer any of its rights, duties or obligations under this agreement, in whole or in part, without the prior written consent of Hospitals. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

#### **XXIII. NOTICES**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows;

**To School:**

**Orange Coast College  
President  
Orange Coast College  
2701 Fairview Rd PO Box 5005  
Costa Mesa CA 92628-5005**

**With a copy to:  
Vice Chancellor  
Administrative Services  
Coast Community College District  
1370 Adams Avenue  
Costa Mesa, California 92626**

**To Hospitals:**        **Southwest HealthCare System**  
                             **25500 Medical Center Drive**  
                             **Murrieta, CA 92562**  
                             **Attn: CEO/Managing Director**

Or to such other persons or places as either party may designate by written notice.

The parties Hereto have executed this Agreement on \_\_\_\_\_, 2008

**Orange Coast College**

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

**Kevin Ballinger, Dean**  
**Consumer & Health Sciences**

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

**Richard Pagel, Vice President**  
**Administrative Services**

**Coast Community College District**

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

**C. M. Brahmabhatt, Vice Chancellor**  
**Administrative Services**

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

**Hospital**

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

Name: R. O. F/11/13

Title: COO

## **AFFILIATION AGREEMENT**

**THIS AFFILIATION AGREEMENT** ("Agreement") is made and entered into as of November 1, 2008 (the "Effective Date") between Coast Community College District, a public educational form agency ("District") which operates Orange Coast College ("School"), and Prime Healthcare Centinela, LLC, a Delaware limited liability company, doing business as Centinela Hospital Medical Center ("Hospital").

### **RECITALS:**

A. School offers to enrolled students degree programs in the fields of Neurodiagnostic Technology, Echocardiography, and Electrocardiogram.

B. Hospital operates a comprehensive inpatient acute care facility known as Centinela Hospital Medical Center ("Facility"), licensed in the State of California ("State").

C. School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.

D. Hospital has agreed to undertake training activities and to make its facility available to identified students of School for such purposes.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

#### **1. RESPONSIBILITIES OF SCHOOL.**

a. **Clinical Program.** School shall be responsible for the implementation and operation of the clinical component of its program at Facility ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:

- (1) orientation of students to the clinical experience at Facility;
- (2) provision of classroom theory and practical instruction to students prior to their clinical assignments at Facility;
- (3) preparation of student/patient assignments and rotation plans for each student and coordination of same with Facility;
- (4) continuing oral and written communication with Facility regarding student performance and evaluation, absences and assignments of students, and other pertinent information;

- (5) supervision of students and their performance at Facility;
- (6) participation, with the students, in Facility's Quality Assurance and related programs; and
- (7) performance of such other duties as may from time to time be agreed to between School and Facility.

All students, faculty, employees, agents and representatives of School participating in the Program while on Hospital premises ("Program Participants") shall be accountable to Hospital's Administrator. School shall be responsible for causing all Program Participants to comply with the terms of this Agreement.

b. **Student Statements.** School shall require each Program Participant to sign a Statement of Responsibility in the form attached hereto as Exhibit A, and a Statement of Confidentiality in the form attached hereto as Exhibit B.

c. **Health of Program Participants.** School shall provide to Facility satisfactory evidence that each Program Participant is free from contagious disease and does not otherwise present a health hazard to Facility patients, employees, volunteers or guests prior to his or her participation in the Program. Such evidence shall include without limitation the completion of a two step tuberculin skin test (within the last six months) or evidence that each Program Participant is free of symptoms of pulmonary disease if the skin test is positive, a chest x-ray following a positive TB test result, and physical examination and evidence of immunity from rubella, measles and chicken pox. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Facility. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.

d. **Program Participants Background Checks.** Prior to assigning a Program Participant to Hospital, School shall ensure, at School's sole expense, that each Program Participant has been screened for any prior criminal convictions, and that no Program Participant has been suspended, excluded, debarred, and has never been convicted of an offense related to health care, or listed by a federal agency as debarred, excluded or otherwise ineligible for federal program participation. School shall provide to Facility satisfactory evidence that each Program Participant has been appropriately screened pursuant to this Subsection.

e. **Dress Code; Meals.** School shall require the students assigned to Hospital to dress in accordance with dress and personal appearance standards approved by

School. Such standards shall be in accordance with Hospital's standards regarding same. Program Participants shall pay for their own meals at Facility.

f. **Performance of Services.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Facility. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Facility and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Facility or the performance of services therein.

g. **OSHA Compliance.** School shall be responsible for compliance by Program Participants with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992, and as may be amended or superseded from time to time (the "Regulations"), including, but not limited to accepting the same level of responsibility as "the employer" would have to provide all employees with (1) information and training about the hazards associated with blood and other potentially infectious materials, (2) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (3) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (4) information as to the reasons the employee should participate in hepatitis B vaccination and post-exposure evaluation and follow-up. School's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination or documentation of declination in accordance with the Regulations.

## 2. **RESPONSIBILITIES OF HOSPITAL.**

a. Hospital shall accept the students assigned to the Program by School and cooperate in the orientation of all Program Participants to Facility. Hospital shall provide the opportunities for such students, who shall be supervised by School and Hospital, to observe and assist in various aspects of acute care patient care. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Facility and responsibility for patient care.

b. Upon the request of School, Facility shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

3. **MUTUAL RESPONSIBILITIES.** The parties shall cooperate to fulfill the following mutual responsibilities:

a. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from Hospital or School.

b. Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

4. **WITHDRAWAL OF PROGRAM PARTICIPANTS.**

a. Hospital may immediately remove from the premises any Program Participant who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior.

b. Hospital may request School to withdraw or dismiss a Program Participant from the Program at Facility when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Facility and/or its patients. In such event, said Program Participant's participation in the Program shall immediately cease. Subject to the provisions of Subsection 4.a. above, it is understood that only School can dismiss the Program Participant from the Program at Facility.

5. **INDEPENDENT CONTRACTOR.** The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, students or employees or Program Participants shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

6. **NON-DISCRIMINATION.** There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of the clinical training; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the Program.

7. **CONFIDENTIALITY.**

a. **Hospital Information.** School recognizes and acknowledges that, by virtue of entering into this Agreement and fulfilling the terms of this Agreement, School and

Program Participants may have access to certain information of Hospital that is confidential and constitutes valuable, special and unique property of Hospital. School agrees that neither School nor any Program Participant will at any time, (either during or subsequent to the term of this Agreement), disclose to others, use, copy or permit to be copied, without Hospital's express prior written consent, except in connection with the performance of School's and Program Participant's duties hereunder, any confidential or proprietary information of Hospital, including, without limitation, information which concerns Hospital's patients, costs, or treatment methods developed by Hospital, and which is not otherwise available to the public.

b. **Terms of Agreement.** Except for disclosure to School's legal counsel, accountant or financial advisors (none of whom shall be associated or affiliated in any way with Hospital or any of its affiliates), neither School nor any Program Participant shall disclose the terms of this Agreement to any person, unless disclosure thereof is required by law or otherwise authorized by this Agreement or consented to by Hospital in writing. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School.

c. **Patient Information.** Neither School nor any Program Participant shall disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by Hospital in writing, any medical record or other patient information regarding Hospital patients, and School and Program Participant shall comply with all federal and state laws and regulations, and all bylaws, rules, regulations, and policies of Facility and Facility's medical staff, regarding the confidentiality of such information. School acknowledges that in receiving or otherwise dealing with any records or information from Hospital about Facility's patients receiving treatment for alcohol or drug abuse, School and Program Participant are bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, as amended from time to time.

d. **Privacy of Health Information.** School acknowledges that Hospital must comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, codified at 42 U.S.C. § 1320 through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45 C.F.R. Parts 160 and 164, and the federal security standards as contained in 45 C.F.R. Parts 160, 162 and 164 (collectively, the "Regulations"). Accordingly, Hospital may only disclose Protected Health Information, as defined in 45 C.F.R. 164.501, or Individually Identifiable Health Information, as defined in 42 U.S.C. § 1320d(6) (collectively, "Protected Health Information") to a student for purposes of providing treatment to Hospital patients or training the student to be a health care provider. A student may only request or use Protected Health Information about a Hospital patient for treatment and Hospital training program purposes. A student may only disclose Protected Health Information about a Hospital patient for treatment purposes to other health care providers involved in the patient's treatment or to Hospital's workforce members involved in the student's

training program for hospital's training program purposes. A student shall not disclose Protected Health Information to School or its faculty, employees, agents or representatives unless direct patient identifiers are removed to create a limited data set in accordance with the limited data set standard at 45 C.F.R. § 164.514(e) and the disclosure is pursuant to a limited data set use agreement between Hospital and School that satisfies Hospital's obligations under the limited data set standard. A student may disclose a patient's health information that has been de-identified in accordance with the de-identification standard at 45 C.F.R. § 164.514(a) - (c) to School or its faculty, employees, agents or representatives for School's use in evaluating the student.

School, students and other Program Participants shall not request, use or further disclose any Protected Health Information other than for the treatment and training purposes specified in this Agreement. School and Program Participants will implement appropriate safeguards to prevent the request for, use or disclosure of Protected Health Information other than as permitted by this Agreement. School will promptly report to Hospital any uses or disclosures, of which School or Program Participants become aware, of Protected Health Information in violation of this Agreement. In the event that School contracts with any agents or independent contractors to whom School provides Protected Health Information, School shall include provisions in such agreements pursuant to which School and such agents or independent contractors agree to the same restrictions and conditions that apply to School with respect to Protected Health Information. School will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of the United States Department of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations.

In the event a Hospital patient (or the patient's personal representative) requests access to Protected Health Information in a Designated Record Set (as defined in 45 C.F.R. § 164.501) of Hospital from School or a Program Participant, School or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. If a Hospital patient (or the patient's personal representative) requests an amendment of Protected Health Information in a Designated Record Set of Hospital from School or a Program Participant, then School shall or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. Further, School or Program Participant shall incorporate any amendment approved by Hospital into any amended Protected Health Information in School's or Program Participant's possession.

If School or a Program Participant receives a request for an accounting of disclosures of Protected Health Information from a Hospital patient (or the patient's personal representative), then School or the Program Participant shall within five days forward the request to Hospital. School shall assist Hospital to determine whether any such request for an accounting is a request for an accounting of Hospital's disclosures or of School's disclosures. If Hospital determines that the request is a request for an accounting of School's disclosures and School is a Covered Entity (as defined in 45 C.F.R. § 160.103), then School shall provide the patient with the accounting required by 45 C.F.R. § 164.528. If Hospital determines that the request is a request

for an accounting of Hospital's disclosures, then School and Program Participants shall within 10 days forward any information in School's or Program Participants' possession that is required for Hospital to make the accounting required by 45 C.F.R. § 164.528.

No attorney-client, accountant-client or other legal or equitable privilege shall be deemed to have been waived by School or Hospital by virtue of this Subsection.

e. **Audit.** School shall, within five business days of a written request from Hospital, make available during normal business hours at School or Hospital all records, books, agreements, systems, policies and procedures relating to the use or disclosure of PHI for the purpose of allowing Hospital to audit and determine School's compliance with this Section 7. If Hospital discovers any violation of this Section 7, School shall promptly remedy such violation following receipt of written notice describing the violation from Hospital and shall certify in writing that it cured the violation.

f. **Survival.** The provisions set forth in this Section 7 shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

## 8. **INSURANCE.**

a. School and Hospital shall secure and maintain at all times during the Term, at their respective sole expense, commercial general liability insurance, (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

b. School and Hospital shall each secure and maintain at all times during the Term, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employees. Such coverage provided by School and Hospital may be afforded via commercial insurance or self-insurance at the following limits:

Workers' Compensation:	Statutory limits
Employers' Liability:	\$1,000,000 each accident;
	\$1,000,000 disease policy limit;
	\$1,000,000 disease each employee

Both School and Hospital agree to endorse such policy to (1) waive subrogation in favor of each other, and (2) have a 30-day notice of cancellation. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure health insurance coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital.

c. School and Hospital each shall secure and maintain at all times during the Term, at their respective sole expense, professional liability insurance (medical malpractice), (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per claim/occurrence and \$3,000,000 aggregate. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. This coverage shall be either (1) on an occurrence basis or (2) on a claims-made basis. If the coverage is on a claims-made basis, both School and Hospital hereby agree that prior to the effective date of termination of their respective current insurance coverage, both parties shall purchase, at their respective expense, either a replacement policy annually thereafter having a retroactive date no later than the Effective Date or tail coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of the respective parties current coverage or prior to termination of this Agreement. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

## **9. TERM; TERMINATION.**

a. **Term.** The initial term of this Agreement shall be three (3) years, commencing on the Effective Date.

b. **Termination.** Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days' prior written notice, provided that all students currently enrolled in the Program at Facility at the time of notice of termination shall be given the opportunity to complete their clinical Program at Facility, such completion not to exceed ninety days (90) days.

c. **Effect of Expiration or Other Termination.** Upon expiration or other termination of this Agreement, School shall and shall cause Program Participants to either return or destroy all Protected Health Information received from Hospital or created or received by School or Program Participants on behalf of Hospital, and which School or Program Participants still maintain in any form. Notwithstanding the foregoing, to the extent that Hospital agrees that it is not feasible to return or destroy such Protected Health Information, the terms and provisions of Section 7 of this Agreement shall survive termination of this Agreement and such Protected Health Information shall be used or disclosed solely for such purpose or purposes which prevented the return or destruction of such Protected Health Information.

10. **ENTIRE AGREEMENT.** This Agreement and its accompanying Exhibits contain the entire understanding of the parties with respect to the subject matter hereof and supersede all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

11. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

12. **INDEMNIFICATION.** School shall indemnify and hold Hospital harmless from and against any and all liability and costs, including attorneys' fees, resulting from a breach of Subsection 7.d. by School, Program Participants, School's agents or subcontractors.

13. **ARBITRATION.** Any dispute or controversy arising under, out of or in connection with, or in relation to this Agreement, or any amendment hereof, or the breach hereof shall be determined and settled by arbitration in Los Angeles County, California, in accordance with the rules of commercial arbitration of the Judicial Arbitration and Mediation Service and applying the laws of the State. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. During the pendency of any such arbitration and until final judgment thereon has been entered, this Agreement shall remain in full force and effect unless otherwise terminated as provided hereunder. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

14. **ATTORNEY'S FEES.** In the event any attorney is engaged by either party to this Agreement with regard to any legal action, arbitration, or other proceeding brought by either party for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party, whether at trial or upon appeal, will be entitled to recover reasonable attorneys' fees and other costs and expenses incurred, in addition to any other relief to which it may be entitled.

15. **CAPTIONS.** The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

16. **NO WAIVER.** Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

17. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the State. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

18. **ASSIGNMENT; BINDING EFFECT.** School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. For purposes of this Agreement, the transfer of ownership of all or a portion of the shares, partnership interests, or other ownership interests of School, in a single transaction or a series of transactions, which results in the replacement of 50% or more of the shareholders, partners, members or owners, as the case may be, of School as they existed on the commencement date of this Agreement shall be deemed an assignment hereunder. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns. This Agreement is assignable by Hospital without consent or notice.

19. **NOTICES.** All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to School:                      Orange Coast College  
2701 Fairview Road  
Costa Mesa, California 92626  
Attn: Dean of Consumer and Health Sciences

Copy to:                              Coast Community College District  
1370 Adams Avenue  
Costa Mesa, California 92626  
Attn: Vice Chancellor of Administrative Services

If to Hospital: Centinela Hospital Medical Center  
555 East Hardy Street  
Inglewood, California 90301  
Attn: Chief Executive Officer

copy to: Prime Healthcare Management, Inc.  
5451 Walnut Avenue  
Chino, California 91710  
Attn: Vice President & General Counsel

or to such other persons or places as either party may from time to time designate by written notice to the other.

**ORANGE COAST COLLEGE**

By: [Signature]  
Kevin Ballinger  
Dean, Consumer & Health Sciences  
Date: 10/27/08

By: [Signature]  
Richard Pagel  
Vice President, Administrative Services  
Date: 10/29/08

**COAST COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
C.M. Brahmhatt  
Vice Chancellor, Administrative Services  
Date: \_\_\_\_\_

**PRIME HEALTHCARE CENTINELA, LLC  
D/B/A CENTINELA HOSPITAL MEDICAL CENTER**

By: \_\_\_\_\_  
Von Crockett  
Chief Executive Officer  
Date: \_\_\_\_\_

## EXHIBIT A

### STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Prime Healthcare Centinela, LLC, doing business as Centinela Hospital Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by Orange Coast College ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Program Participant

\_\_\_\_\_  
Witness

## **EXHIBIT B**

### **CONFIDENTIALITY STATEMENT**

The undersigned hereby acknowledges his/her responsibility under applicable federal law and the Agreement between Orange Coast College ("School") and Prime Healthcare, LLC, doing business as Centinela Hospital Medical Center ("Hospital"), to keep confidential any information regarding Hospital patients and proprietary information of Hospital. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital. The undersigned agrees to comply with any patient information privacy policies and procedures of the School and Hospital.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Program Participant

\_\_\_\_\_  
Witness



## Clinical and Non-Clinical Affiliation Agreement

This Clinical/Non-Clinical Student Affiliation agreement is entered into by and between **South Coast Medical Center**, a California nonprofit public benefit corporation, hereafter referred to as **SCMC**, and **Coast Community College District**, a public educational form agency ("District"). that operates **Orange Coast College** hereafter referred to as the "**Training Program**," is effective for the period of **3 years** to begin this **1st day of October 2008** through **1st day of October 2011**, executed in Laguna Beach, California, and shall be construed and enforced under and in accordance with the laws of California.

This affiliation is established and considered on the following basis of recitals:

### WITNESSETH

**WHEREAS**, it is agreed by the aforesaid parties to be of mutual interest and advantage that the students enrolled in the Training Programs as outlined on the attached Exhibit and applicable to the "SCMC facility, be given the benefit of facilities for clinical/non-clinical experience, and;

**WHEREAS**, the Training Program and SCMC on this date authorizes the execution of an agreement to cover such services;

**W THEREFORE**, the Training Program enters into the following agreement with SCMC to obtain, for a mutually agreed upon number of students of the Training Program's prescribed program, or any part thereof, clinical experience within SCMC.

The agreed upon responsibilities of the parties are as follows:

### HOSPITAL RESPONSIBILITIES

#### THE HOSPITAL SHALL:

##### **A. Cooperation**

1. Provide cooperation to help insure the success of the program.
2. Provide access to information for education purposes as determined by SCMC.
3. Permit Training Program access to the appropriate clinical/non-clinical areas. SCMC may permit said Training Program to participate in patient care when appropriate.
4. SCMC retains full administrative and clinical responsibility for the care of its patients. Students, as participants in this education program, shall not replace SCMC staff. Training Program shall inform participating student interns that they must, as a condition for participating in the program, abide by SCMC standards of patient care, and follow Policies and Procedures per SCMC Supervisory Personnel.

**B. Coordination**

Comply with the administrative policies on Student Training. The Training Program shall inform each student that he or she must, as a condition for participating in the program, receive or show proof of the following:

1. Each student and Instructor must have a valid **educational contract** with full-expected curriculum. In addition, the Intern/school/Instructor is required to provide appropriate documentation as to the legal status and contact information of the student and Instructor.
2. Each student and Instructor is required to receive, or show proof of a **TB screening validation** prior to performing any duties at SCMC as an intern.
3. Each student and Instructor is required to receive, or **show proof of current status of CPR training.**
4. Each Intern and Instructor will be required to receive an **Identification Badge** upon the arrival to SCMC at the cost of **\$5.00** (including replacement badges) per badge, at the expense of the student.
5. The College and Student Intern will abide by all standards established by regulatory agencies and by the Joint Commission on Accreditation of Healthcare Organizations.

**C. Facilities**

1. Permit use of parking facilities by Training Program employees, students or agents in appropriate areas.
2. Permit use of the cafeteria, when open, by Training Program students, faculty or agents for purposes of purchasing and/or eating food.
3. Permit the use of conference rooms for educational purposes under the guidance and supervision of clinical/non-clinical faculty when available.

**D. Library**

Permit use of SCMC's medical library by the Training Program's Faculty and Students.

**E. Equipment**

Make available equipment necessary for effective clinical/non-clinical instruction, as approved by SCMC supervisory personnel.

**F. Clinical/Non-Clinical Experience**

Provide resource person(s) to help coordinate suitable clinical/non-clinical experiences in patient care/non-patient care compatible with the adopted curriculum of the Training Program.

**G. Student Numbers**

Accept students from Training Program, not to exceed an acceptable number as agreed between Training Program and SCMC.

## **TRAINING PROGRAM RESPONSIBILITIES**

### **THE TRAINING PROGRAM SHALL:**

#### **A. Educational Programs**

Be responsible, after consultation with SCMC, to plan and conduct the educational program for the clinical/non-clinical period.

#### **B. Objectives**

**Provide SCMC with written material stating the philosophy and objectives of the Training Program and the objectives of the curriculum pertaining to clinical/non-clinical experience.** Faculty of the Training Program will meet with SCMC's appointed representative(s) to clarify and discuss objectives and student schedules prior to the beginning of each affiliation.

#### **C. Clinical Coordination**

Insure that conferences with SCMC staff, Training Program personnel and student(s) are scheduled on a routine basis.

#### **D. Scheduling**

Submit a listing of student names, **at least 3 weeks in advance**, scheduled for clinical/non-clinical rotations at SCMC. **All plans for clinical/non-clinical experience shall be subject to the approval of SCMC's designated coordinator.**

#### **E. Health Certification**

1. The Training Program agrees to inform all students of their responsibility for providing evidence of health status and physical condition. This shall be:
  - a. Tuberculosis screening to include PPD testing or a negative chest x-ray report
  - and**
  - b. Rubella immunization to include an immunization record of rubella or a rubella titer report.

**These documents must be photocopied and presented to the department manager or designee prior to initiation of training.**

2. The South Coast Medical Center agrees to assume the responsibility for instructing the students in all applicable state or federal mandated topics affecting health care providers including but not limited to, hazardous materials, blood borne pathogens, and TB exposure during the orientation process.

#### **F. Policies**

The Training Program agrees to inform the employees, agents, or students will abide by all applicable policies of SCMC while using its facilities, as a condition for participating in the program. Any

employee, agent or student found to be in violation of SCMC policy, rules and regulations, or otherwise jeopardizing the safety of others, may be removed temporarily, or permanently, from the clinical/non-clinical experience at the option of SCMC or Training Program. If SCMC exercises this option they shall notify verbally and in writing the Training Program of any such action.

**G. Legal Compliance**

Warrants that this program will be conducted in accordance with all applicable laws and the regulations of any applicable governmental Board or Boards. The Training Program will be responsible for ensuring its employees, agents, or faculty meets all regulatory requirements based on their scope of practice.

**H. Insurance**

Throughout the term of this Agreement, the Training Program and SCMC shall maintain, at each parties' sole cost and expense, policies of insurance or self insurance that provides coverage for general liability and professional liability. The minimum amount of insurance coverage shall be no less than \$1 million per occurrence, \$3 million annual aggregate, as may be necessary to protect the party and its employees, agents, or representatives in the discharge of its or their responsibilities and obligations under this Agreement. In the event students are not required to maintain personal professional liability insurance by the terms of this Agreement, Training Program shall assume full responsibility for including such students as covered individuals within its policy of insurance or self-insurance. School shall provide evidence of all policies of insurance or self-insurance required in the Agreement by certificates provided to SCMC prior to the effective date of this Agreement. SCMC in turn will provide insurance endorsements to the Training Program.

The Training Program shall inform students, that as a condition of participation in the program, they are responsible for obtaining their own health insurance. Workman Compensation Insurance Program is not a benefit of either the Training Program or SCMC for students in this training program.

SCMC shall, at any time when a student or faculty is participating in the clinical/non-clinical experience at SCMC, provide to students or faculty necessary emergency health care or first aid for accidents occurring in its facilities. SCMC is not obligated to assume financial responsibility for such care and may request reimbursement from Training Program or student as necessary.

**HOSPITAL PROPERTY**

The Training Program agrees to assume full responsibility for cost or replacement of equipment and/or property that is broken or damaged due to negligence on the part of its employees, agents, or students. Students will use equipment and/or property only under the supervision of Hospital personnel.

**CONFIDENTIALITY OF MEDICAL INFORMATION**

No student or faculty shall have access to or have the right to review any medical record or patient information, except where necessary in the regular course of the program. The discussion, transmission, or narration in any form by students or faculty of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the program is forbidden except as a necessary part of the program.

**MUTUAL AGREEMENT**

**A. Status of Students**

It is understood that the students participating in the program are not employees or agents of SCMC, and the students shall receive no compensation whatsoever. SCMC retains full administrative and clinical responsibility for the care of its patients. Students and faculty, as participants in this education program, shall not replace SCMC staff.

**B. Protective Priority**

This Agreement and the educational program proposed shall have protective priority, in the event of a change of administration of either party, or the assumption by either party of responsibility for other educational programs.

**C. Period of Agreement**

This Agreement shall commence on **October 1, 2008**, and shall continue until such time as the Agreement is terminated as provided herein or until **October 1, 2011**. **This Agreement may be terminated by either party, with or without cause, upon thirty (30) days advance written notice to the other party.** In the event termination occurs prior to the conclusion of the current clinical/non-clinical rotation, SCMC will allow current students assigned to SCMC to complete the rotation.

This Agreement may be extended for a period of 12 additional months upon mutual written agreement of both parties.

**D. Term of Agreement**

This Agreement shall be effective on the date written at the beginning of this Agreement and shall remain in effect until the said expiration date, or until terminated as follows:

1. By either party, without cause, upon thirty (30) days prior written notice to the other party;
2. Immediately upon occurrence of any of the following:
  - a. Either party loses its license
  - b. Either party loses its accreditation.

**E. Amendments**

This Agreement may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be operative or valid it shall have been reduced to writing and signed by both parties.

**INDEMNIFICATION/HOLD HARMLESS**

The Training Program agrees to indemnify and hold harmless SCMC and its directors, trustees, officers and employees from and against all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent resulting from the wrongful or negligent acts or omissions of the Training Program's students, faculty members, employees or agents in connection with their duties under the Program.

The SCMC agrees to indemnify and hold harmless the Training Program and its trustees, officers, employees, and students from and against any and all claims and liabilities (including reasonable attorney's

The SCMC agrees to indemnify and hold harmless the Training Program and its trustees, officers, employees, and students from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent resulting from the wrongful or negligent acts or omissions of the SCMC's employees or agents in connection with their duties at SCMC, including without limitation their supervisory duties under the Training Program.

Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it that could result in a claim for indemnification above.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers on the day and year first above written.

### **Programs**

Training Program(s) included in this contract are:

### **Cardiovascular and Radiology Tech program students**

### **HIPAA Business Associate Agreement as Required by Adventist Health and Federal Mandate - 2003**

"To the extent that HIPAA applies to Contractor. The Addendum shall set forth the terms of such compliance."

It is the University's position that HIPAA does not apply to the University because of its student interns. The Office of Civil Rights Guidance on the Privacy Rule provides a useful interpretation, stating, "a member of the covered entity's workforce is not a business associate." The regulations define "workforce" to include "employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity." (45 C.F.R. 160.102.) Under this definition, student interns are trainees who function as part of the hospital's "workforce" even though they may not be considered employees for purposes of worker's compensation. As a member of the workforce, student interns will be subject to SCMC HIPAA policies and procedures, but does not make the University subject to HIPAA.

By signing below, I am acknowledging this contract to be mutually acceptable. Furthermore, I understand and accept all terms and conditions of established contract as stated above, and agree to remain in compliance with said terms until expiration of this contract, or a set termination date.

\_\_\_\_\_  
Kevin Ballinger, Dean Consumer and Health Sciences  
Orange Coast College

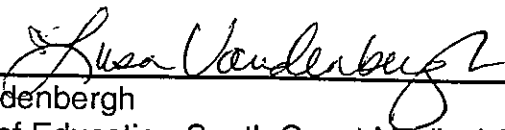
\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Pagel, Vice President Administrative Services  
Orange Coast College

\_\_\_\_\_  
Date

\_\_\_\_\_  
C. M. Brahmbhatt, Vice Chancellor, Administrative Services  
Coast Community College District

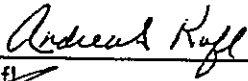
\_\_\_\_\_  
Date



Lisa Vandenberg  
Director of Education-South Coast Medical Center

11-12-08

Date



Andrea Koff  
CNO/CEO-South Coast Medical Center

11-12-08

Date



Bruce C. Christian  
President and CEO-South Coast Medical Center

11-12-08

Date



## CLINICAL EDUCATION AGREEMENT

This Clinical Education Agreement ("Agreement") is entered into this 1st day of December 2008 (the "Effective Date"), between Providence Health System – Southern California, d/b/a Little Company of Mary Hospital ("Hospital") and Coast Community College District ("District") for Orange Coast College ("School").

Hospital owns and operates a licensed facility in Torrance, California that offers a full range of hospital services. Hospital is willing to provide clinical education experience to students of School in accordance with the terms of this Agreement. School desires to use the Hospital as an opportunity for its students to obtain clinical learning experience as required by their curriculum.

The consideration for this Agreement is the mutual promises contained in this Agreement and the mutual benefits expected from entering into this Agreement.

### 1. Responsibilities of the Hospital

1.1. Clinical Instruction. Hospital shall provide suitable clinical experience for students as prescribed by the School's curriculum and in accordance with any written objectives provided by School to Hospital. Services will be provided in compliance with the directions of the Hospital, Hospital manuals, policies and procedures, the standards and recommendations of The Joint Commission, the applicable standards of relevant professional societies, and applicable local state and federal regulations. No clinical education shall be offered by Hospital with respect to procedures that are contrary to the Providence Health & Services Mission and Core Values and the Roman Catholic moral tradition as articulated in such documents as The Ethical and Religious Directives for Catholic Health Care Services. Students will be assigned to Hospital upon the mutual agreement of Hospital and School. Hospital will inform appropriate personnel about the role of students and provide identification or security clearances, where appropriate. Hospital retains full responsibility for the care of its patients. Students will receive no monetary compensation under terms of this Agreement, and are not deemed an employee under Worker's Compensation statutes.

1.2. Hospital Personnel. Hospital will designate appropriate personnel to coordinate the student's clinical learning experience. This will involve planning between responsible School faculty and designated Hospital personnel for the assignment of students to specific clinical cases and experiences, including selected conferences, clinics, courses and programs conducted under the instruction of the Hospital. Hospital will designate and submit in writing to the School the name and professional and academic credentials of a person to be responsible for the clinical education program. That person will be known as the clinical coordinator for clinical education (CCCE).

1.3. Inspection. Hospital will permit, on reasonable request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of the School.

1.4. Exclusion of Students. Hospital reserves the right to terminate the continuation of any student who is not complying with applicable Hospital policies, procedures or directions from Hospital personnel or physicians involved in the clinical education program or who is deemed by Hospital not to have adequate qualifications or ability to continue in the program, or the health of the student does not warrant a continuation at Hospital, or whose conduct interferes with the proper operation of Hospital.

1.5. **Emergency Care.** Hospital shall provide necessary emergency care or first aid required by an accident occurring at Hospital for students participating under the terms of this Agreement, and, except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care as well as any follow-up care.

1.6. **Regulations.** Hospital will provide the student with access to the written regulations that will govern the student's activities while at Hospital. Hospital shall also provide the student with policies relating to the Deficit Reduction Act, including Facility's Fraud and Abuse Prevention and Detection Policies.

1.7. **Records and Reports.** Hospital will maintain records and reports on each student's performance as specified by each program and provide an evaluation to the School on forms provided by the School.

## 2. **Responsibilities of the School**

2.1. **Publications.** The School will prohibit the publication by the students any material relative to their clinical learning experience that has not been approved for release for publication by both Hospital and the School.

2.2. **Clinical Experiences.** It shall be the responsibility of the academic coordinator of clinical education of the School, after consultation with Hospital, to help plan the clinical educational program for student clinical experiences.

2.3. **Program Description.** School will provide Hospital with an annual announcement or description of the program, curriculum and objectives to be achieved at Hospital.

2.4. **Student Compliance.** School will assure that students abide by the policies of Hospital while using Hospital facilities, including policies related to confidentiality of patient information. School shall immediately report any errors in accordance with Hospital procedures. School will assure that students do not copy or remove confidential information from Hospital premises. Students will be expected to conduct themselves in a professional manner; their attire as well as their appearance will conform to the accepted standards of Hospital. School will assure that students are educated regarding universal precautions, blood-borne pathogens, and other appropriate OSHA standards prior to coming to Hospital.

2.5. **Student Qualifications.** School will assign to Hospital only those students who have satisfactorily completed the prerequisite didactic portion of the University's curriculum and who have evidence of completion of a CPR course based on American Heart Association or American Red Cross guidelines and related to the age group(s) with whom they will be working.

2.6. **Student Health.** School will assure that students have up-to-date immunizations for Hepatitis B, Diphtheria and Tetanus, and will demonstrate either a negative skin test or chest x-ray for Tuberculosis before beginning the clinical education program. School will have on file, records of positive titer or of immunization administered after 1967 for Rubella and Rubeola for each student born after 1956.

2.7. **Scheduling.** The days and hours of clinical experience are to be planned by the faculty of School in consultation with the CCCE.

2.8. **Pre-Placement Checks.**

(a) School agrees to request a criminal background check pursuant to applicable "Child and Adult Abuse Laws." School agrees to provide Hospital with a copy of the criminal background check results. School acknowledges that placement of each student at Hospital is contingent upon provision of the criminal background check results dated less than two years prior to the commencement of the clinical education program placement.

(b) School shall perform an excluded provider search on the Office of Inspector General List of Excluded Individuals/Entities (<http://oig.hhs.gov/fraud/exclusions/listofexcluded.html>) and the General Services Administration Excluded Parties List (<http://epls.arnet.gov/>) for any students providing treatment, care or services at Hospital. Evidence that each student is not on the above mentioned excluded provider list is a condition precedent to clinical education program placement.

3. **Insurance.**

School shall maintain, in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, professional and general liability insurance for itself and those students participating in the clinical education program, and shall name Hospital as an additional insured with respect to any risks that are the responsibility of School or its students under the terms of this Agreement. School shall also maintain health insurance for its students. School shall provide Hospital with a certificate of insurance evidencing the coverage required by this Agreement.

4. **Indemnity.**

Each party to this Agreement shall be responsible for claims and damages to persons or property resulting from acts or omissions on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement. Neither party to this Agreement shall be considered the agent of the other party.

5. **Term and Termination.**

5.1. **Term.** This Agreement will be in effect for two (2) years, beginning December 1, 2008 and ending November 30, 2010. This Agreement may be renewed for additional two (2) year terms upon the written agreement of both Hospital and School.

5.2. **Termination.** Either party may terminate this Agreement at any time by giving 30 days written notice of termination to the other party. If Hospital terminates this Agreement by giving such notice to School, students currently participating in the Clinical Education Program at Hospital will be allowed to complete the program.

6. **Nondiscrimination.**

Hospital and the School agree that neither will discriminate in the performance of this Agreement against any individual on the basis of age, sex, race, color, religious belief, national origin or physical handicap.

7. **Non-assignability.**

Neither party may assign the rights or the duties of this Agreement without the prior written approval of the other party.

8. **Notices.**

When required by the terms of this Agreement, the parties shall give notice by personal delivery or by Certified Mail, return receipt requested, postage prepaid, and addressed as indicated below:

To Hospital: Providence Health System – Southern California, d/b/a Little  
Company of Mary Hospital  
4101 Torrance Blvd.  
Torrance, CA 90503  
Attention: Contracts Administrator

To School: Orange Coast College  
2701 Fairview Rd., P.O. Box 5005  
Costa Mesa, CA 92628-5005

Copy to: Vice Chancellor  
Administrative Services  
Coast Community College District  
1370 Adams Avenue  
Costa Mesa, CA 92626

**SIGNATURES APPEAR ON NEXT PAGE**

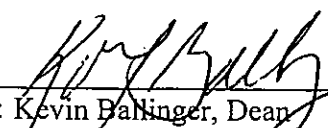
HOSPITAL:  
PROVIDENCE HEALTH SYSTEM –  
SOUTHERN CALIFORNIA, d/b/a  
Little Company of Mary Hospital


By: \_\_\_\_\_  
Name: Michael Hunn Date  
Title: Chief Executive

By: \_\_\_\_\_  
Name: Elizabeth Zuanich Date  
Title: Service Area CFO

G:\Legal\WORD\AGRMTS\California Model Documents\Clinical  
EducationAgreement.doc

SCHOOL: Orange Coast College

By:  \_\_\_\_\_  
Name: Kevin Ballinger, Dean Date  
Title: Consumer and Health Sciences

By:  \_\_\_\_\_  
Name: Richard Pagel, Date  
Title: VP, Administrative Services

DISTRICT: Coast Community College  
District

By: \_\_\_\_\_  
Name: C.M. Brahmabhatt, Vice Chancellor  
Title: Administrative Services

\_\_\_\_\_  
Date



## AMENDMENT TO AGREEMENT FOR CLINICAL PROGRAMS

This **AMENDMENT TO AGREEMENT FOR CLINICAL PROGRAMS** dated as of October 15, 2008 ("Amendment") is entered into by and among **KAISER FOUNDATION HOSPITALS**, a California nonprofit public benefit corporation ("Hospitals"), **SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP**, a California partnership ("Medical Group") and **COAST COMMUNITY COLLEGE DISTRICT dba as COASTLINE COMMUNITY COLLEGE, ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE** ("College") located at 1370 Adams Street, Costa Mesa, CA 92626.

WITNESSETH:

WHEREAS, Hospitals, Medical Group and College have entered into that certain Agreement for Clinical Programs ("Agreement"), dated January 1, 2007 pursuant to which College is allowed limited access for particular students to certain clinical facilities identified in the Agreement; and

WHEREAS, Hospitals, Medical Group, and College desire to amend the Agreement in the manner hereinafter set forth:

NOW, THEREFORE, it is understood and agreed by the parties hereto that:

1. Effective on October 15, 2008, the fourth recital of the Agreement is hereby stricken and replaced with the following:

"WHEREAS, all parties hereto will benefit if students of the Programs use the clinical facilities of Hospitals and Medical Group which are located throughout Southern California, and their satellite facilities (the Clinical Facility(ies))" during their participation in the Programs."

2. Except as set forth herein, all other sections, subsections and provisions of the Agreement shall remain valid, enforceable and unaffected by this Amendment.

3. The individuals executing this Amendment on behalf of the named parties represent and warrant that they are authorized to do so.

IN WITNESS WHEREOF, this Amendment has been executed by the parties thereto as of the day and year first written above.

**KAISER FOUNDATION HOSPITALS,**  
a California nonprofit  
public benefit corporation

By \_\_\_\_\_  
Name: Karen P. Wells  
Title: Vice President  
Network Development & Administration


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

**SOUTHERN CALIFORNIA  
PERMANENTE MEDICAL GROUP,**  
a California partnership

By \_\_\_\_\_  
Name: Marilyn T. Owsley  
Title: SCPMG Business Administrator

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

**ORANGE COAST COLLEGE**

By:   
Name: Kevin Ballinger, Dean  
Title: Consumer and Health Sciences

Date: 10/27/08

By: TZ T. R. 1  
Name: Richard Pagel, Vice President  
Title: Administrative Services

**COAST COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Name: C.M. Brahmabhatt, Vice Chancellor  
Title: Administrative Services

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

**Exhibit "A"**  
**Programs**

**For the following Program(s), Hospitals and Medical Groups shall:**

- A. Supervise all students in their clinical training at the Clinical Facilities and provide the necessary instructors for the programs.
- B. Maintain all attendance and academic records of students participating in the Programs.
- C. Provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Programs.

- **Cardiovascular Technology**
- **Dental Assisting**
- **Diagnostic Medical Sonography**
- **Dietetic Technology/Nutrition Care**
- **Emergency Medical Technology**
- **Medical Assistant**
- **Medical Transcription**
- **Neurodiagnostic Technology**
- **Polysomnography**
- **Radiologic Technology**
- **Respiratory Care**
- **Undergraduate Nursing**



## ***Dual Enrollment Program***

---

### MEMORANDUM OF UNDERSTANDING

October 13, 2008

Coast Community College District (Orange Coast College or "OCC") and the Newport-Mesa Unified School District (NMUSD) agree to work collaboratively to ensure a successful educational experience for students in college classes taught at the high school site. This partnership shall adhere to Title V Education Code provisions governing concurrent enrollment. This memorandum of understanding will be in effect commencing December 1, 2008 and shall remain in effect through June 30, 2010. This memorandum of understanding can be renewed by written agreement of the parties. To this end, the following agreement has been reached by both organizations.

#### **Orange Coast College (OCC) agrees to the following:**

1. Provide a qualified instructor for each college class taught at the high school site(s).
- ✓ 2. Assume responsibility for college faculty salaries and workers compensation insurance.
3. Work with the high school staff to assist in the recruitment, processing and record keeping for each college class.
4. Ensure that a college class held at the high school is open to the public and is so advertised. Courses will be advertised through the College Schedule of Classes either in hard copy or electronically and will meet the requirements of Ed Code 76002.
5. Retain the explicit authority to establish the admission and/or enrollment criteria of a special part-time (up to and including 11 units) or full-time (12 or more units) student in any session based on age, grade-level completion, or assessment and placement procedures in conformance with matriculation regulations.
6. Provide the high school with a roster of participants and their final grades.
7. Work closely with the high school site administration to resolve any problems that arise.
8. For college classes taught within the high school "bell schedule" the college will adjust times of the college class to match the school site schedule. In order to align with the high school calendar and the college semester calendar, the college division(s) dean will work with the site principal to either offer intersession or summer curriculum from the college or have the high school offer their own learning experience. ✓
9. Course instructors must meet the requirements of Education Code fingerprinting section 45125 and have a current TB test per Education Code section 49406.

## ***Dual Enrollment Program***

### MEMORANDUM OF UNDERSTANDING

October 13, 2008

10. OCC shall provide health insurance for students who are enrolled in college classes on the high school site(s).

11. OCC agrees to indemnify and hold harmless, to the extent of its performance and facility use authorized by law, the NMUSD, its officers, agents and employees from every liability, loss, damage, or expense which may be incurred by reason of: Liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property or (3) any other loss, damage or expense arising under (1) or (2) above sustained by the NMUSD, the students or by any persons employed by the NMUSD.

12. OCC agrees to take out and maintain a comprehensive general and automobile liability insurance with limits of one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect OCC and NMUSD against liability or claims of liability which may arise out of this AGREEMENT.

### **Newport-Mesa Unified School District ("NMUSD") agrees to the following:**

1. Recruit students with the necessary skills and motivation to succeed in the college class and counsel them accordingly. In making a recommendation for the college class enrollment the high school will determine that the student would "benefit from advanced scholastic or vocational work." Ed. Code § 48800 and § 48800.5.
2. Provide an on-site coordinator to assist in disseminating and collecting necessary information, including rosters, grades, and other records.
3. Provide an appropriate room and/or facility for the college class(es) and normal faculty administrative support, including access to classroom computer and network, key for classrooms, and parking permits.
4. Provide the instructor with the pertinent information regarding the school such as maps, bell schedules, schedule changes, school holidays.
5. Assist in the resolutions of any problems, which may arise on site.
6. Facilitate the appropriate procedures that allow students to receive high school credit for the successful completion of the college classes.

## ***Dual Enrollment Program***

---

### MEMORANDUM OF UNDERSTANDING

October 13, 2008

7. Require non-high school enrollees to adhere to all campus policies. The school site administrator or administrator designee shall have the right to remove any student who does not adhere to the campus rules and policies.
8. It is understood that the OCC and NMUSD collaboration is mutually beneficial to the instructional programs of OCC and NMUSD, accordingly, NMUSD grants the use of its facilities to OCC to hold agreed upon college classes on the high school campuses during the NMUSD school calendar.
9. Maintain a modified closed campus policy for the purpose of legally holding college classes on high school sites during the school day.
10. The NMUSD agrees to indemnify and hold harmless, to the extent of its performance under this MOU and to the extent authorized by law, the CCCD, its officers, agents and employees from every liability, loss damage, or expense which may be incurred by reason of: Liability for (1) death or bodily injury to persons, (2) injury to, loss or theft of property or (3) any other loss, damage or expense arising under (1) or (2) above for injuries or damage sustained by the CCCD, its employees, agents or students arising out of NMUSD performance under this MOU.
11. The NMUSD agrees to take out and maintain a comprehensive general liability insurance policy with limits of one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CCCD and NMUSD against liability or claims of liability which may arise out of this AGREEMENT.

---

*Dr. Jeffrey C. Hubbard*  
*Superintendent*  
*Newport-Mesa Unified School District*

---

*C.M. Brahmbhatt*  
*Vice-Chancellor, Administrative Services*  
*Coast Community College District*

---

*Date*

---

*Date*



Credentials Inc.  
Service Agreement  
Terms & Conditions

1. Parties: These Terms & Conditions of Agreement between Credentials Inc. (an Illinois Corporation) 436 Frontage Road, Suite 200, Northfield, Illinois 60093 (CREDENTIALS) and the Trustees of the Coast Community College District (Institution), relate to the services (SERVICES) to be provided by CREDENTIALS to Institution during the term of this Agreement. This Agreement will become effective (the "effective date") as of the date signed by both parties.
2. Services: Acting on behalf of Institution, CREDENTIALS will provide students and alumni legal and compliant access to the following services at Institution:
  - TranscriptsPlus<sup>®</sup>: Requests for academic transcripts. CREDENTIALS will accept and deliver the requests electronically to Institution on a timely and accurate basis and facilitate delivery of authorizing signatures to Institution. CREDENTIALS will collect and remit all transcript fees due to Institution in accordance with Institution's approved schedule of applicable fees.
  - Automated Interface: CREDENTIALS will provide and maintain software that will reside on a personal computing device in the Registrar's Office of Institution for the purpose of automating the retrieval, logging, and production of transcript requests. The software will comply with institutional policies and procedures with respect to security.
  - Electronic Transcript Processing: Using the automated interface referenced above, CREDENTIALS will extract transcript data, format and send transcript data to the destination institution either directly or through industry accepted intermediaries such as CCCTran or the "Texas Server" on behalf of Institution. As Institution's representative, CREDENTIALS may also be required to receive electronic transcripts on behalf of Institution from other institutions directly or through the same intermediaries and will deliver these inbound transcripts on a timely and accurate basis.
3. Pricing and Fees:
  - a. Pricing for SERVICES shall be established at the sole discretion of CREDENTIALS. Each party agrees to give thirty (30) days written notice to the other party of any change in prices for SERVICES.
  - b. CREDENTIALS' charges a \$2.00 per transcript handling fee for transcript orders initiated by students or alumni. CREDENTIALS assumes all credit card clearing costs and other banking charges. CREDENTIALS' fees will be paid by the requestor or deducted from the Institution's transcript fee.
  - c. CREDENTIALS' will charge an additional fee of \$1.00 per transcript for the extraction, formatting and sending of outbound electronic transcripts. As Institution's electronic transcript intermediary, CREDENTIALS may be required to handle inbound transcripts from other institutions or intermediaries. If CREDENTIALS is required to process or reformat inbound transcripts for Institution, a fee of \$1.00 per transcript will be charged. If CREDENTIALS is only required to serve as a "pass through", a fee of \$.25 will be charged for presenting the transcript in a readable format. These fees will be deducted from the transcript fees collected on behalf of Institution for these services.
  - d. Users choosing operator assisted inquiries will be assessed a \$5.00 surcharge, which will be added to CREDENTIALS' fee noted above.
  - e. Orders optionally placed by the Registrar's staff at Institution using the TranscriptsPlus<sup>®</sup> system will be assessed a fee of \$1.50 per transcript "order". This fee will be deducted from the amounts collected on behalf of the Institution for these services.
  - f. Special orders that materially raise the pricing such as Rush, Special Handling or school sponsored overnight deliveries will be assessed a \$.50 surcharge to cover the additional handling charges. This fee will be deducted from the amount collected on behalf of the Institution for these services.
  - g. The maintenance fee for the automated software interface (RoboRegistrar and related components) will be \$125.00 per month and will be deducted from the transcript fees collected on behalf of the Institution.
4. Recordkeeping, Reporting and Payment: CREDENTIALS shall maintain records of all service requests and responses provided. Such records shall indicate the identity of the individual involved, the name of the party making the inquiry, the nature of the response provided by CREDENTIALS and the date(s) of the inquiry and response.
  - a. Records required to be maintained by CREDENTIALS shall be protected from disclosure to any third parties in violation of the terms of this Agreement and be retained by CREDENTIALS until termination of this Agreement or any earlier date(s) to which CREDENTIALS and Institution may agree in writing.
  - b. Payment of all monies due to Institution shall be remitted on a monthly basis and shall be rendered within 30 days of the end of each calendar month along with a transaction journal detailing all activity. In the event that CREDENTIALS is subsequently unable to collect on the funds previously remitted to INSTITUTION, INSTITUTION agrees to allow CREDENTIALS to withhold the uncollected amount from the following month's payment.
5. Agency Appointment: Institution hereby appoints CREDENTIALS as its agent for purposes of assuming duties that would otherwise be provided by Institution and providing the SERVICES specified in this Agreement. (see 34 CFR 99.3 "Educational Records") These SERVICES require CREDENTIALS to have access to both directory and personally identifiable information regarding Institution's graduates and attendees. As the agent of Institution, CREDENTIALS is subject to and must comply with the Family Educational Rights and Privacy Act (FERPA) and its prohibitions against disclosure of personally identifiable information regarding students to third parties, except where permitted by the regulations of the United States Department of Education (ED). Institution shall assure that any personally identifiable information about its graduates and attendees is appropriately designated in any information provided to CREDENTIALS.
6. Data Security: CREDENTIALS' procedures will prevent release of information to any third parties in violation of FERPA, applicable (ED) regulations or the expressed objections of any present or former student(s) of Institution. CREDENTIALS agrees that it will not sell, distribute, release or disclose lists or other compilations consisting of information relating to Institution's graduates and attendees. CREDENTIALS will provide security for the integrity and confidentiality of the database and conduct periodic independent audits to verify security is maintained at satisfactory levels.
7. PCI Compliance: CREDENTIALS agrees to comply with the provisions outlined in the Payment Card Industry Data Security Standard (PCI DSS) and adhere to the merchant level vulnerability testing.

8. Exclusivity: Institution agrees, during the term of this Agreement, not to contract with any other party to provide a similar service as that provided herein by CREDENTIALS. Institution agrees to make a reasonable attempt to refer requests for SERVICES to CREDENTIALS during the term of this Agreement.
9. Term: The initial term of this Agreement shall be 3 years from the effective date and will be renewed for succeeding one-year periods unless sooner terminated.
10. Termination: This Agreement will terminate:
- At the end of the term specified in Paragraph 9 or at the end of any succeeding one year period, provided either party delivers written notice of termination at least 90 days before the end of the period; or
  - Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party; or
  - At any time and without cause upon 90 days written notice of termination delivered by either party to the other.
- Upon termination of this Agreement:
- Any student records provided by Institution and maintained by CREDENTIALS shall be returned to Institution or destroyed by CREDENTIALS.
  - Institution will remove all Automated Interface software from its personal computing devices and provide CREDENTIALS with a letter certifying removal.
11. Force Majeure: The failure of either party to fulfill its obligations under this Agreement shall not be considered a breach of this Agreement if such failure is caused by unforeseen events beyond the control of the non-performing party, including acts of God, acts of war, rebellion or sabotage or unpreventable mechanical failure.
12. Audit: Institution shall have the right to inspect CREDENTIALS' books, records and information management systems to assure Institution of CREDENTIALS' ability to carry out its obligations under this Agreement, and meet Institution's standards of integrity, confidentiality and security. Audits may be undertaken no more than once per year upon reasonable notice to CREDENTIALS of not less than 30 days.
13. Representations & Warranties (CREDENTIALS): CREDENTIALS represents and warrants that during the term of this Agreement it will be and remain in compliance with all applicable laws and regulations governing the SERVICES; and assure accuracy of reports furnished by CREDENTIALS and proper management of all files to maintain system integrity, accuracy, and security.
14. Representations & Warranties (Institution): Institution represents and warrants that during the term of this Agreement the information furnished by Institution to CREDENTIALS will be accurate.
15. Mutual Indemnification: Each party agrees to hold the other harmless from any monies paid as a result of third party claims arising out of breach of its respective representations, warranties and agreements herein.
16. Insurance: CREDENTIALS agrees to maintain Worker's Compensation at the Statutory Limits and Comprehensive General Liability insurance in the amount of \$1,000,000.00 per occurrence with companies acceptable to the Institution. CREDENTIALS further agrees to provide the Institution with a Certificate of Insurance upon written request from the Institution.
17. Confidentiality of Agreement: The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the service shall be kept confidential and shall not be disclosed to any third party except where required by state public records statutes. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the SERVICES provided.
18. Controlling Law: This Agreement shall be construed under the laws of California except its conflict of laws rules which shall not be applied.

Credentials Inc.

Coast Community College District

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

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

Name: Thomas D McKechney

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

Title: Chief Executive Officer

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

(3/20/08)

# Coast Community College District

1370 Adams Ave.

Costa Mesa, CA 92626

CHANGE ORDER

No. 10U

**TITLE:** C.O. 10: Clear Sign & Design, Inc.

**DATE:** 12/3/2008

**PROJECT:** District Administrative Offc Bldg

**CCCD PROJ NO:** 11020-985

**TO:** Attn: Steve Weddell  
Clear Sign & Design, Inc.  
170 Navajo Street  
San Marcos, CA 92078  
Phone: (760) 736-8111 Fax: (760) 736-8121

**CONTRACT NO:**

**DSA NO:**

**ARCH PROJ NO:**

**GC PROJ NO:**

## CHANGES TO CONTRACT

00001 Unused Allowance Dollars

(\$6,008.00)

### COLLECTED CHANGE SOURCE

Type	Number	Title	Cost
COR	00001	Unused Allowance Dollars	(\$6,008.00)

**Unit Cost:** (\$6,008.00)

**Unit Tax:** \$0.00

**Total:** (\$6,008.00)

The Original Contract Sum was ..... \$109,258.00

Net Change by Previously Authorized Requests and Changes ..... \$0.00

The Contract Sum Prior to This Change Order was ..... \$109,258.00

The Contract Sum Will be Decreased ..... (\$6,008.00)

The New Contract Sum Including This Change Order ..... \$103,250.00

The Contract Time Will Not Be Changed .....

The Date of Substantial Completion as of this Change Order Therefore is ...

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents.

Clear Sign & Design, Inc.

Coast Community College District

Bundy Finkel Architects

By: \_\_\_\_\_  
Steve Weddell

By: \_\_\_\_\_  
C.M. Brahmbhatt

By: \_\_\_\_\_  
Tim Bundy

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

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

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

Construction Manager

Division of State Architect

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

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

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

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



**COAST COMMUNITY COLLEGE DISTRICT**  
**Agreement for Contracted Services**

This Agreement is entered into this 19<sup>th</sup> day of November, 2008 by and between the COAST COMMUNITY COLLEGE DISTRICT (Coastline Community College), a public educational agency, 1370 Adams Avenue, Costa Mesa, California 92626, herein referred to as "DISTRICT" and City of Huntington Beach, 2000 Main Street, Huntington Beach, CA 92648 hereinafter referred to as "AGENCY."

WHEREAS, DISTRICT is authorized by Section 55170 of Title 5 California Administrative Code Re Community Colleges and Section 72620 of the California Education Code to conduct Contract Instruction and Counseling Services to serve community needs; and

WHEREAS, AGENCY desires to contract with the DISTRICT for the delivery of services and courses to meet the needs of its employees and, whereby,

DISTRICT and AGENCY agree as follows:

1. The term of this Agreement shall be from December 11, 2008 through June 30, 2010 inclusive. Agreement may be extended for one-year as requested in writing by AGENCY to DISTRICT at least 30-days prior to the end of the term.
2. The courses and services to be provided shall be Customer Service Academy courses which consists of ten modules ("classes") and includes eight total hours of instruction per class. Other courses and instructional services may be offered as mutually identified and agreed upon by both DISTRICT and AGENCY. Services are identified in Exhibit A attached hereto and incorporated herein.
3. AGENCY agrees to pay the DISTRICT the sum of \$1,200 per class which includes curriculum, instruction, and materials not to exceed 25 employees per session.
4. AGENCY may opt for additional hours of training at a fee of \$150.00 per instructional hour,

at a minimum of 24 total hours, not to exceed 25 employees per session, as agreed to by both parties. For customized development of curriculum, an additional fee of \$75.00 per hour shall be charged per mutual agreement between parties.

5. The services will be conducted at a site designated by AGENCY (hereinafter "CLASS SITE") and at no facility usage cost to the DISTRICT.
6. Students may receive college credit if applicable and in accordance with the policies of the DISTRICT Board of Trustees.
7. DISTRICT shall invoice AGENCY prior to the start of each scheduled class. AGENCY agrees to pay the full course module fee once the instruction process begins and regardless of whether participants complete the full program. AGENCY may cancel a class at least 14 days prior to the start of the class without penalty. A cancellation fee of \$250 will be assessed for classes cancelled after the 14 day deadline.
8. DISTRICT and AGENCY will provide administrative supervision and liaison with each other in the performance of this Agreement. The administrative contact for the DISTRICT will be Joycelyn Groot, Director, Contract Education and Operations (714) 241-6161, Fax (714) 241-6270 and email [jgroot@coastline.edu](mailto:jgroot@coastline.edu). The administrative contact for AGENCY will be Brigitte Charles, (714) 536-5917, Fax (714) 374-1743, and email [bcharles@surfcity-hb.org](mailto:bcharles@surfcity-hb.org).
9. The parties agree not to discriminate in the selection, placement or evaluation of any student because of race, creed, national origin, religion, sex, marital status, age, handicap or medical condition.
10. AGENCY will make whatever special arrangement is necessary to account for employee time spent in instruction if AGENCY policy requires more than review of DISTRICT attendance records which shall be maintained by the designated faculty throughout the duration of each course.

11. AGENCY will provide for Workers Compensation coverage for all of its employees who receive instructional and services under the terms of this Agreement.
12. Indemnity
  - a. AGENCY to the extent permitted by law, shall defend, indemnify, and hold DISTRICT and its representative trustees, officers, employees, instructors, agents, representatives and students free and harmless from and against all claims, liability, loss and expense, including reasonable attorney's fees and court costs, which may arise because of the breach, negligence, misconduct or other fault of AGENCY in the performance of its obligations under this agreement.
  - b. DISTRICT to the extent permitted by law, shall defend, indemnify, and hold AGENCY and its representative trustees, officers, employees, instructors, agents, representatives and students free and harmless from and against all claims, liability, loss and expense, including reasonable attorney's fees and court costs, which may arise because of the breach, negligence, misconduct or other fault of DISTRICT in the performance of its obligations under this agreement.
13. Entire Agreement. This Agreement supersedes any and all other Agreements, either oral or written between the parties hereto with respect to the use of the aforesaid facilities or services and contains all covenants and agreements between the parties with respect thereto. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained herein shall be valid or binding. Any modification to this Agreement shall be effective only if it is in writing and signed by the party to be charged, in the form of an amendment to this Agreement.

14. The faculty and staff assigned to develop, to coordinate, and to conduct the education and/or service(s) identified herein will be certified in accordance with the hiring standards on file with DISTRICT.
15. AGENCY may arrange only with the assigned DISTRICT administrator to hold or not to hold a portion of the education services at the particular time(s) agreed upon between AGENCY and DISTRICT.
16. Notice. Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt, addressed to the other party as follows:

To CCC:                      Joycelyn Groot  
                                    Coastline Community College  
                                    11460 Warner Avenue  
                                    Fountain Valley, CA 92708  
                                    (714) 241-6161 Fax (714) 241-6270

With a copy to:            Attn: Vice Chancellor, Administrative Services  
                                    Coast Community College District  
                                    1370 Adams Avenue  
                                    Costa Mesa, CA 92626

To AGENCY:                Attn: Brigitte Charles  
                                    City of Huntington Beach  
                                    2000 Main Street  
                                    Huntington Beach, CA 92648  
                                    (714) 536-5917, Fax (714) 374-1743

and/or such other persons or places as either of the parties may hereafter designate in writing. All such notices personally served delivered by courier shall be effective when received. All notices sent by certified mail shall be effective forty-eight (48) hours after

deposit in the mail.

17. Each individual executing this Agreement on behalf of AGENCY represents and warrants that he/she is duly authorized to execute this Agreement on behalf of the AGENCY and that this Agreement is binding on AGENCY.

COAST COMMUNITY COLLEGE DISTRICT a  
Public Educational Agency

By: \_\_\_\_\_  
Vice Chancellor, Administrative Services

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

CITY OF HUNTINGTON BEACH

\_\_\_\_\_  
Deputy City Administrator

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

////////////////////////////////////



**COASTLINE**  
COMMUNITY COLLEGE

## **Exhibit A**

### **City of Huntington Beach Customer Service Academy-Public Sector**

Company Contact: Robert Hall  
Phone: (714) 536-5265; Fax (714) 536-5233  
Email: [RHall@surfcity-hb.org](mailto:RHall@surfcity-hb.org)

Coastline Contacts: Joycelyn Groot, Director of Contract Education  
Phone: (714) 241-6161; Fax: (714) 241-6270  
Email [jgroot@coastline.edu](mailto:jgroot@coastline.edu)  
11460 Warner Avenue, Fountain Valley, CA 92708

Program assistant: Karen Conlisk, [kconlisk@coastline.edu](mailto:kconlisk@coastline.edu), or call (714) 241-6355

#### **About Coastline:**

*Coastline Community College is committed to learner success through accessible and flexible education within and beyond the traditional classroom.*

Founded in 1976, Coastline is accredited by the Western Association of Schools and Colleges. The Coast Community College District (CCCD) is a multi-college district that includes Coastline College, Golden West College, and Orange Coast College. The three colleges enroll over 60,000 learners each semester in more than 300 degree and certificate programs. Together, they offer programs in transfer, general education, occupational/technical education, community and contract services, and learner support Services. Since the District's founding in 1947, the CCCD has enjoyed a reputation as one of the largest community college districts in the United States.

#### **About Coastline's Customer Service Academy – Public Sector:**

Coastline's Customer Service Academy (CSA) designed for the Public Sector provides training in key areas of service and equips participants with skills that can be applied in their workplace. The CSA encompasses ten course modules. Each course consists of 8 total hours of instruction and may be offered for college credit (1/2 unit each).

### **Program Recommendations**

The following course modules shall be offered:

- Customer Service
- Communicating with People
- Team Building
- Stress Management
- Time Management
- Conflict Resolution
- Attitude in the Workplace
- Managing Organizational Change
- Decision Making and Problem Solving
- Foundation Essential: Values and Ethics

### **Price per Module ("Class")**

\$1,200 includes:

- Class materials, texts and/or handbooks
  - Subject matter specialist/instructor
  - Up to 25 participants
  - 8 total hours of instruction
- 
- Additional hours of training are billed at \$150 per hour.
  - Developmental services to customize curriculum shall be billed at a rate of \$75 per hour, as requested by company and upon mutual agreement between parties.



**AMENDMENT** made this \_\_\_\_\_, 2008 to an Agreement dated March 3, 2003 (the "Agreement"), between Coast Community College District, c/o Coastline Community College, 11460 Warner Avenue, Fountain Valley, California 92708-2597 ("Coast"), and The McGraw-Hill Companies ("McGraw-Hill") located at 1333 Burr Ridge Parkway, Burr Ridge, Illinois, 60521 with respect to a telecourse entitled, *Concepts in Marketing* ("Project Telecourse").

WHEREAS, pursuant to the Agreement between Coast and McGraw-Hill, Coast has granted McGraw-Hill the right to publish and sell a study guide ("Telecourse Student Guide") to accompany the Project Telecourse and McGraw-Hill has agreed to pay certain royalties thereon:

WHEREAS, Publisher wishes to publish the Third Edition of the Telecourse Student Guide, presently entitled **TELECOURSE STUDENT GUIDE for CONCEPTS IN MARKETING** the Publisher and Coast wish to have Coast prepare the necessary revisions for the Third Edition under the same terms and conditions applicable to the Telecourse Student Guide under the Agreement which will correspond to the Third Edition of the textbook, *Marketing: The Core* (textbook), by Kerin, Hartley, and Rudelius.

NOW, THEREFORE, it is mutually understood and agreed as follows with respect to the Second Edition:

1. Coast hereby grants Publisher the right to print, publish and sell the Third Edition of the Student Guide under the same terms and conditions applicable to the Second Edition of the Telecourse Student Guide pursuant to the Agreement.
2. Coast shall deliver to Publisher on or before December 16, 2008 camera-ready mechanicals for the Third Edition, satisfactory to Publisher in content and form, and suitable for a book of approximately 325 pages in length.
3. Publisher shall pay Coast, as a grant, the sum of \$7,500 for this revision of the Telecourse Student Guide, payable as follows:
  - o \$3,750 upon Coast's written request after execution of this Amendment; and
  - o \$3,750 upon Coast's written request after Publisher's acceptance of the complete and satisfactory camera-ready mechanicals.
4. All expenses in connection with obtaining permissions for the use of text and illustrations in the current edition shall be the responsibility of Coast.
5. The copyright of the Third Edition shall be registered to Coast Community College District.
6. The warranties and indemnities expressed in Paragraphs 10 and 14 of the Agreement shall be extended to include any new material added by Coast to the Third Edition.
7. All notices to District are to be sent to: Dan Jones, Executive Dean of Instructional Systems Development, Coast Learning Systems, 11460 Warner Avenue, Fountain Valley, CA 92708-2597, and Vice Chancellor of Administrative Services, Coast Community College District, 1390 Adams Avenue, Costa Mesa, CA 92626.

**EXCEPT TO THE EXTENT OF THE FOREGOING**, all of the terms and conditions of the Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties hereto have signed this Amendment to be effective as of the date first written above.

AGREED:

Coast Community College District:

The McGraw-Hill Companies

By \_\_\_\_\_  
C. M. Brahmabhatt  
Vice Chancellor, Administrative Services

By \_\_\_\_\_  
,  
Irwin/McGraw-Hill Companies, Inc.

With Notification to:

Executive Dean,  
Instructional Systems Development  
11460 Warner Avenue  
Fountain Valley, CA 92708-2597

\_\_\_\_\_  
Acquisitions Editor

Vice Chancellor, Administrative Services  
Coast Community College District  
1170 Adams Avenue  
Costa Mesa, CA 92626

APPROVED \_\_\_\_\_ AS TO FORM

Milford W. Dahl, Jr.  
Rutan & Tucker, LLP

\_\_\_\_\_  
CCCD Legal Counsel Approval

## 2008 Facility Use Request Form: Boy Scouts & Sea Scouts

Date of Event: Jan 12 - Feb 17, 2009 Group Name: OCC Sailing Type of Event: USCG Class

Number of People Attending: 15 Will your event be catered? (Circle One) Yes ☐ No ☒

Will you be requesting permission for the use of alcohol at your event? (Circle One) Yes ☐ No ☒  
A refundable deposit of \$500 for events not serving alcohol or \$1000 for events serving alcohol is due at time of reservation.

Will you be using Newport Sea Base tables and/or chairs at your event? (Circle One) Yes ☐ No ☐  
NOTE: \$75 per hour will be charged for room setup.

Begin Time (Including Set-Up Time): \_\_\_\_\_ End Time (Including Clean Up Time): \_\_\_\_\_ see attached schedule  
*\*Hours of operation are from 8:30 am until 10:00 pm.*

### CONTACT INFORMATION

First Name: Mette Sagerblom Last Name: \_\_\_\_\_  
Address: 1801 W. Coast Hwy. City: Newport Beach State: CA Zip: 92663  
Day/Work Phone: 949-645-9412 Eve/Home Phone: \_\_\_\_\_ Cell Number: 714-609-2537  
Fax Number: 949-645-1859 E-Mail Address: mettes@occsailing.com

### PLEASE CHECK YOUR CHOICE OF ROOM \* Rooms are booked in 4 or 9 hour time frames.

Yacht Room (80 People Max) <b>57' x 35'</b>	4 hours - \$255 9 hours - \$510	Room Delta incl. kitchen (20 People Max) <b>20' x 30'</b>	4 hours - \$65 9 hours - \$96
Room Alpha (26 People Max) <b>34' x 20'</b>	4 hours - \$85 9 hours - \$170	Room Echo (20 People Max) <b>20' x 30'</b>	4 hours - \$65 9 hours - \$96
Room Bravo (30 People Max) <b>34' x 20'</b>	4 hours - \$85 9 hours - \$170	Room Foxtrot (75 People Max) <b>38' x 40'</b>	4 hours - \$170 9 hours - \$340
Room Charlie (26 People Max) <b>34' x 20'</b>	4 hours - \$85 9 hours - \$170	Room Golf (30 People Max) <b>20' x 30'</b>	4 hours - \$65 <input checked="" type="checkbox"/> 9 hours - \$96 <input checked="" type="checkbox"/>
		Rooms Alpha/Bravo/Charlie (90 PPL Max) <b>34' x 60'</b>	4 hours - \$170 9 hours - \$340

### SUPPLIES & SERVICES (please check your choices - fee is per day)

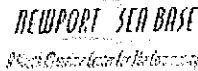
Overhead projector/Projector Screen	\$50	TV/VCR/DVD	\$40
Whiteboard with markers	\$10	Tripod easel	\$10
Flipchart stand, pad, & 4 markers	\$25	CD player/stereo	\$40
Speakers/Wireless Microphone	\$80		

### PAYMENT METHOD (Check One):

☐ Cash ☐ Personal Check ☒ Visa ☐ MasterCard ☐ Discover ☐ American Express (Make checks payable to Orange County Council, BSA)

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature (required): \_\_\_\_\_



#### ROOM RENTAL PAYMENT

Fifty percent (50%) of the room rental rate is required as initial payment, with signed agreement. To secure the event date, a non-refundable deposit of 50% of the rental fees must be made, the balance to be paid to the Newport Sea Base no later than 30 days prior to the event. If the event is cancelled prior to 14 days before the event date, the Newport Sea Base will terminate the agreement and issue a refund for monies paid in excess of the non-refundable deposit. If the cancellation is made within 14 days of the event date, the Newport Sea Base will retain all monies paid. All changes to the contract or cancellations must be in writing (letter or facsimile) and signed by the PATRON.

#### FACILITY DAMAGE DEPOSIT

In addition to the above deposit, a damage deposit (\$500 no alcohol; \$1,000 with alcohol) is also required with signed agreement. *The damage deposit must be in the form of a separate check.*

The damage deposit will be returned within 30 days after the event if the rented area is in the same condition after the event as it was before the event. Otherwise, the Newport Sea Base will use the deposit to clean the rented area and to repair any damages. Any remaining deposit will be returned after needed repair work is completed. The PATRON is expected to clean up and remove all garbage and waste materials. Additional clean-up or damages attributed to the event will be billed at actual cost. These costs will be charged against the damage deposit. If the costs exceed the deposit, that amount will be billed to the PATRON.

The PATRON agrees to be responsible for any damage done to the function room or any other part of the site used by the PATRON, his/her guests, invitees, employees, independent contractors or other agents under the PATRON's control. The Newport Sea Base will not assume or accept responsibility for conditions beyond the control of the Newport Sea Base or for damage to or loss of any merchandise or articles left in the room prior to, during, or following the PATRON's function.

CARPET DAMAGE: Any costs related to removing stains or damage due to burns will be charged to the PATRON. This charge will include costs for cleaning and repair by outside vendors and/or labor by Newport Sea Base staff.

#### WALK-THROUGH

No less than 14 days prior to the date of your event, please schedule a walk-through with Newport Sea Base staff. This will provide an opportunity to discuss Newport Sea Base guidelines, to ask questions, to review the property, and to submit final facility set-up requirements on the site plan.

#### TRASH REMOVAL

Please place all trash in a trash receptacle (not next to one), or in the Newport Sea Base dumpster in the parking lot. The PATRON is responsible for securing additional receptacles or having event trash hauled away if Newport Sea Base containers aren't adequate. Any decorations left behind will be considered trash and disposed of by Newport Sea Base staff.

When the Newport Sea Base staff reviews and, if necessary, cleans the room following the function, they will break down the tables and chairs and will vacuum the carpet. Any refuse that is left by the event which cannot be vacuumed will be cleaned up by Newport Sea Base staff at the stated rate of \$25.00 per staff person, per hour.

#### PARKING

*Parking at the Newport Sea Base is limited.* Depending on the time and date of the function, there may be 30 spaces or less available. Therefore, carpooling is strongly recommended. There is a loading and unloading zone just inside the main entrance of the parking lot; no permanent parking is allowed there. There are free and metered parking spaces located at the Newport Beach City Parking lot, at Tustin Street and Avon Street. Allow 15 minutes walking time to the Newport Sea Base. In addition to the city lot, there may be street parking along Coast Highway.

#### DECORATIONS, DISPLAYS AND SIGNAGE

Displays, signs and/or decorations may only be used if approved in advance by Newport Sea Base. Nothing may be affixed to the walls, floors, or ceilings of the function rooms with nails, staples, tape or any substance. No signage or balloons are allowed in the parking lot or on the street.

The use of confetti, rice or bird seed is prohibited in the room or on the grounds. All trash, decorations or other debris must be moved from the room and placed in the dumpsters IMMEDIATELY following the completion of the function. Any decorations left behind will be considered trash.



#### CONDUCT OF EVENT

The PATRON shall conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Newport Sea Base rules. The PATRON assumes full responsibility for the conduct of any persons in attendance. If the event is after business hours, please help us be good neighbors by not having amplified sound without approval of the Newport Sea Base and the City of Newport Beach. Please conclude the event and cleanup by the agreed-upon time. Smoking is not allowed on the Newport Sea Base premises, including the parking lot. Amplified sound must be held at an acceptable level. No amplified sound is permitted after 10:00 p.m.

In order to complete the cleanup prior to the end of the agreed-upon time, it is recommended that music and the service of food and beverages conclude 30 minutes in advance.

#### IN CASE OF EMERGENCY

The Newport Sea Base provides on-site personnel. In the event that the PATRON requires assistance, the PATRON agrees to notify the staff of their specific needs so they can be addressed as soon as possible. In the event of an emergency that requires fire, police or emergency medical personnel, PATRON agrees to call 911 immediately. The Newport Sea Base personnel are not trained or qualified to administer emergency services.

#### DISCLOSURE

The Newport Sea Base reserves the right to cancel any group, event, meeting or function at the Newport Sea Base if facts or circumstances related thereto were not disclosed to the Newport Sea Base at the time the event, meeting or function was contracted or scheduled, if such facts or circumstances could adversely affect the reputation of the Newport Sea Base. The Newport Sea Base may effect such cancellation without prior notice and further obligation whatsoever.

#### INDEMNITY

The PATRON assumes responsibility for any claims for loss or damage to their own or guest's displays or equipment at the Newport Sea Base. The PATRON shall also indemnify and hold the Newport Sea Base harmless for any injury to persons or damage to property except in claims due to the Newport Sea Base's gross negligence. The Newport Sea Base does not accept liability for any items left unattended in its meeting or function space. The PATRON will also fully compensate the Newport Sea Base for any theft or damage caused by the group, its agents or guests.

I acknowledge receipt of the above stated Facilities Policy and I am in full agreement with the terms.

PATRON Print Name	Signature	Date
STAFF Print Name	Signature	Date

Please Remit Payment to: OCCBSA

Newport Sea Base  
1931 West Coast Highway, Newport Beach, CA 92663  
Phone: (949) 642-5031 Fax: (949) 650-5407  
Web Site: [www.newportseabase.org](http://www.newportseabase.org)

Newport Sea Base Onsite Ranger: (949) 642-5031 Ext 303 Office  
(714) 856-1420 Mobile

## OCC School of Sailing & Seamanship

# Memo

**To:** Diana Knapstein, Newport Sea Base  
**From:** Mette Segerblom, Sailing Program Coord.  
**CC:** Brad Avery, Lara Fisher  
**Date:** November 24, 2008  
**Re:** OCC USCG Course at Newport Sea Base

---

Thank you for your help with classroom space during our construction. The Oct/Nov session went very well and we are glad that we are able to return to the Newport Sea Base for our Jan 12-Feb 17, 2009 U.S. Coast Guard Course. We appreciate your help and the offer to pay the Scout rate.

The class schedule will be:

Mon, Wed & Fri	Jan12-Feb 13	6:00 -10:00 pm	(15 sessions)
Sat	Jan 17, 21, 31, Feb 7, &14	8:00 am – 5:00 pm	(5 sessions)
Mon, Study Day	Feb 16	12:00-4:00 pm	(1 session)
Tues, Final Exam	Nov 17	8:30 am -5:00 pm	(1 session)

We do not need special room set-up, or additional equipment.

With a total of 16 sessions at \$65 and 6 sessions at \$96 for a total of 22 sessions the total contract amount would be \$1,616.00

Once again thank you for your help and please let me know if you have any questions.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (830) COAST

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

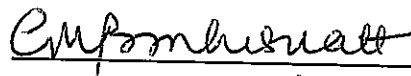
**CBO Name:**

C.M. Brahmbhatt

**CBO Phone:**

714-438-4611

**CBO Signature:**



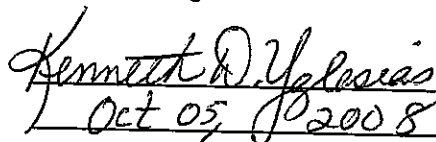
**Date Signed:**

11/5/08

**Chief Executive Officer Name:**

Kenneth D. Yglesias

**CEO Signature:**



**Date Signed:**

Oct 05, 2008

**Electronic Cert Date:**

11/05/2008

**District Contact Person**

**Name:**

Cheryl Blocker

**Title:**

District Accounting Manager

**Telephone:**

714-438-4658

**Fax:**

714-438-4874

**E-Mail:**

cblocker@mail.cccd.edu

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511  
Send questions to Kuldeep Kaur, (916) 327-6818 [kkaur@cccco.edu](mailto:kkaur@cccco.edu)

© 2007 State of California. All Rights Reserved.

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
ENTER OR EDIT CURRENT DATA

2008-2009 Q1 Closed For Edits.

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (830) COAST

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
------	-------------	-------------------------------	---	-------------------------------------	---

Closed for edits after Nov 14, 2008

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	193,465,919	193,465,919	20,274,365	193,465,919
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	193,465,919	193,465,919	20,274,365	193,465,919
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	193,968,541	193,968,541	35,740,437	193,968,541
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,003,359	2,003,359	33,421	2,003,359
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	195,971,900	195,971,900	35,773,858	195,971,900
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-2,505,981	-2,505,981	-15,499,493	-2,505,981
D.	Fund Balance, Beginning	23,601,080	23,601,080	23,601,080	23,601,080
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	23,601,080	23,601,080	23,601,080	23,601,080
E.	<b>Fund Balance, Ending (C. + D.2)</b>	21,095,099	21,095,099	8,101,587	21,095,099
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.8%	10.8%	22.6%	10.8%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				35,737
-----	---	--	--	--	--------

Amount as of  
Specified

Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	8,343,672
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	8,343,672

IV. Has the district settled any employee contracts during this quarter?

☒ Yes

☐ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)									
Contract Period Settled (Specify)  YYYY-YY		Management		Academic				Classified	
		Total Cost Increase	% *	Permanent		Temporary			
		Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:									
Year 1:	2008-09	313,976	2.1%	1,226,149	2.7%	591,411	2.1%	740,997	2.1%
Year 2:									
Year 3:									
b. BENEFITS:									
Year 1:	2008-09	67,312	2.1%	180,244	2.7%	68,012	2.1%	163,597	2.1%
Year 2:									
Year 3:									

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

State funding 8612 for COLA and growth, and salary decreases in 1000s for reduction in enrollment incentive.

1892 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

☐ Yes

☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

☐ Yes

☒ No

Next year?

☐ Yes

☒ No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511  
Send questions to Kuldeep Kaur, (916) 327-6818 [kkaur@cccco.edu](mailto:kkaur@cccco.edu)

© 2007 State of California. All Rights Reserved.

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (830) COAST

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	166,716,969	186,667,206	190,014,290	193,465,919
A.2	Other Financing Sources (Object 8900)	34,228	11,182	2,448	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	166,751,197	186,678,388	190,016,738	193,465,919
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	157,609,140	170,280,324	188,498,979	193,968,541
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,885,423	6,728,540	6,710,979	2,003,359
B.3	Total Unrestricted Expenditures (B.1 + B.2)	159,494,563	177,008,864	195,209,958	195,971,900
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	7,256,634	9,669,524	-5,193,220	-2,505,981
D.	Fund Balance, Beginning	11,806,914	19,125,024	28,794,303	23,601,080
D.1	Prior Year Adjustments + (-)	61,476	-245	-3	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	11,868,390	19,124,779	28,794,300	23,601,080
E.	Fund Balance, Ending (C. + D.2)	19,125,024	28,794,303	23,601,080	21,095,099
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12%	16.3%	12.1%	10.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	30,433	34,781	35,614	35,737
-----	---	--------	--------	--------	--------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	As of the specified quarter ended for each fiscal year			
	2005-06	2006-07	2007-08	2008-2009
Cash, excluding borrowed funds			25,683,115	8,343,672

H.1					
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1+ H.2)	20,301,184	30,476,084	25,683,115	8,343,672

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	193,465,919	193,465,919	20,274,365	10.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	193,465,919	193,465,919	20,274,365	10.5%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	193,968,541	193,968,541	35,740,437	18.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,003,359	2,003,359	33,421	1.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	195,971,900	195,971,900	35,773,858	18.3%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-2,505,981	-2,505,981	-15,499,493	
L	Adjusted Fund Balance, Beginning	23,601,080	23,601,080	23,601,080	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	21,095,099	21,095,099	8,101,587	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.8%	10.8%		

**V. Has the district settled any employee contracts during this quarter?****YES****If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 2008-09	313,976	2.1%	1,226,149	2.7%	591,411	2.1%	740,997	2.1%
Year 2:								
Year 3:								

<b>b. BENEFITS:</b>								
Year 1: 2008-09	67,312	2.1%	180,244	2.7%	68,012	2.1%	163,597	2.1%
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.  
State funding 8612 for COLA and growth, and salary decreases in 1000s for reduction in enrollment incentive.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
This year? **NO**  
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**Coast Community College District**

**First Quarterly Report**

**2008-2009**

**All Funds**

<b>Fund</b>	<b>General</b>	<b>Child Development</b>	<b>GO Bond</b>	<b>Capital Outlay</b>	<b>Insurance Services</b>	<b>N/R Reimb Operations</b>	<b>Total</b>
Assets	19,981,185	410,854	127,871,355	5,169,907	32,178,792	995,617	186,607,711
Due To System Posting	0	0	0	0	0	0	0
Liabilities	12,931,064	443,329	312,264	16,909	692,436	1,782,001	16,178,003
Due To/From System Posting	0	0	0	0	0	0	0
Fund Balance	<u>7,050,121</u>	<u>-32,475</u>	<u>127,559,091</u>	<u>5,152,999</u>	<u>31,486,356</u>	<u>-786,384</u>	<u>170,429,709</u>
Beginning Balance	23,601,080	1	138,999,371	5,705,790	35,057,689	0	203,363,931
Income							
Adopted Budget	224,362,362	1,197,973	3,000,000	2,900,478	39,540,000	11,685,134	282,685,947
Actual	23,302,633	160,821	681,871	293,838	4,969,780	1,174,679	30,583,622
%	10.39%	13.42%	22.73%	10.13%	12.57%	10.05%	0
Expenses							
Adopted Budget	247,963,442	1,197,973	141,999,371	8,606,268	74,597,689	11,685,134	486,049,877
Actual	39,919,865	193,297	12,122,151	846,630	8,541,112	1,961,063	63,584,118
%	16.10%	16.14%	8.54%	9.84%	11.45%	16.78%	0
Suspense Clearing	66,273	0	0	0	0	0	66,273
Accrual Adjustments	0	0	0	0	0	0	0
Audit Adjustments	0	0	0	0	0	0	0
Fund Balance	<u>7,050,121</u>	<u>-32,475</u>	<u>127,559,091</u>	<u>5,152,999</u>	<u>31,486,356</u>	<u>-786,384</u>	<u>170,429,708</u>

# Coast Community College District Financial Status Report

## First Quarterly Report Fiscal Year 2008/2009

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9110	CASH IN COUNTY TREASURY			
9120	CASH IN BANKS	27,485,700	-20,785,209	6,700,491
9125	CASH COLLECTN AWAITG DEPOSIT	1,676,586	-297,953	1,378,633
9130	REVOLVING CASH FUND	2,711,999	-2,712,249	-250
9150	INVESTMENTS	264,979	-180	264,799
9160/9169	ACCOUNTS RECEIVABLE	79	0	79
9170	DUE FROM OTHER FUNDS	12,698,675	-3,569,696	9,128,978
9220	PREPAID EXPENSES	1,120,185	500,000	1,620,185
9230	PREPAID EXPENSE/MID-MONTH	14,549	-14,549	0
		0	888,270	888,270
<b>Total Assets</b>		<u>45,972,752</u>	<u>-25,991,567</u>	<u>19,981,185</u>

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9510	ACCOUNTS PAYABLE			
9511	MISC ACCRUALS YR-END	2,855,816	-2,181,195	674,621
9512	DEPOSIT REFUNDABLE	5,680,957	-5,054,565	626,392
9514	ACCRUED PAYROLL PAYABLES	99	0	99
9519	ACCTS PAYABLE ACCRUALS	544,293	0	544,293
9520	DUE TO OTHER FUNDS	389,080	-289,852	99,228
9540	DEFERRED INCOME	4,197,853	0	4,197,853
9541	CAPITAL LEASES	7,900,848	-1,865,090	6,035,758
9550	SUMMER PAY WITHHELD	3,523	0	3,523
9552	CALIF USE TAX PAYABLE	51,138	-45,321	5,817
9555	CA NON-RESIDENT W/H PAYABLE	6,608	-4,586	2,022
9571	ACCRUED VACATION	0	0	0
		741,457	0	741,457
<b>Total Liabilities</b>		<u>22,371,672</u>	<u>-9,440,609</u>	<u>12,931,064</u>

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9711	NON-DESIGNATED FUND BALANCE	28,794,304	-5,193,224	23,601,080
9712	YEAR END APPROPRIATIONS	0	0	0
9713	ACCOUNTS RECEIVABLE ADJUSTMTS	-4	4	0
9714	ACCOUNTS PAYABLE ADJUSTMENTS	0	0	0
		<u>28,794,300</u>	<u>-5,193,220</u>	<u>23,601,080</u>

	Fund Balance as of September 30, 2008	23,601,080
	Plus Total Revenues	23,302,633
	Less Total Expenditures	39,919,865
	Less Suspense Clearing	-66,274
9910	Less Suspense A Payroll	0
9918	Less Suspense B Payroll	0
9919	Fund Balance as of September 30, 2008	<u>7,050,121</u>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8120	HIGHER EDUCATION ACT		
8130	WORKFORCE INVESTMENT ACT	1,260,680	27,176
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	5,428,178	0
8170	VOC&APPLIED TECH EDUCATION ACT	118,040	0
8199	OTHER FEDERAL REVENUE	2,171,564	0
<b>Sub Total</b>	<b>8100 FEDERAL REVENUE</b>	<u>245,822</u>	<u>0</u>
		<b>9,224,284</b>	<b>27,176</b>
8612	STATE GENERAL APPORTIONMENT		
8619	OTHER GENERAL APPORTIONMENTS	73,900,000	0
8622	EXTENDED OPPORTUNITY PROG &SVS	1,707,519	0
8623	DISABLED STUDENTS PROGRAMS&SVS	3,231,755	0
8624	CALWORKS	2,707,423	0
8625	TELE TECH INFRASTRUCTURE PROG TTIP	498,132	0
8629	OTHER CATEGORICAL APPORTIONMT	253,063	142,972
8651	COMM COLL CONSTRUCTION ACT	8,370,941	901,293
8653	INSTRUCTIONAL IMPROVEMENT GRT	0	0
8654	MIDDLE COLLEGE	256	0
8659	OTHER CATEGORICAL PROGRAMS	121,724	0
8672	HOMEOWNERS PROPERTY TAX RELIEF	1,094,036	7,172
8673	TIMBER YIELD TAX	500,000	0
8681	STATE LOTTERY PROCEEDS	0	11
8682	STATE MANDATED COSTS	5,214,092	264,092
<b>Sub Total</b>	<b>8600 STATE REVENUE</b>	<u>0</u>	<u>0</u>
		<b>97,598,941</b>	<b>1,315,540</b>
8811	DISTRICT TAXES - SECURED ROLL		
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	75,500,000	192,420
8813	DISTRICT TAXES-UNSECURED ROLL	3,500,000	844,062
8816	DISTRICT TAXES-PRIOR YEAR	3,500,000	2,016,795
8817	EDU REVENUE AUGUMENTATION FUND	2,000,000	4,021,039
8831	CONTRACT INSTRUCTION	2,000,000	1,320,254
8840	SALES	1,509,300	4,529,225
8850	RENTALS	100,500	14,354
8861	INTEREST & INVESTMENT INCOME	1,464,500	131,739
		1,250,000	153,575

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8871	CHILD DEVELOPMENT SERVICES	492,000	21,896
8874	ENROLLMENT FEES	11,500,000	3,949,754
8876	HEALTH FEES	1,848,750	1,009,329
8877	INSTRUCT MATERIAL FEES	755,606	294,531
8879	STUDENT RECORDS	210,000	26,857
8880	NON RESIDENT TUITION	6,380,000	2,739,814
8881	PARKING FEES	1,733,881	381,704
8889	OTHER STUDENT FEES	46,500	76,053
8892	TELECOURSE REVENUE	2,009,100	0
8893	PARKING FINES	426,000	66,157
8899	OTHER LOCAL INCOME	1,313,000	170,361
<b>Sub Total</b>	<b>8800 LOCAL REVENUE</b>	<b>117,539,137</b>	<b>21,959,917</b>
8912	SURPLUS PROPERTY SALES	0	0
8914	GAIN ON SALE OF ASSESTS	0	0
8981	INTERFUND TRANSFERS	0	0
<b>Sub Total</b>	<b>8900 OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUE</b>	<b>224,362,362</b>	<b>23,302,633</b>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
1100	INSTRUCTORS REG CONTRACT		
1200	NON-INSTRUCTNL REG CONTRACT	39,202,665	7,217,665
1300	INSTRUCTORS HOURLY	16,273,784	3,533,695
1400	NON-INSTRUCTNL HOURLY	19,038,451	5,884,816
<b>Sub Total</b>	<b>1000 CERTIFICATED SALARIES</b>	<u>3,110,475</u>	<u>583,036</u>
		<u><b>77,625,375</b></u>	<u><b>17,219,212</b></u>
2100	NON-INSTR CLASSIF REG CONTRACT		
2200	INSTR CLASSIF REG CONTRACT	43,569,301	7,066,363
2300	NON-INSTRUCTIONAL, HOURLY	3,952,386	541,581
2400	INSTRUCTIONAL HOURLY	7,935,056	1,259,772
<b>Sub Total</b>	<b>2000 CLASSIFIED SALARIES</b>	<u>1,223,653</u>	<u>166,414</u>
		<u><b>56,680,396</b></u>	<u><b>9,034,129</b></u>
3000	EMPLOYEE BENEFITS		
3100	STRS-STATE TEACHERS RETIREMENT	3,262,650	0
3200	PERS-PUBLIC EMPLOYEES RETIREMENT	4,166,156	660,126
3300	OASDI-OLD AGE/SURVIVORS/DISABILITY INS	4,920,656	909,008
3400	HEALTH & WELFARE BENEFITS	4,577,443	969,890
3500	STATE UNEMPLOYMENT INS	19,754,083	1,870,741
3600	WORKERS COMPENSATION INS	308,574	0
3700	LOCAL RETIREMENT SYSTEM	1,751,562	0
3900	OTHER BENEFITS	8,650,000	2,385,000
<b>Sub Total</b>	<b>3000 STAFF BENEFITS</b>	<u>0</u>	<u>0</u>
		<u><b>47,391,124</b></u>	<u><b>6,794,764</b></u>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
4200	OTHER BOOKS	36,302	2,861
4300	INSTRUCTINL SUPPLIES	4,969,686	660,023
4400	MEDIA SUPPLIES	24,441	767
4600	FUEL, OIL & REPAIR PARTS	561,284	115,867
4900	OTHER SUPPLIES	0	
<b>Sub Total</b>	<b>4000 BOOKS, SUPPLIES &amp; MATERIALS</b>	<b>5,591,713</b>	<b>779,517</b>
5000	INDIRECT EXPENSE CHARGEBACK	306,941	0
5100	PERSONAL AND CONSULTANT SERVICES	1,175,405	170,313
5200	TRAVEL AND CONFERENCES	946,860	109,265
5300	DUES AND MEMBERSHIP	346,062	124,922
5400	INSURANCE	1,369,065	1,157,783
5500	UTILITIES	5,311,038	1,183,398
5600	RENT, LEASES AND REPAIRS	6,792,710	1,526,241
5700	LEGAL, ELECTION AND AUDIT EXPENSES	2,370,880	215,734
5800	OTHER OPERATING EXPENSES AND SERVICES	7,636,002	962,823
5900	OTHER	5,715,692	0
<b>Sub Total</b>	<b>5000 CONTRACT SERVICES, OPERATING EXPENSES</b>	<b>31,970,655</b>	<b>5,450,478</b>
6100	SITE IMPROVEMENTS	20,217	0
6200	BUILDING IMPROVEMENTS	210,118	0
6300	BOOKS (NEW)	98,055	22,999
6400	EQUIPMENT AND LEASE PURCHASE	3,226,588	244,017
<b>Sub Total</b>	<b>6000 CAPITAL OUTLAY</b>	<b>3,554,978</b>	<b>267,016</b>
7300	INTERFUND TRANSFER OUT	1,981,359	28,400
7500	STUDENT FINANCIAL AID	122,460	14,666
7600	OTHER PAYMENTS TO OR FOR STUDENTS	1,950,283	331,682
7900	RESERVE FOR CONTINGENCIES (BUDGET ONLY)	21,095,099	0
<b>Sub Total</b>	<b>7000 OTHER OUTGO &amp; RESERVES</b>	<b>25,149,201</b>	<b>374,748</b>
	<b>TOTAL EXPENDITURES</b>	<b>247,963,442</b>	<b>39,919,865</b>

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
STD 213 (Rev 06/03)

AGREEMENT NUMBER  
**OCF-01-09IA**  
REGISTRATION NUMBER  
**85701008338776**

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**32<sup>ND</sup> DISTRICT AGRICULTURAL ASSOCIATION**

CONTRACTOR'S NAME

**COAST COMMUNITY COLLEGE DISTRICT**

2. The term of this Agreement is: **01/01/09** through **12/31/09**

3. The maximum amount of this Agreement is: **TRADE VALUE**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – To utilize parking lots and the Pacific Amphitheatre in trade at the OC Fair & Event Center (OCFEC) and Orange Coast College (OCC) as outlined on the following pages. Pages 1 – 6

Exhibit B – Budget Detail and Payment Provisions

Exhibit C – General Terms and Conditions (Attached hereto as part of this agreement) Pages 7 – 10

Check mark one item below as Exhibit D:

☐ Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

☐ Exhibit - D\* Special Terms and Conditions

Exhibit E – Additional Provisions: **GIA 101 is attached and forms part of this agreement.** Page 11

**Insurance Requirements are attached and form part of this agreement.** Pages 12 – 13

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

**COAST COMMUNITY COLLEGE DISTRICT**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**C.M. Brahmbhatt, Vice Chancellor Administrative Services**  
**Richard T. Pagel, VP Administrative Services**

ADDRESS

**2701 Fairview Road, Costa Mesa, CA 92628-5005**

**STATE OF CALIFORNIA**

AGENCY NAME

**32<sup>ND</sup> DISTRICT AGRICULTURAL ASSOCIATION**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**Steve Beazley, CEO**

ADDRESS

**88 Fair Drive, Costa Mesa, CA 92626**

California Department of General  
Services Use Only

☐ Exempt per:

**OCFEC PARKING LOT "E"**

**CONTRACTOR AGREES:**

1. **Dates/Times of Use:** January 1, 2009 to June 26, 2009, and August 10, 2009 to December 31, 2009.  
Monday – Friday 6:00 a.m. to 12:00 a.m.
2. **Purpose:** Overflow parking for Orange Coast College (OCC) students due to construction at the college.
3. That in the case of (OCFEC) Lot "E" needing to be utilized for an event that an alternative lot will be made available by OCFEC.
4. To notify OCFEC of any accident or incident that takes place in the designated leased area.
5. To provide proper directional signage in (OCFEC) Lot "E".
6. To enforce parking regulations in (OCFEC) Lot "E".
7. Cars will enter through (OCFEC) Gate 3½ off of Arlington Drive to access Lot "E".
8. To provide proof of insurance coverage for the duration of the contract.

**STATE AGREES:**

1. To barricade Lot (OCFEC Lot "E") to allow only one access point off Arlington Drive at Gate 3½.
1. To provide proof of insurance coverage for the duration of the contract.
2. To ensure that Gate 3½ off Arlington is locked/unlocked daily for the OCC students to enter.

**OCFEC PACIFIC AMPHITHEATRE – (ANNUAL OCC COMMENCEMENT CEREMONY)**

**CONTRACTOR AGREES:**

1. **Dates/Times of Use:** (Set-Up) Wednesday & Thursday, May 27 & 28, 2009 from 8:00 a.m. – 5:00 p.m.  
(Event) Friday, May 29, 2009 5:30 p.m. – 7:30 p.m.
2. **Purpose:** Orange Coast College Commencement Ceremony
3. **Estimated Attendance:** 6,000 - 7,000
4. To provide ushers.
5. To provide light snacks and beverages for after the commencement ceremony.
6. To provide necessary directional signage per the required specifications.
7. To be responsible for reimbursement of any fees charged by the Costa Mesa Police Department for traffic control purposes.
8. Seating shall be limited to the seated area. No access shall be permitted on the grass berm.
9. To provide \$7,000.00 worth of in-kind trade to be fulfilled by OCC in conjunction with OCFEC Director of Marketing of the year-round event program and the annual Fair as indicated in items 10 – 15.
10. To provide advertising/inclusion in:
  - a. *Coast to Coast* (weekly newspaper)
  - b. *Coast Report* (weekly newspaper)
  - c. Commencement Program
11. To provide a promotion email blast to all OCC accounts.
12. To provide campus signage as follows:
  - a. Windmasters (6 key locations)
  - b. Glass display cases (12 locations)
13. To provide link to OC Fair & Event Center on website.
14. To provide brochure distribution as follows:
  - a. Bookstore
  - b. Offices
  - c. Student Center
  - d. Mailboxes
15. To insert Summer Concert Series schedule in Commencement Program.
16. That there will be some construction taking place at the backstage of the Pacific Amphitheatre. OCFEC agrees to work with the Contractor on cleaning the areas up where construction is taking place, however, there is a chance of some construction areas being visible to the attendees and some areas that may be unavailable.

**OCFEC PACIFIC AMPHITHEATRE – (ANNUAL OCC COMMENCEMENT CEREMONY)—(CONT.)**

**STATE AGREES:**

1. To provide one (1) credit card phone line to merchandise kiosk.
2. To provide the necessary stage lighting, sound and curtains.
3. To provide necessary parking services.
4. To provide coordination with Costa Mesa Police Department for traffic.
5. To provide electronic marquee board one week prior to date of commencement ceremony.
6. To provide five (5) Security personnel from 4:30 p.m. – 7:30 p.m.
7. To provide cement bases for flag hanging. Amount and location TBD.
8. To provide theatre prep and post-event clean up.
9. To provide janitorial personnel.
10. To provide water and soda during the ceremony. Alcoholic drinks will not be available.
11. To allow Orange Coast College to sell Bookstore merchandise at no rent or commission to OCFEC.
12. To allow Orange Coast College to sell flowers at no rent or commission to OCFEC.
13. To provide electronic copy for inclusion in Orange Coast College graduation program.

***OCC PARKING LOTS A, B, C, D & E – (ANNUAL FAIR)***

**CONTRACTOR AGREES:**

1. **Dates/Times of Use:** July 10 – August 9, 2009
2. **Purpose:** For overflow patron parking and vendor parking during the annual OC Fair.
3. To notify OCFEC of any accident or incident that takes place in the designated leased area.
4. In the occurrence of Lots "A, B, C, D and/or E" needing to be utilized for an event, that an alternative lot will be made available by OCC.

**STATE AGREES:**

1. To clean used areas after each day of use to restore to the condition in which the property was received.
2. To provide security personnel, traffic directors, directional signage, additional lighting as needed and portable restrooms during the annual Fair.
3. To provide proof of insurance coverage for the year of 2009.
4. To work with OCC Public Safety to coordinate parking credential enforcement daily during the 2009 OC Fair.

***OCC PARKING LOTS A, B, C, D & E – (YEAR-ROUND EVENTS)***

**CONTRACTOR AGREES:**

1. **Dates/Times of Use:** To compensate OCFEC in the manner of trade out services including but not limited to:
  - Utilization of agreed upon paved areas of parking lots A, B, C, D & E for year round events: March 14 – 15, April 4 – 5, 18 – 19 and 25 – 26, May 2 – 3, 16 – 17, 23 – 24, June 20 – 21, September 5 – 6, 19 – 20 and 26 and October 3 – 4, 2009.
2. **Purpose:** For overflow parking during specified year-round events.
3. To notify OCFEC of any accident or incident that takes place in the designated leased area.
4. In the occurrence of Lots "A, B, C, D and/or E" needing to be utilized for an event, that an alternative lot will be made available by OCC.

**STATE AGREES:**

1. To clean used areas after each day of use to restore to the condition in which the property was received.
2. To provide security personnel, traffic directors, directional signage, additional lighting, as needed, and portable restrooms during the designated events.
3. To provide proof of insurance coverage for the duration of the contract.

***OCC ADAMS DIRT LOT – (ANNUAL FAIR)***

**CONTRACTOR AGREES:**

1. **Dates/Times of Use:** June 29 – August 14, 2009
2. **Purpose:** For overflow parking during the annual OC Fair.
3. To notify OCFEC of any accident or incident that takes place in the designated leased area.
4. To provide proof of insurance coverage for the year of 2009.
5. To allow OCFEC to utilize OCC Adams Lot for the 2009 Fair. Dates of usage will be Monday, June 29 – Friday, August 14, 2009.
6. In the occurrence of Lots "A, B, C, D and/or E" needing to be utilized for an event, that an alternative lot will be made available by OCC.

**STATE AGREES:**

1. To clean used areas after each day of use to restore to the condition in which the property was received.
2. To provide security personnel, traffic directors, directional signage, additional lighting as needed and portable restrooms during the Fair.
3. To provide proof of insurance coverage for the year of 2009.
4. To work with OCC Public Safety to coordinate parking credential enforcement daily during the 2009 OC Fair and other dates utilized by the District for overflow parking.
5. To clean and make suitable for parking of vehicles. OCFEC will coordinate and receive approval from OCC on the cleaning plan.
6. To hold harmless the Coast Community College District from any and all liability during the use of the Orange Coast College Adams parking lot during the Fair. OCFEC assumes all responsibility and is aware the Adams parking lot is not paved and not striped.
7. To provide CCCD with an insurance certificate/endorsement for at least \$1 million Commercial General Liability from the OC Fair & Event Center, and the endorsement naming the CCCD, its board, officers, directors, employees and agents as additional insured pursuant to contract.

**EXHIBIT C -- GENERAL TERMS AND CONDITIONS**

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT**: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT**: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT**: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION**: To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the 32<sup>nd</sup> District Agricultural Association, the OC Fair & Event Center, the State District and their respective agents, directors, and employees from and against all claims, damages, losses, and expenses, of every kind, nature and description (including, but not limited to, attorneys fees, expert fees, and costs of suit), directly, or indirectly, arising from, or in any way related to the performance or nonperformance of this Agreement, regardless of responsibility of negligence; by reason of death, injury, property damage, or any claim arising from the alleged violation of any state or federal accessibility law, statute or regulation, (including but not limited to, the Americans With Disabilities Act, and/or any state, local, successor, or comparable provision of law) however caused or alleged to have been caused, and even though claimed to be due to the negligence of the State. Provided, however, that in no event shall Contractor be obligated to defend or indemnify the 32<sup>nd</sup> District Agricultural Association, the OC Fair & Event Center, or the State with respect to the sole negligence or willful misconduct of the 32<sup>nd</sup> District Agricultural Association, the OC Fair & Event Center, the State, or their respective employees, or agents (excluding the Lessee herein, or any of its employees or agents.)
6. **DISPUTES**: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE**: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the

time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

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

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1). "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2). "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: "For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a). The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.”

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

## **GIA 101**

1. **APPROVAL:** This Agreement is not valid until signed by both parties and approved by the Department of General Services, if required.
2. **AUDIT:** The agency performing work under this Agreement agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement if it exceeds \$10,000. The agency performing work agrees to maintain such records for possible audit for the minimum of three (3) years after final payment, unless a longer period of record retention is stipulated.
3. **PAYMENT:** Costs for this Agreement shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.
4. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
5. **SUBCONTRACTING:** All subcontracting must comply with the requirements of the State Contracting Manual, Section 3.06.
6. **ADVANCE PAYMENT:** The parties to this interagency agreement may agree to the advancing of funds as provided in Government Code Sections 11257 through 11263.
7. **DISPUTES:** The agency performing work under this Agreement shall continue with the responsibilities under this Agreement during any dispute.
8. **TIMELINESS:** Time is of the essence in this Agreement.

## **EXHIBIT E – INSURANCE REQUIREMENTS**

### **I. Evidence of Coverage**

The contractor/renter shall provide a signed original evidence of coverage form for the term of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, or California Exposition and State Fair, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "That the State of California, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, or California Exposition and State Fair, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

2. Dates: The dates of inception and expiration of the insurance. For individual events, the specific event dates must be listed, along with all set-up and tear down dates.

3. Coverages:

a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 0001. Limits shall be not less than \$5,000,000 per occurrence for Fairtime Carnival Rides; \$3,000,000 per occurrence for Motorized Events All Types except arena or track motorcycle racing and go-cart racing; \$3,000,000 per occurrence for Rodeo Events all types with a paid gate and any Rough Stock events; \$2,000,000 per occurrence for Rodeo Events All Types without a paid gate and with any Rough Stock events; \$1,000,000 per occurrence for Rodeo Events All Types without any Rough Stock Events; \$2,000,000 per occurrence for Interim Carnival Rides, Fairtime Kiddie Carnival Rides of up to 6 rides, Concerts with over 5,000 attendees, Rave Type Events All Types, Mechanical Bulls, Extreme Attractions All Types, Orbitrons, Simulators, and Motorized Events of arena or track motorcycle racing and go-cart racing; \$1,000,000 per occurrence for all other contracts for which liability insurance (and liquor liability, if applicable) is required.

b. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.

In addition to the foregoing, Contractor shall provide a certified copy of an additional insured endorsement to the District, Forms ISO CG 2005, 2010, 2012, 2024, showing the State of California, the 32nd District Agricultural Association, the OC Fair and Event Center, and their agents, directors, officers, servants, and employees are made additional insureds on Contractor's general liability insurance policy and automobile liability policy.

c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.

d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.

e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.

4. Cancellation Notice: A statement by the insurance company that it will not cancel or reduce the limits or coverages of said policy or policies without giving 30 days prior written notice to the named certificate holder.

5. Certificate Holder:

- For Individual Events Only - Fair, along with fair's address, is listed as the certificate holder.
- For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

6. Insurance Company: The company providing insurance coverage must be acceptable to the California Department of Insurance.
7. Insured: The contractor/renter must be specifically listed as the Insured.

OR

- B. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

OR

- C. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

- D. Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

## **II. General Provisions**

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.
2. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.
3. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations.
4. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).

## **III. Participant Waivers**

For hazardous participant events, the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events include but are not limited to any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority at (916) 921-2213 for further information.



## **Retainer Agreement**

### **1. Parties**

Coast Community College District ("District") hereby retains the services of Burke, Williams & Sorensen, LLP ("BWS") to provide legal services, with Jack P. Lipton, Ph.D., Esq. ("Dr. Lipton") serving as the District's General Counsel.

### **2. General Agreements**

Dr. Lipton and BWS will provide General Counsel legal services to the District, at the direction of the District's Board of Trustees, the Board President, and the District's administrative designees, which may include reviewing Board agendas and minutes; participating in regular and special Board meetings; providing trainings and workshops on legal issues; consulting with individual Board members and District administrators; and providing legal advice on personnel, labor, contract, litigation, accreditation, academic, and student affairs issues.

Dr. Lipton and BWS will keep the District informed of significant legal developments affecting the District, and will promptly respond to the District's inquiries and concerns.

The District agrees to cooperate with Dr. Lipton and BWS, to keep Dr. Lipton and BWS informed of all material information and developments, and to pay BWS's invoices in a timely manner.

### **3. Fees and Costs**

BWS will charge the District a discounted monthly retainer fee of \$4,500 for the first 20 hours of legal work per month. Thereafter, the hourly rates will be \$290 for senior partners, \$275 for junior partners, \$230 for senior associates, \$215 for junior associates, and \$155 for clerks and paralegals. These rates will remain in effect through December 31, 2009, and will be increased annually thereafter by the Consumer Price Index rounded up to the next dollar amount.

In addition to legal fees, BWS also may incur various costs and expenses in performing legal services or in subcontracting for ancillary services such as independent investigators. The District agrees to reimburse BWS for costs advanced on the District's behalf and to pay service providers promptly when BWS has asked them to bill the District directly. These items may include, but are not limited to, court filing fees, long distance telephone charges, messenger and other delivery fees, postage, black-and-white photocopying (@ 20¢ per page), color photocopying or printing (@ \$1 per page), outgoing facsimile transmissions (@ \$1 per page), parking (including at the BWS office), mileage (at the prevailing IRS rate), travel expenses, charges for computer-assisted legal research, and other similar items.

**4. Billing**

BWS will bill the District for legal services and costs on a monthly basis. The District agrees to pay all amounts due within 60 days.

**5. Insurance**

Pursuant to Section 6148 of the *California Business and Professions Code*, BWS hereby informs the District that BWS carries errors-and-omissions insurance coverage applicable to the services to be rendered.

**6. Document Retention**

Upon the termination of the attorney-client relationship, the District will be invited to retrieve its files from BWS within 45 days, or the District may direct BWS to forward the files to the District at the District's expense. After the 45-day period, BWS will, consistent with applicable rules of professional conduct, use its discretion as to the retention or destruction of all files, attorney work product, and District materials that remain with BWS.

**7. Termination**


The District may terminate this Agreement at any time and for any reason, but will be responsible for unpaid invoices.

In the exercise of BWS's sole discretion, and consistent with the professional rules of ethics, BWS reserves the right to withdraw from representing the District, and the District agrees to execute all documents reasonably necessary to complete BWS's withdrawal. Conduct which may cause BWS to withdraw includes, but is not limited to (a) the District's failure to timely pay BWS invoices; (b) the District's refusal to cooperate with BWS in a material matter; and (c) a fact or circumstance that would render continuing representation by BWS unlawful or unethical.

Date: December 10, 2008

\_\_\_\_\_  
Board President  
COAST COMMUNITY COLLEGE DISTRICT

Date: December 2, 2008

  
\_\_\_\_\_  
John J. Welsh, Esq.  
Managing Partner  
BURKE, WILLIAMS & SORENSEN, LLP

**CLASSIFIED EMPLOYEE PERSONNEL PROCEDURES**  
(Recruitment and Selection Procedures for Regular Classified Staff)

**SCREENING AND SELECTION COMMITMENT**

The Coast Community College District is committed to recruitment and selection procedures that are fair, consistent, and in compliance with applicable federal and state employment laws and regulations. The District hiring procedures are based on the recognition of the shared and cooperative responsibility for selecting well-qualified classified employees by both administrators and classified staff members participating with integrity and confidentiality in all phases of the hiring process. Therefore during each recruitment process it is the responsibility of the Campus Office of Personnel Services and the District Office of Human Resources to ensure that up-to-date policies and procedures for recruiting, screening, and selecting classified employees is reviewed with the hiring manager and committee members of all vacancies. In doing so, the District ensures that the job announcement, application, supplemental job requirements, advertising resources, and screening/recommending committee composition and training is in alignment with the campus and District shared responsibilities for selecting well-qualified employees in consideration of the campus and District strategic goals, objectives, and mission for diversity and equal employment opportunity.

**Allocation of Classified Positions**

The need for regular classified staff positions shall be determined by the administrator through a well-defined plan. The plan involves college administrators taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs, and budgetary considerations

When a new position is created, or an existing position becomes vacant it is approved for recruitment in accordance with the campus or District staffing needs. The Department hiring manager where the vacancy exists shall generate a Personnel Requisition in PeopleAdmin and forward it to the Campus Personnel Office for routing and electronic approvals/signatures.

Once the Requisition is signed and approved by the appropriate administrators it is sent to the District Office of Human Resources for additional review and approval.

**Transfer Process**

When the District Office of Human Resources (DOHR) receives the personnel requisition, classified employees who are on the transfer list will be contacted by Human Resources to schedule an interview between the employee and the supervisor for positions which are at the same range or lower than their current range. If desired, the supervisor may establish a committee to participate in the interview(s).

The supervisor (or committee) shall follow an interview procedure that shall be fair to all candidate(s) and may include, but not be limited to, appropriate oral demonstrations, writing samples, or other performance indicators related to the essential responsibilities of the position. The supervisor (or committee) shall evaluate candidates based on knowledge and competence,

commitment to service, and potential contributions to the Department and District. Just meeting minimum qualifications for a position is not a guarantee for a transfer. When the supervisor (or committee) conducts interviews, a written record of interview notes shall be maintained. Following consideration of the candidate's strengths and weaknesses as related to the position, the supervisor (or committee) shall forward all documentation to the District Office of Human Resources that indicates a) the transfer be offered to the employee, OR b) that the position be opened for advertising to the general public.

If an employee is offered a transfer, the employee must respond within twenty-four (24) hours as to whether he/she wishes to accept the position.

**Note:** If an employee is offered a transfer to a different classification, she/he will serve a new six month probationary period for that classification. If a transfer is offered for the same classification, there is no new probationary period.

If the position is not filled via the Transfer Process, the District Office of Human Resources will complete the review of the position announcement, including job-related skills, essential functions, requirements and any additional qualifications recommended by the Department before the position is announced to ensure conformity with the District's Equal Employment and Non-Discrimination commitments. (Title 5)

#### **Recruitment Timeline and Advertising**

All classified recruitments shall be open for not less than 10 working days for "In-House Only" recruitments and not less than 15 working days for open recruitments. All positions will be posted on the CCCD employment website, job summary, and additional internet, print, listserv, and community or other recruitment sources as needed to attract a diverse well-qualified applicant pool.

District Recruitment and Applicant Processing will post, advertise, and assist all potential applicants during the recruitment phase. All applications will be accepted online. Applicant processing will provide a kiosk for applicants to complete online applications and will assist applicants with the online application process during regular business hours. Additionally, Applicant Processing will upload hard copy applications and documents for applicants unable to access a computer. All applications and required documents must be received by the closing deadline to be considered for the position (NO EXCEPTIONS).

#### **Committee Membership**

Screening committees for regular classified positions shall consist of no fewer than three (3) members. The composition shall include the area supervisor or designated manager and at least one regular classified staff member, and may include a non-voting EEO Representative. In special circumstances, if approved by the Vice Chancellor of Human Resources or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee. The composition of the committee must have approval of the designated campus or District EEO Officer, or in his/her absence the appropriate administrator or designee. All screening committee members shall be voting members.

Screening committees, depending on size, should reflect individuals of different gender and ethnicity, whenever possible. In the event the committee is not representative in this manner, the committee chair will work cooperatively with the Equal Employment Officer or designee to encourage other or additional committee participants.

If the committees are unable to reflect diversity in gender and ethnicity, reasons for lack of diversity must be documented.

In order to serve as a member of a screening committee, a committee member must commit to participating in each phase of the process (Level 1 Screening (minimum qualifications), Level 2 Screening, Interviews). An exception to Level 1 Screening must be agreed upon by the entire committee to screen for minimum qualifications by a sub-committee that is not less than two members of the full committee which must include a regular classified staff member.

### **Committee Orientation**

The Administrator in charge of the hiring unit and the Campus or District Human Resources representatives shall meet with the entire selection committee at the beginning of the process (Committee Orientation) for the following purpose:

- Defining the role of the screening committee as that of a recommending body to review all applications/materials and conduct interviews.
- Providing the committees with screening and selection instructions.
- Providing the committee with Equal Employment training on applicable District, Federal and state employment policy, procedures, and objectives. Classified Screening Committee Power Point Orientation and EEO Training – Sample Appendix A
- Establishing the integrity of the process and reinforcing that all proceedings of the screening committee are to be kept in strict confidence.
- Signing the Confidentiality & Conflict of Interest Statement. All screening committee members must sign the “Confidentiality & Conflict of Interest Statement” for each committee. Sample Appendix B
- Developing committee calendar and timelines
- Developing screening criteria and rating rubrics.
- Developing behavior and competence based interview questions or other appropriate demonstrations of performance such as but not limited to, oral demonstrations, writing samples, technology assessments, or other performance indicators related to the responsibilities of the position with appropriate measurements for evaluation.

The Screening Committee shall not have access to the applicant pool until all evaluative criteria and rating rubrics have been established. The committee will screen all completed applications in a fair and consistent method and select candidates for interviews using a mutually agreed upon rating system that is based on specific qualifications referred to in the position announcement and potential contributions to the Department and District. All screening materials (including but not limited to screening criteria, rating forms, interview questions, protocol for performance tests, writing samples, and/or other performance indicators and parameters for conducting interviews) shall be reviewed and approved by the Campus Personnel Office or District Office of Human Resources.

Sample Level 1 Screening – Appendix C

Sample Level 2 Screening – Appendix D  
Sample Interview Rating Form – Appendix E  
Interview Deliberation Notes – Appendix F

## **SCREENING COMMITTEE RESPONSIBILITIES**

Screening Committees have been organized for the purpose of screening candidates for positions with the Coast Community College District and for making recommendations to the Board of Trustees.

### **A. Committee Responsibilities**

1. Select a Chairperson. (Recommended by the hiring manager for regular classified positions.)
2. Have a clear understanding of the duties and responsibilities of the position.
3. Familiarize itself with the screening processes and its forms. The Committee will receive technical support in understanding these procedures and processes, including equal employment opportunity guidelines.

### **B. Application Screening Process**

1. Develop application screening criteria.
2. Screening committee or sub-committee will examine each applicant's materials for completeness and evidence of compliance with the minimum and required qualifications as advertised in the position announcement.
3. Incomplete applications will not be considered.
4. After completion of initial screening (Level 1), the candidates remaining in the applicant pool will be independently assessed by each member of the screening committee, using the rating criteria developed by the committee. All required application material will be accessed online and the numeric evaluation for each screening criterion will be documented on the appropriate screening forms. All completed screening forms and/or other related materials shall be returned to the Campus Personnel Office or the District Office of Human Resources to compile individual assessments.

### **C. Interview Procedure**

The committee shall follow an interview procedure that shall be fair to all candidates and may include, but not be limited to, appropriate oral demonstrations, writing samples, or other performance indicators related to the responsibilities of the position. The committee shall evaluate candidates based on knowledge and competence, commitment to service, and potential contributions to the Department and District. When the committee conducts interviews, a written record shall be maintained on the appropriate forms for each candidate's interview in order to validate the selection of finalists.

The committee shall recommend a minimum of three (3) candidates for final interview. If the committee does not find three acceptable candidates, the committee chair, the appropriate administrator, and the Equal Employment Representative will discuss

available options such as proceeding with one or two finalists or reopening the position. In addition, the committee will:

- Schedule and interview candidates.
- Determine which members will ask which approved questions.
- Ask all approved questions that probe for past behavior and competence related to the position; allow the same amount of time with each candidate. Maintain consistency during interview process for comparison validation.
- Independently assess each candidate using the rating criteria developed by the committee.
- Take notes during interview to use during the deliberation segment of the interview process. Written comments support decisions made which later become part of the employment record.
- Avoid any discussion of candidates, their ratings, or recommendations during the interview process. (Each committee member will have the opportunity to complete independent evaluations without committee discussion. The committee will have an opportunity to deliberate once all interviews and performance tests have been completed.)
- Following discussion of the candidate's strengths and weaknesses, according to the qualifications listed in the position announcement and the objectives of the Department and District, the Committee Chair shall record the information in the deliberation notes with the committee's list of finalists to forward to the appropriate administrator.
- Submit all interview materials and recommended candidates' names for review to the Campus Personnel Office or District Office of Human Resources.
- If the committee cannot recommend any of the candidates, the committee shall communicate its rationale and a recommendation to reopen the recruitment to the Campus Personnel Office or the District Office of Human Resources.

**Since employment is a sensitive process, it is incumbent upon all Committee members and those associated with such processes to maintain the highest degree of confidentiality throughout. To reveal information which has been discussed in Committee, other than with appropriate District personnel, compromises the process and individuals associated. Therefore, each Committee member must exercise good judgment in protecting the confidentiality of the search process.**

#### **Responsibilities of Committee Chair**

The Committee Chair shall be responsible for the following:

- Ensure compliance with District policies and procedures in conjunction with the Campus Personnel Office and the District Office of Human Resources.
- Convene and conduct committee meetings according to appropriate timelines and schedules to make recommendations for the positions in a reasonable time to maintain Department and District efficiency.
- Coordinate candidate interviews and committee introductions.
- Communicate with applicants, as required.
- Maintain committee records and sign appropriate forms and letters.

- Perform other duties determined by agreement with the committee and in compliance with District practices and procedures.

### **SEARCH PROTOCOLS**

**District/College practices have been carefully reviewed to ensure that equity and access are assured in the employment process to enable the District/College to select the qualified candidate for appointment from the most diverse pool feasible. The following standards are in force within the District employment**

1. Application forms are in compliance with local, state, and federal statutes regarding employment discrimination.
2. Questions concerning marital status, dependency or child care obligations are neither asked of the applicant nor investigated.
3. Assumptions about a particular individual's willingness or ability to relocate are not made.
4. Personnel involved in reviewing applicants are instructed that information about race, age, sex, or ethnicity may not be considered as part of an applicant's evaluation.
5. Questions asked of applicants are limited to those relating to specific job qualifications and performance requirements such as experience, skills, and educational background appropriate to the specific position for which the individual is applying.
6. A separate record is maintained showing the ethnic background and sex, when known, of applicants of employment. Additionally, an interview summary for all applicants who are interviewed is maintained, indicating: recruiting source, date(s) of interview(s), sex, and ethnic background. The name of the individual selected is shown on this summary as well as the names of the individuals involved in the screening and selection process. Reasons for non-selection of an applicant are shown on an individual disposition form.
7. Throughout the screening and selection process, the responsible administrator and/or chairperson shall seek approval at various stages of the process from the Vice Chancellor for Human Resources or designee so corrective action can be taken, if necessary.
8. Selection of unqualified persons on grounds of race, age, sex, ethnicity, handicap or status as a Vietnam-era veteran constitutes discrimination and is prohibited.
9. Since deviation from policy and procedures can result in legal liability, the Vice Chancellor of Human Resources or designee has the authority to suspend the process if he/she determines such action is necessary.
10. Screening Committee record-keeping procedures include maintenance of the applicant log, interview summary, documentation of reasons for non-selection, and other data. The

chairperson of the Screening Committee will have the responsibility to submit the questions, criteria, and the names of those candidates which the committee wishes to interview to the Office of Human Resources for review and approval before proceeding to the next level of the process. All records are returned to the Office of Human Resources at the conclusion of the screening and selection process.

### **Final Interviews**

The appropriate administrator will interview the finalists in preparation for the final selection. Taking into consideration individual evaluations of the candidates, the evaluation of the screening committee, the Department and District objectives, the administrator will select the final candidate.

In the event that exceptional circumstances and compelling reasons exist whereby the administrator cannot agree with any of the committee's final recommendation(s), then the administrator shall communicate the reasons for his/her objections to the screening committee chair and the Campus or District Office of Human Resources and the position may be reopened.

### **Reference Checks**

The administrator shall conduct reference checks on the final candidate with a written record maintained on the appropriate forms. He/she will forward the name of the final candidate along with the appropriate employment documentation to the Human Resources Department for salary placement and formal job offer. The final candidate's name will be forwarded to the Board of Trustees for approval.

### **Notification of Unsuccessful Candidates**

After notification by the supervising administrator that a candidate has accepted the position, the Campus Personnel Office or District Office of Human Resources will notify the unsuccessful candidates.

# Appendices



# **SCREENING COMMITTEE ORIENTATION**

**Classified**



## **Screening Committee Orientation Objective**

- Provide the Screening Committee with the necessary tools (i.e., job announcements, screening guidelines) to recommend the candidate(s) with the specific combination of education and experience that will best enhance the goals and objectives of the department and the greater campus community.
- Outline the Screening Committee duties and responsibilities.
- Provide information on Equal Employment Opportunity requirements (Federal and State laws).
- Provide diversity information to promote a sensitivity and understanding of the community we serve.



## **Screening Committee Goal**

To hire high quality candidates who will stimulate the learning and/or working environment and provide the greatest asset to our diverse student population and the greater campus community.



## **Non-Discrimination Policy**

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disabled, marital or Vietnam-Era Veterans status.



# Equal Opportunity Employment Laws



## Federal Laws

- Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, gender, pregnancy, or national origin.
- Title VI of the Civil Rights act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program receiving Federal financial assistance.
- The Americans with Disabilities Act of 1990 prohibits discrimination against the disabled in employment and public services.
- Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance (age 40+).



## State Laws

- California Government Code Section 11135 through 11139.5 prohibits discrimination against any person or denial of benefits on the basis of ethnic group identification, religion, age, gender, color, physical or mental disability under any program that is funded directly by the State or receives any financial assistance.
- California Fair Employment and Housing Act, California Government Code 12900, et seq., prohibits discrimination in employment on the basis of race, gender, religious creed, color, national origin, ancestry, physical disability, medical condition, marital status, age (40+), and pregnancy.
- California Labor Code 1102.1 prohibits discrimination or different treatment in any aspect of employment or opportunity for employment based on actual or perceived sexual orientation.



## Confidentiality & Conflict of Interest

As a member of the screening process for the Coast Community College District you are participating in a "Confidential" process and all actions related to this process are confidential and are subject to the laws and regulations relating to equal and fair employment practices.

Additionally, you may not serve on a screening committee if you are a relative of a candidate for this position, you have a financial or real property relationship (past or present) with a candidate for this position, or you **cannot** be objective or unbiased in evaluating all candidates for this position.



### **Confidentiality & Conflict of Interest (Continued)**

At this time, please review the list of candidates for this position and read in detail the Screening Committee Confidentiality & Conflict of Interest Statement provided in your packet.

If you have no conflict of interest with regard to serving on this screening process and agree to comply with the Confidentiality & Conflict of Interest Statement, please sign and date the form. The signed form must be returned to your Personnel Services/Human Resources representative before proceeding with the screening process.

Not disclosing a conflict of interest or personal bias toward a candidate for this position may result in a complaint of unfair hiring practices as well as disciplinary action.

Please understand that signing this statement is a requirement for serving on this Screening Committee.



## **Committee Responsibilities**

- Have a clear understanding of the positions duties, responsibilities, and minimum and desired qualifications.
- Ensure the integrity of the screening process by maintaining confidentiality and applying a consistent and fair evaluation to each applicant.
- Develop candidate screening criteria from the performance responsibilities and directly related knowledge, ability, and educational requirements outlined in the position announcement.
- Review and evaluate all requested application materials provided by each applicant; provide a numeric measurement for each established criterion.
- Develop job related interview questions that encourage the candidate to elaborate on related work experience and professional accomplishments.



## **Committee Responsibilities (Continued)**

- Note strengths and areas of growth for each candidate in the screening and interview process.
- Provide a justification to support your total rating for each candidate. (Reference specific examples provided in the application materials and/or the interview.)
- Committee members will meet to review their overall screening evaluations and select candidates to be interviewed.





# INTERVIEWS



## **Rules for the Interview Process**

Can you ask "follow up" questions?

**YES**

- ✓ Follow up questions must be directly related to the original question.
- ✓ Must be directly related to something contained in the candidate's answer.
- ✓ Probe for specifics to minimize exaggerations and limit generalizations.

During the interview –

- ✓ Rate/evaluate candidates according to the established criteria.
- ✓ Fairly and consistently apply the criteria to each candidate.
- ✓ Diligently note information that contributes to your numerical assessment.
- ✓ Do not doodle on your evaluation forms or write irrelevant information.
- ✓ All notes should contain only specific information that supports your score value and assessment of the candidate.



### **Rules for the Interview Process (Continued)**

- **Do not** advocate for a candidate between interviews.
- **Do not** voice opinions between interviews.
- **Do not** compare candidates between interviews.

You will have an opportunity to deliberate once all candidates have had an opportunity to interview.

**NEVER** share personal experiences involving candidates. This can create a bias and influence the judgments of other committee members. You may also subject yourself to personal liability in doing so.

Any issues or concerns need to be brought to your Campus Personnel Services Office and/or the District Office of Human Resources.





## **Interview Process**

Committee members serve as representatives of the District and Campus Communities throughout the process; you should be professional, courteous, and attentive at all times.

Remember that all candidates are interested in the position for which they have applied and should leave the interview feeling that the process was handled professionally and that they were treated respectfully.





# **Thank you for your participation on this Screening Committee.**

If you have any questions or concerns during this process,  
please contact your Campus Personnel Services or District  
Human Resources representative immediately.





## OFFICE OF HUMAN RESOURCES

### SCREENING COMMITTEE CONFIDENTIALITY & CONFLICT OF INTEREST STATEMENT

As a member of a screening process for the Coast Community College District, I am acting as an agent of the District and understand that I am participating in a confidential process. All of my actions related to this process are subject to the laws and regulations relating to equal and fair employment practices.

I agree not to release information to any non-authorized person regarding:

- online and/or written materials submitted by any applicant or evaluations made by the committee members about applicants
- search/selection committee guest user accounts
- oral discussions by or about applicants or committee members during or following the interview process, and
- any other information that relates to the screening process

I understand that I may be held personally responsible for any unauthorized disclosure of information, including but not limited to: applicant names and personal information, committee guest user accounts, documents (e.g., resume, cover letter, transcripts, and letters of recommendation, references, or any other supplemental documents), committee ratings, screening and interviewing criteria, applicant status, committee discussions, and any other related information. If I am asked questions about the process, I will refer them to the Campus Office of Personnel Services or the District Office of Human Resources.

Additionally, I understand that I may not participate on a screening committee if any one of the following circumstances applies:

- I have submitted a letter of recommendation on behalf of a candidate for this position.
- I am a relative of a candidate applying for this position.
- I have a financial or real property relationship (past or present) with a candidate for this position.
- I **cannot** be objective or unbiased in evaluating all candidates for this position.

I understand that the Equal Employment Representative may stop the process at any time based on alleged discrimination against one or more candidates, or if deviation from District employment policies and procedures has occurred. The screening process will not resume until the Campus or District Equal Employment Officer reviews the allegations and recommends appropriate remedies (Title 5, California Administrative Code, Section 53027 (b)).

I have no conflict of interest with regard to serving on this screening process and agree to comply with the confidentiality & conflict of interest statement.

Vacancy ID \_\_\_\_\_

Position Title \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix C****SAMPLE LEVEL 1 SCREENING FORM: MINIMUM QUALIFICATIONS**  
**Position Title, Vacancy #**

NAME OF APPLICANT: \_\_\_\_\_

**LEVEL I** - Screening for Minimum Qualifications:

Criteria:

1. **COMPLETED APPLICATION FORM** ☐ Yes ☐ No

- ☐ Coast Community College District application form.
- ☐ A cover letter of application addressing how the applicant meets the minimum qualifications and professional experience expectations outlined in the job description.
- ☐ Resume

2. **EDUCATION and EXPERIENCE** *(Check applicable boxes)*

- ☐ (a) Education equivalent to an Associate of Arts degree in accounting or business administration, or other related field.
- ☐ (b) At least four years progressively responsible experience in accounting.  
OR
- ☐ (c) Or, any combination of education and experience that would provide the required equivalent qualifications

**List Equivalent Qualifications to the above that qualifies for Level 2 Screening:**\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Does Not Meet Criteria

No Further Consideration

\_\_\_\_\_ Meets Criteria

Level II Screening

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

## CANDIDATE RATING INSTRUCTIONS

### Sample Level 2 Screening

#### **Paperscreening:**

Please provide a rating for each criterion while reviewing all the online application materials provided by each applicant. (Example rating below) You must also include an overall justification to support your total score and note strengths and areas of growth relative to each applicant.

#### **Example:**

##### **Criterion No. 1:**

Professional background related to position. (Total point value = 12)

Excellent (10-12)	Above Average (7- 9)	Competent (4-6)	Marginal (1-3)	None (0)
	8			

##### **Criterion No. 2:**

Demonstrated sensitivity to diversity. (Total point value = 12)

Excellent (10 -12)	Above Average (7 - 9)	Competent (4 - 6)	Marginal (1 - 3)	None (0)
		4		

##### **Criterion No. 3:**

Experience working with multiple bargaining units. (Total point value = 4)

Excellent (4)	Above Average (3)	Competent (2)	Marginal (1)	None (0)
4				

<b>Total Rating:</b>	<b>Strengths:</b>	<b>Areas of Growth:</b>
<b>Rating:</b> <u>16</u>	<ul style="list-style-type: none"> <li>Public/community relations</li> <li>Management style</li> <li>Successful leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>More experience with California Community Colleges</li> </ul>
<b>Justification:</b> Candidate is a strong leader whose professional experiences support their ability to accept the challenges and responsibilities related to the responsibilities of this position.		

**Screened By:**

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

\_\_\_\_\_  
Signature/Date



Appendix E

## SAMPLE INTERVIEW RATING FORM

POSITION TITLE

Job #:

Applicant Name: «Last\_name», «First\_Name»

### INSTRUCTIONS:

Please use the format below to rate the applicant's responses. The level of experience, knowledge, skill, and ability is to be rated on a scale of 0-10, 0 being the lowest and 10 being the highest. Include interview notes on the lines provided to support your rating.

### Example Rubric:

Excellent (9 - 10)	Avg/Above Avg (6 - 8)	Competent (3 - 5)	Marginal (1 - 2)	None (0)
-----------------------	--------------------------	----------------------	---------------------	-------------

### Questions:

No. 1

Rating #1

Please describe your most recent position and give specific examples of how the skills you have learned will contribute to your successful role as .....

Notes:

No. 2

Rating #2:

a.

Notes:

No. 3

Rating #3:

Notes:

No. 4

Rating #4:

Notes:

---

---

**No. 5**

**Rating #5:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

---

---

**No. 6**

**Rating #6:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

---

---

**No. 7**

**Rating #7:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

---

---

**No.8**

**Rating #8:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

---

---

No.9

Rating #9: \_\_\_\_\_

**Presentation**

Notes: \_\_\_\_\_

**RUBRIC FOR PRESENTATION**

- |    |                             |                |       |
|----|-----------------------------|----------------|-------|
| 1. | Appropriate for audience    | (0 – 2 Points) | _____ |
| 2. | Main point addressed        | (0 – 2 Points) | _____ |
| 3. | Knowledge of subject matter | (0 – 2 Points) | _____ |
| 4. | Verbal skills               | (0 – 2 Points) | _____ |
| 5. | Organization                | (0 – 2 Points) | _____ |

Unrated Questions:

- a. Is there anything you would like to add that would help us in evaluating you for this position? \_\_\_\_\_
- b. Is there anything that would prevent you from performing the essential functions of this position as described in the job announcement? Please respond with a "yes" or "no" answer. \_\_\_\_\_

PRINT NAME / SIGNATURE

DATE

## DELIBERATION NOTES

POSITION TITLE – VACANCY #
----------------------------

### Interview Rating Recap:

<i>Applicant:</i>	<i>Strengths:</i>	<i>Areas of Growth:</i>
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<i>Applicant:</i>	<i>Strengths:</i>	<i>Areas of Growth:</i>
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

***Deliberation Comments:***

---

---

---

---

---

\_\_\_\_\_  
Committee Member (please print)

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date





## Appendix F

[illegible]

**BRIEFLY JUSTIFY DECISION:**

Date \_\_\_\_\_



**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; 2nd 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; 2nd 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; 2nd 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; 2nd 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 <sup>nd</sup> 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.	February 4, 2009	P	
9	5/7/08	12. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process	Armando Ruiz; 2 <sup>nd</sup> 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.	February 4, 2009	P	
10	5/7/08	Consent Calendar	Jerry Patterson; 2 <sup>nd</sup> 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 <sup>nd</sup> 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.	Spring Semester 2009	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 <sup>nd</sup> Walt Howald	Associate Vice Chancellor Ed Svs.	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	Spring Semester 2009	P	
13	8/6/08	5.01 Reports	Jerry Patterson; 2 <sup>nd</sup> 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		



14	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 transfers, and common course numbering throughout the District."	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Board President; Chancellor	Set for Future Agenda	Future Agenda		
15	9/17/08	Item 4, District Agenda #5: "Develop shared trust and vision among trustees, Board and chancellor."	Mary Hornbuckle; 2 <sup>nd</sup> 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			
16	9/17/08	Item 7, Recruitment and Staffing Data for Faculty	Jim Moreno; 2 <sup>nd</sup> 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		



17	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		
18	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		
19	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		
20	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		



21	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 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.	2008-2009 Final report March 2009		
22	10/15/08	4.08 Policy Implementation – Adoption of Usage Fees and/or Equipment Policy #040-2-11	Mary Hornbuckle; 2 <sup>nd</sup> 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		
23	11/5/08	Review of Board Directives Log	Walt Howald; 2 <sup>nd</sup> Jim Moreno	Vice Chancellor of Human Resources	Provide status of diversity in the District and the diversity award.	February 18, 2009		



## TEAMING AGREEMENT

Agreement made by and between the Coast Community College District (Coastline Community College), a public educational agency, located at 11460 Warner Avenue, Fountain Valley, CA 92708, herein referred to as (CCC) and Central Texas College, a Texas political subdivision, with a mailing address of P.O. Box 1800, Killeen, TX 76540-1800, herein referred to as (CTC).

### RECITALS

WHEREAS, the Naval Education and Training Professional Development and Technology Center (NETPDTC) ("the Client") will release a Request for Proposal ("RFP") for the procurement of services related Navy College Program for Afloat College Education (NCPACE) for technology delivered courses, (the "Project"); and

WHEREAS, each of the parties hereto, having carefully assessed the capabilities and interests of the other, have concluded that a mutual effort in preparation of a proposal for the performance of the Project (the "Proposal") would enhance the likelihood of a prime contract award to CTC and of a subcontract award to CCC and

WHEREAS, CTC and CCC, pursuant to the terms of this Agreement, have agreed to team in the pursuit of the Project, and

WHEREAS, CTC and CCC believe such a teaming arrangement (the "Agreement") would be commercially beneficial to both parties for the procurement and performance of the Project;

NOW THEREFORE, in consideration of the mutual covenants and promises herein set forth, the presentation by CTC to the Client of a proposal including CCC services as a subcontractor, and other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the parties hereto agree as follows:

#### Article I. Proposal Preparation

A. CCC will (i) provide appropriate and high quality personnel and use its best efforts to prepare and submit to CTC such technical and cost data as are required for use in preparing the Proposal to be submitted to the Client which covers the work as mutually agreed by the parties, and (ii) provide all other reasonable assistance to CTC in the development of the proposal.

B. CTC and CCC shall each prepare, in the form specified by the RFP, a Cost proposal for inclusion in the final Proposal, subject to Best and Final negotiations. CTC and CCC shall each write portions of the technical approach as agreed to between CTC and CCC and provide information regarding its corporate experience and personnel to the other party as needed or required to prepare the final Proposal. CCC shall also supply a letter of commitment to CTC in such a form as fulfills any requirements set forth in the RFP.

C. CTC and CCC shall ensure timely receipt by the other party of all assigned materials prepared by that party for inclusion in the Proposal for submission to the Client.

D. CTC shall integrate data and materials furnished by CCC with other elements of the Proposal, prepare the final Proposal, and submit Proposal to Client. Final discretion and responsibility for decisions affecting the contents of the Proposal shall rest with CTC. CTC shall not make changes to the data and materials submitted by CCC for the proposal without prior consent by CCC. CTC shall not make changes to final Proposal for submission to Client without copy to CCC.

E. CTC and CCC shall jointly identify the contribution of CCC in the Proposal, as appropriate under RFP guidelines, shall propose CCC as subcontractor, and shall use reasonable business efforts to obtain Client approval of the Proposal as submitted by CTC including CCC's contribution thereto, and to obtain award of the prime contract from the Client.

F. Neither CTC nor CCC shall offer professional services to other offerors for any part of the RFP without prior notification to the other party.

## Article II. Relationship of the Parties

A. The parties shall act as independent contractors and neither party shall act as agent, representative, or partner of the other party; or, any purpose whatsoever; and the employees of one party shall not be deemed employees of the other.

B. CTC shall be the prime contractor and CCC shall be a subcontractor in the CTC performance of a prime contract resulting from the Proposal, if awarded to CTC to the approval provisions in the RFP and this Agreement. CTC and CCC agree to assume contractual responsibilities as mutually agreed to by the parties after analysis of the Client's final Request for Proposal.

C. Throughout the Proposal submission and negotiation process, CTC shall operate as the point of contact with the Client. CCC will have the opportunity to be present at all key discussions and conferences with the Client at which CCC's efforts and contributions will be a topic, subject to Client approval. CTC shall provide CCC with a copy of the entire Technical Proposal and Schedule "B" of the Cost Proposal prior to submission of the Proposal to Client.

## Article III. Program Performance Activities

A. The parties shall, in good faith, negotiate and execute a subcontract for performance of those portions of the Project which correspond to CCC's contributions to the Proposal (the "Subcontract"), provided that: (1) CTC is awarded the prime contract for the Project (the "Prime Contract") and (2) the Client approves of the award of such subcontract to CCC. Such Subcontract shall include required flow-down terms and conditions as they are set forth

in the prime contract; applicable contract clauses including, but not limited to, negotiated Liquidated Damage provisions; statutes and regulations as set forth in the prime contract; a provision encompassing the terms and conditions outlined in Article VI.A. below; and such other terms and conditions as may be mutually agreed to. CCC further acknowledges that CTC will flow down all applicable mutually agreed to provisions of the Prime Contract to ensure compliance with Prime Contract operational capabilities, response time, and similar requirements specified by the Client.

B. CTC and CCC recognize the competitive nature of this procurement. Each party is assigned primary responsibility for execution of specific delivery functions. Primary responsibility for delivery entails adhering to the approach stipulated in the RFP and described in the technical proposal to prepare the delivery functions specified ("Delivery"). As such, CCC shall propose prices, in the form specified by the RFP, for the performance of assigned delivery functions. CCC acknowledges that CTC's proposal is made in reliance on these prices. CTC acknowledges that the CCC prices shall be incorporated into the Proposal. Should the Client, as a part of the negotiations of the Prime Contract, require modifications of the Proposal which consist of or result in price adjustments affecting products and services both CTC and CCC each agree to negotiate in good faith to achieve mutually acceptable price adjustments.

C. As Prime Contractor, CTC shall have overall program management responsibility and control and coordinate all activities and deliverables under the contract, including but not limited to, the final review, approval and delivery of contract deliverables to the Client. As Subcontractor, CCC shall provide lead coordination and support in the areas outlined in Appendix A Statement of Work being negotiated and acceptance to be signed under separate signature page.

D. CTC agrees to CCC's continued participation in all prime contracts options PROVIDED that CCC has performed in accordance with its oral and written representations to CTC and the Client, has been approved by the Client for each contract option, and has met the performance standards of higher education institutions. CCC agrees to continue its participation with CTC PROVIDED that CTC has performed in accordance with its oral and written representations to CCC and the Client and has met the standards of higher education institutions. Failure by either party to meet the foregoing shall constitute a refusal or failure to perform in a material fashion a portion of this agreement as used within Article VIII.E., below.

E. Each party agrees that during the period of performance of this Agreement, and for one year thereafter, neither party hereto shall, without prior written consent of the other party, solicit for hire, or knowingly allow its employees to solicit for hire any of those employees of the other party or its affiliates. Further, both CTC and CCC agree to include this provision in any subcontract to be awarded under the terms and conditions of the Agreement.

#### Article IV. Costs: Indemnity

A. Each party agrees that it shall bear its own costs and expenses of whatsoever nature incurred in the preparation of the Proposal and all components thereof and otherwise in connection with the performance of its obligations under this Agreement.

B. The parties hereby agree that each party shall indemnify the other against any loss, cost, or damage (including attorneys' fees but excluding unforeseeable or consequential damages) incurred by the indemnified party as a result of claims or actions brought against the indemnified party and attributable to the breach by the indemnifying party of any of its obligations, warranties or representations under this Agreement. To qualify for such indemnity, the indemnified party must give written notice, within five (5) working days of receipt of such claim, to the indemnifying party; and allow the indemnifying party to control the defense and settlement thereof and all related negotiations and fully cooperate with the indemnifying party in such defense and settlement.

#### Article V. Proprietary and Confidential Information

A. The parties anticipate that, under this Agreement, it may be necessary for either to transfer to the other information of a proprietary or confidential nature (the "Proprietary Information"). Such information shall be clearly identified by the disclosing party at the time of disclosure or pursuant to other agreements between the parties, unless, by its contents and nature it would be considered proprietary or confidential by a reasonable person familiar with the subject matter of the Project or this Agreement. The parties acknowledge that any such information is confidential and/or proprietary.

B. Each party agrees that it will use all reasonable and prudent efforts to protect the Proprietary Information of the other party. Disclosure of such information shall be restricted to those individuals who are directly participating in the preparation of the Proposal and in the Project and as permitted pursuant to Paragraph C. below.

C. Neither party shall make any reproduction, disclosures or use of the other party's Proprietary Information except as follows: (1) Proprietary Information furnished by CTC may be used by CCC solely in performance of its obligations under this Agreement with respect to preparation of materials for the Proposal; (2) Proprietary Information furnished by CCC may be used by CTC solely in performance of its obligations under this Agreement with respect to preparation of the Proposal and may be included in the Proposal with the prior written consent of CCC and with appropriate restrictive legends as requested by CTC and CCC and as permitted by RFP; and (3) Proprietary Information may be used as expressly permitted by a written authorization signed by an officer of the disclosing party.

D. Subject to any other agreements between the parties, which shall remain in full force and effect, the limitations on reproduction, disclosure, or use of Proprietary Information shall not apply to, and neither party shall be liable for reproduction, disclosure, or use of, Proprietary Information with respect to which any of the following conditions exists:

1. Prior to the receipt thereof under this Agreement, it has been developed independently by the party receiving it, or was lawfully known to the party receiving it, or has been lawfully received from other sources, including the disclosing party or the Client, provided that such other source did not receive it due to a breach of this Agreement or any other agreement between the parties.

2. Subsequent to the receipt thereof under this Agreement (a) it is published by the disclosing party or is disclosed by the disclosing party to third parties, including the Client, without restriction; (b) it has been lawfully obtained by the party receiving it from other sources, including the Client, without restriction, provided that such other source did not receive it due to a breach of this Agreement or any other agreement between the parties; or (c) if such information otherwise comes within the public knowledge or becomes generally known to the public without fault of the receiving party.

E. Neither the execution and delivery of this Agreement nor the disclosure of any Proprietary Information by either party to the other shall be construed as granting to the other party either expressly, by implication, estoppel, or otherwise, any license for any purpose under any invention, patent, trademark, or copyright now or thereafter owned or controlled by the disclosing party.

F. Notwithstanding the expiration of the other portions of this Agreement, the obligations and provisions of this Article shall continue unless terminated in writing by both parties.

#### Article VI. Rights in Materials

A. It is recognized and agreed that the parties may be required, pursuant to the Prime Contract or the Subcontract, to license or otherwise grant to the Client rights to materials, data, and information produced pursuant to the Prime Contract and/or the Subcontract. With respect to any such materials, CCC shall take such action as may reasonably be requested by Client to convey or confirm rights in such materials.

#### Article VII. Rights Regarding Copyrights

A. It is mutually agreed that neither party shall acquire directly or by implication any rights in the data and copyrights of the other party hereto, including, but not limited to, copyrights in works or authorship, including software, firmware or other forms of computer programs, created prior to the date of this Agreement.

B. Except as provided for in Article VI.A, any rights in data or copyrights in works of authorship, including software, firmware or other forms or computer programs, created by one or more employees of one parties hereto during the term of this Agreement shall be the sole property of that party. Copies of data and works or authorship released by the party owning such to the other party hereto ("the receiving party"):

1. shall be treated by the receiving party in accordance with the Article V-  
"Proprietary and Confidential Information "of the Agreement; and

2. shall be treated by the receiving party in accordance with the applicable U.S.  
Copyright Laws.

C. Except as provided for in Article VI.A., or unless otherwise agreed to and stipulated in writing, it is mutually agreed that any rights in data and copyrights in works of authorship created jointly by one or more employees of one party with one or more employees of the other party in the course of work under this Agreement shall be jointly owned by the parties with each party owning an undivided one-half interest in all such joint rights in data and copyrights. The cost of preparing, filing, and maintaining registrations for such jointly owned copyrights shall be borne by the party electing to apply for registration. The other party shall, and hereby agrees to, furnish the filing party with all documents, papers, assignments, or other assistance that may be necessary in filing and maintenance of each such application and registration resulting therefrom.

D. Nothing in this Article VII shall be deemed to supersede or conflict with any rights of the Client under pursuant to the RFP or the Prime Contract.

#### Article VIII. Term of Agreement

A. The term of this Agreement shall be established upon release of the RFP and effective on December 11, 2008 through December 31, 2009, inclusive.

#### Article IX. Termination of Agreement

A. Except as otherwise provided in Article V.f of this Agreement and unless extended by mutual written agreement of the parties, this Agreement shall automatically terminate upon the occurrence of any of the following events, whichever shall first occur:

1. Official response from the Client that it will not award to CTC a prime contract for the Project (but following final resolution of any protest or litigation concerning such determination).

2. Official publication by the Client of the award of a prime contract or contracts for the Project to a bidder or bidders other than CTC (but following final resolution of any protest or litigation concerning such determination).

3. Client disapproval of the selection of CCC, or Client direction to CTC to select a contractor other than CCC for the work identified as CCC's responsibility in the Proposal; provided that upon CTC's first receipt of notice (whether written or oral) that the Client intends to take such action, shall inform, and to the extent permitted by the Client, CCC shall have the opportunity to respond to Client issues causing this disapproval, and collectively with CTC use prudent business efforts to persuade the Client to select CCC.

4. The elapsing of twelve months from the effective date of this Agreement, provided however, that the Agreement shall be automatically extended if no decision or official announcement of a prime contract award or award of a contract for the work identified as CTC's responsibility in the Proposal has been made by the Client within twelve months from the effective date of this Agreement. Such extension shall continue for a period of 30 days after a decision or official announcement is made by the Client or until terminated by written agreement of the parties.

B. The parties recognize that this Agreement has been established after the release of the RFP and that any amendment to the RFP may contain such requirements and/or provisions that preclude either party from pursuing the Project or may contain such requirements and/or provisions that either party may no longer desire pursuing the Project. Accordingly, each party shall have five (5) working days to review the RFP upon release of an amendment to the RFP by the Client; and upon written notice delivered to the other party upon expiration of the said five days, either party shall have the right to withdraw from the Project and terminate this Agreement.

C. Prior to award, upon mutual agreement by the parties, the Proposal prepared hereunder may be withdrawn, precluding any competitive proposal or effort related to this RFP by either party.

D. If either party is purchased by any other business entity that would have a negative or adverse affect on securing a contrast with the Client, the other party may terminate this Agreement.

E. If at any time during the term of this Agreement either party refuses or fails to perform in a material fashion any portion of this Agreement, and fails or refuses to correct said action or lack of action within Thirty (30) days after receipt of written notice, the other party may terminate this Agreement.

#### Article X. Limitation of Liability

Unless the loss or damage is caused by the misappropriation or wrongful disclosure by either party of the other's intellectual property rights or confidential business information, neither party shall in any event be liable for any loss of revenue or profits or loss of goodwill or for any other indirect, special, incidental, or consequential damage suffered by the other party in connection with this agreement. Subject to foregoing, direct damages shall not exceed reimbursement of the costs and expenses incurred by the damaged party in the preparation of the proposal and performance of this agreement. The parties agree that a breach of the obligations set forth in this agreement by either party would be likely to cause irreparable injury to the other which could not be compensated by money damages alone and that each party shall be entitled to seek and obtain temporary and permanent injunctive relief to prevent such injury.

#### Article XI. Publicity

Neither party to this Agreement is authorized to make any press release or any other written or oral public announcement regarding the Project, the RFP, or this Agreement, including the Prime Contract or the Subcontract, except with the express permission of CCC, CTC and the Client. Nothing in this Agreement shall be deemed to authorize either party to make any press release or any other written or oral public announcement regarding any other agreement between the parties, except with the express permission of the other party.

#### Article XII. Commitments

Nothing in this Agreement shall be deemed to grant to either CCC or CTC the right to make commitments for or on behalf of the other party without the express prior written consent of the other party.

#### Article XIII. Entire Agreement: Assignment: Governing Law

This Agreement contains the entire agreement and understanding between the parties as to a teaming arrangement for the Proposal and supersedes any prior oral or written agreements, commitments, understandings, or communications with respect to the subject matter of this Agreement. This Agreement may be modified or amended only by a written instrument executed by both CTC and CCC. Neither party shall assign this Agreement, in whole or in part, without the prior written approval of the other party. Any action to enforce this Agreement shall be brought in the state the breach occurs.

#### Article XIV. NOTICE.

Any notice or communication required or permitted to be given hereunder shall be in writing and addressed to the other party as follows:

To CTC

B.W. Beebe

Central Texas College

P.O. Box 1800

Killeen, TX 76540-1800

To CCC:

Joycelyn Groot

Coastline Community College

11460 Warner Avenue

Fountain Valley, CA 92708

With a copy to: Coast Community College District  
Attn: Vice Chancellor, Administrative Services  
1370 Adams Avenue  
Costa Mesa, CA 92626

and/or such other persons or places as either of the parties may hereafter designate in writing.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and effective as of December 11, 2008.

Central Texas College

Attest: \_\_\_\_\_

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

Name: B. W. Beebe  
Title: Director, Business Services

Coastline Community College

Attest: \_\_\_\_\_

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

Name: Dr. Ding-Jo Currie  
Title: President

Coast Community College District

Attest: \_\_\_\_\_

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

Name: C.M. Brahmhatt  
Title: Vice Chancellor, Administrative Services



Novell

+ MENU

[Training Services Home](#)  
[Training](#) >  
[Certification](#) >  
[Testing](#) >  
[Partners](#) >  
[Contact Information](#)

## Novell Practicum Testing Partner Agreement

1 January 2008 – 31 December 2008

02 December 2008

Please complete your location and billing information

All fields are required. Company, City and State only accept alpha-numeric values.

Location Address	Accounts Receivable (reimbursement) Address	Accounts Payable (invoicing) Address
	<input checked="" type="checkbox"/> Same as Location Address	<input checked="" type="checkbox"/> Same as Location Address
Name:	Name:	Name:
Company:	Company:	Company:
email:	email:	email:
Address:	Address:	Address:
City:	City:	City:
State:	State:	State:
Zip/Postal:	Zip/Postal:	Zip/Postal:
Phone:	Phone:	Phone:
Country	Country	Country

### The Agreement

Novell is happy to inform you that your testing center has recently passed the system testing requirements to become a Novell Training Services Practicum Test Provider for the above time period. In order to activate your partnership **Name** and **Company** must first agree to the following:

1. You agree to pay Novell a royalty (see the [Novell Practicum Test Provider Guidelines & Agreement - Price List/Royalty Schedule](#)) for the Practicum exams delivered at your testing facility against Novell Practicum Registration Keys beginning with prefix NPV, ACD or DIS. Novell will invoice You directly for royalty payments at the end of each calendar month based on the volume of exams delivered, as tracked through the Practicum Exam delivery tool.
2. For all Novell Practicum Registration Keys beginning with a prefix other than NPV, ACD or DIS. You agree not to charge a fee for the exam and Novell agrees to reimburse you based on the [Novell Practicum Test Provider Guidelines & Agreement - Price List/Royalty Schedule](#).
3. You agree to promptly provide Novell access to your facility upon written request in order to review your records and actions regarding compliance with this Agreement, including your provision of the Practicum testing environment as defined in the [Novell Practicum Test Provider Guidelines & Agreement - System & Site Requirements](#).
4. You agree to comply with the provisions of the Novell Practicum Test Provider Guidelines & Agreement. Novell can remove your authorization to supply the Practicum exam and/or terminate this Agreement at any time if You fail to perform the responsibilities outlined in the [Novell Practicum Test Provider Guidelines & Agreement - Legal Terms & Conditions](#) or otherwise comply with the terms of this Agreement.
5. You agree that this Agreement and Your and Novell's actions regarding Novell Practicum Testing incorporate the provisions of and shall be governed by the attached "[Novell Practicum Test Provider Guidelines & Agreement - Legal Terms & Conditions](#)".

I represent that I, **Name** am authorized to bind the company or school, **Company**, to the terms of this Agreement. By clicking on the "Accept Agreement" button below, **Company** accepts the provisions of this Agreement.

Accept Agreement

**Novell. Making IT Work As One™**

[Careers](#) | [Contact Us](#) | [Feedback](#) | [Legal](#) | [Print](#)

© 2008 Novell, Inc. All Rights Reserved.

**BOARD OF TRUSTEES**  
(Introduction)

10-2-17  
Approved XX/XX/XX

**BOARD OF TRUSTEES' LAND DEVELOPMENT COMMITTEE**

**PURPOSE**

The Board of Trustees' Land Development Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Fiduciary Committee is to assist the Board of Trustees in fulfilling its responsibility for appropriately managing and maintaining the land resources of the Coast Community College District. The Committee serves as a forum for discussing any and all issues relating to the acquisition, disposition, management and administration of District land resources. The Committee convenes to discuss policy, land use proposals, public facilities and other District land development issues as they may arise.

**GOALS AND OBJECTIVES**

While assisting the Board of Trustees with land development issues, the Committee also provides an open avenue of communication between the Board of Trustees and the District's Executive Management. The Committee has the following goals and objectives:

- Development of a process for identifying major land development projects, establishing priorities, obtaining local and state approvals that meet Education Code and other legal requirements, and incorporating long-term land development needs into a long term financial plan.
- Establishment of a reporting mechanism to the Board of Trustees and Board of Trustees' Audit Committee on the status of projects.
- Increased awareness of current District land development opportunities.
- Recommending programs and projects that fit the individual campus' land use and master plans.

- Balancing of community needs vis-à-vis District/Campus land development concerns.
- Coordination of land development programs with District planning initiatives.
- Assessment of future District land development needs.
- Act as a clearing house for external proposals that may come to the District with reports and recommendations to the full Board of Trustees.

### **COMPOSITION OF THE LAND DEVELOPMENT COMMITTEE**

The Committee was established by a vote of the Coast Community College District Board of Trustees. The Committee shall consist of two Members, a Chair and Vice-Chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2008 with the term ending in December 2010. The term for the second Member of the Committee shall begin in December 2008 and end in December 2011. Thereafter, each Member of the Committee shall serve a two year term of service on an alternating basis. Members of the Land Development Committee shall possess or obtain a basic understanding of Education Code provisions related to community college land use and shall have a requisite interest in land development issues facing the District.

The Committee shall have access to at least one expert in real estate development issues, an outside party, with no voting rights, who will provide advisory and consulting duties. The real estate development expert shall be an individual with sufficient land development experience and interest to provide guidance and assistance to the Committee. The Committee is also able to obtain legal counsel on an "as needed basis."

### **RESPONSIBILITIES**

The Committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on land development issues. This to include research and analysis on land development opportunities, understanding of financial implications, positive and negative, of any proposed land development opportunity, and to understand and address community needs in concerns associated with each specific land development proposal. The Committee is delegated the authority to act as the Board of Trustees' negotiator regarding all property management matters that are necessary for the benefit of the District. Committee recommendations will first be placed on the information pages for review and discussion by the Board. With consent from the Board, the item(s) will move to the action pages. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the full Board of Trustees itself.

The Committee has the following responsibilities:

- Recommends to the Board of Trustees the approval of any land development opportunity.
- In tandem with the Vice Chancellor of Administrative Services, initiates the procurement process for any land development project. Makes the final recommendation of a selected bidder from the land development procurement process to the Board of Trustees.
- Monitors the status of current land development projects and reports to the Board of Trustees as appropriate.
- The Committee, in tandem with the Vice Chancellor of Administrative Services shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.
- The Committee, in tandem with the Vice Chancellor of Administrative Services, shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

### **ETHICAL CONDUCT**

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

### **MEETINGS**

The Committee shall meet no less than on a quarterly basis.

### **REPORTING**

The Committee will report to the Board of Trustees as appropriate.

