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# AGENDA

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**Coast Community College District  
Regular Meeting of the Board of Trustees  
Date: Wednesday, May 20, 2009 6:30 p.m.  
Board Room - 1370 Adams Avenue, Costa Mesa, CA 92626**

1.00 Procedural Matters

1.01 Call to Order

1.02 Roll Call

1.03 Pledge of Allegiance – Board Clerk Jerry Patterson

1.04 Public Comment (Open Session – Items on Agenda)

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

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

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

1.05 Acceptance of Retirements

1.06 Acknowledgement of the Student Trustee Michael Battistone

2.00 General Information and Reports

2.01 Informative Reports

(Oral reports shall be limited to a maximum of three minutes. If requested and provided to the Board during the oral report, a written report shall be included as part of the public record. These reports generally will cover issues such as past and upcoming activities, student enrollment, budgetary issues, student concerns, and employee concerns)

2.01.01 Report from the Chancellor

2.01.02 Reports from the Presidents

- 2.01.03 Reports from the Officers of Student Government Organizations
- 2.01.04 Reports from the Academic Senate
- 2.01.05 Reports from Employee Representative Groups
- 2.01.06 Reports from the Board of Trustees
- 2.01.07 Reports from the Board Committees
- 2.01.08 Review of Internal Audit Report
- 2.02 Matters for Review, Discussion and/or Action
  - 2.02.01 Review of Board Meeting Dates
  - 2.02.02 Consideration of Association of Community College Trustees (ACCT) & California Community Colleges League (CCLC) Meeting and Conferences
  - 2.02.03 Opportunity for the Board to Review the Board Directives Log
    - The Board Directives Log tracks requests made by the Board of Trustees. A copy of the Board Directives Log is available for review in the Board of Trustees' Office and at Board meetings. The Board may take action pertaining to matters on the Log, by adding, deleting, or modifying items.
  - 2.02.04 Recognition and Appreciation of Community Members Volunteer Service To the Coast Community College District
  - 2.02.05 Awards and Accolades 2008-2009
  - 2.02.06 Opportunity for the Board of Trustees' Review of Occupational and Vocational Certificate Programs (All Three Colleges)
  - 2.02.07 Public Hearing – Coast Community College District's Initial Proposal to Reopen Negotiations Between the Coast Community College District and Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA)
  - 2.02.08 Public Hearing – Coast Community College District's Initial Proposal to Reopen Negotiations between the Coast Community College District and Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA)
- 2.03 Review of Buildings and Grounds Reports
  - Orange Coast College Sailing Center Upgrade (Women's Locker Room in Boathouse)
  - Orange Coast College Child Care Afterschool Classroom
  - Orange Coast College Softball Field
  - Orange Coast College New Consumer Health & Science Lab Building
  - Golden West College Learning Resource Center
  - Golden West College Energy Project

- 3.00 Consent Calendar
  - 3.01 Curriculum Approval
    - 3.01.01 Approval of New Courses
    - 3.01.02 Approval of Course Revision/Retirement/Suspensions/Reinstatements
    - 3.01.03 Approval of New Programs/Option
    - 3.01.04 Approval of Program/Option/Revisions/Retirements/Suspensions/Reinstatements
    - 3.01.05 Approval of General Education/Graduation Requirements
  - 3.02 Authorization for Attendance at Meetings and/or Conferences
    - 1. Meeting for the Board of Trustees
    - 2. Meetings for Faculty and Staff
  - 3.03 Authorization for Student Trips – Golden West College
  - 3.04 Authorization for Student Trips – Orange Coast College
    - 3.04.01 Authorization for Special Projects – Coastline Community College
      - Building Codes Technology Advisory Meeting
      - Foreclosure Prevention Seminar
      - Articulation Event
    - 3.04.02 Authorization for Special Projects – Golden West College
      - California Nursing Student Association (CNSA) BBQ for Nurse Week
      - City of Huntington Beach 4<sup>th</sup> of July Parade
    - 3.04.03 Authorization for Special Projects – Orange Coast College
      - Fireworks Booth Operated by the OCC Men's and Women's Basketball Teams
      - CPR, American Heart Association Session
      - Ninety-Nines "Flying Companion Seminar"
      - Harry & Grace Steele Children's Center
      - World Dance Celebration
      - Circle K End-of-Year Banquet
    - 3.04.04 Authorization for Disposal of Surplus
    - 3.04.05 Authorization to Enter Standard Telecourse Agreements – Coastline Community College
    - 3.04.06 Approval of Clinical Contracts – Orange Coast College
    - 3.04.07 Authorization for Purchase of Institutional Memberships – Coastline Community College
    - 3.04.08 Authorization for Purchase of Institutional Memberships – Orange Coast College

3.04.09 Authorization for Community Activities –  
Orange Coast College

3.05 Personnel Items

- a. Authorization for Leaves of Absences
- b. Authorization for Pay Changes, Academic Staff
- c. Authorization for Reclassification, Classification Reductions, and Reorganizational Reassignments, Classified Staff
- d. Authorization for Additional Assignments, Change in Bargaining Unit, Classified Staff
- e. Authorization for Professional Experts

3.05.01 Authorization for Independent Contractors – Coastline Community College

3.05.02 Authorization for Independent Contractors – Golden West College

3.05.03 Authorization for Independent Contractors – Orange Coast College

3.05.04 Authorization for Independent Contractors – District

3.05.05 Authorization for Off-Campus Assignment – Coastline Community College

3.06 Financial Approvals

3.06.01 Approval of Purchase Orders

3.06.02 Ratification/Approval of Checks

3.06.03 Check List for General Obligation Fund

3.06.04 Authorization for Special Payments – District

4.01 Action Items

4.02 Approval of Agreements – Coastline Community College

4.02.01 Approve Agreement between Employment Development Department (EDD) and the Coast Community College District for the Purpose of Reimbursing Coast Community College District EDD's Share of the Telephone Service Costs at 125 Technology Drive West, Irvine, CA 92618

4.02.02 Approve Agreement between Employment Development Department (EDD) and the Coast Community College District for the Purpose of Reimbursing Coast Community College District EDD's Share of the Telephone Service Costs at 5405 Garden Grove Boulevard, Westminster, CA 92683

4.02.03 Approve Agreement between U.S. College Compass, LLC and the Coast Community College District for Assessment, Counseling, College Preparation and



## Faculty Development Services

- 4.03 Approval of Agreements – Golden West College  
None
- 4.04 Approval of Agreements – Orange Coast College
  - 4.04.01 Approve Non-Standard Agreement between the Community College Library Consortium and the Coast Community College District (Orange Coast College) for the renewal cycle for the OCC Library electronic databases Effective July 1, 2009, through June 30, 2010. Original date of agreement for The databases: PsycINFO
  - 4.04.02 Approve Standard Agreement for contracted educational services between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in Residential Electrical (CNST A275)
  - 4.04.03 Approve Standard Agreement for contracted educational services between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC A101)
- 4.05 Approval of Agreements – District  
None
- 4.06 Buildings and Grounds Approvals
  - 4.06.01 Authorization to File Notice of Completion
  - 4.06.02 Bid Tabulations and Award of Contract; Orange Coast College Consumer Health and Science Buildings(ABC Building); Bid No. 1965
  - 4.06.03 Approve Addendum No. 2 to Steinberg Architects; Golden West College Learning Resource Center
  - 4.06.04 Authorization for Addendum No. 3 to LPA Architecture; Orange Coast College Consumer Health and Science Lab Building (ABC Building)
- 4.07 General Items of Business – Golden West College
  - 4.07.01 Authorization to Build Capacity and Sustainability within the NARET Project
- 4.08 General Items of Business – District
  - 4.08.01 Appointments to Citizens' Oversight Committee to Fill Vacant Positions
- 4.09 Personnel Action Items
  - 4.09.01 Adoption of Chancellor Position Profile

#### 4.10 Policy Implementation

4.10.01 Adoption of Policy 020-1-2, Board of Trustees' Standards for Administration

4.10.02 Adoption of Policy 010-2-21, Board of Trustees' Career Technical Education Committee

4.10.03 Adoption of Policy 010-2-20, District Student Council

#### 4.11 Resolutions

4.11.01 Resolution #09-25 Adoption of Resolution of January 2009 through March 2009 Budget Transfers

4.11.02 Resolution # 09-26, Adoption of Resolution to Increase Income and Expenditure Budget for 2008-2009

4.11.03 Resolution #09-27, Coast Community College District Resolution in Support of the Employee Free Choice Act of 2009

#### 4.12 Approval of Minutes

Regular Meeting of: May 6, 2009

Special Meeting of: May 6, 2009

Regular Meeting of: May 6, 2009

5.01 Public Comment (Items not on the Agenda)

5.02 Recess to Closed Session

5.02.01 Public Employment (Pursuant to Government Code 54957)

1. Faculty Special Assignments

2. Substitute Faculty

3. Full-time Faculty

4. Part-time Faculty

5. Classified Staff

a. Instructional Systems Development Programmer

b. Office Coordinator

c. Custodian

d. Maintenance, Skilled

e. Utility Worker

6. Classified Temporary Assignments

7. Hourly Staff

8. Substitute Classified

9. Student Workers

10. Interim President, Orange Coast College

5.02.02 Conference with Labor Negotiator (Pursuant to Government Code 54957.6)

Unrepresented Employee: Interim President, Orange Coast College

District Negotiator: Board President and Acting Chancellor

5.02.03 Conference with Labor Negotiator (Pursuant to Government Code 54957.6)

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources  
Employee Organizations: Coast Federation of Classified Employees (CFCE),  
Coast Community College Association – California Teachers Association/  
National Education Association (CCCA-CTA/NEA), Coast Federation of  
Educators/American Federation of Teachers (CFE/AFT)

5.02.04 Conference with Legal Counsel: Existing Litigation (Pursuant to sub-section “a”  
Of Government Code Section 54956.9)

*Morgenstern v. Orange Coast College et al.*, Orange County Superior Court Case No. 30-2008-00109222  
*Zandieh v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00108991  
*Orellana v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00114631  
*Lewis v. Coast Community College District et al.*, Orange County Superior Court Case No. 30-2008-00114263  
*Steidinger v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00109197  
*Coast Federation of Classified Employees v. Coast Community College District (“Me too” Grievance)*  
*Campbell v. Coast Community College District (CFCE Arbitration)*  
*Sleep v. Coast Community College District (CCCA-CTA/NEA)*

5.02.05 Conference with Legal Counsel: Anticipated Litigation (Pursuant to sub-section “c”  
of Government Code Section 54956.9)  
Potential initiation of litigation – 1 Case

5.02.06 Conference with Legal Counsel: Anticipated Litigation (Pursuant to sub-section “b”  
of Government Code Section 54956.9)  
Significant exposure to litigation: Claim filed by Brian Jacobson

5.03 Reconvene Regular Meeting

5.04 Report of Action in Closed Session (if any)

5.05 Approval of Employment Agreement: Interim President, Orange Coast College

6.00 Adjournment

## 1.00 Procedural Matters

Meeting: 05/20/2009 Regular Meeting  
 Category: 1. Procedural Matters  
 Agenda Type: Information  
 Public Access: Yes

## Agenda Item Content

## Procedural Matters

### 1.01 Call to Order

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### 1.05 Acceptance of Retirements

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

#### Faculty

Bise, Robert G., OCC, Instructor, Economics, retirement effective 06/01/09.

Robert G. Bise, Ph.D., a professor of economics at Orange Coast College since 1965, is retiring after 44 years. During his tenure at Coast, Bise taught economics and business and information systems classes. He also served as director of Educational Information Systems from 1969 to 1976 and was OCC's assistant football coach from 1965 to 1968. Bise was a lecturer at Cal State

Long Beach, Cal State Fullerton, UCLA and UC Irvine. His business experience includes project administration for Nortronics and project management at Litton Industries. Bise completed his doctorate at Claremont Graduate University, where he studied management strategy and policy, economic and public policy, organizational behavior and research methodology. He earned a Master's in business administration and a Bachelor of Science degree in production management at UCLA. During his career, Bise served as an economic advisor for program planning and budgeting, performed market analysis for Grass Roots Capital Management, conducted seminars on business ethics and attended international symposiums on advanced technology. He and his wife, Susan, have three grown sons. In his free time, Bise enjoys skiing, surfing, fly fishing and camping.

Huang, Eleanor B., OCC, Instructor, Food/Nutrition/Dietetic, retirement effective 06/01/09.

Eleanor B. Huang, professor in food, nutrition and dietetic technology, is retiring after serving on the Orange Coast College faculty for 33 years. Huang received a Master of Science degree in nutrition education and public health from Columbia University in New York City. She graduated with a Bachelor of Science degree in food and nutrition from the University of Massachusetts. After completing a dietetic internship at St. Luke's Medical Center in New York City, she maintained her Registered Dietitian status with the Commission on Dietetic Registration of the American Dietetic Association. Before joining the faculty at OCC, Huang was a nutritionist for the Wisconsin State Department of Health and a clinical dietitian at St. Luke's Medical Center. She also served as a nutritionist for the Orange County Health Care Agency and worked as a consultant dietitian for health care facilities in Los Angeles and Orange counties. She is a member of The American Dietetic Association, California Dietetic Association, Orange District Dietetic Association, California Nutrition Council, Orange County Nutrition Council, Orange County Coalition for Reliable Nutrition Information, and the Society for Nutrition Education.

Karasuda, Shin., OCC, Instructor, Computer Science, retirement effective 06/01/09.

Shin Karasuda, professor of computer science at Orange Coast College, is retiring after teaching computer science and math classes for 36 years. Karasuda earned a Bachelor of Arts in mathematics and a Master's in computer science at UCLA. While he was at UCLA he worked as a programmer at the School of Architecture and Urban Planning, and he was also a teaching assistant in the university's Computer Science Department. Before joining the OCC faculty in 1973, Karasuda taught math and business at Porterville College and worked as a systems analyst for TRW. He and his wife Amy have one adult child, Eric. They enjoy skiing and plan to spend much of their retirement in Mammoth Lakes.

Ragenovich, Christine., OCC, Instructor, Political Science, retirement effective 06/01/09.

Christine Ragenovich, professor of political science and a former OCC librarian, is retiring after 20 years at Orange Coast College. Ragenovich began her career at Coast as a librarian, a position she held for eight years. A graduate of Occidental College, she earned a Bachelor of Arts in history. She received a Master of Arts in history, with an emphasis on Eastern European history, from East Tennessee State University. She also completed a Master's in library science at UCLA. In 1995 Ragenovich earned a Master's in public administration from Cal State Long Beach. She began teaching political science and history at Orange Coast College in 1997. She plans to enjoy her retirement traveling between her home in North Carolina and California, where her daughter and grandchild reside.

Shrock, Cheryl R., OCC, Instructor, Computer Aided Design/Drafting, retirement effective 06/01/09.

Cheryl R. Shrock, professor and chairperson of computer aided design and drafting, is retiring after 19 years at Orange Coast College. She is an Autodesk registered author/publisher and has written 12 books on AutoCAD. Before she joined OCC's faculty, Shrock owned and operated a

commercial product /machine design business where designs were created and documented using CAD. Shrock completed her associate's degree at West Coast University and is a graduate of Pepperdine University

Tarlos, Theresa L., OCC Instructor, Geography, retirement effective 06/01/09.

Theresa Tarlos, associate professor of geography and co-chair of the Geography Department, is retiring after teaching at Orange Coast College for 25 years, including 10 years as a full-time instructor. Tarlos was nominated as a candidate for OCC Full-Time Faculty Member of the Year four times, and was also a nominee for Part-Time Faculty Member of the Year. She has been involved in OCC's honors program since its inception. Active in campus organizations, Tarlos served on the Academic Senate from 2008-09 and is on the Recognition Committee. She is vice president of the Trabuco Chapter of Phi Delta Kappa, an international professional association of educators. A world traveler, Tarlos led study abroad programs to Paris, Madrid and Rome. She has visited every continent. A native of Germany, Tarlos emigrated to the United States at the age of 15. At the time she did not speak English, but quickly learned the language. She is fluent in five languages, including Hungarian, Croatian and French. Tarlos earned her Bachelor's degree in secondary education from De Paul University, and a Master's in urban geography from Northeastern Illinois University. She also worked on a doctorate in physical geography at the University of Wisconsin, Milwaukee. For the past 15 years, Tarlos has been a partner and principal in Tarlos and Associates, an architectural firm. She has two grown children and four grandchildren. Tarlos said she plans to take photography and art classes now that she has more free time. She also is planning a trip to India and may write a book.

Wendell, Robert, OCC, Instructor, Art, retirement effective 06/01/09.

Robert Wendell, associate professor of art, is retiring after 35 years at Orange Coast College. Wendell, who earned a Master of Fine Arts from the Otis Art Institute, taught life drawing, printmaking, advertising design, graphic design, water color painting and freehand drawing. He studied for two years at the Chouinard Art Institute in Los Angeles and spent most of youth as an art student in New Mexico and California. Before joining the faculty at Coast, Wendell created more than 100 television commercials and developed packaging for a variety of companies, including General Foods, Scott Paper, Quaker Oats and Coca Cola. He also developed new methods for testing graphics components for artists and advertising agencies. Wendell owned a publishing and graphics firm that designed psychedelic posters for rock artists including the Mamas and the Papas, Jan and Dean and Jefferson Airplane. He also produced stained glass

Classified

Lavoie, Gladys J., GWC, Switchboard Operator, Sr., retirement effective 04/14/09.

Gladys Lavoie began her career with the Coast Community College District in July 1983 as an hourly switchboard operator, she continued through September 1984 when she was hired as a permanent part-time classified employee. When her counterpart retired in July 1995, Gladys began working out-of-class as a full-time Senior PBX Operator and was promoted to this position in 1997. Gladys's notable achievements include receiving her AA Degree from Golden West College in 1978 in Early Childhood Education; Employee of the Month in November 1996 and November 2004; and Employee of the Year 2005. In retirement Gladys plans to spend time with her husband of 63 years, Danny, and her eight kids, 22 grandchildren, and 15 great grandchildren. Future plans include traveling to Wisconsin and northern California.

## **1.06 Acknowledgement of the Student Trustee Michael Battistone**

**2.00 General Information and Reports**

Meeting: 05/20/2009 Regular Meeting  
Category: 2. General Information and Reports  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**2.00 General Information and Reports**

**Additional Administrative Content**

Created on today at 08:08 AM by Tracy Sanders. Last update on 05/15/2009 by Tracy Sanders.

**2.01 Informative Reports**

Meeting: 05/20/2009 Regular Meeting  
 Category: 2.00 General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content****2.01 Informative Reports**

(Oral reports shall be limited to a maximum of three minutes. If requested and provided to the Board during the oral report, a written report shall be included as part of the public record. These reports generally will cover issues such as past and upcoming activities, student enrollment, budgetary issues, student concerns, and employee concerns)

**2.01.01 Report from the Chancellor****2.01.02 Reports from the Presidents**

Coastline Community College  
 Golden West College  
 Orange Coast College

**2.01.03 Reports from the Officers of Student Government Organizations**

Coastline Community College  
 Golden West College  
 Orange Coast College

**2.01.04 Reports from the Academic Senate Presidents**

Coastline Community College  
 Golden West College  
 Orange Coast College

**2.01.05 Reports from Employee Representative Groups****2.01.06 Reports from the Board of Trustees****2.01.07 Reports from the Board Committees**

Audit Committee  
 Accreditation Committee  
 Career Technical Education Committee  
 Land Development Committee



## 2.01.08 Review of Internal Audit Report

The following Activity Report for the period January 1, 2009 through March 31, 2009, is submitted by: Richard Kudlik, CPA, Director of Internal Audit Services.

### A. STATUS OF AUDIT WORK PERFORMED DURING THE QUARTER ENDED MARCH 2009

1. Change Fund Audit – During the reporting period, Internal Audit Services performed random counts of change funds at all of the campuses. No issues were noted.
2. Review of Bank Reconciliations – During the reporting period, Internal Audit Services reviewed account reconciliations for open bank accounts for the quarter ended December 31, 2008. No significant issues were noted.
3. GASB 35 Facilitation (Capital Assets) – During the reporting period, Internal Audit Services assisted the campuses in the input of capital assets purchased exceeding the \$5,000 threshold previously set. In addition, random selections were made of assets purchased during fiscal 2008/2009 at each campus and verified as being tagged with the assigned asset number.
4. Payroll – During the reporting period, Internal Audit Services reviewed changes made to each payroll report from October 1, 2008 through December 31, 2008 and selected a random sample of changes to ensure that proper authorization existed to justify the change made to the respective payroll report. No significant issues were noted.
5. Construction Project Audits – During the reporting period, Internal Audit Services regularly attended two (2) weekly construction project meetings and others as requested, at all campuses to ensure proper compliance with District procedures and State requirements.
6. Material Fee Request Form – During the reporting period, Internal Audit Services, with the assistance of the Marketing Department, updated the Course/Instructional Material Fees Request form in order to address the FY 2007/2008 external audit report finding and provided it to the Vice President of Instruction at each college for distribution.
7. Subrecipient Monitoring – During the reporting period, Internal Audit Services met with the grant coordinators on each campus and the District office to establish procedures for adhering to Federal regulations on monitoring grants.
8. Labor Compliance Program – During the reporting period, Internal Audit Services worked with the Director of Facilities and Planning to update the District's Labor Compliance Program (LCP) status in accordance with new regulations established by the Department of Industrial Relations.
9. Coordination of External Audit – During the reporting period, Internal Audit Services began planning the preliminary fieldwork of Vicenti, Lloyd & Stutzman LLP for fiscal year 2008/2009.

**2.02 Matters for Review, Discussion and/or Action**

Meeting: 05/20/2009 Regular Meeting  
 Category: 2.00 General Information and Reports  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content**

**2.02 Matters for Review, Discussion and/or Action**

**2.02.01 Review of Board Meeting Dates**

<u>Date</u>	<u>Topics</u>
May 20, 2009	Regular Meeting, Awards & Accolades, Internal Audit Report, Quarterly Financial Status
June 17, 2009	Regular Meeting, New Student Trustee Oath
July 15, 2009	Regular Meeting
August 5, 2009	Study Session, Adoption of Budget Calendar, Legislative Task Force Appointments
August 19, 2009	Regular Meeting, Internal Audit Report, Quarterly Financial Status Report
September 2, 2009	Regular Meeting
September 16, 2009	Regular Meeting
September 30, 2009	Regular Meeting
October 21, 2009	Study Session, Adoption of Budget Calendar, Board Self-Evaluation
November 4, 2009	Regular Meeting
November 18, 2009	Regular Meeting, Internal Audit Report, Quarterly Financial Status
December 9, 2009*	Regular/Organizational Meeting

\*Tentative

**2.02.02 Consideration of Association of Community College Trustees (ACCT) & California Community Colleges League (CCLC) Meetings and Conferences**

June 12-14, 2009	Washington DC	Governance Leadership Institution
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	ACCT Annual Congress
November 2-3, 2009	San Francisco	Board of Governors Meeting
November 19-21, 2009	San Francisco	CCLC Annual Convention
November 28-30, 2009	Manhattan Beach	Network for Community College Foundation

**2.02.03 Opportunity for the Board to Review the Board**

## Directives Log

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05-20-09.pdf

### **2.02.04 Recognition and Appreciation of Community Members Volunteer Service to the Coast Community College District**

The Board would like to recognize the service of community members that volunteer their time to support the District and its students in our community.

Cathy Meshuk, Community Representative, Orange County Legislative Task Force  
Hank Panian, At-Large Representative, Measure C Citizens' Oversight Committee  
Tony Aguilar, College Support Group Representative, C Citizens' Oversight Committee  
KimOnh Nguyen Lam, At-Large Representative, Measure C Citizens' Oversight Committee  
Jereme VanDal, Student Representative, Measure C Citizens' Oversight Committee

### **2.02.05 Awards and Accolades 2008-2009**

Recognition of District-wide awards and accolades for 2008-2009 (See Attachment #1)

### **2.02.06 Opportunity for Board of Trustees' Review of Occupational and Vocational Certificate Programs (All Three Colleges)**

In accordance with the Education Code, Chapter 1, Article 1, Section 78016, the colleges of the Coast Community College District initiated a biennial review process required by statute to assess the effectiveness of the vocational and occupational programs currently offered in the District.

The colleges were asked to review those programs with Taxonomy of Programs (TOP) Code of 0100 through 0800 last academic year and assessed TOP Code programs 0900 through 4900 this year. In total, 44 Certificates of Achievement (plus options) were reviewed and are submitted to your Board for review, as required. These documents will be maintained for public review in the Chancellor's Office (Educational Services Department), if requested. (See Attachment #2)

### **2.02.07 Public Hearing - Coast Community College District's Initial Proposal to Reopen Negotiations Between the Coast Community College District and Coast Community College Association/California Teachers Association-**

## **National Educators Association (Coast CCA/CTA-NEA)**

It is recommended by the Acting Chancellor and the Vice Chancellor for Human Resources that the Board of Trustees, in compliance with the necessary PERB legal procedures, provide for an opportunity for any public comment on the proposal made by Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA) on May 6, 2009 to exercise its option to reopen on Article 11, Compensation and Article 15, Scheduling, during the negotiations process between the Coast Community College District and the Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA).

### **2.02.08 Public Hearing - Coast Community College District's Initial Proposal to Reopen Negotiations between the Coast Community College District and Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA)**

It is recommended by the Acting Chancellor and the Vice Chancellor for Human Resources that the Board of Trustees, in compliance with the necessary PERB legal procedures, provide for an opportunity for any public comment on the proposal made by the Coast Community College District not to reopen to any articles during the upcoming negotiations process between the Coast Community College District and the Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA).

**Additional Administrative Content**

Created on 05/14/2009 at 04:51 PM by CCGD\dsve.Las Updated on 05/15/2009 by Tracey Sanders

**2.03 Review of Buildings and Grounds Reports**

Meeting: 05/20/2009 Regular Meeting  
 Category: 2.00 General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content****2.03 Review of Buildings and Grounds Reports****Orange Coast College Sailing Center Upgrade (Women's Locker Room in Boathouse)**

Architects: City Lights Design/BFA  
 Construction Start: March 2008/Estimated Completion: May 2009  
 Funding Source: Measure C General Obligation Bond  
**Project Status: Project punch list walk is scheduled for May 20th.**

**Orange Coast College Child Care Afterschool Classroom**

Architect: Taylor Architects  
 Construction Start: December 2008/Estimated Completion: August 2009  
 Funding Source: OCC Foundation  
**Project Status: Classroom building is now under construction. The OCC Construction Team is working to keep the construction schedule on track.**

**Orange Coast College Softball Field**

Architect: tBP Architecture  
 Bid Process: February/April 2009  
 Construction Start: Est. April 2009  
 Funding Source: Measure C Obligation Bond  
**Project Status: The underground work for this project has begun. The project is currently on schedule for completion in August.**

**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: Measure C General Obligation Bond and State Capital Outlay Funds  
**Status: The OCC Consumer Health & Science Lab Building (ABC Building) has been bid with final trades being recommended for award at the May 20th board meeting. The District has requested the State Department of Finance for approval to start construction before the end of May. The College has scheduled a**

**Groundbreaking Ceremony for May 21, 2009.**

**Golden West College Learning Resource Center**

Architect: Steinberg Group (Construction Manager: URS)

DSA Approval: March 2008

Construction Schedule: Started July 2008/Est. Completion: June 2010

Funding Source: Measure C General Obligation Bond

**Status: The concrete contractor has been pouring walls for the first floor of the building.**

**Golden West College Energy Project**

ESCO Company: Southland Industries

Construction: January 2007

Est. Completion: May 2009

Funding Source: Measure C General Obligation Bond

**Status: The final phase of the project is scheduled to be complete in June 2009.**

**Additional Administrative Content:**

Created on 05/11/2009 11:04:51 AM by CCCDAC. Last Update on 05/14/2009 by Tracey Sanders.

**3.00 Consent Calendar**

Meeting: 05/20/2009 Regular Meeting  
Category: 3.00  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

# CONSENT CALENDAR

(Yellow Pages)

Items on the Consent Calendar may be adopted by a single motion of the Board of Trustees.

To have an item considered separately a request must be made prior to the adoption of the motion to approve the Consent Calendar

**Additional Administrative Content**

Created on 05/11/2009 at 04:55 PM by: Raine Hamby. Last Modified on 05/15/2009 by: Tracey Sanders

**3.01 CURRICULUM APPROVAL**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**3.01 Curriculum Approval**

- 3.01.01 Approval of New Courses
- 3.01.02 Approval of Course Revisions/Retirements/Suspensions/Reinstatements
- 3.01.03 Approval of New Programs/Options
- 3.01.04 Approval of Program/Option/Revisions/Retirements/  
Suspensions/Reinstatements
- 3.01.05 Approval of General Education/Graduation Requirements



Curriculum1.pdf

**Additional Administrative Content**

Created on 05/11/2009 at 09:51 AM by Raine Hamby. Last Update on 05/15/2009 by Tracey Sanders.



**3.01.01 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 Summer 2009

**Speech C200 – Effective Speaking; 3.0 units**

Semester length: 54 lecture semester hours; prerequisite: none; fee: none; grading method: Letter Grade. Designed for workforce personnel wanting communication skills for job performance and promotions. Study of communication functions, choices, and roles within work settings. Practice in routine information exchange, oral reporting, and advocacy in large group settings. Involves extensive analysis of public workforce settings.

Effective Fall 2009

**Anthropology C110 – Physical Anthropology; 3.0 units**

Semester length: 54 lecture semester hours; prerequisite: none; fee: none; grading method: Student Option. The course provides students with an understanding of human evolution and diversity from a biological perspective. Students will explore the central patterns of anatomical, behavioral, and genetic similarities and differences among living primates and humans, in addition to reconstructing the evidence for human evolution found in the fossil record.

**BCT C214 – Green Building Codes; 3.0 units**

Semester length: 54 lecture semester hours; advisory: BCT C251; fee: none; grading method: Student Option. Detailed review of California Green Building Code Chapter 11 of Title 24 and ICC 700-2008 National Green building standards. The students will also learn the various components for LEED for New Construction and LEED for Homes. May be taken 4 times.

**BCT C251 – Introduction to Green Building; 3.0 units**

Semester length: 54 lecture semester hours; prerequisite: none; fee: none; grading method: Student Option. An overview of the entire process of green building, covering the theory, history, state of the industry, and best practices in green building. The course will provide an introduction to green building programs such as LEED assessment system, Build It Green, Green Globes and other standards such as ICC 700 and the State of California Green Building Code.

**ESL C001 – Grammar Preparation; 3.0 units**

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a very basic course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on the verb be and the simple present tense. Not transferable, not degree applicable.

**ESL C002 – Grammar 1A; 3.0 units**

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low beginning course designed to provide interactive practice in comprehending and generating simple English sentences. Focus on imperatives, forms of the verb *be*, and the present progressive tense. Not transferable, not degree applicable.

**ESL C003 – Reading / Writing Preparation; 3.0 units**

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a very basic course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. Not transferable, not degree applicable.

**ESL C004 – Reading / Writing 1A; 3.0 units**

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low beginning course designed to provide practice in reading simple, short paragraphs and writing simple sentences in English. Focus on vocabulary building and reading comprehension. Not transferable, not degree applicable.

ESL C006 – Listening / Conversation Preparation; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a very basic listening, speaking, and pronunciation course designed to provide practice in comprehending rudimentary spoken English, speaking clearly, and engaging in simple conversations. Not transferable, not degree applicable.

ESL C007 – Listening / Conversation 1A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple spoken English, speaking clearly, and engaging in simple conversations. Not transferable, not degree applicable.

ESL C010 – Grammar 1B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. Not transferable, not degree applicable.

ESL C011 – Grammar 1C; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. Not transferable, not degree applicable.

ESL C013 – Reading / Writing 1B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: Placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. Not transferable, not degree applicable.

ESL C015 – Reading / Writing 1C; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high beginning course designed to provide practice in reading narrative, descriptive, and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. Not transferable, not degree applicable.

ESL C017 – Listening / Conversation 1B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. Not transferable, not degree applicable.

ESL C018 – Listening / Conversation 1C; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. Not transferable, not degree applicable.

ESL C020 – Grammar 2A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Not transferable, not degree applicable.

ESL C021 – Grammar 2B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Introduction to modal auxiliaries, adjective clauses, and the passive voice. Not transferable, not degree applicable.

ESL C023 – Reading / Writing 2A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Not transferable, not degree applicable.

ESL C025 – Reading / Writing 2B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Not transferable, not degree applicable.

ESL C028 – Listening / Conversation 2; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. Not transferable, not degree applicable.

ESL C030 – Grammar 3A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. Not transferable, not degree applicable.

ESL C033 – Reading / Writing 3A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. Not transferable, not degree applicable.

ESL C038 – Listening / Conversation 3A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, and narratives. Introduction to simple note taking. Not transferable, not degree applicable.

ESL C040 – Intensive Grammar 1B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. Not transferable, not degree applicable.

ESL C041 – Intensive Grammar 1C; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. Not transferable, not degree applicable.

ESL C043 – Intensive Reading / Writing 1B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. Not transferable, not degree applicable.

ESL C045 – Intensive Reading / Writing 1C; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is a high beginning course designed to provide practice in reading narrative, descriptive and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. Not transferable, not degree applicable.

ESL C047 – Intensive Listening / Conversation 1B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English; speaking clearly; and engaging in simple conversations. Not transferable, not degree applicable.

ESL C048 – Intensive Listening / Conversation 1C; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive high beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. Not transferable, not degree applicable.

ESL C050 – Intensive Grammar 2A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive low intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Not transferable, not degree applicable.

ESL C051 – Intensive Grammar 2B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Introduction to modal auxiliaries, adjective clauses, and the passive voice. Not transferable, not degree applicable.

ESL C053 – Intensive Reading / Writing 2A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Not transferable, not degree applicable.

ESL C055 – Intensive Reading / Writing 2B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Not transferable, not degree applicable.

ESL C058 – Intensive Listening / Conversation 2; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive low intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. Not transferable, not degree applicable.

ESL C060 – Intensive Grammar 3A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is a high intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. Not transferable, not degree applicable.

ESL C063 – Intensive Reading / Writing 3A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive high intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. Not transferable, not degree applicable.

ESL C068 – Intensive Listening / Conversation 3A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, and narratives. Introduction to simple note taking. Not transferable, not degree applicable.

ESL C130 – Grammar 3B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, and adverb clauses. Introduction to conditionals. Transfer CSU, applicable to A.A. degree.

ESL C133 – Reading / Writing 3B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed comparison/contrast, cause/effect and persuasive paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C138 – Listening / Conversation 3B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a low advanced listening, speaking, and pronunciation course designed to provide interactive practice in comprehending and responding to short lectures, dialogs, and narratives. Focus on guided note taking. Transfer CSU, applicable to A.A. degree.

ESL C140 – Grammar / Writing 4A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, full-developed definition, process, descriptive, opinion, and narrative paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C141 – Grammar / Writing 4B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Transfer CSU, applicable to A.A. degree.

ESL C143 – Reading / Writing 4A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, cause/effect and argument paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C145 – Reading / Writing 4B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed definition, comparison/contrast, opinion, and argument paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C147 – Listening / Conversation 4A; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is an advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures and academic topics. Students will also work on refining oral communication skills. Transfer CSU, applicable to A.A. degree.

ESL C148 – Listening / Conversation 4B; 3.0 units

Semester length: 27 lecture 81 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Pass/No Pass. This is a high advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures and academic topics. Students will also work on refining oral communication skills. Transfer CSU, applicable to A.A. degree.

ESL C150 – Intensive Grammar 3B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive low advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, and adverb clauses. Introduction to conditionals. Transfer CSU, applicable to A.A. degree.

ESL C153 – Intensive Reading / Writing 3B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is a low advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed comparison/contrast, cause/effect and persuasive paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C158 – Intensive Listening / Conversation 3B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive low advanced listening, speaking, and pronunciation course designed to provide interactive practice in comprehending and responding to short lectures, dialogs, and narratives. Focus on guided note taking. Transfer CSU, applicable to A.A. degree.

ESL C160 – Intensive Grammar / Writing 4A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, fully-developed definition, process, descriptive, opinion, and narrative paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C161 – Intensive Grammar / Writing 4B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Transfer CSU, applicable to A.A. degree.

ESL C163 – Intensive Reading / Writing 4A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed classification, comparison/contrast, cause/effect and argument paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C165 – Intensive Reading / Writing 4B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is a high advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed definition, comparison/contrast, opinion and argument paragraphs. Transfer CSU, applicable to A.A. degree.

ESL C167 – Intensive Listening / Conversation 4A; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive high advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures on academic topics. Students will also work on refining oral communication skills. Transfer CSU, applicable to A.A. degree.

ESL C168 – Intensive Listening / Conversation 4B; 4.0 units

Semester length: 36 lecture 108 non-lecture semester hours; advisory: placement by ESL assessment process; fee: \$4; grading method: Student Option. This is an intensive high advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures on academic topics. Students will also work on refining oral communication skills. Transfer CSU, applicable to A.A. degree.

LAW C126 – Legal Aspects of Health Care Management; 3.0 units

Semester length: 54 lecture semester hours; prerequisite: none; fee: none; grading method: Letter Grade. This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data

Health Education C281 – Work Based Learning; 1.0 unit

Semester length: 90 non-lecture semester hours; prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours/week per 1 unit of Work Based Learning; co-requisite: enrolled in a total of 7 units including Work Based Learning; fee: none; grading method: Credit/No Credit. This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and

practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management.

Health Education C282 – Work Based Learning; 2.0 units

Semester length: 180 non-lecture semester hours; prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours/week per 1 unit of Work Based Learning; co-requisite: Be enrolled in a total of 7 units including Work Based Learning; fee: none; grading method: Credit/No Credit. This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management.

Health Education C283 – Work Based Learning; 3.0 units

Semester length: 270 non-lecture semester hours; prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours/week per 1 unit of Work Based Learning; co-requisite: Be enrolled in a total of 7 units including Work Based Learning; fee: none; grading method: Credit/No Credit. This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management.

Health Education C284 – Work Based Learning; 4.0 units

Semester length: 360 non-lecture semester hours; prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours/week per 1 unit of Work Based Learning; co-requisite: Be enrolled in a total of 7 units including Work Based Learning; fee: none; grading method: Credit/No Credit. This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management.

### Orange Coast College

Effective Fall 2009

Accounting A218 – Auditing; 3 units

Semester length; hours: 3.0 Lecture; Prerequisite: Acct A101, A102 and A211; fee: none; grading method: student option. Examines the use of financial statement audits and details the audit process. Topics include professional responsibilities of auditors, audit design, sampling approaches, substantive testing, testing controls, and audit report formulation and communication.

Architectural Technology A101 – Introduction to Environmental Sustainability; 1 unit

Semester length; Lecture hours: 1.0; advisory: none; fee: none; grading method: graded. This course is an overview to Environmental Sustainability and will provide a fundamental understanding of the cultural, man-made and natural factors involved in creating ecological balance and ethical stewardship of our natural resources. Focus will be on the building and design related aspects of sustainability. This course may also be offered online.

Architectural Technology A150 – CAD 2-D for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This course introduces Computer Aided Drafting (CAD) as used to produce 2-dimensional architectural drawings. PCs with Autodesk Architecture and/or ArchiCAD will be used and instruction will focus on computer drawing a simple project to include the following drawing types: floor plan, site plan, elevation, and enlarged section/details. Students should have basic knowledge of computer operation and file management.

Architectural Technology A155 – BIM 1 for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This course introduces Building Information Modeling (BIM) as used to produce a 3-dimensional architectural model with detailed construction information. PCs with Autodesk Revit, ArchiCAD, or Microstation will be used and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management.

Architectural Technology A156 – BIM 2 for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: Arch A155 or comparable skills with BIM as determined by instructor; fee: none; grading method: graded. This course introduces Building Information Modeling (BIM) as used to

produce a 3-dimensional architectural model with detailed construction information. PCs with Autodesk Revit, ArchiCAD, or Microstation will be used and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management as well as construction.

Architectural Technology A160 – 3-D Modeling: SketchUp 1; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded.

This course introduces Google SketchUp 3-D Modeling as used for architectural design visualization. Computers with SketchUp Pro will be used and instruction will focus on computer modeling a rectilinear design and exporting images and animation for design presentation. Students should have basic knowledge of computers and file management. This course may be offered online.

Architectural Technology A162 – 3-D Modeling: Rhino or 3-D Studio Max; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded.

This course introduces 3-D Modeling for architectural design visualization using Rhino or 3-D Studio Max software. Hands-on instruction will focus on digitally modeling a design with rectilinear and non-rectilinear geometry and exporting images for design presentation. Students should have basic knowledge of computers and file management.

Architectural Technology A165 – Presentation Graphics for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This course is for architecture/design students who want to improve their graphic communication skills. Emphasis is on improving personal presentations and portfolios using Adobe Creative Suite: Photoshop, Illustrator, In-design, and/or Acrobat. Students should have knowledge of computer operation and file management and projects to bring in.

Architectural Technology A167 – Video for Architecture; 1 unit

Semester length; hours: 1.0 Lecture/0.5 Lab; none; fee: none; grading method: graded. This course is for architecture/design students and professionals who want to use digital video to present creative projects. Emphasis will be on narrative story-telling and communicating a message using Windows Moviemaker or Apple iMovie. Students should have knowledge of computer operation and file management and provide a USB drive.

Architectural Technology A170 – Intro to Fabrication/Safety for Architecture; 1 unit

Semester length; hours: 1.0 Lecture/1.0 Lab; advisory: none; fee: none; grading method: graded. This is a limited introduction to computer-assisted fabrication for architecture and custom construction and will cover shop safety and simple operations. Students will have the opportunity to use Computer Numeric Controls (CNC) and laser tools.

Architectural Technology A171 – Fabrication 1 for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This beginning course is on digital fabrication techniques for architecture and custom construction and will include shop safety. Focus is on designing and fabricating a basic project using Computer Numeric Controls (CNC) and laser tools.

Architectural Technology A172 – Fabrication 2 for Architecture; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This intermediate/advanced course is on digital fabrication techniques for architecture and custom construction and will include shop safety. Focus is on independent project construction using Computer Numeric Controls (CNC) and laser tools.

Architectural Technology A201 – Design/Build for Architecture 1; 2 units

Semester length; hours: 2.0 Lecture/2.0 Lab; advisory: none; fee: none; grading method: graded. This learn-by-doing course involves the design and construction of a transportable structure. Students will work in teams with an instructor. Projects will vary and are likely to involve off-campus assembly.

Architectural Technology A202 – Design/Build for Architecture 2; 4 units

Semester length; hours: 4.0 Lecture/4.0 Lab; advisory: none; fee: none; grading method: graded. This learn-by-doing course involves the design and construction of a structure or interior project. Students will work in teams with an instructor. Projects will vary and are likely to involve off-campus assembly.

Chinese A180 – Elementary Chinese; 5 units

Semester length; Lecture hours: 5.0 Lecture; advisory: none; fee: none; grading method: student option. The focus is on development of elementary proficiency in listening, speaking, reading, and writing in Mandarin Chinese, with an introduction to cultures related to the Chinese language. This course is equivalent to two years of high school Chinese.



CIS A109 – Introduction to Linux; 2 units

Semester length; hours: 2.0 Lecture/ 1.0 Non-lecture; Advisory: CIS A110; fee: none; grading method: student option; This course teaches students the basic Linux OS and Operating System commands. These include file system navigation, Graphical User Interfaces (GUI) such as Gnome and KDE, file permissions, the Linux text editors, command shells, basic network commands and introduces basic Linux applications. This class is mapped to Novell CLP & LPI-L1 guidelines. This course may also be offered online.

Computer Information Systems A178 – SQL Tuning Workshop; 2.0 units

Semester length; hours: 2.0 Lecture; advisory: CIS A182, A183; fee: none; grading method: student option. SQL Tuning covers methods to create and execute efficient SQL statements using hints, query rewrite, bind variables and different index types. Detailed analysis of SQL execution plans, real-time performance monitoring, and application tracing. Provides preparation for students seeking the Oracle Certified Professional certification.

Computer Information Systems A179 – PL/SQL II; 2.0 units

Semester length; hours: 2.0 Lecture; advisory: CIS A182, A183; fee: none; grading method: student option. PL/SQL II Programming covers advanced features including packages, cursors, extended interface methods, large objects and collections. Emphasis is placed on tuning and efficient design practice. All course topics are demonstrated with hands-on practices. Provides preparation for students seeking Oracle Certified Developer certification.

Computer Information Systems A265 – Enterprise Router Configurations; 3.0 units

Semester length; hours: 2.5 Lecture/1.5 non-lecture; advisory: CIS A198; fee: none; grading method: student option. The course focuses on advanced installation, configuration, and troubleshooting routers. Student will be introduced to routing protocols using Juniper Networks routing platforms. Students develop real-world case studies. Significant time will be allocated for hands-on experience. Provides preparation for students seeking Juniper certification. This course may also be offered online.

Computer Information Systems A266 – Enterprise Router Configurations 2; 3.0 units

Semester length; hours: 2.5 Lecture/1.5 non-lecture; advisory: CIS A265; fee: none; grading method: student option. This course provides students with advanced knowledge and skills necessary to use routers to meet their networks' requirements. It focuses specifically on advanced configurations commonly used in the enterprise environment. Provides preparation for students seeking Juniper certification. This course may also be offered online.

Computer Information Systems A270 – Small/Home Office: Case Study I; 3.0 units

Semester length; hours: 2.5 Lecture/1.5 non-lecture; advisory: CIS A260 or CIS A191, CIS A261 and CIS A263; fee: none; grading method: student option. Challenges students to apply network concepts learned in previous courses to a case-study based problem in Small Office/Home Office environments. Includes various responsibilities and tasks required for a service engineer to design and execute a successful implementation. Prepares individuals for careers as a Network Engineer in the IT industry. This course may also be offered online.

CIS A280 – Information and Storage Management; 3 units

Semester length; hours: 2.50 Lecture/ 1.50 Non-lecture; Advisory: CIS A110 & CIS A260 or CIS A191; fee: none; grading method: student option; This course provides a comprehensive introduction to information storage technology which enables students to make more informed decisions in an increasingly complex IT environment. It builds a strong understanding of underlying storage technologies and prepares the student to learn advanced concepts, technologies and products. This course may also be offered online.

Computer Science A101 – Introduction to Programming; 2.0 units

Semester length; hours: 2.0 Lecture/1.0 Lab; advisory: none; fee: none; grading method: student option. This course introduces students to the fundamental concepts and techniques of programming. The course is designed to teach basic programming skills necessary to design and implement simple applications. Topics include basic types, selection statements, conditional loops, arrays, methods, and debugging. The course may be taught in Java or C++.

Construction Technology A154 – Drywall & Taping; 1.5 units

Semester length; Lecture hours: 1.0 Lecture/1.5 Non-lecture; advisory: none; fee: none; grading method: graded. The study of various aspects of interior drywall, including layout and installation of drywall, cornerbead and bullnose trim. Students will learn how to estimate drywall projects. They will tape the entire interior of a house using professional tools such as bazooka's, 7 & 12 inch boxes, corner angles and corner finishers, mud runners and hand tools, texture application using a 10 gallon texture sprayer and smaller hoppers. Students will apply several different textures such as knockdown, orange peel, splatter and roller finish. Patch and drywall repair to match existing finishes.

Construction Technology A155 – Structured Wiring Installation; 2 units

Semester length; Lecture hours: 1.0 Lecture/3.0 Non-lecture; advisory: CT A275; fee: none; grading method: graded. Wiring for interior low voltage systems, including layout and construction methods, code requirements, both sizing and installation standards, emphasis on material conservation practices and compliance with the National Electrical Code.

Construction Technology A156 – National Electrical Code; 2 units

Semester length; Lecture hours: 2.0 Lecture; advisory: none; fee: none; grading method: graded. This course is designed to provide those currently working in the electrical field with training that will keep them current with NEC standards that are updated every three years. Hours earned in this course may be applied toward the mandatory 32 hours of training required for license renewal.

Construction Technology A157 – Photovoltaic System Installation; 4 units

Semester length; Lecture hours: 2.0 Lecture/4.0 Non-lecture; advisory: none; fee: none; grading method: graded. Presents principles of Photovoltaic Systems and incorporates hands on activities for all topics. Solar Energy fundamentals and applications, electricity and safety basics, PV modules, system components, system sizing, electrical design, mechanical design and performance analysis and troubleshooting.

Construction Technology A161 – Solar Water and Pool Heating Installation; 4 units

Semester length; Lecture hours: 2.0 Lecture/4.0 Non-lecture; advisory: none; fee: none; grading method: graded. Technologies for Solar Water Heating and Solar Swimming Pool Heating for residential, commercial and agricultural applications. Solar concepts, system types and system components. Solar collector mounting, component installation, checkout and start-up procedures. Pool systems components, installation, operation, and economics.

Culinary Arts A237 – Directed Practice for Baking & Pastry II; 2 units

Semester length; Lecture hours: 6.0 Lecture/10.0 Non-Lab; prerequisite: FSM A160, CA A124, CA A236; fee: none; grading method: graded. A directed opportunity for on the job baking and pastry training.-Includes on the job training at approved institutional or commercial facilities. Students will be required to follow dress standards and company policies of conduct, set by the facility in which they are working. TB clearance required. This course may be repeated two times.

Emergency Medical Technician A180 – Orange County EMT Accreditation; .5 units

Semester length; hours: .5/25 Lecture/Lab; Co-requisite: Concurrent Enrollment in EMT 150 or Current California EMT certificate or certificate which has not expired by more than 2 years or presently; fee: none; grading method: student option. Training and skills validation of the Orange County EMT Expanded Scope of Practice procedures with focus on the EMT's responsibility in the pre-hospital setting. "Orange County EMT Expanded Scope of Practice Accreditation" certificate will be awarded upon completion, which is required to practice in Orange County. 12 hours of EMT CE offered.

Fashion A182 – Professional Practices; 2 units

Semester length; hours: 2.0 Lecture; Pre-requisite: Fashion A181; fee: none; grading method: graded; Course will include writing resumes and professional correspondence and developing a visual portfolio. This course should be taken in the final semester of the certificate program.

Hospitality, Travel & Tourism A133 – Success Strategies; 2 units

Semester length; Lecture hours: 2 Lecture; advisory: none; fee: none; grading method: student option. Career readiness and workplace development are important to be competitive and successful in the workplace. Students have an opportunity to create and change their habits and vision allowing themselves to have a rich, full, and rewarding personal, scholastic, and professional life through the adoption of positive strategies and techniques.

Hospitality, Travel & Tourism A199 – Current Issues in Hospitality, Travel & Tourism; .5 -1.5 units

Semester length; Lecture hours: 1.0-3.0 Lecture; advisory: none; fee: none; grading method: student option. This course deals with current issues in the field of hospitality, travel and tourism. Topics vary. This course may be taken four times. Open entry/open exit on a space available basis with instructor approval.

Interior Design A220 – Interior Design Construction Documents; 3 units

Semester length; Lecture hours: 2.0 Lecture/3.0 Lab; advisory: Prerequisite: Architectural Technology A105 and Drafting Technology A150, Advisory: Interior Design A215; none; fee: none; graded. A drafting course emphasizing the legal nature and scope of construction drawings, specifications, codes, products, materials, and equipment used for interior design projects.

**Marine Activities A156 – Maritime Environment; 2 units**

Semester length; hours: 2 Lecture; prerequisite: none; fee: none; grading method: graded.

Students will learn about the systems that drive global weather patterns and conditions commonly found along major shipping routes as well as hubs of recreational yachting. Global and regional physical oceanography will be covered as it relates to navigational challenges to the mariner. Understanding oceanography and weather will aid the student in understanding pollution regulations and the responsibilities of the mariner to the environment in which he or she works. This is a required course of the Professional Mariner Program. A facility fee will be charged for field trips. This course may be taken two times.

**Photography A123 – Basic Digital Photography; 3 units**

Semester length; Lecture hours: 2.0 Lecture/4.0 Non-Lecture; prerequisite: none; fees: none; grading method: student option. Discussion and demonstration of digital SLR photography. Instructions in the theory and technique of camera use, working with digital files, and making prints. Emphasis on photography as a means of communication, personal expression and on the critical evaluation of student work in terms of those goals.

**Physical Education A185 – Adapted Strength and Balance; .5-1.5 units**

Semester length; hours: .25-.75 Lecture/.75-2.25 Lab; prerequisite: none; fee: none; grading method: student option. Course is for students with physical disabilities who want to learn methods of increasing stability, decreasing fear, improving posture, recovering loss of balance & getting up from a fall. Students must participate in all challenges & balance assessments.

**Physical Education A216 – Strength and Balance – Level II; .5-2 units**

Semester length; hours: .25-1.0 Lecture/.75-3.0 Lab; prerequisite: none; fee: none; grading method: student option. The Second Half is a program designed to enhance the mind and body for the baby boomer generation. This course is designed to improve strength, balance and quality of life for men and women 50 years and older through a variety of exercises using resistance balls, weights, and Styrofoam rollers. Intermediate exercise levels with the above mention tools. This course may be taken four times.

**Physical Education A217 – Cardio and Stretch – Level II; .5-2 units**

Semester length; hours: .25-1.0 Lecture/.75-3.0 Lab; prerequisite: none; fee: none; grading method: student option. The Second Half is a program to enhance the mind and body for the baby boomer generation. Designed to improve cardiovascular endurance, flexibility and quality of life for men and women 50 years and older. Intermediate exercises to increase cardiovascular endurance and flexibility through a variety of exercises will be introduced and practiced. This course may be taken four times.

**Physical Education A296 – Exercise Physiology; 3 units**

Semester length; hours: 3.0 Lecture; prerequisite: none; fee: none; grading method: student option. The study of human physiological processes during exercise and activity. Includes study of metabolic changes to major body systems during acute exercise, the physiological adaptations due to chronic exercise and the effect of training upon performance.

**3.01.02 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 revision be approved for inclusion in the curriculum:

**Coastline Community College**

Effective Fall 2009

**FROM**

**TO**

**B.C.T. C281 – Work Based Learning**

Repeatability: None

4 times

**B.C.T. C282 – Work Based Learning**

Repeatability: None

4 times

<u>B.C.T. C283 – Work Based Learning</u>		
Repeatability:	None	4 times
<u>B.C.T. C284 – Work Based Learning</u>		
Repeatability:	None	4 times
<u>B.C.T. C290 – Building Permit Technician and Counter Operations</u>		
Repeatability:	None	4 times
<u>B.C.T. C300 – Intro to the International Building Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C301 – Residential/Construction Blueprint Reading</u>		
Repeatability:	None	4 times
<u>B.C.T. C302 – California Administrative Code (Title 24)</u>		
Repeatability:	None	4 times
<u>B.C.T. C303 – Non-Structural Provisions of Building Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C304 – Concrete Codes</u>		
Repeatability:	None	4 times
<u>B.C.T. C305 – Framing Requirements of Building Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C306 – Electrical Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C307 – Mechanical Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C308 – Plumbing Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C311 – The International Residential Code</u>		
Repeatability:	None	4 times
<u>B.C.T. C312 – Construction Estimating</u>		
Repeatability:	None	4 times
<u>B.C.T. C316 – Masonry Code</u>		
Repeatability:	None	4 times
<u>Education C103 – Intro to Comps in Education: Technology Proficiencies/Teachers 1</u>		
Semester Hours:	18 lec/18 non-lec	36 lecture
<u>Education C121 – Expert Learning 1</u>		
Prerequisite:	EDUC C120	None
Co-Requisite:	Concurrent Enrollment in STAR Program	None
<u>Education C122 - Expert Learning 2</u>		
Co-Requisite:	Concurrent Enrollment in STAR Program	None
<u>English C100 – Freshman Composition</u>		
Grading Method	Student Option	Letter Grade Only

F & N C175 – Nutrition and Aging

Course Units:	2.0	3.0
Semester Hours:	36 lecture	54 lecture

Health C120 – Creating your Wellness Lifestyle

Course Units:	0.5-1.0	0.5-2.0
Semester Hours:	9-18 lecture	9-36 lecture

Health C175 – Health in the Later Years

Course Title:	Health in the Later Years	Healthy Aging
Course Units:	2.0	3.0
Semester Hours:	36 lecture	54 lecture

**Orange Coast College**

Effective Fall 2009

**FROM****TO**Architectural Technology A180 – Architectural Drafting and Construction Documents

Prerequisite:	Drafting Technology A150	Architectural Technology A150
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Aviation Maintenance Technology A182 – Aircraft Avionics Circuits

Title:	Aircraft Avionics Circuits	Avionics Installation Principles
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Aviation Maintenance Technology A184 – Aircraft Avionics Systems

Title:	Aircraft Avionics Systems	Avionics Installation and Troubleshooting
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Business A240 – Small Business Ownership

Title:	Small Business Ownership	Introduction to Entrepreneurship
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Chemistry A221 – Organic Chemistry Laboratory

Prerequisite:	None	CHEM A185
Co-requisite:	CHEM A220	None

Chemistry A226 – Organic Chemistry Laboratory 2

Co-requisite:	CHEM A220	None
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Computer Information Systems A106 – Introduction to UNIX

Title:	Introduction to UNIX	PC Concepts: Linux & Certification Preparation
Advisory:	None	Computer Information Systems A109 & A110

Computer Information Systems A171 – JavaScript Programming

Title:	JavaScript Programming	JavaScript 1
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Computer Information Systems A187 – Oracle Database Administration I

Advisory:	None	CIS A106
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Computer Information Systems A188 – Oracle Database Administration II

Units:	2.0	3.0
Weekly hours:	2.0 Lecture	3.0 Lecture/Discussion
Total hours:	36	54

Computer Information Systems A223 – Advanced Web Page Design

Title:	Advanced Web Page Design	JavaScript 2
Units:	3.0	2.0
Weekly hours:	3.0 Lecture	2.0 Lecture/1.0 Lab

Construction Technology A185 – Building Construction

Advisory:	"or entry level residential construction experience."	
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Dance A102 – Contemporary Concert Dance

Title: Contemporary Concert Dance Modern 2

Education A102 – Teaching in a Diverse Contemporary Classroom

Weekly hours: 1.0 Lecture/1.0 Non-lecture 1.0 Lecture  
Total hours: 36 18

Fashion A118 – Trend Forecasting

Units: 1.5 3.0

Fashion/ Interior Design A175 – Applied Color Design Theory

Units: 4.0 3.0

Fashion A181 – Fashion Internship

Units: 4.0 2.0

Fashion A255 – Fashion Illustrating Techniques

Units: 2.0 3.0

Hotel, Travel & Tourism A134 - Computing for Hospitality, Travel & Tourism

Units: 1.0 1.5  
Weekly hours: 1.0 Lecture 1.5 Non-lecture  
Total hours: 27 45

Hotel, Travel & Tourism A281 - Management Skill

Title: Management Skill Leadership Development  
Advisory: Hotel Management A285 Hospitality, Travel & Tourism A282  
Units: 1.5 2.0

Machine Technology A115 – Production Machining Techniques

Repeatability: 0 times 4 times

Marine Activities A151 – Professional Mariner Level 1

Title: Professional Mariner Level 1 Maritime Industry  
Units: 4.0 2.0  
Weekly hours: 4.0 Lecture 2.0 Lecture  
Total hours: 72 36

Marine Activities A152 – Boat Handling Basic Skills

Title: Boat Handling Basic Skills Boat Handling and Seamanship

Photo A125 – Introduction to Digital Photography

Title: Introduction to Digital Photography Imaging with Photoshop 1

Physical Education A124 – Strength and Balance

Title: Strength and Balance Strength and Balance Level 1

Physical Education A127 – Cardio and Stretch

Title: Cardio and Stretch Cardio and Stretch Level 1

Physical Education A135 – Hatha Yoga – Level 2

Name: Hatha Yoga – Level 2 Physical Education A204 – Hatha Yoga – Level 2

Physical Education A138 – Drugs and Sport

Units: 2.0 3.0  
Weekly hours: 2.0 Lecture 3.0 Lecture  
Total hours: 36 54

Tutoring A060 - Supervised Study

Title: Supervised Study Supervised Learning  
Units: 0.50-2.0 0.0

**Course Retirements:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be retired from the curriculum:

**Coastline Community Colleges**

Effective Fall 2009

English C039 – Basic Reading  
 Education C099 – Introduction to Tutoring  
 Education C100 – Teacher Aide  
 Education C102 – Bilingual Education Externship

**Course Suspensions:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be suspended from the curriculum:

**Orange Coast College**

Effective Fall 2009

Chemistry A100L – Chemistry in the Laboratory  
 Computer Information Systems A189 – Oracle Database Performance Tuning

**Course Reinstatements:**

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

**Orange Coast College**

Effective Fall 2009

English as a Second Language A153 – Communication Skills for International Students  
 Geology A280 – Introduction to Mineralogy

**3.01.03 Approval of New Programs/Options**

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

**Golden West College**

Effective Fall 2009

**Software Development  
Certificate of Achievement**

The Software Development certificate at Golden West College is designed to provide formal training for individuals who seek entry into the rapidly growing fields of computer software engineering, systems analysis, application development, and systems software. Students utilize the latest tools to learn programming languages, algorithms, operating system environments, and web-based multi-user application architectures. Classes are conducted in smart classrooms with the latest instructional tools. Sizable projects are undertaken in each class providing the students with an opportunity to add the projects to their portfolios, and knowledge to their skill sets.

Students can apply the skills they learn through this program, to general computing (corporate applications, databases, web applications); entertainment media development (3-D computer animation for video games and movies); engineering applications (computer-aided manufacturing, robotics, and product simulations); and emerging technologies (artificial intelligence, urban simulation, augmented reality, and biotechnology process simulation).

<b><u>Required Courses:</u></b>		<b>Units</b>
C++ Programming	CS G175	4.0
Survey of Software Development Tools	CS G102	4.0
Advanced C++	CS G189	4.0
Visual Basic.net	CS G177	
Or		
Visual C#	CS G178	4.0
Programming the Web	CS G196	<u>4.0</u>
<b>Total Units</b>		<b>20.0</b>

### Orange Coast College

Effective Fall 2009

#### **Business – Entrepreneurship** **Certificate of Specialization**

The Entrepreneurship program is designed to develop skills in starting, maintaining, and growing a small business. Courses emphasize feasibility analysis, legal considerations, financial management, marketing plans, and sales techniques.

<b><u>Required Courses:</u></b>		<b>Units</b>
Introduction to Entrepreneurship	BUS A240	3.0
Accounting for Small Business	ACCT A100	3.0
Introduction to Marketing	MKTG A100	3.0
Professional Selling	MKTG A110	3.0
Business Finance	BUS A200	<u>3.0</u>
<b>Total Units</b>		<b>15.0</b>

#### **Photography Digital Technician** **Certificate of Achievement**

This program offers training in areas such as digital photography, digital workflow, large format digital capture and studio photography techniques. It is intended to prepare students for digital tech and photo assisting jobs in the professional photography community.

<b><u>Required Courses:</u></b>		<b>Units</b>
Professional Digital Workflow & Color Management	PHOT A225	3.0
Professional Digital Capture	PHOT A205	3.0
Intro to Professional Photography	PHOT A180	4.0
Commercial Photo	PHOT A188	5.0
Intro to Professional Color	PHOT A280	<u>3.0</u>
<b>Total Units</b>		<b>18.0</b>

#### **Recommended:**

Business Practices for Photographers	PHOT A241	3.0
Intro to Digital Photography	PHOT A125	3.0



**3.01.04 Approval of Program/Option/Revisions/Retirements/Suspensions/Reinstatements****Program/Option Revisions:**

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

**Coastline Community College**

Effective Fall 2009

**Building Codes Technology (Certificate of Achievement)**

Elective Courses: Delete BCT C304, Concrete Codes

Elective Courses: Add BCT C214, Green Building Codes

**Gerontology (Certificate of Achievement)**

Elective Courses: Delete HLTH C110, First Aid and CPR

Elective Courses: Add GERON 190 – 195, Aging Issues  
GERON C140, Aging in a Multicultural Society  
LAW C142, Probate Administration/Estate Planning

Field Courses: Delete GERON C121A, Beginner Activity Leadership 1  
GERON C121B, Beginner Activity Leadership 2  
GERON C122A, Advanced Activity Leadership 1  
GERON C122B, Advanced Activity Leadership 2

**Health Care Management (Certificate of Achievement)**

Required Courses: Add HLTH C125, Introduction to Healthcare Management  
LAW C126, Legal Aspects of Health Care

Elective Courses: Add HLTH C281, Work Based Learning  
HLTH C282, Work Based Learning  
HLTH C283, Work Based Learning  
HLTH C284, Work Based Learning

**Human Services (Certificate of Accomplishment)**

Required Courses: Delete HS C272, Field Practicum

Required Courses: Add HS C273, Field Practicum

**Golden West College**

Effective Fall 2009

**Accounting (AA Degree/Major)**

Required Course: Delete Accounting/Bus G113, Business Income Taxation  
Accounting G210, Cost Accounting  
Accounting G215, Sarbanes Oxley, Intro  
Management G140, Professional Values/Ethics  
Business G108, Legal Environment  
Business G110, Business Law

Required Course: Add Accounting/Business G111, Income Tax, Federal

Elective Course: Delete CBA G160, Excel, Intro  
Math G160, Intro to Statistics  
Accounting/Business G111, Income Tax, Federal  
Coop W/E G103/G104, Work Experience

Elective Course: Add Accounting/Bus G113, Business Income Taxation  
Accounting G210, Cost Accounting  
Accounting G215, Sarbanes Oxley, Intro  
Management G140, Professional Values/Ethics  
Business G108, Legal Environment  
Business G110, Business Law

Units: Decrease total program units from 32-36 to 23-24

Business Administration (AA Degree/Major)

Required Course: Delete Accounting G102, Managerial Accounting  
Computer Science G101, Computer Literacy  
Computer Science G130, Survey of Computer Science Info

Elective Course: Delete Accounting G215, Sarbanes Oxley, Intro  
Accounting G220, Intro Forensic Accounting  
Business/Management G180, Survey of International Trade  
Coop W/E G101-G104, Work Experience

Management G111, Human Resources  
Management G115, Behavioral Management  
Management G152, Small Business Ownership & Management  
Business/Management/Computer Science G170, Business Software Solutions  
Business/Management G174, U.S. Physical Distribution & Logistics  
total program units from 28-29 to 21

Units: Decrease

Automotive Technology: Chassis and Drivetrain Specialist Option (Certificate of Achievement)

Units: Decrease total program units from 27.5 to 23.5

Automotive Technology: Chassis and Drivetrain Specialist Option (AA Degree/Major)

Units: Decrease total program units from 27.5 to 23.5

Computer Aided Design and Drafting (two-year) (Certificate of Achievement)

Title: Delete Computer Aided Drafting (two-year)

Title: Add Computer Aided Design and Drafting (two-year)

Fine and Applied Arts: Dance (AA Degree/Major)

Units: Decrease total program units from 29 to 20

Fine and Applied Arts: Theater Arts (AA Degree/Major)

Required Course: Add Theater G178, Stage Costume  
Units: Increase total program units from 20 to 23

Global Logistics and Supply Chain Management (SCM) (AA Degree/Major)

Required Course: Delete Marketing G100, Marketing  
Management G140, Professional Values/Ethics

Units: Decrease Business G108, Legal Environment  
 Business G110, Business Law  
 total program units from 28.5 to 20.5

International Trade Marketing & Management (AA Degree/Major)

Required Course: Delete Marketing G100, Marketing Principles  
 Business G130, Intro to Business Writing  
 Business G139, Business Communication  
 Management G140, Professional Values/Ethics  
 Accounting G100, Accounting Elements  
 Accounting G101, Financial Accounting  
 Business G108, Legal Environment of Business  
 Business G110, Business Law

Required Course: Add Management/Business G172, Global Logistics & SCM

Elective Course: Delete Accounting G101, Financial Accounting  
 Business/Management/Computer Science G170, Intro to Business Solutions  
 Software  
 Management/Business G172, Global Logistics & SCM  
 Accounting G215, Sarbanes Oxley, Intro  
 Business G139, Business Communication  
 Business G100, Introduction to Business  
 Management G115, Behavioral Management  
 Management G152, Small Business Ownership and Management  
 Marketing G100, Principles of Marketing  
 Marketing G135, Principles of Retail Management  
 Communication Studies G110, Public Speaking  
 Coop W/E G103-G104, Cooperative Work Experience  
 total program units from 30 to 20

Units: Decrease

Liberal Studies for Elementary Education (AA Degree/Major)

Required Course: Add English G100/G100H, Freshman Composition

Required Course: Add Choice of:  
 Communication Studies G100, Interpersonal Communication  
 Communication Studies G108, Introduction to Communication  
 Communication Studies G112, Small Group Dynamics  
 Communication Studies G220, Essentials of Argumentation  
 English G110/110H, Critical Thinking, Reading and Writing through Literature  
 Philosophy G115, Introduction to Logic

Required Course: Add Choice of:  
 Math G103, Statistics for Elementary Teacher  
 Geology G100, Physical Geology

Required Course: Add Choice of:  
 Art G100, Introduction to Art  
 Music G115, Basic Music  
 Theater G106, Acting Fundamentals

Required Course: Add Choice of:  
 History G175, History of the United States since 1876  
 Math G100, Liberal Arts Mathematics  
 Music G103, Worlds of Music  
 Philosophy G101, Introduction to Philosophy  
 Philosophy G102, History of Ancient Philosophy  
 Philosophy G120, Ethics

Units: Decrease total program units from 34-35 to 18

Management (AA Degree/Major)

Required Course: Delete Accounting G100, Accounting Elements  
Accounting G101, Financial Accounting  
Accounting G215, Sarbanes Oxley, Intro  
Computer Science G101, Computer Literacy  
Computer Science G130, Survey of Computer Science Information  
Marketing G100, Principles of Marketing

Required Course: Add Management G130, Team Building and Group Dynamics

Elective Course: Delete Economics G180, Micro Economics  
Economics G285, Macro Economics  
Mathematics G160, Intro to Statistics  
Business/Management/Computer Science G170, Intro Business Solutions  
Software  
Business/Management G172, Intro Global Logistics & SCM  
Management G118, Organizational Leadership  
Management G130, Team Building and Group Dynamics  
Business/Marketing G180, International Trade  
Management/Business G183, International Payments and Collections  
Management/Business G184, Mexico and NAFTA  
Management/Business G190, Import/Export Procedures  
Management G152, Small Business Ownership and Management  
Communication Studies G110, Public Speaking  
Coop W/E G103-G104, Cooperative Work Experience  
Units: Decrease total program units from 38 to 23

Marketing Management (AA Degree/Major)

Required Course: Delete Accounting G100, Accounting Elements  
Accounting G101, Financial Accounting  
Management G110, Elements of Management  
Computer Science G101, Computer Literacy

Elective Course: Delete Accounting G102, Managerial Accounting  
Accounting G215, Sarbanes Oxley, Intro  
Business/Marketing G121, Personal Finance  
Business G130, Intro to Business Writing  
Computer Science G130, Survey of Computer Science Information  
Computer Business Application G190, Front Page, Intro  
Computer Business Application G195, Internet, Intro  
Computer Business Application G103, Acrobat, Intro  
Coop W/E G103-G104, Work Experience  
Management G152, Small Business Ownership & Management  
Communication Studies G110, Public Speaking  
Business/Marketing G180, International Trade  
Business/Management G172, Intro to Global Logistics & SCM  
Math G160, Introduction to Statistics  
Business G108, Legal Environment  
Business G110, Business Law  
Units: Decrease total program units from 33.5 to 23.5

Mathematics and Science: Ecology (AA Degree/Major)

Required Course: Delete Chemistry G185, General Chemistry  
English G100, Freshman Composition  
Mathematics G170, Precalculus

Required Course: Added Math G160, Intro to Statistics  
 Units: Decrease total program units from 33 to 25

Retail Management and Entrepreneurship (AA Degree/Major)

Required Course: Delete Accounting G100, Accounting Elements  
 Accounting G101, Financial Accounting  
 Marketing G135, Retail Management  
 Business/Marketing G185, International Marketing

Elective Course: Delete Business/Management/Computer Science G170, Business Solutions Software  
 Business/Marketing G186, International Trade/Internet  
 Business/Marketing G180, Survey of International Trade  
 Business/Management G190, Import Export Procedures  
 Business/Management G195, Regional Economic Integration  
 Business/Management G172, Intro to Global Logistics & SCM  
 Business G108, Legal Environment  
 Business G110, Business Law  
 Units: Decrease total program units from 35 to 25

**Orange Coast College**

Fall 2009

Architectural Technology – Architectural Drafting (Certificate of Achievement)

Required courses: Delete Drafting Technology A150 & A158

Elective Courses: Add Architectural Technology A101  
 Architectural Technology A150  
 Architectural Technology A155  
 Architectural Technology A156  
 Architectural Technology A160  
 Architectural Technology A162  
 Architectural Technology A165  
 Architectural Technology A167  
 Architectural Technology A170  
 Architectural Technology A171  
 Architectural Technology A172  
 Architectural Technology A201  
 Architectural Technology A202

Aviation Technology – Aviation Maintenance Technology – Powerplant (Certificate of Achievement)

Required courses: Delete Aviation and Maintenance Technology A181

Units: Decrease Total program units from 50 to 48

Commercial Art – Illustration Design (Certificate of Achievement)

Units: Decrease Total program units from 40 to 39

Commercial Art – Jewelry Design (Certificate of Achievement)

Units: Decrease Total program units from 26 to 25

Computer Information Systems - Business Application Development (Certificate of Achievement)

Introductory Programming Specialization

Required Courses: Delete CS A170 – Pascal Programming

Required Courses: Add CS A272 – Java Programming 2

Web Development Specialization

Required Courses: Delete CIS A122 – Intro to the Internet  
 CIS/BUS A126 – Intro to E Commerce  
 CIS A224 – ASP .NET Programming  
 CIS A225 – ColdFusion Programming  
 CIS A226 – Applied E Commerce  
 CS A272 - Java Programming 2

Required Courses: Add CIS A129 – Cascading Style Sheets (CSS)  
 CIS A141 – Flash Programming  
 CIS A232 – Digital Video Premiere

Units: Decrease Total program units from 33 to 27 – 40

Computer Information Systems – College Transfer (Certificate of Achievement)

Title: Delete College Transfer

Introductory Programming Specialization

Required Courses: Delete CS A115 – Pascal Programming

Computer Information Systems – Computer Programming (Certificate of Achievement)

Required Courses: Delete CS A116 – Computer Architecture

Units: 32

Computer Information Systems – Database Administration Professional (Oracle) (Certificate of Specialization)Title:

Title: Delete Database Administration Professional (Oracle)

Title: Add Database Administration (Oracle)

Optional Courses: Add CIS A178 – SQL Tuning  
 CIS A179 – PL/SQL 2  
 CIS A183 – Oracle SQL Programming  
 CIS A184 – Oracle PL/SQL Programming  
 CIS A106 – Introduction to Linux

Computer Information Systems – Database Developer Professional (Oracle) (Certificate of Specialization)

Title: Delete Database Developer Professional (Oracle)

Title: Add Database Developer (Oracle)

Optional Courses: Add CIS A185 – Oracle Forms & Reports Developer  
 CIS A178 – SQL Tuning  
 CIS A179 – PL/SQL 2  
 CIS A187 – Database Administration 2

Computer Information Systems – Web Design (Certificate of Specialization)

Required Courses: Delete CIS A122 – Intro to the Internet  
 CIS/BUS A126 – Intro to E Commerce  
 CIS A223 – Adv Web Page Design

Required Courses: Add CIS A129 – Cascading Style Sheets for Web Pages  
 CIS A141 – Flash Programming  
 CIS A223 - JavaScript 2

Units: Increase Total program units from 9.5 - 11 to 10 - 11

Costume Careers – Costume Dresser (Certificate of Achievement)

Core Program: Delete Fashion A115

Core Program: Add Fashion A120

Required Courses: Add Internship A392

Units: Total program units from 28 to 27.5 – 28.5

Costume Careers – Costume Stitcher (Certificate of Achievement)

Core Program: Delete Fashion A115

Core Program: Add Fashion A120

Required Courses: Add Internship A392  
 Fashion A130

Units: Total program units from 31 to 32.5 - 33.5

Costume Careers – Cutter/Draper (Certificate of Achievement)

Title: Delete Cutter / Draper

Title: Add Costume First Hand

Core Program: Delete Fashion A115

Core Program: Add Fashion A120

Units: Increase Total program units from 37.5 to 39.5 - 44.5

Dance – Dance Instructor (Certificate of Achievement)

Required Courses: Delete Dance A160

Suggested Electives: Delete Fashion A251

Units: Total program units from 23.5 – 31 to 20.5 – 28

Selected 10-unit list: Delete Dance A136  
 Dance A140

Units: Decrease Total program units from 33.5 – 41 to 30.5 - 38

Dance – World Dance (Certificate of Achievement)

Required Courses: Delete Dance A160

Suggested Electives: Delete Dance A136

Units: Decrease Total program units from 30.5 - 42.5 to 27.5 – 39.5

Digital Media Arts and Design – Multimedia (Certificate of Achievement)

Required Course: Delete Digital Media Arts and Design A265

Sub-total Units: Decrease From 42 to 38

Program Units: Decrease From 47 - 48 to 43 – 44

Display and Visual Presentation (Certificate of Achievement)

Required Course: Delete Display and Visual Presentation A185

Units: Decrease Total program units from 28 to 25

Emergency Medical Technician – 1 /Basic (Certificate of Specialization)

Required Courses: Add EMT A180 – Orange County Accreditation

Units: Increase Total program units from 6.5 to 7

Entertainment Technology Core Curriculum

Required Courses: Delete Theatre Arts A276

Units: Decrease Total program units from 20 to 18

Entertainment Technology – Lighting Technician (Certificate of Achievement)

Units: Decrease Total program units from 29 to 27

Entertainment Technology – Scenic Artist (Certificate of Achievement)

Required Courses: Delete Art A236  
Interior Design A260  
Theatre Arts A271

Suggested Electives: Add Art A236  
Interior Design A260 Visualization  
Theatre Arts A271

Units: Decrease Total program units from 49 to 39

Entertainment Technology – Scenic Carpenter (Certificate of Achievement)

Core Program: Delete Theatre Arts A276

Required Courses: Delete Architectural Technology A105  
Construction Technology A110  
Construction Technology A240  
Welding Technology A200

Required Courses: Add Construction Technology A190

Suggested Elective: Delete Welding Technology A105

Suggested Electives: Add Construction Technology A116

Units: Decrease Total program units from 43.0 to 31.0



Family and Consumer Sciences – Associate Degree

Units: Decrease Total program units from 28 to 27

Fashion – Design (Certificate of Achievement)

Required Courses: Add A182 – Professional Practices 2.0 units

Units: Increase Total program units from 48.5 to 50

Fashion – Production/Product Development (Certificate of Achievement)

Required Courses: Add Fashion A182

Units: Decrease Total program units from 42 to 40.5

Fashion – Apparel Construction (Certificate of Achievement)

Required Courses: Add Fashion A182

Fashion – Fashion Merchandising (Certificate of Achievement)

Required Courses: Delete Fashion A140  
Fashion A176

Required Courses: Add Fashion A182

Units: Decrease Total program units from 44 to 40

Food Service Management – Commercial - Restaurant (Associate in Science)

Required Course: Delete CIS A100

Recommended Prep: Add CIS A100

Required Course Units: Decrease From 19.0 units to 16.0 units

Units: Decrease Total program units from 48-49 to 45-46

Food Service Management – Fast Food Services (Certificate of Specialization)

Title: Delete: Fast Food Services

Title: Add: Quick Serve

Hospitality, Travel & Tourism – Airline and Travel Careers (Certificate of Achievement)

Required Courses: Delete ARLN A110

Required Courses: Add HTT A116

Suggested Electives: Add HTT A105 – Public Service  
HTT A129 – Computer Reservation Systems – APOLLO  
HTT A131 - Computer Reservation Systems – SABRE

Suggested Electives: Delete CIS A090 – Beginning Computer Keyboarding 1  
CIS A100 – Intro to Computer Applications

Units: Increase Total program units from 28.5 to 33.5

Hospitality, Travel & Tourism – Corporate/Contract Flight Attendant (Certificate of Achievement)Required Courses: Delete ARLN A110Required Courses: Add HTT A116  
HTT A125Units: Delete Total program units from 29.5 to 33.0Hospitality, Travel & Tourism – Human Resource Management (Certificate of Achievement)Units: Increase Total program units from 35 to 36Hospitality, Travel & Tourism – Room Operations Specialist (Associate in Science)Selected Courses: Add HTT A129  
APOLLO  
HTT A131 – Computer Reservation System – SABREUnits: Increase Total program units from 59 to 60.5Hotel Management – Meeting and Event Management (Certificate of Specialization)Required Courses: Delete Hospitality, Travel & Tourism A280Required Courses: Add Hospitality, Travel & Tourism A116Interior Design – Level 1 - Interior Merchandising (Certificate of Achievement)Required Courses: Delete Drafting Technology A150Required Courses: Add Interior Design A180  
Interior Design A190  
Architectural Technology A150Units: Increase Total program units from 24 to 27Interior Design – Level 2 - Interior Design Assistant (Associate in Science)Required Courses: Delete Interior Design A180 Architectural Technology A180  
Architectural Technology A190  
Interior Design A230Required Courses: Add Interior Design A230  
Interior Design A220  
Architectural Technology A155  
Architectural Technology A156Units: Increase Total program units from 51.0 to 53.0Interior Design – Level 3 – Professional Level (Certificate of Achievement)Required Courses: Delete Drafting Technology A158  
Display and Visual Presentation A180Units: Increase Total program units from 66.0 to 68.0Manufacturing Technology – CNC Machine Operator (Certificate of Specialization)Units: Increase Total program units from 30.5 to 32.0

Manufacturing Technology – CNC Machine Programmer (Certificate of Achievement)

Units: Increase Total program units from 36.0 to 37.5

Manufacturing Technology – Machinist (Certificate of Achievement)

Units: Increase Total program units from 22.0 to 23.0 units

Manufacturing Technology – Tooling (Certificate of Achievement)

Units: Increase Total program units from 41.5 units to 43.0 units

Mariner – Professional Mariner Level 1 (Certificate of Achievement)

Required Courses: Add Marine Activities A156  
Marine Activities A151

Music – Musical Entertainer - Vocal (Certificate of Achievement)

Required Courses: Delete Music A247

Units: Decrease Total program units from 33.0 – 37.0 to 31.0 – 35.0

Neurodiagnostic Technology (Associate in Science)

Recommended Preparation:  
Delete Technology A040

Polysomnography (Associate in Science)

Required Courses: Delete Allied Health A130

Required Courses: Add Allied Health A130  
Neurodiagnostic Technology A115

Required Courses Unit: Increase Polysomnography A165; from .5 unit to 1.0 unit

Units: Increase Total program units from 47.5 to 55.5

Radiologic Technology (Diagnostic) (Associate in Science)

Prerequisite: Delete Technology A040

Units: Decrease Total program units from 67.5 to 64.5

School Health Assistant (Certificate of Specialization)

Program Option: Change Skill Certificate

Required Courses: Delete School Health Assistant A105  
Human Development A180

Units: Decrease Total program units from 12.0 to 5.0

Technical Writing (Certificate of Specialization)

Title: Change Technical Communication  
Required Courses: Delete English A100

Required Courses: Add Business A139  
Business A239

## Computer Information Systems A123

Electives: Delete

All Communication Skill electives  
All Visual Presentation and Production Layout electives

Electives: Add

Technical Communication Electives:  
Allied Health A111  
Drafting Technology A150  
Drafting Technology A110  
Drafting Technology A115  
Architectural Technology A105  
Architectural Technology A180  
Digital Media Arts and Design A181  
Digital Media Arts and Design A182  
Film A112  
Geography A190  
Computer Information Systems A232  
Journalism A111  
Electronics Technology A101  
Engineering A180  
Marketing A142

Units: Increase

Total program units from 15.0 to 17.0

**Program Retirements:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for retirement from the curriculum:

**Orange Coast College**

Effective Fall 2009

Aviation Pilot Training – Space Systems (Skill Certificate)  
Costume Careers – Assistant Costume Designer (Certificate of Achievement)  
Drafting Technology – Electro Mechanical Design/Drafting (Certificate of Achievement)  
Drafting Technology – Electro-Mechanical CADD (Certificate of Specialization)  
Music – Composer/Orchestrator/Copyist (Certificate of Achievement)  
Music – Private Music Teacher (Certificate of Achievement)

**Program Suspensions:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for suspension from the curriculum:

**Golden West College**

Effective Fall 2009

Environmental Studies Health and Safety – Certificate of Achievement

**Orange Coast College**

Effective Fall 2009

Computerized Information Systems – ColdFusion/Dreamweaver (Certificate of Specialization)  
Computerized Information Systems – Database Administration Associate (Oracle) (Certificate of Specialization)

Computerized Information Systems – Database Developer Associate (Oracle) (Certificate of Specialization)  
Computerized Information Systems – .Net Application Development (Certificate of Specialization)  
Computerized Information Systems – Web Server Development (Certificate of Specialization)  
Computerized Office Technology – Office and Administrative Assistant (Certificate of Achievement)  
Entertainment Technology – Audio Technician (Certificate of Achievement)  
Ethnic Studies (Certificate of Achievement)  
Ethnic Studies (Certificate of Specialization)  
Marketing – Advertising (Certificate of Specialization)  
Marketing – Sales (Certificate of Specialization)

**Program Reinstatements:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for reinstatement in the curriculum:

**Orange Coast College**

Effective Fall 2009

Entertainment Technology – Scenic Carpenter (Certificate of Achievement)

**3.01.05 Approval of General Education/Graduation Requirements**

**Proposed Majors:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following Majors be approved:

**Golden West College**

Effective Fall 2009

**Software Development – 20 units**

Required courses:

Computer Science G175 – C++ Programming (4)  
Computer Science G102 – Survey of Software Development Tools (4)  
Computer Science G189 – Advanced C++ (4)  
Computer science G177 – Visual Basic .net (4)  
Or  
Computer Science G178 – Visual C# (4)  
Computer Science 196 – Programming the Web (4)

**Esthetician – 18 units**

Required Courses:

Cosmetology G077 – Esthetician (18)

**Major Revisions:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following Majors revisions be approved:

**Coastline Community College**

Effective Fall 2009

Gerontology MajorRequired Courses: Delete

GERON C121A, Beginner Activity Leadership 1  
 GERON C121B, Beginner Activity Leadership 2  
 GERON C122A, Advanced Activity Leadership 1  
 GERON C122B, Advanced Activity Leadership 2

Required Courses: Add

HLTH C110, First Aid and CPR  
 LAW C142, Probate Administration/Estate Planning

**Orange Coast College**

Effective Fall 2009

Photography A123 – Basic Digital Photography

Associate in Arts Option 1 – General Education Requirement

Area C1 – Arts

Associate in Science

Area C1 – Arts

**Proposed Area of Emphasis:**

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following Areas of Emphasis be approved:

**Golden West College**

Effective Fall 2009

Liberal Arts: Emphasis in Arts and Humanities – at least 18 units

Select at least 18 units, including two or more disciplines from the following courses:

Anthropology G140 - Magic, Witchcraft, and Religion (3)  
 Art G100 – Introduction to Art (3)  
 Art G105 (or G105H) – Art History and Appreciation I: Prehistoric to Renaissance (3)  
 Art G106 (or G106H) – Art History and Appreciation II: Renaissance to Present (3)  
 Art G107 – Two Dimensional Design (3)  
 Art G109 – Three Dimensional Design (3)  
 Art G116 – Drawing I (3)  
 Art G117 – Drawing II (3)  
 Art G118 – Life Drawing I (3)  
 Art G119 – Life Drawing II (3)  
 Art G121 – Ceramics I (3)  
 Art G122 – Ceramics II (3)  
 Art G125 – Introduction to Drawing and Painting (2)  
 Art G130 – Painting I (1.5-3)  
 Art G131 – Painting II (3)  
 Art G132 – Watercolor I  
 Art G133 – Watercolor Workshop (1)  
 Art G134 – Watercolor II (3)  
 Art G142 – Sculpture (3)  
 Art G144 – Introduction to Mixed Media (2)  
 Art G150 – Introduction to Printmaking (3)  
 Art G152 – Silkscreen (3)  
 Art G160 – Jewelry Design (3)  
 Art G191 – Introduction to Design (2)  
 BVP G101 – History of Radio, Television, and Broadcasting (3)  
 Foreign Language (including Sign) G180, G185, G280; G285, G290; Span G110, G112 (3-5)  
 Communication Studies G175 – Intercultural Communication (3)  
 Dance G100 – Beginning Modern Dance (1-1.5)

Dance G110 – Introduction to Dance: Ballet, Modern and Jazz (1.5)  
 Dance G120 – Beginning Ballet (1-1.5)  
 Dance G125 – Beginning Jazz Dance (1-1.5)  
 English G110 (or G110H) – Critical Thinking, Reading, and Writing through Literature (3)  
 English G112 – Appreciation of Literature (3)  
 English G114 (or G114H) – Great Myths and Legends (3)  
 English G143 – Introduction to Children's Literature (3)  
 English G150 – American Literature: Pre-colonial through Civil War (3)  
 English G155 – American Literature: Post-Civil War to the Present (3)  
 English G156 – Asian/American Literature (3)  
 English G160 (or G160H) – Masterpieces of World Literature (3)  
 English G165 (or G165H) – Masterpieces of World Literature (3)  
 English G180 – Shakespeare (3)  
 English G280 – Creative Writing (3)  
 English G281 – Creative Writing: Prose (3)  
 English G290 – Major British Authors (3)  
 English G295 – Major British Authors (3)  
 History G120 – Asian Civilizations (3)  
 History G132 – History of Britain and Ireland I (3)  
 History G135 – History of Britain and Ireland II (3)  
 History G150 – History of Latin America (3)  
 History G165 – History of American Women (3)  
 History G170 – History of the United States to 1876 (3)  
 History G175 – History of the United States since 1876 (3)  
 History G180 (or G180H) – History of Western Civilization I (3)  
 History G185 (or G185H) – History of Western Civilization II (3)  
 History G190 – World History to 1500 (3)  
 History G195 – World History since 1500 (3)  
 Humanities G100 (or G100H) – Art History and Appreciation I--Prehistoric to Ren (3)  
 Humanities G101 – History of Radio, Television and Broadcasting (3)  
 Humanities G102 – Introduction to Art (3)  
 Humanities G103 – Worlds of Music (3)  
 Humanities G104 – History and Appreciation of Opera and Related Forms (3)  
 Humanities G108 – History and Appreciation of the Musical Theater (3)  
 Humanities G110 (or G110H) – History and Appreciation of Art II--Ren to Present (3)  
 Humanities G120 (or G120H) – History and Appreciation of Music (3)  
 Humanities G122 – History and Literature of Music (3)  
 Humanities G126 – Music in Motion Pictures (3)  
 Humanities G130 – Introduction to History and Literature of the Theater (3)  
 Humanities G132 – Introduction to the Theater (3)  
 Humanities G135 – History and Appreciation of the Cinema (3)  
 Humanities G140 – Jazz: A History and Appreciation (3)  
 Humanities G145 – History of Rock Music (3)  
 Humanities G160 – Introduction to Mass Communications (3)  
 Humanities G170 – Views of Humanity (3)  
 Journalism G160 – Introduction to Mass Communications (3)  
 Music G101 (or G101H) – History and Appreciation of Music (3)  
 Music G103 – Worlds of Music (3)  
 Music G104 – History & Appreciation of Opera (3)  
 Music G105 – Beginning Guitar I (1)  
 Music G108 – History & Appreciation of the Musical Theater (3)  
 Music G109 – Symphonic Band (1)  
 Music G110 – Golden West Symphonic Band (2)  
 Music G115 – Basic Music (3)  
 Music G120 – Masters Chorale (1)  
 Music G126 – Music In Motion Pictures (3)  
 Music G132 – Chamber Choir (2)  
 Music G136 – Jazz: A History and Appreciation (3)  
 Music G141 – Beginning Piano I (1)  
 Music G142 – Beginning Piano II (1)  
 Music G145 – Basic Voice (2)

Music G158 – Studio Singing (2)  
 Music G165 – History and Literature of Music (3)  
 Music G185 – History of Rock Music (3)  
 Music G210 – Musical Theater Workshop (2)  
 Philosophy G101 – Introduction to Philosophy (3)  
 Philosophy G102 – History of Ancient Philosophy (3)  
 Philosophy G110 – Philosophy of the East (3)  
 Philosophy G111 – Philosophy of Religion – Western (3)  
 Philosophy G115 – Introduction to Logic (3)  
 Philosophy G120 – Ethics (3)  
 Philosophy G150 – Political Philosophy (3)  
 Photo G125 – Know Your Camera (1)  
 Photo G150 – Fundamentals of Photography (3)  
 Photo G151 – Color Photography: Positive Materials (3)  
 Photo G154 – The Creative Photographer (3)  
 Photo G157 – Documentary Photography (3)  
 Photo G158 – History of Photography: An Exploration from the Lab (3)  
 Photo G165 – Portraiture (3)  
 Political Science G150 – Political Philosophy (3)  
 Theater Arts G100 – Introduction to the Theater (3)  
 Theater Arts G101 – Introduction to History and Literature of the Theater (3)  
 Theater Arts G102 – History and Appreciation of the Cinema (3)  
 Theater Arts G106 – Acting – Fundamentals (3)  
 Theater Arts G108 – History and Appreciation of the Musical Theater (3)  
 Theater Arts G110 – Acting for the Camera (3)  
 Theater Arts G120 – Appreciation of the Theater (3)  
 Theater Arts G142 – Theater Workshop (1-2)  
 Theater Arts G151 – Acting Workshop (2)  
 Theater Arts G171 – Play Production (1-2)  
 Theater Arts G172 – Classical Play Production (1-2)  
 Theater Arts G175 – Stage Scenery (3)  
 Theater Arts G176 – Stage Lighting (2)  
 Theater Arts G177 – Make-up (3)  
 Theater Arts G178 – Costume Crafts (3)  
 Theater Arts G188 – Stage Movement (3)  
 Theater Arts G210 – Musical Theater Workshop (2)

Liberal Arts: Emphasis in Business and Technology – at least 18 units

Choose 18 units of coursework, including two or more disciplines, from the following list: Students choosing this area of emphasis are required to take at least one course in business and one in technology.

Accounting G100 – Accounting Elements (4)  
 Accounting G101 – Financial Accounting (4)  
 Accounting G102 – Managerial Accounting (4)  
 Architectural Technology G100 – Intro to Architectural Graphics and Drafting (1.5)  
 Architectural Technology G120 – Materials & Principles of Construction ((2)  
 Architectural Technology G125 – Basic Architecture Design (2)  
 Architectural Technology G130 – Architectural Rendering: Perspective and Shade/Shadows (2)  
 Architectural Technology G135 – Architectural Rendering: Color Presentations (2)  
 Architectural Technology G140 – Architectural Drafting: Wood frame Residence (5)  
 Architectural Technology G145 – Architectural Drafting: Two-Story Concrete Block Multi-Family (5)  
 Architectural Technology G160 – Intro to Computer-Assisted Drafting for Architecture (3)  
 Architectural Technology G190 – Architectural Model Building (1.5)  
 Automotive Technology G101 – Introduction to Automotive Technology (3)  
 Automotive Technology G110 – Engine Repair (5)  
 Broadcast & Video Production G101 – History of Radio, Television and Broadcasting (3)  
 Broadcast & Video Production G110 – Writing For Television, Film, Radio and News Media (3)  
 Broadcast & Video Production G120 – Introduction to Television Production (3)  
 Broadcast & Video Production G130 – Introduction to Electronic Moviemaking (3)  
 Broadcast & Video Production G150 – Introduction to Broadcast Announcing (3)



Broadcast & Video Production G160 – Introduction to Non-Linear Editing (3)  
 Business G100 – Introduction to Business (3)  
 Or Business G108 – Legal Environment of Business (3)  
 Business G110 – Business Law (3)  
 Business G112/Real Estate G120 – Real Estate Legal Aspects (3)  
 Business G121/Marketing G121 – Personal Finance (3)  
 Business G125 – Business English (3)  
 Business G130 – Introduction to Business Writing (3)  
 Or Business G139 – Business Communication (3)  
 Business G150 – Business Mathematics (3)  
 Business G155 – Customer Service for the 21st Century (3)  
 Computer Business Applications G120 – QuickBooks Pro (2)  
 Computer Business Applications G145 – Introduction to Computers (1.5)  
 Computer Business Applications G149 – Outlook (2)  
 Computer Business Applications G150 – Windows, Introduction (1.5)  
 Computer Business Applications G155 – WORD, Introduction (2)  
 Computer Business Applications G160 – EXCEL, Introduction (2)  
 Computer Business Applications G165 – ACCESS, Introduction (2)  
 Computer Business Applications G170 – PowerPoint, Introduction (2)  
 Computer Business Applications G181 – Office (3)  
 Computer Business Applications G190 – Internet, Introduction (1.5)  
 Computer Business Applications G195 – Acrobat, Introduction (1.5)  
 Computer Science G101 – Computer Literacy (3)  
 Computer Science G102 – Computer Software Development, Introduction (4)  
 Computer Science G130 – Survey of Computer Science/ Information Technology (4)  
 Computer Science G147 – Game Programming, Introduction (4)  
 Computer Science G153 – Java Programming, Introduction (4)  
 Computer Science G170 – Introduction to Business Software Solutions (3)  
 Computer Science G171 – SQL Programming, Introduction (4)  
 Computer Science G175 – C++ Programming (4)  
 Computer Science G177 – Visual Basic.net (4)  
 Criminal Justice G140 – Introduction to Criminal Justice (3)  
 Criminal Justice G141 – Criminal Law I (3)  
 Criminal Justice G142 – Criminal Law II (3)  
 Digital Arts G100 – Introduction to Digital Arts (3)  
 Digital Arts G101 – The Business of Art (2)  
 Digital Arts G103 – Digital 2D Design (3)  
 Digital Arts G115 – Typography (3)  
 Digital Arts G120 – Rendering I (2)  
 Digital Arts G135 – Introduction to Adobe Illustrator (3)  
 Digital Arts G150 – Using Photoshop, Beginning (3)  
 Digital Arts G170 – Graphic Design Principles (3)  
 Digital Arts G178 – Introduction to Web Page Design (3)  
 Digital Arts G190 – Photography Fundamentals & Digital Imaging (3)  
 Drafting G101 – Basic Computer Aided Design Drafting (3)  
 Drafting G105 – Basic Engineering Drafting I, Computer Aided Drafting (3)  
 Drafting G110 – Basic Engineering Drafting II, Computer Aided Drafting (3)  
 Design G101 – Introduction to Design (2)  
 Design G105 – Introduction to Design Materials & Technical Processes (3)  
 Design G131 – Perspective & Rendering Systems (3)  
 Design G150 – Design Drafting (3)  
 Design G250 – Portfolio Development, Review and Critique (3)  
 Economics G110 – American Economic Problems (3)  
 Economics G180 – Micro Economics (3)  
 Economics G285 – Macro Economics (3)  
 Education G103 – Technology Proficiencies for Teachers I (2)  
 Environmental Studies G100 – Introduction to Environmental Studies (3)  
 Environmental Studies G160/ Engineering Technology G160 – Solar Energy I – Thermal Technologies and Applications (4)  
 Environmental Studies G162/ Engineering Technology G162 – Solar Energy II – Photovoltaic Technologies and Applications (4)

Environmental Studies G170/ Engineering Technology G170 – Renewable Energy Sources and Applications (3)  
 Floral Design G110 – Basic Floral Design (2.5)  
 Floral Design G111 – Floral Business Practicum (2.5)  
 Journalism G160 – Mass Communications (3)  
 Journalism G185 – Writing for News Media (3)  
 Library G120 – Libraries and the Internet (1)  
 Library G125 – Internet Research, Advanced (1)  
 Management G110 – Elements of Management (3)  
 Management G111 – Human Resources Management (3)  
 Marketing G100 – Marketing Principles (3)  
 Marketing G121/Business G121 – Personal Finance (3)  
 Math G140 – Survey of Calculus (4)  
 Math G150 – Finite Mathematics (4)  
 Math G160 – Introduction to Statistics (4)  
 Real Estate G110 – Real Estate Principles (3)  
 Real Estate G120/Business G112 – Real Estate Legal Aspects (3)  
 Real Estate G130 – Real Estate Practice (3)

Liberal Arts: Emphasis in Mathematics – at least 18 units

Choose any combination from the following list to total at least 18 units. Selections must include one math course at the level of Math G180 or above. Students should check with a counselor to see which courses will transfer to their target university.

Math G100 – Liberal Arts Mathematics (3)  
 Math G103 – Statistics for Elementary Teachers (3)  
 Math G104 – Mathematics for Elementary Teachers 1 (3)  
 Math G115 – College Algebra (4)  
 Math G120 – Trigonometry (3)  
 Math G140 – Survey of Calculus  
 Math G150 – Finite Mathematics with Applications (4)  
 Math G160/G160H – Introduction to Statistics (4)  
 Math G170 – Pre-Calculus (5)  
 Math G180/180H – Calculus I (5)  
 Math G185 – Calculus II (5)  
 Math G235 – Applied Linear Algebra (4)  
 Math G280 – Calculus III (5)  
 Math G285 – Introduction to Linear Algebra and Differential Equations (5)  
 Science – one science class from the list identified for the Science Area of Emphasis

Liberal Arts: Emphasis in Science – at least 18 units

Choose any combination from the following list to total at least 18 units. Must include three courses that include a laboratory. Students should check with a counselor to see which courses will transfer to their target university.

Anthropology G120 – Introduction to Physical Anthropology (3)  
 Anthropology G121 – Introduction to Physical Anthropology Lab (1)  
 Astronomy G100 – Introduction to Astronomy (3)  
 Astronomy G100L – Introduction to Astronomy Lab (1)  
 Biology G100/G100H – Introduction to Biology (4)  
 Biology G104 – Marine Life (3)  
 Biology G104L – Marine Life Laboratory (1)  
 Biology G110 – Ecology and Field Biology (3)  
 Biology G120 – Man and Disease (3)  
 Biology G155 – Introduction to Anatomy and Physiology (4)  
 Biology G160 – Physiology and Disease Mechanisms (3)  
 Biology G170 – Human Anatomy (4)  
 Biology G175 – Human Physiology (4)  
 Biology G180 – Principles of Biology (5)  
 Biology G185 – Principles of Zoology (4)  
 Biology G190 – General Botany (4)  
 Biology G200 – Introduction to Pharmacology (3)

Biology G210 – General Microbiology (5)  
 Chemistry G110 – Introduction to Chemistry (5)  
 Chemistry G130 – Introduction to Chemical Principles (4)  
 Chemistry G180 – General Chemistry I (5)  
 Chemistry G185 – General Chemistry II (5)  
 Chemistry G220 – Organic Chemistry I (5)  
 Chemistry G225 – Organic Chemistry II (5)  
 Geography G180 – Introduction to Geography: Physical Geography (3)  
 Geology G100 – Physical Geology (4)  
 Geology G105 – General Geology (3)  
 Geology G106 – Earth Science for Teachers (4)  
 Physical Science G100/G100H – Introduction to Physical Science (4)  
 Physics G110 – Conceptual Physics: Mechanics and Modern Physics (3)  
 Physics G111 – Conceptual Physics Lab (1)  
 Physics G120 – General Physics: Mechanics, Heat and Sound (4)  
 Physics G125 – General Physics: Light, Magnetism, Electricity, Atomic Physics (4)  
 Physics G185 – General Physics: Mechanics and Sound (4)  
 Physics G280 – General Physics: Electricity and Magnetism (4)  
 Physics G285 – General Physics: Heat, Light and Atomic Physics (4)  
 Psychology G250 – Psychobiology (3)  
 Mathematics – one class at level of Math 115 or above

Liberal Arts: Emphasis in Social Behavior and Self-Development

Choose at least one course from each category below (A, B, and C), then complete additional courses from categories A, B, and/or C to total 18 units.

**A) Theory and Knowledge**

Accounting G100 – Accounting Elements (4)  
 Anthropology G100 – Introduction to Cultural Anthropology (3)  
 Business G121 - Personal Finance (3)  
 Communication Studies G100 – Interpersonal Communication (3)  
 Communication Studies G108 – Introduction to Communication (3)  
 Communication Studies G175 – Intercultural Communication (3)  
 Communication Studies G260 - Organizational Communication (3)  
 Criminal Justice G110 – Introduction to Criminal Investigation (3)  
 Criminal Justice G115 – Organized Crime and Terrorism (3)  
 Criminal Justice G123 – Juvenile Law (3)  
 Criminal Justice G137 – Community Relations and Special Issues in Law Enforcement (3)  
 Criminal Justice G150 – Introduction to Corrections (3)  
 Criminal Justice G152 – Probation and Corrections: Case Planning and Supervision (3)  
 Ecology G100 – People and their Environment (3)  
 Marketing G121 - Personal Finance (3)  
 Psychology G100 – Introduction to Psychology (3)  
 Psychology G150 – Child Psychology (3)  
 Psychology G158 – Abnormal Psychology (3)  
 Psychology G160 – Human Growth and Development (3)  
 Psychology G185 – Introduction to Experimental Psychology (4)  
 Psychology G250 – Psychobiology (3)  
 Sociology G100 – Introduction to Sociology (3)  
 Sociology G110 – Marriage and Family (3)  
 Sociology G133 – Racial and Ethnic Relations in America (3)  
 Sociology G150 – Social Trends and Problems (3)

**B) Growth and Purpose**

College G100 – Successful Student (3)  
 Counseling G100 – Career Planning (1.5)  
 Counseling G103 – Educational Planning for Student Success (1)  
 Counseling G104 – Career and Life Planning: Holistic Approach (3)  
 Counseling G199 – Counseling Topics (0.5-2)  
 Criminal Justice G130 – Character Development (3)  
 Education G102 – Teaching Diverse Contemporary Classrooms (1)

Education G103 - Technology Proficiency for Teachers I (2)

Education G200 – The Teaching Profession (3)

Library G120 – Libraries and the Internet (1)

Library G125 – Internet Research, Advanced (1)

Psychology G110 – Personal and Social Adjustment (3)

Psychology G165 – Human Sexuality (3)

**C) Health and Wellness**

Dance G100 – Beginning Modern Dance (1-1.5)

Dance G105 – Dance Conditioning and Stretches (1)

Dance G110 – Introduction to Dance: Ballet, Modern and Jazz (1.5)

Dance G112 – Ballroom Dance (0.5-1)

Dance G115 – Beginning Tap Dance (1)

Dance G120 – Beginning Ballet (1-1.5)

Dance G125 – Beginning Jazz Dance (1-1.5)

Dance G130 – Dance for Musical Theater (1)

Dance G135 – Mid-Eastern Dance (0.5-1)

Dance G150 – Rhythm Tap Styles (1)

Dance G230 – Choreography (1-2)

Dance G235 – Modern Dance Ensemble (2)

Dance G240 – Tap Dance Ensemble (1-2)

Dance G245 – Performance Ensemble (1-2)

Health Education G100 – Health Education (3)

Health Education G107 - Drugs, Health and Society (3)

Health Education G120 - Basic Cardio-Pulmonary Resuscitation (1)

Health Education G125 - First Aid/Cardio-Pulmonary Resuscitation (2)

Health Education G135 – Nutrition (3)

Physical Education G110 – Swimming for Fitness (0.5-1)

Physical Education G111 – Swimming (1)

Physical Education G112 – Surfing (2)

Physical Education G130 – Yoga (1)

Physical Education G132 – Pilates for Fitness (1)

Physical Education G134 – Bowling (1)

Physical Education G136 – Rock Climbing (1)

Physical Education G137 – Golf (0.5)

Physical Education G150 – Badminton (1)

Physical Education G158 – Tennis (1)

Physical Education G159 – Table Tennis (0.5-1)

Physical Education G161 – Walking for Fitness (1)

Physical Education G164 – Aerobics (0.5-1.5)

Physical Education G173 – Introduction to Weight Training (1)

Physical Education G176 – Total Fitness for Women (1)

Physical Education G178 – Cardiovascular Laboratory (0.5-1)

Physical Education G180 – Strength and Muscle Power Training (2)

Physical Education G181 – Muscular Strength Training (1)

Physical Education G186 – Activities – Basketball (0.5-1)

Physical Education G192 – Soccer (1)

Physical Education G194 – Physical Training for Volleyball (2)

Physical Education G195 – Volleyball (0.5-1)

Physical Education G196 – Sand Volleyball (0.5-1)

Physical Education G240 – Baseball Team (2)

Physical Education G244 – Cross Country Team – Men (2)

Physical Education G246 – Football Team (2)

Physical Education G250 – Soccer Team – Men (2)

Physical Education G252 – Swimming Team – Men (2)

Physical Education G256 – Track Team-Men/Women (2)

Physical Education G258 – Volleyball Team-Men (2)

Physical Education G260 – Water Polo Team (2)

Physical Education G272 – Cross Country Team-Women (2)

Physical Education G273 – Soccer Team-Women (2)

Physical Education G274 – Softball Team-Women (2)

Physical Education G275 – Swimming Team-Women (2)

Physical Education G277 – Track Team-Women (2)  
 Physical Education G278 – Volleyball Team-Women (2)  
 Physical Education G290 – Sports Conditioning-Baseball (2)  
 Professional Physical Education G160 – Athletic Training (2)

Liberal Arts: Emphasis in Social and Behavioral Sciences – at least 18 units

Choose 18 units of coursework, including two or more disciplines from the following list:

Anthropology G100 – Introduction to Cultural Anthropology (3)  
 Anthropology G130 – Introduction to Archaeology (3)  
 Anthropology G136 – Ancient Civilizations of Mesoamerica and the Southwest (3)  
 Anthropology G140 – Magic, Witchcraft, and Religion (3)  
 Anthropology G150 – Indians of North America (3)  
 Criminal Justice G115 – Organized Crime and Terrorism (3)  
 Criminal Justice G123 – Juvenile Law (3)  
 Criminal Justice G137 – Community Relations and Special Issues in Law Enforcement (3)  
 Criminal Justice G140 – Introduction to Criminal Justice (3)  
 Criminal Justice G141 – Criminal Law I (3)  
 Criminal Justice G150 – Introduction to Corrections (3)  
 Criminal Justice G152 – Probation and Parole: Case Planning and Supervision (3)  
 Economics G110 – American Economic Problems (3)  
 Economics G120 – American Economic History (3)  
 Economics G180 – Micro Economics (3)  
 Economics G285 – Macro Economics (3)  
 Geography G100 – World Regional Geography (3)  
 Geography G104 – Introduction to Geography: Cultural Geography (3)  
 Geography G195 – Environmental Geography (3)  
 History G120 – Asian Civilizations (3)  
 History G132 – History of Britain and Ireland I (3)  
 History G135 – History of Britain and Ireland II (3)  
 History G136 – Ancient Civilizations of Mesoamerica and the Southwest (3)  
 History G140 – California History (3) (Pending transfer/articulation agreement)  
 History G150 – History of Latin America (3)  
 History G165 – History of American Women (3)  
 History G170 – History of the United States to 1876 (3)  
 History G175 – History of the United States since 1876 (3)  
 History G180 (or G180H) – History of Western Civilization I (3)  
 History G185 (or G185H) – History of Western Civilization II (3)  
 History G190 – World History to 1500 (3)  
 History G195 – World History since 1500 (3)  
 Peace Studies G100 – Peace Studies, Introduction (3)  
 Philosophy G115 – Introduction to Logic (3)  
 Political Science G100 – Introduction to Political Science (3)  
 Political Science G101 – Survey of Current Issues (3)  
 Political Science G110 – International Relations (3)  
 Political Science G120 (or G120H) – Principles of United Nations (3)  
 Political Science G121 – Model United Nations (3)  
 Political Science G130 – Law in American Society (3)  
 Political Science G180 (or G180H) – Introduction to Government (3)  
 Political Science G185 – Introduction to Government (Comparative) (3)  
 Psychology G100 – Introduction to Psychology (3)  
 Psychology G110 – Personal and Social Adjustment (3)  
 Psychology G150 – Child Psychology (3)  
 Psychology G158 – Abnormal Psychology (3)  
 Psychology G160 – Human Growth and Development (3)  
 Psychology G165 – Human Sexuality (3)  
 Psychology G185 – Introduction to Experimental Psychology (4)  
 Psychology G250 – Psychobiology (3)  
 Social Science G133 – Racial and Ethnic Relations in America (3)  
 Social Science G134 – Chicano Studies (3)  
 Social Science G135 – Vietnamese Culture (3)

Social Science G136 – History and Culture of the Chicano American (3)  
 Sociology G100 – Introduction to Sociology (3)  
 Sociology G110 – Marriage and Family (3)  
 Sociology G133 – Racial and Ethnic Relations in America (3)  
 Sociology G134 – Introduction to Chicano Studies (3)  
 Sociology G150 – Social Trends and Problems (3)

No more than 3 units may be chosen from the following list:

Communication Studies G175 – Intercultural Communication (3)  
 Communication Studies G190 – Prejudice, Discrimination and Inclusion: Communication Issues in Group Relations (3)  
 Communication Studies G225 – Negotiation and Mediation (3)  
 Education G180 – Family, Community and School in a Diverse Society (3)  
 Environmental Studies G100 – Introduction to Environmental Studies (3)  
 French G290 – French Culture and Civilization (3)  
 Peace Studies G110 – Nonviolence and Conflict Resolution (3)  
 Peace Studies G225 (same as Communication Studies G225) – Negotiation and Mediation (3)  
 Philosophy G150 – Political Philosophy (3)  
 Political Science G150 – Political Philosophy (3)  
 Span G290 – Mexican Culture and Civilization (3)  
 Special Education G105 – Implications of Deafness (3)  
 Vietnamese G290 – Vietnamese Culture/Civilization (3)

### **Revisions/Additions to General Education Requirements**

#### **Golden West College**

Effective Fall 2008

Option Certificate of Achievement for IGETC

Area 3:

Arts and Humanities:

Group B: Spanish G112 – Spanish for Spanish Speakers II

Area 4:

Social and Behavioral Sciences:

Sociology G110 – Introduction to Marriage and Family

Option Certificate of Achievement for CSU Breadth

Area C:

Arts, Literature, Philosophy and Foreign Language:

Group 2: Spanish G112 - Spanish for Spanish Speakers II

Area D:

Social, Political and Economic Institutions:

Group 0: Criminal Justice G115 – Organized Crime and Terrorism

Sociology G110 – Introduction to Marriage and Family

Area E:

Lifelong Understanding and Self - Development:

Physical Education G175 - Fitness for Seniors

Effective Summer 2009

Option Certificate of Achievement for IGETC

Area 6:

Language Other Than English (UC Only):  
Spanish G112 – Spanish for Spanish Speakers II

Option Certificate of Achievement for CSU Breadth

Area D:

Social, Political and Economic Institutions:

Group 7: Peace Studies G225 – Negotiation and Mediation

Area E:

Lifelong Understanding and Self - Development:

Physical Education G189 - Futsal/Indoor Soccer

**3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF**

Meeting: 05/20/2009 Regular Meeting

Category: 3 Consent Calendar

Agenda Type: Information

Public Access: Yes

Agenda Item Content

**3.02 Travel Authorizations - Board & Staff****Authorization for Attendance at Meetings and/or Conferences****(1) Meetings for the Board of Trustees**

Walter G Howald, Board Member (CCCD), to attend the Community College League of California Trustees Board Meeting, June 19, 2009, Sacramento, CA, without loss of salary, with no reimbursement authorized from District funds, including travel by Air Coach, to be paid by sponsoring organization.

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

Susan L Aube, Instruc Assoc (Success Ctr) (OCC), to attend the The International Center for Supplemental Instruction Workshop, August 1 - 4, 2009, Kansas City, MO, without loss of salary, with reimbursement for allowable expenses of \$1,700, including a registration fee of \$585, travel by Air Coach, to be paid from Title III Grant funds.

Diane S Balding, Hourly Instructor (OCC), to attend the California Dental Assistant Teachers Educator Day, June 20, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$285, including a registration fee of \$285, to be paid from Tech Prep Career funds.

Melissa R Berta, Instructor (OCC), to attend the Basic Skills Boot Camp, May 29 - 31, 2009, Rancho Cucamonga, CA, without loss of salary, with reimbursement for allowable expenses of \$550, including a registration fee of \$200, to be paid from Title III Grant funds.

Ted A Boehler, Dean (CCC), to attend the Department of Defense Worldwide Education Symposium 2009, July 28-30, 2009, Atlanta, GA, without loss of salary, with reimbursement for allowable expenses of \$1,300, including travel by Air Coach, to be paid from ISD Ancillary Innovative Learning Technology funds.

Barbara B Bond, Dean (OCC), to attend the 34th Annual California Community College Athletic Directors Association, May 30 - June 2, 2009, Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,200, to be paid from Physical Education and Athletics funds.

Barbara B Bond, Dean (OCC), to attend the Title IX Self-Evaluation Classes for California Community Colleges, July 12 - 15, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1,650, including a registration fee of \$950, to be paid from Ancillary funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Sector San Diego Visit, June 23, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$150, to be paid from Contract Ed Auxiliary funds.



Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Spouse Education Fair, June 2, 2009, San Pedro, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Contract Ed Auxiliary funds.

Chandulal M Brahmabhatt, Vice Chancellor (CCCD), to attend the The Chronicle Leadership Forum, June 6 - 9, 2009, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$100, travel by Air Coach, rental car and insurance, to be paid from Administrative Services Management Conference funds.

Rosalind J Campbell, Accounting Assistant 3 (OCC), to attend the Western Association of Student Financial Aid Administrators Sister Dale Brown Summer Institute, June 7 - 12, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$2,000, including a registration fee of \$735, travel by Air Coach, to be paid from BFAP Categorical funds.

Thomas A Chambers, Hourly Instructor (GWC), to attend the National Education Association Annual Meeting & Representative Assembly, June 30 - July 6, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$700, to be paid from CCA Conference funds.

Wendy L Clark, Mil/Cont Ed Tech Int (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

David A Crockett, Hourly Instructor (CCC), to attend the 2009 Itosu-Ryu World Championship and Seminar, July 20-26, 2009, Kuala Lumpur, Malaysia without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$100, travel by Air Coach, to be paid from CCA Conference funds.

Lynn M Dahnke, Telecrs Marketng Dir (CCC), to attend the Northern Illinois Learning Resource Consortium Planning Meeting, Kankakee Community College Visit, Elgin Community College Campus Visit, Annual Conference on Distance Teaching and Learning, and Meeting with Kendall/Hunt Publishing Company, August 1-12, 2009, without loss of salary, with reimbursement for allowable expenses of \$3,250, including travel by Air Coach, rental car and insurance, to be paid from ISD Ancillary Marketing funds. 1) Planning meeting with Northern Illinois Learning Resource Consortium (NILRC) Business Manager on 8/2 in Blanchardville, WI. Campus visits with Kankakee Community College (Kankakee, IL) and Elgin Community College (Elgin, IL) with NILRC Business Manager on 8/3. 2) Exhibiting at and attending the 25th Annual Conference on Distance Teaching and Learning on 8/4-8/7 in Madison, WI. 3) Meetings with representatives at Kendall/Hunt Publishing Company on 8/10 and 8/11 in Dubuque, IA.

Marion E Daniel, Mil/Cont Ed Tech (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Mark A Goode, Asst Dir M & O (OCC), to attend the Honeywell Users Group, June 14 - 19, 2009, Scottsdale, AZ, without loss of salary, with reimbursement for allowable expenses of \$2,000, including a registration fee of \$649, travel by Air Coach, rental car and insurance, to be paid from Maintenance Office Conference funds.

Ashley B Graves, Mil/Cont Ed Tech Int (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Irene J Heavern, Instructor (OCC), to attend the Academic Senate Curriculum Institute 2009, July 9 - 11, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$405, including a registration fee of \$350, to be paid from VPI Ancillary funds.

Irene J Heavern, Instructor (OCC), to attend the Academic Senate Student Learning Outcomes and

Assessment Institute, July 8, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$134, including a registration fee of \$125, to be paid from VPI Ancillary funds.

Catherine S Hutchison, Staff Asst Sr (OCC), to attend the Academic Senate Curriculum Institute 2009, July 9 - 11, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$405, including a registration fee of \$350, to be paid from VPI Ancillary funds:

Catherine S Hutchison, Staff Asst Sr (OCC), to attend the Academic Senate Student Learning Outcomes & Assessment Institute, July 8, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$134, including a registration fee of \$125, to be paid from VPI Ancillary funds.

Shirley D Jones, Mil/Cont Ed Tech (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Randy W Key, Energy Mgmt Coord (OCC), to attend the Honeywell Users Group, June 14 - 19, 2009, Scottsdale, AZ, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$649, travel by Air Coach, rental car and insurance, to be paid from Maintenance Office Conference funds. The reason for this revision is to include reimbursement for air coach.

Deanna M Lehmann, Instructor (GWC), to attend the Online Teaching Conference, June 10 - 13, 2009, Aptos, CA, without loss of salary, with reimbursement for allowable expenses of \$857, including a registration fee of \$100, travel by Air Coach, rental car and insurance, to be paid from Career Link/Tech Prep. funds.

Eve M Luckring, Instructor (OCC), to attend the Haiku North America, August 4 - 10, 2009, Ottawa, Ontario, Canada without loss of salary, with reimbursement for allowable expenses of \$1,600, including a registration fee of \$200, travel by Air Coach, rental car and insurance, to be paid from Danziger Award funds.

Shawn A Mann, Mgr Mil Prg Outreach (CCC), to attend the Department of Defense Symposium, July 26 - August 1, 2009, Atlanta, GA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including travel by Air Coach, rental car and insurance, to be paid from Contract Ed. funds.

Shawn A Mann, Mgr Mil Prg Outreach (CCC), to attend the Navy Counselors Association Symposium, June 15-19, 2009, Schaumburg, IL, without loss of salary, with reimbursement for allowable expenses of \$2,400, including travel by Air Coach, rental car and insurance, to be paid from Contract Ed. funds.

Shawn A Mann, Mgr Mil Prg Outreach (CCC), to attend the Norfolk Graduation, June 3-5, 2009, Norfolk, VA, without loss of salary, with reimbursement for allowable expenses of \$1,500, including travel by Air Coach, rental car and insurance, to be paid from Contract Ed, Contract Ed. funds.

Katherine R Marasigan, Student Fin Aid Spec BFAP (OCC), to attend the Western Association of Student Financial Aid Administrators Sister Dale Brown Summer Institute, June 7 - 12, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$2,000, including a registration fee of \$735, travel by Air Coach, to be paid from BFAP Categorical funds.

Edward A McKenney, Dean Mil/Cont Ed Pro (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from Contract Ed. funds.

E N Meneses, Vice President (CCC), to attend the Coastline's Graduation Ceremony at Naval Station Ingleside, TX, May 27-29, 2009, Ingleside, TX, without loss of salary, with reimbursement for allowable expenses of \$1,400, including travel by Air Coach, to be paid from Contract Education Auxiliary funds.

Joy L Myers, Coordinator (OCC), to attend the California Dental Assistant Teachers Educator Day, June

20, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$315, including a registration fee of \$285, to be paid from Tech Prep Career. funds.

Melinda A Nish, Vice President (OCC), to attend the Student Learning Outcomes and Assessment Institute, July 8, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$134, including a registration fee of \$125, to be paid from VPI Management Conferences funds.

Melinda A Nish, Vice President (OCC), to attend the Academic Senate Curriculum Institute 2009, July 9 - 11, 2009, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$405, including a registration fee of \$350, to be paid from VPI Management Conferences funds.

Mary I O'Connor, Prog Mgr Rhorc (GWC), to attend the California Association for Local Economic Development and Economic & Workforce Development Joint 2009 Annual Conference, April 14-17, 2009, Monterey, CA, without loss of salary, with reimbursement for allowable expenses of \$1,400, including a registration fee of \$495, travel by Air Coach, to be paid from RHORC grant funds. The reason for this revision is to change the source of funds.

Linda M Paig, Hrly/Temp Clerical (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Randal J Pile, Hourly Instructor (OCC), to attend the Boston Guitar Fest, June 9 - 15, 2009, Boston, MA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$210, travel by Air Coach, to be paid from CFE/AFT Professional Development funds.

Jennifer L Rafferty, Hourly Instructor (OCC), to attend the California Dental Assistant Teachers Educator Day, June 20, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$285, including a registration fee of \$285, to be paid from Tech Prep Career. funds.

Raul Sanchez, Informatn Sys Tch II (OCC), to attend the Symantec Ghost Solution Suite 2.5 Training, June 2 - 5, 2009, Culver City, CA, without loss of salary, with reimbursement for allowable expenses of \$3,042, including a registration fee of \$2,800, to be paid from Academic Information Systems Training funds.

Millie Sweesy-Barger, Hourly Instructor (OCC), to attend the 2009 In-Depth Yoga and Teacher Training, June 13 - 28, 2009, Santa Barbara, CA, without loss of salary, with reimbursement for allowable expenses of \$700, to be paid from CCA/CTA Professional Development funds.

Dejah L Swingle, Career Dev Grnt Coor (OCC), to attend the Los Angeles Green Career Conference 2009, June 7, 2009, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$100, to be paid from Industry Driven Reg Collaboration Grant funds.

Chau N Tran, Mil/Cont Ed Tech Int (CCC), to attend the San Diego Naval Base All College Graduation Ceremony, June 12, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$15, to be paid from Contract Ed. funds.

Chau N Tran, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Sector San Diego Visit, June 9, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$150, to be paid from Contract Ed Auxiliary funds.

Lois Y Wilkerson, Admin Dir, Workforce Econ Dev (CCC), to attend the Building Workforce Partnerships Conference 2009 and Partnership Meeting, May 26-29, 2009, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1,160, including a registration fee of \$295, to be paid from North Dislocated Worker, South Dislocated Worker funds. Reimbursement of mileage on personal auto, in lieu of airfare, not to exceed coach airfare equivalency. Lodging on May 29th required to attend meeting

with partners and local unions.

Additional Administrative Content

Created: 05/14/2009 at 04:21 PM by Jane Burden, Last Update: 05/14/2009 by Tracy Sanders

**3.03 Authorization for Student Trips - Golden West College**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content**

**3.03 Authorization for Student Trips - Golden West College**

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.

EOPS/CARE Club Trip to Soak City

Location: Buena Park, CA

Dates: June 5, 2009

Department: EOPS/CARE

Cost/purpose/funding source: \$500 from club funds.

**Additional Administrative Content**

Created on 05/14/2009 at 04:51 PM by Christina Ryan. Last update on 05/15/2009 by Tracy Sanders

**3.04 Authorization for Student Trips - Orange Coast College**

Meeting: 05/20/2009 Regular Meeting  
Category: 3: Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

**3.04 Authorization for Student Trips - Orange Coast College**

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: Off-Campus Field Trips

Location: Within Los Angeles, Orange, and San Diego Counties

Date: 2009-2010 School Year

Department: Harry & Grace Steele Children's Center

Cost/Purpose/Funding Source: Enrolled children, staff, and student-parents to participate; paid from general/ancillary funds

Transportation: District Bus

**Additional Administrative Content**

Created on 05/11/2009 at 04:51 PM by Lynne Wilson. Last update on 05/15/2009 by Tracey Sanders.

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

Meeting: 05/20/2009 Regular Meeting  
 Category: 3: Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content****3.04.01 Authorization for Special Projects - Coastline Community College**Building Codes Technology Advisory Meeting

Date: Thursday, May 21, 2009; 4:00 p.m. – 5:30 p.m.

Location: Garden Grove Center

Department: Career and Technical Education

Purpose: Develop and implement the Building Codes Technology Program

Cost/purpose/funding source: NTE \$200; CCC Foundation Funds

Foreclosure Prevention Seminar

Date: Saturday, June 6, 2009; 10:00 a.m. – Noon

Location: Garden Grove Center

Department: Planning, Development, and Government Relations

Purpose: To assist the Vietnamese community in making correct financial decisions

Cost/purpose/funding source: No cost to College or District

Articulation Event

Date: Thursday, May 21, 2009; 1:00 p.m. – 4:30 p.m.

Location: Garden Grove Center

Department: Career and Technical Education

Purpose: To bring faculty together from multiple educational segments

Cost/purpose/funding source: NTE \$900; CCC Articulation MPI Grant Funds

**Additional Administrative Content**

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

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action  
Public Access: Yes

Agenda Item Content

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

California Nursing Student Association (CNSA) BBQ for Nurse Week

Date: May 11, 2009

Department: Student Activities

Purpose: Appreciation/Fund Raiser

Cost/purpose/funding source: \$50 for food/refreshments and supplies to be paid from CNSA club funds.

City of Huntington Beach 4<sup>th</sup> of July Parade

Date: July 4, 2009

Department: Foundation

Purpose: Community relations and participation.

Cost/purpose/funding source: NTE \$10,000 for food/refreshments, supplies, printing, float rental and design, and application fees from Foundation funds.

Additional Administrative Content

Created on 05/11/2009 at 04:31 P.M. by Christina Ivin. Last Edited on 05/12/2009 by Tracey Sanders



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

Meeting: 05/20/2009 Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content****3.04.03 Authorization for Special Projects - Orange Coast College**Fireworks Booth Operated by the OCC Men's and Women's Basketball Teams

Date: July 1-July 4, 2009

Department: OCC Foundation

Purpose: Proceeds from sale of fireworks to benefit OCC Men's & Women's Basketball

Cost/Purpose/Funding Source: No cost to college; booth staffed at all times by at least one coach/college employee; volunteer staffing to include players and parents; Freedom Fireworks to provide all necessary insurance and will assist in obtaining appropriate permits from the City of Costa Mesa and State Fire Marshall.

CPR, American Heart Association Session

Date: September 25, 2009

Department: Consumer & Health Sciences

Purpose: Jack Griswold, Heart to Heart CPR, to present class to Registered Dental Assistant students

Cost/Purpose/Funding Source: Fee of \$25 per student to be paid by students

Ninety-Nines "Flying Companion Seminar"

Date: June 6, 2009

Department: Technology/Aviation Pilot Training Department

Purpose: Event open to Ninety-Nine members and Aviation Pilot Training students; all expenses covered by attendees.

Cost/Purpose/Funding Source: All expenses covered by attendees

Harry & Grace Steele Children's Center

Date: Fiscal Year 2009-2010

Department: Harry & Grace Children's Center

Purpose: Special events held during year to include overnight campouts on Children's Center grounds (to include parents); annual Fall Festival; annual Thanksgiving Feast; annual Holiday Faire; winter and spring book fair; monthly Saturday garden work parties; evening Parent Enrichment activities and potlucks; family picnics at local parks; fundraising events; onsite special events; and improvement activities with outside groups such as the Kiwanis Club, National Charity League, Scout projects, and Beach City Service League.

Cost/Purpose/Funding Source: Expenses dependent on number of participants and events to be paid from Foundation and ASOCC funds.

World Dance Celebration

Date: May 21 & 22, 2009

Department: Dance/Visual & Performing Arts

Purpose: Student/Community Outreach; local grade schools and high schools

Cost/Purpose/Funding Source: NTE \$10,000 from Foundation and President's Office funds

Circle K End-of-Year Banquet

Date: May 29, 2009

Department: Circle K Club

Purpose: Annual year-end awards and recognition; members of Circle K clubs from neighboring colleges will attend; an advisor will be present at all times

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

Additional/Administrative Content

Created on 05/11/2009 by 0435, P. V. Lybrand, Minter, L.S. at 04:04 PM on 05/11/2009 by Tracy Sanders

**3.04.04 Authorization for Disposal of Surplus**

Meeting: 05/20/2009 Regular Meeting  
Category: 3: Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

**3.04.04 Authorization for Disposal of Surplus**



Surplus052009.pdf

Additional Administrative Content

Created on 05/14/2009 at 04:51 PM by CCGDPurch. Last Update on 05/14/2009 by Tracey Sanders.

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
<b>ORANGE COAST COLLEGE</b>				
Monitor	9032934	M7612	CY944ODJH4B	I
Printer	9057187	C8052A	USBNJ06735	I
Scanner	9033045	---	915S2708533	I
Scanner	9023034	CS-3600	L705970C	I
DIRECTV Receiver	---	H20	E03BFGK001163	I
DIRECTV Receiver	---	H20	E03BFGK000860	I
Printer	9024996	C3980A	USDH098186	I
Printer	9053156	3400	YY9006571	I
Printer	9055077	6100	REN163158	I
Printer	9033703	P120A	CYE1006558	I
Computer	9048330	M5521	RN114529KLB	I
Computer	9031276	---	99186	I
Computer	9031207	---	99094	I
Computer	9031285	---	99054	I
Computer	9032756	---	40468	I
Computer	9071511	M4984	XB8412AXEUL	I
Printer	9032351	C425A4	USQXO42637	I
Printer	2004727	P82PB	ODN1181497	I
Monitor	9032757	S7T008	HDF1JC000506	I
Monitor	9032760	S7T008	HDF1JC000538	I
Monitor	9021192	EO50	1162113867	I
Monitor	9016232	EO15	1052008699	I
Monitor	9034299	EO50	1162114035	I
Box Misc Computer Parts	---	---	---	I
Range Oven	9035357	---	---	I
Typewriter	---	75	29-6713-11-092182	P
Computer Tables (7)	---	---	---	P
<b>COASTLINE COMMUNITY COLLEGE</b>				
Remote Camera	9033959	CAM2000A1N	---	I
Projector	9029676	LCSVGA860U	---	I
Video Switcher	8002072	WJ-4600B	---	I
SVHS VCR	8002294	BR611U	---	P
VCR	8649	VP5000	---	I
SVHS VCR	9036781	811U	---	I
Conferencing Unit	---	---	---	F

## Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Conferencing Unit	8002383	VC7000	---	F
JBL speaker (3)	---	4301B	---	P
Projector	8002503	XG750	800122	I
Monitor	8000265	CT-2010Y	EH2210189	P
Monitor	8002560	BT-S130N	UG2630276	P
VCR	---	HS-U430	043674M	I
Projector	9017060	XG-E690U	701316229	I
Editing control unit	8001449	RJM86U	13951156	P
Editing control unit	8002270	RMG810U	15753551	P
Monitor	---	CT1384VY	MB41370277	I
Camcorder	8002021	AG640	A0HTOO101	P
TV VCR Combo	---	PVM1326	H6AA32323	I
TV VCR Combo	---	F13TRG1	V39719954	I
TV VCR Combo	---	13VT-J100	516795	P
Video Switcher	---	Model 8	2139	F
Monitor	---	BT-S1300N	UH2510182	P
Projection TV	8001448	---	---	I
Document Camera	8002504	CCD-PC1	1001159	F
Document Camera	8002362	Flexcam	N503973	F
Document Camera	8002378	Flexcam	N508537	F
Monitor	8002579	TM-63U	17851810	I
TV	8595	19G77	376372	I
Monitor	9529	CT-1382Y	M?10310209	P
Projector	9049211	XG852	9Y000219CD	I

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

Meeting: 05/20/2009 Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content:**

### **3.04.05 Authorization to Enter Standard Telecourse Agreements - Coastline Community College**

After review by the Vice Chancellor of Administrative Services, it is recommended by the Acting Chancellor that the Board approve the following standard agreements for the lease of telecourses.

(See attachment # 8)

It is further recommended that the Board Authorize the Board President, or designee, to sign the Agreements and any related documents, indicating approval by the Board of Trustees.

**CHILD DEVELOPMENT: STEPPING STONES**

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

**CONCEPTS IN MARKETING**

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

Maryland Public Television (MD)

Term of Agreement: January 1, 2009 – May 31, 2009

**CYCLES OF LIFE: EXPLORING BIOLOGY**

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

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

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

**FACES OF CULTURE – REVISED**

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

**INTERMEDIATE ALGEBRA: MODELING THE WORLD**

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

Consortium of Distance Education (NJ)

Term of Agreement: January 1, 2009 – May 31, 2009

**MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION**  
Consortium of Distance Education (NJ)  
Term of Agreement: January 1, 2009 – May 31, 2009

**PSYCHOLOGY: THE HUMAN EXPERIENCE**  
Consortium of Distance Education (NJ)  
Term of Agreement: January 1, 2009 – May 31, 2009

**TRANSITIONS THROUGHOUT THE LIFE SPAN**  
Consortium of Distance Education (NJ)  
Term of Agreement: January 1, 2009 – May 31, 2009

Maryland Public Television (MD)  
Term of Agreement: January 1, 2009 – May 31, 2009

**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. [Telecourses.pdf](#)

**Additional Administrative Content**

Created on 05/11/2009 at 14:53 PM by Nilda Salcedo. Last updated on 05/11/2009 by Tracey Sanders.

3.04.06 Approval of Clinical Contracts - Orange Coast College

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

3.04.06 Approval of Clinical Contracts - Orange Coast College

After review by the District General Counsel, the College President, and the Vice Chancellor of Administrative Services, it is recommended by the Acting Chancellor that the Board approve 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.

It is further recommended that the Board President, or designee, shall be authorized to sign the Agreements and any related documents, indicating approval by the Board of Trustees. (Non-standard agreements are attached to each Trustee's Agenda.)

NEW

Body Awareness Physical Therapy . Standard Clinical Affiliation Agreement  
Costa Mesa, CA  
Term: May 21, 2009 to June 30, 2014.  
Compensation: None

Dr. Toan Tran, MD Standard Clinical Affiliation Agreement  
Clinical Affiliation Agreement  
Westminster, CA  
Term: May 21, 2009 to June 30, 2014.  
Compensation: None

Share Our Selves Non- Standard Clinical Affiliation Agreement  
Costa Mesa, CA ( Former Standard Agreement)  
Term: May 21, 2009 to March 30, 2014. (See Attachment # 3)  
Compensation: None

**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.



Share Our Selves Agreement Signed.pdf

Additional Administrative Content



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

Meeting: 05/20/2009 Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Information

Public Access: Yes

Agenda Item Content

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

RENEWAL

Fountain Valley Chamber of Commerce - June 1, 2009 — May 31, 2010 - \$265

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.

Additional Administrative Content

Created on 05/11/2009 at 04:51 PM by Laurie Swanson. Last modified on 05/14/2009 by Tracy Sanders

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

Meeting: 05/20/2009 Regular Meeting  
Category: 3: Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

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

**NEW**

California Association for Developmental Education (CalADE) – 2009 - \$1,000

Membership provides information, networking, advocacy, and support for basic skills and developmental education programs and their support programs.

**RENEWAL**

**Additional Administrative Content**

Created on 05/19/2009 at 04:51 PM by Lynyrdine Minor. Last updated on 05/21/2009 by Tracey Sanders

**3.04.09 Authorization for Community Activities - Orange Coast College**

Meeting: 05/20/2009 Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Action (Consent)  
 Public Access: Yes

**Agenda Item Content****3.04.09 Authorization for Community Activities - Orange Coast College**

The following not-for-credit classes will be advertised and offered by the Community Education Office during the period of May 21, 2009 – June 30, 2010. The presenter will be paid pursuant to the District's Standard Professional Expert Employment Agreement or the District's Independent Contractor Agreement at a negotiated fixed rate (F) or percentage of income (P) based on actual enrollment, as indicated by the compensation designation stated for each course.

**PROFESSIONAL EXPERTS**

ULTRASOUND PHYSIC & ADULT ECHOCARDIOGRAPHY REGISTRY EXAM REVIEW, Fee: \$120, 6 hours. Presenter: Darryl Isaac. Compensation equals 60% of the number of participants registered times the program fee minus direct costs/administration fee. Allied Health Division to receive a portion of net proceeds. (P)

**REVISION TO PREVIOUS BOARD ACTION****PROFESSIONAL EXPERTS**

OCC CHILDREN'S SWIM TEAM, Add Presenter: Tazman Backer. Compensation will be paid at an hourly rate of \$15 per hour. (P) (Prior Board approval 4/1/09)

SUMMER SWIM LESSONS, Add Presenters: Andrea Beyaoju, Jordan Briand, Alex Garcia, Jake Mitchell, Daniel O'Neil, Ashley Rendon, Austin Schaaf, Cody Serrano, Dustin Serrano, Adryan Short, Elisabeth Simpson, Veronica Velazquez, and Cassie Zaim. Compensation will be paid at an hourly rate of \$11.50 per hour for the presenter listed above. Megan Devey and Jenna Natalizio, compensation will be paid at an hourly rate of \$14.00 per hour. (P) (Prior Board approval 5/6/09)


**Additional Administrative Comment**

**3.05 PERSONNEL ITEMS**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

Agenda Item Content

**3.05 Personnel Items**

- a. Authorization for Leaves of Absence
- b. Authorization for Pay Changes, Academic Staff
- c. Authorization for Reclassification, Classification Reductions, and Reorganizational Reassignments, Classified Staff
- d. Authorization for Additional Assignments, Change in Bargaining Unit, Classified Staff
- e. Authorization for Professional Experts  Open Session.pdf

Additional Administrative Content

Created on 05/14/2009 at 0:15:17 PM by CCHDR. Last update on 05/14/2009 by Tracey Sanders.

**3.05 Personnel Items**

**a. Authorization for Leaves of Absence**

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

Certificated

Reed, Charlene, OCC, Instructor, Interior Design, 100% LOA/wop under the Family and Medical Leave Act of 1993, for the period 04/23/09 to 05/31/09.

Classified

Aper, Dorothy, OCC, Athletic Facility Coordinator, Intermittent LOA/wop under the Family and Medical Leave Act of 1993, for the period 04/04/09 to 04/14/10.

**b. Authorization for Pay Changes, Academic Staff**

It is recommended that authorization be given for the following contract adjustments for the reasons specified below:

Meneses, E. Napala, CCC, Vice President, increase total contract to D-34-07+DOC due to receipt of doctorate, effective 05/01/09.

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

It is recommended that authorization be given for the following changes for Classified Staff:

Classified

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Maharaj, Peter	CCC	Webmaster/Multimedia Development Specialist, E-65-03	Internet Services Coordinator, E-69-03	05/21/09

**d. Authorization for Additional Assignments, Change in Bargaining Unit, Classified Staff**

It is recommended that authorization be given for the following changes for Classified Staff:

Menchaca, Jennifer, OCC, Instructional Food Service Steward, Classified Unit, 100% time 10 mo position, additional Hourly/Temporary Service Maintenance assignment, on call as needed, effective 06/01/09 to 08/01/09; H-03-03.

**e. Authorization for Professional Experts**

Bischoff, Tanya K., GWC, to serve as Stage Manager for GWC theater production "What the Bellhop Saw," for the period 06/01/09 to 06/30/09, compensation to be \$500.00.

The following District Professional Experts to participate in the SB70 Community Collaborative Grants Faculty Externship Program, for the period 05/21/09 to 12/31/09, compensation to be \$1,000.00:

- Alvarez, Tony
- Atkins, Diana

Personnel Items

Atkins, Julia  
Cantrell-Speirs, Susan  
Charleston, Giovanna  
Diaz, John  
Eagleson, Vicky  
Evans, Dionne  
Fanelli, Tracy  
Fanning, Charles  
Fenton, Yi-Ching  
Giles, Diana  
Gonzalez, David  
Hackett, Katherine  
Harris, Edward  
Hepinger, Ed  
Hoffman, Connie  
Hoffman, Jenelle  
Howe, Jamie  
Hubbard, Wesley  
Linzey, Eileen  
Mackessy, Carol  
McCance, Sarah  
McGinis, Julie  
McKernan, Ryan  
Mondt, Bridget  
Myers, Joy  
Nichols, Rick  
Osborne, Debbie  
Paredes, Carina  
Pyle, Summer  
Quarress, Anna  
Sanders, Marvene  
Schatti, Thomas  
Schulz, Christa  
Scoles, Eric  
Shell, Dan  
Smedberg, Christine  
Smith, Katherine  
Stewart, Patricia  
Sthay, Nancy  
Tinnelly, Richard  
Weiss, Richard  
Zeleski, Cathleen

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

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

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

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement. It is recommended that the Board President, or designee, be authorized to sign the Agreements and any related documents indicating approval by the Board of Trustees.

\$10,000 AND OVER

UNDER \$10,000

Beede, Norman Willis to perform and compose music for 10-12 dance demonstrations at \$125 each for the Dance Appreciation course, to include, but not limited to: composition and arrangement of excerpts, recording them onto a keyboard, performing them again on a concert piano for quality, and piano tuning, May 21, 2009 – June 30, 2009, for a fee NTE \$1,500 to be paid from ISD Ancillary funds.

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

Meeting: 05/20/2009 Regular Meeting

Category: 3: Consent Calendar

Agenda Type: Action

Public Access: Yes

Agenda Item Center

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

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement. It is recommended that the Board President, or designee, be authorized to sign the Agreements and any related documents indicating approval by the Board of Trustees.

\$10,000 AND OVER

UNDER \$10,000

Games 2U to provide entertainment at Chef's for Scholarships event, September 20, 2009. Payment of \$500 from Patrons-Foundation funds.

Stow, Larisa to provide musical performance at the GWC Peace Conference, April 17, 2009. Payment of \$500 from College Discretionary funds.

The Make Believe to perform as Battle of the Bands winner, April 30, 2009. Payment of \$500 from Student Activities funds.

Srivastava, Vikas to be a workshop presenter at the GWC Peace Conference, April 17, 2009. Payment of \$200 from ASGWC funds.

Auntie Roxie's Life of the Party to provide entertainment at the Chef's for Scholarships event, September 20, 2009. To be paid \$255 from Patrons-Foundation funds.

Barnhill, Barry to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$8,000.00 from RHORC Program trust funds.

Connor, Kathy to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$5,000.00 from RHORC Program trust funds.

Perry, Susan to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$1,000.00 from RHORC Program trust funds.

Wilson, Margaret to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$8,000.00 from RHORC Program trust funds.

West, Angela to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$2,000.00 from RHORC Program trust funds.

Hirsch, Rosemarie to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$2,000.00 from RHORC Program trust funds.

DeStefano, Linda to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$1,000.00 from RHORC Program trust funds.

Pierson, Ginger to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30,



2010. To be paid \$75 per hour NTE \$5,000.00 from RHORC Program trust funds.

Hall, Elizabeth, to act as content expert for RHORC Specialty Programs July 1, 2009 through June 30, 2010. To be paid \$75 per hour NTE \$6,000.00 from RHORC Program trust funds.

Innovative Event Solutions to provide auction services for the Gala 2010, July 1 2009 – March 14, 2010. To be paid \$15,000 in four installments from Foundation funds.

**Additional Administrative Content**

Created on 05/11/2009 3:07:51 PM by: Crystal Irwin. Last update on 05/14/2009 by: Trace Sanders.

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

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

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

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement. It is recommended that the Board President, or designee, be authorized to sign the Agreements and any related documents indicating approval by the Board of Trustees.

**UNDER \$10,000**

Mitchel, Caleb to perform for Dance A144, Ballet 3-4, on May 21, 2009, to be paid \$200 from ancillary funds.

**Additional Administrative Content**

**3.05.04 Authorization for Independent Contractors - District**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

**3.05.04 Authorization for Independent Contractors -  
District**

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement. It is recommended that the Board President, or designee, be authorized to sign the Agreements and any related documents indicating approval by the Board of Trustees.

\$10,000 AND OVER

UNDER \$10,000

Quach, Tracey, (DIST) to serve as an independent contractor pursuant to the District's standard independent contractor agreement, to conduct an investigation of student grievances requiring specialized skills. Pending Board approval, her work will begin May 21, 2009, to be paid a total not to exceed \$7000.00 from District funds.

Additional Administrative Content

Created on 05/17/2009 at 04:25 PM by CCGDAdvsr. Last update on 05/17/2009 by Tracey Sanders.

**3.05.05 Authorization for Off-Campus Assignment - Coastline Community College**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

**3.05.05 Authorization for Off-Campus Assignment -  
Coastline Community College**

Nguyen, Christina, EOPS Counselor, to serve as Conference Co-Coordinator for Region 8, Cooperative Agencies Resources for Education (CARE), from July 1, 2009 through December 30, 2009, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Arellano, Cristina, EOPS Recruitment Technician, to serve as Conference Co-Coordinator for Region 8, Cooperative Agencies Resources for Education (CARE), from July 1, 2009 through December 30, 2009, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Additional Administrative Content

Created on 05/14/2009 10:43 AM by: Latrice Swartz, Updated on 05/14/2009 11:06 AM by: Tracey Sanders

**3.06 FINANCIAL APPROVALS**

Meeting: 05/20/2009 Regular Meeting  
Category: 3: Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**3.06 Financial Approvals**

**Additional Administrative Content**

Created on 05/11/2009 at 04:51 PM by Jodi Rodriguez. Last Updated on 05/15/2009 by Tracey Sanders.

**3.06.01 Approval of Purchase Orders**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

**3.06.01 Approval of Purchase Orders**



PurchaseOrderDIST.pdf

Additional Administrative Content

Created on 05/11/2009 at 04:55 PM by CCCD/Purch, last updated on 05/11/2009 by Tracey Sanders

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0316367	WestEd Services for SB70 Evaluation Grant - Board Date: 02/18/09	DIS	5899	400,000.00
P0316323	Amer Landscape Inc OCC Softball Field Category D- Landscaping/Irrigation Bid 1964 (GOB) Board Date: 04/01/09	OCC-GB	6120	281,237.00
P0316324	Ace Electric Inc OCC Softball Field Category F- Electrical Bid #1964 (GOB) Board Date 04/01/09	OCC-GB	6120	124,500.00
P0316321	UCMI Inc DSA Inspection Service for New Softball Field (GOB)	OCC-GB	6122	97,066.66
P0316360	Dell Higher Education Desktop computers for Dislocated Workers program.	CCC	6412	61,898.31
P0316344	Edwards Service Campus Wide Fire Alarm System Testing & Inspection	OCC	5899	21,323.00
P0316386	SVM, LP Arco prepaid gas cards	OCC	7601	18,630.00
P0316366	Education 4 Work SB70 Evaluation grant project services.	DIS	5899	17,500.00
P0316354	Northcott Painting Company Painting to Upgrade Fine Arts Bldg (GOB)	GWC-GB	6250	15,605.00
P0316346	Community College League of Calif GWC Library Proquest materials.	GWC	5699	12,544.00
P0316365	Scantron Corp Software upgrades for Scantron equipment	OCC	5699	12,227.84
P0316320	VQS Enterprises Inc Printing Fall 09 class schedules	GWC	4321	10,929.38
P0316352	CI Solutions Plastic ID cards, labels & printing supplies	CCC	4312	10,395.40
P0316404	CI Solutions Visitor badge ID system for Westminster & Irvine One-Stop centers	CCC	6412	10,116.95
P0316387	Fleming, Kevin	OCC	5899	9,435.00
P0316325	UCMI Inc	OCC-GB	6269	8,950.00
P0316355	Honeywell Int'l Inc	OCC-GB	6250	8,900.00
P0316322	Knorr Systems Inc	OCC	5665	7,348.80
P0316378	SMH Colocation	CCC	5899	7,172.00
P312676	Herff Jones - Cap & Gown Div	OCC	5696	6,500.00
P0316329	Rath Microtech	OCC	6411	6,313.83
P0316395	Diversified Business Services	GWC	4312	5,729.83
P0316341	SIGMAnet Inc	CCC	5638	4,909.41
P0316407	Follett Higher Education Group Inc #1094	OCC	4312	4,608.29

P0316345	North OC Comm College District	GWC	5699	4,483.00
P0316357	Guardian Edge	GWC	5699	4,462.50
P0316343	Office Depot	CCC	4312	3,952.07
P0316400	Office Depot	GWC	4315	3,880.39
P0316391	Concept Media	GWC	4312	3,553.75
P0316370	CENIC	DIS	5899	3,115.14
P0316389	Crestline Co Inc	GWC	4312	3,107.04
P0316405	Respondus Inc	GWC	5699	3,085.00
P0316376	T & L Printing Inc	CCC	4310	3,000.00
P0316393	Cross Talk Institute	CCC	5899	3,000.00
P0316353	AT&T Mobility	CCC	5519	2,750.00
P0316390	SVM, LP	GWC	7601	2,290.85
P0316368	Dell Higher Education	OCC	6412	2,100.99
P0316334	Vietnamese Translation Services	CCC	5899	2,000.00
P0316335	Walson Communications	CCC	5899	2,000.00
P0316350	SVM, LP	CCC	7601	1,922.95
P0316373	GST	CCC	4401	1,811.38
P0316412	Walters Wholesale Electric Co	OCC	4312	1,808.70
P0316397	Amsterdam Printing & Litho	GWC	4312	1,768.92
P0316347	PL Hawn Company Inc	GWC	4312	1,722.60
P0316379	Apple Computer Inc	CCC	6412	1,666.82
P0316342	Office Depot	CCC	7601	1,500.00
P0316340	Partners Data Systems Inc	CCC	5638	1,378.00
P0316398	Crestline Co Inc	GWC	4312	1,308.75
P0316364	CDWG	GWC	4315	1,226.92
P0316399	Office Depot	GWC	4312	1,221.34
P0316362	Bob's Shade & Linoleum	GWC	6250	1,120.60
P0316337	Home Run Software Services Inc	GWC	4312	911.88
P0316410	Walters Wholesale Electric Co	OCC	4312	887.45
P0316396	Diversified Business Services	GWC	4312	811.44
P0316413	Walters Wholesale Electric Co	OCC	4312	805.92
P0316382	Environments Inc	OCC	4314	777.23
P0316375	Apex Audio Inc	GWC	4315	775.45
P0316385	Constructive Playthings	OCC	4314	763.39
P0316384	Childcraft Educ Corp	OCC	4314	741.58
P0316380	Constructive Playthings	OCC	4314	704.51
P0316369	Dell Higher Education	OCC	4315	644.56
P0316358	SPSS Inc	CCC	5699	642.95
P0316328	Kawashima Photography	DIS	4321	584.53
P0316411	Walters Wholesale Electric Co	OCC	4312	569.45
P0316408	Follett Higher Education Group Inc #1094	OCC	4312	552.19
P0316338	Elite Toy Store	CCC	4312	502.41
P314911	CIWEA	OCC	5899	500.00
P0316409	Walters Wholesale Electric Co	OCC	4312	402.27
P0316336	Gopher	CCC	4312	396.86
P0316333	Bob's Shade & Linoleum	GWC	4312	390.38
P0316406	Office Depot	OCC	4312	358.17



Purchase Orders

P0316381	Discount School Supply	OCC	4314	341.99
P0316401	Office Depot	CCC	4312	331.96
P0316331	Art Supply Warehouse	GWC	4312	300.00
P0316383	Kaplan School Supply Corp	OCC	4314	279.07
P0316327	Digital Networks Group Inc	OCC	4677	267.83
P0316330	Varitek Inc	GWC	4677	250.00
P0316326	Office Depot	GWC	4315	214.32
P0316377	US Government Printing Office	CCC	4312	197.93
P0316359	Office Depot	DIS	4312	182.19
P0316361	Visual Results Inc	OCC	4312	156.58
P0316356	Office Depot	GWC	4315	137.00
P0316372	Amazon.com	CCC	4312	114.73
P0316351	Farr, Dr. Bruce	CCC	4312	107.88
P0316339	Midac Corp	GWC	5699	100.00
P0316388	Cabrera, Marcos	CCC	4312	100.00
P0316371	CMS Products	DIS	4312	90.59
P0316374	Dell Higher Education	DIS	4312	86.99
P0316394	Paragon Industries	GWC	5657	57.64
P316292	Dakota Backflow Co	DIS	5655	55.00
P0316402	Office Depot	DIS	4312	25.90
	<b>Total</b>			<b><u>\$1,245,198.63</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: 05/20/2009 Regular Meeting  
Category: 3- Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

**3.06.02 Ratification/Approval of Checks**



CheckApproval5-20-09.pdf

**Additional Administrative Content**

Lorri Bethel

Created on 05/14/2009 at 04:51 PM by C.C.P. Budge. Last Update on 05/14/2009 by Tracey Sanders

NUMBER	NAME OF VENDOR	AMOUNT
0129078	Kaiser Permanente Medical Premiums	226,762.88
0128979	Medco Health Solutions Inc Medical Prescription Claims	197,520.46
0129052	ROI Networks Inc GWC telephone system upgrade	175,875.95
0129077	Coast Community College Dist. Medical claims	140,507.00
0129230	Southern Calif Edison Co Electricity district Wide	131,641.32
0129256	Coast Community College Dist. Medical claims	103,601.15
0129257	Reliastar Life Insurance Co Life Insurance Premiums	85,725.61
0129258	Reliastar Life Insurance Co Reinsurance Premiums	80,877.84
0129074	Macerich Construction Inc OCC Child Care Classrooms	69,323.00
0129138	Constellation New Energy Inc Electricity district Wide	63,095.39
0129016	Goodwill Industries of OC Classroom Sign Language Interpreter Services	51,786.25
0129176	Harry & Grace Steele Child Ctr Child care	48,163.33
0128931	MR2 Solutions Inc Computer hardware backup system	43,937.09
0129312	People Admin Inc Software SMA for Enterprise tracking module	43,000.00
0128889	Dyntek Services Inc E-mail storage and recovery software	42,000.00
0129259	Reliastar Life Insurance Co Long Term Disability Premiums	41,077.72
0129000	CCCD Student Refunds Student Refunds	37,043.49
0128994	Avalon Center at Garden Grove Lease payments for One-Stop center, Westminster	32,944.12
0129208	OCE' Service maintenance agreement for OCE' copier	31,416.00
0128890	En Pointe Technologies Anti-virus software maintenance agreement	28,233.27
0129110	Burke, Williams & Sorensen, LLP District General Counsel - Legal Expense	27,480.80
0128959	Systems Technology Associates Inc Computer hardware drives for information services - GWC	26,567.01
0129216	Pocket Nurse	24,193.95
0129309	Pacific Blue Micro	23,235.00
0129026	Laerdal Medical Corp	21,799.75
0129033	Memorial Prompt Care Medical Group	21,398.50

Check Approval

0129093	Leona Arntson	18,000.00
0129141	Kathy Craven	16,578.00
0129125	CCCD E.O.P.S. Account	15,900.00
0129358	Xerox Corp	14,865.38
0128949	ROI Networks Inc	13,939.20
0129331	Southern Calif Edison Co	13,571.04
0128957	Softchoice Corp	12,683.06
0129234	Sun Environmental Engineering Services, Inc	11,150.00
0129020	Island Advertising Specialties	10,946.44
0129185	KPSS Inc	9,946.80
0129059	State Board of Equalization	9,828.00
0129339	Synegi Inc	9,596.00
0129140	CR & R	9,588.20
0128914	Ipswitch Inc	8,762.00
0129034	Mesa Consolidated Water Dist	8,693.75
0129330	SMS Systems Maintenance Services Inc	8,627.52
0129274	John Breihan	8,450.00
0128908	Hartley & Assoc	8,000.00
0129167	Goodwill Industries of OC	7,422.50
0129355	Waxie Sanitary Supply	7,307.80
0128887	Dell Higher Education	7,193.79
0129273	Bluecat Networks Inc	7,020.00
0128860	AT&T	6,768.79
0129019	ImageSource Inc	6,711.71
0129333	Southern Counties Oil Co	6,355.50
0129232	Starpointe Ventures	6,000.00
0129042	Office Depot	5,731.52
0129306	Office Depot	5,650.31
0129238	Time Warner Cable	5,641.66
0128965	Vital Link Orange County	5,334.17
0129236	Tape Company	5,285.48
0129363	Dept of General Services	5,132.70
0129325	Sehi Computer Products Inc	5,088.51
0129239	Trane U.S. Inc	5,052.21
0129079	Kaiser Permanente	5,008.38
0129149	Dell Higher Education	4,866.48
0129240	Union Bank of California	4,837.05
0128956	Sir Speedy Printing	4,831.06
0128993	Atkinson, Andelson, Loya, Ruud & Romo	4,823.05
0129264	AmericasPrinter.com	4,773.04
0129246	Western Graphics Plus	4,751.74
0129290	Gerke Consulting & Development LLC	4,600.00
0129181	Harry Hughes	4,500.00
0128962	Union Bank of California	4,444.90
0129022	James Jackson Productions Inc	4,436.00
0128920	Knorr Systems Inc	4,435.00
0128873	Business Properties	4,287.40
0128866	Bosch Diagnostics	4,195.00
0129308	Babak Ostovarpour	3,636.05
0129359	Calif Dept of Education	3,602.00
0129112	Cai Track Reconditioning	3,588.08

Check Approval

0129237	Thyssenkrupp Elevator	3,581.39
0129283	Constellation New Energy Inc	3,578.15
0128937	Office Depot	3,563.66
0129365	Vision Service Plan	3,527.95
0129209	Office Depot	3,458.42
0129148	DC Power Systems	3,435.78
0129321	Psychological Corp	3,420.00
0129090	Apple Computer Inc	3,291.66
0129053	Sehi Computer Products Inc	3,203.23
0129340	Systems Technology Associates Inc	3,202.96
0129055	Snap-On Tools	3,179.71
0129038	Moore Energy	3,126.05
0129103	B & P Services Inc	3,014.69
0128933	Neo Networking Inc	3,000.00
0129311	Pak West Paper and Packaging	2,953.99
0129207	OCC Food Services	2,948.02
0129155	Duvac Electronics	2,867.59
0129347	Time Warner Cable	2,826.75
0129328	Slater Ave II Limited Partnership	2,766.19
0128954	Scott Electric	2,750.00
0129147	DataPipe Inc	2,750.00
0129128	Chem Pro Laboratory Inc	2,648.00
0129067	Waxie Sanitary Supply	2,638.86
0128881	CCC Bookstore	2,605.63
0129297	Island Advertising Specialties	2,595.77
0128958	Southern Calif Edison Co	2,585.02
0129135	Coastline Regional Occupational Program	2,500.00
0129046	Provantage Corp	2,474.38
0129299	Linden Lab	2,470.00
0128917	Island Advertising Specialties	2,461.25
0129263	Adorno, Yoss, Alvarado & Smith	2,421.42
0129154	Dunn Edwards	2,383.93
0129276	Business Office Solutions	2,324.02
0128970	Western Farm Service	2,256.61
0129001	Certified Transportation Serv	2,243.60
0129136	Computerland of Silicon Valley	2,202.27
0129214	Pitney Bowes Credit Corp	2,145.00
0129061	Time Warner Entertainment	2,070.00
0129058	Spicers Paper Inc	2,030.71
0128898	Gift Source	2,027.31
0129279	CDWG	2,009.75
0129302	Newport Beach Golf Course	1,955.00
0129179	Home Depot	1,951.25
0128940	Pasco Scientific	1,906.08
0129281	Coastal Press Inc	1,810.69
0129199	Mobile Modular Management Corp	1,738.91
0129066	Walters Wholesale Electric Co	1,736.86
0129160	Fisher Scientific	1,727.06
0128925	LiNKS Sign Language & Interpreting Services	1,722.00
0128996	Calif Tool Welding Supply	1,680.75
0129260	Unum Ltc	1,633.50

0129262	ACS Affiliated Computer Services	1,631.59
0128878	Rozanne Capoccia-White	1,602.15
0129360	Dell Higher Education	1,580.22
0129244	Waxie Sanitary Supply	1,578.22
0129224	Safeguard Business Systems	1,569.72
0129354	Vietnamese Community of OC	1,539.00
0129295	Home Depot	1,532.73
0128870	Boys and Girls Club of Huntington Valley	1,518.00
0128972	Susan Wilcox	1,500.00
0129293	HBHS Football Booster Club	1,500.00
0129341	TechRoom Inc	1,500.00
0129183	Island Color Inc	1,474.99
0129143	Crestline Co Inc	1,430.15
0129348	Titlewave Video Subtitling Service	1,415.00
0129131	CI Solutions	1,406.06
0128894	Fisher Scientific	1,395.97
0128902	Graybar Electric	1,319.73
0129322	Red Oak BBQ Corp	1,319.00
0129083	A Daigger Co	1,277.01
0129089	Anaheim Palms Telecom Center	1,275.00
0129334	Spicers Paper Inc	1,242.57
0129023	JFTB/MWR	1,227.40
0128900	Goodwill Industries of OC	1,215.00
0129191	Love at First Bite Co	1,205.17
0129362	Dept of General Services	1,204.51
0129193	Main Electric Supply Co	1,146.36
0128981	A Splendid Touch Catering	1,144.31
0129126	CDWG	1,129.92
0128899	Jill Gonzales	1,125.51
0128891	Evan's Gunsmith Shooters World Inc	1,125.00
0129314	Physician Sales & Service	1,119.34
0129323	Scott Electric	1,100.00
0128983	AmericasPrinter.com	1,073.19
0128913	Image Printing Solutions	1,055.95
0128896	Galls Inc	1,053.78
0129009	Fastlink Financial	1,045.37
0129124	Caston Office Solutions	1,005.47
0129342	The Bank of New York Mellon	1,000.00
0129303	OC Wholesale Flowers	984.19
0129060	TechRoom Inc	975.00
0129215	Plastic Sales Inc	960.05
0128862	B Rich Realty	934.50
0129300	Love at First Bite Co	917.74
0129080	A Child's View Preschool	910.32
0129335	SPX Corp	903.25
0129036	Mile Square Golf Course	902.51
0129082	A Child's View Preschool	891.36
0129162	Fountain Valley Regional Hospital	890.31
0129012	Fry's Electronics	864.33
0128854	AT&T	842.46
0128904	GWC Student Health Center	840.00

Check Approval

0129217	Postmaster	840.00
0128912	HW Wilson Company	823.97
0129081	A Child's View Preschool	810.32
0129292	Hasler Financial Services LLC	807.42
0129108	Besam Entrance Solutions	784.28
0129169	Graybar Electric	760.50
0129084	A to Z Wholesale Floral Supply Inc	731.07
0129106	Battery Systems	729.85
0128886	Cowie,Heather	726.16
0129205	North Net Fire Training Center	704.00
0129063	Universal Medical Inc	697.47
0129024	Kelly Paper	678.97
0129282	College Board	651.75
0129051	Rhino Electric Supply	649.38
0129356	Western Psychological Services	634.02
0129129	Chevron USA Inc	628.42
0129271	Baytek Engineering	625.00
0129018	Home Depot	605.87
0129332	Southern Counties Lubricants LLC	601.28
0129107	Diane Benner	600.00
0128846	AmeriPride Uniform Services	596.98
0129091	Aqua-Clear Water Treatment Specialists Inc	595.00
0128869	Boys and Girls Club of Huntington Valley	594.00
0129121	Calif Tool Welding Supply	593.76
0129353	Verizon Wireless	587.82
0128906	Halo Branded Solutions	587.58
0128884	City of Costa Mesa	585.00
0128888	Dept of Justice	580.00
0128918	Key Equipment Finance	578.55
0129243	Walters Wholesale Electric Co	575.32
0129004	Computerland of Silicon Valley	556.66
0129122	Carolina Biological Supply	539.15
0129329	Smarthome	529.78
0129076	State Board of Equalization	527.00
0128858	AT&T	513.68
0129008	Evangelista, Stephanie	496.45
0129134	Coastal Press Inc	495.90
0128864	Benner Metals Corp	495.57
0129270	B & P Services Inc	490.49
0129168	Grainger	477.70
0129289	Educators Publishing Svc Inc	468.52
0129254	CCCD Workers Comp Trust Fund	466.83
0129170	Great Western Sanitary Supply	453.00
0128882	CDWG	441.18
0129182	Irvine Pipe & Supply	437.27
0129113	Cal-Olympic Safety	427.12
0128839	Aardvark Clay Supply	413.30
0128856	AT&T	403.91
0129164	Efren Galvan	400.00
0129245	James West	400.00
0128868	Boys and Girls Club of Huntington Valley	387.50

Check Approval

0128929	Mendoza, Federico	383.84
0128963	Unisource Worldwide Inc	381.60
0129229	Smith Pipe & Supply Inc	377.69
0129225	Sanderson, Dawn R.	370.75
0129021	iStockphoto.com	370.00
0128945	Psychological Assessment Resources Inc	365.04
0129310	Pacific Parking Systems Inc	362.13
0128901	Grainger	354.00
0129069	Working Wardrobes	350.00
0129241	Verizon California	345.42
0128997	Camel Financial Inc	343.40
0129075	Office Depot	339.41
0128851	AT&T	334.68
0129278	Carroll Promotions Inc	329.74
0128845	Amazon.com	326.40
0129146	Daniels Tire Service	317.25
0129350	United Rentals	305.68
0129194	Master Recording Supply Inc	302.86
0128984	Art Supply Warehouse	302.68
0129132	Cintas First Aid & Safety	300.14
0129096	AT&T	300.02
0129145	CW Dixon Associates Inc	300.00
0129157	Estes, Elaine R	300.00
0129172	Kimberly Guinn	300.00
0129315	Prado Olympic Shooting Park	300.00
0129287	Discount School Supply	299.68
0129054	Smarthome	298.70
0129351	Universal Medical Inc	297.87
0129065	Verizon California	296.19
0129286	Dept of General Services	293.63
0129211	Pasco Scientific	290.67
0128999	CCC Bookstore	288.49
0129088	Amtech Elevator Services	287.50
0129085	ACBO	285.00
0129044	Pitman Co	281.96
0129180	Hub Auto Supply	278.83
0128992	AT&T	276.24
0128989	AT&T	276.15
0129203	Newport Exterminating	269.50
0129095	AT&T	267.19
0129045	Pocket Nurse	266.50
0129184	Kelly Paper	263.68
0129196	Laurie Melby	261.13
0129223	Refrigeration Supplies Distrib	254.72
0129231	SPX Corp	250.83
0128840	Advantage Laser Cartridge	246.86
0129097	AT&T	244.34
0128847	Art Supply Warehouse	242.41
0129100	AT&T	241.17
0128883	Berlynn Ching	240.90
0129326	Shinoda Design Center Inc	240.64



Check Approval

0128986	AT&T	238.37
0129137	Consolidated Electrical Dist	236.28
0128850	AT&T	232.53
0129210	Oxygen Service Co	231.09
0129192	Magna Publications Inc	229.00
0129056	Southern Calif Edison Co	223.59
0128843	Alamitos Auto Parts Inc - Napa	217.74
0129195	Lillian Matthews	217.19
0129002	City Of Newport Beach	212.02
0129316	Prince Enterprises Inc	210.59
0129133	City of Costa Mesa	210.00
0129269	AT&T	210.00
0129156	Eberhard Equipment	206.43
0128876	Cal-Olympic Safety	205.96
0129150	Dish Network Chicago	204.10
0128935	Mary O'Connor	204.05
0129142	Craven, Nancy	200.00
0129187	Lab Safety Supply	200.00
0128934	Nghiem, Kevin	198.02
0128938	Oxygen Service Co	197.22
0129111	CACCRAO	195.00
0129127	Chacon, Judy	194.82
0128915	Iron Mountain	193.04
0129011	FRS Environmental	192.75
0129086	Alan's Lawnmower & Garden Ctr Inc	190.59
0129163	Galls Inc	187.75
0129159	Federal Express Corp	181.62
0129151	Dizon, Diadema	181.15
0129139	Cordova & Sons	180.00
0129272	Bill's Camera	179.72
0128875	Byrne, Marilyn Dow	179.20
0129123	Carroll Promotions Inc	178.96
0128855	AT&T	178.07
0129337	Suburban Water Systems	177.87
0128987	AT&T	174.33
0129277	Cal-Olympic Safety	171.13
0129017	Jacqueline Hils-Williams	171.05
0129003	City of Fountain Valley	170.91
0128967	Jocelyn Wang	169.52
0129175	Hardy Diagnostics	169.14
0129158	Express Pipe & Supply	166.39
0129267	Cristina Arellano	165.88
0129015	Gerber Technology Inc	165.00
0128842	Airgas West Inc	163.78
0129094	Art Supply Warehouse	163.38
0129266	Apple Computer Inc	162.59
0129361	Dept of General Services	161.23
0128865	Bill's Camera	158.64
0129324	Security Signal Devices	157.85
0128968	West County Family YMCA	157.74
0129284	Corporate Express	155.09

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0129213	Pitman Co	152.65
0128867	Boyd, Theresa	152.00
0128976	Woodard, Frank	152.00
0128903	Great Western Sanitary Supply	151.33
0129233	Storage Place	150.00
0129296	Walter Howald	146.03
0128905	GWC Theater	145.42
0129294	Tracy Heffelman	145.11
0128998	Cameron Welding Supply	141.38
0129265	Amico Scientific Corp	130.90
0129226	Ny Sayasy	129.76
0128897	Erica Gant	129.58
0129261	Aardvark Clay Supply	126.98
0128995	Baker & Taylor	126.90
0128916	Iron Mountain Records Mgmt	126.56
0128948	Linda Rhines	125.14
0128923	Landmark Services Inc	124.50
0129006	Jeanette Ellis	124.28
0129190	LINKS Sign Language & Interpreting Services	124.00
0129171	GST	123.94
0129014	Gabel's Cosmetics Inc.	116.37
0129102	AT&T	116.13
0129298	Gary Kinzer	114.00
0128852	AT&T	113.63
0129336	Stater Brothers	113.48
0128946	Amy Rangel	112.20
0129327	Siemens Water Technologies Corp	112.20
0128961	Unifirst Corp	112.10
0128926	Brady Long	111.76
0128988	AT&T	111.64
0129105	Baker Rentals & Sales Inc	108.00
0128893	Federal Express Corp	107.59
0129307	Orange Coast Auto Repair	106.78
0128939	Paper Mart	103.37
0129338	Sun-X Auto Glass	100.00
0128942	Pivot Point International Inc	99.14
0129087	Amer Council on Education	98.90
0129037	William Montebello	96.41
0128863	Battery Systems	94.29
0129275	Builders Security Locks & Ser	93.80
0128885	Cook, Adam	92.00
0129041	OCC Food Services	91.28
0129222	Prudential Overall Supply Co	90.06
0129201	Mutual Liquid Gas & Equipment	87.96
0129032	McLeod, Scott	87.50
0128879	Carroll Promotions Inc	86.86
0129010	Follett Higher Education Group Inc #1094	85.26
0129114	Calif Community Colleges	85.00
0129115	Calif Community Colleges	85.00
0129116	Calif Community Colleges	85.00
0129117	Calif Community Colleges	85.00

Check Approval

0129118	Calif Community Colleges	85.00
0129119	Calif Community Colleges	85.00
0129120	Calif Community Colleges	85.00
0129227	Scallon, Suzi	85.00
0129221	Prudential Overall Supply Co	84.06
0128919	Sheila Mae Kilayko Cruz	84.00
0128895	Galloway, Christine	80.00
0128924	Libertine, Lorena	80.00
0128960	Townes, Frances H	80.00
0129092	Arizala, Nonita	80.00
0129130	Chuong, Scott	80.00
0129242	Vu, Lilly K	80.00
0129198	Miranda, Paul	76.00
0128932	MSC Industrial Supply	75.56
0128977	Working Wardrobes	75.00
0129007	EOPS region VIII	75.00
0129152	Dizon, Diadema	72.00
0129188	Lapham-Jones, Debra	72.00
0128874	Byrne, Marilyn Dow	71.74
0129352	Verizon California	69.19
0128877	Elizabeth Caluag	68.48
0128966	Berton Vite	68.46
0129062	Trial, Kevin	66.34
0129099	AT&T	66.34
0129104	Baker & Taylor	66.29
0129043	Diep Pham	66.00
0129288	Corine Doughty	65.02
0128853	AT&T	64.76
0128943	Portacraft Inc	64.65
0128928	Vincent Martinez	64.44
0129228	Smarthome	62.65
0129028	Landmark Services Inc	61.80
0128975	Alan Williams	61.60
0128880	Henrietta Carter	60.62
0128871	Zhenghong Broyles	60.50
0129057	Sparkletts	59.67
0128841	Diana Agag-Maxwell	57.28
0129027	Lakeshore Learning Materials	57.10
0129109	Burke Engineering	56.87
0129218	Prudential Overall Supply Co	56.05
0128849	AT&T	55.81
0128936	OC Industrial Sewing Machine Co	55.00
0128950	Cheryl Rojas	55.00
0129174	GWC Food Services	54.89
0128974	Lois Wilkerson	54.60
0129197	Micro Center	54.36
0129189	Mai Le	52.51
0128969	Western Exterminator Co	52.50
0129204	Divya Nguyen	52.23
0128848	AT&T	51.58
0129153	Dominguez, Jesse	50.00

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0129357	Wilson Language Training	50.00
0129366	Vision Service Plan	49.95
0128947	Eloisa Rangel	49.63
0129301	Marinus Scientific	48.94
0129268	AT&T	48.27
0129212	Pelletier, Sequoyha	48.00
0128872	Business Machines Consultants Inc	47.60
0129047	Prudential Overall Supply Co	47.48
0129219	Prudential Overall Supply Co	47.48
0129291	GWC Bookstore	47.20
0129255	CCCD Workers Comp Trust Fund	47.00
0128910	Home Depot	46.60
0128911	Hub Auto Supply	46.27
0128859	AT&T	42.81
0129320	Prudential Overall Supply Co	42.08
0129144	Crown Ace Hardware	41.59
0128991	AT&T	40.05
0128953	Sanderson, Dawn R	40.00
0129165	Ganahl Lumber Co	39.86
0129200	Murray, Earl	39.06
0128952	Loren Sachs	36.03
0128892	Express Pipe & Supply	35.78
0128907	Harbor Freight Tools	33.96
0129005	Corporate Express	33.22
0129068	Susan Winterbourne	33.00
0129035	Micro Center	32.31
0129304	OCC Food Services	31.29
0128922	Mymy Lam	30.36
0128980	Medco Health Solutions Inc	28.43
0129206	OCC Ancillary #100-247500-6492	27.68
0129178	Hitt Marking Devices Inc	25.76
0129313	Pep Boys	24.80
0129280	City of Huntington Beach	24.32
0129050	Prudential Overall Supply Co	22.18
0129161	Forestry Suppliers Inc	20.85
0128951	Suzanne Rosas	20.41
0128930	Miranda, Arlene	19.46
0128927	Connie Marten	18.48
0128944	Prudential Overall Supply Co	18.24
0129317	Prudential Overall Supply Co	18.24
0129318	Prudential Overall Supply Co	16.88
0128921	Paul Krikorian	16.75
0129048	Prudential Overall Supply Co	16.04
0129220	Prudential Overall Supply Co	16.04
0129049	Prudential Overall Supply Co	15.68
0129319	Prudential Overall Supply Co	15.49
0129098	AT&T	15.26
0129101	AT&T	15.26
0128857	AT&T	15.14
0129039	Linda Newman	15.00
0129064	Valdez, Veronica	15.00

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0128844	Patricia Alatorre	13.13
0129166	Sean Glumace	12.10
0128909	Janet Heck	12.00
0128973	Michelle Wild	12.00
0129013	Karen Fung	11.94
0128861	Duc Au	11.81
0129344	The Gas Company	11.51
0128990	AT&T	11.08
0129040	OCC Associated Students	10.80
0129343	The Gas Company	10.52
0129345	The Gas Company	10.19
0128941	Jack Phan	10.00
0128971	Albert Whitehead	10.00
0129025	Ching Ku	10.00
0129029	Ieselene-Huong Le-Smith	10.00
0129030	Miko Lee	10.00
0129031	Kelly Loftus	10.00
0129186	Stephen Kramer	10.00
0129202	Jocelyn Nelson	10.00
0129285	Crown Ace Hardware	9.78
0129346	The Gas Company	9.21
0128955	Sims-Orange Welding Supply Inc	7.81
0128964	Luz Vega-Gutierrez	7.66
0129173	GWC Associated Students	7.50
0129235	TALX Corp	6.20
0129349	TP Orthodontics	5.71
0129177	HB Digital Arts	5.44
0129305	Oce Imagistics Inc	4.45
0128982	Alan's Lawnmower & Garden Ctr Inc	2.83
0128985	AT&T	0.51

Total

\$ 2,460,452.52

**3.06.03 Check List for General Obligation Bond Fund**

Meeting: 05/20/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

Agenda Item Content

**3.06.03 Check List for General Obligation Fund**



CheckApprovalBond5-20-09.pdf

Additional Administrative Content

Lorri Bethel

Created: 05/11/2009 4:04:51 PM by: CCGD/Budde, Last updated on: 05/11/2009 by: Tracey Sanders

Check Approval Bond

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
0129250	Southland Industries GWC Upgrade Utilities Campuswide	999,063.00	420316
0129251	Southland Industries GWC Upgrade Utilities Campuswide	523,215.00	420316
0129073	Telacu Construction Managment OCC Upgrade Sailing Center	345,312.35	420222
0129252	Southland Industries GWC Upgrade Utilities Campuswide	52,582.00	420316
0129253	Southland Industries GWC Upgrade Utilities Campuswide	27,538.00	420316
0129249	Interpipe Contracting Inc OCC - Underground Utilities	27,000.00	420207
0129247	CW Driver	20,494.00	420233
0129072	Steinberg Architects	12,795.76	420356
0129248	Doja Inc	2,508.00	420207
0129070	Edmund Optics	2,178.13	420206
0128978	Southland Industries	499.00	420316
0129071	State Board of Equalization	350.00	420233
	<b>Total</b>	<b>\$ 2,013,535.24</b>	

**3.06.04 Authorization for Special Payments - District**

Meeting: 05/20/2009 Regular Meeting  
Category: 3: Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content****3.06.04 Authorization for Special Payments - District**

Payment NTE \$8,000 to cover reasonable and allowable travel expenses, including airfare, lodging, and taxes incurred by finalists invited for interviews for the Interim District Chancellor position and the OCC Interim President position. Names on file with the Personnel Office and the District Board Office. Expenses to be paid from Recruitment funds.

**Additional Administrative Content**

Created on 05/14/2009 at 07:51 PM by CCCLAdmin. Last update on 05/15/2009 by Trace Sanders



4.01 Action Items

Meeting: 05/20/2009 Regular Meeting  
Category: 4: Action Items  
Agenda Type: Action  
Public Access: Yes

Agenda Item Content

## ACTION ITEMS

(Green Pages)

The following action items require individual motions and votes before these items can be implemented. Board actions which would have the effect of amending current District policies will be specifically noted. Current policies affected will be referenced.

Additional Administrative Content

© Board of 05/14/2009 at 02:51 PM by Laurie Swanson. Last Update on 05/14/2009 by Tracy Sanders

**4.02 Approval of Agreements - Coastline Community College**

Meeting: 05/20/2009 Regular Meeting

Category: 4 Action Items

Agenda Type: Action

Public Access: Yes

**Agenda Item Content****4.02 Approval of Agreements - Coastline Community College****4.02.01 Approve Agreement between Employment Development Department (EDD) and the Coast Community College District for the Purpose of Reimbursing Coast Community College District EDD's Share of the Telephone Service Costs at 125 Technology Drive West, Irvine CA 92618**

After review by the College President and District General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between Employment Development Department and the Coast Community College District for reimbursement of telephone service costs. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See EDD Irvine Attachment #4)

**Fiscal Impact:** Gross income of \$18,550

**4.02.02 Approve Agreement between Employment Development Department (EDD) and the Coast Community College District for the Purpose of Reimbursing Coast Community College District EDD's Share of the Telephone Service Costs at 5405 Garden Grove Boulevard, Westminster, CA 92683**

After review by the College President and District General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between Employment Development Department and the Coast Community College District for reimbursement of telephone service. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See EDD Westminster Attachment #5)

**Fiscal Impact:** Gross income of \$ 15,675

**4.02.03 Approve Agreement between U.S. College Compass, LLC and the Coast Community College District for Assessment, Counseling, College Preparation and Faculty Development Services**

After review by the College President, District Risk Services, and General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between U.S. College Compass, LLC and

the Coast Community College District to assess and prepare students selected for admission to Guangzhou Xiangjiang High School in China for future admission to a United States College or University by providing assessment, counseling, college preparation and faculty development services as outlined in Exhibit A (attached). U.S. College Compass, LLC shall pay District \$63,720 for the services provided under this Agreement and will reimburse District for travel and incidentals incurred for delivery of these services. The term of the Agreement is from May 21, 2009 through June 30, 2010. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See U.S. College Compass #, Exhibit A, B, and C Attachment #6)

**Fiscal Impact:** Gross income of \$63,720



EDD Irvine.pdf



EDD Westminster.pdf



U.S. College Compass.pdf



U.S. College Compass-Exhibit A.pdf



U.S. College Compass-Exhibit B.pdf



U.S. College Compass-Exhibit C.pdf

**Additional Administrative Content:**

Created on 05/11/2009 at 02:51 PM by Laurie Swanson. Last updated on 05/11/2009 by Tracey Sanders

**4.03 Approval of Agreements - Golden West College**

Meeting: 05/20/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content**

**4.03 Approval of Agreements - Golden West College**

**None**

**Additional Administrative Content**

Meeting: 05/11/2009, WSC, PVA, Cristina Lopez, Agenda Item: 05/14/2009, Tracy Sanchez

**4.04 Approval of Agreements - Orange Coast College**

Meeting: 05/20/2009 Regular Meeting

Category: 4: Action Items

Agenda Type: Action

Public Access: Yes

**Agenda Item Content****4.04 Approval of Agreements - Orange Coast College****4.04.01 Approve Non-Standard Agreement between the Community College Library Consortium and the Coast Community College District (Orange Coast College) for the renewal cycle for OCC Library electronic databases effective July 1, 2009, through June 30, 2010. Original date of agreement for the databases: PsycINFO**

After review by the College President and the District General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between the Community College Library Consortium and the Coast Community College District for the renewal cycle for the OCC Library electronic databases effective July 1, 2009, through June 30, 2010. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees (see Attachment # 7).

**Fiscal Impact:** \$3,876.00

**4.04.02 Approve Standard Agreement for contracted educational services between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in Residential Electrical (CNST A275)**

After review by the College President and the District General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in Residential Electrical as requested by the company for the period May 25, 2009, through June 19, 2009.

**Fiscal Impact:** OCC to receive \$20,650 for this contract. Net proceeds will go to the OCC/USMC account after direct costs of the program.

**4.04.03 Approve Standard Agreement for contracted educational services between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC A101)**

After review by the College President and the District General Counsel, it is recommended by the Acting Chancellor that the Board approve the Agreement between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District for the purpose of offering instruction in HVAC & R as requested by the company for the period June 22, 2009, through July 3, 2009.

**Fiscal Impact:** OCC to receive \$9,650 for this contract. Net proceeds will go to the OCC/USMC account after direct costs of the program.



Community College Library Consortium\_PsychINFO.pdf

Additional Administrative Content

Created on 05/11/2009 at 04:35 PM by Stephanie Wilson. Last update on 05/14/2009 by Tracy Sanders.

**4.05 Approval of Agreements - District**

Meeting: 05/20/2009 Regular Meeting  
Category: 4: Action Items  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**4.05 Approval of Agreements - District**

**None**

**Additional Administrative Content**

Created on 05/11/2009 at 09:53 AM by: CCCC/ASVS. Last Updated on 05/14/2009 by: Tracey Sanzera

**4.06 Buildings and Grounds Approvals**

Meeting: 05/20/2009 Regular Meeting  
Category: 4 Action Items  
Agenda Type: Action  
Public Access: Yes

Agenda Item Content

**4.06 Buildings and Grounds Approvals**



BuildingsAndGrounds0520.pdf

Additional Administrative Content

Created on 05/14/2009 at 09:50 AM by CCO/DBG. Last updated on 05/15/2009 by Tracy Sanders.



#### 4.06.01 Authorization to File Notice of Completion

It is recommended that authorization be given to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement. Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services, a Notice of Completion will be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification to all subcontractors, the District is authorized to pay fees due, accepting all work and/or materials as satisfactorily completed by the contractors. In the event of a dispute between the District and the Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

OCC Sailing Center Remodel; Bid No. 1940

Contractor: Telacu Corporation

#### 4.06.02 Bid Tabulations and Award of Contract: Orange Coast College Consumer Health and Science Buildings (ABC Building); Bid No. 1965

Notices were published on March 10 and March 17, 2009 in the newspaper as well as in four trade journals requesting bids. Three hundred, fifty bid packages were delivered or picked up by prospective bidders. One hundred, thirty two bids were received for nineteen trade categories under this multiple prime project.

The bids were opened on April 22, 2009 for the Orange Coast College Consumer Health and Science Buildings; Bid No. 1965.

After careful review by the Coast Community College District Risk Services Manager and Director of Facilities and Planning, it is recommended that a contract be awarded to the lowest qualified base bid in Categories B, D, F, G, H, I, J, K, L, M, N, O, and Q as shown below, and that the President of the Board of Trustees, or designee, be authorized to sign the contract documents.

<u>Category B – Landscape/Irrigation</u>	<u>Base Bid</u>
1. DMA Greencare Contracting, Inc. 3000 E. Coronado, Anaheim, CA 92806	\$ 254,849.00
2. Nature Tech Landscaping, Inc., Riverside, CA 92507	\$ 275,160.00
3. Sierra Landscape Company, Palm Desert, CA 92211	\$ 278,837.00
4. American Landscape, Inc., Canoga Park, CA 91304	\$ 279,823.00
5. FYR Landscaping Inc. dba Pierre Sprinkler & Landscape, Baldwin Park, CA 91706	\$ 281,218.00
6. Marina Landscape, Inc., Anaheim, CA 92805	\$ 284,999.00
7. Emerald Landscape Services, Inc., Placentia, CA 92870	\$ 298,800.00
8. America West Landscape, Inc., Chino, CA 91710	\$ 336,661.90
9. Elite Landscaping Inc., Clovis, CA 93612	\$ 370,832.00
10. Bennett Landscape, Harbor City, CA 90710	\$ 415,695.21
11. American Gardens, Torrance, CA 90504	\$ 494,990.00

**Buildings and Grounds**

Category D – Masonry

- |  |               |
|--|---------------|
| 1. <b>Industrial Masonry, Inc.</b><br>1600 East Steel Road, Colton, CA 92324 | \$ 588,400.00 |
| 2. Frazier Masonry Corporation, Lancaster, CA 93535                          | \$ 648,470.00 |
| 3. New Dimension Masonry, Inc., San Diego, CA 92110                          | \$ 845,880.00 |

Category F – Finish Carpentry/Lab Furnishings & Equipment

- |  |                |
|--|----------------|
| 1. <b>ISEC</b><br>6161 Chip Avenue, Costa Mesa, CA 90630 | \$1,395,402.00 |
| 2. Dow Diversified, Inc., Costa Mesa, CA 92627           | \$1,521,851.00 |
| 3. Lozano Caseworks, Inc., Colton, CA 92324              | \$1,616,943.00 |

Category G – Roofing/Waterproofing

- |  |               |
|--|---------------|
| 1. Western States Roof Systems, Northridge, CA 91324<br>(Disqualified as non-responsive) | \$ 324,900.00 |
| 2. <b>Best Contracting Services, Inc.</b><br>19027 S. Hamilton Avenue, Gardena, CA 90248 | \$ 354,453.00 |
| 3. Progressive Services dba Progressive Roofing, San Diego, CA 92111                     | \$ 380,828.00 |
| 4. Danny Letner Inc. dba Letner Roofing company, Orange, CA 92867                        | \$ 395,200.00 |
| 5. Troyer Contracting Company, Inc., Santa Fe Springs, CA 90670                          | \$ 417,894.00 |
| 6. DRI Commercial Corporation, Irvine, CA 92614  | \$ 479,320.00 |

Category H – Sheet Metal

- |   |               |
|---|---------------|
| 1. Troyer Contracting Company, Inc., Santa Fe Springs, CA 90670<br>(Withdrew due to clerical error)         | \$ 147,363.00 |
| 2. <b>Best Contracting Services, Inc., Gardena, CA 90248</b><br>19027 S. Hamilton Avenue, Gardena, CA 90248 | \$ 310,000.00 |

Category I – Glass & Glazing

- |  |                |
|--|----------------|
| 1. <b>Heinaman Contract Glazing</b><br>26981 Vista Terrace Drive, Suite E, Lake Forest, CA 92630 | \$2,380,780.00 |
| 2. Perfection Glass, inc., Lake Elsinore, CA 92530   | \$2,400,000.00 |
| 3. Roy E. Whitehead, Inc., Riverside, CA 92509   | \$3,295,000.00 |
| 4. Best Contracting Services, Inc., Gardena, CA 90248  | \$3,397,998.00 |

Category J – Drywall/Plaster/Framing/Fireproofing/Doors/Hardware

- |   |                |
|---|----------------|
| 1. <b>Richard &amp; Richard Construction Co., Inc.</b><br>234 Venture Street, Suite 100, San Marcos, CA 92078 | \$2,668,000.00 |
| 2. Sierra Lathing Company, Inc., Rialto, CA 92376   | \$3,022,150.00 |
| 3. Premier Wall Constructors Inc., Corona, CA 92880   | \$3,158,000.00 |
| 4. Frye Construction Inc., Bakersfield, CA 93312  | \$3,240,000.00 |
| 5. Anning-Johnson Company, San Diego, CA 92121  | \$3,396,000.00 |
| 6. Superior Wall Systems, Inc., Fullerton, CA 92831   | \$3,543,210.00 |
| 7. USS Cal Builders, Inc., Stanton, CA 90680  | \$3,658,000.00 |
| 8. Angeles Contractor, Inc., Buena Park, CA 90621   | \$3,717,000.00 |
| 9. Martin Bros./Marcowall, Inc., Gardena, CA 90248  | \$3,830,893.00 |

**Buildings and Grounds**

10. Best Interiors, Inc., Anaheim, CA 92806	\$4,029,207.00
11. Mowery-Thomason, Inc., Anaheim, CA 92806	\$4,157,000.00

Category K – Ceramic Tile

1. Precision Floor Covering, Inc. 17762 Mitchell North, Irvine, CA 92614	\$ 156,245.16
2. J. Colavin & Son Inc., Los Angeles, CA 90032	\$ 170,100.00
3. Inland Pacific Tile, Inc., San Bernardino, CA 92408	\$ 177,790.00
4. Premier Tile & Marble, Monterey Park, CA 91754	\$ 222,110.00
5. Continental Marble and Tile Company, Corona, CA 92879	\$ 233,623.00
6. Dale Ryan, Inc., Newhall, CA 91321	\$ 269,000.00
7. R & S Carpet Service, Inc. dba R & S Floor Covering, Ontario, CA 91761	\$ 309,780.00

Category L – Acoustical Ceilings

1. Elljay Acoustics, Inc. 511 Cameron Street, Placentia, CA 92870	\$ 454,470.00
2. Southcoast Acoustical Interiors, Inc., Rancho Cucamonga, CA 91730	\$ 460,090.00
3. Cochran Interiors, Inc., Arcadia, CA 91006	\$ 467,000.00
4. Preferred Ceilings, Inc., Brea, CA 92821	\$ 535,490.00
5. Grani Installation Inc., Escondido, CA 92029	\$ 540,000.00

Category M – Flooring

1. Reliable Floor Covering, Inc., Westlake Village, CA 91361 (Withdrew bid due to clerical error)	\$ 555,956.00
2. SCS Flooring Systems, Inc. 530 S. Main Street, Suite 110, Orange, CA 92868	\$ 620,000.00
3. R & S Carpet Service, Inc. dba R & S Floor Covering, Ontario, CA 91761	\$ 621,490.00
4. Precision Floor Covering, Inc., Irvine, CA 92614	\$ 638,003.03
5. The Rouse Company, Irvine, CA 92614	\$ 672,000.00
6. Donald M. Hoover Company, Fontana, CA 92335	\$ 716,355.00

Category N – Painting

1. J. Kel Painting & Wallcovering Inc., Corona, CA 92882 (Withdrew due to clerical error)	\$ 206,385.00
2. Industry Coatings 3710 Barbara Street, San Pedro, CA 90731	\$ 392,945.00
3. Alonso Painting, Spring Valley, CA 91977	\$ 406,587.00
4. Pecoraro, Inc., San Diego, CA 92101	\$ 410,000.00
5. C.T. Georgiou Painting Co., Wilmington, CA 90744	\$ 419,000.00
6. Horizon Painting Co., Inc., El Cajon, CA 92020	\$ 419,288.00
7. A.J. Fistes Corporation, Long Beach, CA 90806	\$ 488,900.00
8. Western Painting & Wallcovering, Inc., Monrovia, CA 91016	\$ 494,427.00
9. Borbon Incorporated, Buena Park, CA 90620	\$ 589,890.00
10. Nike Construction Co., Sylmar, CA 91001	\$ 594,000.00
11. Prime Painting Contractors Inc., Northridge, CA 91325	\$ 674,000.00
12. Bithell, Inc., Covina, CA 91724	\$ 680,000.00

Category O – Project Specialties/Toilet Partitions/Signage

**Buildings and Grounds**

1. Richard & Richard Construction Co., Inc., San Marcos, CA 92078 (Withdrew due to clerical error)	\$ 442,786.00
2. <b>RVH Constructors, Inc.</b> <b>320 South Milliken Avenue, Suite A, Ontario, CA 91761</b>	<b>\$ 509,800.00</b>
3. Robert L. Reeves Construction Company, Paramount, CA 90723	\$ 534,869.00
4. USS Cal Builders, Inc., Stanton, CA 90680	\$ 538,000.00
5. JRH Construction Company, Inc., Tustin, CA 92780	\$ 578,989.00
6. Inland Building Construction Companies, Inc., San Bernardino, CA 92408	\$ 603,000.00
7. Inland Empire Architectural Specialties, Inc., Riverside, CA 92507	\$ 625,200.00
8. American Gardens, Torrance, CA 90504	\$ 629,000.00
9. Gamma Builders, Inc., Rancho Santa Margarita, CA 92688	\$ 910,000.00

Category Q – Fire Protection

1. Qualco Fire Protection, Inc., Santa Fe Springs, CA 90670 (Withdrew due to clerical error)	\$ 238,490.00
2. <b>Cosco Fire Protection Inc.</b> <b>501 W. Southern Avenue, Orange, CA 92865</b>	<b>\$ 372,477.00</b>
3. Alpha Mechanical Heating & Air Conditioning Inc., San Diego, CA 92123	\$ 372,900.00
4. J.G. Tate Fire Protection Systems, Inc., Poway, CA 92064	\$ 388,111.00
5. Skyline Fire Protection Inc., Corona, CA 92882	\$ 389,700.00
6. CMA Fire Protection dba RLH Fire Protection, Bakersfield, CA 93308	\$ 433,000.00
7. Gamma Builders, Inc., Rancho Santa Margarita, CA 92688	\$ 528,900.00

**Fiscal Impact:** \$10,457,821.16 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Science Facilities  
OCC New Consumer Health & Lab Science Building  
New Construction  
(OCC ABC Building)

**4.06.03 Approve Addendum No. 2 to Steinberg Architects;  
Golden West College Learning Resource Center**

After review by the Vice President of Administrative Services, Senior Director of Facilities, Planning and Construction and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to accept Addendum No. 2 for additional architectural services for the Golden West College Learning Resource Center.

The scope of services is to include the following:

1. Additional plan check services due to geotechnical engineering review.	\$ 25,225
2. Additional utilities design and coordination.	\$ 13,630
3. Additional plan check services for constructability review.	-0-
4. Additional bidding phase services for re-bid as multiple prime.	\$ 47,687
5. Construction administration phase services.	\$104,000

6. Reimbursable Expenses \$ 5,000

Golden West College's Vice President of Administrative Services along with the construction manager, URS, was able to negotiate this additional service request down from \$290,784 to \$195,542. Item No. 3 was negotiated to a zero cost to the College.

It is further recommended that the President of the Board of Trustees, or designee be authorized to sign the agreement.

**Fiscal Impact:** \$195,542 (General Obligation Bond Fund)  
Master Plan Approved Project  
Golden West College Learning Resource Center

#### **4.06.04 Authorization for Addendum No. 3 to LPA Architecture; Orange Coast College Consumer Health & Science Lab Building (ABC Building)**

After review by the Vice President of Administrative Services, Senior Director of Facilities, Planning and Construction and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to accept Addendum No. 3 for additional architectural services for the Orange Coast College Consumer Health & Science Building (ABC Building).

The scope of services is to include the following:

1.	Additional LEED's Specifications Services	\$ 4,200
2.	Additional Fire Sprinkler Design Services	\$39,300
3.	Additional Electrical Engineering Services	\$ 3,250
4.	Additional Laboratory Design Services	\$22,200
5.	Additional Mechanical Engineering Services	\$14,650
6.	Additional Civil Engineering Services	\$ 5,000
7.	Additional Architectural Services	\$28,860

The total cost for all additional services: \$117,460

It is further recommended that the President of the Board of Trustees, or designee be authorized to sign the agreement.

**Fiscal Impact:** \$117,460 (State Funding/General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Science Facilities  
OCC New Consumer Health & Lab Science Building – New  
Construction  
(OCC ABC Building)

4.07 General Items of Business - Golden West College

Meeting: 05/20/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

Agenda Item Content

**4.07 General Items of Business - Golden West College**

**4.07.01 Authorization to Build Capacity and Sustainability within the NARET Project**

Authorization is requested to purchase a Southwest Skystream 3.7 Wind Turbine and other equipment to develop curriculum, community demonstration, and electrical generation at GWC's U.S. partner institution in the NARET consortium, Turtle Mountain Community College, North Dakota (TMCC).

**Fiscal Impact:** \$15,000 for equipment and \$15,000 for stipends for a total of \$30,000 from NARET grant funds. GWC has been awarded a \$30,000 supplemental grant to the NARET project. No matching funds are required.

Additional Administrative Content

4.08 General Items of Business - District

Meeting: 05/20/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Information  
Public Access: Yes

Agenda Item Content

4.08 General Items of Business - District

4.08.01 Appointments to Citizens' Oversight Committee to Fill Vacant Positions

At the Board of Trustees' meeting on February 19, 2003, the Board approved the initial members of the Citizens' Oversight Committee by the Adoption of a Resolution of the Board of Trustees of the Coast Community College District establishing a Citizens' Bond Oversight Committee, Approving Form of Bylaws Therefore and Appointing Members Thereto, under Section 5.

Based on the bylaws, a committee appointment will now be made for the following vacant position: (1) Student Representative.

It is recommended by the Chancellor that the following appointment be approved to serve on the Citizens' Oversight Committee:

- (1) Reema Chand, Student Representative, to fulfill the one-year term of service vacated due to the term expiration of Jereme Van Dal, ending March 2010.

Fiscal impact: None to the District

Additional Administrative Content

Printed on 05/19/2009 at 09:21 PM by Lymaine Winder. Last Update on 05/19/2009 by Tracey Sanders

4.09 Personnel Action Items

Meeting: 05/20/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Information  
Public Access: Yes

Agenda Item Content

### 4.09 Personnel Action Items

#### 4.09.01 Adoption of Chancellor Position Profile

At its meetings on April 30, 2009 and May 14, 2009, the Chancellor Search Committee considered all comments made to the committee and to Dr. Narcisa Polonio of the Association of Community College Trustees, concerning the draft Chancellor position profile. After consideration of the draft profile the comments received at its May 14, 2009 meeting, the Chancellor Search Committee approved the position profile.

After review by the Board Vice President and Board Clerk, it is recommended by the Chair of the Chancellor Search Committee that the Board of Trustees adopt the Chancellor position profile. A copy of the position profile is attached (see attachment # 9).



Coast Community College District Chancellor Profile v #7.pdf

Additional Administrative Content

Created on 05/14/2009 at 02:51 PM by Joelle Rodriguez. Last updated on 05/15/2009 by Tracey Sanders.



AGENDA ITEM

**4.10 Policy Implementation**

Meeting: 05/20/2009 Regular Meeting  
Category: 4 Action Items  
Agenda Type: Action  
Public Access: Yes

Agenda Item Content

## 4.10 Policy Implementation

### 4.10.01 Adoption of Policy 020-1-2, Board of Trustees' Standards for Administration

At the May 6, 2009 meeting, the Board reviewed and discussed the draft Policy 020-1-2, Board of Trustees' Standards for Administration.

It is recommended that the Board adopt Policy 020-1-2, Board of Trustees Standards for Administration. This revised policy replaces the current Policy 020-1-2.

**ADMINISTRATION**  
(Administrative Responsibilities)

020-1-2

Approved 01/03/85

Revised XX/XX/XXXX

### BOARD OF TRUSTEES' STANDARDS FOR ADMINISTRATION

#### PURPOSE

The Board of Trustees is responsible for the wise and prudent delivery of education, a critical local and state resource, on behalf of the citizens of the Coast Community College District. The Board is a guardian and steward for the public's interests. The Board of Trustees ensures that the District fulfills its responsibility to lead and serve its ever-changing communities. The Board meets its obligation to the community in the following ways: setting policy direction; employing a Chief Executive Officer as the institutional leader; defining legal, ethical and prudent standards for college operations; assuring fiscal health and stability; maintaining standards for good personnel relations; and providing oversight of institutional performance.

#### CHANCELLOR AS EXECUTIVE OFFICER OF THE BOARD

1. The Board of Trustees of the Coast Community College District delegates to the Chancellor of the District the executive power to administer the policies adopted by the Board and to execute all decisions of the Board requiring administrative action. In the initiation and formulation of District policies the Chancellor shall act as the professional advisor to the Board.

- a. The Chancellor may delegate any powers and duties entrusted to him or her by the Board, including the administration of colleges, but will be specifically responsible to the Board for the execution of such delegated powers and duties.
- b. The Board delegates authority to the Chancellor to appoint an acting chancellor to serve in his or her absence for periods of time, not to exceed 30 calendar days at a time.

The Board shall appoint an Acting Chancellor for periods exceeding 30 calendar days when the Chancellor is incapacitated or unable to perform his or her duties.

In case of death, resignation or retirement of the Chancellor, the Board may appoint an interim Chancellor for up to one year.

2. The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act. It is the responsibility of the Chancellor to inform and consult with the Board regarding action and to recommend a written board policy if one is required.
3. The Chancellor is expected to perform the duties contained in this policy, and any adopted Chancellor job description, and to fulfill responsibilities specified within his or her employment contract in a legal, ethical and prudent manner.
4. The Chancellor shall be expected to diligently work to achieve the goals and objectives as determined by the Board in his/her annual performance evaluation.

### **DUTIES OF THE CHANCELLOR**

The Chancellor shall establish and maintain an effective and efficient District organization. In this respect the Chancellor shall assure that the following tasks occur:

- a. Annually plan a detailed District budget and recommend it to the Board.
- b. Assure the selection of capable, diverse and qualified persons for District positions. Recommend persons and their proposed rate of remuneration to the Board for employment.
- c. Plan and recommend for Board approval a program of educational opportunities to meet the needs of District students in a manner consistent with the Board's philosophy of education for the District.
- d. Maintain District expenditures within the amounts allocated in the approved budget.
- e. Assure continuing excellence in instruction, in support services, and in administrative services through a procedure which documents the results of both periodic and random evaluations.
- f. Recommend salary schedules for both certificated and non-certificated District

employees.

- g. Anticipate District needs for revision of educational programs and services and for campus development, and for related long-term capital expenditures. Plan and recommend to the Board District actions which will result in timely fulfillment of these needs.
- h. Organize and direct an educational research program for the District for the purpose of improving the District's educational program and establishing administrative standards of ethical conduct and effectiveness.
- i. Deliver an annual "State of the District" address to the Board and public.
- j. Assure proper District approval of all purchase orders for items or materials not itemized in the annual budget, and approve purchase requisitions concerned primarily with administration.
- l. Interpret the District's programs to the citizens of the District and assure that the District maintains an adequate community relations program.
- m. Lend influence toward the development of constructive and progressive educational policies at local, state, and national levels.
- n. Maintain membership in and take part in the activities of professional and community organizations and associations that will enhance the operation of the District or the Office of the Chancellor.
- o. Maintain office hours.
- p. The Chancellor shall make available any reasonable information or give any report requested by the Board.
- q. The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.
- r. The Chancellor shall attend all meetings of the Board unless otherwise approved by the Board.
- s. Ensure compliance with District fiduciary responsibilities and maintain fiscal solvency.
- t. Provide vision and leadership for the District's overall operations and master planning.

Education Code 70902 (d), 72400  
Accreditation Standard IV

#### **4.10.02 Adoption of Policy 010-2-21, Board of Trustees' Career Technical Education Committee**

At the May 6, 2009 meeting, the Board reviewed and discussed the draft Policy Policy 010-2-21, Board of Trustees' Career Technical Education Committee.

It is recommended that the Board adopt Policy 010-2-21, Board of Trustees' Career Technical Education Committee.

## **INTRODUCTION**

(Board of Trustees)

10-2-21

XX/XX/XXXX

## **BOARD OF TRUSTEES' CAREER TECHNICAL EDUCATION COMMITTEE**

### **PURPOSE**

The Board of Trustees' Career Technical Education Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Committee is to assist the Board of Trustees in promoting increased opportunities and awareness of career technical education programs and opportunities and to coordinate the efforts of the three colleges. The Committee convenes to discuss programs, opportunities, and funding as it relates to career technical education and related matters as they arise.

### **GOALS AND OBJECTIVES**

While assisting the Board of Trustees with career technical education 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:

Increased awareness of career technical education.

Establishment of a system of regular reporting by the colleges to the Committee and the Board of Trustees on career technical education programs and opportunities on each campus of the District.

Increased awareness of career technical education opportunities from State, Federal and private funding sources.

### **COMPOSITION OF THE CAREER TECHNICAL EDUCATION 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 Career Technical Education Committee shall possess or obtain a basic understanding of career technical education matters, and shall have a requisite interest in career technical education issues facing the District and its three colleges.

The Associate Vice Chancellor for Educational Services (or an equivalent member of the Administrative staff) will consult with and advise the Committee on an ex-officio basis.

### **RESPONSIBILITIES**

The committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on career technical education issues. The Committee has the following responsibilities:

Works with the Chancellor and/or Associate Vice Chancellor for Educational Services, to review, discuss and consider opportunities available in career technical education, considering Federal and State opportunities.

Receives advance notice and updates on the status on career technical education programs and opportunities at the three colleges and reports to the Board of Trustees as appropriate.

Promotes and encourages collaboration with other institutions of higher learning, local school districts, employers, and labor organizations in the pursuit of career technical education opportunities and awareness.

Provides a vision of career technical education efforts for the Coast Community College District.

Recommends to the Board of Trustees approval of career technical education opportunities and programs.

Advocate for Career Technical Education, Workforce Investment Board and Regional Occupation Programs and encourage staff to work closely with local, state and federal legislators in terms of long term funding and potential federal stimulus funds.

Requires diversity among CCCD CTE programs and place a high emphasis on returning veterans, training and college placement.

### **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 as needed based on career technical education schedules and reporting deadlines.

### **REPORTING**

The Career Technical Education Committee will report to the Board of Trustees as appropriate.

### **4.10.03 Adoption of Policy 010-2-20, District Student Council**

At the May 6, 2009 meeting, the Board reviewed and discussed the draft Policy Policy 010-2-20, District Student Council.

It is recommended that the Board adopt Policy 010-2-20, District Student Council. This revised policy replaces Policy 010-2-14.2

**INTRODUCTION**  
(Board of Trustees)

010-2-20  
Approved 06/20/91  
Revised XX/XX/XXXX

**DISTRICT STUDENT COUNCIL**

**PURPOSE**

The District Student Council will act as an alliance to unite the students of the three colleges.

The District Student Council shall provide District-wide leadership when necessary and will:

- Strive to render exceptional public service across the District.
- Provide the Board with a clear articulation of District-wide student issues.
- Maintain open and progressive relationships throughout the District.

**MEMBERSHIP**

The Coast Community College District Student Council shall not exceed 10 members: the Student Trustee, 3 members selected from the student body of Coastline Community College, 3 members selected from the student body of Golden West College, and 3 members selected from the student body of Orange Coast College. The representatives from each college shall be the Associated Student President or designee and two other members with three alternates. The Student Trustee shall be the Chair and shall create the agenda for the Council with the District Student Council Advisor. All meetings and operations of the District Student Council shall comply with the provisions of the Ralph M. Brown Act, California's open meeting law.

After recommending the selection of the Student Trustee, the Coast Community College District Student Council shall be a coordinating body and continue to operate as a liaison between the Student Trustee and the students. It shall be the responsibility of the members of the District Student Council to report the proceedings of the meetings to their respective campuses.

1. An "Executive Student Committee" shall consist of the Student Trustee as Chair, a Vice Chair, and Secretary of the District Student Council. Each of the three colleges shall be represented by the officers. The purpose of the Executive Student Committee shall be to offer suggestions and/or make recommendations on important issues concerning students to the District Student Council Advisor, Chancellor and Board President, prior to a Board of Trustees' meeting.

The Executive Student Committee shall take no action on behalf of the District Student Council, and as a subsidiary body, all of its operations and meetings shall be subject to the provisions of the Ralph M. Brown Act.

The Executive Student Committee may meet prior to each Board of Trustees' meeting to ensure that all agenda items have been vetted through a representative of each college.

The Executive Student Committee shall meet at other times as may be desirable to report action taken and action proposed by the Board of Trustees affecting student interests and to receive guidance and advice.

2. The procedure for a college student government organization to present issues to the Coast Community College District Board of Trustees shall be as follows:
  - a) When an issue arises that is perceived to have District-wide implications, the Student Trustee shall be contacted for information and clarification
  - b) When such an issue is considered to have district-wide implications by a college student government association, it shall be brought before the District Student Council for discussion.
  - c) The District Student Council shall determine whether or not the issue shall be agenda items for possible action by the Board of Trustees.
  - d) The Student Trustee shall act as the reporting instrument to the Board of Trustees and shall make the report of motions without modification.

### **REQUIRED MEETINGS**

The District Student Council, shall meet on a regular basis (at least once per month) to discuss items of student interest. The meeting place shall be in the Board of Trustees' Office, 1370 Adams Avenue, Costa Mesa, CA 92626. The District Student Council shall meet at such other times as may be desirable to report action taken and action proposed by the Board of Trustees affecting student interests and to receive guidance and advice.

The Chancellor should be invited to meet with the District Student Council twice a year, preferably once a semester. Individual Members of the Board of Trustees shall be extended the same invitation as the Chancellor.

A retreat for the District Student Council will be held at the beginning of the school year to plan for the year. As part of the retreat meeting, the District Student Council shall select officers for the year: a Vice Chair, and a Secretary. The Vice Chair and Secretary shall each be from different colleges, separate from the Student Trustee's college, ensuring that each campus has representation on the District Student Council's officer membership. The Vice Chair shall preside over the meetings of the District Student Council, in the absence of the Student Trustee, and the Secretary shall keep the Minute Book of the District Student Council.

Special Meetings may be called by the Student Trustee, in accordance with the provisions of the Ralph M. Brown Act. The Student Trustee may call for a Regular or Special Meeting during final examination periods or during the District's Spring Break only if supported by a majority of the District Student Council.

There will be an effort to hold and sponsor one District-wide function a year, planned by the District Student Council.

### **QUORUM**

The quorum to conduct a business meeting shall be four. The Student Trustee shall be counted for purposes of determining whether a quorum of the Student Council is present or in determining the vote required to carry any measure before the Board. Meetings should start no later than five minutes after the posted meeting start time after attaining quorum.

Every effort shall be made to assure that each college is represented.

### **ADVISOR**

The Secretary of the Board of Trustees shall serve as Advisor to the District Student Council and is appointed by the Board of Trustees and Chancellor. The Secretary of the Board of Trustees and college student government advisors should be present at District Student Council meetings.

### **ATTENDANCE AT BOARD OF TRUSTEES MEETINGS**

In order to facilitate greater understanding of the relationship between students and the Governing Board, members of the District Student Council are strongly encouraged to attend at least one Board of Trustees' meeting during their term in office and remain present until the completion of the Reports to the Board of Trustees.

### **TASK FORCES**

The Student Trustee, as Chair, may appoint Task Forces to research and analyze issues that come before the District Student Council, and to request that a report be returned over certain period of time. Task Forces of the District Student Council shall consist of no more than three members and shall exist as ad-hoc committees established only to fulfill a specific, limited purpose. As such, the meetings and operations of these entities are not subject to the provisions of the Ralph M. Brown Act.

### **GUEST SPEAKERS**

To promote the continued education of student leaders, the Student Trustee and District Student Council Advisor may invite guest speakers to make presentations on issues concerning students. Guest speakers may include, but are not limited to, Elected Officials, College Administrators, Faculty Members, Notable Experts in various fields, or other individuals who serve the needs of students.

**Additional Administrative Content**

Repealed 09/16/2009 by 09-56 AW by Robert Kudlik Last Update of 05/04/2019 by Bob Reardon



## 4.11 Resolutions

Meeting: 05/20/2009 Regular Meeting  
 Category: 4: Action Items  
 Agenda Type: Action  
 Public Access: Yes

Agenda Item Content

## 4.11 Resolutions

### 4.11.01 - Resolution #09-25

#### Coast Community College District Board of Trustees Resolution #09-25

##### Adoption of Resolution of January 2009 through March 2009 Budget Transfers

WHEREAS, the California Code of Regulations (Title V) Section 58307, requires the Board of Trustees to approve, by a majority vote, all transfers of funds between expenditure classifications.

NOW, THEREFORE, BE IT RESOLVED, that the following budget transfers be made.

Note: There are a total of 1,029 transfers for January 2009 through March 2009, 469 of which are restricted.

##### General Fund 11

3000 Employee Benefits	104,645	1000	Certificated Salaries	209,947
5000 Services	1,232,126	2000	Classified Salaries	287,777
6000 Capital Outlay	108,007	4000	Supplies	192,987
		7000	Other Outgo	754,067

Total Revenue 1,444,778

Total Expenses 1,444,778

##### Child Development Fund 33

2000 Classified Salaries 50,000  
 4000 Supplies 50,000

Total Revenue 50,000

Total Expenses 50,000

**Capital Outlay Fund 41**

5000 Services 168,884

4000 Supplies 4,045

6000 Capital Outlay 164,839

Total Revenue 168,884

Total Expenses 168,884

**GO Bond Fund 42**

4000 Supplies 6,838

6000 Capital Outlay 88,692

5000 Services 81,854

Total Revenue 88,692

Total Expenses 88,692

**4.11.02 - Resolution #09-26**

**Coast Community College District Board of Trustees  
Resolution #09-26**

**Adoption of Resolution to Increase Income and Expenditure Budget  
for 2008-2009**

On October 1, 2008, the Coast Community College District Board of Trustees approved the 2008-2009 budget. Some programs were not known about at the time of adoption of the district budget. As of March, district administration is projecting to have a program budget increase of \$374,895 during 2008-2009. As this was not included in the 2008-2009 Adopted Budget, it is necessary to adopt a resolution to increase income and expenditure for 2008-2009.

After review by the Vice Chancellor, Administrative Services, it is recommended by the Acting Chancellor that the following resolution be adopted:

**RESOLUTION TO INCREASE INCOME AND EXPENDITURE BUDGET FOR 2008-2009**

**WHEREAS**, the governing Board of the Coast Community College District has determined that income in the amount of \$374,895 will be received during 2008-2009 for various programs.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 58308 of Title 5 of California, revenues and expenditures will be increased according to the following schedule:

**General Fund**

8100 Federal Revenue  
60,000 -

118,500 + (1)

1000 Certificated Salaries

8600 State Revenue	246,526 + (2)	2000 Classified Salaries	
196,493 +			
8800 Local Revenue	10,000 + (3)	3000 Employee Benefits	
180 +			
		4000 Supplies	500 +
		5000 Services	5,917
+			
		6000 Capital Outlay	53,431
+			
		7000 Other Outgo	178,505
+			
Total Revenue	375,026 +	Total Expenses	
375,026 +			

(1) Increase WIA Dislocated Worker budget per award	53,000 +
Decrease WIA Neg Mortgage budget per award	84,500 -
Increase WIA Rapid Response budget per award	150,000 +

(2) Increase EOPS budget per state allocation	14,392 +
Increase EOPS CARE budget per state allocation	2,370 +
Increase Cal-WORKS budget per state allocation	227,245 +
Increase OJT Work Experience budget per state allocation	49,000 +
Increase Instructional Equipment budget per state alloc	43,931 +
Decrease Fairview budget per state allocation	96,329 -
Decrease Staff Diversity budget per state allocation	1,100 -
Decrease Technology budget per state alloc	1,983 -
Increase Articulation grant budget per award	9,000 +

(3) Establish budget for Mobile Water Educ grant	10,000 +
--	----------

**Child Development Fund**

8100 Federal Revenue	131 - (1)	4000 Supplies	
131 -			
Total Revenue	131 -	Total Expenses	
131 -			

(1) Decrease Infant Toddler grant budget per award	
131 -	

**4.11.03 - Resolution # 09-27**

**Coast Community College District Resolution #09-27,  
Resolution in Support of the Employee Free Choice Act of 2009**

Our country faces inordinate challenges with respect to the moribund economy, deteriorating job market for the middle class, and a significant downward pressure on wages and benefits. Given the challenges

that workers face in this economy, the United States Congress is considering the Employee Free Choice Act, legislation that strengthens the protections that employees have to form collective bargaining organizations assisting them in gaining representation that supports their interests and those of their families. The California Community College system provides job training and education to many students that pursue labor-related and other employment fields that are supported by collective bargaining opportunities, and they too should have a choice in their futures.

As such, it is recommended by Board President that the Board adopt Resolution #09-27, Resolution in Support of the Employee Free Choice Act of 2009.

WHEREAS, the human capital and contributions of labor remain invaluable to the leadership and success of the United States as it competes in a global economy; and

WHEREAS, the community colleges of California and throughout the United States provide education and training to students in a variety of career technical, vocational, and general education programs which provide career opportunities in a wide range of labor-related fields; and

WHEREAS, students of community colleges that pursue educational opportunities in labor-related fields have the opportunity to join collective bargaining organizations that will represent their interests and those of their families; and

WHEREAS, workers in the United States have the right to organize collective bargaining organizations in order to represent and protect their interests; and

WHEREAS, the workforce in the United States today can face challenges in joining collective bargaining organizations that represent their interests; and

WHEREAS, there is no law in the United States that grants full collective bargaining rights to Federal, State or local government employees; and

WHEREAS, bargaining unit membership provides workers better wages and benefits for their families, and protection from discrimination and unsafe workplaces, while benefiting whole communities by strengthening tax bases, promoting equal treatment and enhancing civic participation; and

WHEREAS, even though American workers are guaranteed the right to choose for themselves whether to form a collective bargaining unit, employers across the nation routinely violate that right by placing obstacles in the face of those who attempt to do so; and

WHEREAS, a worker's fundamental right to choose representation must be guaranteed by law.

NOW, THEREFORE BE IT RESOLVED, that the Coast Community College District Board of Trustees supports bipartisan legislation introduced in Congress, House Resolution 1409, the Employee Free Choice Act, which would remedy many of the problems in current labor law by giving workers a fair and direct path to form collective bargaining units, helping workers secure a contract in a reasonable period of time and strengthening the penalties against employers who violate the law.

**Additional Administrative Content**

**4.12 Approval of Minutes**

Meeting: 05/20/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**4.12 Approval of Minutes**

After review by the Secretary of the Board of Trustees, it is recommended by the Board Clerk that the Minutes of the following meetings be approved:

- Regular meeting of: May 6, 2009
- Special Meeting of: May 6, 2009
- Regular Meeting of: May 6, 2009



Min 5-6-09 at OCC.pdf



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min050609.pdf

**Additional Administrative Content**

Created on 05/19/2009 7:04:51 PM by Carol Rodriguez; last updated on 05/19/2009 8:11:00 AM by Tracy Seabers

**5.01 Public Comment (Items not on Agenda)**

Meeting: 05/20/2009 Regular Meeting  
Category: 5: Public Comment  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**5.01 Public Comment (Items not on Agenda)**

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

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

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

**Additional Administrative Content**

Created on 05/11/2009 by: Jodi Rodriguez. Last modified on 05/11/2009 by: Tracey Sanders

**5.02 Recess to Closed Session**

Meeting: 05/20/2009 Regular Meeting

Category: 5. Public Comment

Agenda Type: Information

Public Access: Yes

**Agenda Item Content****5.02 Recess to Closed Session**

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

**5.02.01 Public Employment (Pursuant to Government Code 54957)**

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Classified Staff
  - a. Instructional Systems Development Programmer
  - b. Office Coordinator
  - c. Custodian
  - d. Maintenance, Skilled
  - e. Utility Worker
6. Classified Temporary Assignments
7. Hourly Staff
8. Substitute Classified
9. Student Workers
10. Interim President, Orange Coast College

**5.02.02 Conference with Labor Negotiator****(Pursuant to Government Code 54957.6)**

Unrepresented Employee: Interim President, Orange Coast College  
District Negotiator: Board President and Acting Chancellor

**5.02.03 Conference with Labor Negotiator****(Pursuant to Government Code 54957.6)**

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

Employee Organizations: Coast Federation of Classified Employees (CFCE),  
Coast Community College Association - California Teachers Association/  
National Education Association (CCCA-CTA/NEA),  
Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

**5.02.04 Conference with Legal Counsel: Existing  
Litigation (Pursuant to sub-section "a" of  
Government Code Section 54956.9)**

*Morgenstern v. Orange Coast College et al., Orange County Superior Court Case No. 30-2008-00109222*  
*Zandieh v. Coast Community College District, Orange County Superior Court Case No. 30-2008-00108991*  
*Orellana v. Coast Community College District, Orange County Superior Court Case No. 30-2008-00114631*  
*Lewis v. Coast Community College District et al., Orange County Superior Court Case No. 30-2008-00114263*  
*Steidinger v. Coast Community College District, Orange County Superior Court Case No. 30-2008-00109197*  
*Coast Federation of Classified Employees v. Coast Community College District ("Me too" Grievance)*  
*Campbell v. Coast Community College District (CFCE Arbitration)*  
*Sleep v. Coast Community College District (CCCA-CTA/NEA)*

**5.02.05 Conference with Legal Counsel: Anticipated  
Litigation (Pursuant to sub-section "c" of  
Government Code Section 54956.9)**

Potential initiation of litigation -1 Case

**5.02.06 Conference with Legal Counsel: Anticipated Litigation  
(Pursuant to sub-section "b" of Government Code  
Section 54956.9)**

Significant exposure to litigation: Claim filed by Brian Jacobson

**Reconvene Regular Meeting**

Additional Administrative Content

Created by: 05/20/09, 08:21 AM, Joe Rodriguez, Last updated by: 05/20/09, 11:06 AM, Tracey Sanders



**5.03 Reconvene Regular Meeting**

Meeting: 05/20/2009 Regular Meeting  
Category: 5- Public Comment  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**5.03 Reconvene Regular Meeting**

**Additional Administrative Content**

Created on 05/16/2009 10:50 AM by Joe Rodriguez. Last Modified on 05/17/2009 1:00 PM by Trace Sanders.

**5.04 Report of Action in Closed Session (if any)**

Meeting: 05/20/2009 Regular Meeting  
Category: 5. Public Comment  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**5.04 Report of Action in Closed Session (if any)**

**Additional Administrative Content**

Created on 05/14/2009 by 0187 P/W Job Rodriguez. Last Modified on 05/14/2009 by Tracey Sanders

**5.05 Approval of Employment Agreement: Interim President, Orange Coast College**

Meeting: 05/20/2009 Regular Meeting  
Category: 5. Public Comment  
Agenda Type:  
Public Access: Yes

Agenda Item Content

**5.05 Approval of Employment Agreement: Interim President, Orange Coast College**

After review by the District General Counsel, it is recommended by the Acting Chancellor that the Board of Trustees approve the Employment Agreement for the Interim President, Orange Coast College, effective July 1, 2009. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Additional Administrative Content

Created on: Yesterday at 11:02 AM by: Christopher Parker - 225 - Updated on: 05/14/2009 by: Tracy Sanders

**6.00 Adjournment**

Meeting: 05/20/2009 Regular Meeting  
Category: 6. Adjournment  
Agenda Type: Information  
Public Access: Yes

Agenda Item Content

**6.00 Adjournment**

Additional Administrative Content

Created on 05/19/2009 at 04:51 PM by Nancy Hill - Las Vegas update on 05/19/2009 by Tracey Sanders

# Regular Meeting

## Board of Trustees Coast Community College District

Orange Coast College – Student Center Lounge

4:30 p.m. Regular Meeting

May 6, 2009

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on May 6, 2009 at Orange Coast College in the Student Center Lounge.

**1. Call to Order**

Board President Jim Moreno called the meeting to order at 4:45 p.m.

**2. Pledge of Allegiance**

Board President Jim Moreno led the Pledge of Allegiance to the United States of America.

**3. Roll Call**

Trustees Present: Mary Hornbuckle, Walter G. Howald, Jim Moreno, Jerry Patterson, Lorraine Prinsky, and Student Trustee Michael Battistone

Trustees Absent: None

**4. Opportunity for Public Comment (Items on the Agenda)**

There were no requests to speak during Public Comment.

**5. Transition Ceremony with Associated Students of Orange Coast College**

A Transition Ceremony was held with the Associated Students of Orange Coast College. The officers reviewed their accomplishments of the past year and introduced the new officers for the 2009-2010 academic year.

**6. Adjournment**

There being no further business, it was moved by Dr. Prinsky and seconded by Mr. Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye: Mr. Patterson, Mr. Howald, Dr. Prinsky, Ms. Hornbuckle  
No: None  
Absent: Mr. Moreno

The meeting adjourned at 5:39 p.m.

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Secretary of the Board of Trustees

# Special Meeting

## Board of Trustees Coast Community College District

District Board Room

6:30 p.m. Special Meeting

May 6, 2009

### MINUTES

A Special Meeting of the Board of Trustees of the Coast Community College District was held on May 6, 2009 in the Board Room at the District Office.

#### **1. Call to Order**

Board President Jim Moreno called the meeting to order at 6:36 p.m.

#### **2. Roll Call**

Trustees Present: Mary Hornbuckle, Walter G. Howald, Jim Moreno, Jerry Patterson, Lorraine Prinsky, and Student Trustee Michael Battistone

Trustees Absent: None

#### **3. Opportunity for Public Comment (Items on the Agenda)**

There were no requests to speak during Public Comment.

#### **4. Recess to Closed Session**

The Board recessed to Closed Session at 6:39 p.m.

## 5. Closed Session

The Board recessed to Closed Session to discuss the following items:

- a. Conference with Legal Counsel: Anticipated Litigation (Pursuant to Government Code Section 54956.9(c) – 1 Case
- b. Public Employment (Pursuant to Government Code Section 54957)
  - i. Acting President, Coastline Community College

## 6. Report from Closed Session (if any)

The Board reconvened to Open Session of the meeting at 6:53 p.m. to report on action taken during Closed Session.

It was reported by Christian Teeter, Secretary of the Board of Trustees that on a motion by Mr. Patterson and seconded by Mr. Howald, the Board voted unanimously to approve a Tolling Agreement with PLATO Learning.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

Mr. Teeter also reported that on a motion by Mr. Patterson and seconded by Ms. Hornbuckle, the Board voted unanimously to appoint as Acting President, Coastline Community College, Dr. Cheryl Babler for the period of May 7, 2009 through July 31, 2009, Dr. Vangie Meneses for the period of August 1, 2009 through September 30, 2009 and Mr. Kevin McElroy for the period of October 1, 2009 through November 30, 2009.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

## 7. Report from 2009 Chancellor Search Committee

Dr. Prinsky reported that Dr. Narcissa Polonio of ACCT held an open forum at each of the three campuses and the District Office to gather information from staff, faculty, administration and the community as to what they are seeking in a new Chancellor.

Dr. Prinsky further reported that at the Chancellor Search Committee organizational meeting held on April 29, 2009, the committee voted unanimously to elect Ms. Bonnie Bruce committee Chair. Ms. Bruce was introduced to the Board of Trustees by Dr. Prinsky.

## 8. Review of Chancellor Position Profile

Ms. Bonnie Bruce, Chair of the Chancellor Search Committee reported that the committee will be meeting on May 14, 2009 to review comments and suggestions gathered for



consideration for the Chancellor Position Profile and that the committee will submit the profile to the Board of Trustees at the May 20, 2009 Board Meeting for approval.

**9. Adjournment**

There being no further business, it was moved by Mr. Moreno and seconded by Ms. Hornbuckle that the meeting be adjourned.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle

No: None

Absent: None

The meeting adjourned at 7:06 p.m.

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Secretary of the Board of Trustees



Regular Meeting  
Board of Trustees  
Coast Community College District

District Board Room

6:30 p.m. Regular Meeting

May 6, 2009

**MINUTES**

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on May 6, 2009 in the Board Room at the District Office.

**1. Procedural Matters**

**1.00 Call to Order / Roll Call**

Board President Jim Moreno called the meeting to order at 6:26 p.m.

Trustees Present: Jim Moreno, Jerry Patterson, Mary Hornbuckle, Walter Howald, Lorraine Prinsky, and Student Trustee Michael Battistone

Trustees Absent: None

**1.01 Pledge of Allegiance**

Board President Jim Moreno led the Pledge of Allegiance to the United States of America.

**1.02 Public Comment (Items on the Agenda)**

Marilyn Kennedy, faculty member at Orange Coast College, spoke to the Board regarding the campus travel approval process.

It was moved by Mr. Moreno and seconded by Mr. Battistone to recess the Regular Meeting of the Board of Trustees to conduct the Special Meeting of the Board of Trustees.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

The Board of Trustees recessed the Regular Meeting at 6:35 p.m. to conduct the Special Meeting.

Upon adjournment of the Special Meeting, the Board of Trustees reconvened the Regular Meeting at 7:07 p.m.

### **1.03 Acceptance of Retirements**

The Board expressed appreciation and congratulations to the following retirees with 10 or more years of service to the Coast Community College District:

Lattanzio, Stephen P., OCC, Instructor, Astronomy, retirement effective 06/01/09  
Quan, Hah Suey, GWC, Instructor, Mathematics, retirement effective 05/29/09  
Reynolds, Harvey, GWC, Instructor, Mathematics, retirement effective 05/30/09

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to accept these retirements.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

## **2. General Information and Reports**

### **2.00 General Information, Reports and Administrative Action Plans**

#### **1. Report from the Chancellor**

Acting Chancellor Ding-Jo Currie provided a report to the Board.

#### **2. Reports from the Presidents**

The following college presidents provided brief reports to the Board:

Wes Bryan, President, Golden West College (GWC)  
Ding-Jo Currie, President, Coastline Community College (CCC)  
Bob Dees, President, Orange Coast College (OCC)

At the request of Acting Chancellor Ding-Jo Currie, Wes Bryan, President of Golden West College provided the Board with an update regarding the Boys & Girls Club of Huntington Valley.

### **3. Reports from the Officers of Student Government Organizations**

The following representatives provided reports on behalf of the student government organizations:

Reema Chand, Student Advisory Council, Coast Community College

Kris Cutting, Student Senate, Orange Coast College

Student Trustee Michael Battistone reported that the District Student Council traveled to Sacramento for Lobby Day on April 21, 2009. Mr. Battistone thanked Board President Jim Moreno and Secretary of the Board of Trustees, Christian Teeter for accompanying the group.

Student Trustee Battistone also announced that the District Student Council, with assistance from the American Red Cross has arranged for a blood drive at the District Office on Monday, May 11, 2009 from 9:00 a.m. to 3:00 p.m.

### **4. Reports from the Academic Senate Presidents**

The following Academic Senate Presidents provided brief reports to the Board:

Diane Restelli, Golden West College (GWC), Academic Senate President

Cheryl Stewart, Coastline Community College (CCC), Academic Senate President

Eduardo Arismendi-Pardi, Orange Coast College (OCC), Academic Senate President

### **5. Reports from Employee Representative Groups**

Reports were presented by:

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA)

Dean Mancina, President, Coast Federation of Educators

### **6. Reports from the Board of Trustees**

Board members provided individual reports.

### **7. Reports from the Board Committees**

Mr. Howald provided updates on the Career Technical Education and Land Development Committees.

### **8. Consideration of Association of Community College Trustees (ACCT) & California Community Colleges League (CCLC) Meeting and Conferences**

The Board reviewed the meeting dates and conferences listed for the ACCT and CCLC.

**9. Opportunity for the Board to Review the Board Directives Log**

The Board reviewed the Board Directives Log and it was moved by Ms. Hornbuckle and seconded by Mr. Howald to request that Acting Chancellor, Ding-Jo Currie, provide a status report on Item 3 regarding KOCE-TV, including air time and payment issues and to refer the Sales Agreement with KOCE-TV Foundation and related documents to the District General Counsel for Review.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to request Acting Chancellor, Ding-Jo Currie, to provide a progress report on item 4 of the Board Directives Log regarding Common Course Numbering. Progress report shall include the current status, steps needed to be taken to complete implementation and provision of a timeline.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**10. Action Item – Appointment of Student Trustee for 2009-10**

It was moved by Mr. Battistone and seconded by Mr. Patterson to appoint nominee Robert Lane, Student Trustee for the 2009-2010 academic year effective June 1, 2009 through May 31, 2010.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**11. Action Item – Establish 2009 Chancellor Search Committee**

It was moved by Mr. Patterson and seconded by Mr. Howald to appoint the following individuals to serve on the 2009 Chancellor Search Committee:

Dr. Lorraine Prinsky, Board Vice President  
Jerry Patterson, Board Clerk  
Bonnie Bruce, Community Member  
Wes Bryan, President, Golden West College  
Nancy Jones, Coastline Community College Academic Senate  
Sue Berman, Golden West College Academic Senate  
Lee Gordon, Orange Coast College Academic Senate  
Dean Mancina, Coast Federation of Educators

Barbara Price, Coast Community College Association  
Michael Mandelkern, or designee of the Coast District Management Association  
Michael Battistone, Student Trustee (through May 31, 2009)  
Robert Lane, Student Trustee (effective June 1, 2009)  
Lynne Thissell, Confidential Employee Representative  
Connie Marten, Coast Federation of Classified Employees

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

## **12. Report on the Banner System**

Vice Chancellor of Administrative Services, C.M. Brahmhatt presented a report to the Board regarding the Banner System.

The Board recessed the Regular Meeting at 9:50 p.m.

The Board reconvened the Regular Meeting at 10:02 p.m.

## **13. Receive Initial Proposal from the Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA) to Reopen Negotiations between the Coast CCA/CTA-NEA and the Coast Community College District**

Dr. Quarles indicated to the Board that the Coast Community College Association/California Teachers Association-National Education Association (Coast CCA/CTA-NEA) has taken the initial steps to reopen negotiations with regard to Article XI and Article XV of the collective bargaining agreement.

## **14. Receive Initial Proposal from Coast Community College District to Not Reopen Any Articles During the Negotiations Process Between the District and Coast Community College Association/California Teachers Association-National Educators Association (Coast CCA/CTA-NEA)**

Dr. Quarles indicated to the Board that there currently are no plans to reopen any Articles during the negotiations process between the District and the Coast Community College Association/California Teachers Association-National Educators Association but that the District maintains the right to do so at a later time.

### **2.01 Review of Board Meeting Dates**

The Board reviewed the scheduled Board Meeting dates presented in the May 6, 2009 Agenda.

### **2.02 Review of Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports as presented in the May 6, 2009 Agenda. Ms. Hornbuckle requested that the Reports be updated prior to the May 20, 2009 Board Meeting.

**2.03 Opportunity for the Board of Trustees to Review Policy 010-2-20, District Student Council**

Mr. Battistone provided the Board with an explanation of the changes made to Policy 010-2-20, District Student Council.

Following open discussion, Ms. Hornbuckle recommended that the language in Item 1, paragraph 1 be changed from, "Each shall represent one of the three colleges" to "Each of the three colleges shall be represented by the officers."

With suggested changes incorporated, this item will be brought back to the May 20, 2009 Board Meeting for adoption.

**2.04 Opportunity for the Board of Trustees to Review Policy 010-2-21, Career Technical Education Policy**

The Board reviewed Policy 010-2-21, Career Technical Education and no requests for changes were made.

This item will be brought back to the May 20, 2009 Board Meeting for adoption.

**2.05 Opportunity for the Board of Trustees to Review Policy 020-1-2, Board of Trustees' Standards for Administration**

The Board reviewed Policy 020-1-2, Board of Trustees' Standards for Administration. Following open discussion, several suggestions for changes were recommended and agreed upon.

This item will be brought back to the May 20, 2009 Board Meeting for adoption and as recommended by Dr. Jack Lipton, District General Counsel, will be noted on the Agenda as "replacing" the existing Policy.

**3. Consent Calendar**

**3.00 Consent Calendar**

Following Review of the Consent Calendar, the following items will be pulled for discussion:

1. Item 3.05.02
2. Item 3.05.04

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to approve the items on the Consent Calendar, with the exception of the two items pulled.

Motion carried with the following vote:



Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

The Board reviewed Item 3.05.02 of the Consent Calendar and it was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the item with a correction that the appointments of Laura Vasquez and Scott Quinlan be processed with a Standard Internship Agreement and not as an Independent Contractor.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

The Board reviewed Item 3.05.04 of the Consent Calendar and it was moved by Mr. Patterson and seconded by Ms. Hornbuckle to approve the Independent Contractor Agreement with Consilien, LLC.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

#### **4. Action Items**

##### **4.01 Approval of Agreements – Coastline Community College**

###### **a. Approve Agreement between Innovative Media Mix Incorporated and the Coast Community College District for the Digital Signage at the Coastline College Center and Garden Grove Center**

It was moved by Mr. Howald and seconded by Mr. Moreno to approve the Agreement between Innovative Media Mix Incorporated and the Coast Community College District for the period of May 7, 2009 and May 7, 2012. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** Gross income of \$1,000.00 per month.

###### **b. Approve an Amendment to the Agreement between Thomson-Brooks/Cole and the Coast Community College District to Publish the Third Edition of the Telecourse Student Guide for Astronomy: Observations and Theories**

It was moved by Mr. Howald and seconded by Mr. Moreno to approve the Agreement between Thomson-Brooks/Cole and the Coast Community College District. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** Publisher grant to Coast Community College District of \$4,500.00.

**c. Approve Agreement between College Focus One, LLC and the Coast Community College District for Assessment, Counseling, College Preparation and Faculty Development Services**

Item C was pulled by staff.

**d. Approve Agreement between Sun Microsystems, Inc. and the Coast Community College District to Offer Fee-Based, Not-for-Credit, Sun-Certified Certification Programs**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve the Agreement between Sun Microsystems, Inc. and the Coast Community College District for the period of May 7, 2009 through June 30, 2011. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** Income to Coast Community College District will vary between \$205 and \$874 per enrollment.

**4.02 Approval of Agreements – Golden West College**

**a. Approve Agreement with Commission on Peace Officer Standards and Training for Training Videos**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve the Agreement between the Commission on Peace Officer Standards and Training and the Coast Community College District for the period of July 1, 2009 through June 30, 2010. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle

No: None  
Absent: None

**Fiscal Impact:** Income of \$260,000 to the New Media Center revolving account.

**b. Approve Agreement with Interstate Candid Photography, Inc. to Provide Photography for the 2009 Commencement Ceremony**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the Agreement with Interstate Candid Photography, Inc. and the Coast Community College District to provide photography for the 2009 commencement ceremony on May 28, 2009. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** The college will receive \$1 as a rebate for each photo order placed by graduates to go toward the Commencement budget.

**4.03 Approval of Agreements – Orange Coast College**

**a. Approve Standard Agreement between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District (Orange Coast College) for the purpose of offering instruction in Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC A101)**

It was moved by Mr. Howald and seconded by Mr. Moreno to approve the Agreement between the United States Marine Corps, 1<sup>st</sup> Division and the Coast Community College District for the period of June 22, 2009 through June 30, 2009. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** OCC to receive \$9,650 for this contract. Net proceeds will go to the OCC/USMC account after direct costs of the program.

**b. Approve Standard Agreement between the United States Marine Corps, 1<sup>st</sup> Marine Division and the Coast Community College District (Orange Coast College) for the purpose of offering instruction in Residential Electrical for the period of May 25, 2009, through June 19, 2009**

It was moved by Mr. Howald and seconded by Mr. Moreno to approve the Agreement between the United States Marine Corps, 1<sup>st</sup> Division and the Coast Community College District for the period of May 25, 2009 through June 19, 2009. The Board further authorized the Board President, or designee to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** OCC to receive \$20,650 for this contract. Net proceeds will go to the OCC/USMC account after direct costs of the program.

**c. Approve a Short-Term Study-Abroad Program in Paris, France During Summer, 2010**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve authorization to enter into a standard travel contractor agreement to conduct a program in France during the summer of 2010 with logistical arrangements handled by ACCENT (International Consortium for Academic Programs Abroad).

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** No cost to the district. No replacement costs for the faculty assigned to the program. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to Coast Community College District for the total cost of the trip.

**d. Approve a Short-Term Study-Abroad Program in Cambridge, England During Summer, 2010**

It was moved by Mr. Howald and seconded by Mr. Patterson to approve authorization to enter into a standard travel contractor agreement to conduct a program in England during the summer of 2010 with logistical arrangements handled by ACCENT (International Consortium for Academic Programs Abroad).

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** No cost to the district. No replacement costs for the faculty assigned to the program. All payments by trip participants for travel services shall be made to the

travel contractor. Travel contractor shall account to Coast Community College District for the total cost of the trip.

- e. Approve Renewal Agreement between the Community College Library Consortium and the Coast Community College District (Orange Coast College) for the spring, 2009, renewal cycle for OCC Library electronic databases effective July 1, 2009, through June 30, 2010**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the Renewal Agreement between the Community College Library Consortium and the Coast Community College District for the period of July 1, 2009 through June 30, 2010.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** \$13,628.82

#### **4.04 Buildings and Grounds Approvals**

- a. Approve Addendum No. 1 to AEPC Group, LLC; Orange Coast College Upgrade and Replace HVAC for Administration Building and Student Center**

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to approve Addendum No. 1 for additional architectural and engineering services for the Orange Coast College Upgrade and Replace HVAC for the Administration Building and Student Center. The Board further authorized the Board President, or designee, to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** \$13,500

(50% State Scheduled Maintenance/50% General Obligation Bond Fund/Measure C)  
Master Plan Approved Project  
OCC Upgrade & Replace HVAC for Administration Building and Student Center  
OCC Upgrade Student Services  
OCC Student Center

- b. Approve Addendum No. 1 for C.W. Driver; Orange Coast College New Consumer Health & Lab Science Building (ABC Building)**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the Revised Addendum No. 1 for C.W. Driver for construction management services for the Orange

Coast College New Consumer Health & Lab Science Building (ABC Building). The Board further authorized the Board President, or designee, to sign the Agreement and any related documents.

The scope of service is to include the following tasks:

- 1. Contract extension due to State delays \$ 309,722  
 (Three months at \$88,492 and one month at \$44,246)

The District will amend the previous Board approved contract to a new contract with C.W. Driver for construction manager services for a multiple prime deliver method for the OCC Consumer Health & Science Building (ABC Building) for construction services from April 2009 through October 2010. Contract will cover 18 months of construction at \$88,492 and one month of punch list/closeout at \$44, 246. Total contract will be \$1,637,102.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$309,722  
 (Measure C-General Obligation Bond Funds/State Capital Outlay Funds)  
 Master Plan Approved Project  
 OCC Science Facilities  
 OCC New Consumer Health & Lab Science Building (ABC Building)  
 State Capital Outlay Funds 50%

**c. Approve Addendum No. 2 for AEPC Group, LLC; Orange Coast College Student Center Remodel**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve Addendum No. 2 for AEPC Group LLC for architectural and engineering services for the Orange Coast College Student Center remodel. The Board further authorized the Board President, or designee, to sign the Agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$128,000  
 (Measure C-General Obligation Bond Fund)  
 Master Plan Approved Project  
 OCC Upgrade Student Services  
 OCC Student Center

**d. Bid Tabulations and Award of Contract; Orange Coast College Consumer Health and Science Buildings (ABC Building); Bid No. 1965**

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson that a contract be awarded to the lowest qualified bid in categories A, C, E, P, R, and T as shown below. The Board further authorized the Board President, or designee, to sign the contracts and any related documents.

	<u>Base Bid</u>
<u>Category A – Earthwork/Grading</u>	
1. <b>FM &amp; Sons Inc</b> <b>2098 S. Grand Avenue, Suite I, Santa Ana, CA 92705</b>	<b>\$ 499,600.01</b>
2. Doja, Inc., Ontario, CA 91762	\$ 559,950.00
3. Mountain Movers Engineering Contractors, Inc., San Marcos, CA 92069	\$ 578,980.00
4. Construction Emarkets dba Tucker Engineering, Irvine, CA 92612	\$ 602,000.00
5. Crew, Inc., Rancho Dominguez, CA 90221	\$ 674,000.00
6. Reed Thomas Company, Inc., Santa Ana, CA 92701	\$ 728,750.00
7. Southern California Grading, Inc., Irvine, CA 92606	\$ 733,000.00
8. Edmondson Construction, Lake Elsinore, CA 92530	\$ 794,000.00
9. Sharma General Engineering Contractors, Inc., Moorpark, CA 93021	\$ 815,000.00

Category C – Concrete

1. Y & M Construction, Inc., Gardena, CA 90248 (Withdrew bid due to clerical error)	\$2,496,260.00
2. <b>Brian Devries Construction Inc.</b> <b>27992 Camino Capistrano, Suite E, Laguna Niguel, CA 92677</b>	<b>\$3,302,233.00</b>
3. EDGE Development, Inc., Temecula, CA 92590	\$3,470,000.00
4. Meadows Construction Services, Inc., Corona, CA 92880	\$3,500,000.00
5. CalCoast Concrete Construction Inc., Temecula, CA 92592	\$3,634,000.00
6. K.A.R. Construction, Inc., Ontario, CA 91762	\$3,683,000.00
7. USS Cal Builders, Inc., Stanton, CA 90680	\$3,786,000.00
8. Rudolph and Sletten, Inc., Irvine, CA 92606	\$3,998,000.00
9. Prizio Construction, Inc., Costa Mesa, CA 92626	\$4,115,105.00
10. Jaynes Corporation of California, San Diego, CA 92101	\$4,165,000.00
11. Arciero Brothers Inc., Placentia, CA 92870	\$4,197,000.00
12. T.B. Penick & Sons Inc., San Diego, CA 92121	\$4,210,200.00
13. JBH Structural Concrete, Inc., Murrieta, CA 92564	\$4,384,375.00
14. Precision Concrete Construction, Inc., San Marcos, CA 92078	\$4,547,000.00
15. Frank P. Petrilli & Son, Inc., Chatsworth, CA 91311	\$4,899,000.00
16. CPE Construction, Inc., Lemon Grove, CA 91945	\$4,997,797.00

Category E – Steel

1. <b>Anderson Charnesky Structural Steel, Inc.</b> <b>353 Risco Circle, Beaumont, CA 92223</b>	<b>\$3,360,378.00</b>
2. Roscoe Steel, Billings, MT 59102	\$3,370,000.00
3. Columbia Steel, Inc., Rialto, CA 92377	\$3,389,400.00
4. Cal State Steel Corp., Compton, CA 90220	\$3,695,500.00
5. Scrape Certified Welding, Inc., Fallbrook, CA 92028	\$3,875,000.00
6. Blazing Industrial Steel, Inc., Riverside, CA 92509	\$4,099,000.00
7. Shroeder Iron Corporation, Fontana, CA 92335	\$6,137,164.00

Category P – Elevators

1. <b>Mitsubishi Electric &amp; Electronics USA Inc.</b>	<b>\$ 480,000.00</b>
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5665 Plaza Drive, Cypress, CA 90630

Category R – HVAC/Plumbing

1.	<b>Alpha Mechanical Heating &amp; Air Conditioning Inc.</b> <b>4885 Greencraig Lane, San Diego, CA 92123</b>	<b>\$4,548,000.00</b>
2.	Brian Cox Mechanical, Inc., Poway, CA 92064	\$4,567,098.00
3.	Sheldon Mechanical Corporation, Santa Clarita, CA 91355	\$4,635,000.00
4.	Control Air Conditioning Corporation, Anaheim, CA 92807	\$4,857,000.00
5.	Pan-Pacific Plumbing Co., Irvine, CA 92614	\$4,990,000.00
6.	Couts Heating & Cooling, Inc., Corona, CA 92881	\$5,020,000.00
7.	Brannon Inc. dba Smith Electric Service, Santa Maria, CA 93455	\$5,033,048.00
8.	Eberhard, Van Nuys, CA 91405	\$5,073,500.00
9.	West-Tech Mechanical, Inc., Montclair, CA 91763	\$5,350,000.00
10.	Scorpio Enterprises dba AireMasters Air Conditioning, Santa Fe Springs, CA 90670	\$5,699,000.00
11.	Athena Engineering, Inc., San Dimas, CA 91773	\$5,959,427.00
12.	HPS Mechanical Inc., Bakersfield, CA 93307	\$7,096,116.00

Category T – Electrical/Fire Alarm/Low Voltage Systems

1.	<b>Bergelectric Corporation</b> <b>3595 Cadillac Avenue, Suite 101, Costa Mesa, CA 92626</b>	<b>\$3,310,000.00</b>
2.	Southland Electric, Inc., San Diego, CA 92123	\$3,314,000.00
3.	Tri Power Electric, Garden Grove, CA 92843	\$3,350,000.00
4.	TSJ Electrical & Communications, Inc., Riverside, CA 92504	\$3,552,900.00
5.	Dennison Electric, Inc., Los Alamitos, CA 90720	\$3,626,000.00
6.	Champion Electric Inc., Riverside, CA 92501	\$3,953,000.00
7.	SSI Systems, Inc., Westminster, CA 92683	\$4,100,000.00
8.	Mel Smith Electric, Inc., Stanton, CA 90680	\$4,118,000.00

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$15,500,211.01  
 (Measure C – General Obligation Bond Fund)  
 Master Plan Approved Project  
 OCC Science Facilities  
 OCC New Consumer Health & Lab Science Building – New Construction  
 (OCC ABC Building)

**e. Approve Change Order No. 1; Golden West College MDF Library Room Renovation; Bid No. 1952**

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given for Change Order No. 1 to the Golden West College MDF Library Room Renovation project; Bid No. 1952 as described in the Change Order document. The Board further authorized the Board President, or designee, to sign the contract and any related documents.

The changes are necessary for the following reasons:



Tadros & Youssef Construction, Inc. dba T & Y Construction

- 1. Closeout Credit for Allowances <\$44,136.87>

Contract Amount: \$895,000 (C.O. 1: 4.93% Decrease)  
Total Change Orders: <\$44,136.87> (4.93% Decrease)

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** <\$44,136.87> (Measure C - General Obligation Bond)  
 Master Plan Approved Project  
 GWC Relocation Main Distribution Facility  
 GWC MDF Library Room Renovation

**f. Authorization to Enter into a Lease Agreement with Mobile Modular Management; Coastline Community College Early College High School**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that a contract be awarded to Mobile Modular Management Corporation in accordance with Public Contract Code Section 20652 to approve the lease of a modular building utilizing the Santa Ana Unified School District Piggyback Bid No. 14-05. The Board further authorized the Board President, or designee, to sign the contract and any related documents.

- 1. 24 Month Lease Contract #220000433.1 \$33,926.00  
 (2 Classrooms, 24x40 DSA – Plan 1001)

The Early College High School Program is expanding by adding two additional classrooms.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$33,926.00 (Coastline Funds/Partially Reimbursed by Newport Mesa Unified School District)

**g. Approve Independent Contractor Agreement with National Sign & Marketing Corporation; Orange Coast College Campuswide Signage**

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson that authorization be given to employ National Sign & Marketing Corporation for engineering services for the Orange Coast College Campuswide Signage. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

The scope of services is to include the following tasks:

- 1. Working drawings for wayfinding and information signs \$ 2,500

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** Not to Exceed \$2,500 (Measure C – General Obligation Bond Fund)  
 Master Plan Approved Project  
 OCC Campuswide Signage

**h. Approve Independent Contractor Agreement with RBF Consulting; Orange Coast College Maritime Academy Pedestrian Bridge**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the Independent Contractor Agreement with RBF Consulting for engineering services for the Orange Coast College Maritime Academy Pedestrian Bridge. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

The scope of services is to include the following tasks:

- 1. Pedestrian Bridge Design \$ 56,400
- 2. Retaining Wall Evaluation & Coordination \$ 37,500
- 3. Environmental Impact Reports \$ 121,180
- 4. Reimbursable Expenses \$ 10,000

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$225,080 (Orange Coast College Foundation Funds)  
 Master Plan Approved Project  
 OCC Maritime Academy

**i. Authorization to Purchase Instructional and Office Furniture for Orange Coast College Special Services Building Renovation using U.S. Communities Contract RQ07-878957-20A**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to authorize the Director of Purchasing to issue a purchase order to Herman Miller for the Orange Coast College Special Services Center utilizing U.S. Communities Contract RQ07-878957-20A. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$225,080 (Orange Coast College Foundation Funds)  
 Master Plan Approved Project  
 OCC Maritime Academy

**j. Approve Independent Contractor Agreement with Geosyntec Consultants;  
 Coastline Community College Newport Beach Site Assessment**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the Independent Contractor Agreement with Geosyntec Consultants to perform an environmental site assessment for the Coastline Community College Newport Beach Site as described in the services agreement. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

The scope of services is to include the following tasks:

Task 1	Initial Interview and Document Acquisition	
Task 2	Records Review	
Task 3	Historical Site Usage Review	
Task 4	Site Reconnaissance and Interviews	
Task 5	Report Preparation	
	Fee for Tasks 1 through 5	\$ 6,800
	Reimbursable Expenses	\$ 500

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
 No: None  
 Absent: None

**Fiscal Impact:** \$7,300 (Measure C – General Obligation Bond Fund)  
 Master Plan Approved Project  
 CCC Newport Beach Learning Center

**k. Approve Addendum No. 2 for AEPC Group, LLC; Orange Coast College Special Services Building Renovation**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle to approve Addendum No. 2 for AEPC Group, LLC for architectural and engineering services for the Orange Coast College Special Services Building Renovation. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

The scope of service is to include the following tasks:

1. Construction Administration	\$ 3,200
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2. Reimbursable Expenses \$ 250

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** \$3,450 (General Obligation Bond Fund/Measure C)  
Master Plan Approved Project  
OCC Upgrade Student Services  
OCC Special Services Building

**4.05 General Items of Business – Coastline Community College**

**a. Military/Contract Education Tuition Rate Increase**

It was moved by Mr. Patterson and seconded by Dr. Prinsky to approve an increase to Coastline’s military/contract education tuition rates for all existing military/contract education and credit-based distance learning programs, effective with Summer 2009 enrollments. The Board further authorized the Board President, or designee, to sign the agreement and any related documents.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** Income to District based on enrollments.

**4.06 General Items of Business – District**

**a. Approval for County of Orange Registrar of Voters to use Coast Community College District Office Board Room as a Poll Site**

It was moved by Mr. Moreno and seconded by Mr. Howald to approve the County of Orange Registrar of Voters to use the Coast Community College District Office Board Room as a poll site for the May 19, 2009 Statewide Election.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** The poll site will be operated by the Orange County Registrar of Voters at no cost to the District.

**b. Re-appointments to Citizens’ Oversight Committee and New Appointments to Vacant Positions**

It was moved by Mr. Howald and seconded by Mr. Patterson to approve the following re-appointments and appointments of new members to serve on the Citizens' Oversight Committee:

Re-appointments:

1. Keith Parker, Taxpayer Association representative, ending March 2010
2. Ed Romeo, Senior Citizen representative, ending March 2010
3. Sharon Sunda, Business Organization representative, ending March 2010

New appointments:

1. Charles W. Thompson, At-Large representative, to fulfill the two-year term of service vacated by Hank Panian, ending March 2011
2. Richard B. McGann, At-Large representative, to fulfill the two-year term of service vacated by Kim Oanh Nguyen-Lam, ending March 2011
3. Ed Fawcett, College Foundation representative, to fulfill the two-year term of service vacated by Tony Aguilar ending March 2011

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**Fiscal Impact:** None to the District.

**c. Approval of the Summer 2009-2010 Academic Calendar and the 2010-2011 and 2011-2012 Academic Calendars and Administrative Holiday Schedules**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve the Summer 2009-2010 Academic Calendar and the 2010-2011 and 2011-2012 Academic Calendars and Administrative Holiday Schedules.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**4.07 Resolutions**

**a. Coast Community College District Board of Trustees Resolution #09-22 Adoption of California Department of Education Tech Prep Regional Coordination Project for Orange Coast College Resolution**

It was moved by Mr. Howald and seconded by Mr. Moreno to adopt Resolution #09-22, California Department of Education Tech Prep Regional Coordination Project and request that this item be revised to include clarifying information and be brought back for review by the Board at the May 20, 2009 meeting.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**b. Coast Community College District Board of Trustees Resolution #09-23  
Resolution Endorsing California State Propositions 1A, 1B, 1C, 1D, 1E, and 1F**

It was moved by Mr. Moreno and seconded by Mr. Battistone to adopt Resolution #09-23 endorsing California State Propositions 1A, 1B, 1C, 1D, 1E, and 1F.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**c. Coast Community College District Board of Trustees Resolution #09-24,  
Resolution Proclaiming May 18-22, 2009 as "Classified Employees  
Appreciation Week"**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno to adopt Resolution # 09-24 Proclaiming May 18-22, 2009 as "Classified Employees Appreciation Week".

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**4.08 Approval of Material Fees**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno to approve the Material Fees as presented in the May 6, 2009 Agenda.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**4.09 Approval of Minutes**

It was moved by Mr. Patterson and seconded by Mr. Howald to approve the Minutes of the Regular Meeting of April 15, 2009 and the Special Meeting of April 22, 2009.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

**5.00 Public Comment**

There were no requests to speak during Public Comment.

**6. Closed Session**

**6.00 Recess to Closed Session**

The Board recessed to Closed Session at 10:55 p.m. to discuss the following items:

It was noted that on Item C, *Sleep v. Coast Community College District*, the acronym "CFCE" is replaced with "CCCA/CTA".

**a. Public Employment (pursuant to Section 54957(b)(1))**

1. Faculty Special Assignment
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Classified Staff
6. Classified Temporary Assignments
7. Hourly Staff
8. Substitute Classified
9. Clinical Advisors/Summer
10. Student Workers

**b. Conference with Labor Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources**

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources  
Employee Organizations: Coast Federation of Classified Employees (CFCE),  
Coast Community College Association - California Teachers Association/  
National Education Association (CCCA-CTA/NEA)  
Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

**c. Conference with Legal Counsel: Existing Litigation (pursuant to sub-section "a" of Government Code Section 549563.9)**

*Morgenstern v. Orange Coast College et al.*, Orange County Superior Court Case No. 30-2008-00109222  
*Zandieh v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00108991  
*Orellana v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00114631  
*Lewis v. Coast Community College District et al.*, Orange County Superior Court Case No. 30-2008-00114263  
*Steidinger v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00109197  
*Coast Federation of Classified Employees v. Coast Community College District ("Me too" Grievance)*  
*Campbell v. Coast Community College District (CFCE Arbitration)*  
*Sleep v. Coast Community College District (CFCE Arbitration)*

**6.01 Reconvene Regular Meeting**

The Board reconvened to Open Session of the Meeting at 12:04 a.m.

**6.02 Report of Action in Closed Session (if any)**

Mr. Teeter, Secretary of the Board of Trustees reported that on a motion by Ms. Hornbuckle and seconded by Mr. Howald to approve all Public Employment appointments as listed on section 6.0, Item a of the Agenda.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

#### **7.00 Adjournment**

There being no further business, it was moved by Ms. Hornbuckle and seconded by Mr. Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye: Mr. Moreno, Mr. Patterson, Mr. Howald, Dr. Prinsky, and Ms. Hornbuckle  
No: None  
Absent: None

The meeting adjourned at 12:07 a.m.

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Secretary of the Board of Trustees



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

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I= In Progress P=Pending
1	05/06/09	Walt Howald	Acting Chancellor /Vice Chancellor of Administrative Services	Provide follow up report to the Board on the Banner System at a Study Session, describing costs, efficiencies and providing simple goals on what should be performed. Report should include input of the Student Trustee and Academic Senates.	September 16, 2009	P
2	05/06/09	Jerry Patterson; 2 <sup>nd</sup> Jim Moreno	Acting Chancellor	Provide the Board with a progress report, including timelines, on the review of all Management, Faculty and Classified Hiring Policies. Establish Timelines for review process. Return to Board for Reconsideration. Outline Process for Board Discussion.	September 2009	P
3	05/06/09	Mary Hornbuckle 2 <sup>nd</sup> Walt Howald	Acting Chancellor/District General Counsel	Provide status report on KOCE-TV, including air time and payment issues. Refer Sales Agreement and related documents with KOCE-TV Foundation to District General Counsel for review.	Pending	P
4	05/06/09	Walt Howald 2 <sup>nd</sup> Mary Hornbuckle	Acting Chancellor	Provide progress report on Common Course Numbering: current status, steps needed to be taken to complete implementation and provision of a timeline	September 2009	P
5	3/5/08	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Staff	Revisit Participatory Governance Policies and Procedures	Pending	P
6	7/16/08	Walt Howald; 2 <sup>nd</sup> Jim Moreno	Acting Chancellor	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.	July 17, 2009	P
7	8/6/08	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Staff	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	Pending	P

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I= In Progress P=Pending
8	9/17/08	Jim Moreno; 2 <sup>nd</sup> Mary Hornbuckle	Acting Chancellor	Provide status of diversity in the District. 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	September 2009	P
9	9/17/08		Acting Chancellor	Develop Vision 2020, a strategic plan for the District over the coming decade. Regular attention to it and updating as necessary are assumed.	Fall 2009	P
10	2/09/09	Walt Howald 2 <sup>nd</sup> Mary Hornbuckle	Acting Chancellor	Report back in a Year to see how the Adoption of Accountability Reporting for Community Colleges is working.	February 2010	
11	9/17/08		Acting Chancellor and Vice Chancellor of Human Resources	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.	Pending	P
12	9/17/08		Acting Chancellor	Refine and advance the relationship 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 will also play a far significant role in helping the colleges to collaborate, respond to local need, and allocate funding accordingly.	Pending	P

## **Awards and Accolades 2008-2009**

### **DISTRICT-SITE**

#### **BUILDING**

SEWUP C. W. DRIVER WAS AWARDED WITH THE 2009 SEWUP (STATEWIDE EDUCATIONAL WRAP UP INSURANCE PROGRAM) SAFETY RECOGNITION AWARD for their work on the District Administration Building. This project had the lowest loss ratio for any construction project completed under the SEWUP Program.

THE CITY OF COSTA MESA AWARDED THE COAST COMMUNITY COLLEGE DISTRICT and Bundy Finkel Architects the 2008 Costa Mesa Planning Commission Design Award for the new District Administration Building. The City was especially proud that the District Administration Building is first LEED's Certified Building in the city of Costa Mesa.

#### **PERSONNEL**

MARTHA PARHAM, DISTRICT DIRECTOR PUBLIC AFFAIRS, MARKETING AND GOVERNMENT RELATIONS was awarded with the 2008 California Community College Public Relations Organization All-PRO Communicator of the Year award.

DON COCK, COAST COMMUNITY COLLEGE DISTRICT'S DIS TECHNICAL SUPPORT SUPERVISOR, is the 2008 District-site Manager of the Year.

KATHIE THAYER, THE DISTRICT INFORMATION SYSTEMS APPLICATION PROJECT COORDINATOR, was named the 2008 District-site Employee of the Year.

### **COASTLINE COMMUNITY COLLEGE**

#### **NOTABLE EVENTS**

THE THIRD ANNUAL KALEIDOSCOPE LEADERSHIP INSTITUTE, held in December 2008, was attended by nearly 50 women of color in higher education. Kaleidoscope is a leadership institute designed to celebrate and enhance the achievements of women of color in higher education.

THE ORANGE COUNTY ONE-STOP CENTER participated in events with the following organizations: City of Irvine - Youth Job Fair, Senior Job Fair, Senior Resource Fair, Business Professional Workshop, Irvine Global Village Festival, 211 Marines Adoption, Earned Income Tax Credit w/partners, IRS, Legal-Aid Society, United Way and Union Bank. Others include the Volunteer Center of Orange County, Asian Business Association, Asian Business Women's Association, National Latin Business Women's Association, Orange County President's Council BizCon Expo, Orange County President's Council ProCon Expo, OC Largest Mixer, Small Business Conference and Expo, Small Business Association, Small Business Development Center, Institute for Women Entrepreneurs, SCORE, Veteran's Employment Committee, Exchange Club, Rotary International, Veteran's Job Fair, Families Forward, UCI - Women's Opportunities Center, Irvine Senior Centers, We Give Thanks, Inc., Military Women of Orange County, 211, Working Wardrobes, Women Helping Women, Consumer Credit Counseling, Career Expo Job Fair 2009, Orange County Rescue Mission, WeConnect/Maria Shriver, PIHRA, LULAC and 100 Influential Hispanics of Orange County.

AN EOPS HOLIDAY EVENT was hosted for single parents and their children in December 2008. Approximately 25 parents and 50 children enjoyed the afternoon festivities with lunch, holiday music,

and Santa who brought toys and gifts for the children. More than 60 gifts were given to children by "Santa", played by Coastline employee George Santoro.

THE THIRD ANNUAL EMERITUS TEA PARTY was held in March 2008 at Coastline's Le-Jao Center. The event was attended by nearly 100 Emeritus students. Ted Boehler, Coastline's Dean of Innovation and Learning Technology, presented on the evolution of technology over the past 100 years.

EOPS HOSTED THE FOLLOWING SPECIAL WORKSHOPS FOR THEIR STUDENTS: Forming Healthy Relationships (September 2008), Filling out the CSU Application (October 2008), Filling out the UC Application (November 2008), Job Search Strategies (March 2008), Filing your Taxes (February 2009), and the Power of your Image (April 2009).

EOPS HOSTED A CARE FAIR in April 2009. The event intended to showcase CARE services and stimulate interest in the CARE program.

COASTLINE'S ANNUAL LEADERSHIP ACADEMY was held for a week in January 2009 at Coastline's Art Gallery. The Academy was attended by 11 Coastliners, and was led by Dr. Jacquelyn Belcher, President Emeritus of Georgia Perimeter College and owner/operator of Options Unlimited professional development services. This year participants included: Isaiah Aguirre, Sylvia Amitoelau, Cristina Arellano, Maria Estrada, Rozanne Capoccia, Ann French, Kathy McKindley, Otto Richter, Roeun Malinni, Dave Thompson, and Joumana McGowan.

FREE TAX PREPARATION SERVICES were offered in spring 2009 by the Orange County One-Stop Center (Irvine) in partnership with the IRS, the City of Irvine and the Legal Aid Society, through the Earned Income Tax Outreach (EITC) Program.

COASTLINE'S DDL DEPARTMENT HOSTED A POT LUCK AND OPEN HOUSE in October 2008 at Coastline's Costa Mesa Campus.

THE CAREER'S 2008 JOB FAIR was hosted by the Orange County One-Stop and Coastline Community College at the Garden Grove Center in October 2008. Several employers were on-site to fill their vacancies and the event was well attended.

STRIKES FOR SCHOLARSHIPS was a bowling event hosted for the first time by the Coastline Foundation to raise money for California Community Colleges Scholarship Fund. The event took place at Fountain Bowl on Saturday, November 15, 2008 and was well attended by staff and community members. The event raised \$6,550.

THE HOLIDAY ART SALE at the ART GALLERY took place in December 2008. The annual Art Gallery Holiday Art Sale brought in more than \$4500 for the artists, the Coastline Art Gallery, and Coastline's art programs. Overall, the sale boasted 230 shoppers over the three days.

THE THIRD ANNUAL LATINO YOUTH LEADERSHIP CONFERENCE was held at Garden Grove Center on March 27, 2009. Coastline, in partnership with the League of United Latin American Citizens hosted close to 300 high school students who participated in the all day workshop. The workshop was also attended by special guest Carlos Palomino, a world-champion boxer.

A WORKSHOP ON NATIONAL COMING OUT DAY was held for Coastline faculty and staff on October 10, 2008 to provide a forum for sharing and understanding of the campus's gay, lesbian, bisexual and transgendered population.

THE VIETNAMESE EDUCATIONAL DIABETES CONFERENCE was held at Coastline Community College's Garden Grove Center in November 2008 and was co-hosted by Congresswoman Loretta Sanchez' office-District 47.

THE THIRD ANNUAL WALK FOR BRAIN INJURY AWARENESS took place on March 28, 2009 at Mile Square Park. Proceeds went to benefit students in Coastline's ABI Program. The event raised \$17,257.

A UNIVERSITY TRANSFER EVENT was hosted by Coastline at September 29, 2008 at the Garden Grove Center. Twenty-four colleges and universities attended and approximately 300 students participated in the event.

THE 4<sup>th</sup> ANNUAL TECHNOLOGY INSTITUTE took place on July 31 and August 1 and was attended by more than 100 Coastline faculty and staff. The event, tailored to the technological needs of faculty but open to all Coastline staff, aimed to inspire attendees to integrate technology into their courses and their daily lives.

THE COLLEGE APPROVED AND FUNDED THE FOLLOWING "MPI PROPOSALS" for 2008-2009, totaling \$250,469.47 in funding: Faculty Tech. Demonstration Initiatives/Pilots; Development and Implementation of Tech. Services; Student Support for New AA Degree Math Req.; 2008-09 Learn, Unlearn, and Relearn Institutional Training Initiative; Study Abroad Preparation Workshops; Credits (formerly Banking) for College Funds; 21st Century Physics Lab; ESL Bridge, ESL Students Cohorts to Bridge Students to Regular College Programs; High School/ROC/ P Articulation; Digital Media & Multimedia Entertainment "Casting Call" ; Innovative Theatre Arts Program at Coastline; Basic Skills Toolbox; Teaching Teens College Content; Multi-Site/Multi-Modal Instructional Delivery Part 1; Alumni Association; Brown Bag Lunch Seminars; PDA/ Cell Phone Course Initiative; President's Initiative for Excellence; Language Training Lab; SLO and DSR Enhancement Project; New Faculty/Staff Orientation Program; Hispanic/ Latino Market Research Project; Staff Training; Spanish and Vietnamese for Staff.

SAC HOSTED AN E-WASTE RECYCLING EVENT on October 29, 2008. Faculty, staff and community members were invited to come by College Center to recycle their computer monitors, keyboards, printers, TVs, VCRs, etc.

COASTLINE'S CTE PROGRAM HOSTED "ASK AN EXPERT DAY" at the Garden Grove Center on January 8, 2009. The event featured information tables for all CTE programs and had industry reps on-hand to answer student questions about their line of work.

2009 SCHOLARSHIP AWARDS NIGHT was held on April 23, 2009 at the Costa Mesa Community Center. There were 105 scholarships given out for a total of \$42,880.

THE GARDEN GROVE CAREER EXPO took place on April 22 from 1:00 p.m. to 4:00 p.m. The event was held at Coastline's Garden Grove campus and was sponsored by Coastline, the Orange County One-Stop Center, the California Employment Development Department, the Garden Grove Chamber of Commerce, and several other employment groups. More than 500 people attended and more than 75 employers were present.

EOPS STUDENT LEADERSHIP CONFERENCE was held on Friday, April 25, 2009 at the Garden Grove center. More than 200 students attended conference on leadership and activism. Students committed to forming an EOPS club.

THE ANNUAL VISIONARY OF THE YEAR AWARDS GALA took place on Saturday, May 30, 2009 at the Westin South Coast Plaza. The event raises funds for the Coastline Foundation and salutes local leaders (Visionaries). This year Visionary honorees were: Dr. Wanda M. Austin, President & CEO, the Aerospace Corporation; Spencer Brown, Founder, Rent-A-Green Box; Steve Jugan, Corporate Philanthropist, Hansen Beverage Company; Robert "Bobby" McDonald, Trustee, Board of Governor's for California Community Colleges, President of Orange County Black Chamber of Commerce; Dr. Meher Tabatabai – Chief of Staff, Promise Hospital, Paramount; and Feresteh Tavakoli, Co-founder, International Society for Children with Cancer.

COMMENCEMENT 2009 was held on May 16, 2009 and celebrated the achievements of more than 1800 students who had completed the requirements for a degree or certificate. There were 1626 military graduates. For the first time, the Commencement Ceremony took place at the Westin South Coast Plaza.

ABI'S ICE CREAM SOCIAL was held on May 27 at the Costa Mesa Center honoring this year's graduates. More than 200 individuals showed up to support this year's graduating class.

THE EOPS AWARDS BREAKFAST was held on May 1, 2009. The event honored all of the EOPS students who received scholarships, and the 29 EOPS students who graduated and/or received certificates at the May graduation. EOPS Awarded 8 scholarships for \$1,200.

A STUDENT DANCE PERFORMANCE was held on May 31<sup>st</sup> at the Robert B. Moore Theatre. Coastline dance students choreographed directed and costumed several of the dances routines.

#### **STUDENT ACHIEVEMENTS**

CORY WELCH, COASTLINE DGA STUDENT, was selected to provide the artwork for Coastline's 2008 Holiday Card. Cory was a student in DGA C118 taught by Kate Shelley at the Garden Grove Center.

JAMES SILER was honored as Coastline's Valedictorian and MACHAEL HEISE as Salutatorian both were given a scholarship for \$1,000 toward their future college pursuits.

CARLOS DUENAS AND CHRISTINA TRINH were recognized as the EOPS students' of the year at the 2009 EOPS AWARDS BANQUET.

#### **STUDENT ART EXHIBITION AWARD RECIPIENTS FOR 2008-2009 INCLUDED:**

For the drawing category: 1<sup>st</sup> place Hilary Sween, 2<sup>nd</sup> place Terri Occhino, and third place Laura Downey. For the painting category: 1<sup>st</sup> place Helen Molles, 2<sup>nd</sup> place Sharon Palencar, and 3<sup>rd</sup> place Thom Wright. For the watercolor category: 1<sup>st</sup> place Nancy Caldwell, 2<sup>nd</sup> place Kay Sullivan, 3<sup>rd</sup> place Valerie cardinal. For the Chinese brush painting category: 1<sup>st</sup> place Jennifer Benn, 2<sup>nd</sup> place Su-Jun Wang Fong, and 3<sup>rd</sup> place his-ping king. For digital arts category: 1<sup>st</sup> place Paula Ross, 2<sup>nd</sup> place George Moran, and 3<sup>rd</sup> place Scott Masterson. For the mixed media category: 1<sup>st</sup> place Gabriele Bitter, 2<sup>nd</sup> place Alexandria Allan, and 3<sup>rd</sup> place Barbara Steck. For the ceramics: 1<sup>st</sup> place Joyce Battelle, 2<sup>nd</sup> place Darlene David, and 3<sup>rd</sup> place Jeanine Paquette. For the curator's choice award: Liz Menzies.

#### **FACULTY/STAFF ACHIEVEMENTS**

MICHELLE MA SIGNED ON AS EDUCATION COLUMNIST for the new magazine *OC Life*. *OC Life* Magazine is the first glossy, full-color lifestyle publication dedicated to the multicultural community of

Orange County. In the monthly education column, Michelle features education-related topics from k-12, community colleges, and universities that also have an intercultural/diversity angle.

ONE-STOP DIRECTOR LOIS WILKERSON donated her upright piano to Coastline's music program. The piano will be used in music classes taught at Coastline's Costa Mesa Center.

PETER MAHARAJ REPRESENTED COASTLINE on the track (bicycle track) at the 2008 cancer awareness track cycling event at the ADT Event Center, Carson CA. Coastline sponsored the team to participate in the event which comprised of Peter Maharaj, Winston Chai and Travis Smith. Coastline won the challenge trophy for the team sprint event as well as three individual victories for the 500 meter event.

COASTLINE'S MILITARY PROGRAMS DPT. WAS RECOGNIZED BY CCME as the top institution that supplies quality educational programs to the armed services. The college received the 2009 CCME Institution Award at a special ceremony on January 29. The ceremony was held as part of CCME's annual symposium in Honolulu, Hawaii. Ed McKenney, Dean of Coastline's Military Programs; Shawn Mann, Manager of Military Program Outreach and Recruitment; and Joycelyn Groot, Director of Contract Education were all present to accept the award.

COASTLINE COMMUNITY COLLEGE was selected as one of *Military Advanced Education's* Top Military Friendly Colleges and Universities Honorees for the second year in a row.

KATHERINE WATSON was awarded the 2009 Part-Time Teaching Excellence Award. It was presented at the Coastline Spring All-College Barbeque held in April 2009.

PEDRO GUTIERREZ was awarded the 2009 Teacher of the Year Award. It was presented at the Coastline Spring All-College Barbeque held in April 2009.

MARILYN FRY and JUDY APRILE were awarded a 2009 NISOD Excellence Award. This award acknowledges faculty members who have distinguished teaching, service to students, scholarship, and commitment to leadership in the classroom.

NATE HARRISON, COASTLINE CONTRACT EDUCATION, was recognized with the 2009 Customer Service Award for providing outstanding customer service to co-workers, faculty and/or students. Based on helpfulness, attitude, problem-solving, outstanding service, etc. It was presented at the Coastline Spring All-College Barbeque held in April 2009.

BRENDA PURDUE, OFFICE OF INSTRUCTION, was recognized with the 2009 Unsung Hero Award for making a difference at work or in the community. Based on service or volunteerism "behind the scenes" often not recognized. It was presented at the Coastline Spring All-College Barbeque held in April 2009.

KEVIN DONAHUE, DISTANCE LEARNING was recognized with the 2009 Special Achievement Award for outstanding achievement or services. Based on a special effort that was above and the call of duty (i.e.; saving college money, making a change for the better in the work area, etc.). It was presented at the Coastline Spring All-College Barbeque held in April 2009.

MARK WORDEN, INSTRUCTIONAL SYSTEMS DEVELOPMENT was recognized with the 2009 Professional Training Advancement Award for personal growth and professional development. Based on training pursuits (formal and informal), education, certificates recent career changes, affiliations, etc. It was presented at the Coastline Spring All-College Barbeque held in April 2009.

THE ORANGE COUNTY ONE-STOP CENTER STAFF was recognized with the 2009 Team Excellence Group Award for their outstanding team effort which provides a positive overall contribution or serve to the college. It was presented at the Coastline Spring All-College Barbeque held in April 2009. Team members include: Diana Agag-Maxwell, Pat Alatorre, Fred Atuatasi, Duc Au, Ravindra Brahmhatt, Carolyn Clausen, Donna Duff, Dolores Durkee, Keven Eldridge, Cassie Ellis, Esequiel Gracia, Leslie Hargrove, James Harner, Gail Hauri, Anthony Hou, Kathryn Jensen, Beverly Karr, Ann Kennedy, Isabelle Krasney, Tommy Le, Carlos Martinez, Bernice Matthews, Diane McCord, Linda Mellor, Binh Nguyen, Jonathan Pham, Thida Pok-Bruno, Victoria Rhoades, Irma Rivera, Khen Sayasy, Anna Siu, Lanie Tiongco, Tom Tran, Vinh Tran, Martha Tran-Nguyen, Rose Trinh, Luz Vega-Gutierrez, Joycelyn Wang, Lori Wood

THE COASTLINE MARKETING/PR, GRAPHICS AND PUBLICATIONS TEAM, including MICHELLE MA, ISIAH AGUIRRE, GEORGE SANTORO, TOM NGUYEN, JEANETTE LEE, KATHY STRUBE, PETER MAHARAJ, RYAN BUBION and DIANA RAMON—took home two awards at the Community College Public Relations Organization annual conference in April 2009. Their efforts earned them: a Silver for Marketing Video and a Bronze for the Coastline Web Site.

COASTLINE LEADERSHIP ACADEMY 2009 GRADUATES include: Isaiah Aguirre, Sylvia Amitoelau, Cristina Arellano, Maria Estrada, Rozanne Capoccia, Ann French, Kathy McKindley, Otto Richter, Roeun Malinni, Dave Thompson, and Joumana McGowan.

The following faculty members achieved academic ranks – RITA POWELL counseling Professor, RICHARD SHIRING math assistant professor, and MARY CHRISTINE SULLIVAN art professor.

COASTLINE FOUNDATION's endow the future campaign ended in 2009 meeting its goal. The three year campaign raised \$1,551,114.

MARK WORDON received his master in Instructional Design and Technology from Cal State Fullerton.

VANGIE MENESES received her doctorate in Educational Leadership and Change from Fielding Graduate University.

### GOLDEN WEST COLLEGE

#### **Personnel Achievements**

MARGIE BUNTEN, DIRECTOR, FOUNDATION & COMMUNITY RELATIONS, was appointed to the City of Huntington Beach Centennial Committee

NOREEN YOSHIDA-PEER was honored in October as one of Orange County's most remarkable women in business. Noreen was recognized at the Orange County Chapter of the National Association of Women Business Owners' 13th Annual Awards Luncheon. She was honored as this year's Remarkable Woman nominee from the Coast Community College District's chapter of the American Association for Women in Community Colleges (AAWCC). Noreen received the award at the National Association of



Women Business Owners (NAWBO) luncheon October 10, 2008. The luncheon is one of Orange County's premier events in recognizing women's achievements.

TED PALMER received awards and recognition on April 25<sup>th</sup> for his decade of donations of artwork to "The Annual Orange County Foster Parents Conference." His drawings are used on the brochure covers and mailings. This is an annual advertised event sponsored by County of Orange Social Services for all county social workers, foster parents, and care givers. He and his wife, Patti, are foster parents and have cared for 125 infants in the last 11 years.

### **Arts and Letters Faculty, Staff, and Student Accomplishments**

FULL-TIME THEATER FACULTY (Tom Amen, Susan Babb, and Martie Ramm) AND STAFF (Sigrid Wolf and Terry Otto) produced a variety of contemporary comedies and dramas this year in the Mainstage and Stage West Theaters, including *Of Mice and Men*, *NINE*, *Rashomon*, *Beyond Therapy*, and *What the Bellhop Saw*. These productions showcased another season of artistic excellence in our Theater program.

MARTIE RAMM (Theater) directed a professional production of *Sweet Charity* this past March at the Curtis Theater in Brea. In addition, Professor Ramm is a contributing writer with *Audiophile Magazine* and has interviewed and written celebrity profiles with actors Sidney Poitier, John Lithgow, Blair Brown, and Roger Rees.

NANNETTE BRODIE (Dance) and her students presented two concerts this year at GWC and OCC. In addition, the Nannette Brodie Dance Theatre of Long Beach gave 25 performances in Finland, California, Nevada, and Arizona.

THE ART DEPARTMENT hosted its third annual Holiday Art Sale in December. The art sale showcased a wonderful collection of ceramics, photographs, sculptures, paintings, prints, and jewelry. Proceeds from the Holiday Art Sale benefited the department's Artist Lecture Fund and the Jane Axel Art Scholarship. This May, the Art faculty also hosted their first annual Fine Arts Open House, which resulted in an impressive turn-out of students, faculty, and staff. Both of these events continue to move the Art faculty closer to achieving their goals of improving enrollment in the Fine Arts and promoting and strengthening their department's presence on campus.

AMANDA BEST (Art) was a panelist at the April meeting of the California Conference for the Advancement of Ceramics Arts. Professor Best's work has been shown this past year at galleries throughout California.

BRIAN CONLEY (Art) was re-appointed to serve another year on the ACCT Public Policy Committee. This committee reviews and lobbies on all national legislation related to community colleges. He was also re-appointed to the statewide Student Assessment Review Board by State Assembly Speaker Karen Bass. Last fall, Professor Conley was re-elected to his sixth term on the Board of Trustees of Rancho Santiago Community College District. He was also elected clerk to the Board. Professor Conley's art work is exhibited in the State Capitol in Sacramento.

DR. COLLETTE HAUSEY (Music) successfully conducted two concerts with the Symphonic Band, now in its third year at GWC. The symphonic band continues to grow in the number of student musicians who participate and to improve in the quality of its performances. In addition, Dr. Hausey composed and published a successful march entitled *Eagle, Globe, and Anchor*, in honor of the 1<sup>st</sup> Marine Division of the United States Corps. She was also guest director of the Santa Ana Unified Middle School Honor Band.

TOM KUBIS (Music) received the 2009 Distinguished Alumnus for the College of the Arts at California State University, Long Beach, in recognition for his work known internationally as a musician and teacher. The CSULB Alumni Association presents the award each year to alums that are exemplary examples of accomplishment and distinction.

DR. BRUCE BALES (Music) was musical director for the Golden West College production of *NINE*. In addition, this spring he conducted music by J. M. Haydn and W. A. Mozart with the GWC Chorale and Chamber Singers, full orchestra, and guest soloists. This past year, Dr. Bales was guest director for two Chapman University Early Music concerts and guest honor choir director for the Garden Grove Unified School District. In addition, throughout the past year, Dr. Bales served as clinician/adjudicator for five high school choral festivals around the southland.

DR. PAUL TAYYAR (English) published two books of poetry—*Postmark Atlantis* (Level 4 Press) and *Scenes from a Good Life* (Tebot Bach Press). He is a nominee for this year's Pushcart Prize, which is one of the most prestigious awards in American poetry. In addition, the textbook he co-authored, *Around the World in One Semester: a Reader for Freshman Students* (Kendall-Hunt Press) will be available this summer. This past spring, Dr. Tayyar traveled to Switzerland at the request of the Swiss-American Studies Association and was the featured visiting poet at several Swiss universities. In addition, he presented two papers in the 2008 American Literature Association Conference in San Francisco.

RYANE HARRIS (English) recently published a student success workbook/reader entitled *Tips from an Unlikely Valedictorian*, which is scheduled to be published by fall 2009. Her textbook is likely to be used in developmental English courses, college counseling courses, and first year experience bridge programs for students making the transition from high school to college.

DR. DIBAKAR BARUA'S (English) book of poems, *The Womb of Memory*, was published in fall 2008 by World Parade Books. A new expanded version of the book will appear in summer 2009. Dr. Barua's book has been nominated for a P.E.N. Award.

SACHA MOORE (English) presented a paper in January at the International Humanities conference in Hawaii.

THE HONORS TRANSFER COUNCIL OF CALIFORNIA gave its highest award to GWC honors student, Ryan Millett this past spring for his work comparing elements in paintings by Vincent van Gogh with musical elements in the impressionistic compositions of Claude Debussy. This marks the third year since the conference began in 2001 that the GWC Honors Program has earned this honor. In addition, GWC honors student, Randall Deeb was given the Outstanding Abstract award for his research comparing the spiritual principles of the Muslim and Christian religions. A GWC honors student has received the top abstract award four years in a row since 2006 when this award was established. These students were mentored by former Honors Program coordinator, Chuck Whitchurch (English).

FRAN FARAZDAGHI (Peace Studies) organized and hosted the third annual conference promoting peace and nonviolence as part of Golden West College's Peace Studies Program. The conference involves collaboration with CSU Dominguez Hills, CSU Fullerton, CSU Pomona, UC Irvine, and the City of Huntington Beach.

DR. JOYCE BISHOP (Staff Development/Psychology) was the recipient of this year's Golden West College Peace Studies Award. The award was given to Dr. Bishop for her long-term contributions as a founder and member of the board of directors of Pathways to Independence, a local non-profit foundation that primarily helps young women living below the poverty level become financially and socially self sufficient through education and counseling.

CONNIE MARTEN received a certificate in Online Teaching in Learning last June and will receive her Master's Degree in June.

DAMIEN JORDAN (Counseling) will complete his Master's degree from Loyola Marymount in May.

DRS. BRUCE BALES (choral director) and COLLETTE HAUSEY (band director) are frequently active as adjudicators of music festivals in our local community.

STAFF ACCOMPANIST DANA SEUFERT will complete his Master's Degree in Music at CSULB.

RENAH WOLZINGER (Recording Arts) is working on a Master's Degree in Career Technology Education.

DAVID HUDSON was nominated for Manager of the Year in 2008.

GRAPHICS STAFF JANET KAWAMURA AND GRAPHICS MANAGER SHARON JAZWEICKI were nominated for the Charlie Sianez Exception Service Award.

LIBRARIAN JULIE DAVIS-WOLFE wrote an article that was published in *Library Journal*. "Page to Screen: Read the Book, See the Movie." *Library Journal* 15 August 2008:128

### **Service Awards**

GWC WAS PROUD TO HAVE 63 FACULTY, CLASSIFIED STAFF, AND MANAGERS recognized for their years of service to the District at the annual Board of Trustees Services Awards ceremony on April 15. Awards were presented for years of services as follows:

5 Years – 12  
10 years – 15  
15 Years – 4  
20 years – 15  
25 Years – 9  
30 Years – 1  
35 Years – 5  
40 Years – 2

### **Other**

GWC'S ANNUAL 2009 FOUNDATION GALA fundraiser was held at the Hilton Waterfront Beach Resort on March 21 with over 350 guests. The event was in conjunction with the city of Huntington Beach's 100<sup>th</sup> birthday. Guests danced through the decades to the music of the Wayne Foster Entertainment group. A silent and live auction raised funds to help support important campus programs and projects, and fund next year's "wish list" needs. Elmore Toyota generously donated another vehicle, a 2009 Prius. An opportunity drawing was held for the Prius and raised over \$49,000 for the foundation. The winner was GWC's Dean of Athletics & Physical Education Albert Gasparian and his wife, Patti. Tickets for the drawing cost \$100 each with the highest ticket sales going again to staff member Cheryl Tittle of Arts & Letters. The Floral Design department used this event as a class project again and designed the beautiful antique rose floral table centerpieces. The event grossed over \$200,000. Students from the Alpha Gamma Sigma and the Puente Program Clubs participated in the customer relations and check out.

GWC's ANNUAL STAFF & FACULTY APPRECIATION BREAKFAST on May 27<sup>th</sup> will honor:

#### Retirees

Faculty: **John Grajeda, Cherie Kay, Bud Yeargain, Hah Suey Quan, Harvey Reynolds, Brian Blackburn**

Classified: **Elizabeth Bowers, Cathy Edmonson, Dolores Harper, Gladys Lavoie, Frank Maldonado, Pam Peconic, Michele Schroeder, Scott Steidinger**

Orange County 2008-09 Teach of the Year Nominee: **David Moore**

Classified Employees of the Month: September – **Anita Renninger**; October – **Ildefonso Flores**; November – **Michele Schroeder**; January – **Dale Slagle**; February – **Juli Van Dorn**; April – **Javier Alcalá**

The Classified Employee of the Year and recipient of the Charlie Sianez Exceptional Service Award will be announced.

## ORANGE COAST COLLEGE

### **COLLEGEWIDE ACHIEVEMENTS**

CCFC BUILDING DESIGN AWARD FOR THE OCC LEARNING RESOURCE CENTER was presented to tBP Architecture and OCC at the 2008 Annual CCFC Conference in Sacramento, California.

THE OCC LEARNING RESOURCE CENTER AND C.W. DRIVER were awarded by SEWUP (Statewide Educational Wrap Up Insurance Program) with the 2008 SEWUP Safety Recognition Award for their work.

ORANGE COAST COLLEGE SCHOOL OF SAILING AND SEAMANSHIP has expanded its fleet with the donations of "Peaceful Spirit," an 88-foot motor yacht donated by John and Michelle Lissberger of Santa Rosa; "Tigress," a 34-foot racing sailboat donated by Dr. Laura Schlessinger, the well-known author and radio talk show host; and Por Nada, a 68-foot motor yacht valued at more than \$1 million.

ORANGE COAST COLLEGE'S NEW MASCOT, PETE THE PIRATE made his first public appearance on September 20, when the Pirate football team faced archrival Golden West Rustlers in the West-Coast Showdown.

OCC CELEBRATED ITS 60TH BIRTHDAY, more than 1,000 people gathered on the quad in September to celebrate with a giant 1,200-pound birthday cake and a skydiving champion dressed as a pirate, the Coast mascot.

OCC RE-OPENED THE CHARLES LEWIS CENTER FOR APPLIED SCIENCES this fall following a year-long major renovation. The college breaks ground on the new ABC (Allied Health, Biology, Consumer Health Sciences) Building in May.

IN NOVEMBER, ORANGE COAST COLLEGE FACULTY, STAFF AND STUDENTS JOINED MILLIONS OF SOUTHERN CALIFORNIANS and public agencies in the Great Southern California ShakeOut, the largest earthquake preparedness activity in U.S. history.

OCC RANKS 1ST IN ORANGE COUNTY, 2ND IN CALIFORNIA, IN TRANSFERS TO FOUR-YEAR UNIVERSITIES. Orange Coast College continues to reign as Orange County's top transfer school to California public universities, according to the California Postsecondary Education Commission.

THE ONE-YEAR-NEW LIBRARY AT ORANGE COAST COLLEGE WILL KEEP ITS DOORS OPEN ON SUNDAYS following a \$12,500 award by the OCC Foundation. Budget cuts brought on by the State deficit had forced the library to close its doors during Sunday hours – from noon to 5 pm. But the OCC Foundation Board of Directors voted unanimously to allocate enough funds to cover staffing and operations through the Spring semester.

THE CHILDREN'S CENTER BREAKS GROUND on long-awaited \$1 million school-age classroom.

CAMPUS CONTINUES EFFORTS TO “GO GREEN” by introducing non-toxic, biodegradable banners. OCC also uses recycled paper in its print shop, low-flow toilets, auto shut-off water faucets, energy-efficient lighting, recycling containers throughout campus, “smart” thermostat controls, water reclamation, and low-irrigation vegetation.

APPLICATIONS FOR ADMISSION SURGE at OCC, with the number of applicants up 17% over last year.

COAST INSTRUCTIONAL DIVISIONS AND DEPARTMENTS achieved 100% of Student Learning Outcomes.

OCC SPONSORED SEVERAL SUCCESSFUL COMMUNITY EVENTS, including the 1<sup>st</sup> Annual Health Fair, the 5<sup>th</sup> Annual Orange County Children’s Book Festival with Jamie Lee Curtis, Festival Dia de la Raza in October, Job Fair, Small Business Expo, and the largest ever Community Science Night that attracted 5,000 elementary children and their families to campus.

ERIC RIGNOT, PH.D., an internationally recognized expert in climate change, was guest speaker for Orange Coast College’s fourth annual Green Energy Day on April 8<sup>th</sup>.

ORANGE COAST COLLEGE COMPLETED THE FOLLOW-UP ACCREDITATION REPORT for the Accrediting Commission for Junior and Community Colleges (ACCJC), which visited campus again in April. The Accreditation team will deliver its final report in June.

OCC’S NEW MISSION STATEMENT, was adopted by the Coast Community College District Board of Trustees, and is on display in various campus locations. The document states: “Orange Coast College is committed to student learning and personal improvement. We provide associate degrees, transfer preparation, certificates in career and technical education, as well as instruction in basic skills and English as a Second Language. The College serves the economic and workforce development needs of the local community and develops globally aware citizens.”

ORANGE COAST COLLEGE WELCOMED TEAMS OF MATH STUDENTS FROM AREA HIGH SCHOOLS on Friday, March 20th, for the annual math meet competition. Nearly 100 students represented 12 high schools, including Woodbridge, Troy, University, Mater Dei, Los Alamitos, Fountain Valley, Oxford Academy, Santa Ana, El Toro, Dana Hills, Valencia and Aliso Niguel.

AN ESTIMATED 5,000 HIGH SCHOOL STUDENT traveled by bus, car and on foot to visit Orange Coast College’s campus for the 26th Annual Senior Day on March 17. OCC President Bob Dees described the event as “a smashing success ... there were more students than ever before!”

APPROXIMATELY 80 WORLD WAR II VETERANS AND THEIR FAMILIES met at Orange Coast College for the 33<sup>rd</sup> Santa Ana Army Air Base Reunion to swap war stories and remember the days when the campus was a training center for pilots.

THE DEAN OF STUDENTS OFFICE LAUNCHES PIRATE REFERRAL PROGRAM – or PRoP –for students in crisis.

#### **STUDENT ACHIEVEMENTS**

OCC CULINARY ARTS HOT FOOD TEAM won a gold medal and second place at the National competition held in Las Vegas this summer. The all-female Hot Food Team won a gold medal and

second place at California State Competition.

THE OCC SPEECH, DEBATE AND THEATRE TEAM won the national championship in Oregon, Southwestern Invitational Tournament in San Diego, Spring Championship Tournament in Los Angeles and gold medal and second-place finish in the state tournament. Meaghan James, an Orange Coast College speech team member representing California, was the only community college student to break into the semifinal rounds at the Interstate Oratory Tournament held in Mississippi in April.

COAST REPORT, ORANGE COAST COLLEGE'S WEEKLY STUDENT NEWSPAPER, won a General Excellence Award from the Journalism Association of Community College at the statewide competition in Sacramento in April.

THE OCC THEATRE DEPARTMENT mounted thirteen plays this fall and spring as well as a summer musical production, "Little Shop of Horrors." Students in the Dance and Music Departments presented 20 performances this fall and spring. Following positive reviews by the media, the OCC Theatre Department enjoyed sell-out performances in March of "Macbeth." "The folks at OCC's Theatre Department have a monster hit on their hands," wrote critic Tom Titus in The Daily Pilot.

ORANGE COAST COLLEGE THEATRE STUDENTS donated nearly \$3,000 to charities that provide shelter for abused women and children. The money was raised selling tickets to theatrical presentations of author Eve Ensler's feminist monologues as part of a three-day V-Day Festival on Valentine's Day weekend.

ORANGE COAST COLLEGE STUDENT AMANDA BLOOM was selected to receive a \$1,000 scholarship from the Coca-Cola Scholars Foundation.

TWO STUDENTS FROM ORANGE COAST College won the top prize of \$10,000 at the American Institute of Architects (AIA) Los Angeles Interior Architecture Committee's 17th Annual 1:2 Student Competition in March. Robert White of Costa Mesa and Thanh Pham, an international student from Vietnam who resides in Garden Grove, worked together to beat fourth-year architecture students from design-heavy colleges such as UCLA and the Southern California Institute of Architecture to take first place among 12 colleges competing in the event.

"OCC SHORTS," six student films created by 14 Orange Coast College film school students, were screened as a part of the 10th Annual Newport Beach Film Festival in April.

HONORS NIGHT will recognize 200 OCC students on, May 13, with more than \$100,000 in scholarships awarded.

PHI ALPHA MU, ORANGE COAST COLLEGE'S HONOR SOCIETY FOR SOCIAL AND BEHAVIORAL SCIENCES, inducted 53 students with qualifying GPA's and coursework in the social and behavioral sciences in 2008-2009.

CHEER AND DANCE won its 14th national championship in January at Walt Disney World in Orlando, Florida; Cheer and Dance won the grand championship at the Americup Championships in Minneapolis in late February; OCC Cheerleaders placed 4th in the national competition in Daytona Beach, Florida, April 8-12.

OF ORANGE COAST COLLEGE'S 229 ATHLETES COMPETING IN FALL SPORTS, 81 – 35% – earned a place on the Fall 2008 Honor Roll. Four athletes achieved a perfect 4.0 GPA, while 28 earned

higher than a 3.5 GPA. Another 49 athletes received a GPA higher than 3.0. Students must complete at least 12 units to be listed on the Athletic Honor Roll.

MEN'S SWIMMING claimed the state title, and Women's Swimming finished third in state.

MEN'S VOLLEYBALL advanced to semi-finals for third straight year.

OCC WOMEN'S VOLLEYBALL team finished fourth in the state following a successful playoff run that includes an upset win over previously-unbeaten L.A. Pierce.

THE ORANGE COAST COLLEGE MEN'S AND WOMEN'S TRACK TEAMS each finished in second place at the 2009 Orange Empire Conference Track and Field Championships.

WOMEN'S XC won the California State Championships. They've won six of the past seven state championships. OCC Sophomore Crystal Reed was named the individual California XC champion for the second year in a row.

THE OCC BASEBALL TEAM tied for first place in the Orange Empire Conference and ranked No. 2 in Southern California.

THE ORANGE COAST COLLEGE WOMEN'S BASKETBALL TEAM reached the playoffs for the 18th consecutive season and the 19th time in the past 20 seasons. Only Ventura and Cerritos college have a current streak that equals that.

#### **FACULTY AND STAFF ACHIEVEMENTS**

ROBERT DEES, PRESIDENT OF ORANGE COAST COLLEGE, will retire after more than 30 years' service to OCC. His last day will be June 30. Dees, 64, became OCC's ninth president in April 2005. He oversees all campus operations, including Administration, Student Services, Instructional Services, and the OCC Foundation.

MARINE SCIENCES PROFESSOR TOM GARRISON, PH.D., has been named Orange Coast College's first-ever "Distinguished Professor" by the OCC Academic Senate. Dr. Garrison, who has taught at OCC for 40 years, was nominated for the honor by Dennis Kelly, chairman of OCC's Marine Science Department, and Lee Gordon, assistant business professor.

DEJAH SWINGLE, CAREER DEVELOPMENT GRANT COORDINATOR AT OCC'S CAREER CENTER, is the Coast Community College District's nominee for the California Community College Governor's Statewide Classified Employee of the Year.

OCC OUTSTANDING COAST COLLEAGUES include Faculty Member of the Year, Jim Smolin, part-time faculty members Millie Sweesy-Barger, physical education and health education, and Mark Roessler, political science. Kye Daniels, Staff Development and Partnership staff aide, is Staff Member of the Year.





**General Item (May 20, 2009)**

**Opportunity for Board of Trustees' Review of Occupational and Vocational Certificate Programs (All Three Colleges)**

In accordance with the Education Code, Chapter 1, Article 1, Section 78016, the colleges of the Coast Community College District initiated a biennial review process required by statute to assess the effectiveness of the vocational and occupational programs currently offered in the District.

The colleges were asked to review those programs with Taxonomy of Programs (TOP) Code of 0100 through 0800 last academic year and assessed TOP Code programs 0900 through 4900 this year. In total, 46 Certificates of Achievement (plus options) were reviewed and are submitted to your Board for review, as required. These documents will be maintained for public review in the Chancellor's Office (Educational Services Department), if requested. (see attachment )

**Attachment: Opportunity for Board of Trustees' review of vocational and occupational certificate review (all three colleges).**

Under current law, the governing board of a community college district must conduct a job and labor market study prior to developing a vocational or occupational training program. Additionally, in accordance with Education Code, Chapter 1, Article 1.- Section 78016 , local districts are required to review each vocational or occupational program every two years to ensure that the program:

1. Meets a documented labor market demand,
2. Is not duplicative of other regional training, and
3. Is effective.

Currently governing boards use the information to determine whether continuing a vocational program is justified. In addition, this statute indicates that any program not meeting the criteria and requirements of this statute shall be terminated within one year.

This section was added to the Education Code by statute in 1979 and amended in 1998. The District has opted to meet this mandate in two phases with one-half of those TOP Code programs submitted to review each year. Last year those programs with TOP Codes 0100 through 0800 were assessed and reviewed by the Board at the May 7, 2008 board meeting. This year those programs with TOP Codes 0900 through 4900 have been assessed and reviewed by the appropriate faculty, staff and administration at each college.\* Those programs attached cover the following discipline categories:

2009	
Engineering & Industrial Tech	0900
Fine & Applied Arts	1000
Foreign Languages	1100
Health	1200
Family & Consumer Studies	1300
Law	1400
Humanities	1500
Mathematics	1700
Military Studies	1800
Physical Sciences	1900
Psychology	2000
Public and Protective Services	2100
Social Sciences	2200
Interdisciplinary Studies	4900

\* Coastline College completed their current vocational programs in all TOP Codes in 2008 and presented them to the Board for review on May 7, 2008.



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Engineering Technology</b> <b>Certificate of Achievement:</b> <b>Engineering Technology</b>	<b>College: Golden West College</b>															
<b>Date: 4/30/09</b>	<b>Tops Code: 0934.00</b>															
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>																
EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>• Engineering Technicians</li> <li>• Avg Wage - \$20.00</li> <li>• Annual Avg Openings: 65</li> <li>• Employers are usually looking for candidates with an Associate degree.</li> <li>• Electrical and electronic engineering technicians are expected to grow more slowly than average for all occupations.</li> </ul>																
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>																
Community colleges that offer an Engineering Technology program: <ul style="list-style-type: none"> <li>• Cerritos; Cypress; Fullerton; Irvine Valley; Long Beach City; Orange Coast; Saddleback; Santa Ana</li> </ul> Census Enrollment / FTES / Fill-Rate%: <ul style="list-style-type: none"> <li>• 2004-05: 86 / 16 / 66.9%</li> <li>• 2005-06: 73 / 12 / 65.2%</li> <li>• 2006-07: 98 / 17 / 78.8%</li> <li>• 2007-08: 102 / 18 / 69.8%</li> </ul>																
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>																
Campus Student Success (grade of C or better) - 83.3% State Core Indicators (2006/07): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Completions (Cert/Degree/Xfr) /Count</th> <th>Employment/Count</th> </tr> </thead> <tbody> <tr> <td>04/05</td> <td>50.00% / 1</td> <td>100.00% / 3</td> </tr> <tr> <td>05/06</td> <td>100.00% / 3</td> <td>80.00% / 4</td> </tr> <tr> <td>06/07</td> <td>100.00% / 3</td> <td>50.00% / 1</td> </tr> <tr> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </tbody> </table> <p>The program has had weak enrollment. Completion rate for certificates has been low. Program is currently under extended vitality review and may be merged with the Environmental Studies program.</p>			Completions (Cert/Degree/Xfr) /Count	Employment/Count	04/05	50.00% / 1	100.00% / 3	05/06	100.00% / 3	80.00% / 4	06/07	100.00% / 3	50.00% / 1	Goal	66.13%	79.86%
	Completions (Cert/Degree/Xfr) /Count	Employment/Count														
04/05	50.00% / 1	100.00% / 3														
05/06	100.00% / 3	80.00% / 4														
06/07	100.00% / 3	50.00% / 1														
Goal	66.13%	79.86%														
<b>ADMINISTRATOR (DIVISION DEAN)</b> Name: <i>Ornd 4/30/09</i> Date: <i>5/1/09</i>	<b>VICE PRESIDENT, INSTRUCTION</b> Name: <i>Jojo Miller</i> Date: <i>5/1/09</i>															

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Diesel Mechanic	College: Golden West College
Date: 4/30/09	Tops Code: 0947.00
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>	
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>	
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>	
Program performance and student enrollment has been continuously declining. Program will be suspended as of the end of Spring 2009 semester.	
<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: <i>Omid Forzaker</i>	Name: <i>Jois Mill</i>
Date: <i>5/1/09</i>	Date: <i>5/1/09</i>



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Automotive Technology <b>Certificate of Achievement:</b> Engine Performance & Emissions Specialist Chassis & Drive Train Specialist	<b>College:</b> Golden West College															
<b>Date:</b> 4/30/09	<b>Tops Code:</b> 0948.00															
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b> EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>Automotive Service Technicians and Mechanics</li> <li>Avg Wage - \$17.81</li> <li>Annual Avg Openings: 258</li> </ul>																
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b> Community colleges that offer an Automotive Technology program: <ul style="list-style-type: none"> <li>Cerritos; Cypress; Fullerton; Long Beach City; Saddleback; Santa Ana</li> </ul> Census Enrollment / FTES / Fill-Rate%: <ul style="list-style-type: none"> <li>2004-05: 379 / 53 / 103.5%</li> <li>2005-06: 360 / 48 / 86.1%</li> <li>2006-07: 378 / 59 / 82.9%</li> <li>2007-08: 522 / 82 / 84.6%</li> </ul>																
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b> Campus Student Success (grade of C or better) - 73.6%  State Core Indicators (2006/07): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Completions (Cert/Degree/Xfr) /Count</th> <th>Employment/Count</th> </tr> </thead> <tbody> <tr> <td>04/05</td> <td>38.10% / 8</td> <td>63.64% / 14</td> </tr> <tr> <td>05/06</td> <td>66.67% / 16</td> <td>54.55% / 12</td> </tr> <tr> <td>06/07</td> <td>100.00% / 6</td> <td>50.00% / 3</td> </tr> <tr> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </tbody> </table> <p>Program growth has been substantial this year due to acquisition of NATEF certification and Perkins funding of some new equipment. Program seeking ARRA (WIB) funding to initiate accelerated Auto Tech certificate to support Stimulus Package workforce development effort.</p>			Completions (Cert/Degree/Xfr) /Count	Employment/Count	04/05	38.10% / 8	63.64% / 14	05/06	66.67% / 16	54.55% / 12	06/07	100.00% / 6	50.00% / 3	Goal	66.13%	79.86%
	Completions (Cert/Degree/Xfr) /Count	Employment/Count														
04/05	38.10% / 8	63.64% / 14														
05/06	66.67% / 16	54.55% / 12														
06/07	100.00% / 6	50.00% / 3														
Goal	66.13%	79.86%														
<b>ADMINISTRATOR (DIVISION DEAN)</b> Name: <i>David F. [Signature]</i> Date: 5/1/09	<b>VICE PRESIDENT, INSTRUCTION</b> Name: <i>[Signature]</i> Date: 5/1/09															



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Automotive Collision Repair	College: Golden West College
Date: 4/30/09	Tops Code: 0949.00
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>	
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>	
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>	
<p>The only program faculty is retiring. Resources are not available to properly revitalize the program. Program will be suspended as of the end of Spring 2009 semester.</p>	
<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: <i>Ornd Torrey</i>	Name: <i>Jojo Miller</i>
Date: <i>5/1/09</i>	Date: <i>5/1/09</i>

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> CADD-Computer Aided Design/Drafting <b>Certificate of Achievement:</b> Computer Aided Design and Drafting <b>Certificate of Specialization:</b> Technical Drafting	<b>College:</b> Golden West College															
<b>Date:</b> 3/11/08	<b>Tops Code:</b> 0953.00															
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>																
EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>• Architectural &amp; Civil Drafters: Avg Wage = \$25.34      Annual Avg Openings = 73</li> <li>• Mechanical Drafters: Avg Wage = \$24.74      Annual Avg Openings = 70</li> <li>• Drafters, All Others: Avg Wage = \$23.07      Annual Avg Openings = 22</li> </ul>																
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>																
Community colleges that offer a Drafting Technology program: <ul style="list-style-type: none"> <li>• Cerritos; Fullerton; Irvine Valley; Long Beach City; Orange Coast; Saddleback Santa Ana</li> </ul> Census Enrollment / FTES / Fill-Rate%: <ul style="list-style-type: none"> <li>• 2004-05: 252 / 30 / 40.7%</li> <li>• 2005-06: 230 / 34 / 53.9%</li> <li>• 2006-07: 218 / 32 / 53.6%</li> <li>• 2007-08: 219 / 31 / 53.6%</li> </ul>																
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>																
Campus Student Success (grade of C or better) – 74.4% State Core Indicators (2006/07): <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Completions (Cert/Degree/Xfr) /Count</th> <th>Employment/Count</th> </tr> </thead> <tbody> <tr> <td>04/05</td> <td>71.43% / 5</td> <td>80.00% / 4</td> </tr> <tr> <td>05/06</td> <td>77.78% / 7</td> <td>62.50% / 5</td> </tr> <tr> <td>06/07</td> <td>77.78% / 14</td> <td>n/a / n/a</td> </tr> <tr> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </tbody> </table> <p>Student satisfaction has been high in response to the 3D printer. Efforts underway to evaluate convergence of CAD classes offered between Architecture, Drafting, and Design.</p>			Completions (Cert/Degree/Xfr) /Count	Employment/Count	04/05	71.43% / 5	80.00% / 4	05/06	77.78% / 7	62.50% / 5	06/07	77.78% / 14	n/a / n/a	Goal	66.13%	79.86%
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06/07	77.78% / 14	n/a / n/a														
Goal	66.13%	79.86%														
<b>ADMINISTRATOR (DIVISION DEAN)</b> Name: <i>[Signature]</i> Date: 5/3/09	<b>VICE PRESIDENT, INSTRUCTION</b> Name: <i>[Signature]</i> Date: 5/4/09															



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Audio and Entertainment Technology</b> <b>Certificate of Achievement:</b> Recording Arts <b>Certificates of Specialization:</b> Home Recording Live Sound Reinforcement	<b>College: Golden West College</b>															
<b>Date: 4/30/09</b>	<b>Tops Code: 1005.00</b>															
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>																
EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>• Audio &amp; Video Equipment Techs: Avg Wage = \$24.38      Annual Avg Openings = 39</li> <li>• Sound Engineering Technicians: Avg Wage = \$26.02      Annual Avg Openings = 9</li> </ul>																
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>																
Community colleges that offer a Music/Audio program: <ul style="list-style-type: none"> <li>• Cypress; Fullerton; Long Beach City; Orange Coast; Santa Ana</li> </ul> Census Enrollment / FTES / Fill-Rate%: <ul style="list-style-type: none"> <li>• 2004-05: 540 / 69 / 84.9%</li> <li>• 2005-06: 526 / 66 / 86.8%</li> <li>• 2006-07: 559 / 72 / 94.0%</li> <li>• 2007-08: 593 / 63 / 71.0%</li> </ul>																
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>																
Campus Student Success (grade of C or better) – 74.5%  State Core Indicators (2006/07): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Completions (Cert/Degree/Xfr) /Count</th> <th>Employment/Count</th> </tr> </thead> <tbody> <tr> <td>04/05</td> <td>61.54% / 24</td> <td>74.29% / 26</td> </tr> <tr> <td>05/06</td> <td>60.00% / 12</td> <td>58.82% / 10</td> </tr> <tr> <td>06/07</td> <td>60.87% / 14</td> <td>60.00% / 12</td> </tr> <tr> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </tbody> </table> <p>Program has been under extended vitality review for three years with no funding. Significant effort underway to merge this program with BVP and Digital Arts to form a strong Digital Media program and eliminate overlap.</p>			Completions (Cert/Degree/Xfr) /Count	Employment/Count	04/05	61.54% / 24	74.29% / 26	05/06	60.00% / 12	58.82% / 10	06/07	60.87% / 14	60.00% / 12	Goal	66.13%	79.86%
	Completions (Cert/Degree/Xfr) /Count	Employment/Count														
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06/07	60.87% / 14	60.00% / 12														
Goal	66.13%	79.86%														
<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>															
Name: <i>Orin Forsythe</i>	Name: <i>Jojo Miller</i>															
Date: <i>5/1/09</i>	Date: <i>5/1/09</i>															





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Registered Nursing</b> <b>Certificate of Achievement/Associate Degree:</b> Registered Nursing Career Ladder for LVN's	<b>College: Golden West College</b>																		
<b>Date: 4/30/09</b>	<b>Tops Code: 1230.10</b>																		
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>																			
EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>• Registered Nurses</li> <li>• Avg Wage - \$36.34</li> <li>• Annual Avg Openings: 682</li> </ul>																			
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>																			
Community colleges that offer a Nursing programs in Orange County: <ul style="list-style-type: none"> <li>• Cypress; Saddleback; Santa Ana; GoldenWest</li> </ul>																			
<table style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;">GWC</th> <th style="width: 20%; text-align: center;">GWC Nursing program</th> </tr> <tr> <th></th> <th style="text-align: center;"># of applicants</th> <th style="text-align: center;"># of students enrolled</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">2004 -05</td> <td style="text-align: center;">679</td> <td style="text-align: center;">445</td> </tr> <tr> <td style="text-align: left;">2005-06</td> <td style="text-align: center;">742</td> <td style="text-align: center;">473</td> </tr> <tr> <td style="text-align: left;">2006-07</td> <td style="text-align: center;">901</td> <td style="text-align: center;">566</td> </tr> <tr> <td style="text-align: left;">2007-08</td> <td style="text-align: center;">1145</td> <td style="text-align: center;">730</td> </tr> </tbody> </table>		GWC	GWC Nursing program		# of applicants	# of students enrolled	2004 -05	679	445	2005-06	742	473	2006-07	901	566	2007-08	1145	730	
	GWC	GWC Nursing program																	
	# of applicants	# of students enrolled																	
2004 -05	679	445																	
2005-06	742	473																	
2006-07	901	566																	
2007-08	1145	730																	
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>																			
Campus Student Success (grade of C or better) – 90.4% / goal 90%																			
State Core Indicators:																			
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 40%; text-align: center;">Completions /Count</th> <th style="width: 45%; text-align: center;">Employment/Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">04/05</td> <td style="text-align: center;">100.00% / 120</td> <td style="text-align: center;">97.30% / 108</td> </tr> <tr> <td style="text-align: left;">05/06</td> <td style="text-align: center;">100.00% / 107</td> <td style="text-align: center;">97.98% / 97</td> </tr> <tr> <td style="text-align: left;">06/07</td> <td style="text-align: center;">99.28% / 137</td> <td style="text-align: center;">96.04% / 97</td> </tr> <tr> <td style="text-align: left;"><b>Goal</b></td> <td style="text-align: center;"><b>66.13% (state defined)</b></td> <td style="text-align: center;"><b>79.86% (state defined)</b></td> </tr> </tbody> </table>		Completions /Count	Employment/Count	04/05	100.00% / 120	97.30% / 108	05/06	100.00% / 107	97.98% / 97	06/07	99.28% / 137	96.04% / 97	<b>Goal</b>	<b>66.13% (state defined)</b>	<b>79.86% (state defined)</b>			
	Completions /Count	Employment/Count																	
04/05	100.00% / 120	97.30% / 108																	
05/06	100.00% / 107	97.98% / 97																	
06/07	99.28% / 137	96.04% / 97																	
<b>Goal</b>	<b>66.13% (state defined)</b>	<b>79.86% (state defined)</b>																	
<b>Program Highlights:</b> Nursing program has received over \$5 million in grants and funding from hospital partners since Fall 2004. Student success has reached programmatic goal of 90%. Program moved in to the new Nursing and Health Services building in November 2008. New Building received donor support from community, including a \$1 million donation from the Doyle family.																			

The nursing program has been designated a School of Nursing.

**ADMINISTRATOR (DIVISION DEAN)**

Name: *[Signature]*

Date: *5/4/09*

**VICE PRESIDENT, INSTRUCTION**

Name: *[Signature]*

Date: *5/4/09*



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

<b>Program Title:</b> Criminal Justice		<b>College:</b> Golden West College																				
<b>Certificate of Achievement:</b> Criminal Justice, Law Enforcement Option																						
<b>Date:</b> 5/4/09		<b>Tops Code:</b> 2105.50																				
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>																						
EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>• Police and Sheriff Patrol Officers</li> <li>• Avg Wage - \$37.15</li> <li>• Annual Avg Openings: 126</li> </ul>																						
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b>																						
Community colleges that offer a Criminal Justice police academy program: <ul style="list-style-type: none"> <li>• Fullerton; Long Beach City; Rio Hondo; Santa Ana</li> </ul>																						
Census Enrollment / FTES / Fill-Rate%: <table border="0"> <tr> <td>2004-05:</td> <td>813 / 225 / 82.2%</td> <td>2006-07:</td> <td>914 / 277 / 85.9%</td> </tr> <tr> <td>2005-06:</td> <td>841 / 252 / 87.4%</td> <td>2007-08:</td> <td>948 / 313 / 84.7%</td> </tr> </table>			2004-05:	813 / 225 / 82.2%	2006-07:	914 / 277 / 85.9%	2005-06:	841 / 252 / 87.4%	2007-08:	948 / 313 / 84.7%												
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<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b>																						
Campus Student Success (grade of C or better) <table border="0"> <tr> <td>04-05:</td> <td>95.1%</td> <td>06-07:</td> <td>89.2%</td> </tr> <tr> <td>05-06:</td> <td>87.9%</td> <td>07-08:</td> <td>93.3%</td> </tr> </table>			04-05:	95.1%	06-07:	89.2%	05-06:	87.9%	07-08:	93.3%												
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State Core Indicators: Completions (Cert/Degree/Xfr) /Count      Employment/Count <table border="0"> <tr> <td></td> <td>2004-05</td> <td>68.66% / 54</td> <td>91.07% / 51</td> </tr> <tr> <td></td> <td>2005-06</td> <td>71.82% / 108</td> <td>96.40% / 107</td> </tr> <tr> <td></td> <td>2006-07</td> <td>71.79% / 86</td> <td>95.52% / 64</td> </tr> <tr> <td></td> <td>2007-08</td> <td>/ 100</td> <td></td> </tr> <tr> <td></td> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </table>				2004-05	68.66% / 54	91.07% / 51		2005-06	71.82% / 108	96.40% / 107		2006-07	71.79% / 86	95.52% / 64		2007-08	/ 100			Goal	66.13%	79.86%
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	2006-07	71.79% / 86	95.52% / 64																			
	2007-08	/ 100																				
	Goal	66.13%	79.86%																			
<b>Program Highlights:</b> Developed an AA major for police academy recruits in addition to the previous option of only a certificate of achievement. GWC served as a pilot institution to offer the Exemplary Police Officer program in a partnership with the CA Commission on Peace Officer Standards and Training (POST) and the Josephson Institute of Ethics. This program develops decision-making skills to help provide longer-term resolutions of problems encountered by peace officers serving our communities.																						
<b>ADMINISTRATOR (DIVISION DEAN)</b>		<b>VICE PRESIDENT, INSTRUCTION</b>																				
<b>Name:</b> <i>Orlando Sanchez</i>		<b>Name:</b> <i>John Miller</i>																				
<b>Date:</b> 5/5/09		<b>Date:</b> 5/5/09																				



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Cosmetology</b> <b>Certificate of Achievement:</b> Cosmetology Esthetician	<b>College: Golden West College</b>															
<b>Date: 4/30/09</b>	<b>Tops Code: 3007.00</b>															
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b> EDD Labor Market Info – Orange County – 1 <sup>st</sup> Qtr 2008 <ul style="list-style-type: none"> <li>Hairdressers, Hairstylists, Cosmetologists: Avg Wage = \$10.69 Annual Avg Openings = 135</li> <li>Skin Care Specialists: Avg Wage = \$14.72 Annual Avg Openings = 13</li> </ul>																
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:</b> Community colleges that offer a Cosmetology program: <ul style="list-style-type: none"> <li>Cerritos; Fullerton; Saddleback; Santiago Canyon</li> </ul> Census Enrollment / FTES / Fill-Rate%: <ul style="list-style-type: none"> <li>2004-05: 1083 / 465 / 88.2%</li> <li>2005-06: 1083 / 460 / 87.7%</li> <li>2006-07: 1078 / 443 / 87.2%</li> <li>2007-08: 1095 / 407 / 87.6%</li> </ul>																
<b>3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:</b> Campus Student Success (grade of C or better) – 88.6% State Core Indicators (2006/07): <table border="1"> <thead> <tr> <th></th> <th>Completions (Cert/Degree/Xfr) /Count</th> <th>Employment/Count</th> </tr> </thead> <tbody> <tr> <td>04/05</td> <td>73.33% / 121</td> <td>80.77% / 147</td> </tr> <tr> <td>05/06</td> <td>84.35% / 124</td> <td>80.36% / 135</td> </tr> <tr> <td>06/07</td> <td>42.45% / 45</td> <td>n/a% / n/a</td> </tr> <tr> <td>Goal</td> <td>66.13%</td> <td>79.86%</td> </tr> </tbody> </table> <p>Significant number of full-time faculty retirements in this program. Campus has designated a minimum full-time faculty count for this program. New faculty will be hired for Fall 2009. Efforts underway to double the Esthetician program in their new facilities (to be occupied Fall 2009). Program also has a new Associate Dean to help in further strengthening the program.</p>			Completions (Cert/Degree/Xfr) /Count	Employment/Count	04/05	73.33% / 121	80.77% / 147	05/06	84.35% / 124	80.36% / 135	06/07	42.45% / 45	n/a% / n/a	Goal	66.13%	79.86%
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<b>ADMINISTRATOR (DIVISION DEAN)</b> Name: <i>Omid Foroughi</i> Date: <i>5/1/09</i>	<b>VICE PRESIDENT, INSTRUCTION</b> Name: <i>Jois Niu</i> Date: <i>5/1/09</i>															

To Board of Trustees on \_\_\_\_\_


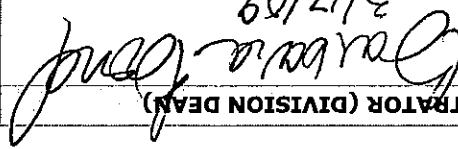


## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Fitness Specialist Program	College: Orange Coast College
Date: March 8, 2009	Tops Code: 0835.20
<p><b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b></p>	
<p>California has projected that the employment for Personal Trainers will increase by 21.8% within the ten year period from 2006 to 2016.</p> <p>The average annual salary for Personal Trainers in California in 2008 was \$37,729.</p>	
<p><b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:</b></p>	
<p>We are the only Fitness Specialist Program in our District. We were the first Fitness Specialist Program established in any community college in the United States. IDEA, an organization for Fitness Specialists uses us as their "model" in helping other schools establish a Fitness Specialist Program.</p>	
<p><b>3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:</b></p>	
<p>We currently have over 150 identified students in our Fitness Specialist program. Our lecture classes this spring have over 40 students in each of the classes. Our retention rate in the classes over the years has been over 85%.</p> <p>Because most of our students go on to the four year schools and/or get jobs as personal trainers while still going to school (we have been able to place many of our students in positions while they are still taking our classes), the employment is outstanding. However, many will complete the program and opt to work and/or go to a four year school without finishing all of their AS requirements for a certificate, so the certificates awarded are far less than the number of students who are experiencing positive employment in the field.</p>	

To Board of Trustees on \_\_\_\_\_

VICE PRESIDENT, INSTRUCTION	ADMINISTRATOR (DIVISION DEAN)
Name: 	Name: 
Date: 4/28/09	Date: 3/12/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Electronics Technology	<b>College:</b> Orange Coast College
<b>Date:</b> April 22, 2009	<b>Tops Code:</b> 0934.00, 0934.10, 0934.20

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY:** Pay depends on size and type of employer, geographic location, education, experience, and job duties.

\* indicates no data available

LMI Occupation	Entry Pay	Average Pay	Top Pay
Electrical & Electronics Repairers, Commercial & Industrial Equipment	\$3,454	\$4,671	\$5,476 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** This is a rapidly developing technical field. Growth will be affected by the high cost of shifting to automation. The number of robot installations and robotic systems is steadily increasing, especially in assembly-type robots. Robots can perform dangerous and repetitive tasks faster and more accurately than humans can. It is believed that robots will help increase productivity, reduce waste, improve the quality of goods produced and, in the long run, will lower prices of manufactured products. Most jobs will be in manufacturing. Robots will not affect employment as most people have believed. Extensive retraining will occur. Some new jobs will be created by growth and expansion of the industry. New fields developing through research include robots that can "see" with TV cameras and that can "feel" with sensors. As robots become more "intelligent", new applications will emerge.

Notes: Employment Projections (EOP) to 2016 from...

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Electrical & Electronics Repairers, Commercial & Industrial Equipment	Average (9.6%-19.6%)	4,700	5,300	60	160	220

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

To Board of Trustees on \_\_\_\_\_

The South Orange County Community College District offers a variety of electronics courses with an emphasis in telecommunications.

California State University Los Angeles offers:

- Electronics Technology Certificate

The following private universities offer Electronics Technology programs:

DeVry University - Long Beach

- Electronics and Computer Technology AAS

DeVry University - Pomona

- Electronics and Computer Technology AAS
- Electronics Engineering Technology BS

ITT Technical Institute - Anaheim

- Computer and Electronics Engineering Technology AS
- Electronics and Communications Engineering Technology BS

Southern California Institute of Technology

- Electronics and Computer Science AS
- Electronics Technology Diploma
- Electronics/Computer Technology Diploma

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Enrollment figures for the electronics program have dramatically improved during this academic year. The growth is attributed to an improved advisory committee, curriculum updates, a stronger focus on automation/robotics, and OCC student success at local and regional competitions. Continued growth is expected as the program continues to move towards automation and seeks grant opportunities to support equipment. Completion of degrees and certificates has also improved, as has job placement.

**ADMINISTRATOR (DIVISION DEAN)**


Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

  
4/28/09





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Heating, Ventilation and Air Conditioning	<b>College:</b> Orange Coast College
<b>Date:</b> April 22, 2009	<b>Tops Code:</b> 0946.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY & Outlook:** Pay varies and depends on the type of employer. Union pay is usually higher than nonunion pay. Union apprentices usually start at about 62 % of the journey-level rate. Trainees as well as some other workers may earn as low as minimum wage.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$2,901	\$3,953	\$4,887 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Demand varies with building construction activity. During peak season, there is a slight shortage of all-around Mechanics who can work on both heating and cooling systems and who is good at troubleshooting, electrical control repair, and solar technology. There is also a surplus of beginners seeking jobs. This situation is not expected to change. Possible curtailed use of heating and cooling systems to save energy is likely to be offset by more frequent servicing and adjustment of equipment to make it more energy efficient. Solar energy installation and maintenance may provide employment opportunities for those with training and experience.

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	Average (9.6%-19.6%)	19,700	22,200	250	350	600

According to the Employment Development Departments California Labor Market Information:

### Southern Coast Region:

Latest California Regional Wage and Employment Information Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI) * indicates no data available						
Region	LMI Occupation	Monthly Wage	Estimated Jobs 2008	Estimated Jobs 2014	Openings due to Growth	Openings due to Replacements
Los Angeles	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$2,600 or less	\$3,893	\$4,965 & up	Slower than average (+0.1% to 11.0%)	

To Board of Trustees on \_\_\_\_\_

Orange	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$3,558 or less	\$4,471	\$5,267 & up	Faster than average (21.2%+)
Riverside	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$2,570 or less	\$3,516	\$4,402 & up	Faster than average (21.2%+)
San Bernardino	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$2,570 or less	\$3,516	\$4,402 & up	Faster than average (21.2%+)

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Currently, no other community colleges offer Heating, Ventilation and Air Conditioning training in Orange County. Although, Cal. State University Long Beach offers a certificate in HVAC.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

The HVAC program and enrollment has grown dramatically over the past 18 months since hiring the program's first full time faculty member, Mr. John Stuart. Prior to fall of 2007, total students were about 40. At this time, total students exceed 240 with waiting lists to enroll. Mr. Stuart has been in the HVAC business in Orange County for 45 years and has developed an outstanding group of industry supporters who have been very generous to the program and college since his arrival. The industry continues to demand our students who are employed immediately upon successful program completion.

**ADMINISTRATOR (DIVISION DEAN)**

Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Aviation Maintenance Technology	College: Orange Coast College
Date: April 22, 2009	Tops Code: 0950.00, 0950.10, 0950.20, 0950.40

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY:** Pay varies and depends on level of experience, size and type of employer, and geographic location. Airlines usually pay the highest salaries. Those working on corporate aircraft can earn higher salaries. Unlicensed Mechanics is permitted to work under the supervision of a licensed Mechanic and earn less. Some workers earn as low as minimum wage.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Aircraft Mechanics & Service Technicians	\$3,950	\$4,700	\$5,376 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Some airlines are beginning to experience shortages of qualified workers while others are laying off workers. Outlook can change rapidly. Openings occur as workers leave the occupation. Competition for airline jobs is strong. Opportunities are best in metropolitan areas like the San Francisco Bay Area and Los Angeles, where bases for major airlines are located. Continued growth in corporate aviation, and in domestic and commuter travel may increase job opportunities. Increasing emphasis on safe travel may affect the number of job openings in the long run. Opportunities in federal government depend upon defense spending.

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Aircraft Mechanics & Service Technicians	Average (9.6%-19.6%)	11,700	13,200	150	120	270

To Board of Trustees on \_\_\_\_\_

## Southern Coast Region:

Latest California Regional Wage and Employment Information  
 Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI)  
 \* Indicates no data available

County	Occupation	2008 Monthly Wage	2009 Monthly Wage	2010 Monthly Wage	Employment Projection
Los Angeles	Aircraft Mechanics & Service Technicians	\$4,213 or less	\$5,072	\$6,121 & up	Slower than average (+0.1% to 11.0%)
Orange	Aircraft Mechanics & Service Technicians	\$3,256 or less	\$4,266	\$5,119 & up	Faster than average (21.2%+)
Riverside	Aircraft Mechanics & Service Technicians	\$2,885 or less	\$4,146	\$5,194 & up	Faster than average (21.2%+)
San Bernardino	Aircraft Mechanics & Service Technicians	\$2,885 or less	\$4,146	\$5,194 & up	Faster than average (21.2%+)
San Diego	Aircraft Mechanics & Service Technicians	\$3,870 or less	\$4,539	\$5,081 & up	Slower than average (+0.1% to 11.0%)
Ventura	Aircraft Mechanics & Service Technicians	\$3,570 or less	\$4,105	\$4,844 & up	Average (11.1% to 21.1%)

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

There are no other aviation maintenance programs currently in Orange County. Currently, California State University San Jose is the only four year institutions offering a BS/Minor in Aviation:

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

The Airframe and Powerplant Maintenance Program has a fluctuating skill attainment performance. The program has a skill attainment numbers between 89% in '03-'05 and 77% in '05-'06.

Graduations for the program are declining in the years given from 84 in '03-'04 to 52 in '05-'06.

Airframe success rate was 57% in '05-'06 while Powerplant in the same year was 87%.

The persistence and Transfer rate is between 80 and 100% in Airframe and between 91% and 77% for Powerplant for the years of the report.

Nontraditional participation and completion is lower than expected with a score of 0%. We traditionally have 10% nontraditional student enrollment.

**ADMINISTRATOR (DIVISION DEAN)**

Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

*Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.*

Program Title: **CONSTRUCTION TECHNOLOGY**

College: **ORANGE COAST COLLEGE**

Date: **APRIL, 2009**

Tops Code: **095200**

### **1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:**

Construction, with 7.7 million wage and salary jobs and 1.9 million self-employed and unpaid family workers in 2006, was one of the Nation's largest industries. Construction also maintains the most consistent job growth. About 64 percent of wage and salary jobs in construction were in the specialty trades, primarily plumbing, heating, and air conditioning; electrical; and masonry. Around 24 percent of jobs were mostly in residential and nonresidential construction. The rest were in heavy and civil engineering construction.

### **2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Other area programs can be found on a smaller and less comprehensive scale at Cerritos, Fullerton, Long Beach City El Camino and Cypress colleges. Due to current and projected labor market demands, along with new sustainably green building efforts, it is anticipated that high enrollment and placement into the workforce will continue. The Construction program is one of the oldest in the area, with some of the best-equipped laboratories featuring leading edge equipment to be found on the West Coast.

### **3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Students from just about every ethnic, economically disadvantaged, military, special needs and gender population group in the area are represented in the Construction Program. The program has a nearly 6 decade long reputation of producing students with a superior level of skill and problem solving ability employable in a variety of construction trades and construction management/supervision jobs. The certificates offered put the successful students in good position to become licensed contractors, construction business owners, and workplace leaders whatever the desired construction career specialty.

To Board of Trustees on \_\_\_\_\_

**ADMINISTRATOR (DIVISION DEAN)**

Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:



Date:

*4/28/09*



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Drafting</b>	<b>College: Orange Coast College</b>
<b>Date: April 21, 2009</b>	<b>Tops Code: 0953.00</b>

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY:** Pay varies and depends on level of education, type of employer, geographic location, and level of skill. Those with a higher level of education, or those who have a specialty usually start higher. Trainees may begin as low as minimum wage. Aides earn less than Drafters; and Technicians earn more than Aides.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Architectural & Civil Drafters	\$3,379	\$4,424	\$5,211 & up
Electrical & Electronic Drafters	\$3,431	\$4,672	\$5,679 & up
Mechanical Drafters	\$3,279	\$4,356	\$5,249 & up

### CALIFORNIA EMPLOYMENT OUTLOOK:

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Architectural & Civil Drafters	Decline in jobs (less than 0.1%)	18,100	17,700	0	520	520
Electrical & Electronic Drafters	Slower than average (0.1%-9.5%)	3,900	4,100	20	110	130
Mechanical Drafters	Slower than average (0.1%-9.5%)	3,900	4,200	30	110	140

To Board of Trustees on \_\_\_\_\_

## Southern Coast Region:

Latest California Regional Wage and Employment Information  
 Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI)  
 indicates no data available

Los Angeles	Architectural & Civil Drafters	\$3,211 or less	\$4,229	\$5,223 & up	Slower than average (+0.1% to 11.0%)
Los Angeles	Electrical & Electronic Drafters	\$3,073 or less	\$4,073	\$4,804 & up	Decline in jobs (less than 0.1%)
Los Angeles	Mechanical Drafters	\$3,241 or less	\$4,169	\$4,984 & up	Slower than average (+0.1% to 11.0%)
Orange	Architectural & Civil Drafters	\$3,404 or less	\$4,377	\$5,124 & up	Average (11.1% to 21.1%)
Orange	Electrical & Electronic Drafters	\$3,471 or less	\$4,491	\$5,267 & up	Slower than average (+0.1% to 11.0%)
Orange	Mechanical Drafters	\$3,210 or less	\$4,304	\$5,341 & up	Average (11.1% to 21.1%)
Riverside	Architectural & Civil Drafters	\$3,303 or less	\$4,501	\$5,589 & up	Average (11.1% to 21.1%)
Riverside	Electrical & Electronic Drafters	\$2,792 or less	\$3,919	\$4,735 & up	Average (11.1% to 21.1%)
Riverside	Mechanical Drafters	\$3,197 or less	\$4,102	\$4,882 & up	Faster than average (21.2%+)
San Bernardino	Architectural & Civil Drafters	\$3,303 or less	\$4,501	\$5,589 & up	Average (11.1% to 21.1%)
San Bernardino	Electrical & Electronic Drafters	\$2,792 or less	\$3,919	\$4,735 & up	Average (11.1% to 21.1%)
San Bernardino	Mechanical Drafters	\$3,197 or less	\$4,102	\$4,882 & up	Faster than average (21.2%+)

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

The following Orange County Community Colleges offer Drafting Certificates and/or AA/AS degrees:

- Fullerton College
- Golden West College
- Irvine Valley College
- Saddleback College
- Santa Ana College


The Drafting program has maintained high enrollment numbers even with nearby competing programs.

### 3. PROGRAM IS OF DEMONSTRATED EFFECTIVENESS AS MEASURED BY THE EMPLOYMENT AND COMPLETION SUCCESS OF ITS STUDENTS:



Drafting has had a long time reputation for producing students with strong entry level skills. OCC students are currently employed throughout Orange County. Starting salaries for drafters range from a median \$47,900 annually.

With the advent of new drafting techniques, procedures, and software, the program faculty and staff will need to ensure that curriculum, lab activities, and software are updated in order to continue meeting trade and employer standards.

ADMINISTRATOR (DIVISION DEAN)	VICE PRESIDENT, INSTRUCTION
Name: <i>Douglas R. Benoit</i>	Name: 
Date: 04/23/09	Date: <i>4/28/09</i>



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Machining Technology	College: Orange Coast College
Date: April 22, 2009	Tops Code: 0956.00, 0956.30

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY:** Union workers usually earn higher pay than nonunion workers. Apprentices start at 55% to 70% of the journey worker rate. Union Maintenance Machinists may earn slightly less than Union Machinists. Maintenance Helpers earn slightly lower pay.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Machinists	\$2,353	\$3,263	\$4,040 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Outlook depends on replacement of those who leave the occupation, technological changes, and the activity level of manufacturing firms, especially those producing goods made of metal or using large amounts of machinery. Skill requirements for Machinists may change; they will need skill in electronics to monitor operations. During periods of economical growth, there is generally a slight shortage of skilled workers. Some areas that have defense contracts may experience shortages of Machinists. Apprenticeship openings are usually scarce. Other openings are likely to occur in maintenance shops of manufacturing plants. Qualified workers who are punctual, precise, neat, and patience is preferred.

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Machinists	Average (9.6%-19.6%)	32,500	36,000	350	500	850

**Southern Coast Region:**

Latest California Regional Wage and Employment Information Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI) * indicates no data available					
County	Occupation	2008 Monthly Wage	2008 Monthly Wage	2014 Monthly Wage	Employment Projection
Los Angeles	Machinists	\$2,154 or less	\$3,066	\$3,800 & up	Decline in jobs (less than 0.1%)
Orange	Machinists	\$2,220 or less	\$3,126	\$3,941 & up	Average (11.1% to 21.1%)
Riverside	Machinists	\$2,035 or less	\$2,941	\$3,506 & up	Average (11.1% to 21.1%)
San Bernardino	Machinists	\$2,035 or less	\$2,941	\$3,506 & up	Average (11.1% to 21.1%)

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

**Orange County Community Colleges offering Machining Technology programs**

Fullerton College

- CNC Operator Certificate
- Computer Numerical Control Certificate
- Machine Technology Levels I/II Certificate
- Manufacturing Technology (CNC) Certificate/AS
- MasterCAM/SurfCAM Certificate

Santa Ana College

- Welding Technology Certificate/AS

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Program enrollment is fair with some classes easily filling while others struggle for students. Program course offerings are limited in part due to average student demand. Other limitations include limited industry standard CNC equipment and space, updated CNC curriculum, and faculty members that are able to provide instruction in an industry acceptable manner. Although demand for machinists continues to be strong in the college's service area, program faculty and staff need to respond to industry standards and demands or the program will continue to stagnate.

**ADMINISTRATOR (DIVISION DEAN)**

Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09

## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Welding	<b>College:</b> Orange Coast College
<b>Date:</b> April 21, 2009	<b>Tops Code:</b> 0956.50

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**CALIFORNIA PAY:** Varies and depends on type of employer, whether unionized, the welding specialty, and job duties. Production welders usually earn less than other welders. Not all Welders are unionized. Typically construction welders are unionized. Union pay is typically much higher than nonunion pay. Some workers earn as low as minimum wage.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Welders, Cutters, Solderers, Brazers	\$2,175	\$2,958	\$3,579 & up
Welding, Soldering, & Brazing Machine Operators	\$1,903	\$2,550	\$3,048 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** There is currently a moderate demand for well-qualified welders with specialized skills. This is partly due to expansion in defense related industries. There are too many Welders who have only a little skill. In the long run many welding jobs in manufacturing will be replaced by automatic machines or by robot welders. Opportunities for the well qualified can be expected to continue in construction, energy, and utility companies.

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Welders, Cutters, Solderers, Brazers	Average (9.6%-19.6%)	31,200	35,400	420	660	1,080
Welding, Soldering, & Brazing Machine Operators	Average (9.6%-19.6%)	2,500	2,800	30	50	80

### Southern Coast Region:

Latest California Regional Wage and Employment Information

**Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI)**  
Indicates no data available

Los Angeles	Welders, Cutters, Solderers, Brazers	\$1,851 or less	\$2,595	\$3,138 & up	Decline in jobs (less than 0.1%)
Los Angeles	Welding, Soldering, & Brazing Machine Operators	\$1,922 or less	\$2,557	\$3,085 & up	Decline in jobs (less than 0.1%)
Orange	Welders, Cutters, Solderers, Brazers	\$2,213 or less	\$2,914	\$3,480 & up	Average (11.1% to 21.1%)
Orange	Welding, Soldering, & Brazing Machine Operators	\$2,069 or less	\$2,555	\$2,976 & up	Average (11.1% to 21.1%)
Riverside	Welders, Cutters, Solderers, Brazers	\$2,199 or less	\$2,779	\$3,272 & up	Average (11.1% to 21.1%)
Riverside	Welding, Soldering, & Brazing Machine Operators	\$1,762 or less	\$2,395	\$2,740 & up	Slower than average (+0.1% to 11.0%)
San Bernardino	Welders, Cutters, Solderers, Brazers	\$2,199 or less	\$2,779	\$3,272 & up	Average (11.1% to 21.1%)
San Bernardino	Welding, Soldering, & Brazing Machine Operators	\$1,762 or less	\$2,395	\$2,740 & up	Slower than average (+0.1% to 11.0%)

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Community Colleges in Orange County offering Welding Certificates and AA/AS degrees include:

- Fullerton College
- Santa Ana College

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

The welding program is strong, responsive to industry, and responsive to student needs. The faculty members update curriculum, equipment, and their skills on a regular basis. Classes typically fill to or beyond capacity often creating waiting lists. Students who successfully complete the program are hired quickly. Due to the nature of the industry, many students do not enroll seeking a degree or certificate, but more often take classes on an as needed basis to gain promotions, raises, or transfers.

**ADMINISTRATOR (DIVISION DEAN)**

Name: *Douglas R. Benoit*

Date: 04/23/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Professional Mariner Program

College: Orange Coast College

Date: 3/10/09

Tops Code: 0959.00 Marine Technology

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

As shown in the table attached, there are 100 annual jobs projected for the 24 students in the OCC Mariner program. In addition to the labor market projection shown on the supplemental page, it is estimated that annually there will be another 260 deckhand jobs opening on passenger vessels, sport fishing and yacht deliveries. This estimate comes from polling marine industry employers in the local area.

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

There is no other maritime training program just like the OCC Professional Mariner Program in Southern California. The most similar program is offered at Mar Vista High School in Imperial Beach, San Diego county and we may submit for articulation with one of their courses. Other community colleges offering individual courses that include topics in common with some of our courses are:

Cypress College: Marine Repair

Saddleback College: Coastal Navigation

Saddleback College: SAILING, SEAMANSHIP, AND BOATING SAFETY

Saddleback College: VESSEL COMMAND AND ORGANIZATION

Saddleback College offers a Seamanship Certificate usually earned in conjunction with their Marine Science Technician Certificate. Their seamanship courses are geared for the person who will be working at sea as marine scientist. Students in their courses are also recreational boaters. The OCC program is aimed at training and educating students for careers in the maritime industry. The OCC curriculum has been developed specifically to meet the specifications set up by the OCC Professional Mariner Advisory Committee.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

The table included here shows enrollment for the 2008-2009 academic year. This is the first year of the Professional Mariner Program and it is estimated that 15 students will complete the 18 unit program and be eligible for their Certificate of Achievement in 2009. Employment statistics for the program will not be available until the end of the term.

2008-2009	Enrolled	Completed
MARA A151	32	27
MARA A152	24	20
MARA A153	23	
MARA A154	20	
MARA A155	22	

ADMINISTRATOR (DIVISION DEAN)

Name:

Date:

*Barbara Blond*  
3-12-09

VICE PRESIDENT, INSTRUCTION

Name:

Date:

*[Signature]*  
4/28/09

To Board of Trustees on \_\_\_\_\_

Supplemental page for:

## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

*Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.*

**Program Title:** Professional Mariner Program

**College:** Orange Coast College

**Date:** 3/10/09

**Tops Code:** 0959.00 Marine Technology

From <http://www.labormarketinfo.edd.ca.gov/>

### Projections of Employment by Occupation, 2006 - 2016

**Occupations Matched to Top Code(s):**

095900 *Marine Technology*

**Geography:** California

**Counties:** All California Counties

Annual Job Openings by Occupation

SOC Code	Occupation Title (Link to Occupation Profile)	2006 Employment	Annual Job Openings <sup>1</sup>
535021	<u>Captains, Mates, and Pilots of Water Vessels</u>	2,000	70
535011	<u>Sailors and Marine Oilers</u>	2,200	100
	<b>Total</b>	4,200	170



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Music

College: Orange Coast College

Date: April 21, 2009

Tops Code: 1005.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**Musicians** play, arrange, conduct, and compose musical compositions. Most Musicians specialize in either popular or classical music, and are either solo artists or a member of a musical group. Composers create and write compositions expressing ideas or feelings in musical form. Performers are often also Composers, or Lyricists who write the words to songs and work closely with the Composer. In addition to performing many Musicians teach instrumental music.

**Specialties:** *Arrangers, Composers, Conductors, Copyists, Lyricists, Music Graphers, Music Notsetters, Orchestrators, Rock Musicians, Street Musicians.*

**CALIFORNIA PAY:** Musicians may be paid by the week, the performance or concert, the production, the session, the recording, or by the day. Some are paid on a salary basis and may earn similar pay. Some Musicians must supplement their music income by working at other jobs as well as performing. Many work part-time. A few may earn over \$100,000 per month. Symphony Musicians with major symphony orchestras may earn more than those with regional orchestras. Pay for symphonic recording sessions are by the three-hour session; more for a four-hour session; and more for a television production. Band Musicians may earn by the concert. Some may be salaried. Pay depends on the size of band. Conductors may earn higher pay. Music Teachers earn pay similar to other faculty members.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Music Directors & Composers	\$2,802	\$7,031	\$10,214 & up
Musicians & Singers	\$3,646	\$7,202	\$9,871 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Jobs may be more stable with symphony orchestras or in hotel house bands. Beginners who are versatile and can play classical and popular music may have better opportunities in the job market. Because job opportunities may be limited in any one area, travel to jobs may be required. You may have to work for several years at volunteer or low-paying jobs to gain experience and recognition in this field.

LMI Occupation	Expected Growth Rate	Estimated Jobs	Expected Jobs	Openings due to	Openings due to	Expected Yearly

To Board of Trustees on \_\_\_\_\_



		2006	2016	Growth	Replacements	Job Openings
Music Directors & Composers	Average (9.6%-19.6%)	6,500	7,400	90	130	220
Musicians & Singers	Slower than average (0.1%-9.5%)	21,000	22,900	190	430	620

### Southern Coast Region:

Latest California Regional Wage and Employment Information Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI) * indicates no data available					
Los Angeles	Music Directors & Composers	\$3,480 or less	\$10,296	*	Slower than average (+0.1% to 11.0%)
Los Angeles	Musicians & Singers	\$4,213 or less	\$8,722	*	Slower than average (+0.1% to 11.0%)
Orange	Music Directors & Composers	\$1,402 or less	\$2,841	\$3,830 & up	Slower than average (+0.1% to 11.0%)
Orange	Musicians & Singers	\$3,393 or less	\$4,696	\$5,130 & up	Average (11.1% to 21.1%)
Riverside	Music Directors & Composers	\$2,040 or less	\$4,412	\$5,079 & up	Faster than average (21.2%+)
Riverside	Musicians & Singers	\$2,428 or less	\$5,405	\$8,254 & up	Faster than average (21.2%+)
San Bernardino	Music Directors & Composers	\$2,040 or less	\$4,412	\$5,079 & up	Faster than average (21.2%+)
San Bernardino	Musicians & Singers	\$2,428 or less	\$5,405	\$8,254 & up	Faster than average (21.2%+)

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

The following Orange County Community College offer Music/Commercial Music:

- Cypress College
- Fullerton College
- Golden West College
- Santa Ana College

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

1005:00 COMMERCIAL MUSIC							
2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	
AA Degree	0	0	0	0	0	0	11
AS Degree	0	0	0	0	0	0	0
Achievement - 60 or more units	0	0	0	0	0	0	0
Achievement - 30 to 59.99 units	4	1	0	0	0	2	0
Achievement - 18 to 29.99 units	7	4	5	6	8	4	2
Specialization - 6 to 17.99 units	2	0	0	0	0	0	0
Specialization - Under 6 units	0	0	0	0	0	0	0

1005:00 Commercial Music						
Fail 2006	Spring 2007		Fall 2007		Fall 2008	
Retained	68	78	77	73	70	
Total Enrollment	76	97	89	76	73	

**ADMINISTRATOR (DIVISION DEAN)**

Name:

Date:

*[Signature]*  
4/28/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/29/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Entertainment Technology-Scenic Carpenter, Scenic Artist, Lighting Technician</b>	<b>College: OCC</b>
<b>Date: 4/13/09</b>	<b>Tops Code: 1006</b>

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Estimated Average Annual Job Openings	Carpenters	
(Estimated Year-Projected Year 2006-2016)		
Geographic Area	California	Orange County
Jobs From Growth	2570	174
Jobs Due to Net Replacements	2840	257
Total Annual Job Openings	5410	431

Source: EDD/LMID Projections of Employment by Occupation

#### Audio and Video Equipment Technicians Estimated Employment and Projected Growth

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2006-2016)	8,200	10,100	1,900	23.2	2,700
Los Angeles County (2006-2016)	2,900	3,440	540	18.6	940
Orange County (2006-2016)	590	790	200	33.9	190

Source: Employment Development Department  
Labor Market Information Division  
<https://www.labormarketinfo.edd.ca.gov/>

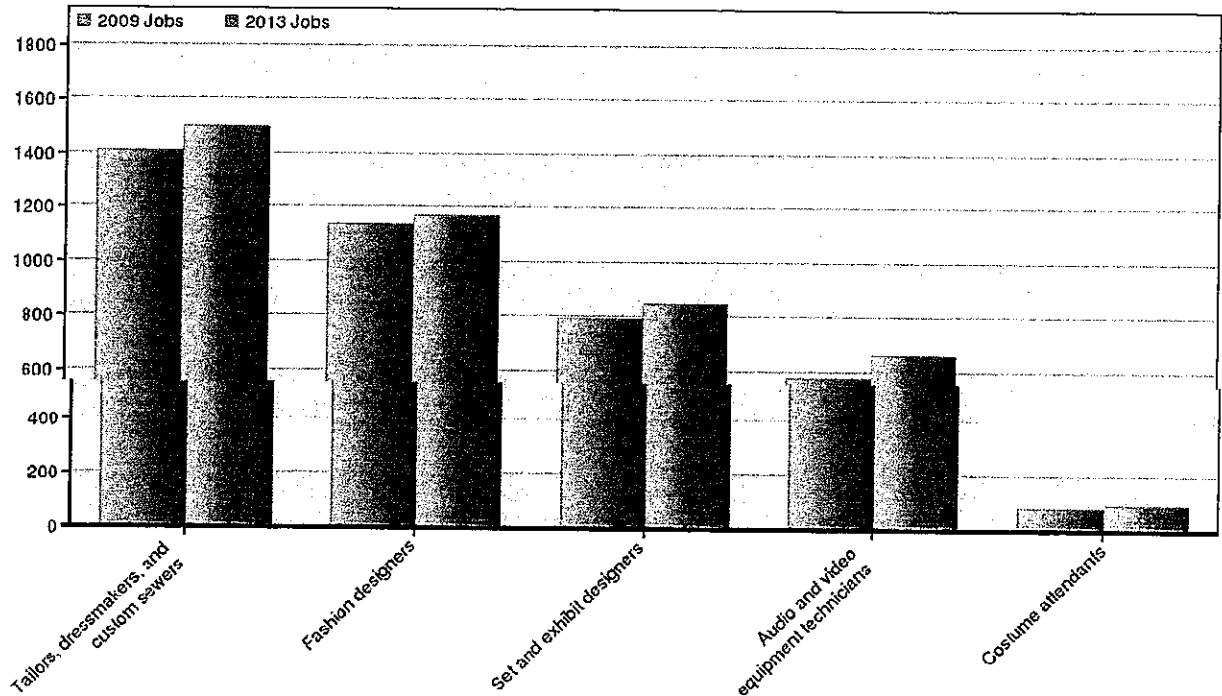
To Board of Trustees on \_\_\_\_\_

**Fine Artists, Including Painters and Sculptors  
Estimated Employment and Projected Growth**

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2006-2016)	2,700	3,000	300	11.1	600
Los Angeles County (2006-2016)	1,440	1,520	80	5.6	340
Orange County (2006-2016)	190	240	50	26.3	50

Source: Employment Development Department  
Labor Market Information Division  
<https://www.labormarketinfo.edd.ca.gov/>

**Occupational Breakdown**



SOC Code	Description	2009 Jobs	2013 Jobs	2009 Median Hourly Earnings
51-6052	Tailors, dressmakers, and custom sewers	1,409	1,495	\$9.76
27-1022	Fashion designers	1,138	1,170	\$23.91
27-1027	Set and exhibit designers	793	847	\$19.34
27-4011	Audio and video equipment technicians	579	661	\$21.98
39-3092	Costume attendants	84	92	\$8.43
<b>Total</b>		<b>4,003</b>	<b>4,266</b>	<b>\$17.42</b>

Description	2009 Jobs	2013 Jobs	Change	% Change	New & Rep. Jobs	% New & Rep. Jobs
Tailors, dressmakers, and custom sewers	1,409	1,495	86	6%	181	13%
Fashion designers	1,138	1,170	32	3%	153	13%
Set and exhibit designers	793	847	54	7%	138	17%
Audio and video equipment technicians	579	661	82	14%	157	27%
Tailors, dressmakers, and custom sewers	1,409	1,495	86	6%	181	13%

Source: EMSI Complete Employment - Spring 2009

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

There are no community colleges in Orange County which offer certificates in Scenic Art or Stage Carpentry. There is currently a similar certificate program in Entertainment Lighting offered at Santa Ana College. Fullerton College is in the approval process for certificates in Theatrical Lights and in Scene Painting.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**


The Stage Carpenter certificate was suspended while the expansion and construction of the OCC Theatre scene shop was planned and completed. The certificate program has been reinstated and will be in the OCC 2009-2010 catalogue.

There has been one Scenic Artist certificate awarded.

Our Lighting Technician students have tended to go to work without finishing their certificate work. We addressed this issue with our advisory committee and have made adjustments to the lighting curriculum which will be in the 2009-2010 catalogue.

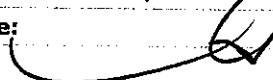
ADMINISTRATOR (DIVISION DEAN)

Name:

 4/27/09

VICE PRESIDENT, INSTRUCTION

Name:

 4/28/09





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Commercial Dance Dance Instructor</b>	<b>College: Orange Coast College</b>
<b>Date: 1/13/09</b>	<b>Tops Code: 1008.1</b>
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>	
<p>No labor market data is available for dance instructors since this is not a traditional voc-ed occupation. The National Agenda for Dance Arts Education (authored by Jane M. Bonbright, Ed.D., Executive Director of the National Dance Education Organization) states that the first national survey of significant merit, the Fast Response Survey System-I (1994) provided the only scant data available at the national level on K-8 dance educators. Since dance instructors are employed in numerous venues in the private and public sectors, from dance studios, to recreation and parks programs to public schools and after school programs, there is clearly a demand for dance instructors. When we look at labor market data (Rancho Santiago Community College District EMSI report) for the related careers of dancers, choreographers and fitness instructors, we see that statistics predict an approximately 10% growth regionally, statewide and nationally over the next four years. According to the IDEA Health and Fitness Association Industry Compensation Survey, the fitness industry is expected to grow by 27% through 2016. Since Pilates instructors are paid more per hour (\$29) than choreographers (\$18) or dancers (\$9), it's not surprising that the Pilates/Dance Conditioning track is the most popular of the Dance Certificate Program's three tracks, Dance Instructor, World Dance and Pilates/Dance Conditioning.</p>	
<b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:</b>	
<p>Orange Coast College began the first Dance Certification program fourteen years ago. It is highly respected and is currently being used as a model for other college dance programs. There are no duplicate programs in the area. Other area colleges offer certificates of completion for (1) dancers and (2) personal trainer certificates, but no certificates in our program's three tracks: Dance Instructor, World Dance, and Pilates/Dance Conditioning.</p>	
<b>3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:</b>	
<p>The Dance certificate program has a healthy enrollment of students. Approximately thirty unofficially enroll in our program each year. We currently don't have an official enrollment process, although we have publicized meetings at the beginning of each semester to answer certificate questions and to encourage involvement of students.</p> <p>Of the thirty interested students, many do not complete the thirty-plus units for their dance instructor or world dance certificate of achievement because they transfer to a four-year college or university dance program. Others are already teaching and have returned to OCC to refine their skills but can't devote the time necessary to the commitment it takes to complete the required courses. The Dance Department is in the process of taking a survey in the Dance Methodology class (required for the Dance Instructor and World Dance certificates) to find out what we can do to improve our retention and completion rates.</p> <p>The retention rate for our Pilates/Dance Conditioning certificate is high—95% complete the shorter 17.5 unit certificate of completion.</p> <p>Our employment placements are excellent: 99% of our graduates find jobs in their field of specialization. In most instances the supervisors/employers of our interns want to hire our graduates. We have approximately seven graduates of the Dance program per year.</p>	

To Board of Trustees on \_\_\_\_\_

<p><b>NAME:</b> VICE PRESIDENT, INSTRUCTION  <b>DATE:</b> 4/28/09</p>	<p><b>NAME:</b> ADMINISTRATOR (DIVISION DEAN)  <b>DATE:</b> 4/15/09</p>
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## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Photography	College: Orange Coast College
Date: 3/11/09	Tops Code: 10122

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Here are the results of our most recent survey of local photography firms. In total we surveyed 14 of the firms that where most likely to hire our students:

- 14 respondents surveyed indicated they see a demand for such a certificate and occupation.
- 14 respondents surveyed indicated they anticipated hiring individuals with a certificate for Digital Photography Technician.
- One respondent indicated they would pay up to \$200 for an individual with a certificate.
- 13 indicated they would pay between \$300-\$500 for an individual with a certificate.
- Seven respondents indicated they would pay between \$500 or more for an individual with a certificate.

Fourteen respondents indicated they **would be interested in student interns**; 13 paid and 1 unpaid.

### California Pay & Outlook:

#### CALIFORNIA PAY:

Pay varies and depends on level of skill, type and size of employer, reputation, geographic location, and type and size of clientele. Assistants may earn slightly lower pay. Photographers working for small daily newspapers or commercial studios earn similar pay; those working for large metropolitan dailies earn more. Some are freelance and self-employed Photographers.

Latest Monthly Wage Data (2008) from California Labor Market Information LMI. * indicates no data available			
LMI Occupation	Entry Pay	Average Pay	Top Pay
Photographers	\$1,821	\$3,933	\$4,783 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Job availability for any occupation can change with national and global economics, unexpected political events and natural disasters. Current events can change demand for jobs quickly. Check web sites, local newspapers, magazines and international news to help you make informed career decisions.

Approximately 30% are self-employed. Photographers work in rural and urban areas but most are concentrated in populous centers. An oversupply of Photographers has existed for many years. Qualified job seekers outnumber the available jobs. You may have to work for several years at volunteer or low-paying jobs to gain experience and recognition in this field before being hired. Skilled, talented workers experience little unemployment. The outlook depends on replacement of those now working and the demand for visual communication in such areas as commerce, science,

To Board of Trustees on \_\_\_\_\_



medical research, law enforcement, entertainment, and journalism. Specializing in a technical field may enhance chances for employment. In order to make ends meet Free Lance Photographers frequently have a primary income from another source, or supplement their income through related work such as teaching photography or selling photo equipment.

Latest Employment Projections (2006 to 2016) from California Labor Market Information (LMI)				
LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Expected Yearly Job Openings
Photographers	Average (9.6%-19.6%)	13,800	15,900	510

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

The Photography program at Orange Coast College is the largest and most comprehensive in Orange County. The only other community college with a program on par with ours is Santa Monica College in Los Angeles County. (50 miles away) To my knowledge these are the only two large and comprehensive community college programs in California preparing students for careers in photography.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Enrollment: About 1,400 seats in photography with a 98.5% fill rate on average, 103% this Spring (Above college average)

Retention: Averaged 85% (On par with college average)

Completion: Averaged 70% (On par with college average)

Employment: Please see above

Certificates Awarded: 10 per year on average, (This figure will increase with the introduction of our new "Digital Tech" certificate in Fall 09.)

**ADMINISTRATOR (DIVISION DEAN)**

Name:

Date:

*[Signature]*  
4/15/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Commercial Art	College: Orange Coast College
Date: April 22, 2009	Tops Code: 1013.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

**Fashion Illustrators** draw sketches of live models and garments used in advertising layouts for newspaper and magazine advertisements, direct mail catalogs, department store ads, television commercials, films, brochures, and flyers. They may work for an advertising agency, a manufacturer or department store, or as a freelance illustrator in their own studio. Preparation is similar to other Artists and Graphic Designers. Pay is similar to other Graphic Designers. They should take courses in fashion illustration. They usually work by contract for a specific amount. Work is often seasonal because of fashion trends. Outlook depends on growth in the fashion industry and on advertising practices in industry.

### CALIFORNIA PAY:

Pay varies and depends on specific job duties, geographic location, and the reputation of the Designer. Employers in cities and larger corporations usually pay higher salaries; and those in Los Angeles may be paid the highest pay. Industrial employment may offer higher pay than studio employment. Freelancers have the potential to earn very high pay.

LMI Occupation	Entry Pay	Average Pay	Top Pay
Graphic Designers	\$3,171	\$4,505	\$5,466 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** Although Graphic Artists and Designers and Sign Painters are found in all parts of California, at least 80% of these jobs are found in large cities and half are found in Los Angeles. It is very difficult to find a job without experience and Designers often freelance or work as Paste-Up Artists until they gain recognition. You may have to work for several years at low-paying or volunteer jobs to gain the experience and recognition needed to land on the job you want. Turnover in most areas is low. Jobs in industrial settings are easier to find and there are some openings in advertising and television due to turnover. Designers with good technical training or exceptional talent and creative flair do find jobs. Those with computer skills will be in greater demand. The use of desktop publishing is increasing in this field and some say it may decrease opportunities. Opportunities for part-time work are good.

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Graphic Designers	Average (9.6%-19.6%)	36,700	41,800	510	980	1,490

### Southern Coast Region:

Latest California Regional Wage and Employment Information Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI) *Indicates no data available					
County	LMI Occupation	Entry	Average	Top	Outlook
Los Angeles	Graphic Designers	\$3,194 or less	\$4,712	\$5,856 & up	Slower than average (+0.1% to 11.0%)
Orange	Graphic Designers	\$3,173 or less	\$4,157	\$4,932 & up	Average (11.1% to 21.1%)
Riverside	Graphic Designers	\$2,873 or less	\$3,721	\$4,326 & up	Faster than average (21.2%+)
San Bernardino	Graphic Designers	\$2,873 or less	\$3,721	\$4,326 & up	Faster than average (21.2%+)
San Diego	Graphic Designers	\$2,915 or less	\$3,971	\$4,934 & up	Average (11.1% to 21.1%)
Ventura	Graphic Designers	\$3,171 or less	\$4,176	\$4,778 & up	Slower than average (+0.1% to 11.0%)

Pay varies and depends on type of employer (factory or retail shop). Some receive salary; some on a salary plus commission basis; some on a commission basis. Trainees may start as low as minimum wage. Apprentices start at a negotiated percentage of journey worker pay. Self-employed Jewelers have the potential to earn higher pay.

Many Jewelers are self-employed; therefore, pay varies with individual success in business.

Latest California Wage Data (2008) from California Labor Market Information (LMI) *Indicates no data available			
LMI Occupation	Entry Pay	Average Pay	Top Pay
Jewelers & Precious Stone & Metal Workers	\$1,558	\$2,520	\$2,982 & up

**CALIFORNIA EMPLOYMENT OUTLOOK:** A number of openings will result from people leaving the occupation. Few beginners are attracted to the work, and it is difficult for interested beginners to find trainee jobs or apprenticeships. In southern California manufacturers hire Jewelers. In northern California they are most likely to be self-employed or working in small shops that provide better opportunities. Demand for skilled workers is expected to continue.

Many Jewelers are self-employed; therefore, outlook varies with individual success in business.

Latest California Wage Data (2008) from California Labor Market Information (LMI) *Indicates no data available			
LMI Occupation	Entry Pay	Average Pay	Top Pay
Jewelers & Precious Stone & Metal Workers	\$1,558	\$2,520	\$2,982 & up

LMI Occupation	Expected Growth Rate	Estimated Jobs 2006	Expected Jobs 2016	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Jewelers & Precious Stone & Metal Workers	Slower than average (0.1%-9.5%)	5,700	5,800	10	100	110

### Southern Coast Region:

**Latest California Regional Wage and Employment Information**  
 Monthly Wages (2008) & Employment Projections (to 2014) from California Labor Market Information (LMI)  
 \*Indicates no data available

County	LMI Occupation	2008	2012	2014	Notes
Los Angeles	Jewelers & Precious Stone & Metal Workers	\$1,490 or less	\$2,158	\$2,667 & up	Decline in jobs (less than 0.1%)
Orange	Jewelers & Precious Stone & Metal Workers	\$1,910 or less	\$2,621	\$2,710 & up	Faster than average (21.2%+)
Riverside	Jewelers & Precious Stone & Metal Workers	\$1,730 or less	\$2,172	\$2,674 & up	Faster than average (21.2%+)
San Bernardino	Jewelers & Precious Stone & Metal Workers	\$1,730 or less	\$2,172	\$2,674 & up	Faster than average (21.2%+)
San Diego	Jewelers & Precious Stone & Metal Workers	\$2,055 or less	\$2,713	\$3,064 & up	Faster than average (21.2%+)

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College is the only college offering **Jewelry Design**.

The following community colleges are offering **Commercial Art** programs:


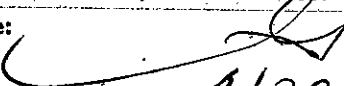
- Cypress College
- Fullerton College
- Irvine Valley College
- Saddleback College
- Santa Ana College
- Santiago Canyon College

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

The two programs comprising Commercial Art have suffered recently from a lack of attention on the part of the Art Department, the Visual and Performing Arts division, and the school as a whole. Neither is currently spearheaded by a full-time faculty member (as evidenced by this program review being done by someone not in the Art Department), which could bring much needed focus and improvements to both.

The certificates themselves have not been updated in over 5 years, and not promoted – other than with a fine, small brochure – in years. The number of certificates granted is small (less than 10 per year for both programs combined), with essentially zero profile on the campus as a whole. Significant improvements are needed in both programs to bring them to a state of vitality and relevance.

See attached for Core Indicator Data.

ADMINISTRATOR (DIVISION DEAN)	VICE PRESIDENT, INSTRUCTION
Name: 	Name: 
Date: 4/28/09	Date: 4/29/09

# Commercial Art Program Review

Certificate Programs:

**Jewelry Design**

**Illustration Design**

## **Basic Analysis:**

The two programs comprising Commercial Art have suffered recently from a lack of attention on the part of the Art Department, the Visual and Performing Arts division, and the school as a whole. Neither is currently spearheaded by a full-time faculty member (as evidenced by this program review being done by someone not in the Art Department), which could bring much-needed focus and improvements to both.

The certificates themselves have not been updated in over 5 years, and not promoted – other than with a fine, small brochure – in years. The number of certificates granted is small (less than 10 per year for both programs combined), with essentially zero profile on the campus as a whole.

Significant improvements are needed in both programs to bring them to a state of vitality and relevance.

## **Jewelry Design**

Jewelry Design is focused on two classes - Jewelry Design 1 & 2 (Art 147 & 247, respectively) with other classes serving preliminary and ancillary purposes. Both of these Jewelry Design classes are taught by part-time instructors, who only teach one class per semester. In fact, since 2003, only Art 147 has been offered. However, both in the Fall '08 and Spring '09 semesters, Art 147 has been *over*-enrolled (by 6 in the Fall, and 9 in the Spring). There is a clear demand for the class, and one could extrapolate that the potential is there for a large number of students continuing on to get their certificates. Also, the certificate consists of only 26 units, so it should be seen by potential participants as a reasonably attainable goal.

As a vocation, jewelry design can have strong appeal to non-traditional populations, as it is commonly pursued by working independently - whether in an off-site or home studio situation.

This is clearly a program with untapped potential.

## **Illustration Design**

Illustration Design is a larger certificate (40 units) encompassing a broader range of classes. As a vocation, Illustration also is dominated by independent practitioners, again appealing to traditional and non-traditional populations. Visual communications - both printed and online - continues to play a larger and larger role in our society, making for a more visually literate public who value effectiveness in visual communications. The avenues for the production and distribution for commercial artwork have been expanded and facilitated by new technologies in printing, fabrication and online display.

This is also a program with significant potential.

Illustration Design, however, has – over time – become a victim of the very technological advances that are now giving it renewed potential.

Illustration has been significantly influenced by the digital revolution. Software programs such as Adobe Illustrator, Adobe Photoshop and Corel Painter have become vital tools for illustrators. No longer can an illustrator be assumed to rely solely on traditional media alternatives (paint, pencil, paper, canvas, etc.). The digital tools must be included in any training for illustrators. However, digital illustration tools and techniques are also insufficient for a career in illustration - traditional media must also be included.

The digital illustration classes are not offered through the Art Department - they are offered through the Digital Media Arts and Design department with classes such as DMAD 117, DMAD 190 and DMAD 193. The digital illustration classes have very high enrollment every semester, typically in the 95% to 105% range. Demand is high.

Illustration, as a profession, stands at the crossroads of digital and traditional media. Any certificate program in illustration must address training in both media. As the certificate stands, it is dominated by traditional media classes. As mentioned above, it is a large (heavy on units) certificate already. Additional classes cannot be tacked on. Difficult decisions will need to be made.

### **Recommendations:**

The first - and biggest - need for both programs is the designation of a full-time faculty member to serve as the "point person". This would work to alleviate the dissipated focus of both programs, and create a sense of ownership for the programs and the students going through them. It would also significantly aid potential students, as they would have someone to contact who would be able to speak with knowledge and authority about the programs.

From here, the two programs have some specific needs to be addressed.

### **Jewelry Design**

The best thing for this program - and highest priority - would be the hiring of a full-time faculty member to teach Art 147 and 247, and be the point person for the program. This would provide the greatest amount of expertise and authority, and allow the program to be strategically integrated into the Art department as a whole. As it stands now, there is no advocate for the program. A non-jewelry design faculty member as point person would be better than none, but could not speak with expertise to the needs of Jewelry Design, and would have divided allegiances.

Jewelry design classes currently share facilities with other 3-dimensional art classes, and this seems to work adequately at this point, but any expansion of the program could strain this situation. Additional equipment - as delineated by the faculty point person - will probably be needed as the program expands and/or current equipment wears out.

Expanded promotion of the program - through the direction of the faculty point person - by means of a revised printed brochure and other marketing materials to reach potential students and raise awareness of the program within the local jewelry design community is crucial.

## **Illustration Design**

The challenges to the Illustration Design program are more extensive, but potentially more easily addressed.

As part of the need for a specific faculty member to spearhead the program, which department within Visual and Performing Arts the Illustration Design certificate should reside comes into question. There is not a current full-time faculty member within the Art department (where Illustration Design currently resides) with a commercial illustration background. The faculty with the most experience in this area are in the Digital Media Arts and Design department.

A bit of history might be in order here. Up to a few years ago, the Art department had two faculty members who headed up two aspects of Commercial Art: Illustration Design and Graphic Design. In response to the reality of a significant intersection in student populations and courses between Commercial Art and the Digital Media Arts (DMA) department, these two faculty members were combined with the two existing DMA faculty to form the Digital Media Arts and Design (DMAD) department. Four classes (DMAD 115, DMAD 117, DMAD 182 and DMAD 183) were moved into DMAD from the Art department with these faculty. Also, the Graphic Design certificate program was moved into DMAD. Illustration Design was left in Art. At the time, there was a faculty member in the Art department with a strong illustration background who wanted to keep illustration Design in the Art department. This faculty member has since retired, and their replacement does not have the same illustration background.

The best course of action for Illustration Design would be to move it over into DMAD to rejoin Graphic Design. This would put it under the supervision of faculty more familiar with the components of commercial illustration where it could more naturally integrate with the Graphic Design and Multimedia programs. In conjunction with this, the certificate itself should be rewritten to reflect the changes in commercial illustration and include more digitally-oriented classes, such as DMAD 117, DMAD 181, DMAD 190, DMAD 193, DMAD 280 and DMAD 281. This will require some hard decisions, as existing classes that are a part of the certificate will need to be replaced, not added to. Additionally, a smaller, more streamlined illustration certificate would be an asset as well – not to replace the 40 unit certificate, but to provide an alternative to students desiring a more quickly attainable option.

A stronger Illustration Design program moved into DMAD will put an additional strain on the already stretched digital facilities (computer labs). Ongoing upgrades of both computer hardware and software will be essential to keeping a revitalized Illustration Design program relevant.



**Conclusions:**

The Commercial Art programs of Jewelry Design and Illustration Design both have significant potential, but need more hands-on guidance and oversight to truly thrive. Other than being a part of the arts in general, they have very little in common with each other, so separating them by moving Illustration Design into DMAD in and of itself should have no impact on either program.

Once Illustration Design is moved, the Commercial Art moniker becomes a bit of a muddying influence over Jewelry Design. Changing the name of the program – perhaps just calling the program Jewelry Design – should be contemplated.

The opportunities offered through these programs to both the general population and to most special populations – because of the ease of working in a nontraditional setting – are significant.

With the alterations and improvements recommended for these programs, their effectiveness in training students to enter the workplace can be enhanced, their appeal to special/non-traditional populations can be enhanced, and their integration into the wider campus – and on into the community – can be enhanced.

**Measuring Success:**

The ultimate measure of the success of these vocational programs comes down to two factors: certificate completion and employment/work in the field.

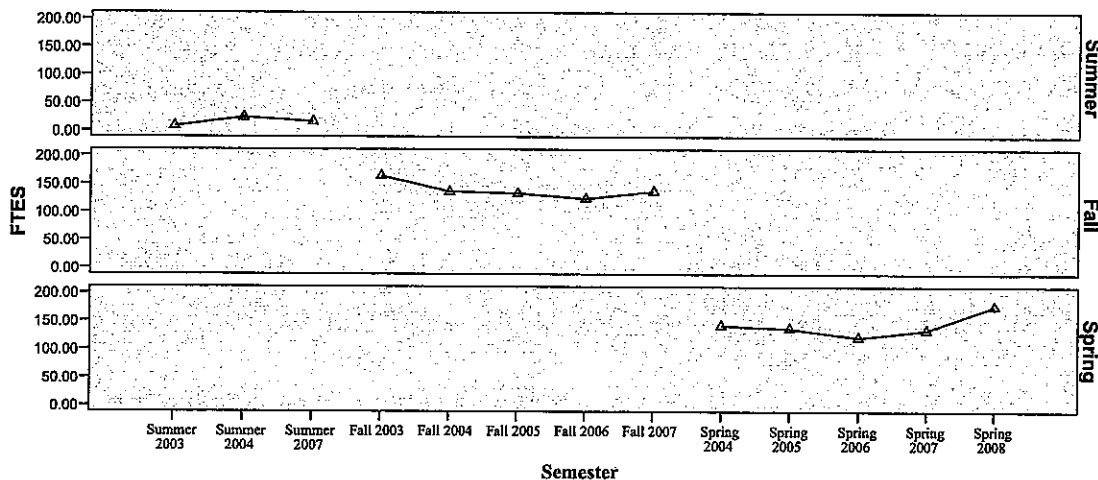
Better tracking of students will be the most direct and straightforward method of getting this information. Starting in the Fall of 2009, and every semester after this, students in the core program classes – Art 147 for Jewelry Design, and DMAD 117, 190, 280, Art 143 for Illustration Design – should be surveyed to find out if they are planning to continue in the program, and encouraged to pursue certificate completion. Contact information should be collected into a database, with former students contacted on an annual basis to ascertain if they are working toward their certificate or actually working in the profession.

Over time, a very comprehensive tracking of the true success of these programs will be developed. A strong alumni connection into the workforce in these fields will be a highly valuable side-benefit.

Orange Coast College Program Review 2008-09  
 Program: Commercial Art

The FTES graph and the table on the reverse side detail the FTES generated by your program. FTES stands for full-time equivalent students. The FTES calculation is computed on every section offered at the college and is reported to the State Chancellor's Office to receive our college funding. The FTES calculation varies by type of course and how it is scheduled, however, an easy way to conceptualize FTES is that 15 students enrolled in a 3 unit, 16 week course is equal to 1 FTES of funding. Analyzing FTES trends can help you understand your program's efficiency, especially when viewed in conjunction with sections offered and enrollment data. FTES generated by modality can be supplied upon request.

Overall Program FTES Trends



Orange Coast College Program Review 2008-09  
 Program: Commercial Art

Overall Program FTES Trends  
 2003/2004 - 2007/2008

	Summer 2003	Summer 2004	Summer 2005	Summer 2006	Summer 2007	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	Inter 2004	Inter 2005	Inter 2006	Inter 2007	Inter 2008
FTES	7.41	23.27			15.52	163.57	135.78	132.84	123.73	136.59	141.33	136.25	120.20	133.66	175.86					

Orange Coast College Program Review 2008-09  
 Program: Commercial Art

Total Program FTES by Course  
 2003/2004 - 2007/2008

	Summer 2003	Summer 2004	Summer 2005	Summer 2006	Summer 2007	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	Inter 2004	Inter 2005	Inter 2006	Inter 2007	Inter 2008
ART A110 FTES															56.44					
ART A120 FTES															55.31					
ART A120H FTES															5.67					
ART A121 FTES															13.15					
ART A130 FTES															11.33					
ART A131 FTES															5.21					
ART A147 FTES															4.08					
ART A170 FTES															3.63					
ART A171 FTES															3.17					
ART A180 FTES															2.55					
ART A220 FTES															2.27					
ART A235 FTES															7.03					
ART A263 FTES															2.04					
ART A269 FTES															.00					
ART A270 FTES															.00					
ART A286 FTES															3.99					
ART A110 FTES	7.41				3.11	51.80	41.24	43.73	43.30	54.29	54.29	38.64	42.68	41.02						
ART A118 FTES						2.59					2.28	2.49								
ART A120 FTES					9.72	42.47	34.41	28.81	30.89	26.32	33.99	38.75	27.77	38.96						
ART A120H FTES								3.73	5.60	7.67		4.35	4.97	4.98						
ART A121 FTES		13.60				14.93	12.65	16.16	13.89	10.36	14.30	13.06	11.81	13.67						
ART A125 FTES						4.77	5.60	4.97												
ART A130 FTES		8.85			2.07	10.35	11.81	9.54	9.12	12.44	13.05	11.81	10.78	11.18						
ART A131 FTES		.82			.62	6.84	6.64	7.25	4.76	5.80	7.46	5.60	5.81	5.19						
ART A143 FTES						3.73	4.15	4.97	3.52			3.52	3.73							
ART A147 FTES						3.94	4.35	4.76	3.73	4.76	5.81	3.11	4.14	3.32						
ART A170 FTES						2.90	3.73	2.49	3.11	3.73	3.11	2.69	2.49	2.90						

Orange Coast College Program Review 2008-09  
 Program: Commercial Art

Total Program FTES by Course  
 2003/2004 - 2007/2008

	Summer 2003	Summer 2004	Summer 2005	Summer 2006	Summer 2007	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	Inter 2004	Inter 2005	Inter 2006	Inter 2007	Inter 2008
ART A171 FTES						2.28	1.66	1.87	1.87	3.11	2.07	2.07	2.08	3.11						
ART A180 FTES						2.47				1.92										
ART A220 FTES						5.18	3.11	4.56	3.94	2.69	4.97	3.32	3.94	3.11						
ART A235 FTES														6.22						
ART A236 FTES						3.52		.00				6.84								
ART A263 FTES												.00								
ART A269 FTES						5.39	4.77													
ART A270 FTES						.41	1.66													
ART A286 FTES										3.50										
Total FTES	7.41	23.27			15.52	163.57	135.78	132.84	123.73	136.59	141.33	136.25	120.20	133.66	175.86					



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Costume Careers—Costume Dresser, Costume Stitcher and First Hand</b>	<b>College: OCC</b>
<b>Date: 4/13/09</b>	<b>Tops Code:1303</b>
<b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b>	

### Costume Attendants 2008 Wages

Geography	Median Hourly	Median Annually
California	\$14.54	\$30,239
Los Angeles County	\$23.17	\$48,181
Orange County	\$8.95	\$18,608

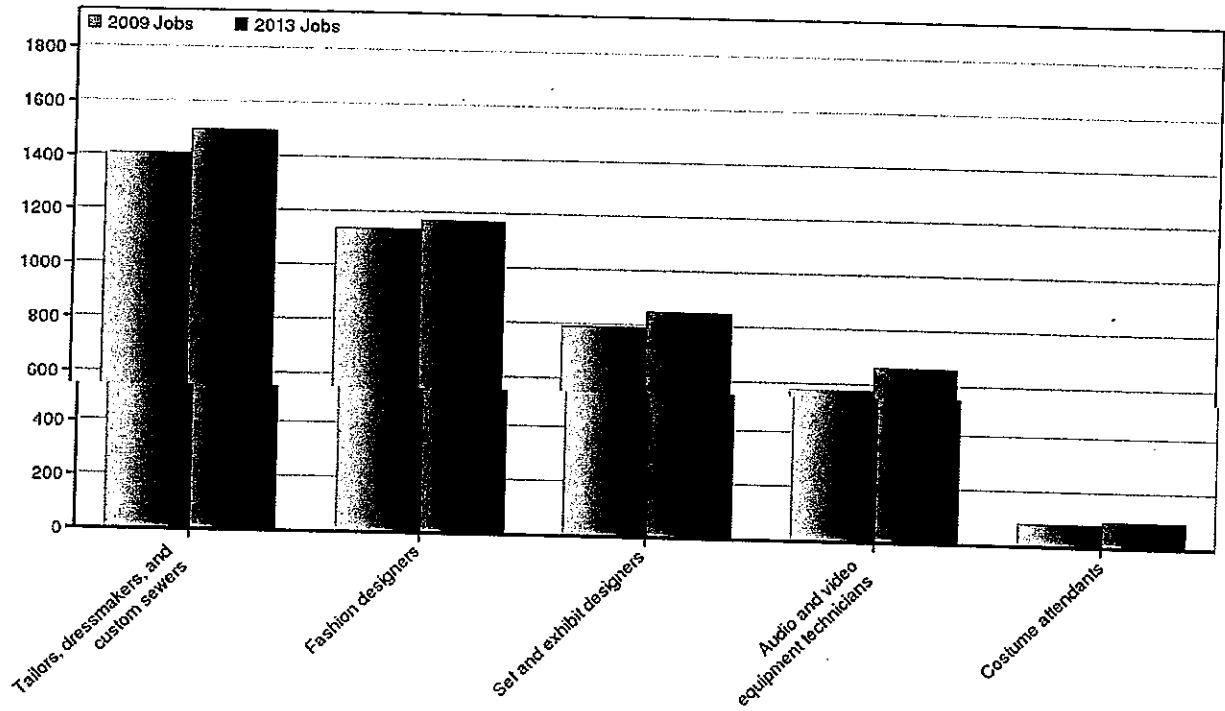
Source: Employment Development Department  
Labor Market Information Division  
<https://www.labormarketinfo.edd.ca.gov/>

### Sewing Machine Operators Estimated Employment and Projected Growth

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2006-2016)	53,600	44,700	-8,900	-16.6	5,200
Orange County (2006-2016)	4,600	4,770	170	3.7	440

Source: Employment Development Department  
Labor Market Information Division  
<https://www.labormarketinfo.edd.ca.gov/>

## Occupational Breakdown



SOC Code	Description	2009 Jobs	2013 Jobs	2009 Median Hourly Earnings
51-6052	Tailors, dressmakers, and custom sewers	1,409	1,495	\$9.76
27-1022	Fashion designers	1,138	1,170	\$23.91
27-1027	Set and exhibit designers	793	847	\$19.34
27-4011	Audio and video equipment technicians	579	661	\$21.98
39-3092	Costume attendants	84	92	\$8.43
Total		4,003	4,266	\$17.42

Description	2009 Jobs	2013 Jobs	Change	% Change	New & Rep. Jobs	% New & Rep. Jobs
Tailors, dressmakers, and custom sewers	1,409	1,495	86	6%	181	13%
Fashion designers	1,138	1,170	32	3%	153	13%
Set and exhibit designers	793	847	54	7%	138	17%
Audio and video equipment technicians	579	661	82	14%	157	27%
Tailors, dressmakers, and custom sewers	1,409	1,495	86	6%	181	13%

Source: EMSI Complete Employment - Spring 2009

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Fullerton College has two certificates currently available: Theatrical Costumer and Advanced Theatrical Costumer. More job-specific certificates in Stitcher, Cutter-Draper, Wardrobe and Assistant Costume Designer are going through the approval process there now.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

There are currently six declared students taking certificate courses in Costume. They "work up the ladder" from Dresser to the most advanced certificate. Some haven't decided how far they will go yet.

In the past OCC has awarded 6 AA degrees, 1 AS, and 6 certificates of achievement in the various Costume Careers options.

Dresser: 1 Certificate of Achievement

Stitcher: 2 AA degrees, 1 Certificate of Achievement

Cutter/ Draper: 4 AA degrees, 1 Certificate of Achievement

Assistant Costume Designer: 1 AS, 3 Certificates of Achievement

The offerings will be different beginning in Fall 2009. The faculty and advisory committee agreed to reshape the program to better fit employment needs. Cutter/Draper has been altered to First Hand, and Assistant Costume Designer has been retired.

**ADMINISTRATOR (DIVISION DEAN)**

Name:

Date:

*[Signature]*  
4/15/09

**VICE PRESIDENT, INSTRUCTION**

Name:

Date:

*[Signature]*  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: **MEDICAL ASSISTING - Options include CMA Eligible, Clinical, Administrative, Insurance Billing, and Medical Transcription**

College: **ORANGE COAST COLLEGE**

Date: **4-1-09**

Tops Code: **1208.00 (.10 & .20)**

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Employment Development Department, State of California's estimated number of Medical Assistants in 2006 as 59,500 and the estimated number of Medical Assistants in 2016 as 77,800 with an estimated annual job openings: 2,570

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
319092	Medical Assistants	5,750	296

<http://www.labormarketinfo.edd.ca.gov/CommColleges/Projections.asp>

### From the CC Benefits study Medical/Clinical Assistant (Orange County 2007):

SOC Code	Description	2002 Jobs	2016 Jobs	Annual Openings	EPW	Change	% Change
31-9092	Medical assistants	5,355	9,073	121	\$13.19	3,718	69%
Total		5,698	9,539	128	\$13.14	3,840	

Source: Economic Modeling Specialists, Inc. - 9/07

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

In Orange County there are a variety of medical assisting courses and programs offered by high school ROPs, adult education, private schools, as well as neighboring community colleges, but Orange Coast College is the only community college in orange county that offers a CAAHEP accredited medical assisting CMA eligible program.

For a list of CAAHEP accredited medical assisting programs in California:

[http://www.caahep.org/Find\\_An\\_Accredited\\_Program.aspx](http://www.caahep.org/Find_An_Accredited_Program.aspx)

Besides the CMA eligible Administrative and Clinical Certificate of Achievement, we also offer solo administrative and clinical certificates of achievement, and a medical insurance billing certificate of completion.

There are no licensing requirements for any area of medical assisting and courses vary in quality and consistency. Orange Coast College has a concern that Coastline Community College is now offering a medical assisting program without state approval and in direct competition with us for students. They also offer medical terminology online which has not requested articulation from OCC and therefore is not being accepted by OCC.

To Board of Trustees on \_\_\_\_\_

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

**2008-09 Certificates awarded:**

CMA Eligible Administrative and Clinical-- 8  
Administrative only-- 3  
Clinical only-- 6  
Medical Transcription—2  
Medical Insurance Billing— 22

**ADMINISTRATOR (DIVISION DEAN)**

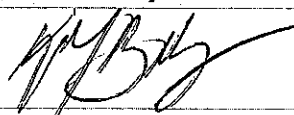
**VICE PRESIDENT, INSTRUCTION**

Name: Kevin Ballinger

Name: Melinda Nish

Date: April 2009

Date: April 2009







## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: RESPIRATORY CARE PROGRAM

College: ORANGE COAST COLLEGE

Date: MARCH 9, 2009

Tops Code: 1210.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feedback from the Respiratory Care Advisory Committee has been continuous with additional validation for the need for qualified Respiratory Therapists on Oct 2, 2007 and on October 13, 2008.

State of California Respiratory Care Practitioner Workforce study, June 2007 indicated that the state will need 982 new therapists through 2015 and 1020 new therapists through 2030.

LMI - Orange County: <http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
291126	Respiratory Therapists	1,190	38
	Total	1,190	38

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College offers the only college based Respiratory Therapy program in Orange County.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

YEAR ENTERED	ENROLLMENT	RETENTION/COMPLETION	DEGREE EARNED	EMPLOYMENT
2006	26 full time 3 continuing p/t	24 full time 2 continuing part time	26 A.S degree	24 known employed to date
2007	33 full time 7 continuing p/t	32 full time 7 continuing part time	39 expected to graduate this Spring 2009	
2008	36 full time 5 continuing p/t	34 full time 5 continuing part time	In Progress	

ADMINISTRATOR (DIVISION DEAN)

VICE PRESIDENT, INSTRUCTION

Name: Kevin Ballinger

Name: Melinda Nish

Date: April 2009

Date: April 2009

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Polysomnographic Technology College: Orange Coast College

Date: April 3, 2009 Tops Code: 1211.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feed back from the Polysomnographic Technology Community Advisory Committee has been continuous with additional validation for the need for qualified Polysomnographic Technologists on April 28, 2008 and on January 22, 2009. There are 16 full service (lab accredited) sleep centers within 50 miles of OCC with only our program providing trained technologists.

TOP Code(s): 121100 Polysomnography

Geography: Orange County

Note: This is the closest occupational match in the LMI data files.

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292099	Health Technologists and Technicians, All Other	1,000	24
299099	Healthcare Practitioners and Technical Workers, All Other	390	14
	<b>Total</b>	<b>1,390</b>	<b>38</b>

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College has the only training program of this technology in the Los Angeles/Orange County region and there is only one CAAHEP accredited Polysomnographic Technologist training program in California.

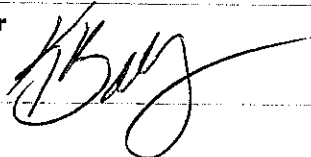
### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

Year Entered	Enrollment	Retention/Completion	Degrees/Credentials	Employment
2003	15	11	11 A.S. degree 7 RPSGT	11
2005	12	9	9 A.S. degree 4 RPSGT	7

To Board of Trustees on \_\_\_\_\_

\* This program is only offered every other year with a start date in odd years.

<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: Kevin Ballinger	Name: Melinda Nish
Date: April 2009	Date: April 2009





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Neurodiagnostic Technology

College: Orange Coast College

Date: April 3, 2009

Tops Code: 1212.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feed back from the Neurodiagnostic Technology Community Advisory Committee has been continuous with additional validation for the need for qualified Neurodiagnostic Technologists on March 17, 2008 and on January 21, 2009.

Info from the Health Professions Network (HPN) supports a continued rate of growth (see below):

**Explore HEALTH**

*Do something that matters. For yourself. For others.*

#### Electroneurodiagnostic Technician

##### Overview

Electroneurodiagnostic (ENID) technologists use specialized equipment to monitor how well a patient's nervous system is functioning, so doctors can identify and treat neurological problems.

ENID technologists receive extensive training in neurophysiology, so they can identify normal and abnormal electrical activity in the central, nervous, autonomic and peripheral nervous systems. By recording electrical patterns throughout these systems, ENID technologists provide valuable data that a physician will use to diagnose and treat conditions such as headaches, dizziness, seizure disorders, strokes and degenerative brain disease.

The tests performed by ENID technologists can also help doctors uncover hidden causes of mental disorders, and determine whether a patient is "brain dead."

ENID technologists perform a number of procedures, including:

- electroencephalograms (EEGs), used to assess brain activity
- intraoperative neuromonitoring, which tracks brain and nerve function during surgery
- long-term monitoring, used to diagnose seizures and other disorders
- polysomnograms, used to diagnose sleep disorders
- evoked potential studies, in which the technologist measures neurological responses to external stimuli to trace electrical pathways
- nerve conduction studies, which measure the time it takes to send an electrical signal along a nerve to a specific muscle

The EEG is the most common test performed by ENID technologists. Technologists also are responsible for maintaining and calibrating equipment, and ensuring the safety of patients and staff.

Neurologists depend on ENID technologists to provide accurate data and analysis. The ENID technologist must, therefore, have the knowledge, judgment and critical thinking skills to ensure that the results reported are accurate and complete.

Salary: \$38,000 - \$47,000 [M]

Years in school: 1 - 2 after high school graduation

Job outlook: Excellent

TOP Code(s): 121200 Electro-Neurodiagnostic Technology

Geography: Orange County

- Note: This is the closest LMI data to this employment code for Orange County.

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292099	Health Technologists and Technicians, All Other	1,000	24
	<b>Total</b>	<b>1,000</b>	<b>24</b>

To Board of Trustees on \_\_\_\_\_

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

There is no other program in Los Angeles/Orange County and only one CAAHEP accredited (Electro)Neurodiagnostic Technologist training program in California.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

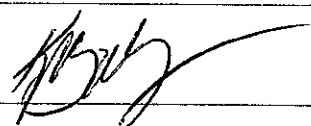
Year Entered	Enrollment	Retention/Completion	Degrees/Credentials	Employment
2004	22	17	17 A.S. degree 12 R.EEG T.	16
2006	24	18	18 A.S. degree 4 R.EEG T.	17

\* This program is only offered every other year with a start date in even years.

**ADMINISTRATOR (DIVISION DEAN)**

Name: Kevin Ballinger

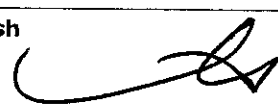
Date: April 2009



**VICE PRESIDENT, INSTRUCTION**

Name: Melinda Nish

Date: April 2009



**CAREER EDUCATION PROGRAM BIENNIAL REVIEW**

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title: Cardiovascular Technology</b>	<b>College: Orange Coast College</b>
<b>Date: 4/16/09</b>	<b>Tops Code: 1215.00 &amp; 1213.00</b>

**1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:**

From CC Benefits Study or Orange County:

CIP Code	Description	2002 Jobs	2016 Jobs	Annual Openings	EPW	Total Change	Total % Change	Change Comparison
51.0901	Cardiovascular Technology/Technologist	199	278	4	\$21.81	79	40%	14% above average

LMI data from the EDD website:

TOP Code(s): 121500 & 121300 Electrocardiography & Cardiovascular Technology  
 Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292031	Cardiovascular Technologists and Technicians	180	7

Geography: Los Angeles County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292031	Cardiovascular Technologists and Technicians	1,060	44

The profession of cardiovascular technology includes three areas of diagnostic evaluation: 1) invasive cardiovascular technology (diagnosis of heart disease by cardiac catheterization), 2) noninvasive cardiovascular technology (diagnosis of heart disease by cardiac ultrasound, exercise, and electrocardiographic testing), and 3) noninvasive peripheral vascular study (diagnosis of blood vessel disease using ultrasound testing). The LMI data above does not distinguish between the different employment areas. OCC's program does the electrical studies in the first year certificate and the ultrasound techniques in the 2-year AS degree program.

We included data from LA & OC because OCC has the only program of this type in the region.

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

There are only 3 accredited programs in the entire State of California (2 in San Diego County). Orange Coast College graduates find employment in all the counties adjacent to Orange County.

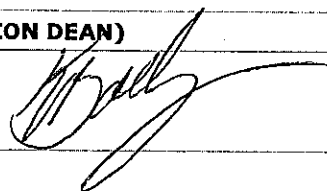
**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Core indicator data demonstrates a program completion success rate and employment rate between 95-100%. The program is meeting its target for national board exam pass rate of over 70%. The program currently has an admission waiting list of approximately 2-3 years.

**ADMINISTRATOR (DIVISION DEAN)**

**Name: Kevin Ballinger**

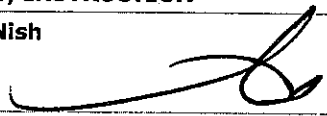
**Date: April 2009**



**VICE PRESIDENT, INSTRUCTION**

**Name: Melinda Nish**

**Date: April 2009**





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Speech Language Pathology Assistant	College: Orange Coast College
Date: 4-12-09	Tops Code: 1220.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

The career of speech language pathology assistants is relatively new and in California it is regulated by licensure. Orange Coast College's program has been State approved to that all our graduates are licensed. The LMI data for the assistant is difficult to ascertain, so speech language pathologist will be used for information.

According to U.S. Dept. of Labor's Bureau of Labor Statistics Occupational Outlook Handbook, 2008-09, under the heading of Job Prospects, "The combination of growth in the occupation and an expected increase in retirements over the coming years should create excellent job opportunities for speech-language pathologists. Opportunities should be particularly favorable for those with the ability to speak a second language, such as Spanish. Job prospects also are expected to be especially favorable for those who are willing to relocate, particularly to areas experiencing difficulty in attracting and hiring speech-language pathologists."

The SLPA program is also used as a career ladder towards becoming a speech language pathologist.

LMI Data on TOP Code(s): 122000 Speech/Language Pathology and Audiology  
Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
291127	Speech-Language Pathologists	1,380	53

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

The other programs in the state include Santa Ana College, Grossmont College, Pasadena City College, Cerritos College, and San Joaquin Delta College. All of these programs, including Orange Coast College, have full programs. Our program currently has a waiting list to start in the Fall.

The demand in the state continues to exceed qualified speech language pathology assistants produced by these colleges.

To Board of Trustees on \_\_\_\_\_



**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

According to the most current data, the completion rate listed has been between 93-100%. At this point, all information received has shown that 100% of students pursuing the SLPA career have found employment.

We currently have a waiting list of 80+ students to begin the SLPA program, with 25 students starting every Fall semester.

Upon completion of the program, students receive an Associate of Science degree in Speech Language Pathology Assisting. While working as an SLPA, approximately 25% transfer to a university to continue their education to become a speech language pathologist.

<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: Kevin Ballinger	Name: Melinda Nish
Date: April 2009	Date: April 2009



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Radiologic Technology

College: Orange Coast College

Date: March 9, 2009

Tops Code: 1225.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

The Radiologic Technology Program is meeting the current and projected needs of the local and State healthcare community. Data suggests that State-wide from 2006 to 2016 an estimated 2500 jobs created while the Orange County component would be 250. Additionally, there would be 190 jobs available due to attrition in Orange County (labormarketinfo.edd.ca.gov).

LMI - Orange County: <http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292034	Radiologic Technologists and Technicians	1,370	44
	<b>Total</b>	1,370	44

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Within Orange County there are only two (2) radiologic Technology programs; here at Orange Coast College and at Cypress College (occcareers.com).

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

The Radiologic Technology Program at OCC is exceeding the Core Indicators published in the Perkins IV Performance Trend Report in Skill Attainment, Completions, and Employment. The last year of the Core Measure Report indicated: 92% Employment; 100% Skill Attainment; & 100% Completion Rate. The Radiologic Technology Program has an overall retention rate of 86%. The Program monitors attrition to determine causes with personal/medical the leading cause followed by academics. The Program accepts 28 students annually and currently has a waiting list of approximately 3 1/2 years.

ADMINISTRATOR (DIVISION DEAN)

Name: Kevin Ballinger

Date: April 2009

VICE PRESIDENT, INSTRUCTION

Name: Melinda Nish

Date: April 2009

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: DIAGNOSTIC MEDICAL SONOGRAPHY

College: ORANGE COAST COLLEGE

Date: MARCH 24, 2009

Tops Code: 1227.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

SOC Code	Occupational Title	2006 Employment	Annual Job Openings
29-2032	Diagnostic Medical Sonographers	3,300	60

The Diagnostic Medical Sonography Advisory Committee continues to support the need for qualified Diagnostic Medical Sonographers (September, 2008 and October, 2007). State of California Occupational Employment Projections indicated 3,900 Sonographers through 2016.

County data from EDD: <http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292032	<u>Diagnostic Medical Sonographers</u>	310	11
	<b>Total</b>	310	11

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292032	<u>Diagnostic Medical Sonographers</u>	1,310	49
	<b>Total</b>	1,310	49

According to a recent study (Centers for Excellence, Environmental Scan: Medical Imaging for LA/OC January 2009) this occupation needs a 60% increase to meet future demands.

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College is one of only two community college-based accredited programs in the region.

To Board of Trustees on \_\_\_\_\_

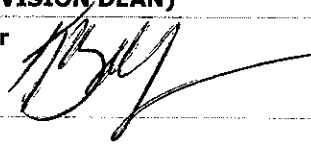
**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:** Currently the program has a waiting list of applicants for a minimum of 3 years.

YEAR ENTERED	ENROLLMENT	RETENTION/COMPLETION	DEGREE EARNED	EMPLOYMENT
2006	24	22 full time	22 A.S. degree	20 known
2007	25	21 full time 1 part time	21 expected to graduate Spring 2009	
2008	23	22 full time 1 part time	In Progress	

**ADMINISTRATOR (DIVISION DEAN)**

Name: Kevin Ballinger

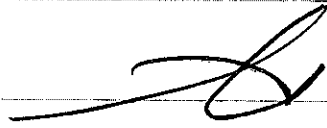
Date: April 2009



**VICE PRESIDENT, INSTRUCTION**

Name: Melinda Nish

Date: April 2009





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: **Registered Dental Assisting** College: **Orange Coast College**

Date: **March 22, 2009**

Tops Code: **1240.10**

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feedback from the Registered Dental Assisting Advisory Committee on November 13, 2007 and April 17, 2008 documents shortage of qualified Registered Dental Assistants/Dental Assistants. Labor Market data from EDD:

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2006 - 2016	41,600	56,100	14,500	34.9	2,170

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
319091	<u>Dental Assistants</u>	4,600	234

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER MANPOWER TRAINING PROGRAMS IN THE AREA:

Orange Coast College offers the only Commission on Dental Accreditation (CODA) and Committee on Dental Auxiliaries (COMDA) Board approved RDA Program in Costal Orange and South Orange County. The only other accredited RDA program is at Cypress Community College.

### 3.

Year Entered	Enrollment	Retention/Completion	Degree/Certificate Earned	Employment
2006	21 Full Time	19 Full Time	Certificate	Data not known
2007	26 Full Time	22 Full Time	22 Graduated with Certificate	20 known employed to date
2008	27 Full Time	25 Full Time	In Progress	3 employed part time to date

**ADMINISTRATOR (DIVISION DEAN)**

Name: **Kevin Ballinger**

Date: **April 2009**

**VICE PRESIDENT, INSTRUCTION**

Name: **Melinda Nish**

Date: **April 2009**

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Emergency Medical Technology	College: Orange Coast College
Date: 4/16/09	Tops Code: 1250.00

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

From the LMI data (EDD):  
 TOP Code(s): 125000 Emergency Medical Services  
 Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292041	Emergency Medical Technicians and Paramedics	1,090	43

EMT-1/Basic certification is required to work for an ambulance service or in an emergency department and may be required for lifeguards, ski patrol and fire fighters. Successful completion of the EMT-1 course qualifies the student to sit for the National Registry of Emergency Medical Technicians' certifying examination, and therefore obtain EMT Basic certification in any California County. The EMT-1/Basic course is a prerequisite for paramedic training. Job opportunities are good.

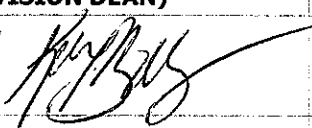
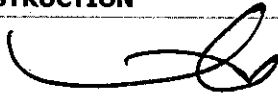
### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

OCC has the only program in the District. There are 8 programs in Orange County recognized by the County EMS and all of them meet annually to review job outlook and to coordinate their training programs. 3 of the 8 programs are at community colleges the others at ROP's.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

Orange Coast College Emergency Medical Technology Program's outcome success, as measured by National Registry Certification, compared to California State average demonstrates that OCC's EMT Program remains well above average with an overall National Registry Examination Passing rate close to 90%, while the state average persists in the mid 60% range.

The program awards a certificate of specialization after two courses (EMT 150 & 151). The program typically offers two sections each semester. In some years we have done 3 per semester and one in the summer.

<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: Kevin Ballinger 	Name: Melinda Nish 
Date: April 2009	Date: April 2009

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: **INTERIOR DESIGN**

College: **ORANGE COAST COLLEGE**

Date: **March 15, 2009**

Tops Code: # **1302**

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

According to current data and the OCC Interior Design Advisory Committee (consisting of well represented industry professionals), there is a continuing need for fully prepared Interior Design students to enter the Interior Design profession. While certain disciplines within the Interior Design profession vary in demand, according to the economy and specific geographic areas, the Interior Design profession, as a whole, is viable and growing in California, especially in Orange County. In addition, new disciplines in Interior Design are expanding in awareness and demand. Such examples are technology, sustainable design, designing for individuals with special needs, including design for older adults. OCC's Interior Design program remains current with industry and community requirements, and develops courses to prepare students to address the vital challenges in the current and future job environment.

### Projections of Employment by Occupation, 2006 - 2016

- 130200 Interior Design and Merchandising

#### Geography: California

Includes: All California Counties

LMI -- <http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
271025	<a href="#">Interior Designers</a>	6,900	310
	<b>Total</b>	6,900	310

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#### Geography: Orange County

Includes: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
271025	<a href="#">Interior Designers</a>	1,050	48
	<b>Total</b>	1,050	48

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NOTE 1 – Orange County accounts for 15 % of California's Employment and Job Openings in Interior Design.

NOTE 2 – The above LMI statistics do not include those Interior Designers who are self employed, a large percentage of the Interior Designers in California and in Orange County.

To Board of Trustees on \_\_\_\_\_

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

OCC offers the only Interior Design Program in the Coast Community College District. The program is unique in that it is the most comprehensive Community College Interior Design program in Orange County. OCC offers three levels of academic achievement, consisting of a three year program - 68 semester units of required courses in the major. This is in addition to the required general education courses for an AS degree. The OCC Interior Design program is a strong foundation that will help prepare students to take specific national exams, including the California IDEX exam. These professional exams are necessary to qualify an individual as a Certified Interior Designer (CID).

OCC Interior Design Levels:

Level 1 - Interior Merchandising - Certificate of Achievement

Level 2 - Interior Design Assistant / Associate in Science Degree

Level 3 - Interior Design Professional Level - Certificate of Achievement

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

YEAR	ENROLLMENT	RETENTION/COMPLETION	DEGREE EARNED	EMPLOYMENT
2006	369 - Fall 349 - Spring	320 (90.4%) - Fall 307 (89.8%) - Spring	(2005/2006) 12 - Level 1 6 - Level 2 2 - Level 3	See comment below
2007	415 - Fall 429 - Spring	332 (83.8%) - Fall 370 (88.1%) - Spring	(2006/2007) 18 - Level 1 8 - Level 2 1 - Level 3	
2008	Unavailable - Fall 381 - Spring • Course offerings reduced over 20% due to budget	Unavailable Unavailable	(2007/2008) 13 - Level 1 6 - Level 2 3 - Level 3	

**Success and Retention (most recent data)**

	<b>OCC</b>	<b>State Performance Goal</b>
Attainment	97.62%	92.46%
Completion, Certificates, Degrees, etc.	94.87%	68.16%
Persistence	95.24%	82.58%



**Certificate/Degree Earned**

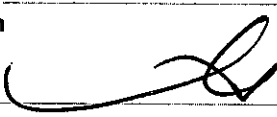
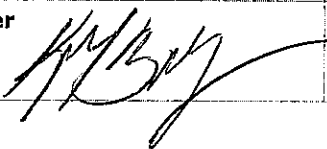
- Approximately 50% of Interior Design students have earned Associate or higher degrees before entering program.

**Employment**

<b><u>OCC</u></b>	<b><u>State</u></b>
64.71%	81.04%

- This report shows a lower than state average. The number is not concerning as we are still finding 65% of the students working in the UI wage file. It is hard to track students who take an academic leave of absence or obtain jobs that are either consultant work or self-employed, which is the primary employment goal of many of our students.
- OCC Interior Design informally tracks students who have completed Level 2 - ID240 (Internship) and students in Level 3. The majority of these students are working in the profession, either full time or part time.

<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
Name: Kevin Ballinger	Name: Melinda Nish
Date: April 2009	Date: April 2009





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: **FASHION**

College: **ORANGE COAST COLLEGE**

Date: **MARCH 12, 2009**

Tops Code: **1303.00 (.10 .20 .30)**

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feedback from Advisory Board meetings held August 24, 2007 and November 3, 2008 indicate continued demand for graduates in the local fashion industry. In addition to the areas large fashion retail industry, Orange County is headquarters for many of the Nation's surf wear industry with companies like Quiksilver, Vans, Hurley, Paul Frank, Oakley, St. John Knits., etc.

Published LMI data -

TOP Code(s): 1303.30 Fashion Production & 1303.10 Fashion Designers

Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
516092	<u>Fabric and Apparel Patternmakers</u>	230	6
271022	<u>Fashion Designers</u>	620	31
	<b>Total</b>	<b>850</b>	<b>37</b>

TOP Code(s): 130320 Fashion Merchandising

Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
112021	<u>Marketing Managers</u>	3,990	133
131022	<u>Wholesale and Retail Buyers, Except Farm Products</u>	1,940	53
	<b>Total</b>	<b>5,930</b>	<b>186</b>

To Board of Trustees on \_\_\_\_\_

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Goldenwest College and Coastline do not offer fashion courses / programs. In Orange County Saddleback, Santa Ana, and Fullerton community colleges have fashion programs or courses.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

According to Program Review 2007 – 2008:

- Spring 2007 enrollment highest with 582 students from info 2002 – 2007.
- Fashion department has an 80% completion success rate including all class offerings
- Advanced classes have a higher success rate (FASH 181 - internship at 100%)
- There is no direct employment tracking, however Core Measure reports are indicating employment rates that average about 76%.

**ADMINISTRATOR (DIVISION DEAN)**

Name: KEVIN BALLINGER


Date:

4/15/09 

**VICE PRESIDENT, INSTRUCTION**

Name: MELINDA NISH

Date:

  
4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Early Childhood Education	College: Orange Coast College
Date: 4/16/09	Tops Code: 1305 (.00, .50, .90)

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

From the LMI data provided by EDD:  
 TOP Code(s): 130500 Child Development/Early Care and Education  
 Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
399011	Child Care Workers	6,300	299

### Child Care and Support Services Management (CIP 19.0708)

SOC Code	Description	2002 Jobs	2016 Jobs	Annual Openings	EPW	Change	% Change	Education Level
25-2011	Preschool teachers, except special education	4,564	6,691	62	\$10.17	2,127	47%	Postsecondary vocational award
Total		4,564	6,691	62	\$10.17	2,127		

Source: Economic Modeling Specialists, Inc. - 9/07 Orange County

OCC's ECE programs include certificates necessary to work as teachers of infant, toddler, preschool, or special needs children in early childhood settings.

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Seven of the ten community colleges in Orange County have programs in early childhood education. There is no duplication within the Coast District. Looking at the annual job openings there is not an unnecessary duplication of programs because there are plenty of employment opportunities for the graduates.

To Board of Trustees on \_\_\_\_\_

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

The Perkins IV Program Performance Trend Reports are indicating the following:

Skill Attainment between 95-100% (State Target is 92%)

Completion (Certificates, Degrees & Transfer) has been averaging 88.6% (State Target is 68%)

Employment averages 83.5% among the certificates (State Target is 81%)

**ADMINISTRATOR (DIVISION DEAN)**

Name: Kevin Ballinger

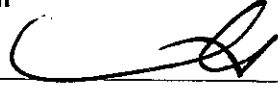
Date: April 2009



**VICE PRESIDENT, INSTRUCTION**

Name: Melinda Nish

Date: April 2009



# CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

**Program Title: Food Science & Culinology**

**College: Orange Coast College**

**Date: March 9, 2009**

**Tops Code: 130600**

## 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Jobs in Food Science/Culinology include Research Chefs, Laboratory Technicians, Quality Assurance Technicians and other related titles. Workers in the food manufacturing industry link farmers and other agricultural produces with consumers. They do this by processing raw fruits, vegetables, grains, meats, and dairy products into finished goods ready for the grocer or wholesaler to sell to households, restaurants or institutional food services.

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
191012	Food Scientists and Technologists	230	9
	<b>Total</b>	<b>230</b>	<b>9</b>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
191012	Food Scientists and Technologists	1,100	50
	<b>Total</b>	<b>1,100</b>	<b>50</b>

Information for Los Angeles and California was used because the data is not collected for Orange County and most jobs are located outside Orange County. This data underrepresents the number employed because it does not include the Research Chef and others trained in Food Science but working outside of the manufacturing area.

The Advisory Committee meets regularly and continues its support of this program. There are many small manufacturers and chain restaurant headquartered in Orange County.

Recent graduates are working at El Pollo Loco Research Kitchen, Village Green Foods Research Kitchen, Pillsbury Foods Culinary Sales. Several students are attending CSU Pomona or CSU Long Beach as Food Science Majors.

## 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College offers the only Community College based Food Science/Culinology Program in Orange County. This program is part of the strong Culinary Arts program at OCC and creates a path for CA students to transfer to CSU Pomona in Food Science/Agricultural Marketing or Culinology.

## 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

According to Perkins IV Program Performance Trend Report for 2008-2009 report which tracks students completing FN 195 Food Science in Core Indicator One, there were 19 students for 2003-04; 24 for 2004-05; and 17 for 2005-06. For Core indicator two, 6 were placed in 2004-05 and 10 for 2005-06.

Enrollment for FN 195 was 17 in 2006; 25 in 2007, 22 in 2008; and 20 in 2009. (The course is offered in the Spring only). Of these students most take the class as a Lab Science for their AS or AA degree. Each class has 4-6 students interested in Food Science/Culinology.

Excitement is building for this program, this is the first year of a Culinology Club on campus, about 10 students are active in the club.

**ADMINISTRATOR (DIVISION DEAN)**

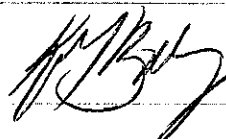
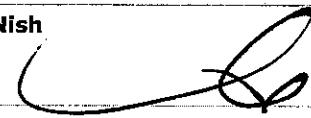
**VICE PRESIDENT, INSTRUCTION**

**Name: Kevin Ballinger**

**Name: Melinda Nish**

**Date: April 2009**

**Date: April 2009**



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Dietetic Services and Management	<b>College:</b> Orange Coast College
<b>Date:</b> March 12, 2009	<b>Tops Code:</b> 1306.20

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

These are first-line supervisors of non-commercial food preparation and service workers, employed in hospitals, schools, long-term-care, rehabilitation facilities and prisons. Certification is required by the California Department of Health (Dietetic Service Supervisors) and the California Department of Education- Nutrition Services Division (Child Nutrition Program Area Supervisors and Managers Classification).

Ongoing demand for qualified employees has been expressed by the annual Advisory Committees (Food, Nutrition & Dietetics, Culinology, Child Nutrition Program Management).

**Orange County:** <http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
351012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	8,830	254
	<b>Total</b>	<b>8,830</b>	<b>254</b>

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College offers the only college based certificate programs for Dietetic Service Supervisor, Dietary Manager, and Child Nutrition Program Management (School Food Service) in Orange County.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

According to the Perkins IV Program Performance Trend Report for 2008-2009 Dietetic Services and Management Program - Core Indicator One (Enrollment) shows 9 in 2003-4, 6 in 2004-5, 5 in 2005-6 and in Core Indicator Two (Total completions, certifications, degrees, and transfers) 6 in 2003-4, 3 in 2004-5, and 3 in 2005-6; and in Core Indicator Three (Persistence) shows 9, 6, and 5 respectively.

In the year 2007-2008, 8 students completed the Dietetic Service Supervisor Certificate, 7 of whom are employed as Dietetic Service Supervisors in the healthcare field; and 7 students completed the Child Nutrition Program Management Certificate, 5 of whom are employed in Child Nutrition Programs (School Food Service).

<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
<b>Name:</b> Kevin Ballinger 	<b>Name:</b> Melinda Nish 
<b>Date:</b> April 2009	<b>Date:</b> April 2009

To Board of Trustees on \_\_\_\_\_



# Orange Coast Community College District CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Culinary Arts

College: Orange Coast College

Date: April 10, 2009

Tops Code: 130630 Culinary Arts

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feedback from the Culinary Arts Advisory Committee has been continuous with additional validation for the need for qualified and competent Culinarians in annual advisory committee meeting, the most recent held on April 23, 2008.

**ORANGE COUNTY** <http://www.labormarketinfo.edd.ca.gov/CommColleges/Projections.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
351011	<u>Chefs and Head Cooks</u>	1,400	47
352019	<u>Cooks, All Other</u>	100	4
352012	<u>Cooks, Institution and Cafeteria</u>	1,780	76
352014	<u>Cooks, Restaurant</u>	10,010	573
351012	<u>First-Line Supervisors/Managers of Food Preparation and Serving Workers</u>	8,830	254
352021	<u>Food Preparation Workers</u>	9,390	574
	<b>Total</b>	<b>31,510</b>	<b>1,528</b>

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

The Orange Coast College Culinary Arts Program is the only American Culinary Federation Accredited Program in Orange County.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

**Fill Rates** for the Culinary Program have been consistently high over the years, with Spring 2008 **122.6%**, (overall OCC rate 90.7%) Fall 2007 **119.1%** (overall OCC rate 97.6%) Spring 2007 **116.0%** (overall OCC rate 90.8%). Statistics for previous years show similar trends.

Data shows a high level of **retention** overall with an average of **87.6 %** for the period Fall 2003-Spring 2007. A high was recorded in Fall 2004 of **90.4%** and a low of **84.9%** in Spring of 2005.

Looking at the period from Fall 2003-Spring 2007 - Fall of 2003, the overall **Program Success Rate** was 74.5%.

**Total Graduates:**

Fall 2005/Spring 2006 = 53

Fall 2006/Spring 2007 = 31

Fall 2007/Spring 2008 = 39

**Employment** - In a 2008 Survey given to recent graduates from our Culinary Program, asking:

Are you currently employed in a field utilizing your Culinary Arts knowledge?

**Yes 70.8%**

**No -- 29.2%**

**ADMINISTRATOR (DIVISION DEAN)**

Name: Kevin Ballinger

To Board of Trustees on \_\_\_\_\_

Date: April 2009

**VICE PRESIDENT, INSTRUCTION**

Name: Melinda Nish

Date: April 2009





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: **DIETETIC TECHNICIAN PROGRAM**

College: **ORANGE COAST COLLEGE**

Date: **MARCH 9, 2009**

Tops Code: **1306.60**

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

Feedback from the annual Food, Nutrition & Dietetics Advisory Committee has been continuous for the need for qualified Dietetic Technicians in Orange County.

California State Workforce study indicated that the state will need 720 Dietetic Technicians between 2006 and 2016 with 90 openings per year. In Orange County, it reports 8 openings annually. However, this is only in the hospital setting. Dietetic technicians are employed in community agencies, schools, and long-term care/rehabilitation facilities in Orange County, which do not appear to be included in these figures.

(Job Outlook in California: <http://www.labormarketinfo.edd.ca.gov/CommColleges>)

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
292051	<u>Dietetic Technicians</u>	2,100	90
	<b>Total</b>	2,100	90

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

Orange Coast College offers the only accredited Dietetic Technician Program in Orange County.

### 3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:

According to Perkins IV Performance Trend Report for 2008-2009, Core Indicator One (enrollment) for Dietetic Technology shows 23 students enrolled in 2003-2004, 24 in 2004-2005, and 22 in 2005-2006; for Core Indicator Two (Completions, Degrees and Transfers), 2003-04 shows 9, 2004-05 7, and 2005-06 3; and for Core Indicator Three (Persistence) it shows, 23, 24, and 22 students respectively.

There were 6 graduates of the Dietetic Technician Program in 2008, of whom 4 are currently employed as technicians in the Orange County healthcare setting.

**ADMINISTRATOR (DIVISION DEAN)**

Name: **Kevin Ballinger**

Date: **April 2009**

**VICE PRESIDENT, INSTRUCTION**

Name: **Melinda Nish**

Date: **April 2009**

To Board of Trustees on \_\_\_\_\_



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: Restaurant and Food Services Management

College: Orange Coast College

Date: 4/13/2009

Tops Code:  
130710

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

The depressed economy has had an impact on employment opportunities—with unemployment at well over 10% there has been a belt tightening for Restaurants and other food service establishments. The Quick Service sector is still robust, but there are declining customer counts in full service segments and tourist based operations. However there is still a significant demand for student graduates from this program as documented by the Economic Development Department and by departmental job board postings for a variety of positions.

Employment Development Department show occupational projections 2006-2016 to show a growth from 234,300 to 287,100 a 22.5% growth in projected employment opportunities. This data is for California. There are 50,204 Full Service Restaurants in California.

TOP Code(s): 130710 Restaurant and Food Services and Management  
Geography: Orange County

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
351012	<u>First-Line Supervisors/Managers of Food Preparation and Serving Workers</u>	8,830	254
119051	<u>Food Service Managers</u>	6,020	226
<b>Total</b>		<b>14,850</b>	<b>480</b>

### 2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:

The only other program with limited options in the Food Service Management area is Cypress College. Cypress College has a point of emphasis of Culinary Arts and Baking. There are no other viable programs in Orange County offering Restaurant and Food Service Management options.

To Board of Trustees on \_\_\_\_\_

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

Most recent data for 2005-2006 show that Indicator One: Skill Attainment of a GPA of 2.0 or above has been achieved by 96 % of total enrollees. Students with disabilities were at 100%.


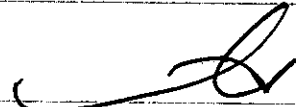
Indicator Two: Certificates, Degrees and Transfer performance goal show the program at 93.55% with students with disabilities and economically disadvantaged at 100%.

Indicator Three: Persistence for Restaurant and Food Service Management is at 93.33% and students with disabilities once again at 100%.

Indicator Four: Employment was well above the goal at 90.91% making employment significantly higher than the district of 64.29% and above the state average of 88.37%.

Indicator Five A: Non-traditional participation—no data available.

Indicator Five B: Non-traditional completions—no data available.

<b>ADMINISTRATOR (KEVIN BALLINGER DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION MELINDA NISH</b>
<b>Name:</b> 	<b>Name:</b> 
<b>Date:</b> 4/15/09	<b>Date:</b> 4/28/09



## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

Program Title: <b>Airline Travel, Hotel/Spa Management, Travel &amp; Tourism</b>	College: <b>Orange Coast College</b>
Date: <b>April 5, 2009</b>	Tops Code: <b>1307.20, 3009.00 and 3020.40</b>

### 1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:

As noted, in previous School of Hospitality, Travel & Tourism Advisory Committee meetings there is an ongoing need for qualified service personnel from entry level into management. LMI - Orange County:  
<http://www.labormarketinfo.edd.ca.gov/CommColleges/default.asp>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
119081	Lodging Managers	9,500	330
	<b>Total</b>	<b>9,500</b>	<b>330</b>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
396031	Flight Attendants	11,100	270
	<b>Total</b>	<b>11,100</b>	<b>270</b>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
434051	Customer Service Representatives	201,200	11,160
	<b>Total</b>	<b>201,200</b>	<b>11,160</b>

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
434181	<u>Reservation and Transportation Ticket Agents and Travel Clerks</u>	16,100	390
413041	<u>Travel Agents</u>	13,900	100
	<b>Total</b>	30,000	490

SOC Code	Occupation Title (Linked to "Occupation Profile")	2006 Employment	Annual Job Openings (1)
113041	<u>Compensation and Benefits Managers</u>	5,200	180
131072	<u>Compensation, Benefits, and Job Analysis Specialists</u>	10,900	440
131071	<u>Employment, Recruitment, and Placement Specialists</u>	17,300	760
113049	<u>Human Resources Managers, All Other</u>	8,300	270
131079	<u>Human Resources, Training, and Labor Relations Specialists,</u>	29,000	1,150
131079	<u>Human Resources, Training, and Labor Relations Specialists, All Other</u>	29,000	1,150
	<b>Total</b>	99,700	3,95

**2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:**

Orange Coast College offers the largest comprehensive college based Hospitality, Travel & Tourism program's in Orange County.

**3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:**

YEAR ENTERED	ENROLLMENT	RETENTION/COMPLETION	DEGREE EARNED	EMPLOYMENT
2006	75 part & full time	90.76 % retention	48**	50 %*
2007	125 part & full time	82.13 % retention	39**	68 %*
2008	150 part & full time	86.2 % retention	In Progress	61 %*


\*\* based on graduation handbook

\* based on data compiled from student information cards

**ADMINISTRATOR (DIVISION DEAN)**

Name: Kevin Ballfinger

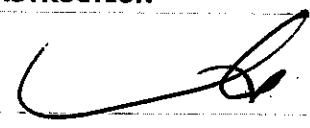
Date: April 2009



**VICE PRESIDENT, INSTRUCTION**

Name: Melinda Nish

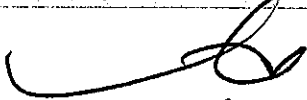
Date: April 2009





## CAREER EDUCATION PROGRAM BIENNIAL REVIEW

Please answer questions below in the space provided. If additional space is needed attach supplemental pages to form.

<b>Program Title:</b> Aviation Pilot Training	<b>College:</b> Orange Coast College
<b>Date:</b> April 22, 2009	<b>Tops Code:</b> <del>0956-50</del> 3020.20
<p><b>1. PROGRAM MEETS A DOCUMENTED LABOR MARKET DEMAND:</b></p> <p>According to EDD data compiled by the State of California, "Employment of Airline Pilots, Copilots, and Flight Engineers is expected to grow faster than average during the 2004 to 2014 projections period." In addition, "Despite a recent slowdown in the airline industry, trends indicate that air travel will increase over the next decade as the economy expands and population grows. Job opportunities are expected to be better with regional and low-fare carriers, which are growing faster than the major airlines. Air cargo carriers also offer good opportunities as a result of electronic business growth and increased security required to ship freight on passenger airlines." Ref <a href="http://www.calmis.ca.gov/file/logistics/Log-AirlinePilot-Copilot-FlightEng.pdf">http://www.calmis.ca.gov/file/logistics/Log-AirlinePilot-Copilot-FlightEng.pdf</a></p>	
<p><b>2. PROGRAM DOES NOT REPRESENT UNNECESSARY DUPLICATION OF OTHER TRAINING PROGRAMS IN THE AREA:</b></p> <p>Currently, no other Orange County Community Colleges offer Aviation Pilot Training.</p>	
<p><b>3. PROGRAM DEMONSTRATES EFFECTIVENESS AS MEASURED BY THE ENROLLMENT, RETENTION, COMPLETION, EMPLOYMENT, DEGREES AND CERTIFICATES AWARDED:</b></p> <p>Overall program success rates exhibit consistency from Fall 2003 through Spring 2007. The only anomaly is a 7% increase during the Spring 2006 semester. In addition levels of success are at an expected and acceptable level considering the complexity of the subject matter. Specifically the entry level course, APT 130, APT 132 and APT 133 exhibit a slightly lower level of success than the more advanced courses, APT 139 and APT 145. Success rates have declined steadily from an overall success rate of 76.9% in Fall 2003 to an overall success rate of 68.3% in Spring 2007. This is most likely due to the lack of mentoring influence provided by a full time faculty member. Retention rates are slightly higher than program success rates however the differential is not consistent over the time period studied. Retention rates start out high, 90.2% for Fall 2003 where the success rate is 76.6% ( a difference of 13.6%) to a retention rate of 85.6% in Spring 2007 where the success rate is 68.3% (a difference of 17.3%). Thus, since 2003 fewer students are electing to remain in the program through completion. Once again most likely due to the lack of a mentoring influence in the program.</p>	
<b>ADMINISTRATOR (DIVISION DEAN)</b>	<b>VICE PRESIDENT, INSTRUCTION</b>
<b>Name:</b> Douglas R. Benoit	<b>Name:</b> 
<b>Date:</b> 04/23/09	<b>Date:</b> 4/28/09

## STANDARD CLINICAL AFFILIATION AGREEMENT

This Standard Clinical Affiliation Agreement (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by and between the Coast Community College District, a public educational form agency ("District"), located at 1370 Adams Avenue, Costa Mesa, California, and SHARE OUR SELVES ("Clinical Facility"), located at 1550 Superior Avenue, Costa Mesa, CA 92627.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Orange Coast College ("College") and College is a duly accredited educational institution that conducts the program(s) described and identified in Attachment 1 to this Agreement ("the Program");

WHEREAS District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable governmental agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties and obligations with respect to the clinical experience rotation of students of the College's Program.

### For purposes of this Agreement, the following definitions shall apply:

"District" shall refer to the Coast Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successor and assigns;

"College" shall refer to Orange Coast College, and each of its instructors, employees, agents, representatives and assigns;

"Clinical Facility" shall refer to Share Our Selves, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs as identified and described in Attachment 1 to this Agreement; and

**NOW, THEREFORE**, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

### TERMS

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and in compliance with the federal Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA") and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.

2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.

3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply 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 (the "Regulations"), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.

4. Application Procedure; Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation. Each Student shall be required to read and sign a Student Participation Agreement (Attachment #2 hereto).

5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.

6. Academic Year. The academic year consists of Fall and Spring semesters, summer session and winter break intersession.

7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.

9. Compliance With Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules. (See Attachment #2 - Student Participation Agreement.)

In providing the students with the clinical experience rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.



10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential. District and Clinical Facility each has been advised of and is aware of the federal Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA") and understands the requirements and regulations promulgated thereunder requiring strict confidentiality of patient records. District and Clinical Facility each understands the federal privacy regulations as contained in 42 C.F.R. Part 164 and the federal security standards as contained in 45 C.F.R. Part 142 (collectively, the "Regulations"). Neither party shall use or further disclose any protected health information of the patient or any information as defined in 45 C.F.R. 164.504, or individually identifiable health information in 42 U.S.C. § 1320d (collectively, the "Protected Health Information"), other than as permitted in writing by the healthcare provider and the requirements of HIPAA or its regulations.

11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.

12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.

13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.

14. Removal of Students. Clinical facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise provided under any applicable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.

15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe continuous health care during the term of this Agreement.

16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be

construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the Rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.

17. Ongoing Communication/Evaluation. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.

18. Materials. College agrees to provide students with all educational materials required during the clinical program.

19. Medical Library. Clinical Facility agrees to provide students with access to the Medical Library during its normal business hours.

20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student. The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.

21. No Right To Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation or benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.

22. Insurance Carried By District. District shall assure coverage of professional liability insurance coverage for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof, District shall provide workers' compensation coverage with the statutory requirements of California law for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility and while under the direction of the District.

23. Insurance Carried By Clinical Facility. Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request District shall be provided a copy of said policy.

Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical

Facility shall provide District with thirty (30) days written notice prior to any cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall carry workers compensation coverage with the statutory requirements of California law for each of its employees.

24. Student Health Records. Any student participating in a rotation shall, at the request of Clinical Facility provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student. Any student participating in a rotation shall provide verification of annual T. B. screening, immune status for rubeola, rubella, and chicken pox, Hepatitis B (or signed waiver for Hepatitis B).

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.

26. Confidentiality Of Student Records. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student applications; (ii) student health records or reports; and or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the ROTATION, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical facilities shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Student Background Check. All students are required to have completed and submitted a pre-clinical background check including social security number and address verification, a minimum of three county criminal history, seven years history of a sex offender database search and a Medicare/Medicare Sanctioned Fraud List verification (OIG/GSA search). The results of the background checks will be provided to the Clinical Facility upon request.

28. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

29. Indemnification by District. District agrees to indemnify, defend, and hold harmless Clinical Facility and its officers, employees, agents, and volunteers from any and all claims, actions, losses, damages and/or liability arising out of the performance of this Affiliation Agreement or from any cause whatsoever which may arise because of the negligence, misconduct, or other fault of District, including the acts, errors, or omissions of any officers, employees, instructors, students, or

agents of District, for any costs and expenses incurred by Clinical Facility on account of any claims therefore except where such indemnification is prohibited by law.

30. Indemnification by Clinical Facility. Clinical Facility agrees to indemnify and hold harmless District and its authorized agents, officers, trustees, volunteers, employees, and students, against any and all claims, actions, losses, damages and/or liability arising out of the performance of this Affiliation Agreement from any cause whatsoever which may arise because of the negligence, misconduct or other fault of Clinical Facility, including any acts, errors, or omissions of any officers, employees, instructors, or agents of Clinical Facility, for any costs or expenses incurred by District on account of any claims therefore except where such indemnification is prohibited by law.

31. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.

32. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.

33. Effective Date Termination. This Agreement shall become effective on \_\_\_\_\_, and shall remain in effect until **March 30, 2014**, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.

34. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

Any such notices or communications personally served or 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.

Each party shall make a reasonable, good faith effort to ensure that it will accept or receive notices that are given in accordance with this paragraph. A party may change its address for purposes of this paragraph by giving the other party written notice of a new address in the manner set forth above.

**To Clinical Facility:**

Share Our Selves  
1550 Superior Avenue  
Costa Mesa, CA 92627  
949.650.0186 (Phone); 650.6976 (Fax)

**To 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

36. Entire Agreement. This Agreement and all attachments hereto constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modifications of any of the terms hereof shall be valid unless in writing and signed by both parties.

**Clinical Facility**

By:   
Typed Name: MARGARITA PEREYON

Title: MEDICAL DIRECTOR  
Date: 4/1/09

**Orange Coast College**

By: \_\_\_\_\_  
**Kevin Ballinger, Dean  
Consumer & Health Sciences**

By: \_\_\_\_\_  
**Richard Pagel, Vice President  
Administrative Services**

**Coast Community College District**

By: \_\_\_\_\_  
**C. M. Brahmhatt, Vice Chancellor  
Administrative Services**

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

**ATTACHMENT 1 e**  
**To Standard Clinical Affiliation Agreement**

**Orange Coast College**

**MEDICAL ASSISTING**

Program Director/Coordinator: Margie Willis  
(714) 432-5658

# of  
Students

**1-2 MA 186 - Administrative Experience**

(16 hrs/wk/8 wks - spring semester)

Administrative medical assisting experience in medical office, clinic, hospital or allied health facility. Discussion of experiences and problems encountered.

**1-2 MA 281 - Clinical Experience**

(16 hrs/wk/8 wks - spring semester)

Provides supervised clinical experience in a medical office or clinic, hospital or allied health facility. Class sessions include discussion of experiences and problems encountered by the student in the administrative and clinical situation.

## ***STUDENT PARTICIPATION AGREEMENT***

For The

**Nursing Program - Golden West College and Allied Health Programs - Orange Coast College**

This Student Participation Agreement is entered into by and between the Coast Community College District, a public educational agency ("District") and \_\_\_\_\_ ("Student"), concerning the Student's participation in a clinical experience rotation ("Clinical Rotation").

In consideration of District allowing Student to participate in the Clinical Rotation at Clinical Facility, Student hereby agrees with the following requirements for participation:

1. **Compliance With Laws, Rules and Regulations.** While participating in the Clinical Rotation, Student at all times shall abide by and comply with all applicable local, state and federal laws, rules, statutes, ordinances, regulations, policies and procedures, including but not limited to those of District and Clinical Facility. The supervision of Student at Clinical Facility shall be the responsibility of Clinical Coordinator.

2. **Background Check.** All students will be required to submit an application for, complete, and submit a pre-clinical background check. The background check will include a Social Security number and address verification, a three county felony criminal history, seven year history of a state sex offender search, and a Medicare/Medicare Sanctioned Fraud List verification (OIG/GSA search). The background checks will be performed by a service approved by the District and must be completed prior to beginning the first clinical rotation. Student understands that the results of background checks will be provided to the clinical sites by the District before patient care or clinical work commences. The procedures for such background checks are set forth in the District's written "Background Check Procedure" which will be provided upon request.

Student's Initials \_\_\_\_\_

3. **No Unsupervised Patient Care.** There shall be no direct, hands-on patient care by any Student participating in the Clinical Rotation unless said care is provided under the supervision and control of medical or nursing staff and in conformance with all applicable laws, rules, regulations, statutes, ordinances and policies.

4. **Confidentiality.** Student hereby understands that patient records are confidential and that confidentiality is protected by the rules and regulations of District, all healthcare providers where Student may receive clinical experience and by federal law. Student therefore hereby agrees to keep strictly confidential and hold in trust all confidential information of any healthcare provider and/or its patients and not to review, disclose or reveal any confidential information to any third party without the prior written consent of the patient and healthcare provider.

Student has been advised of and is aware of the federal Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA") and understands the requirements and regulations promulgated thereunder requiring strict confidentiality of patient records. Student understands the federal privacy regulations as contained in 42 C.F.R. Part 164 and the federal security standards as contained in 45 C.F.R. Part 142 (collectively the "Regulations"). Student shall not use or further disclose any protected health information of the patient or any information as defined in 45 C.F.R. 164.504, or individually identifiable health information in 42 U.S.C. § 1320d (collectively the

“Protected Health Information”), other than as permitted in writing by the healthcare provider and the requirements of HIPAA or its regulations. Student further understands that Student is only allowed to review patient records that are directly related to Student’s assignment and for which Student has been specifically authorized to review by student’s instructor.

Violations of this confidentiality protection by Student shall subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

5. Release and Hold Harmless. Student hereby releases, discharges, and agrees to hold harmless District, District’s governing board (“Board”), and each of their trustees, instructors, employees, agents and representatives from any and all liability arising out of or in connection with Student’s enrollment in the nursing program (Golden West College) or allied health programs (Orange Coast College) and participation in its classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercises. For the purpose of this release, liability means all claims, demands, losses, causes of action, suits or judgments of any kind that Student or Student’s heirs, executors, administrators, and assigns may have against District, Board, College, and any of their trustees, employees, agents, and representatives or that any other person or entity may have against District, Board, College, and any of their trustees, instructors, employees, agents, and representatives because of Student’s failure to pass any course or class or obtain any particular grades, personal injury, accident, illness or death, or because of any loss of or damage to property that occurs to Student or to Student’s property during Student’s participation in the nursing program or allied health program including classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercise, that result from any cause, including but not limited to District’s, Board’s, College’s, or their trustees’, employees’, agents’, or representatives’ own passive or active negligence or other acts other than fraud, willful misconduct or violation of law.

Student’s Initials \_\_\_\_\_

6. Acknowledgement of Inherently Dangerous Activities and Assumption of the Risk Thereof. Student acknowledges that the nature of Student’s training in the nursing program/allied health programs may involve dangerous and hazardous activities, including but not limited to exposure to disease, blood borne pathogens, illness, personal injuries and possible death. Student acknowledges the inherently hazardous and dangerous nature of these activities and voluntarily participates therein and assumes all risk of injury, illness, or death from Student’s participation therein. Student represents and warrants that Student is mentally and physically fit, capable, able and willing to participate in these inherently hazardous and dangerous activities without any limitations.

Student’s Initials \_\_\_\_\_

7. No Right to Employment/Removal. Student understands and agrees that Student’s participation in the Clinical Rotation does not create any right to employment at Clinical Facility. Student understands and agrees that Student may be removed from the Clinical Rotation at any time for any reason, except in violation of any law. If Student is asked to leave by any representative of Clinical Facility, Student shall do so promptly and without protest.

8. General Rules.

a) Students entering the clinical phase of their education Shall read and familiarize Student with all the rules, regulations and obligations of the Clinical Facility and shall at all times strictly abide thereby.

b) Clinicals are scheduled courses with specific days and times. Student is to adhere to these and adjust any outside work or activities accordingly. Student must complete a physical within a six-



month period prior to the start of the clinical phase (see supplied form). The physical may be completed at the college health center, Student's private physician, or group health care facility. Blood work, urinalysis, and annual T.B. tests or chest x-rays are required as may be immunizations (rubella, rubeola and varicella titre) or proof of immunity. Hepatitis B vaccine is highly recommended by College or waiver must be signed. Certain clinical sites will not allow Student participation without Hepatitis B vaccination. The completed information must be returned to the clinical coordinator or director of Student's program. See Student's program or clinical coordinator for specific details.

c) Any Student participating in a clinical rotation shall, at the request of Clinical Facility, provide a current statement from a physician that the Student is in good health and capable of participating in the Rotation. Clinical Facility may require that any Student, returning from an extended absence caused by illness or injury, submit to a physical examination or present a statement from a physician indicating that the Student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of Student.

d) All Students in a clinical rotation must have an active CPR card (per specific program protocol). If Student's CPR card expires at any time during clinical training, it is Student's responsibility to become recertified. Student will be removed from clinical experience rotation if Student does not have an active CPR card.

e) In programs that require Allied Health 115 -- Patient Care, Student must enroll in Patient Care just prior to entry into the clinical phase, in accordance with the program schedule sequence. Students taking Allied Health 115 will become CPR certified.

f) Student must adhere to appropriate dress code and grooming standards designated by Clinical Facility. This may include a laboratory coat or uniform. Closed, soft-soled shoes are required. A nametag will be provided that must be worn at all times at Clinical Facility site. See Student's program director or clinical coordinator for specific requirements for Student's program.

g) Specific clinical sites may have certain health related requirements and may include drug testing, Hepatitis B vaccination, or blood work. Student is expected to meet the requirements of the site when scheduled to be at that site. There may be exposure to hazardous materials and blood borne pathogens in the clinical setting. Student must adhere to all safety and universal precautionary measures.

h) Student must have adequate reliable transportation to the clinical site and will be responsible for parking.

9. Acknowledgement. Student has read this Student Participation Agreement including the Background check requirement in paragraph 2, the Release requirement in paragraph 4, and the Assumption of Risk requirement in paragraph 5. Student has read and agrees to abide by and comply with all terms of this Participation Agreement. Student understands that failure to abide by and comply with any term may subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student ID Number



STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

**M974383**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Employment Development Department

CONTRACTOR'S NAME

Coast Community College District (Coastline Community College)

2. The term of this Agreement is: May 1, 2009 through April 30, 2011



3. The maximum amount of this Agreement is: \$ 18,550.00  
 Eighteen Thousand Five Hundred Fifty Dollars and No Cents

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	1 Page
Attachment A-1 -	Specifications	1 Page
Attachment A-2	Contract Rate Sheet	1 Page
Exhibit B	Budget Detail and Payment Provisions	1 Page
Exhibit C*	General Terms and Conditions	GTC 307
Exhibit D	Special Terms and Conditions	1 Page

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.**

<b>CONTRACTOR</b>		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Coast Community College District (Coastline Community College)		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING President, Board of Trustees		
ADDRESS 1370 Adams Avenue, Costa Mesa, CA 92626		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME Employment Development Department		<input type="checkbox"/> Exempt per: DGG Exemption Letter No. 54.3
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Rose Liu, Manager, Contract Services Group		
ADDRESS 800 Capitol Mall, MIC 62-C, Sacramento, CA 95814		

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as EDD, and Coast Community College District (Coastline Community College), hereinafter referred to as Contractor, for the purpose of reimbursing the Contractor for EDD's share of the telephone service costs at 125 Technology Drive West, Irvine, CA. EDD is co-located at this site under the Workforce Investment Act.
2. The services shall be reimbursed in accordance with Attachment A-1, Specifications, Attachment A-2, Contract Rate Sheet, and Attachment B-1, Budget Detail.
3. The project representative during the term of this agreement will be:

**State Agency**

Employment Development Department  
Jorge Perez  
125 Technology Drive West  
Irvine, CA 92618  
Phone: (949) 341-8049  
FAX: (949) 341-8050

**Contractor:**

Coast Community College District  
Khen Sayasy  
5405 Garden Grove Blvd., Ste. 100  
Westminster, CA 92683  
Phone: (714) 241-4913  
FAX: (714) 241-4983

## SPECIFICATIONS

1. PARTNER: Coast Community College District
2. ADDRESS: 1370 Adams Avenue, Costa Mesa, CA 92626
3. CONTACT: Khen Sayasy
4. TELEPHONE: 714-241-4913
5. The Employment Development Department (EDD) agrees to utilize the partners telephone services at the Orange County One-Stop in Irvine, CA.
7. The total amount of the fiscal and variable telephone services charges of this agreement shall not exceed \$18,550.

### Telephone Service Scenarios

EDD staff will utilize the Partner (Career Center) telephone services.

1. The partner agrees to provide the EDD staff with proprietary telephone system instruments attached. Telephone services shall include, instrument, installation, cross connects, dial tone access, long distance access, programming, voicemail, maintenance, and shared incoming trunk cost.
2. The partner agrees to coordinate the specific line appearance and ring programming of the EDD staff telephone instruments with the EDD Data Processing Vendor Management Unit Analyst and the local office manager. EDD staff instruments shall restrict 900, 976, 3<sup>rd</sup> party, caller ID, and international calls.
3. The Partner agrees to perform Moves, Adds, and Changes, (MAC's) to EDD assigned system instruments. The Partner also agrees to perform MAC's for peripheral EDD lines and instruments not connected to the partner telephone system. Peripheral lines are identified as fax, modem, Unemployment Insurance direct connects, etc.
4. The Partner agrees to invoice the Department, in arrears, for applicable one-time charges.
5. The Partner agrees to invoice the Department (EDD) monthly in arrears for the agreed upon ongoing telephone service charges, and, actual long distance and toll charges incurred by the EDD staff using the partner telephone system. Long distance and toll charges shall be itemized by station number in a monthly cost accounting report that will be made available to the EDD manager.

**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing and Payment**

- a) The total amount of this Agreement shall not exceed Eighteen Thousand Five Hundred Fifty Dollars and No Cents (**\$18,550.00**).
- b) Invoices in triplicate, in arrears, may be submitted monthly and must reference the EDD Contract Number **M974383**. Invoices shall be forwarded to:

Employment Development Department  
125 Technology Drive West  
Irvine, CA 92618  
Attn: Jorge Perez, Office Manager

2. **Budget Contingency Clause**

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the Congress and Legislature which may affect the provisions, terms, or funding of this Agreement in any manner.

It is mutually agreed that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

The EDD has the option to invalidate the Agreement under the 30-day cancellation clause or to amend the Agreement to reflect any reduction of funds.

3. **Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**BUDGET PAGE**

ITEM	DESCRIPTION	MONTHLY COST	ANNUAL COST	COST CENTER	PROJ/ACT CODE	EXPENSE CODE	COMMENTS
<b>IRVINE</b>							
Telephones	Equipment/line rental, ongoing.	\$522	\$6,264	00420	205/500	410	\$ 18 per line (29) per mo. Incl shared cost for DID & Pt to Pt ckts
Telephones	Installation, One-time		\$0	00420	205/500	410	Included in per unit cost
Telephones	Long distance and toll (est.)	\$145	\$1,740	00420	205/500	410	\$ 5 per line (29) per month
Telephones	Moves, Adds, Changes (est.)	\$75	\$900	00420	205/500	410	Includes installation and equipment cost for unanticipated growth
Note	EDD's share of telephone service is based on 37% of the total basic charges plus long distance charges.						
<b>SUB - TOTALS</b>		<b>\$742</b>	<b>\$8,904</b>				
<b>YEARLY COST</b>		<b>5/1/09 - 6/30/09</b>	<b>7/1/09 - 6/30/10</b>	<b>7/1/10 - 4/30/11</b>	<b>24 MONTH TOTALS 5/1/2009 - 4/30/2011</b>		
Telephones		\$1,484	\$8,904	\$8,162 *			\$18,550
				* represents an estimated 10% increase of all telephone costs over previous FY.			

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

1. **Settlement of Disputes**

In the event of a dispute between EDD and the Contractor over any part of this Agreement, the dispute may be submitted to non-binding arbitration upon the consent of both EDD and the Contractor. An election for arbitration to this provision shall not preclude either party from pursuing any remedy for relief otherwise available.

2. **Termination Clause**

This Agreement may be terminated by EDD by giving written notice to the Contractor 30 days prior to the effective date of such termination.

3. **Workforce Investment Act**

Contractor agrees to conform to nondiscrimination provisions of the Workforce Investment Act (WIA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 37.



**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order, 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (Pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS WHICH  
ARE AN INTEGRAL PART OF THE CERTIFICATION.)**

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules and implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

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**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

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

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

**M974391**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Employment Development Department

CONTRACTOR'S NAME

Coast Community College District (Coastline Community College)

2. The term of this

Agreement is: May 1, 2009 through April 30, 2011

3. The maximum amount \$ 15,675.00

of this Agreement is: Fifteen Thousand Six Hundred Seventy Five Dollars and No Cents

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	1 Page
Attachment A-1 -	Specifications	1 Page
Attachment A-2	Contract Rate Sheet	1 Page
Exhibit B	Budget Detail and Payment Provisions	1 Page
Exhibit C*	General Terms and Conditions	GTC 307
Exhibit D	Special Terms and Conditions	1 Page

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 (Coastline Community College)

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

President, Board of Trustees

ADDRESS

1370 Adams Avenue, Costa Mesa, CA 92626

**STATE OF CALIFORNIA**

AGENCY NAME

Employment Development Department

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Rose Liu, Manager, Contract Services Group

ADDRESS

500 Capitol Mall, MIC 62-C, Sacramento, CA 95814

California Department of General  
 Services Use Only

Exempt per:  
 DGG Exemption Letter No. 54.3

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as EDD, and Coast Community College District (Coastline Community College), hereinafter referred to as Contractor, for the purpose of reimbursing the Contractor for EDD's share of the telephone service costs at 5405 Garden Grove Blvd., Westminster, CA 92683. EDD is co-located at this site under the Workforce Investment Act.
2. The services shall be reimbursed in accordance with Attachment A-1, Specifications, Attachment A-2, Contract Rate Sheet, and Attachment B-1, Budget Detail.
3. The project representative during the term of this agreement will be:

**State Agency**

Employment Development Department  
Geraldine Kennedy  
5405 Garden Grove Blvd.  
Westminster, CA 92683  
Phone: (714) 241-4943  
FAX: (714) 241-4958

**Contractor:**

Coast Community College District  
Khen Sayasy  
5405 Garden Grove Blvd., Ste. 100  
Westminster, CA 92683  
Phone: (714) 241-4913  
FAX: (714) 241-4983



## **SPECIFICATIONS**

1. PARTNER: Coast Community College District
2. ADDRESS: 1370 Adams Avenue, Costa Mesa, CA 92626
3. CONTACT: Khen Sayasy
4. TELEPHONE: 714-241-4913
5. The Employment Development Department (EDD) agrees to utilize the partners telephone services at the Orange County One-Stop in Westminster, CA.
6. The total amount of the fiscal and variable telephone services charges of this agreement shall not exceed \$15,675.

### **Telephone Service Scenarios**

EDD staff will utilize the Partner (Career Center) telephone services.

1. The partner agrees to provide the EDD staff with proprietary telephone system instruments attached. Telephone services shall include, instrument, installation, cross connects, dial tone access, long distance access, programming, voicemail, maintenance, and shared incoming trunk cost.
2. The partner agrees to coordinate the specific line appearance and ring programming of the EDD staff telephone instruments with the EDD Data Processing Vendor Management Unit Analyst and the local office manager. EDD staff instruments shall restrict 900, 976, 3<sup>rd</sup> party, caller ID, and international calls.
3. The Partner agrees to perform Moves, Adds, and Changes, (MAC's) to EDD assigned system instruments. The Partner also agrees to perform MAC's for peripheral EDD lines and instruments not connected to the partner telephone system. Peripheral lines are identified as fax, modem, Unemployment Insurance direct connects, etc.
4. The Partner agrees to invoice the Department, in arrears, for applicable one-time charges.
5. The Partner agrees to invoice the Department (EDD) monthly in arrears for the agreed upon ongoing telephone service charges, and, actual long distance and toll charges incurred by the EDD staff using the partner telephone system. Long distance and toll charges shall be itemized by station number in a monthly cost accounting report that will be made available to the EDD manager.

**EXHIBIT B**  
(Standard Agreement)

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing and Payment**

- a) The total amount of this Agreement shall not exceed Fifteen Thousand Six Hundred Seventy Five Dollars and No Cents (**\$15,675.00**).
- b) Invoices in triplicate, in arrears, may be submitted monthly and must reference the EDD Contract Number **M974391**. Invoices shall be forwarded to:

Employment Development Department  
5405 Garden Grove Blvd.  
Westminster, CA 92683  
Attn: Geraldine Kennedy, Office Manager

2. **Budget Contingency Clause**

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the Congress and Legislature which may affect the provisions, terms, or funding of this Agreement in any manner.

It is mutually agreed that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

The EDD has the option to invalidate the Agreement under the 30-day cancellation clause or to amend the Agreement to reflect any reduction of funds.

3. **Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**BUDGET PAGE**

ITEM	DESCRIPTION	MONTHLY COST	ANNUAL COST	COST CENTER	PROJ/ACT CODE	EXPENSE CODE	COMMENTS
<b>Westminster</b>							
Telephones	Equipment/line rental, ongoing.	\$414	\$4,968	00420	205/500	410	\$ 18 per line (23) per mo. Incl shared cost for DID & Pt to Pt ckts
Telephones	Installation, One-time		\$0	00420	205/500	410	Included in per unit cost
Telephones	Long distance and toll (est.)	\$138	\$1,656	00420	205/500	410	\$ 6 per line (23) per month
Telephones	Moves, Adds, Changes (est.)	\$75	\$900	00420	205/500	410	Includes installation and equipment cost for unanticipated growth
Note	EDD's share of telephone service is 30% of the basic telephone bill.						
<b>SUB - TOTALS</b>		<b>\$627</b>	<b>\$7,524</b>				
<b>YEARLY COST</b>		<b>05/01/09 - 6/30/09 12</b>	<b>7/1/09 - 6/30/10</b>	<b>7/1/10 - 4/30/11</b>	<b>24 MONTH TOTALS 5/1/2009 - 4/30/2011</b>		
Telephones		<b>\$1,254.00</b>	<b>\$7,524</b>	<b>\$6,897 *</b>			<b>\$15,675</b>
				* represents an estimated 10% increase of all telephone costs over previous FY.			

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

1. **Settlement of Disputes**

In the event of a dispute between EDD and the Contractor over any part of this Agreement, the dispute may be submitted to non-binding arbitration upon the consent of both EDD and the Contractor. An election for arbitration to this provision shall not preclude either party from pursuing any remedy for relief otherwise available.

2. **Termination Clause**

This Agreement may be terminated by EDD by giving written notice to the Contractor 30 days prior to the effective date of such termination.

3. **Workforce Investment Act**

Contractor agrees to conform to nondiscrimination provisions of the Workforce Investment Act (WIA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 37.

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order, 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (Pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS WHICH  
ARE AN INTEGRAL PART OF THE CERTIFICATION.)**

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules and implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

CCC-307

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

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

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,



or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**COAST COMMUNITY COLLEGE DISTRICT**  
**Agreement for Contracted Education Services**

This Agreement for Contracted Education Services ("AGREEMENT") is entered into as indicated on the signature lines below, by and between the COAST COMMUNITY COLLEGE DISTRICT (Coastline Community College), 1370 Adams Avenue, Costa Mesa, CA 92626, hereinafter, "DISTRICT", and U.S. College Compass, LLC, located at 8907 Warner Avenue, Suite 108, Huntington Beach, CA 92647 hereinafter, "COMPANY". DISTRICT and COMPANY are referred to herein individually as "PARTY" and collectively as "PARTIES."

WHEREAS, DISTRICT is authorized by Section 55170 of Title 5 of the *California Code of Regulations* and Section 78021 of the *California Education Code* to conduct Contract Instruction and Consultation Services to serve community needs;

and WHEREAS, COMPANY desires to contract with the DISTRICT for instruction and/or training services as identified herein.

DISTRICT and COMPANY agree as follows:

1. The term of this AGREEMENT shall be from May 21, 2009 through June 30, 2010, inclusive.
2. The class or program to be offered is outlined in Exhibit A, attached herein.
3. FEES AND PAYMENT.
  - 3a. COMPANY agrees to pay the DISTRICT the sum of \$63,720.00 for the services provided under this AGREEMENT. This amount represents a fee of \$150.00 per instructional hour less 10% for the packages described in Exhibit A. DISTRICT shall invoice separately for travel and incidentals incurred by DISTRICT for delivery of the services described in Exhibit A.
  - 3b. During the course of the AGREEMENT, COMPANY may request additional classes at the rate of \$150.00 per instructional hour plus any additional incidental and probable costs incurred by DISTRICT for delivery of such services by contacting the DISTRICT administrative liaison (designated in paragraph number 6).

3c. DISTRICT shall invoice COMPANY on June 1, 2009 for all services rendered on or before October 25, 2009 and the remaining balance due on August 1, 2009 for services provided on or after October 26, 2009. Payments are due within 30 days from the date of invoice.

4. COMPANY represents that it is the authorized representative of Guangzhou Xiangjiang High School and is authorized to enter into this AGREEMENT for the purposes outlined in Exhibit A as validated by the signed authorization letter attached herein as Exhibit B.

5. DISTRICT and COMPANY shall enter into a subsequent agreement for services recommended as outlined in Exhibit C should both parties agree such is feasible.

6. DISTRICT and COMPANY will provide an administrative liaison to the other in the performance of this AGREEMENT. The administrative contact for DISTRICT will be Joycelyn Groot at (714) 241-6161 or [jgroot@coastline.edu](mailto:jgroot@coastline.edu). The administrative contact for COMPANY will be Jessica Zhou at (714) 842-8038 or [jzhou@bridgecreek.com](mailto:jzhou@bridgecreek.com).

7. Both PARTIES agree that they will not unlawfully discriminate in the selection of any student or teacher to receive instruction pursuant to this AGREEMENT because of that student's race, creed, national origin, religion, sex, sexual preference, marital status, age, disability, and/or medical condition.

8. DISTRICT shall maintain attendance records for student and/or teacher time spent in instruction.

9. COMPANY agrees to indemnify, defend, and hold harmless DISTRICT, its trustees, agents, and employees from any damages or claims resulting from acts or omissions of COMPANY, its agents, or employees. DISTRICT agrees to indemnify, defend, and hold harmless COMPANY, its agents, and employees from any damages or claims resulting from acts of omissions of DISTRICT, its agents, or employees.

10. Entire Agreement. This AGREEMENT supersedes all prior agreements, either oral or written between the PARTIES with respect to the subject of this AGREEMENT. Each party to this AGREEMENT acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party which is not embodied herein. All amendments or modifications to this AGREEMENT shall be in writing and signed by both PARTIES before such shall take effect.

11. The DISTRICT personnel assigned to develop, coordinate, and conduct the education and/or service(s) provided for herein, will be certified in accordance with the standards  
ECHS Xiangjiang CCC Agreement No. CCC08/09.2085

on file with DISTRICT and/or by documented experience and credentials is acceptable to COMPANY.

12. COMPANY shall, no less than 30 days in advance, communicate with the assigned DISTRICT administrator any changes to the scheduled time, location or scope of the educational services agreed upon by COMPANY and DISTRICT.

13. All notices 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 Campus:                              Coastline Community College  
  Attn: Joycelyn Groot  
  11460 Warner Avenue  
  Fountain Valley, CA 29708  
  Attn: Joycelyn Groot

With a copy to:                        Coast Community College District  
  1370 Adams Avenue  
  Costa Mesa, CA 92626  
  Attn: Board President

To Company:                             U.S. College Compass, LLC  
  8907 Warner Avenue, Suite 108  
  Huntington Beach, CA 92647  
  Attn: Jessica Zhou

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 hours after deposit in the mail.

14. Each individual executing this AGREEMENT on behalf of the PARTIES represent and warrant that he/she is duly authorized to execute this AGREEMENT on behalf of their respective party and that this AGREEMENT is binding thereto.

**COMPANY**

**COAST COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Exhibit A

Cost Proposal

**Client:** U.S. College Compass, LLC., in collaboration with Guangzhou Xiangjiang High School, a Chinese high school located at Jade-Green Island, Xintang Zhen, Zengcheng, Guangdong, China  
POC: Jessica Zhou (714) 842-8038; email [jzhou@bridgecreek.com](mailto:jzhou@bridgecreek.com)

**Program Name:** Early College High School, Xiangjiang

**Coastline Contact:** Joycelyn Groot (714) 241-6161; email [jgroot@coastline.edu](mailto:jgroot@coastline.edu)

**Project Overview:** To assess and prepare students selected for admission to Xiangjiang HS for future admission to a United State College or University by providing assessment, counseling, college preparation and faculty development services.

**Services and Cost:**

**2009 August 1.**

- Assess results of the TOEFL exam to:
    - Determine English language proficiency for admission to Coastline and qualification to enroll in college level transfer courses.
    - Set forth ESL instruction recommendations for those students who do not meet the minimum language requirement.
- Price: \$ 2,160

**2009 Fall Semester, 1<sup>st</sup> 8-week time frame (August 31-Oct. 25)**

- Provide ESL instruction in China to students not achieving the necessary TOEFL score for admission to Coastline. These will not be college credit courses. The goal is to improve their English language proficiency in preparation for a subsequent TOEFL exam to allow admission to Coastline's college level transfer courses.
    - Accommodate up to 90 students; Three (3) classes of 30 students max per week
    - 30 hours of instruction per week (10 hours per class)
      - *Package includes 240 Total Hours of Instruction, including course materials. Travel and incidentals shall be invoiced separately.*
- Price: \$ 32,400

**2009 Fall Semester, 2<sup>nd</sup> 8-week time frame (October 26-Dec. 20, 2009)**

- Advisement services (in China)
    - Coastline College Counselor will provide onsite academic assessment services and develop individualized learning plans (ILP's) for every Xiangjiang student.
      - *Package includes one-on-one student counseling for 120 students*
- Price: \$16,200

ECHS Xiangjiang (U.S. College Compass, LLC) & CCCD (Coastline Community College)

- College Preparation Workshops (in China)
  - Coastline counselor will provide workshops to assist students with college success to include study skills, college exploration, learning strategies, time management, decision making, and other success tips.
    - Package includes 64 total hours provided by a college counselor and according to a schedule that meets the needs of the high school and related materials and handouts.
    - *Travel and incidentals shall be billed separately.*
      - Price: \$ 8,640
  
- Faculty Development (in China)
  - Coastline instructor will provide professional development training to the Xiangjiang faculty specific to service learning requirements necessary for US college admission.
    - *Package includes 32 total hours of instruction and materials. Travel and incidentals incurred by called shall be billed separately.*
      - Price: \$ 4,320

**Price Overview:**

ESL ASSESSMENT PACKAGE:	\$ 2,160
ESL INSTRUCTION PACKAGE:	\$ 32,400
ACADEMIC ADVISEMENT PACKAGE:	\$ 16,200
COLLEGE PREPARATION WORKSHOPS:	\$ 8,640
FACULTY DEVELOPMENT PACKAGE:	\$ 4,320

All packages include college instructor and materials. Travel and incidentals incurred by District (Coastline) shall be invoiced separately.

TOTAL PRICE: \$ 63,720



**Exhibit B**  
**Letter of Authorization**

May 4, 2009

Joycelyn Groot

Director, Contract Education

Coastline Community College

11460 Warner Avenue

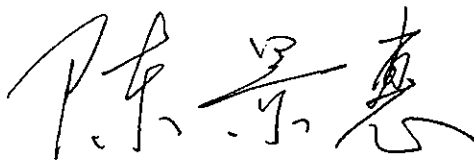
Fountain Valley, CA 92708

Dear Joycelyn Groot:

Guangzhou Xiangjiang School (thereafter "Xiangjiang School"), a Chinese high school located at Jade-Green Island, Xintang Zhen, Zengcheng, Guangdong, China, does hereby authorize U.S. College Compass, LLC (thereafter "U.S. College Compass"), a U.S. educational resource company, located at 8907 Warner Ave. Suite 108, Huntington Beach, CA 92647, as an exclusive representative to represent Xiangjiang School to design, negotiate, finalize, and sign a contract education program with the Coast Community College District (Coastline Community College), a California Community College, that delivers, but not limited to, United States college transferable credits bearing courses, college preparation courses and workshops, counseling, staff development, and diploma/degree to Xiangjiang School's students and staff.

Sincerely,

Jinghui Chen  
Principal  
Guangzhou Xiangjiang High School



2009.5.6

**Exhibit C**

**Service Proposal Recommendations for subsequent agreement upon approval from required accreditation, district and college agencies and constituencies and upon mutual agreement of services to be provided.**

**2010 Spring Semester. (Feb-June)**

- Coastline will deliver one on-site class to students in China.
  - Course will be transferable
  - Course will be taught hybrid to include online delivery to engage the students in our distance learning courses.
- Coastline will assign an academic advisor for the Xiangjiang students.
  - Advisement services will be provided from US to students using various methods of delivery to include, online, live chat, and telephone.
  - Each class will be dedicated four (4) hours per week of live/scheduled time to access the counselor.
  - Email access will be available as needed.
- ESL Faculty (if needed to continue English language classes)

**Summer 2010 (July and August)**

- Coastline faculty will teach onsite hybrid classes to students in China.
  - 2 courses meeting requirements for transfer and meeting the ILP's of the students.

**YEAR 2 (2010/11)**

**August 1. NEW 10<sup>TH</sup> Grade Students only**

- U.S. College Compass will administer the TOEFL exam to the selected Xiangjiang students.
- Results will be sent to Coastline.
- Coastline will have ESL faculty review the scores and set forth a recommendation for ESL courses.

**Fall Semester – (September-December)**

- If needed, CCC ESL instructor will provide instruction in China to students not achieving the necessary score for admission to Coastline. These will not be college credit courses. The goal is to improve their English language ability in order to qualify for college courses in the late fall or subsequent spring semester.
- Coastline will assign an academic advisor for the Xiangjiang students.
  - Advisement services will be provided from US to students using various methods of delivery to include, online, live chat, and telephone.
  - Each class will be dedicated four (4) hours per week of live/scheduled time for access to counselor
  - Email access will be available throughout the semester as needed.

## ECHS XIANGJIANG (U.S. College Compass) & CCCD (COASTLINE COMMUNITY COLLEGE)

- Coastline will deliver two (2) online courses to 11<sup>th</sup> grade students (from US).

### **Fall Semester, 2<sup>nd</sup> 8-week time frame (November-December) – for all students**

- Advisement Services (in China)
  - Coastline College Counselor will provide onsite assessment services and develop individualized learning plans (ILP's) for every Xiangjiang student.
- College Preparation Workshops (in China)
  - Coastline counselor will provide workshops to assist students with college success to include study skills, college exploration, learning strategies, time management, decision making, and other success tips.

### **Spring Semester. (End of Feb through end of June)**

- If needed, CCC ESL instructor will provide instruction to students not achieving the necessary score for admission to Coastline. These will not be college credit courses. The goal is to improve their English language ability in order to qualify for college courses in the late fall or subsequent spring semester.
- Coastline will provide academic advisement/counselor for each class.
  - Advisement services will be provided from US to students using various methods of delivery to include, online, live chat, and telephone.
  - Each class will be dedicated four (4) hours per week of live/scheduled time will be dedicated to the program.
  - Email access will be available as needed throughout the semester.
- Coastline will deliver one on-site class to New 1<sup>st</sup> Year students in China.
  - Course will be transferable to US Colleges
  - Course will be taught hybrid to include online delivery to engage the students in our distance learning courses
- Coastline will deliver three (3) online courses to 11<sup>th</sup> grade students (from US).
- College Preparation Workshops (in China) for 11<sup>th</sup> grade students (in China)
  - Coastline counselor will provide workshops to assist students with college preparation with focus on SAT prep, college application guidance, individual college preparation counseling, etc.
  - ILP reviews and updates

### **Summer (July and August)**

- Students entering 12<sup>th</sup> grade will travel to US and take 2 Coastline courses.
  - U.S. College Compass will provide:
    - Program Coordinator to travel with students and coordinate their schedule while in the US
    - Housing arrangements
    - Costs for this service will be provided by the students (not a part of the contract rates)
  - Coastline will provide:
    - Instructors for courses.
    - Classroom facilities

- Textbooks and Materials
- Coastline faculty will teach onsite classes students entering 11<sup>th</sup> grade.
  - 2 courses meeting requirements for transfer and meeting the ILP's of the students.

**YEAR 3 (2011/12)**

**August 1. NEW 10<sup>TH</sup> Grade Students only**

- U.S. College Compass will administer the TOEFL exam to the selected Xiangjiang students.
- Results will be sent to Coastline.
- Coastline will have ESL faculty review the scores and set forth a recommendation for ESL courses.

**Fall Semester – (September-December)**

- If needed, CCC ESL instructor will provide instruction in China to students not achieving the necessary score for admission to Coastline. These will not be college credit courses. The goal is to improve their English language ability in order to qualify for college courses in the late fall or subsequent spring semester.
- Coastline will assign an academic advisor for the Xiangjiang students.
  - Advisement services will be provided from US to students using various methods of delivery to include, online, live chat, and telephone.
  - Four hours per week of live/scheduled time will be dedicated to the program.
  - Email access will be available as needed.
- Coastline will deliver two (2) online courses to 11<sup>th</sup> grade students (from US).
- Coastline will deliver three (3) online courses to 12<sup>th</sup> grade students (from US).

**Fall Semester, 2<sup>nd</sup> 8-week time frame (November-December) – for all students**

- Advisement Services (in China)
  - Coastline College Counselor will provide onsite assessment services and develop individualized learning plans (ILP's) for every Xiangjiang student.
- College Preparation Workshops (in China)
  - Coastline counselor will provide workshops to assist students entering 10<sup>th</sup> with college success to include study skills, college exploration, learning strategies, time management, decision making, and other success tips. For those entering 11<sup>th</sup> and 12<sup>th</sup>, focus on SAT prep, college application guidance, individual college preparation counseling, etc.
  - ILP Review and Updates

**Spring Semester. (End of Feb through end of June)**

- If needed, CCC ESL instructor will provide instruction to students not achieving the necessary score for admission to Coastline. These will not be college credit courses. The goal is to improve their English language ability in order to qualify for college courses in the late fall or subsequent spring semester.

## ECHS XIANGJIANG (U.S. College Compass) & CCCD (COASTLINE COMMUNITY COLLEGE)

- Coastline will provide academic advisement/counselor for each class.
  - Advisement services will be provided from US to students using various methods of delivery to include, online, live chat, and telephone.
  - Each class will be dedicated four (4) hours per week of live/scheduled time
  - Email access will be available as needed throughout the semester
- Coastline will deliver one on-site class to New 1<sup>st</sup> Year students in China.
  - Course will be transferable
  - Course will be taught hybrid to include online delivery to engage the students in our distance learning courses.
- Coastline will deliver three (3) online courses to 11<sup>th</sup> grade students (from US).
- Coastline will deliver three (3) online courses to 12<sup>th</sup> grade students (from US).
- College Preparation Workshops (in China) for 12<sup>th</sup> grade students (in China)
  - Coastline counselor will provide workshops to assist students with college preparation with focus on SAT prep, college application guidance, individual college preparation counseling, etc.

### **Summer (July and August)**

- Coastline faculty will teach onsite classes to New 10<sup>th</sup> Grade students in China.
  - 2 courses meeting requirements for transfer and meeting the ILP's of the students.
- Students entering 12<sup>th</sup> grade will travel to US and take 2 Coastline courses.
  - U.S. College Compass will provide:
    - Program Coordinator to travel with students and coordinate their schedule while in the US
    - Housing arrangements
    - Costs for this service will be provided by the students (not a part of the contract rates)
  - Coastline will provide:
    - Instructors for courses.
    - Classroom facilities
    - Textbooks and Materials
- College Preparation Workshops (in China) for students entering 12th (in China)
  - Coastline counselor will provide workshops to assist students with college preparation with focus on SAT prep, college application guidance, individual college preparation counseling, etc.



# Community College Library Consortium

A joint endeavor of the Council of Chief Librarians and Community College League of California

## Master Renewal Order: Spring 2009

**Name of Institution:** Orange Coast College  
**Name of Primary Contact:** Lori Cassidy  
**Address:** PO Box 5005  
**City/State/Zip:** Costa Mesa, CA 92628-5005  
**AcctNo:** 169

This order lists the APA database(s) ordered through the consortium during the Spring 2008 renewal cycle. All databases have a contract term of July 1, 2009 through June 30, 2010 for 12 months.

Please cross out any databases your library does not wish to renew. The invoice will reflect any changes. Colleges that have advance/deposit payments should let us know on this Master Renewal Form that they want to use the funds for these database products. Return this form, with the authorized signature, no later than May 22, 2009. Once the order has been submitted to the Community College League, subscriptions may not be withdrawn. Please fax back to 888-821-1564.

The renewal process is NOT automatic. After this renewal order is received and processed, an invoice will be sent to you and the order placed with the vendor. To order a new database, an individual subscription form must be submitted. See the web site, [www.cclibraries.org](http://www.cclibraries.org), for all the databases offered through the consortium. For questions, contact Sarah Raley, 951-776-9788 or [sarahrale@cclleague.org](mailto:sarahrale@cclleague.org).

Invoice dated when the signed Master Renewal is received. For an exception, check here to request invoice dated July 1 \_\_\_\_.

### List of databases to renew for Spring 2009

<i>Vendor</i>	<i>Database</i>	<i>2009 Cost</i>
EBSCO	PsycINFO	\$3,876.00
<b>Total:</b>		<b>\$3,876.00</b>

Signature of person authorized to commit for purchase: \_\_\_\_\_

Print Name and title: Jim Moreno, President, Board of Trustees, Coast Community College District

Email \_\_\_\_\_ Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Please note, the invoice will be sent to the primary contact at the top of the page, unless otherwise specified. Once the order has been submitted to the Community College League, subscriptions may not be withdrawn.





**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: CHILD DEVELOPMENT: STEPPING STONES

CCO #16,509

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course CHILD DEVELOPMENT: STEPPING STONES, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$1,200.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Delaware Technical and Community College, Reading Area Community College, and Suffolk County Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *Child Development: Stepping Stones*

#### Components

Text: The Developing Person Through Childhood And Adolescence, 8th ed., Stassen Berger, Kathleen  
Worth Publishers  
ISBN-13: 978-1-429-21647-0

Study Guide: Telecourse Student Guide to accompany Child Development: Stepping Stones, 3rd ed., Straub, Richard O.  
Worth Publishers  
ISBN-13: 978-1-4292-2039-2

#### Programs:

- 101 - Introduction: Theories of Development - The Developing Person
- 102 - Developmental Study as a Science - A Scientific Approach
- 103 - The Beginnings: Heredity and Environment - Nature And Nurture: The Dance of Life
- 104 - The Beginnings: Prenatal Development and Birth - The Wondrous Journey
- 105 - The Beginnings: Special Topic - A Delicate Grasp
- 106 - The First Two Years: Biosocial Development - Grow, Baby, Grow
- 107 - The First Two Years: Cognitive Development - The Little Scientists
- 108 - The First Two Years: Psychosocial Development - Getting to Know You
- 109 - The First Two Years: Summary - Off to a Good Start
- 110 - The First Two Years: Special Topic - Fatherhood
- 111 - The Play Years: Biosocial Development - Playing and Growing
- 112 - The Play Years: Cognitive Development - Playing and Learning
- 113 - The Play Years: Psychosocial Development - Playing and Socializing
- 114 - The Play Years: Summary - Developing through Play
- 115 - The Play Years: Special Topic - Hazards Along the Way
- 116 - The School Years: Biosocial Development - The Golden Years of Childhood
- 117 - The School Years: Cognitive Development - The Age of Reason
- 118 - The School Years: Psychosocial Development - A Society of Children
- 119 - The School Years: Summary - On the Road of Accomplishment
- 120 - The School Years: Special Topic - School Days
- 121 - Adolescence: Biosocial Development - Explosions
- 122 - Adolescence: Cognitive Development - What If?
- 123 - Adolescence: Psychosocial Development - Who Am I?
- 124 - Adolescence: Summary - The Home Stretch
- 125 - Adolescence: Special Topic - Crashing Hard into Adulthood
- 126 - Closing: Developmental Psychopathology - Different Developmental Paths

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: CHILD DEVELOPMENT: STEPPING STONES

CCO #16,510

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course CHILD DEVELOPMENT: STEPPING STONES, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45 per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Rockland Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *Child Development: Stepping Stones*

#### Components

Text: The Developing Person Through Childhood And Adolescence, 8th ed., Stassen Berger, Kathleen  
Worth Publishers  
ISBN-13: 978-1-429-21647-0

Study Guide: Telecourse Student Guide to accompany Child Development: Stepping Stones, 3rd ed., Straub, Richard O.  
Worth Publishers  
ISBN-13: 978-1-4292-2039-2

#### Programs:

- 101 - Introduction: Theories of Development - The Developing Person
- 102 - Developmental Study as a Science - A Scientific Approach
- 103 - The Beginnings: Heredity and Environment - Nature And Nurture: The Dance of Life
- 104 - The Beginnings: Prenatal Development and Birth - The Wondrous Journey
- 105 - The Beginnings: Special Topic - A Delicate Grasp
- 106 - The First Two Years: Biosocial Development - Grow, Baby, Grow
- 107 - The First Two Years: Cognitive Development - The Little Scientists
- 108 - The First Two Years: Psychosocial Development - Getting to Know You
- 109 - The First Two Years: Summary - Off to a Good Start
- 110 - The First Two Years: Special Topic - Fatherhood
- 111 - The Play Years: Biosocial Development - Playing and Growing
- 112 - The Play Years: Cognitive Development - Playing and Learning
- 113 - The Play Years: Psychosocial Development - Playing and Socializing
- 114 - The Play Years: Summary - Developing through Play
- 115 - The Play Years: Special Topic - Hazards Along the Way
- 116 - The School Years: Biosocial Development - The Golden Years of Childhood
- 117 - The School Years: Cognitive Development - The Age of Reason
- 118 - The School Years: Psychosocial Development - A Society of Children
- 119 - The School Years: Summary - On the Road of Accomplishment
- 120 - The School Years: Special Topic - School Days
- 121 - Adolescence: Biosocial Development - Explosions
- 122 - Adolescence: Cognitive Development - What If?
- 123 - Adolescence: Psychosocial Development - Who Am I?
- 124 - Adolescence: Summary - The Home Stretch
- 125 - Adolescence: Special Topic - Crashing Hard into Adulthood
- 126 - Closing: Developmental Psychopathology - Different Developmental Paths

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: CONCEPTS IN MARKETING

CCO #16,511

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course CONCEPTS IN MARKETING, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45 per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Delaware Technical and Community College and Union County College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *Concepts in Marketing*

#### Components

Text: *Marketing, The Core*, 3rd ed., Roger A. Kerin, Steven W. Hartley, and William Rudelius  
McGraw Hill/Irwin  
ISBN -13: 9780073381060

Study Guide: *Telecourse Student Guide to accompany Concepts in Marketing*, 3rd ed.  
McGraw Hill/Irwin  
ISBN:

#### Lessons:

- 101 - An Introduction to Marketing: Case Study - Las Vegas
- 102 - Marketing Strategy: Case Study - Habitat for Humanity International
- 103 - Environmental Scanning: Case Study - Freedom Innovations, Inc.
- 104 - Ethics and Social Responsibility: Case Study - Starbucks Coffee Company
- 105 - Consumer Behavior: Case Study - Dewey Weber Surfboards
- 106 - The Organizational Buying Process: Case Study - Nature's Best
- 107 - Global Markets: Case Study - TaylorMade-adidas Golf
- 108 - Marketing Research: Case Study - Information Resources, Inc.
- 109 - Segmenting & Targeting Markets: Case Study - Chocolates à la Carte, Inc.
- 110 - New Product & Service Development: Case Study - Stadium Competitions, Inc.
- 111 - Managing Products & Services: Case Study - Quiksilver, Inc.
- 112 - Pricing Products & Services: Case Study - Stuart Cellars, LLC
- 112A - Arriving at the Final Price: Case Study - Pricing Strategies\*
- 113 - Managing Marketing Channels & Supply Chains: Case Study - Pacific Coast Feather Cushion
- 114 - Retailing & Wholesaling: Case Study - Mother's Market & Kitchen
- 115 - Integrated Marketing Communications: Case Study - Specialized Marketing Services, Inc.
- 116 - Advertising, Sales Promotion, & Public Relations: Case Study - Long Beach Ice Dogs
- 117 - Personal Selling & Sales Management: Case Study - Telein Group, Inc.
- 118 - Interactive & Multichannel Marketing: Case Study - SmartHome, Inc.

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: CONCEPTS IN MARKETING

CCO #16,521

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and MARYLAND PUBLIC TELEVISION, 11767 Owings Mills Boulevard, Owings Mills, Maryland 21117, ("Licensee"),

and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated February 18, 1988.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course CONCEPTS IN MARKETING, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following:  
LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45  
per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee ;  
MATERIAL FEES: not applicable \_\_\_\_\_ masters, plus  
0 \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees  
\_\_\_\_\_  
\_\_\_\_\_
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Anne Arundel Community College.  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# SCHEDULE A

## *Concepts in Marketing*

### Components

Text: *Marketing, The Core*, 3rd ed., Roger A. Kerin, Steven W. Hartley, and William Rudelius  
McGraw Hill/Irwin  
ISBN -13: 9780073381060

Study Guide: *Telecourse Student Guide to accompany Concepts in Marketing*, 3rd ed.  
McGraw Hill/Irwin  
ISBN:

### Lessons:

- 101 - An Introduction to Marketing: Case Study - Las Vegas
- 102 - Marketing Strategy: Case Study - Habitat for Humanity International
- 103 - Environmental Scanning: Case Study - Freedom Innovations, Inc.
- 104 - Ethics and Social Responsibility: Case Study - Starbucks Coffee Company
- 105 - Consumer Behavior: Case Study - Dewey Weber Surfboards
- 106 - The Organizational Buying Process: Case Study - Nature's Best
- 107 - Global Markets: Case Study - TaylorMade-adidas Golf
- 108 - Marketing Research: Case Study - Information Resources, Inc.
- 109 - Segmenting & Targeting Markets: Case Study - Chocolates à la Carte, Inc.
- 110 - New Product & Service Development: Case Study - Stadium Competitions, Inc.
- 111 - Managing Products & Services: Case Study - Quiksilver, Inc.
- 112 - Pricing Products & Services: Case Study - Stuart Cellars, LLC
- 112A - Arriving at the Final Price: Case Study - Pricing Strategies\*
- 113 - Managing Marketing Channels & Supply Chains: Case Study - Pacific Coast Feather Cushion
- 114 - Retailing & Wholesaling: Case Study - Mother's Market & Kitchen
- 115 - Integrated Marketing Communications: Case Study - Specialized Marketing Services, Inc.
- 116 - Advertising, Sales Promotion, & Public Relations: Case Study - Long Beach Ice Dogs
- 117 - Personal Selling & Sales Management: Case Study - Telein Group, Inc.
- 118 - Interactive & Multichannel Marketing: Case Study - SmartHome, Inc.



**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: CYCLES OF LIFE: EXPLORING BIOLOGY

CCO #16,512

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course CYCLES OF LIFE: EXPLORING BIOLOGY, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$800.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Reading Area Community College and Thomas Edison State College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# SCHEDULE A

## CYCLES OF LIFE: EXPLORING BIOLOGY

### Components

- Text: *BIOLOGY: CONCEPTS AND APPLICATIONS*, 7th ed., Cecie Starr  
Brooks/Cole Thomson Learning  
ISBN-13: 9780495119814 (Paperback)  
ISBN-13: 9780495119975 (Cloth)
- Study Guide: *TELECOURSE STUDENT GUIDE FOR CYCLES OF LIFE: EXPLORING BIOLOGY*  
5th ed. Gerald Kellogg  
Brooks/Cole Thomson Learning  
ISBN-13: 9780495119876
- Photo Atlas *PHOTO ATLAS FOR BIOLOGY*, James W. Perry and David Morton  
Brooks/Cole Publishing Company  
ISBN-13: 9780534235567
- Lab Manual *Biology Laboratory Manual for the Telecourse Cycles of Life: Exploring Biology*  
Gerri K. Lindsey and Carolyn Robertson  
Brooks/Cole Publishing Company  
ISBN-13: 9780534504595

### Programs:

- 101 The Unity and Diversity of Life
- 102 Chemical Foundations of Life
- 103 Secrets of the Cell
- 104 The Power of Metabolism
- 105 Energy In - Energy Out
- 106 Generations: Mitosis and Meiosis
- 107 Patterns of Inheritance
- 108 DNA: Blueprint of Life
- 109 Proteins Building Blocks of Life
- 110 Microevolution
- 111 Macroevolution
- 112 Viruses, Bacteria, and Protists
- 113 Fungi, Plants, and Animals
- 114 Plant Structure
- 115 Plant Reproduction
- 116 Animal Structure
- 117 Circulation: A River of Life
- 118 Immunity
- 119 Respiration
- 120 Digestion and Fluid Balance
- 121 The Neural Connection
- 122 Endocrine Control: Systems in Balance
- 123 Animal Reproduction and Development
- 124 Populations and Communities
- 125 Ecosystems and the Biosphere
- 126 The Human Factor

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21ST CENTURY

CCO #16,513

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21ST CENTURY, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$800.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees.
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Reading Area Community College and Thomas Edison State College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21ST CENTURY*

#### Components

Text: *PERSONAL FINANCE*, 9<sup>TH</sup> Ed., Jack R. Kapoor, Les R. Dlabay, and Robert J. Hughes and *Personal Financial Planner* by Les Dlabay  
ISBN-13 9780073382326

Study Guide: *TELECOURSE GUIDE FOR DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21ST CENTURY*, 5th Ed., Rod Davis  
ISBN-13 9780073363943

#### Programs:

- 101 - Your Personal Financial Plan
- 102 - Basic Economics Principles
- 103 - Personal Career Strategies
- 104 - Money Management Strategies
- 105 - Planning Your Personal Tax Strategy
- 106 - Banking Services of Financial Institutions
- 107 - Introduction to Consumer Credit
- 108 - Choosing Sources of Credit
- 109 - Credit Problems
- 110 - Legal Aspects of Protecting Your Wealth
- 111 - Consumer Purchasing Strategies
- 112 - Costs of Transportation
- 113 - Finances of Housing
- 114 - Personal Risk and Insurance
- 115 - Home, Auto, and Business Insurance
- 116 - Health and Disability Insurance
- 117 - Life Insurance
- 118 - Fundamentals of Investing
- 119 - Investing in Stocks
- 120 - Investing in Bonds
- 121 - Investing in Mutual Funds
- 122 - Real Estate and Other Investment Options
- 123 - Retirement Planning
- 124 - Estate Planning
- 125 - Deception in the Marketplace
- 126 - Your Commitment to Your Financial Goals

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: FACES OF CULTURE - REVISED

CCO #16,514

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course FACES OF CULTURE - REVISED, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$1,200.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus \_\_\_\_\_ for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Raritan Valley Community College, Reading Area Community College, and Thomas Edison State College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *FACES OF CULTURE - REVISED*

#### **Components**

Text: Cultural Anthropology with Infotrac, 12th edition,  
William. A. Haviland, Harald E.L. Prins, Dana Walrath, and Bunny McBride  
Wadsworth Publishing Company  
ISBN-10: 0-495-09561-3  
ISBN-13: 978-0-495-09561-3

Study Guide: Study Guide for the Telecourse FACES OF CULTURE, 10th edition,  
Richard T. Searles and Valerie Lynch Lee with Mari Womack  
Wadsworth Publishing Company  
ISBN-10: 0-495-09562-1  
ISBN-13: 978-0-495-09562-0

#### Video Programs:

- 201 The Nature of Anthropology
- 202 The Nature of Culture
- 203 How Cultures Are Studied
- 204 Language and Communication
- 205 Psychological Anthropology
- 206 Alejandro Mamani: A Case Study in Psychological Anthropology
- 207 Patterns of Subsistence: Food Foragers and Pastoralists
- 208 Patterns of Subsistence: The Food Producers
- 209 Economic Anthropology
- 210 The Highland Maya: A Case Study in Economic Anthropology
- 211 Sex and Marriage
- 212 Family and Household
- 213 The Yucatec Maya: A Case Study in Marriage and the Family
- 214 Kinship and Descent I
- 215 Kinship and Descent II
- 216 Age, Common Interest, and Stratification
- 217 The Aymara: A Case Study in Social Stratification
- 218 Political Organization
- 219 Social Control
- 220 Religion and Magic
- 221 The Asmat of New Guinea: A Case Study in Religion and Magic
- 222 The Arts
- 223 New Orleans Black Indians: A Case Study in the Arts
- 224 Culture Change
- 225 Cricket the Trobriand Way: A Case Study in Culture Change
- 226 The Future of Humanity

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: FACES OF CULTURE - REVISED

CCO #16,515

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course FACES OF CULTURE - REVISED, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45 per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Gloucester Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *FACES OF CULTURE - REVISED*

#### **Components**

Text: Cultural Anthropology with Infotrac, 12th edition,  
William. A. Haviland, Harald E.L. Prins, Dana Walrath, and Bunny McBride  
Wadsworth Publishing Company  
ISBN-10: 0-495-09561-3  
ISBN-13: 978-0-495-09561-3

Study Guide: Study Guide for the Telecourse FACES OF CULTURE, 10th edition,  
Richard T. Searles and Valerie Lynch Lee with Mari Womack  
Wadsworth Publishing Company  
ISBN-10: 0-495-09562-1  
ISBN-13: 978-0-495-09562-0

#### Video Programs:

- 201 The Nature of Anthropology
- 202 The Nature of Culture
- 203 How Cultures Are Studied
- 204 Language and Communication
- 205 Psychological Anthropology
- 206 Alejandro Mamani: A Case Study in Psychological Anthropology
- 207 Patterns of Subsistence: Food Foragers and Pastoralists
- 208 Patterns of Subsistence: The Food Producers
- 209 Economic Anthropology
- 210 The Highland Maya: A Case Study in Economic Anthropology
- 211 Sex and Marriage
- 212 Family and Household
- 213 The Yucatec Maya: A Case Study in Marriage and the Family
- 214 Kinship and Descent I
- 215 Kinship and Descent II
- 216 Age, Common Interest, and Stratification
- 217 The Aymara: A Case Study in Social Stratification
- 218 Political Organization
- 219 Social Control
- 220 Religion and Magic
- 221 The Asmat of New Guinea: A Case Study in Religion and Magic
- 222 The Arts
- 223 New Orleans Black Indians: A Case Study in the Arts
- 224 Culture Change
- 225 Cricket the Trobriand Way: A Case Study in Culture Change
- 226 The Future of Humanity



**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: INTERMEDIATE ALGEBRA: MODELING THE WORLD

CCO #16,516

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599 \_\_\_\_\_, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course INTERMEDIATE ALGEBRA: MODELING THE WORLD, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$400.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable \_\_\_\_\_ masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Thomas Edison State College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### Intermediate Algebra: Modeling the World

#### Components

- Text: Algebra for College Students, 5th ed., Mark Dugopolski  
Mc Graw Hill, Inc.  
ISBN-13: 978-0-07722-484-4
- Study Guide: Telecourse Study Guide for Intermediate Algebra: Modeling the World, 5th ed., Ernie Solheid  
Coast Learning Systems  
ISBN-13: 978-1-59846-043-9

#### Videos:

- 101 - The Power of Algebra
- 102 - Polynomials
- 103 - Solving and Graphing Equations
- 104 - Linear Equations
- 105 - Solving by Factoring
- 106 - Inequalities and Absolute Values
- 107 - Graphs of Equations and Functions
- 108 - Systems of Equations
- 109 - Graphing Inequalities
- 110 - Introduction to Quadratic Equations
- 111 - Quadratic Equations
- 112 - Graphing Quadratic Equations
- 113 - Rational Expressions
- 114 - The Algebra of Functions
- 115 - Graphing Functions
- 116 - Exponents and Radical Expressions
- 117 - Exponential Functions
- 118 - Logarithmic Functions
- 119 - Properties of Logarithms
- 120 - Exponential and Logarithmic Equations
- 121 - Systems of Linear Equations and Matrices
- 122 - Matrices
- 123 - Conic Sections
- 124 - Sequences and Series
- 125 - Binomial Formula and Counting
- 126 - Permutations, Combinations and Probability

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: INTERMEDIATE ALGEBRA: MODELING THE WORLD

CCO #16,517

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course INTERMEDIATE ALGEBRA: MODELING THE WORLD, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45 per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Reading Area Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### Intermediate Algebra: Modeling the World

#### Components

- Text: Algebra for College Students, 5th ed., Mark Dugopolski  
Mc Graw Hill, Inc.  
ISBN-13: 978-0-07722-484-4
- Study Guide: Telecourse Study Guide for Intermediate Algebra: Modeling the World, 5th ed., Ernie Solheid  
Coast Learning Systems  
ISBN-13: 978-1-59846-043-9

#### Videos:

- 101 - The Power of Algebra
- 102 - Polynomials
- 103 - Solving and Graphing Equations
- 104 - Linear Equations
- 105 - Solving by Factoring
- 106 - Inequalities and Absolute Values
- 107 - Graphs of Equations and Functions
- 108 - Systems of Equations
- 109 - Graphing Inequalities
- 110 - Introduction to Quadratic Equations
- 111 - Quadratic Equations
- 112 - Graphing Quadratic Equations
- 113 - Rational Expressions
- 114 - The Algebra of Functions
- 115 - Graphing Functions
- 116 - Exponents and Radical Expressions
- 117 - Exponential Functions
- 118 - Logarithmic Functions
- 119 - Properties of Logarithms
- 120 - Exponential and Logarithmic Equations
- 121 - Systems of Linear Equations and Matrices
- 122 - Matrices
- 123 - Conic Sections
- 124 - Sequences and Series
- 125 - Binomial Formula and Counting
- 126 - Permutations, Combinations and Probability

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION

CCO #16,518

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599 \_\_\_\_\_, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$400.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable \_\_\_\_\_ masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Gloucester Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### Media Waves: An Introduction to Mass Communication

#### Components

Text: The Dynamics of Mass Communication, 8<sup>th</sup> ed., Dominick, Joseph R.,  
Mc Graw Hill College Publishers  
ISBN #0-07-326870-4

#### Video Programs:

- 101 - The History of Media
- 102 - Mass Communication in Society
- 103 - Print History
- 104 - Images
- 105 - The Newspaper Industry
- 106 - The Magazine Industry
- 107 - The Book Industry
- 108 - Recording History
- 109 - Radio History
- 110 - The Radio Industry
- 111 - The Recording Industry
- 112 - Film History
- 113 - The Film Industry
- 114 - Television History
- 115 - The Television Industry
- 116 - Cable Television and Beyond
- 117 - Television News Gathering and Reporting
- 118 - Print News Gathering and Reporting
- 119 - Public Relations
- 120 - Advertising
- 121 - Media Rights and Responsibility
- 122 - Media Ethics
- 123 - Media Impact
- 124 - Media Audiences and Feedback
- 125 - CyberMedia
- 126 - The Electronic Planet

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: PSYCHOLOGY: THE HUMAN EXPERIENCE

CCO #16,519

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599 \_\_\_\_\_, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course PSYCHOLOGY: THE HUMAN EXPERIENCE, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: waived; STUDENT ROYALTY: per institution, \$45 per student for the first 30 students, \$20 per student thereafter each and every time course is offered by Licensee; MATERIAL FEES: not applicable \_\_\_\_\_ masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for student royalty fees  
\_\_\_\_\_  
\_\_\_\_\_
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Erie Community College.  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SCHEDULE A

### *Psychology: The Human Experience*

#### Components

Text: *Psychology*, 5th ed., Don Hockenbury and Sandra Hockenbury  
Worth Publishers  
ISBN-13: 978-1-429-20143-8

Study Guide: *Telecourse Student Study Guide for Psychology: The Human Experience*, 4th ed.  
Worth Publishers  
ISBN-13: 978-1-429-22072-9

OR

Text: *Discovering Psychology*, 4th ed., Don Hockenbury and Sandra Hockenbury  
ISBN# (hardcover) 0-7167-8483-1  
ISBN# (paperback) 0-7167-7661-8

Study Guide: *Telecourse Student Study Guide for Psychology: The Human Experience*, 2nd ed.  
Worth Publishers  
ISBN-13: 978-0-716-76114-3

#### Programs:

- 101 - Why Study Human Behavior?
- 102 - Research Methods in Psychology
- 103 - The Nervous System
- 104 - The Neuron and Neural Transmission
- 105 - Sensation and Perception
- 106 - Consciousness
- 107 - Learning: Classical and Operant Conditioning
- 108 - Learning: Observational and Cognitive Approaches
- 109 - Memory
- 110 - Language and Cognition
- 111 - Intelligence and Creativity
- 112 - Motivation
- 113 - Emotion
- 114 - Infant and Child Development
- 115 - Adolescent and Adult Development
- 116 - Gender and Sexuality
- 117 - Personality Theories
- 118 - Personality Traits
- 119 - Social Cognition
- 120 - Attitudes
- 121 - Group Influence
- 122 - Stress, Health and Coping
- 123 - Understanding Psychological Disorders, Part I
- 124 - Understanding Psychological Disorders, Part II
- 125 - Therapies
- 126 - Making Psychology Part of Your Life





96 **Minimum Qualifications:**

97 **A Master's Degree from an accredited institution and one year of formal training,**  
98 **internship or leadership experience reasonably related to the administrative**  
99 **assignment. (For citation, see link here).**

100 **Demonstrated sensitivity to and understanding of the diverse academic, socio-**  
101 **economic, cultural, disability, and ethnic backgrounds of community college**  
102 **students.**

103 **Preferred Qualifications:**

104 **An earned doctorate is preferred from a regionally accredited institution of higher**  
105 **learning;**

106 **Senior executive level experience in a multi-college and complex district**  
107 **environment;**

108 **Teaching and/or faculty experience at an accredited institution of higher learning;**

109 **Dedication to principles of academic freedom;**

110 **Experience with collective bargaining, labor contracts, and labor law.**

70 **Shared Governance and Collaboration**

71 **14.) To seek and value the contributions of all constituency groups;**

72 **15.) To respect, empower and encourage the contribution of students and**  
73 **employees at all levels of the District;**

74 **16.) To respect the role of the faculty in curriculum, academic and professional**  
75 **matters;**

76 **17.) To institute systematic participative processes to assure effective**  
77 **discussion, planning and implementation.**

78 **Community Outreach**

79 **18.) One who will connect, collaborate with, and serve the various components**  
80 **of the community by developing effective relationships;**

81 **19.) A leader who will develop funding sources for District and college**  
82 **foundations;**

83 **20.) A leader who will support workforce development and life-long learning;**

84 **21.) A leader who will develop partnerships with business and industry.**

85 **Technology Implementation**

86 **22.) One who will encourage innovation and the efficient and effective use of**  
87 **technology to improve services throughout the District;**

88 **23.) One who will continue the effective integration of the District's information**  
89 **technology systems;**

90 **24.) One who will facilitate innovation and state-of-the-art educational**  
91 **technologies to improve student success and student support services.**

92

93

94

95

40

41 **Commitment to Students**

- 42 1.) An advocate for student success through support of teaching and learning;
- 43 2.) A champion of innovative programs and support services which engage all  
44 aspects of student life;
- 45 3.) An approachable and open leader who identifies with the needs of a diverse  
46 student body including a large traditional, non-traditional, and adult student  
47 body.

48 **Leadership & Management Skills**

- 49 4.) A unifier who will build trust, command respect and value the contributions  
50 of all;
- 51 5.) A person of integrity who appreciates and values the contributions of  
52 others;
- 53 6.) An institutional leader who will create an environment for empowerment,  
54 innovation, creativity and institutional excellence;
- 55 7.) A visionary leader who will work in close partnership with the Board;
- 56 8.) An effective communicator who listens and articulates a shared vision for  
57 the District;
- 58 9.) A manager who will build an exemplary executive team and work in  
59 collaboration and partnership with the College Presidents;
- 60 10.) An inspirational leader who will encourage faculty, staff, administrators,  
61 students and other stakeholders to take initiative in improving the practices,  
62 programs and services in which they are involved;
- 63 11.) A fair, equitable, and open-minded leader who will engender trust and  
64 respect at all levels of the District;
- 65 12.) A leader who will institute inclusive processes to redefine procedures  
66 and systems to serve students better and strengthen District-wide  
67 communications;
- 68 13.) A responsible leader committed to an inclusive and fiscally sound budget  
69 process.



1  
2  
3 **Coast Community College District (v.7)**

4  
5  
6 **Chancellor Profile**

7  
8  
9 **The Coast Community College District Board of Trustees invites applications and**  
10 **nominations for the position of Chancellor. The Board seeks a proven leader with**  
11 **commitment to the community college mission and vision.**

12  
13 **Opportunities and Challenges**

14  
15  
16 **The next Chancellor of the Coast Community College District will be a**  
17 **visionary who will unify and inspire the faculty, students, staff and**  
18 **administrators of Coastline, Golden West, and Orange Coast Colleges and the**  
19 **District in successfully assessing and addressing the following opportunities**  
20 **and challenges:**

- 21  
22 1. **Provide leadership to a large and complex multi-college district committed**  
23 **to student success by providing quality instructional programs and support**  
24 **services while serving an increasingly diverse population.**
- 25  
26 2. **Bring all stakeholders together to find the right balance between the**  
27 **autonomy of each college and the institution of District-wide systems to**  
28 **strengthen services to students, foster innovation, and support institutional**  
29 **excellence.**
- 30  
31 3. **Lead the District through a comprehensive strategic planning process to**  
32 **determine long-term needs, priorities and develop implementation plans.**
- 33  
34 4. **Strengthen ties with local communities, businesses and industries,**  
35 **colleges and universities, K-12 schools and other entities.**
- 36  
37 5. **Establish a District-wide process to ensure resources and practices that**  
38 **support student learning and pursue institutional excellence and**  
39 **improvement.**
- 40  
41 6. **Identify new sources of revenues and funding especially during a period of**  
42 **significant economic downturn, determine the capital and facility needs of**  
43 **the District, and consider the feasibility of undertaking bond initiatives.**

44  
45 **Expected Qualities and Characteristics**

46  
47  
48 **The Coast Community College District seeks an exemplary and experienced**  
49 **leader who possesses personal and professional characteristics and**  
50 **experiences consistent with the following profile:**

# SCHEDULE A

## *Transitions Throughout the Life Span*

### Components

Text: The Developing Person Through The Life Span, 7th ed., Stassen Berger, Kathleen  
Worth Publishers  
ISBN-13: 978-0-716-76072-6 (Cloth)  
ISBN-13: 978-0-716-76080-1 (Paper)

Study Guide: Study Guide for the Telecourse Transitions Throughout the Life Span, 3rd ed., Straub, Rick  
Worth Publishers  
ISBN-13: 978-0-716-77825-7

### Programs:

- 101 - Introduction: Theories of Development - The Developing Person
- 102 - Developmental Study as a Science - A Scientific Approach
- 103 - The Beginnings: Heredity and Environment - Nature And Nurture: The Dance of Life
- 104 - The Beginnings: Prenatal Development and Birth - The Wondrous Journey
- 105 - The First Two Years: Biosocial Development - Grow, Baby, Grow
- 106 - The First Two Years: Cognitive Development - The Little Scientists
- 107 - The First Two Years: Psychosocial Development - Getting to Know You
- 108 - The Play Years: Biosocial Development - Playing and Growing
- 109 - The Play Years: Cognitive Development - Playing and Learning
- 110 - The Play Years: Psychosocial Development - Playing and Socializing
- 111 - The School Years: Biosocial Development - The Golden Years of Childhood
- 112 - The School Years: Cognitive Development - The Age of Reason
- 113 - The School Years: Psychosocial Development - A Society of Children
- 114 - Adolescence: Biosocial Development - Explosions
- 115 - Adolescence: Cognitive Development - What If?
- 116 - Adolescence: Psychosocial Development - Who Am I?
- 117 - Early Adulthood: Biosocial Development - Choices
- 118 - Early Adulthood: Cognitive Development - Decisions, Decisions
- 119 - Early Adulthood: Psychosocial Development - Love and Work
- 120 - Middle Adulthood: Biosocial Development - Thriving In Midlife
- 121 - Middle Adulthood: Cognitive Development - Use It or Lose It
- 122 - Middle Adulthood: Psychosocial Development - Making Lemonade
- 123 - Late Adulthood: Biosocial Development - Accepting the Challenge
- 124 - Late Adulthood: Cognitive Development - Making Memories
- 125 - Late Adulthood: Psychosocial Development - Staying In The Game
- 126 - Epilogue: Death and Dying - Living And Dying

**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: TRANSITIONS THROUGHOUT THE LIFE SPAN

CCO #16,522

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and MARYLAND PUBLIC TELEVISION, 11767 Owings Mills Boulevard, Owings Mills, Maryland 21117, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated February 18, 1988.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course TRANSITIONS THROUGHOUT THE LIFE SPAN, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$400.00; STUDENT ROYALTY: \$20 per enrolled each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees.
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Howard Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# SCHEDULE A

## *Transitions Throughout the Life Span*

### Components

Text: The Developing Person Through The Life Span, 7th ed., Stassen Berger,  
Kathleen  
Worth Publishers  
ISBN-13: 978-0-716-76072-6 (Cloth)  
ISBN-13: 978-0-716-76080-1 (Paper)

Study Guide: Study Guide for the Telecourse Transitions Throughout the Life Span, 3rd ed.,  
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- 102 - Developmental Study as a Science - A Scientific Approach
- 103 - The Beginnings: Heredity and Environment - Nature And Nurture: The Dance of Life
- 104 - The Beginnings: Prenatal Development and Birth - The Wondrous Journey
- 105 - The First Two Years: Biosocial Development - Grow, Baby, Grow
- 106 - The First Two Years: Cognitive Development - The Little Scientists
- 107 - The First Two Years: Psychosocial Development - Getting to Know You
- 108 - The Play Years: Biosocial Development - Playing and Growing
- 109 - The Play Years: Cognitive Development - Playing and Learning
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- 111 - The School Years: Biosocial Development - The Golden Years of Childhood
- 112 - The School Years: Cognitive Development - The Age of Reason
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**COAST COMMUNITY COLLEGE DISTRICT  
SUPPLEMENT TO MASTER LICENSE AGREEMENT**

COURSE NAME: TRANSITIONS THROUGHOUT THE LIFE SPAN

CCO #16,520

This Supplemental Agreement is between Coast Community College District, a public Educational Agency, 1370 Adams Avenue, Costa Mesa, California 92626 ("CCCD"), and CONSORTIUM OF DISTANCE EDUCATION, c/o Burlington County College, 601 Pemberton-Brown Mills Road, Pemberton, New Jersey 08068-1599, ("Licensee"), and is effective on the date of execution by the President of the Governing Board of the Coast Community College District or their authorized designee. This Agreement is supplementary to and a part of the Master course License Agreement between these parties, dated September 12, 1998.

1. **SUBJECT COURSE:** The subject of this Supplemental Agreement shall be the Course TRANSITIONS THROUGHOUT THE LIFE SPAN, consisting of the video programs and print components listed on Schedule A, attached hereto and considered a part hereof.
2. **TERM OF LICENSE:** January 1, 2009 - May 31, 2009
3. **RIGHTS GRANTED:** CCCD hereby grants to Licensee the following rights, as defined in the Master License and subject to the restrictions in Paragraph 4 below: broadcast, cable, non-broadcast, duplication, & library.
4. **RESTRICTIONS ON LICENSE GRANTED:** In addition to the restrictions specified in Paragraph 5 of the Master License, the following specific restrictions shall apply to the grant of license of the Telecourse: None.
5. **PAYMENT:** In consideration of the rights granted by CCCD, Licensee shall pay to CCCD the following: LICENSE FEE: \$800.00; STUDENT ROYALTY: \$20 per enrolled student each and every time course is offered by Licensee; MATERIAL FEES: not applicable masters, plus 0 for shipping and handling.
6. **PAYMENT SCHEDULE:** To be invoiced pursuant to the following terms: in April '09 for license fees; in April '09 for Spring '09 for student royalty fees
7. **SPECIAL CONDITIONS:** The following special conditions apply to this Supplemental Agreement only, and shall not be construed to conflict with the terms of the Master License, which shall control: To be used by Delaware Technical and Community College and Rockland Community College.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement on the day and year specified below.

**COAST COMMUNITY COLLEGE DISTRICT**

**LICENSEE**

By \_\_\_\_\_

By \_\_\_\_\_

Name Jim Moreno

Name \_\_\_\_\_

Title President, Board of Trustees

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_