AGENDA

Coast Community College District Regular Meeting of the Board of Trustees Date: Wednesday, November 2, 2011 5:00 p.m. Closed Session, 6:30 Regular Meeting Board Room - 1370 Adams Avenue, Costa Mesa, CA 92626

- 1.00 Preliminary Matters
 - 1.01 Call to Order
 - 1.02 Roll Call
 - 1.03 Public Comment (Closed 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.

1.04 Recess to Closed Session

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

1.04.01 Public Employment (Pursuant to Government Code 54957 (b)(1))

Public Employment materials are available upon request from the Board of Trustees Office

- 1. Faculty Special Assignments
- 2. Substitute Faculty
- Full-time Faculty
- 4. Part-time Faculty
- Educational Administrators
 Interim Administrative Director, Workforce & Economic Development
- 6. Classified Management
- 7. Classified Staff
- 8. Reclassification and Reorganization/Reassignment

- 9. Classified Temporary Assignments
 Military Contract Educ Staff Aide
 Military Contract Educ Tech, III
 Special Assignment
 Typist Clerk, Sr
 Envir Health & Safety Specialist, Sr
 Special Assignment
 Instructional Food Service Manager
 Staff Aide
 Custodian, Sr
 Campus HR Analyst
- 10. Hourly Staff
- 11. Substitute Classified
- 12. Clinical Advisor/Summer
- 13. Medical Professional Hourly Personnel
- 14. Student Workers

1.04.02 Public Employee Discipline/Dismissal/Release (Pursuant to Government Code Section 54957)

1.04.03 Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Positions: Chancellor, College President and Vice Chancellor

1.04.04 Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

District Negotiator: Andrew Jones, Ed.D., Chancellor

Unrepresented Employees: Vice Chancellor

College President

1.04.05 Conference with Legal Counsel: Existing Litigation

(Pursuant to sub-section "a" of Government Code Section 54956.9)

Coast Community College Association vs. Coast Community College District PERB Case #LA-CE-5436-E

Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case No, 30-2011-00445563

FM & Sons, Inc. vs. Coast Community College District, Orange County Superior Court Case No. 30-2011-00451209

Janet Redding vs. Coastline Community College et al., Orange County Superior Court Case No. 30-2011-00479488

Coast Federation of Educators vs. Coast Community College District, Public Employment Relations Board Case No. LA-CE-5578-E

William Miles vs. Golden West College et al., Orange County Superior Court Case No. 30-2011-00504551

1.04.06 Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

Agency Negotiator: Dr. Deborah Hirsh, Vice Chancellor of Human Resources

Employee Organizations:

Coast Federation of Classified Employees(CFCE),

Coast Community College Association-California Teachers Association/National

Education Association (ČCCA-CTA/NEA),

Coast Federation of Educators/American Federation of Teachers (CFE/AFT), Unrepresented Employees: Association of Confidential Employees (ACE),

Unrepresented Employees: Coast District Management Association(CDMA),

Educational Administrators

- 1.05 Reconvene Regular Meeting at 6:30 p.m.
- 1.06 Pledge of Allegiance Student Trustee Joe Venegas III
- 1.07 Report of Action in Closed Session (if any)
- 1.08 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 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 <u>Brown Act</u>. 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.

- 1.09 Presentations, Ceremonial Resolutions and Public Hearings
 - 1.09.01 Coast Community College District Resolution Honoring Richard Hutchison, Recipient of the 2011 Howard E. Adkins Memorial Award
 - 1.09.02 Acceptance of Retirements
- 2.00 General Information and Reports
 - 2.01 Report from the Chancellor
 - 2.02 Reports from the Presidents
 - 2.03 Reports from the Presidents of Student Government Organizations
 - 2.04 Reports from the Academic Senate Presidents
 - 2.05 Reports from Presidents of Employee Representative Groups
 - 2.06 Reports from the Board of Trustees

	2.07	Reports from the Board Committees & Review of Board Committee Meeting Dates					
	2.08	2.08 Quarterly Financial Status Report					
3.00	Matters for Review, Discussion and/or Action						
	3.01	Board Meeting Dates					
	3.02	Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), Association of Community College League (CCLC), and California Community College Trustees (CCCT)					
	3.03	The Board Directives Log					
	3.04	Building and Grounds Reports					
	3.05	Board of Trustees' Discussion Pertaining to Monies Paid or Owed to the Shareholders of the Enterprise Corporation					
	3.06	Review of Internal Audit Report					
	3.07	Review of Proposed Policy Revision BP 5030 Student Fees and Charges Policy					
	3.08	Review of Proposed Policy Revision BP 5032 District Fee Schedule					
CONS	ENT CA	LENDAR					
4.00	Trave	Travel					
	4.01	DIS - Authorization for Administratively Approved Travel					
	4.02	DIS - Authorization for Attendance at Meetings and/or Conferences					
5.00	Curriculum Approval						
	5.01	DIS - Curriculum Approval					
6.00	Autho	Authorization for Student Trips					
	6.01	OCC - Student Trips					
	6.02	CCC - Student Trips					
	6.03	GWC - Student Trips					
7.00	Autho	Authorization for Special Projects					
	7.01	OCC - Special Projects					
	7.02	CCC - Special Projects					

	7.03 DIS - Special Projects					
	7.04 GWC - Special Projects					
8.00	Authorization to Apply for Funded Programs					
	8.01 DIS - Authorization to Apply for Funded Programs					
9.00	Authorization for Disposal of Surplus					
	9.01 Disposal of Surplus					
10.00	Authorization to Enter Into Standard Telecourse Agreements					
	10.01 CCC - Authorization to Enter Into Standard Telecourse Agreements					
11.00	Approval of Clinical Contracts					
	11.01 OCC - Clinical Contracts					
12.00	Approval of Standard Agreements					
	12.01 CCC - Approval of Standard Agreements					
13.00	Authorization for Purchase of Institutional Memberships					
	13.01 OCC - Institutional Memberships					
	13.02 GWC - Institutional Memberships					
	13.03 DIS - Institutional Memberships					
14.00	Authorization for Community Activities					
	14.01 OCC - Community Activities					
15.00	Personnel Items					
	15.01 DIS - Personnei Items					
	 a) Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations b) Authorization for Schedule Changes, Classified Staff c) Authorization for Professional Experts d) Approval of Sabbatical Leave Requests e) Approval of Classified and Confidential Staff Longevity Payments 					
16.00	Authorization for Independent Contractors					
	16.01 CCC - Independent Contractors					
	16.02 OCC - Independent Contractors					
	16.03 GWC - Independent Contractors					

17.00 **Authorization for Professional Development Program** 17.01 DIS - Authorization for Professional Development Program 18.00 **Authorization for Staff Development** 18.01 GWC - Staff Development 19.00 **Approval of Purchase Orders** 19.01 DIS - Purchase Orders 20.00 Ratification/ Approval of Checks 20.01 DIS - Ratification/Approval of Checks 21.00 **Check List for General Obligation Bond Fund** 21.01 DIS - Check List for General Obligation Fund 22.00 **Authorization for Special Payments** 22.01 OCC - Special Payments **DISCUSSION CALENDAR** 23.00 **Approval of Agreements** 23.01 DIS - Approval of Interim Educational Administrator Employment Agreement, Interim Administrative Director, Workforce & Economic Development, **Coastline Community College** 23.02 CCC - Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fourth Edition of the Telecourse Student Guide for Child Development: Stepping Stones 23.03 CCC - Approve Agreement between the Humphrey's Half Moon Inn and Suites and the Coast Community College District for the Location of the Business Education Statewide Advisory Committee (BESAC) Annual Conference

- 23.04 CCC Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fifth Edition of the Telecourse Student Guide for Psychology: The Human Experience
- 23.05 CCC Approve an Amendment to an Agreement between Bedford, Freeman, & Worth Publishing Group, COMAP, Inc., and the Coast Community College District to Extend the Agreement and Include Schedule A
- 23.06 DIS Approve Agreement between the California State University, Fullerton (CSUF) and the Coast Community College District (CCCD) to Increase International Student Enrollment and Provide Seamless Transfer for ISDA Students from a Coast College to the California State University, Fullerton

- 23.07 DIS Approve Non-Standard Agreement between the National Student Clearinghouse and the Coast Community College District (Coastline College, Golden West College, Orange Coast College) for the Purpose of Adding Student Tracker and EnrollmentVerify as an Amendment to our Existing DegreeVerify Contract
- 23.08 DIS Approval to Enter into a Renewal Agreement between the Coast Community College District Foundation and the Coast Community College District for Use of Facilities
- 23.09 CCC Approve Amended Agreement between the County of Orange and the Coast Community College District to Operate the Orange County One-Stop Center South
- 23.10 CCC Approve Amendment to Agreement between Central Texas College and the Coast Community College District to Serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE) (Reference US Government Contract No N00189-09-D-Z060) for the Delivery of all Distance Learning Services and Courses Described in the CTC Alternate Technical Proposal in Response to Government Solicitation No. N00189-09-R-Z020
- 23.11 OCC Approve Memoranda of Understanding Regarding Orange County Quality Improvement System (OC QIS) Between the Orange County Department of Education and Coast Community College District, Orange Coast College Early Childhood Education Lab School and the Harry and Grace Steele Children's Center
- 23.12 OCC Approve Department of Defense Voluntary Education Partnership Memorandum of Understanding between the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness, and the Coast Community College District to Provide Educational Services to Personnel of the United States Armed Forces
- 23.13 OCC Approve Non-Standard Agreement between the Orange County Department of Education and the Coast Community College District for the Purpose of Obtaining Funding for Childcare at the Orange Coast College Harry and Grace Steele Children's Center beginning August 31, 2011 for Eligible Student Parents
- 23.14 DIS Approve Agreement between the Coast Community College District Foundation (Foundation) and the Coast Community College District (CCCD) to Reaffirm its Recognition of the Foundation as an Auxiliary Organization Within the Meaning of Section 72670(e) of the Education Code
- 24.00 Buildings and Grounds Approvals
 - 24.01 DIS Authorization to File Notice of Completion and Release Retention Funds
 - 24.02 DIS Approve Change Order No. 2; Golden West College Learning Resource Center New Construction Phase II; Bid No. 1954
 - 24.03 DIS Approve Change Order No. 1; Golden West College Learning Resource Center New Construction Phase III; Bid No. 1960

- 24.04 DIS Approve Change Order No. 2; Golden West College Learning Resource Center Phase IV New Construction; Bid No. 1963
- 25.00 General Items of Business
 - 25.01 DIS Approval of Material Fees
 - 25.02 DIS Nomination of Trustee Jerry Patterson to the Association of Community College Trustees (ACCT) Committee Service, Pacific Region
 - 25.03 DIS Presentation and Adoption of Accountability Reporting for Community Colleges
 - 25.04 OCC Authorization to Conduct a Short-Term Study Abroad Program in London, England and Paris, France
 - 25.05 OCC Authorization to Conduct a Short-Term Study Program in New York
 - 25.06 DIS Ratification of Tentative Agreement between Coast Federation of Classified Employees (CFCE) and the Coast Community College District
- 26.00 Resolutions
 - 26.01 Resolution #11-42 to Enter Into An Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care and Development Programs Grant (CCTR-1179)
 - 26.02 Resolution #11-43 to Enter Into an Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-1338)
- 27.00 Approval of Minutes
 - 27.01 Approval of Minutes
- 28.00 Close of Meeting
 - 28.01 Public Comment (Items not on Agenda)
 - 28.02 Adjournment

PRELIMINARY MATTERS

(White Pages)

Wednesday, November 2, 2011 Regular Meeting 2011

1. Preliminary Matters

Subject 1.01 - 1.09 Preliminary Matters

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 1. Preliminary Matters

Access Public

Type Preliminary Matters

1.01 Call to Order

1.02 Roll Call

1.03 Public Comment (Closed Session - Items on Agenda)

1.04 Recess to Closed Session

1.05 Reconvene Regular Meeting at 6:30 p.m.

1.06 Pledge of Allegiance - Student Trustee Venegas III

1.07 Report of Action in Closed Session (if any)

1.08 Public Comment (Open Session - Items on Agenda)

1.09 Presentation, Ceremonial Resolutions and Public Hearings

1.09.01 Coast Community College District Resolution Honoring Richard Hutchison, Recipient of the 2011 Howard E. Adkins Memorial Award

Whereas, Richard Hutchison will be recognized as the Top Welding Instructor in the Nation at the Fabtech Conference in Chicago, billed as "North America's largest metal forming, fabricating, finishing and welding event." and

Whereas, The Howard E. Adkins Memorial Award is presented annually to honor the country's top high school, trade school, technical institute or junior college instructors; and

Whereas, Richard Hutchison received his Associate Degree in Welding at Cerritos before he was drafted into the Army in nineteen seventy-two, and extended his stay to accomplish his Bachelors degree in Welding at Aberdeen Proving Grounds; and

Whereas, Richard Hutchison is a nationally recognized master in his industry, having worked twenty eight years for the United Association of Pipefitters as a Journeyman Steam fitter and Welder; and

Whereas, Richard Hutchison enjoys sharing his knowledge with the two hundred students in Orange Coast College's welding program; and

Whereas, Orange Coast College's American Welding Society-certified program prepares welders for occupations in manufacturing and all phases of transportation, including bridge construction, shipyards, automotive and railroad yards; and

Whereas, Richard Hutchison will travel to Chicago November twelve to fourteen with Cathe his wife of thirty-eight years.

Now, Therefore Be It Resolved, that on this day, the Second of November 2011, the Board of Trustees of the Coast Community College District recognizes the distinguished contributions of Richard Hutchison to the students of the District and to the community.

1.09.02 Acceptance of Retirements

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

Classified Management

Arthur, Jeffrey, District, Admin Director, District Information Services, effective 12/31/11.

Classified

Chen, Linda, District, HR Specialist, retirement effective 12/31/11.

Merriam, Jo Ann, District, Accounting Tech, retirement effective 12/31/11.

Wombold, Connie M., CCC, Division Area Office Coordinator, effective 12/31/11.

Jeffrey Arthur

Whereas, Jeff Arthur, DIS, Administrative Director, is retiring from the District effective the thirty-first day of December 2011 and;

Whereas, Jeff Arthur was hired in December 1999 as Coastline's Director of Fiscal Services, Jeff Arthur reinstalled and upgraded Coastline Foundation's Great Plains Dynamics system, and developed monthly financial reporting for the CCC Bookstore, Foundation, Associated Students and other funds; and

Whereas, in July 2000, Jeff Arthur became the Director of Business Services for KOCE-TV, where he led a seven TV station consortium in building the Mt. Wilson DTV broadcasting facilities and innovative combined antenna structure. Jeff Arthur was 2002 CDMA Manager of the Year; and

Whereas, in September 2004, Jeff Arthur became the Administrative Director of District Information Services. He led the district-wide software selection committee which selected SunGard Banner. CCCD signed the Banner contract in September 2005 and Jeff Arthur became the project manager for the seven functional teams. The Enterprise team had many successes: Finance was live June 2006, Human Resources went live December 2006, and Student went live November 2007. The Voyager system is a great benefit to students, faculty and staff. Luminis/Mysites portal is now accessed over 2,000,000 times per term; and

Whereas, Jeff Arthur thrives when making peoples' lives and things work better. He completed the Stephen Minister training in May 2010 and looks forward to new challenges and opportunities to serve after his time at Coast.

Now Therefore be it Resolved, the Board of Trustees expresses its sincere appreciation to Jeff Arthur for his

years of service to the Coast Community College District and offer him sincere wishes for a happy, healthy and fulfilling retirement.

Be it Further Resolved, that the Board of Trustees hereby accepts the retirement of Jeff Arthur on this day, the second day in November in the year 2011.

Linda Chen

Whereas, Linda Chen, Human Resource Specialist, is retiring from the District effective the thirty-first day of December, 2011; and

Whereas, Linda Chen started at Orange Coast College on August 27, 1979 as a Typist Clerk Intermediate and received a promotion in 1984 to Personnel Technician at the District Office. This was the beginning of a beautiful relationship; and

Whereas, Linda Chen remained in Human Resources and earned a promotion to Personnel Technician II in 1996, eventually moving to Human Resources Specialist in 2005 following a department re-organization. Linda Chen is responsible for part-time faculty processing, agenda preparation and administering the District-Wide TB program, among other duties; and

Whereas, Linda Chen encounters a variety of people in her HR role, and they are always pleased with her helpfulness, professionalism and great customer services. She is a stickler for deadlines and fanatical about following HR procedures. She is the keeper of our HR history and it has been well kept in her caring hands. She is known for her thoughtful, generous ways, her cooperative attitude and her ability to boost morale. She is such a treasure she was recognized as Classified Employee of the Year in 2000, a well deserved honor; and

Whereas, Linda Chen plans to enjoy her grandson, continue dancing through life, and enjoy every moment of this new adventure called retirement. We wish her blue skies, loads of smiles, good fortune and great health.

Now Therefore be it Resolved, the Board of Trustees expresses its sincere appreciation to Linda Chen for her years of service to the Coast Community College District and offer her sincere wishes for a happy, healthy, and fulfilling retirement.

Be it Further Resolved, that the Board of Trustees hereby accepts the retirement of Linda Chen on this day, the second day in November in the year 2011.

Jo Ann Merriam

Whereas, Jo Ann Merriam, Accounting Tech, is retiring from the District Office effective the thirty-first day of December 2011; and

Whereas, Jo Ann Merriam received her AA degree from Orange Coast College in 1981 with a Certificate in Air Transportation and Travel, and a B.S. in Business Administration and a Certificate in International Business in 1983/1984 from CSU Long Beach; and

Whereas, Jo Ann Merriam has been employed at the District for over 21 years, starting at OCC in 1990 as a Registration Technician for the Community Services Department. After a few years, she was promoted within the department to an accounting function. Jo Ann says "I have enjoyed my time with my dedicated colleagues in community education. Together we were able to create one of the largest programs of its type in the nation. We offered a yearly season of professional performing arts programs, opportunities for entrepreneurs as vendors at our weekend swap meet, a wide variety of summer programs including

swimming and life-long learning"; and

Whereas, Jo Ann Merriam transferred to the District to work in Accounts Payable, and in 2001 took up her current position in Accounting/Travel-Audit. With an understanding of the travel industry, and her experience within a college environment, the Accounting/Travel position was a great match for her skills; and

Whereas, when asked what she will do when she retires, Jo Ann Merriam says "When I move out of state, I will continue working but because of my lifestyle change, I also hope to free up some time to be with my husband, enjoy the outdoors, continue studying languages and art, and as always reading, reading, reading. However, my main love, besides my husband Alan, is travel. I hope to see a few more places on my bucket list." Jo Ann Merriam will be greatly missed and we send her the best of wishes in the next chapter of her life.

Now Therefore be it Resolved, the Board of Trustees expresses its sincere appreciation to Jo Ann Merriam for her years of service to the Coast Community College District and offer her sincere wishes for a happy, healthy and fulfilling retirement.

Be it Further Resolved, that the Board of Trustees hereby accepts the retirement of Jo Ann Merriam on this day, the second day in November in the year 2011.

Connie Wombold

Whereas, Connie Wombold, Division Area Office Coordinator, is retiring from Coastline Community College effective the thirty-first day of December 2011; and

Whereas, Connie Wombold began her career thirteen years ago as a part-time employee at the Garden Grove Center of Coastline Community College. Her dependability and good work ethic were noted by the Career and Technology Dean and, after a few months, she furthered her career when she transitioned from part-time to her current title; and

Now Therefore be it Resolved, the Board of Trustees expresses its sincere appreciation to Connie Wombold for her years of service to Coastline Community College and the Coast Community College District and offer her sincere wishes for a happy, healthy, and fulfilling retirement.

Be it Further Resolved, that the Board of Trustees hereby accepts the retirement of Connie Wombold on this day, the second of November in the year 2011.

GENERAL INFORMATION AND REPORTS

(White Pages)

2. Informative Reports

Subject

2.01 - 2.08 Informative Reports

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

2. Informative Reports

Access

Public

Type

Informative Reports

2.01 Report from the Chancellor

Dr. Andrew Jones

2.02 Reports from the Presidents

Dr. Loretta Adrian, Coastline Community College Dr. Dennis Harkins, Orange Coast College Wes Bryan, Golden West College

2.03 Reports from the Presidents of Student Government Organizations

Tarez Henderson, Coastline Community College Dale Lendrum, Golden West College Catherine Tran, Orange Coast College

2.04 Reports from the Academic Senate Presidents

Margaret Lovig, Coastline Community College Theresa Lavarini, Golden West College Vesna Marcina, Orange Coast College

2.05 Reports from the Presidents of Employee Representative Groups

Ann Nicholson, Coast Federation of Classified Employees (CFCE)

Dr. Barbara Price, Coast Community College Association-California Teachers Association/National Education Association (CCCA-CTA/NEA)

Dean Mancina, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

Christina Oja, Association of Confidential Employees (ACE)

Vince Rodriguez, Coast District Management Association (CDMA)

2.06 Reports from the Board of Trustees

Trustee Jerry Patterson, Board President Trustee Jim Moreno, Board Vice President Trustee Dr. Lorraine Prinsky, Board Clerk Trustee Mary L. Hornbuckle Trustee David A. Grant Student Trustee Joe Venegas III

2.07 Reports from the Board Committees & Review of Board Committee Meeting Dates

Accreditation Committee
Audit and Budget Committee
Career Technical Education Committee
Land Development Committee
Legislative Affairs
Personnel Committee
Orange County Legislative Task Force

Accreditation Committee Meeting, November 14, 2011 at 3:30 p.m., Board of Trustees' Conference Room

Land Development Committee Meeting, November 29, 2011 at 10:00 a.m., Board of Trustees' Conference Room

Career Technical Education Committee Meeting, December 8, 2011 at 9:00 a.m. Board of Trustees' Conference Room

2.08 Quarterly Financial Status Report

Section 58310 of Title 5 of the *California Code of Regulations* requires that the District file a Quarterly Financial Status Report (Form CCFS-311Q) with the State Chancellor's office each quarter. Attached to each trustee's agenda is the First Quarter Financial Status Report ending September 30, 2011. The report contains the CCFS-311Q State Chancellor's Report, a General Fund Financial Status Report and Fund Balance Report for all funds. (See Attachment #1)

Fiscal impact: No fiscal impact

File Attachments

1st Qtr Financial.pdf (250 KB)

3. Matters for Review, Discussion and/or Action

Subject 3.01 - 3.08 Matte

3.01 - 3.08 Matters for Review, Discussion and/or Action

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

3. Matters for Review, Discussion and/or Action

Access

Public

Type

Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

November 16, 2011 - Regular Meeting

December 14, 2011 - Organizational Meeting

January 18, 2012 - Regular Meeting

February 1, 2012 - Regular Meeting

February 15, 2012 - Regular Meeting

March 7, 2012 - Regular Meeting

March 21, 2012 - Regular Meeting/Study Session

April 4, 2012 - Regular Meeting

April 18, 2012 -Service Awards Meeting

May 2, 2012 - Regular Meeting

May 16, 2012 - Regular Meeting

June 20, 2012 - Regular Meeting also including a Budget Study Session

July 18, 2012 - Regular Meeting

August 1, 2012 - Regular Meeting/Study Session

August 15, 2012 - Regular Meeting

September 5, 2012 - Regular Meeting also including Final Budget Adoption

September 19, 2012 - Regular Meeting

October 3, 2012 - Regular Meeting

October 17, 2012 - Regular Meeting/Study Session

November 7, 2012 - Regular Meeting

November 21, 2012 - Regular Meeting

December 12, 2012 - Regular/Organizational Meeting

3.02 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), California Community College League (CCLC), & California Community College Trustees (CCCT)

November 10-12, 2011, Tampa, FL, ACCT Government Leadership Institute on Diversity

November 17-19, 2011 San Jose, CA, CCLC Annual Convention and Partner Conferences, and CCCT Board Mtg

January 27-29, 2012, Sacramento, CA, CCLC Effective Trusteeship Workshop

January 28, 2012, Sacramento, CA, CCLC Board Chair Workshop and CCCT Board Meeting

January 29-30, 2012, Sacramento, CA, CCLC Annual Legislative Summit

February 13-16, 2012, Washington, DC, ACCT National Legislative Summit

April 13, 2012, Sacramento, CA, CCCT Board Meeting

April 21-24, 2012, Orlando, FL, AACC Annual Convention

May 4-6, 2012, San Diego, CA, CCLC Annual Trustees' Conference

June 15-16, 2012, Sacramento, CA, CCCT Board Meeting

November 15-17, 2012, Los Angeles, CA, CCLC Annual Convention & Partner Conferences

3.03 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.

3.04 Buildings and Grounds Reports

Coastline College Newport Beach Learning Center

Architect: LPA Architecture

Construction Manager: CW Driver

DSA Approval (Phase II: Building Construction): May 2011
Est. Construction Start: August 2010 (Phase I: Site Preparation)

Est. Completion: October 2012

Funding: Measure C General Obligation Bond

Project Status: The installation of concrete continues to progress rapidly as the contractor has mobilized significant manpower to the site. The number of contractors now exceeds the on-street parking capacity surrounding the construction site, and Coastline is working with Newport Mesa Unified School District to facilitate temporary off-site parking in order accommodate the increased workforce. While continuing to work on the first floor concrete walls, contractors have begun pouring concrete on the second floor "elevated deck" (2nd floor slab).

Orange Coast College Athletic Support/Baseball Entry Complex

Architect: Stern Architects

Construction Manager: Orange Coast College/District

Construction Start: June 9, 2012

Scheduled Completion: November 6, 2012

Funding: Foundation & Measure C General Obligation Bond

This project has been completed. The campus user groups are very pleased with the end result and impressed with the quality and efficiency of the contractor's performance. This project was completed ahead of schedule despite some weather impact and unsuspecting changes. Campus representatives, the contractor, and architect will be conducting the final "punch walk" on 10/31 and any minor adjustments and/or repairs will be made immediately thereafter. A close-out change order and authorization for the filing of a Notice of Completion will be recommended for Board action on 11/16. This will be the final report on this project.

$3.05\,$ Board of Trustees' Discussion Pertaining to Monies Paid or Owed to the Shareholders of the Enterprise Corporation

3.06 Review of Internal Audit Report

3.07 Review of Proposed Policy Revision BP 5030 Student Fees and Charges Policy

After review by the Vice Presidents of Instruction, Student Services, and Administrative Services, as well as members of Chancellor's Cabinet, it is recommended by the Chancellor that the Board review the first-reading of the attached proposed policy changes, with consideration of placement in the Discussion Section at the

next regular Board Meeting. (Strikeouts identify text for removal, underline identifies text to be added. (See Attachment #2)

3.08 Review of Proposed Policy Revision BP 5032 District Fee Schedule

After review by the Vice Presidents of Instruction, Student Services, and Administrative Services, as well as members of Chancellor's Cabinet, it is recommended by the Chancellor that the Board review the first-reading of the attached proposed policy changes, with consideration of placement in the Discussion Section at the next regular Board Meeting. (Strikeouts identify text for removal, underline identifies text to be added. (See Attachment #3)

File Attachments

11-2-11 Meeting.pdf (65 KB)

Internal Audit Report.pdf (20 KB)

Student Fees Charges BP 5030 Board Changes 11-2-11.pdf (50 KB)

District Fee Schedule BP5032 -Board Changes 11-2-11.pdf (13 KB)

Review of Internal Audit Report

The following Activity Report for the period July 1, 2011 through September 30, 2011, is submitted by: Tracy Young, Coordinator of Internal Audit Services.

A. STATUS OF AUDIT WORK PERFORMED DURING THE QUARTER ENDED SEPTEMBER 2011

- Change Fund Audit During the reporting period, Internal Audit Services
 performed random counts of change funds as well as EOPS/CARE gas and
 meal cards at all of the campuses. No significant issues were noted.
- 2. Review of Bank Reconciliations During the reporting period, Internal Audit Services reviewed account reconciliations for open bank accounts during the quarter. 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 2011/2012 at each campus and verified as being tagged with the assigned asset number. No significant issues were noted.
- 4. <u>Payroll</u> During the reporting period, Internal Audit Services reviewed changes made to each payroll report 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.
- External Audit During the reporting period, Internal Audit Services
 responded to requests of Vasquez & Company for the fiscal year 2010/2011
 audit. Final audit testing was performed on the Campuses in August and at
 the District in September and October.
- 6. Athletics Audit During the reporting period, Internal Audit Services completed the OCC Athletics Division audit. Recommendations are to be shared with executive management, and future training of district personnel will be arranged.
- Assisted with Student Registration During the reporting period, Internal
 Audit Services assisted with student registrations at the Admissions and
 Records departments at Golden West Colleges during the first week of the
 Fall Semester.

		·	

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.

4. Travel

Subject

4.01 DIS - Authorization for Aministratively Approved Travel

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

- 4. Travel

Access

Public

Type

Consent

These items were previously approved by the Chancellor and are presented for Board notification and ratification in compliance with Board Resolution #11-15,

September 30-October 26, 2011

Mary Avalos, Student Serv Coord (GWC), to attend the Green California Schools Summit and Exposition, October 17-18, 2011, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$265, to be paid from Student Leadership funds.

Administrative Approval: 10/5/2011

Mary Avalos, Student Serv Coord (GWC), to attend the California Community College Student Affairs Association Student Leadership Conference, October 21-23, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$867, including a registration fee of \$225, to be paid from Student Leadership funds.

Administrative Approval: 10/5/2011

Dibakar Barua, Instructor (GWC), to attend the Mindful Living and the Neurobiology of Love Conference, November 5-6, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$750, including a registration fee of \$295, to be paid from IPD AFT Conference funds.

Administrative Approval: 10/12/2011

Amanda Best, Instructor (GWC), to attend the Academic Senate for California Community Colleges Plenary Fall 2011, November 3-5, 2011, San Deigo, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$355, to be paid from IPD Chair Workshops/Conferences. Administrative Approval: 10/4/2011

Crystal D Crane, Dir Of Personnl Svcs (GWC), to attend the Association of Chief Human Resources Officers Fall Training Institute, October 18-21, 2011, Cathedral City, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$150, to be paid from CDMA Professional and Staff Development Funds.

Administrative Approval: 9/29/2011

Erin K Crowley, Hourly Instructor (CCC), to attend the Autism National Committee - Autism Without Limits Conference, October 20-22, 2011, Burbank, CA, without loss of salary, with reimbursement for allowable expenses of \$595, including a registration fee of \$305, to be paid from PDI Conference and Workshop Funds. Administrative Approval: 10/11/2011

John P Dunham, Hourly Instructor (GWC), to attend the Academic Senate for California Community Colleges Plenary Fall 2011, November 3-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$355, to be paid from IPD 50-60% P/T Conference funds.

Administrative Approval: 10/12/2011

Marilyn M Fry, Hourly Instructor (CCC), to attend the Academic Senate for California Community Colleges 2011 Fall Plenary Session, November 3-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$875, including a registration fee of \$355, to be paid from Academic Senate Funds. The reason for this revision is to delete CCA funds and add entire amount of \$875 to Senate funds. Revised Admin. Approval: 10/5/2011

Don H Gaytan, Instructor (OCC), to attend the Puente Regional Training, October 19 - 21, 2011, Riverside, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency and/or personal funds.

Administrative Approval: 10/10/2011

Joycelyn M Groot, Dean Mil/Corp & Comm Pro (CCC), to attend the Council on Military Education in South Carolina Conference, November 1-5, 2011, Myrtle Beach, SC, without loss of salary, with reimbursement for allowable expenses of \$1600, including a registration fee of \$125, travel by Air Coach, rental car and insurance, to be paid from Contract Education Ancillary Funds.

Administrative Approval: 10/11/2011

Janet M Houlihan, Vice President (GWC), to attend the Association of Chief Business Officials 2011 Fall Conference, October 24, 2011, Temecula, CA, without loss of salary, with reimbursement for allowable expenses of \$1050, including a registration fee of \$285, to be paid from Administrative Services Trust Funds. Administrative Approval: 10/12/2011

Jennifer K Labounty, EOPS/Care Specialist (OCC), to attend the California Community College Extended Opportunity Programs and Services Annual Fall Conference "Meeting the Challenge", October 10 - 12, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$250, to be paid from Classified Professional Development Funds. The reason for this revision is to change funding source.

Revised Admin. Approval: 10/6/2011

Theresa L Lavarini, Instructor (GWC), to attend the Academic Senate for California Community Colleges Plenary Fall 2011, November 2-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$355, to be paid from Academic Senate Conference Funds.

Administrative Approval: 9/29/2011

Janelle G Leighton, Supv, Intntl Student (GWC), to attend the California Community College Student Affairs Association Student Leadership Conference, October 21-23, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$300, including a registration fee of \$225, to be paid from Student Leadership funds.

Administrative Approval: 10/5/2011

Earnest G Marchbank, Asst Director, Dist Facilities (CCCD), to attend the Community College Facility Coalition 18th Annual Conference, October 31, 2011 - November 2, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$250, travel by Air Coach, to be paid from Facilities Management Conference Funds.

Administrative Approval: 9/30/2011

Connie A Marten, Staff Development Trainer (GWC), to attend the 2011 Online Teaching & Learning

Conference, 10/18/11, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$368, including a registration fee of \$368, to be paid from CCA Conference Funds. Administrative Approval: 9/29/2011

Georgie H Monahan, Instructor (OCC), to attend the Columbia College Comprehensive Accreditation Visit, October 23 - 28, 2011, Sonora, CA, without loss of salary, with no reimbursement authorized from District funds, including rental car and insurance, to be paid from sponsoring agency and/or personal funds. Administrative Approval: 10/6/2011

Melinda A Nish, Vice President (OCC), to attend the Intersegmental Curriculum workgroup, October 17, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including travel by Air Coach, to be paid from VPI Management Conferences funds - General.

Administrative Approval: 10/6/2011

Deborah G Orrill, Hourly Instructor (GWC), to attend the Southern California Waste Management Forum, November 9, 2011, Fullerton, CA, without loss of salary, with reimbursement for allowable expenses of \$425, including a registration fee of \$350, to be paid from CalWorks Alliance Grant.

Administrative Approval: 10/17/2011

Pamela P Pacheco, Staff Assistant (GWC), to attend the Academic Senate for California Community Colleges Plenary Fall 2011, November 3-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$355, to be paid from IPD 50-60% P/T Conference funds.

Administrative Approval: 10/12/2011

Martha Ramm Engle, Instructor (GWC), to attend the Academic Senate for California Community Colleges Plenary Fall 2011, November 2-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$355, to be paid from IPD AFT Conference funds. Administrative Approval: 10/12/2011

Roxana C Ross, Librarian (GWC), to attend the Alpha Gamma Sigma Southern Regional Fall Conference, October 29, 2011, Santa Clarita, CA, without loss of salary, with reimbursement for allowable expenses of \$30, including a registration fee of \$30, to be paid from Club funds.

Administrative Approval: 10/13/2011

Sallie A Salinas-Rumps, Int Adm Dir, Wrkforce Econ Dev (CCC), to attend the Orange County Workforce Development Conference 2011, October 13, 2011, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$125, including a registration fee of \$100, to be paid from Dislocated Workers-South. Administrative Approval: 10/11/2011

Sheri L Sterner, Adm Dir, Res, Plan, & Inst Eff (OCC), to attend the Accrediting Commission for Community and Junior College Ventura College Site Visit, October 31 - November 1, 2011, Ventura, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency and/or personal funds.

Administrative Approval: 10/10/2011

Linda M Ternes, Instructor (GWC), to attend the American Mathematical Association of Two-Year Colleges Annual Conference, November 10-13, 2011, Austin, TX, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$325, travel by Air Coach, to be paid from IPD AFT Conference funds.

Administrative Approval: 10/12/2011

Terry L Timmins, Instructor (OCC), to attend the Second International Conference on the Constructed Environment, October 28 - 31, 2011, Chicago, IL, without loss of salary, with reimbursement for allowable expenses of \$1600, including a registration fee of \$400, travel by Air Coach, rental car and insurance, to be paid from CFE Contracted PDI Full Time Conference Funds. The reason for this revision is to change travel dates.

Revised Admin. Approval: 10/6/2011

Maria D Traver, Counselor (OCC), to attend the Puente Regional Training, October 20 - 21, 2011, Riverside, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency and/or personal funds.

Administrative Approval: 10/10/2011

Paul A Van Ast, Dir, OC One Stop Center (CCC), to attend the Orange County Workforce Development Conference 2011, October 13, 2011, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$125, including a registration fee of \$100, to be paid from Disadvantage Adults South. Administrative Approval: 10/11/2011

Subject

4.02 DIS - Authorization for Attendance at Meetings and/or Conferences

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

4. Travel

Access

Public

Type

Consent

(1) Meetings for the Board of Trustees

Conrad J Moreno, Board Member (CCCD), to attend the Community College League of California (CCLC) Effective Trusteeship Workshop and Board Chair Workshop, January 26-31, 2012, Sacramento, CA, with reimbursement for actual expenses, including a registration fee of \$295, to be paid from District Conference Funds.

Conrad J Moreno, Board Member (CCCD), to attend the Community College League of California (CCLC) Annual Legislative Conference and CCCT Board Meeting, January 26-31, 2012, Sacramento, CA, with reimbursement for actual expenses, including a registration fee of \$395, to be paid from District Conference Funds.

Joe Venegas III, Student Trustee (DIST), to attend the General Assembly 2.0 Renewing California's Promise, November 4, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$577, including a registration fee of \$195, travel by Air Coach, to be paid from District Conference Funds. The reason for this revision is to revise travel date and change the dollar amount.

(2) Meetings for Faculty and Staff

Roberta S Adler, Hourly Instructor (CCC), to attend the American Music Therapy Association, November 15-20, 2011, Atlanta, GA, without loss of salary, with reimbursement for allowable expenses of \$750, including a registration fee of \$450, travel by Air Coach, rental car and insurance, to be paid from PDI Conference and Workshop Funds.

Loretta P Adrian, President (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Isaiah M Aguirre, Public Info Asst 1 (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Jesus J Alcala, Immigration Technicn (GWC), to attend the NAFSA: Association of International Educators Bi-Regional Conference, November 8-11, 2011, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$310, travel by Air Coach, to be paid from International Students Program funds.

Margaret Araujo, Inst/Food Serv Wkr 3 (OCC), to attend the Food Safety Training: ServSafe Food Production, November 4, 2011, Downey, CA, without loss of salary, with reimbursement for allowable expenses of \$175, including a registration fee of \$175, to be paid from Ancillary Account.

Eduardo J Arismendi-Pardi, Instructor (OCC), to attend the Faculty Association of California Community Colleges Executive Board Meeting, November 18, 2011, Torrance, CA, without loss of salary, with no

reimbursement authorized from District funds, to be paid from sponsoring agency and/or personal funds.

Mary Avalos, Student Serv Coord (GWC), to attend the National Association of Student Personnel Administrators Western Regional Conference, November 17-19, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$440, to be paid from Associated Student Advisor's Projects.

Carol E Barnes, Counselor (OCC), to attend the Western Regional Honors Council Conference, April 11 - 14, 2012, Albuquerque, NM, without loss of salary, with reimbursement for allowable expenses of \$1500, including a registration fee of \$175, travel by Air Coach, to be paid from Ancillary Account.

Elizabeth I Barton, Hourly Instructor (OCC), to attend the Association Of Collegiate Educators in Radiologic Technology, February 8 - 12, 2012, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$250, to be paid from CFE contracted PDI Part Time Conference Funds.

Amanda Best, Instructor (GWC), to attend the National Council on the Advancement of Ceramic Arts Annual Conference, March 27-April 1, 2012, Seattle, WA, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$185, travel by Air Coach, rental car and insurance, to be paid from IPD AFT Conference funds.

Jamie M Blair, Instructor (OCC), to attend the American Mathematics Association of Two Year Colleges, November 9 - 12, 2011, Austin, TX, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$325, travel by Air Coach, rental car and insurance, to be paid from CFE Contracted PDI Full Time Conference Funds - General.

Wes Bryan, President (GWC), to attend the Community College League of California Annual Convention and Partner Conferences, November 17-18, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1150, including a registration fee of \$540, travel by Air Coach, to be paid from President's Discretionary Budget.

Michael A Carrizo, Staff Aide (GWC), to attend the First Aid/CPR/AED Instructor Course, December 2-3, 2011, Santa Ana, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including a registration fee of \$500, to be paid from General Funds.

Michael A Carrizo, Staff Aide (GWC), to attend the Adult and Pediatric First Aid/CPR/AED Course, November 29, 2011, Santa Ana, CA, without loss of salary, with reimbursement for allowable expenses of \$110, including a registration fee of \$110, to be paid from General Funds.

Warren S Carter, Instructor (GWC), to attend the Teaching Sports Production Presentation at University of Cologne, Germany, November 19-28, 2011, Cologne, Germany without loss of salary, with no reimbursement authorized from District funds, no Cost to the College.

Sarah X Chang, Hourly Instructor (CCC), to attend the On-Site Counseling Facilitation Activities at Xiang Jaing High School in Support of the CCC-EBUS Program, December 10, 2011-January 15, 2012, Guangzhou, China without loss of salary, with no reimbursement authorized from District funds, to be paid from Sponsoring agency-US College Compass and/or personal funds, 15 days of personal time.

Cheryl A Chapman, Hourly Instructor (CCC), to attend the Academic Senate for California Community Colleges Fall Plenary Session 2011, November 3-5, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$220, to be paid from Academic Senate PT Faculty Conference funds.

29

Hernando Chavez Jr, Hourly Instructor (OCC), to attend the Society for the Scientific Study of Sexuality, November 3 - 6, 2011, Houston, TX, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$400, travel by Air Coach, to be paid from CCA Conference Funds.

Paula L Coker, Foundation Staff Aide (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Fred A Feldon, Instructor (CCC), to attend the American Mathematical Association of Two-Year Colleges (AMATYC) 37th Annual Conference, November 9-13, 2011, Austin, TX, without loss of salary, with reimbursement for allowable expenses of \$1250, including a registration fee of \$325, travel by Air Coach, to be paid from PDI Conference and Workshop Funds, Basic Skills.

Noemi O Flores, Student Fin Aid Tech BFAP (OCC), to attend the California Association of Student Financila Aid Administrators, December 11 - December 13, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$375, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Doreen M Garcia, Inst/Food Serv Wkr 1 (OCC), to attend the Food Safety Training: ServSafe Food Production, November 4, 2011, Downey, CA, without loss of salary, with reimbursement for allowable expenses of \$175, including a registration fee of \$175, to be paid from Ancillary Account.

Mark E Grooms, Hourly Instructor (OCC), to attend the Building a Successful Mindset Conference, November 4, 2011, Norwalk, CA, without loss of salary, with reimbursement for allowable expenses of \$124, including a registration fee of \$44, to be paid from CFE contracted PDI Part Time Conference Funds.

Joycelyn M Groot, Dean Mil/Corp & Comm Pro (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Tran Doan B Ha, Acctng Spec-Spc Proj (CCC), to attend the Advanced Microsoft Excel Techniques, December 7-8, 2011, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$450, including a registration fee of \$399, to be paid from Fiscal Services.

Lorraine A Henry, Instructor (OCC), to attend the California Society of Radiolgic Technologists 72nd Annual Meeting, November 4 - 6, 2011, Los Altos, CA, without loss of salary, with reimbursement for allowable expenses of \$449, including a registration fee of \$200, to be paid from CFE Contracted PDI Full Time Conference Funds.

Lorraine A Henry, Instructor (OCC), to attend the Radiologic Technology Educators 49th Annual Conference, November 4 - 6, 2011, Los Altos, CA, without loss of salary, with reimbursement for allowable expenses of \$674, including a registration fee of \$160, travel by Air Coach, to be paid from CFE Contracted PDI Full Time Conference Funds.

David W Hewitt, Hourly Instructor (OCC), to attend the Allied Social Science Association 2012 Annual Convention, January 5 - 8, 2012, Chicago, IL, without loss of salary, with reimbursement for allowable expenses of \$870, including a registration fee of \$35, travel by Air Coach, to be paid from CFE contracted PDI Part Time Conference Funds.

Sheila E Hostetler, Hourly Instructor (OCC), to attend the Pacific Southwest Academy of Legal Studies in Business, February 17 - 19, 2012, Palm Springs, CA, without loss of salary, with reimbursement for allowable

expenses of \$728, including a registration fee of \$150, to be paid from CFE contracted PDI Part Time Conference Funds.

Janet M Houlihan, Vice President (GWC), to attend the National Association of Student Personnel Adminstrators Western Regional Conference, November 17-19, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$440, to be paid from CDMA Professional and Staff Development Funds.

Amelie F Hunter, Instructor (OCC), to attend the Dance Under the Stars Choreography Festival, November 12 - 13, 2011, Palm Desert, CA, without loss of salary, with reimbursement for allowable expenses of \$400, to be paid from Dance Ancillary.

Eli R Jaramillo, Hourly Instructor (GWC), to attend the National Hot Rod Association Career Opportunities Fair, November 9, 2011, Pomona, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from Instructional (Auto) funds.

Danny C Jones, Administrative Dean (CCC), to attend the American Association of Community Colleges Commission and Instructional Technology Council Board Meeting, November 5-13, 2011, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$1200, including travel by Air Coach, to be paid from ISD Development Travel Expense Funds Ancillary.

Danny C Jones, Administrative Dean (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Sheila Mae Kilayko Cruz, Adm Asst to the Vice President (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Mary A Laihee, Hrly/Temp Tech (GWC), to attend the Kaleidoscope Leadership Institute, November 30 - December 4, 2011, Fullerton, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$450, to be paid from General Funds (Student Success).

Theresa L Lavarini, Instructor (GWC), to attend the Accreditation Institute 2012, February 10-11, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$350, to be paid from Academic Senate Conference Funds.

Lisa S Lee, Instructor (CCC), to attend the American Mathematical Association of Two-Year Colleges (AMATYC) 37th Annual Conference, November 10-13, 2011, Austin, TX, without loss of salary, with reimbursement for allowable expenses of \$1250, including a registration fee of \$325, travel by Air Coach, to be paid from PDI Conference and Workshop Funds, Basic Skills.

Janelle G Leighton, Supv, Intntl Student (GWC), to attend the NAFSA: Association of International Educators Bi-Regional Conference, November 8-11, 2011, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$310, travel by Air Coach, to be paid from International Students Program funds.

Janelle G Leighton, Supv, Intntl Student (GWC), to attend the National Association of Student Personnel Adminstrators Western Regional Conference, November 17-19, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$440, to be paid from CDMA Professional and Staff Development Funds.

Katherine R Marasigan, Student Fin Aid Spec BFAP (OCC), to attend the California Community College Studetn Financial Aid Administrators Association Annual Conference, December 8 - 11, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$295, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Eva N Marinotti, Temp Instructor (GWC), to attend the Teaching and Learning Strategies Online Course, on demand by December 15, 2011, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from AFT IPD Conference Funds.

Eva N Marinotti, Temp Instructor (GWC), to attend the Designing and Developing Simulations Online Course, on demand by December 20, 2011, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from AFT IPD Conference Funds.

Eva N Marinotti, Temp Instructor (GWC), to attend the Debriefing and Guided Reflection Online Course, on demand by December 20, 2011, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from AFT IPD Conference Funds.

Carla R Martinez, Student Serv Coord (OCC), to attend the Student Senate for California Community Colleges General Assembly, November 3 - 6, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1250, including a registration fee of \$195, travel by Air Coach, to be paid from ASOCC.

Melissa M Moser, Dir Financial Aid (OCC), to attend the annual Conference - California Community College Student Financial Aid Adminsitrators Association, December 8 - 11, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$295, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Melissa M Moser, Dir Financial Aid (OCC), to attend the Annual Conference for the California Association of Student Financial Aid Administrators, December 11 - 13, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$375, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Kathryn L Mueller, Dean (OCC), to attend the Student Senate for California Community Colleges General Assembly, November 4 - 6, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$195, travel by Air Coach, to be paid from ASOCC Ancillary.

Christine P Nguyen, Interim Vice Pres Admn Srvcs (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Melinda A Nish, Vice President (OCC), to attend the Annual Convention and Partner Conferences - Community College League of California, November 16 - 19, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$500, travel by Air Coach, rental car and insurance, to be paid from VPI Management Conferences funds.

Melinda A Nish, Vice President (OCC), to attend the Board of Govenors and Student Success Task Force, November 6 - 9, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$900, including travel by Air Coach, to be paid from VP Ancillary Funds.

Vinta M Oviatt, Librarian (OCC), to attend the American Council on Education 94th Annual Meeting, March 10 - 13, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$800.

including a registration fee of \$829, to be paid from CFE Contracted PDI Full Time Conference Funds.

Vinta M Oviatt, Librarian (OCC), to attend the Califonia Academic and Research Libraries Conference, April 5 - 7, 2012, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$300, including a registration fee of \$250, to be paid from CFE Contracted PDI Full Time Conference Funds.

Vinta M Oviatt, Librarian (OCC), to attend the American Library Association Conference 2012, June 21 - 27, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$300, including a registration fee of \$200, to be paid from CFE Contracted PDI Full Time Conference Funds.

Olga M Perez Stable Cox, Instructor (OCC), to attend the Society for the Scientific Study of Sexuality Annual Meeting: Coming Together: Integrating, Sexuality, Research and Practice, November 3 - 6, 2011, Houston, CA, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$450, travel by Air Coach, to be paid from CFE Contracted Full-time Conference Funds.

Clyde H Phillips, Counselor (OCC), to attend the UMOJA VII Conference, November 3 - 5, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$685, including a registration fee of \$75, travel by Air Coach, to be paid from CFE Contracted PDI Full Time Conference Funds.

Rena D Quinonez, Staff Specialist (OCC), to attend the Expanding Horizons - an Appreciative Approach to Career Development for Community College Students, November 3 - 4, 2011, Cerritos, CA, without loss of salary, with reimbursement for allowable expenses of \$75, to be paid from Ancillary Account.

Rena D Quinonez, Staff Specialist (OCC), to attend the In the World of Internships and Work Experience, November 18, 2011, Carson, CA, without loss of salary, with reimbursement for allowable expenses of \$100, including a registration fee of \$45, to be paid from Ancillary Job Placement Funds.

Linda A Rhines, Hourly Instructor (OCC), to attend the American Association for Respiratory Care, November 4 - 8, 2011, Tampa Bay, FL, without loss of salary, with reimbursement for allowable expenses of \$691, including a registration fee of \$370, travel by Air Coach, to be paid from CFE contracted PDI Part Time Conference Funds.

Malinni N Roeun, Instructor (CCC), to attend the American Mathematical Association of Two-Year Colleges (AMATYC) 37th Annual Conference, November 11-13, 2011, Austin, TX, without loss of salary, with reimbursement for allowable expenses of \$1250, including a registration fee of \$325, travel by Air Coach, to be paid from PDI Conference and Workshop Funds, Basic Skills.

Laila B Rusamiprasert, Staff Asst-Spec Proj Pres Ofc (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Sallie A Salinas-Rumps, Int Adm Dir, Wrkforce Econ Dev (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Andreea M Serban, Interim Vice Chancellor (CCCD), to attend the Community College League of California 2011 Annual Convention, November 16-19, 2011, San Jose, CA, without loss of salary, with reimbursement for allowable expenses of \$1800, including a registration fee of \$500, travel by Air Coach, to be paid from Managers & Supervisors Conference funds.

Deana L Smith, Food Servce Wrkr III (OCC), to attend the Food Safety Training: ServSafe Food Production, November 4, 2011, Downey, CA, without loss of salary, with reimbursement for allowable expenses of \$175,

including a registration fee of \$175, to be paid from Ancillary Account.

Caroline Spoja, Staff Assistant Senior-Counsel (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds.

Kathy Suarez, Student Fin Aid Tech (OCC), to attend the California Community Colleges Student Financial Aid Administrators Association, December 9 - 11, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$295, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Laureen J Swancutt, Exec Asst To Pres (CCC), to attend the White House Business Council Forum - co-hosted with Governor's Office, November 8-9, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds assisting with conference preparations. Overnight lodging required to work early morning registration desk.

Michael R Taylor, Instructor (OCC), to attend the 2012 American Football Coaches Association, January 7 - 11, 2012, San Antonio, TX, without loss of salary, with reimbursement for allowable expenses of \$1346, including a registration fee of \$60, travel by Air Coach, to be paid from CFE Contracted PDI Full Time Conference Funds.

Michael R Taylor, Instructor (OCC), to attend the California Community college Athletic Association, December 8 - 11, 2011, TBD, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid from sponsoring agency and/or personal funds.

Kathie T Tran, Student Fin Aid Supervisor (OCC), to attend the 2011 California Association of Student Financial Aid Administrators Annual Conference, December 10 - 13, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$375, travel by Air Coach, to be paid from BFAP Funds.

Damian J Tsutsumida, Inst Assoc-Fine Arts (OCC), to attend the Photo District News High Definition Single Lens Reflex Workshops, November 11 - 12, 2011, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$225, to be paid from CCA Conference Funds.

Richard D Vasilik, Hourly Instructor (GWC), to attend the National Hot Rod Association Career Opportunities Fair, November 9, 2011, Pomona, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Instructional (Auto) funds.

Lois Y Wilkerson, Interim Vice Pres, Stud Svcs (CCC), to attend the White House Business Council Forum - co-hosted with the Govenor's Office, November 8-9, 2011, Los Angelese, CA, without loss of salary, with reimbursement for allowable expenses of \$325, to be paid from Contract Education Ancillary funds assisting with conference preparations. Overnight lodging required to work the early morning registration desk.

5. Curriculum Approval

Subject

5.01 DIS - Curriculum Approval

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

5. Curriculum Approval

Access

Public

Type

Consent

Approval of New Courses

Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Approval of Programs/Options/Revisions/Retirements/Reinstatements

File Attachments

Curriculum.pdf (111 KB)

Approval of New Courses

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

Coastline Community College

Effective Spring 2012

ACCT C130 - VITA Internship; 2.0 Units

9 lecture/81 non-lecture semester hours; advisory: ACCT C103 and be officially enrolled in the VITA volunteer program and perform a minimum of 15 hours of VITA service; prerequisite: none; fee: none; grading method: student option. To enhance each Volunteer Income Tax Assistance (VITA) intern's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of VITA course certification in IRS provided online Basic and Intermediate tax courses and tax software and completion of service hours in the VITA program provides skills transferable to the workplace.

BUS C124 - Risk Management for Enterprises and Individuals; 3.0 Units

54 lecture semester hours; prerequisite: none; fee: none; grading method: student option. Risk Management for Enterprises and Individuals focuses on current as well as old and new risks for our times treating them in a holistic, global and integrated manner. Today the stakes are higher; decisions more complex; and consequences more severe and global. Knowledge and understanding of the risks at every phase in business and personal undertakings is critical. Tomorrow's leaders in business and individuals need to understand risks to make successful decisions. This course provides the background needed.

Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Course Revisions:

The Coastline, Golden West, and Orange Coast College Curriculum Committees, with concurrence of the College President and the Chancellor, recommend the following course revisions be approved for inclusion in the curriculum:

Coastline College

Effective Spring 2012

FROM TO

BC C110 - Introduction to Mobile Applications

Course ID/Number: BC C110 BC C116

CIS C11 - Computer Information Systems and Programming

Units: 4.0 units 3.0 units

Semester Hours: 63 Lecture/27 Non-Lecture 54 Lecture/18 Non-Lecture

COMM C100 – Introduction to Mass Communication

Course ID/Number: COMM C100 MCOM C100

COMM C140 - Public Relations

Course ID/Number: COMM C140 MCOM C140

COMM C150 - Introduction to Radio, TV, Film

Course ID/Number:

COMM C150

MCOM C150

CST C172 - SQL Server Design and Implementation

Semester Hours:

45 Lecture/27 Non-Lecture

54 Lecture/18 Non-Lecture

ENGL C108 - Library Resources and Research

Discipline:

English

ENGL C108

Library Science LIBR C110

Course ID/Number: Course Title:

Library Resources and Research

Library Research and Information

Competency

Course Units:

1.0 units

2.0 units

Semester Hours:

18 Lecture

36 Lecture

SPED C430 - Adapted Fitness

Semester Hours:

16 Non-Lecture

8-64 Variable Non-Lecture

SPED C431 - Adapted Balance and Mobility

Semester Hours:

16 Non-Lecture

8-64 Variable Non-Lecture

SPED C432 - Adapted Strength and Conditioning

Semester Hours:

16 Non-Lecture

8-64 Variable Non-Lecture

SPED C433 - Adapted Seated Fitness

Semester Hours:

16 Non-Lecture

8-64 Variable Non-Lecture

Golden West College

Effective Spring 2012

FROM

Zero

TO

CBA G145 - Introduction to Computers

Semester Hours: Repeatability:

9 Lecture/27 Non-Lecture

18 Lecture/27 Non-Lecture

Three times

CBA G160 - EXCEL, Introduction

Semester Hours:

18 Lecture/27 Non-Lecture

27 Lecture/27 Non-Lecture

CBA G161 - EXCEL, Intermediate

Semester Hours:

18 Lecture/27 Non-Lecture

27 Lecture/ 27 Non-Lecture

CBA G190 - Internet, Introduction

Semester Hours: Repeatability:

9 Lecture/36 Non-Lecture

18 Lecture/27 Non-Lecture

Three times

Management G115 - Behavioral Management

Zero

Course Title:

Behavioral Management

Essentials of Organizational Behavior

Management G155 - Customer Service for the 21st Century

Course Title:

Customer Service for the 21st Century Customer Service

Marketing G140 - E-Commerce-Selling on the Internet

Course Title:

Theater Arts G206 - Acting 3

Repeatability:

Three Times

Theater Arts G207 - Acting 4

Repeatability:

Three Times

Orange Coast College

Effective Fall 2012

FROM

TO

Accounting A114 - Volunteer Income Tax Assistance

Course Length:

10 Weeks

5 Weeks

Weekly Hours:

5 Non-Lecture

10 Non-Lecture

<u>Psychology A125 – Introduction to Counseling</u>

Course Title:

Introduction to Counseling

Introduction to Counseling Psychology

Psychology A199 - Current Topics in Psychology

Repeatability:

Four times

Two times

Psychology A250 - Biological Psychology

Advisory:

Prerequisite:

Psychology A100

None

None

Psychology A100

Course Reinstatement:

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

Orange Coast College

Effective Fall 2012

Geography A150 - California Geography; 3 units

54 semester, 3 lecture hours; prerequisite: none; fee: none; grading method: grade option only. A survey of California's physical and cultural environment and patterns. Topics will include physiography, vegetation. climate, resources, population, migration, ethnic diversity, economics, urbanization, and current issues related to geographic factors. Field trips may be required.

Course Retirement:

The Coastline and Orange Coast College Curriculum Committees, with concurrence of the College President and the Chancellor, recommends the following course be approved for retirement from the curriculum:

Coastline College

Effective Fall 2012

MUS C104 History of Popular Music in America MUS C400 Rhythm and Music

Orange Coast College

Effective Fall 2012

Astronomy A108 – Preparation for Observational Astronomy Astronomy A120 – Special Topics in Modern Astronomy Natural Science A100 – Evolution of the Cosmos Natural Science A100A – Natural Science Lab – Astronomy Natural Science A100G – Natural Science Lab – Geology Natural Science A105 – The Physical Universe Natural Science A106 – The Biological Universe Natural Science A110 – Cosmos: Personal Voyage Natural Science A112 – Introduction to Physical Science

Course Suspensions:

The Coastline and Golden West College Curriculum Committees, with concurrence of the College President and the Chancellor, recommends the following course be approved for suspension from the curriculum:

Coastline College

Effective Spring 2012

CST C120 – A+ Test Review CST C139 – Network Service Monitor CST C191 – CompTIA Linux + CST C195 – Fundamentals of LINUX CST C213 – Cisco Network Design

Golden West College

Effective Spring 2012

Business G150 – Business Mathematics
CBA G105 – Computer Keyboarding, Inter. Parts 1, 2 and 3
CBA G106 – Computer Keyboarding, Correspondence, Part 1
CBA G107 – Computer Keyboarding, Tables and Business Forms, Part 2
CBA G108 – Computer Keyboarding, Manuscript Reports, Part 3
Management G172 – Introduction Global Logistics and Supply Chain Management Management G174 – U.S. Physical Distribution and Logistics
Management G183 – International Payments and Collections
Management G184 – Mexico and NAFTA: A Business Perspective
Management G190 – Import Export Procedures
Management G195 – Regional Economic Integration
Marketing G180 – Survey of International Trade
Marketing G186 – International Marketing and the Internet

Approval of Programs/Options/Revisions/Retirements/Reinstatement

Approval of New Program/Options

The Coastline and Orange Coast College Curriculum Committees, with concurrence of the College President and the Chancellor, recommend the following new program/options be approved for approval as transfer degrees:

Coastline College

Effective Spring 2012

Associate of Arts in English for Transfer

Required, complete the following: 6 units

English C102 - Critical Reasoning, Reading, and Writing (3.0 units)

English C140 – Introduction to Literature (3.0 units)

Complete 6 units choose two of the following:

English C150—American Literature 1 (3.0 units)

English C155—American Literature 2 (3.0 units)

English C270—British Literature to 1800 (3.0 units)

English C275—British Literature since 1800 (3.0 units)

Complete 3 units choose one of the following:

English C145 - American Literature: The Short Story (3 units)

English C181 - Shakespeare (3.0 units)

Complete 3 units choose one of the following:

English C135 - Business Writing (3.0 units)

English C136 – Business Communication (3.0 units)

English C143 - Children's Literature (3.0 units)

English C144 – The International Short Story (3.0 units)

English C146 - Introduction to 20th Century Military Fiction (3.0 units)

English C296 - Gothic Victorian Literature (3.0 units)

English C297 – Contemporary Gothic Literature (3.0 units)

Humanities C100 - Introduction to the Humanities (3.0 units)

Theater Arts C101 - Introduction to the History and Literature of the Theater (3.0 units)

Total Units Required = 18

Orange Coast College

Effective Fall 2012

Associate of Arts in Early Childhood Education for Transfer

Required Core Courses: 24 units

	CSU GEN ED	C-ID
*HMDV A180 – Child Growth & Development, 3 units	D7, E	CDEV100
HMDV A190 – Interpersonal Communication, 3 units		CDEV 110
EC A155 - Principles/Practices Teaching Young Children, 3 units		ECE 120
EC A200 – Preschool Programs – The Curriculum, 3 units		ECE 130
EC A165 - Observing/Recording Child Behavior, 3 units		ECE 200
EC A201 – Early Childhood Field Experience, 3 units		ECE 210
EC A127 – Health, Safety, & Nutrition, 3 units		ECE 220
EC A126 – Teaching in a Diverse Society, 3 units		ECE 230
*Course must be double counted for program and general educati	on units	

TOTAL PROGRAM UNITS: 24
CSU GENERAL EDUCATION BREADTH UNITS: 39

TOTAL AS-T DEGREE UNITS:

60

Program/Option Revisions:

The Coastline 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 College

Effective Spring 2012

Office Support Specialist - Concentration in Financial Assistant (Certificate of Achievement)

Elective Courses:

Delete

BC C281-283 - Work Based Learning

Elective Courses:

Add

BC C281-284 - Work Based Learning

Office Support Specialist - Concentration in Financial Manager (Certificate of Achievement)

Elective Courses:

Delete

BC C281-283 - Work Based Learning

Elective Courses:

Add

BC C281-284 - Work Based Learning

Program/Option Retirement:

The Orange Coast College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/options be approved for retirement from the curriculum.

Orange Coast College

Effective Fall 2012

Drafting Technology - Computer Aided Design/Drafting Certificate of Achievement/Degree

Drafting Technology - Mechanical Design/Drafting Certificate of Achievement/Degree

Drafting Technology - Computer Aided Drafting Certificate of Specialization

Drafting Technology - Dimensioning Certificate of Specialization

6. Authorization for Student Trips

Subject

6.01 OCC - Student Trips

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

6. Authorization for Student Trips

Access

Public

Type

Consent

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.

Dance Under the Stars Choreography Festival

Location: Palm Desert, CA Dates: Nov. 12-13, 2011 Department: Dance Dept.

Cost/Purpose/Funding: Total Amount \$2,500 for registration, transportation, lodging, per diem and

miscellaneous expenses from Ancillary and ASOCC funds

Transportation: District and Personal Vehicles

Cal Poly San Luis Obispo Design Village Competition

Location: California Polytechnic State University Campus, San Luis Obispo, CA

Date: April 11-14, 2012

Department: Architecture Club

Cost/Purpose/Funding Source: Total amount of \$5,000 for registration, building supplies, and related expenses from ASOCC and club funds, Design/Build team projects, architecture networking and OCC

Architecture Program transfer visit. **Transportation:** District Vehicles

Santa Barbara International Film Festival

Location: Santa Barbara, CA
Date: January 25-27, 2012
Department: Architecture

Cost/Purpose/Funding Source: No Cost, Architecture 201 design/build project.

fabrication and installation of class final project, SB city architecture tour

Transportation: District Vehicles

San Francisco/Bay Area University Architecture Program Field Trip

Location: San Francisco, CA
Date: March 24-27, 2012
Department: Architecture Club

Cost/Purpose/Funding Source: No Cost to the College, Architecture Program visit for OCC Architecture

Program transfers to CCA and UCB, San Francisco City Architecture tour

Transportation: District Vehicles

Student Senate for California Community Colleges General Assembly

Location: San Jose, CA
Date: November 4-6, 2011
Department: ASOCC

Cost/Purpose/Funding: \$8,000 for registration, airfare, ground transportation, lodging, meals, parking and

miscellaneous expenses from ASOCC funds.

Transportation: Airlines, Private Vehicles

Subject

6.02 CCC - Student Trips

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

6. Authorization for Student Trips

Access

Public

Type

Consent

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: Anaheim Brewery

Location: Anaheim

Date: November 16, 2011 Department: Biology

Cost/Purpose/Funding: No cost to the College

Transportation: Personal vehicles

Conference/Activity: El Pueblo de Los Angeles Historic Park (Olvera Street)

Location: Los Angeles Date: November 18, 2011

Department: ESL

Cost/Purpose/Funding: No cost to the College

Transportation: District transportation

Conference/Activity: Griffith Park Observatory

Location: Los Angeles Date: December 9, 2011

Department: ESL

Cost/Purpose/Funding: No cost to the College

Transportation: District transportation

Conference/Activity: Orange County Water District

Location: Fountain Valley Date: November 8, 2011 Department: Microbiology

Cost/Purpose/Funding: No cost to the College

Transportation: Personal vehicles

Subject 6.03 GWC - Student Trips

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 6. Authorization for Student Trips

Access Public

Type Consent

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.

Alpha Gamma Sigma Honor Society Fall Regional Conference

Location: College of the Canyons, Valencia, CA

Date(s): Oct 29, 2011

Department: Student Activities

Cost/purpose/funding source: \$300 for student registration fees from Alpha Gamma Sigma Honor Society

funds.

Away Athletic Contests

Location: Various

Date(s): January 2012 - June 2012

Department: PE/Athletics

Cost/purpose/funding source: \$12,000 for entry fees from trust/auxiliary funds.

Softball Team Overnight Trips

Locations & Dates:

February 3-5, 2012 @ Yuma Tournament, Yuma, Arizona

March 31 - April 2, 2012 @ Santa Barbara Tournament, Santa Barbara

May 5-7, 2012 @ First Round State Tournament, location TBD (if qualified)

May 12-14, 2012 @ Second Round State Tournament, location TBD (if qualified)

May 17-21, 2012 @ State Finals, Bakersfield (if qualified)

Department: PE/Athletics

Cost/purpose/funding source: \$2,000 for District transportation, lodging, and food from trust funds.

Women's Softball Team Trip

Location: Prado Regional Park
Date(s): November 11-13, 2011

Department: PE/Athletics

Cost/purpose/funding source: \$500 for food and lodging from trust funds.

Baseball Team Overnight Trips

Locations & Dates:

November 4-5, 2011 @ Henderson NV

February 3-5, 2012 @ Bakersfield

February 10-12, 2012 @ Visalia

May 18-20, 2012 @ Bakersfield

Department: Athletics/Physical Education

Cost/purpose/funding source: \$4,000 for lodging and meals from Baseball Trust funds.

Men's Water Polo Team Overnight Trips

Locations & Dates:

September 3-5, 2011 @ Pepperdine University

September 14-18, 2011 @ Cuesta College

October 6-9, 2011 @ American River College/West Valley College

November 3-6, 2011 @ Riverside College (if qualified)

November 10-13, 2011 @ Riverside College (if qualified)

November 17-20, 2011 @ Cerritos College (if qualified)

Department: PE/Athletics

Cost/purpose/funding source: \$15,000 for lodging, transportation and food from trust funds.

(Revision is to increase the total cost from \$10,000 due to having more athletes than estimated. Previous

Board action: 7/20/11)

7. Authorization for Special Projects

Subject 7.01 OCC Special Projects

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 7. Authorization for Special Projects

Access Public

Type Consent

Art Flicks - Viewing and Discussion moderated by instructors Irini Rickerson and Dana Doyle

Date: Friday Nov. 18, 2011

Department: OCC- Visual and Performing Arts/ Art Department

Location: Fine Arts Lecture Hall

Purpose: Enrichment and Extra- Credit Opportunity

Cost: No cost to the college

Canon Explorers of Light Lecture Series featuring Joe Buissnink

Lecture and Discussion open to OCC Students and community, co-sponsored by Canon

Date: Dec. 2, 2011

Department: OCC- Visual and Performing Arts/Photo Department

Location: Fine Arts Lecture Hall

Purpose: Student and Community Outreach

Cost: No cost to the college; light refreshments will be provided by Canon

OCC Wind Ensemble Post-Concert Banquets

Dates: Nov. 6, 2011 and May 6, 2012

Department: OCC Visual and Performing Arts/Music **Purpose:** Student & community outreach & recruitment.

Cost/Purpose/Funding Source: Costs NTE 3,000 per banquet. Expenses paid come from ASOCC and

ancillary accounts

Jet Propulsion Laboratories (JPL) 3rd Annual Invention Challenge at OCC

Date: November 19, 2011

Department: OCC Engineering Club

Purpose: To promote STEM (Science, Technology, Engineering, and Mathematics) through the hosting of the JPL Challenge. This is an event where invitations will be extended to local high schools to participate in the demonstration of their inventions. This event will also be open to local community members.

Cost/Purpose/Funding: Total Amount \$500; to include materials, supplies, catering, refreshments, prizes, promotional items, printed items, testing apparatus supplies, miscellaneous expenses; to be paid from ASOCC funds and club funds.

Fall Fashion Sale

Date: Wednesday, November 9, 2011

Purpose: to present an industry panel and exposure to local businesses for Business and Fashion Majors at

 occ

Cost/Purpose/Funding: Total amount of expenses determined by number of attendees. Expenses to included refreshments, supplies and advertising to be paid from Ancillary and ASOCC funds.

OCC 8v8 Soccer Tournament

Date: December 3 and December 10, 2011

Location: OCC Soccer Field

Department: OCC Physical Education & Athletics

Purpose: Full-time faculty member to hold an 8 versus 8 soccer tournament for OCC students on the OCC campus. The event will promote awareness of the college facilities and the women's soccer program. It will

also be a fundraiser for OCC soccer programs.

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

USA Track & Field Level 1 Coaching Certificate Program

Date: February 18-19, 2012

Location: OCC Track & Field and Lecture Hall

Department: OCC Physical Education & Athletics

Purpose: To co-sponsor a USATF Coaching Certificate Program on the OCC campus. The event will promote the campus, its facilities, and the track & field program. The event will also be used as a fund raiser

for the OCC track & field program.

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

International, multicultural and diversity fairs and special events including associated hiring activities

Date: November 3, 2011 - June 30, 2012

Department: Staff Development and Personnel Department

Purpose: To promote and integrate diversity and multiculturalism into campus community

Cost/Purpose/Funding Source: total amount of \$2,500, to cover food, entertainment, mailings, publications

and other expenses related to the events. To be paid from Staff Diversity Funds

Revision To Previous Board Action

The OCC Physical Education & Athletics Division will be holding its annual Athletic Hall of Fame Induction Ceremony and Reception.

Date: Revised to November 5, 2011

Department: OCC Physical Education & Athletics

Purpose: To recognize the achievements and contributions of former athletes, coaches, and members of the

PE & Athletics division.

Cost/Purpose/Funding Source: All expenses will be paid out of division ancillary accounts and/or general

fund accounts.

Subject 7.02 CCC - Special Projects

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 7. Authorization for Special Projects

Access Public

Type Consent

Asian Pacific American Leadership Conference co-sponsored with Federal Asian Pacific American Council Southwest Chapter (FAPACSW).

Date: November 5, 2011 Location: Le-Jao Center

Department: Marketing & Public Relations/Governmental Relations

Purpose: Community/Governmental Relations

Cost/purpose/funding source: Coastline will charge FAPACSW \$1,080 to staff event and provide security. No

cost to College or District.

White House Business Council Forum co-sponsored with Governor Brown's Office and the White House.

Date: November 9, 2011

Location: California State University, Los Angeles

Department: Coastline's Institute for Economic Development

Purpose: In conjunction with the Governor's office, and the White House, conduct a forum for business

leaders to have an opportunity to brainstorm ideas to aid in the country's economic recovery.

Cost/purpose/funding source: \$2,500/Contract Education Ancillary funds

Subject

7.03 DIS - Special Projects

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

7. Authorization for Special Projects

Access

Public

Type

Consent

Get Motivated Business Seminar

Date: October 31, 2011

Location: Staples Center, Los Angeles

Department: Chancellor's Office

Purpose: To learn the latest information in time management, leadership, goal achievement, finances, health,

spiritual success, business strategies, motivation, and communication skills

Cost/purpose/funding source: \$1,600/Staff Development Funds

Administrative Approval: 10/19/11

Subject 7.04 GWC - Special Projects

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 7. Authorization for Special Projects

Access Public

Type Consent

High School Counselor Breakfast

Date(s): December 6, 2011

Department: Counseling Division

Purpose: High school counselors and GWC counselors/faculty/administration to meet

Cost/purpose/funding source: \$1,900 for food, gifts, decorations, linens, printing and supplies from ASGWC

Community Hosting Account and BFAP funds.

Clinical Faculty Academy
Date(s): January 9-10, 2012

Department: Health Professions/HWI-RHORC

Purpose: Sponsor Clinical Faculty Academy at Golden West College to prepare potential and current nursing

faculty in the southern California region to teach in the clinical setting

Cost/purpose/funding source: \$1,000 for food and materials from RHORC Trust funds.

"La Bayadere" Theater Production
Date(s): March 31 and April 1, 2012

Department: Arts & Letters/Theater

Purpose: Dance/Ballet Concert

Cost/purpose/funding source: Income of 50% of gross ticket sales (\$18 general; \$13 ASB/GWC, seniors and

children under 12) to Theater Income Trust funds.

Learning Resource Center Dedication

Date(s): November 3, 2011 Department: Foundation

Purpose: Ribbon cutting and dedication ceremony for the new Learning Resource Center building Cost/purpose/funding source: \$5,000 for printing, refreshments, equipment rentals and supplies from

Foundation Capital Campaign funds.

Industry Advisory Board Meeting

Date(s): February 15, 2012

Department: Career & Technical Education

Purpose: Host Industry Advisory Meeting for Recycling and Resource Management Certificate Program

Cost/purpose/funding source: \$500 for food and supplies from Cal Works Alliance Grant funds.

SoCal SQL Conference Date(s): April 24, 2012

Department: Career & Technical Education

Purpose: Provide free conference to SQL server professionals and students

Cost/purpose/funding source: No cost to the College.

Lean for Health Care Providers Course

Date(s): November 17, 2011

Department: Health Professions/HWI-RHORC

Purpose: Co-sponsor with North Orange County Community College District to provide hospital staff course

for lean health care

Cost/purpose/funding source: \$1,000 for food and materials from RHORC Trust funds.

Golden West NFL Camps @ OCC

Date(s): January 8-9, 2012 Department: Athletics

Purpose: To conduct physical testing criteria for potential professional football players attempting to enter the

NFL/CFL/AFL.

Cost/purpose/funding source: No cost to the College.

President's Holiday Open House

Date(s): December 6, 2011 Department: President's Office

Purpose: Annual holiday activity for faculty and staff

Cost/purpose/funding source: \$2,000 for food, supplies and printing from discretionary funds.

Mi Casa Club Merit Awards

Date(s): Fall 2011

Department: Student Activities

Purpose: To give gift cards as awards for club participation

Cost/purpose/funding source: \$400 for Follet Bookstore gift cards from Mi Casa Club funds.

Automotive Technology and BMW Meeting

Date(s): October 25, 2011

Department: Automotive Technology
Purpose: Host BMW educational meeting.

Cost/purpose/funding source: \$300 for lunch from Auto Foundation funds.

Linda Michalowski to act as Panelist for Southern California Educational Leadership Forum at CSULB

Date(s): December 8, 2011 Department: President's Office

Purpose: To discuss the benefits and pitfalls of SB 1440

Cost/purpose/funding source: \$140 for airfare from discretionary funds.

Digital Media Class Projects - Crew Meals

Date(s): Various dates from November 3, 2011 - June 30, 2012

Department: Career & Technical Education/Digital Media

Purpose: Provide meals to student crews during video-taping athletic events/class projects Cost/purpose/funding source: \$1,800 for food from Class Projects/ DVD Sales Income.

Music Concert "On the Cusp"
Date(s): November 19, 2011
Department: Music Department
Purpose: Student music concert

Cost/purpose/funding source: \$1,500 for refreshments, facilities, printing, and supplies to be covered by admission fees (\$12 general; \$10 ASB/GWC, seniors and children under 12) from Music/Choral Trust, ASB,

and Choral Foundation funds.

(Revision is to change the name of the concert. Prior Board approval: 6/15/11.)

ASGWC and Club Events Summer and Fall 2011

Date: July 1 – December 31, 2011 Department: Student Activities

Purpose: Golden West College Associated Students and all officially registered Golden West College clubs in good standing are approved to sponsor a variety of activities and entertainment, including but not limited to community service, musicians, comedians, speakers, food, bake sales, fundraisers, drives and demonstrations throughout the Summer and Fall 2011. Performances and activities will take place at pre-approved locations throughout Golden West College campus. The Student Activities Director through the Student Activities Office will approve all special events. If necessary, the sponsoring program will pay all expenses and an advisor or designed staff will be present at all times.

Cost/purpose/funding source: \$25,000 for various expenses from Associated Students and Club Accounts. (Revision is to add food to the expenses. Previous Board action: 6/15/11.)

"Images by Korean Painters" Art Gallery Show

Date(s): October 2 – November 10, 2011

Department: Art Department

Purpose: Introduction to traditional and non-traditional painting by Korean artists.

Cost/purpose/funding source: \$1,500 for refreshments, facilities, printing, vendors, supplies, guest speakers

and performers from Art Gallery Trust, ASB, and Art Gallery Foundation Account Fund. (Revision is to change the name and dates of the show. Previous Board action: 7/20/11.)

8. Authorization to Apply for Funded Programs

Subject 8.01 DIS - Authorization to Apply for Funded Programs

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 8. Authorization to Apply for Funded Programs

Access Public

Type Consent

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

Orange Coast College has re-applied for the California Department of Education, Child Development Division grant titled "Harry & Grace Steele Children's Center General Child Care & Development Program Grant (CCTR-1179)". The Children's Center has been receiving funds to subsidize childcare for low-income student-parents since 1978. OCC provides comprehensive child development services that include: quality childcare for student-parents enrolled at OCC, a food and nutrition program, parent enrichment and resource/referral services. This funding provides child care services for infants and toddlers for low income students enrolled in a minimum of 6 units while attending Orange Coast College, Golden West College or Coastline Community College. (Previous Board Approval: September 7, 2011) (See Attachment #4 and Resolution 11-42 Attachment #25)

Fiscal Impact: This is a re-application for the Orange Coast College Children's Center General Child Care Funds for 2011-2012. Orange Coast College will receive \$193,239 from July 1, 2011 through June 30, 2012. This grant allows the Children's Center to be reimbursed at a rate not to exceed \$34.38 per child per day of full time enrollment for a minimum of 229 days of operation. A resolution is required as part of this grant and is included in the resolution section of the agenda. The 2011-2012 grant has received an augmentation of \$10,067. The new grant total will be \$203,306. Additionally, the Minimum Child Days of Enrollment was amended from 5,621.0 to 5,931.0.

Orange Coast College has re-applied for the California Department of Education, Child Development Division grant titled "Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-1338)". The Children's Center has been receiving funds to subsidize childcare for low-income student-parents since 1978. OCC provides comprehensive child development services that include: quality childcare for student-parents enrolled at OCC, a food and nutrition program, parent enrichment and resource/referral services. This funding provides child care services for preschool children ages 3-5 years for low income students enrolled in a minimum of 6 units while attending Orange Coast College, Golden West College or Coastline Community College. (Previous Board Approval: September 7, 2011) (See Attachment #5, and Resolution #11-43, Attachment #26)

Fiscal Impact: This is a re-application for the Orange Coast College Children's Center Preschool Program Funds for 2011-2012. Orange Coast College will receive \$131,334 from July 1, 2011 through June 30, 2012. This grant allows the Children's Center to be reimbursed at a rate not to exceed \$34.38 per child per day of full time enrollment for a minimum of 229 days of operation. A resolution is required as part of this grant and is included in the resolution section of the agenda. The 2011-2012 grant has received an augmentation of \$3,899. The new grant total will be \$135,233. Additionally, the Minimum Child Days of Enrollment was amended from 3,820.0 to 3,933.0.

File Attachments

Resolution 11-42 Children's Center General Child Care.pdf (267 KB)

Resolution 11-43 Preschool Program Grant.pdf (267 KB)

CCTR-1179 Amendment 01 General Child Care Dev Programs.pdf (258 KB)

CSPP-1338 Amendment 01 CA State Preschool Program.pdf (185 KB)

9. Authorization for Disposal of Surplus

Subject

9.01 Authorization for Disposal of Surplus

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

9. Authorization for Disposal of Surplus

Access

Public

Type

Consent

File Attachments

110211Surplus.pdf (9 KB)

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR
,				P=POOR I=IRREPARABLE
DISTRICT				
Printer	9037952	LJ100 C4224A	USGN105948	Р
Printer	9020946	LJ6L C3990A	JPDL031693	Р
Printer	9014768	LJ5 C3916A	USKB175260	Р
Printer	9025322	CLJ4500 C4089A	JPDD034728	Р
Printer	9030537	LJ6p C3980A	USDH054574	Р
Printer	9039064	DocuPrint P1202	FK8-011179	Р
GOLDEN WEST COLLEGE		· · · · · · · · · · · · · · · · · · ·	<u> </u>	
Computer	9041342	G4	XB0139XKJ2S	1
Computer	9044035	G4	XB0401RQJNX	1
Computer	9050430	P4	43680	I
Computer	Bac	Pavilion 753N	MX24123161	l
Computer		Pavilion 753N	MX31138420	ı
Computer		Dimension 2350	4XLJB21	1
Fax machine	9081120	Intellifax 1270	B3K870909	ı
Fax machine	9068750	2920	A7J925538	1
Monitor		C-13010	10411844	Р
Monitor		M782P	MX01K52547801228SG1VK	Р
Monitor	9038906	786FD	HDF1K2005127	Р
Monitor	9037473	XJ700T	HD73J4011437	I
Printer		LaserJet P2015	CNB1R56429	1
Printer	9042567	PR36	81200639	-
Printer	9029047	LaserJet 4000TN	USNC118132	1
Printer	9068234	LaserJet P3005N	CNB1D03667	Ī
Printer	9014007	LaserJet 4P	USCB214805	I
Printer	9044477	N2125	LE9018435	ı
Printer	9014889	LaserJet 4P	JPGK219934	I
Printer	9068294	Business Inkjet 1200d	TH7315Z07Q	1
Printer ·	9061113	Deskjet 9800	MY54F110M7046K	1
Printer	9061056	Deskjet 1120c	SG995131WQEP	Р
Printer	9081810	LaserJet M3035mfp	CNQCB36031	1
Scanner	9044488	1640SU	CSMX028663	Р
Switch	9029965	Centercom FH824U	M0B890831A	[
Switch		Centercom FH824U	M05692321A	I
Switch	9038501	AT-8224XL	S04M93560	1
TV/VCR Combo	9038715	PV-M1348	C8AA30522	1
TV/VCR Combo	9050239	PVDM2093	D2IA72262	P
TV/VCR Combo	9050238	PVDM2093	D2IA72264	Р

Surplus

	•			
ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Typewriter	9068853	ML300	H7K502797	1
Typewriter	3003702	zx-415	50143643	1
ORANGE COAST COLLEGE				
Badge System	9045880			Р
Cooking Range	9025618	CE365UW		Р
Cooking Range	9025619	RES30QB		Р
Cooking Range	9025623	RES30QB		P
Cooking Range	9025620	RES30QB		Р
Cooking Range	9025621	RES30QB	and the second s	Р
Cooking Range	9025622	RES30QB		Р
Cooking Range	9025616	PDF30QB		Р
Paper Shredder		PS-60	202	ı
File Cabinets (2)				Р
Microwave			Sel toronto	I
Panasonic TV	2005598	CT2784VY	MC60780546	Р
Transparency machine				Р
Cabinets (2)				Р
Table				Р

10. Authorization to Enter Into Standard Telecourse Agreements

Subject 10.01 CCC - Authorization to Enter Into Standard Telecourse Agreements

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 10. Authorization to Enter Into Standard Telecourse Agreements

Access Public

Type Consent

It is 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.

PSYCHOLOGY: THE HUMAN EXPERIENCE

Clackamas Community College (OR)

Term of Agreement: September 1, 2011 - August 31, 2014

TRANSITIONS THROUGHOUT THE LIFE SPAN

NILRC (IL)

Term of Agreement: September 1, 2011 - August 31, 2014

STANDARD MASTER COURSE LICENSE AGREEMENT

Clackamas Community College (OR)

Term of Agreement: November 3, 2011 - November 2, 2016

Lane Community College (OR)

Term of Agreement: November 3, 2011 - November 2, 2016

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.

File Attachments

Telecourses.pdf (362 KB)

11. Approval of Clinical Contracts

Subject 11.01 OCC - Clinical Contracts

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 11. Approval of Clinical Contracts

Access Public

Type Consent

After review by District General Counsel and the College President, it is recommended by the Chancellor that authorization be given to enter into an Agreement or an Amendment with the following institutions relating to instructional programs within the Coast Community College District. The Board President, or designee, is authorized to sign the agreements, amendments, or any related documents, indicating approval by the Board of Trustees. (Only copies of non-standard agreements or amendments are attached to each Trustee's Agenda.)

NEW

Orange Endodontics. Standard Clinical Affiliation Agreement

Orange, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Lynch Ambulance Standard Clinical Affiliation Agreement

Anaheim, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Dr. Stacey Lowman, DDS Standard Clinical Affiliation Agreement

Seal Beach, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Palmdale Elementary School District Standard Educational Entity Clinical Affiliation

Palmdale, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Complete Medical Care Standard Clinical Affiliation Agreement

Fountain Valley, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

The Neurology Center Standard Clinical Affiliation Agreement

Oceanside, CA

Term: November 3, 2011 to May 1, 2015

Compensation: None

RENEWAL

Southern California Sleep Disorder Specialists

Orange, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Standard Clinical Affiliation Agreement

Standard Clinical Affiliation Agreement

Mission Sleep Disorders Institute

Mission Viejo, CA

Term: November 3, 2011 to October 1, 2016

Compensation: None

Phillip O'Carroll, MD

Newport Beach, CA

Term: November 3, 2011 to November 1, 2016

Compensation: None

Standard Clinical Affiliation Agreement

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

12. Approval of Standard Agreements

Subject 12.01 CCC - Standard Agreements

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 12. Approval of Standard Agreements

Access Public

Type Consent

Internship Agreement

Workers' Compensation insurance is provided by hosting institution. District student interns are covered under the student health insurance provision.

Intern/Institution: Nguyen, Hoang

Scope: Gain knowledge with A.A., A.S. and specific certificate requirements and graduation requirements from Coastline Community College. Build interpersonal communication skills to work with the diverse college population in all measures, such as ethnicity, socioeconomic, and geographic.

Department: Counseling and Guidance Term: November 3, 2011 – June 30, 2012

Cost/Source of funds: N/A, unpaid/nonsponsored

Approve District Standard Scope of Work #2011-55 under the Master Services Agreement (Board Approved: 2/3/10) between Chevron Products Company and the Coast Community College District for Development/Delivery of Instructional Courseware and Services.

After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the District Standard Scope of Work #2011-55 under the Master Services Agreement (Board Approved: 2/3/10) between Chevron Products Company and the Coast Community College District for New Hire Safety Compliance CBTS for Category C Employees. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: \$91,750 income from Chevron Products Company payable upon completion of project deliverables.

13. Authorization for Purchase of Institutional Memberships

Subject 13.01 OCC - Institutional Memberships

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 13. Authorization for Purchase of Institutional Memberships

Access Public

Type Consent

RENEWALS

Name and Acronym: American College Dance Festival Association (ACDFA)

Term of Membership: November 2011-November 2013 Cost: \$300 to be paid from ASOCC and Ancillary funds

Purpose: Membership is necessary for dancers to participate in ACDFA events and workshops and provides

a means for the dance department to stay current in best practices and trends.

Name and Acronym: California Association of Community College Registrars and Admissions

Officers (CACCRAO)

Term of Membership: 2011 - 2012

Cost: \$200

Purpose: This is a statewide association of Student Services Deans, Directors and Registrars for the California Community Colleges. They meet throughout the year to discuss issues affecting the California

Community Colleges.

Subject 13.02 GWC - Institutional Memberships

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 13. Authorization for Purchase of Institutional Memberships

Access Public

Type Consent

RENEWALS

Name and Acronym: CA Community Colleges Chief Student Services Administrators Association

(CCCSSAA)

Term of Membership: July 1, 2011 - June 30, 2012

Cost: \$300

Purpose: Allows access to statewide community college student service administrators, updates, materials,

and conferences.

Name and Acronym: Society of American Florists

Term of Membership: January 1, 2012 - December 31, 2012

Cost: \$40

Purpose: Membership provides ability to keep in touch with industry information for students and faculty.

Name and Acronym: National League for Nursing Accrediting Commission, Inc. (NLNAC)

Term of Membership: January 1, 2012 - December 31, 2012

Cost: \$2,125

Purpose: Mandatory membership and annual accreditation fee for associate degree nursing programs.

Name and Acronym: California Community College Water Polo Association (CCCWPA)

Term of Membership: August 1, 2011 - July 31, 2012 Cost: \$120 (\$60 for men's and \$60 for women's)

Purpose: Dues pay for the assignment of officials, payment to the conference treasurer and other conference

related expenses.

Subject 13.03 DIS - Institutional Memberships

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 13. Authorization for Purchase of Institutional Memberships

Access Public

Type Consent

RENEWAL

Name and Acronym: California Colleges for International Education (CCIE)

Term of Membership: July 2011 - June 2012

Cost: \$500.00. This is the second year CCIE has agreed to a reduced fee from \$850.00.

Purpose: This non-profit organization supports the ideal of increasing international understanding through education and collaboration. This consortium helps support the growth of programs affiliated to international education, through: a) Faculty Exchanges; b) International Business; c) International Development/Contract

Education; d) International Students; e) Internationalizing the Curriculum; and f) Study Abroad.

14. Authorization for Community Activities

Subject 14.01 OCC - Community Activities

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 14. Authorization for Community Activities

Access Public

Type Consent

The following not-for-credit classes will be advertised and offered by the Community Education Office during the period of November 3, 2011 – June 30, 2012. 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 EXPERT

SEWING LAB, Fee: \$100, 24 hours. Presenter: Donna Dickens. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. (P)

INDEPENDENT CONTRACTORS

IC Name: Sameira Mikhael

Services: Presenter for THREADING A-Z, Fee: \$89, plus \$10 materials fee, 4 hours.

Payment Schedule/Compensation: Compensation equals 50% of the number of participants registered

times the program fee minus direct costs/administration fee. **Terms of Agreement:** November 3, 2011 – June 30, 2012 **Source of Funding:** Community Education registration fees.

15. Personnel Items

Subject

15.01 District

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

15. Personnel Items

Access

Public

Type

Consent

- a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations
- b. Authorization for Schedule Changes, Classified Staff
- c. Authorization for Professional Experts
- d. Approval of Sabbatical Leave Requests
- e. Approval of Classified and Confidential Staff Longevity Payments

File Attachments

Open.pdf (325 KB)

PERSONNEL ITEMS 11/02/11

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

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

Classified

<u>Name</u>	<u>LOC</u>	<u>Title</u>	Action	Effective Date
Hargrove, Leslie	CCC	Admin Specialist One Stop Cntr	Resign	10/03/11
Martinez, Mary	GWC	Staff Aide	Resign	11/14/11

b. Authorization for Schedule Changes, Classified Staff

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

Temporary Schedule Changes and On Call Hours Over Contract

<u>Name</u>	LOC	<u>Title</u>	From	To	Start Dt	End Dt
Benavides, Cristina	OCC	Adm & Rec Tech 1	50%	HOC	11/06/11	06/30/12
Poush, Irene	CCC	Typist Clerk Interm	50%	HOC	11/03/11	06/30/12
Tran, Celicia	CCC	Instructional Aide-Gen	50%	HOC	11/03/11	06/30/12

c. Authorization for Professional Experts

It is recommended that authorization be given for the following professional experts:

Professional Experts over \$10,000.00

<u>Famolaro</u>, Felix A., OCC, to provide instruction for USMC Electrical Class, for the period 11/28/11 to 12/23/11, to be paid by timecard at \$100.00 per unit, 27.56 units per week for 4 weeks, compensation to be \$11,025.00, funding source is General Fund.

<u>Leighton</u>, <u>John F.</u>, CCC, to research, develop, write and edit grant proposals for the Planning and Development Department, for the period 11/03/11 to 01/09/12, to be paid by timecard at \$100.00 per unit, 12 units per week for 10 weeks, compensation to be \$12,000.00, funding source is General Fund.

Other Professional Experts

Anthony, Richard V., GWC, to attend grant meetings, provide instructional collaboration with faculty and the project teams from partnering colleges, as well as the industry advisory board as part of the CalWORKS Alliance Grant/RRM, for the period 11/03/11 to 06/30/12, to be paid by timecard at \$100.00 per unit, 0.7813 units per week for 32 weeks, compensation NTE \$2,500.00, funding source is CBJT (Community Base Job Training) Grant.

Hawksley-Greer, Ashley B., GWC, to serve as additional support for the GWC Foundation's main fund raising event Gala 2012, track attendance, contact event donors, coordinate with vendors, and prepare necessary paperwork for campus services, for the period 11/03/11 to 03/31/12, to be paid by timecard at \$10.00 per unit, 22.22 units per week for 18 weeks, compensation NTE \$4,000.00, funding source is Foundation Fund.

<u>LaBounty, Jennifer</u>, OCC, to serve as workshop presenter, for the period 11/09/11 to 06/30/12, to be paid by timecard at \$10.00 per unit, 1.94 units per week for 31 weeks, compensation NTE \$600.00, funding source is Ancillary Fund.

Martinez, Patricia, CCC, to provide training for Career & Technical Education instructors in industry-based software application Calyx, for the period 11/03/11 to 12/31/11, to be paid by timecard at \$100.00 per unit, 0.987 units per week for 8 weeks, compensation to be \$790.00, funding source is Categorical Funds.

Ooten, Cheryl, OCC, to serve as workshop presenter, for the period 10/11/11 to 06/30/12, to be paid by timecard at \$100.00 per unit, 0.114 units per week for 35 weeks, compensation NTE \$400.00, funding source is Ancillary Fund.

<u>Perry. Guy K.</u>, OCC, to assist with OCC men's basketball team during the 2011-2012 academic year, for the period 11/03/11 to 06/30/12, to be paid by timecard at \$100.00 per unit, 0.588 units per week for 34 weeks, compensation NTE \$2,000.00, funding source is General Fund.

Roley, William, GWC, to perform various duties including attendance at grant meetings, for the period 11/03/11 to 06/30/12, to be paid by timecard at \$100.00 per unit, 0.714 units per week for 35 weeks, compensation NTE \$2,500.00, funding source is CBJT (Community Base Job Training) Grant.

Spiniello Duran, Paula, GWC, to perform various duties including attending grant meetings, for the period 11/03/11 to 06/30/12, to be paid by timecard at \$100.00 per unit, 0.714 units per week for 35 weeks, compensation NTE \$2,500.00, funding source is CBJT (Community Base Job Training) Grant.

Wordes, John, GWC, to assist in the coordination and facilitation of GWC special events and projects including the Gala, Scholarship and Awards Ceremony, graduation, and the College History Project, to be paid at \$100.00 per unit, 3.22 units per week for 31 weeks, compensation NTE \$10,000.00, funding source is General Fund, President's Office.

Revison to Previous Board Action

<u>Hawksley-Greer, Ashley B.</u>, GWC, to perform additional duties updating the "Chefs for Scholarships" database, and forward thank-you letters to all donors and sponsors of the event, for the period 07/01/11 to 06/30/12, to be paid by timecard at \$10.00 per unit, 300 units per week for 50 weeks, increase compensation from NTE \$2,000.00 to NTE \$3,000.00, funding source is Foundation Fund.

d. Approval of Sabbatical Leave Requests

The following sabbatical leaves have been recommended by the appropriate College Sabbatical Leave Committees and the College Presidents. The cost of the recommended sabbaticals is within the funds provided for in the agreement between the Faculty Unit of the Coast Federation of Employees/American Federation of Teachers, Local 1911, and the Coast Community College District. After review by the Vice Chancellor for Human Resources, it is recommended by the Chancellor that the following sabbaticals be approved:

Hanlon, Anna, OCC, Instructor, change sabbatical from Sp11/Sp12 to Sp11/Sp13 for personal reasons.

Gordon, Lee, OCC, Instructor, change sabbatical from F09/Sp12 to F09/F12 for personal reasons.

e. Approval of Classified and Confidential Staff Longevity Payments

It is recommended that the individuals listed below be granted a longevity payment per the Agreement between the District and the Coast Federation of Classified Employees, Article 19.2 and Board Policy 080-1-4, revised 07/18/07 for Confidential employees. Longevity amounts represent a formula of \$24,270 (which is referred to as the "base salary" in associated Board Policy and "longevity base" in the CFCE contract) x established percentage based on years of service.

EMPLOYEE NAME	<u>SENORITY</u> DATE	<u>SENORITY</u> YR	LONG %	<u>ANNUAL</u> SALARY	FTE	LONG AMT
Agag-Maxwell, Diana	1/20/2004	7y 10m	3.00	53,001.96	1.000	\$ 728.10

			1					
Aguillon, Jessica	8/13/1997	14y	3m	7.25	25,804.40	0.830	\$	1,451.65
Aguirre, Isaiah	2/26/2007	4у	9m	1.50	48,086.04	1.000	\$	364.05
Aistrich, Darian	5/2/2002	9у	6m	4.50	74,868.96	1.000	\$	1,092.15
Ajbani, Minal	6/14/2004	7у	5m	3.00	64,512.96	1.000	\$	728.10
Akiona, Amy	8/13/2001	10y	3m	4.50	53,001.96	1.000	\$	1,092.15
Alatorre, Patricia	1/20/2000	11 y	10m	4.50	53,001.96	1.000	\$	1,092.15
Alcala, Jesus	7/12/2004	7у	4m	3.00	55,677.00	1.000	\$	728.10
Alcala, Norma	4/29/1996	15y	7m	7.25	53,001.96	1.000	\$	1,759.57
Allen, Blair	11/4/1991	20y	0m	10.00	73,020.96	1.000	\$	2,427.00
Allen, Timothy	8/16/2004	7у	3m	3.00	51,770.04	1.000	\$	728.10
Allen, William	1/4/1999	12y	10m	7.25	55,677.00	1.000	\$	1,759.57
Altobelli, Anthony	5/1/2006	5у	7m	1.50	63,342.84	1.000	\$	364.05
Alu, Tom	6/16/1994	17y	5m	10.00	50,445.96	1.000	\$	2,427.00
Amitoelau, Sylvia	8/1/2003	8у	4m	3.00	93,405.00	1.000	\$	728.10
Anderson, Jacqueline	11/3/2003	8у	0m	3.00	44,169.00	1.000	\$	728.10
Anderson, Rayline	1/2/2001	10y	10m	4.50	39,089.00	1.000	\$	1,092.15
Andrews, Pamela	3/19/1984	27у	8m	13.00	44,652.96	1.000	\$	3,155.10
Anguis, Jenny	1/4/2000	11y	10m	4.50	55,677.00	1.000	\$	1,092.15
Anzaldo, Maria	6/28/1999	12y	5m	7.25	46,803.36	1.000	\$	1,759.57
Aper, Dorothy	8/10/1994	17y	3m	10,00	59,964.00	1.000	\$	2,427.00
Apodaca, Angela	6/25/1991	20y	5m	10.00	50,445.96	1.000	\$	2,427.00
Araujo, Margaret	11/10/2003	8y	0m	3.00	35,388.20	1.000	\$	728.10
Arbizo, Lydia	7/17/2000	11y	4m	4.50	69,499.08	1.000	\$	1,092.15
Area, Sheryl	6/22/1992	19y	5m	10.00	66,165.00	1.000	\$	2,427.00
Arroyo, Elvia	1/26/2007	4y	10m	1.50	46,803.36	1.000	\$	364.05
Arroyo, Gabriel	4/16/1990	21y	7m	10.00	54,327.00	1.000	\$	2,427.00
Arroyo, Jorge	1/5/2004	7у	10m	3.00	59,964.00	1.000	\$	728.10
Arroyo, Leticia	8/3/1998	13y	3m	7.25	48,086.04	1.000	\$	1,759.57
Arroyo, Veronica	5/21/2007	4y	6m	1.50	48,086.04	1.000	\$	364.05
Au, Duc	1/2/2007	4y	10m	1.50	45,753.00	1.000	\$	364.05
Auduong, Anh	5/1/1981	30y	7m	13.00	74,868.96	1.000	\$	3,155.10
Ausmus, Colleen	11/28/2005	6y	0m	1.50	50,445.96	1.000	\$	364.05
Avalos, Mary	1/4/1999	12y	10m	7.25	71,238.00	1.000	\$	1,759.57
Avila Moreira, N.	11/19/2001	10y	0m	4.50	51,770.04	1.000	\$	1,092.15
Bach, Bebe	1/13/1989	22y	10m	13.00	55,677.00	1.000	\$	3,155.10
Bailey, Marilyn	1/19/2006	5y	10m	1.50	48,086.04	1.000	\$	364.05
Baker, Timothy	5/18/2006	5у	6m	1.50	64,512.96	1.000	\$	364.05
Barber, Shaunick	3/8/2007	4 y	8m	1.50	55,677.00	1.000	\$	364.05
Barcenas, Jose	9/8/1986	25y	2m	13.00	59,964.00	1.000	\$	3,155.10
Barker, Linda	8/2/2004	- 7у	3m	3.00	51,770.04	1.000	\$	728.10
Barrera, Esteban	7/20/1998	13y	4m	7.25	49,280.04	1.000	\$	1,759.57
Barry, Nancy	9/7/2000	11y	2m	4.50	53,001.96	1.000	\$	1,092.15
Bayes, Chauncey	3/22/1999	12y	8m	7.25	64,512.96	1.000	\$	1,759.57
Beale, Michael	10/23/2000	11y	1m	4.50	44,541.60	0.800	\$	964.74
Bell, Angela	5/23/2007	4y	6m	1.50	64,512.96	1.000	\$	364.05
,		.,			0 1,0 12.00	1.500	Ψ	004.00

Benavides, Cristina	5/16/2005	6 y	6m	3.00	25,245.12	0.500	\$	364.05
Benes, Bryce	9/6/2005	6у	2m	1.50	38,128.00	1.000	\$	364.05
Bernard, Becky	8/5/1997	14y	3m	7.25	30,855.33	0.700	\$	1,327.65
Blackman, Darin	7/23/1992	19y	4m	10.00	93,405.00	1.000	\$	2,427.00
Blake, Janis	10/12/1992	19y	1m	10.00	61,497.96	1.000	\$	2,427.00
Bledsoe, Katherine	2/16/2006	5у	9m	1.50	50,445.96	1.000	\$	364.05
Boelzner, Joyce	9/30/1998	13y	2m	7.25	39,089.00	1.000	\$	1,759.57
Borkenhagen, Brian	8/1/1988	23y	4m	13.00	73,020.96	1.000	\$	3,155.10
Bowman, Laurie	8/18/1988	23y	3m	13.00	36,064.56	0.750	\$	2,366.33
Boyle, Robin	7/1/2004	7у	5m	3.00	51,770.04	1.000	\$	728.10
Brady, Paula	11/27/2000	11y	0m	4.50	73,952.04	1.000	\$	1,092.15
Brahambhatt, N.	12/6/2005	5у	11m	1.50	53,001.96	1.000	\$	364.05
Brahmbhatt, H.	5/22/1998	13y	6m	7.25	58,496.04	1.000	\$	1,759.57
Brahmbhatt, J.	11/20/1997	1 4 y	0m	7.25	61,497.96	1.000	\$	1,759.57
Brahmbhatt, R.	3/7/2005	6у	8m	3.00	53,001.96	1.000	\$	728.10
Brazney, Suzanne	10/10/2002	9у	1m	4.50	55,677.00	1.000	\$	1,092.15
Brenner, Candace	9/6/1976	35y	2m	13.00	55,677.00	1.000	\$	3,155.10
Bricca, Renza	8/23/2001	10y	3m	4.50	57,093.00	1.000	\$	1,092.15
Broberg, Scott	9/12/1994	17y	2m	10.00	63,006.00	1.000	\$	2,427.00
Brown, Patricia	5/22/1996	15y	6m	7.25	51,770.04	1.000	\$	1,759.57
Bryant, Anthony	2/27/2005	6у	9m	3.00	48,080.76	1.000	\$	728.10
Bui, Thuy	9/17/2001	10y	2m	4.50	31,278.00	1.000	\$	1,092.15
Bunnell, Dave	4/22/2005	6у	7m	3.00	44,652.96	1.000	\$	728.10
Burton, Jane	9/30/2004	7у	2m	3.00	70,367.04	1.000	\$	679.56
Busser, Liza	12/19/2004	6у	11m	3.00	50,445.96	1.000	\$	728.10
Camody, Laurie	3/2/1984	27y	8m	13.00	55,677.00	1.000	\$	3,155.10
Campbell, Rosalind	1/4/2001	10y	10m	4.50	61,497.96	1.000	\$	1,092.15
Carey, Michael	5/25/1985	26y	6m	13.00	84,582.96	1.000	\$	3,155.10
Carranza, Oscar	10/28/1998	13y	1m	7.25	45,753.00	1.000	\$	1,759.57
Carrizo, Michael	1/6/1997	14y	10m	7.25	55,677.00	1.000	\$	1,759.57
Carroll, Kym	7/16/1998	13y	4m	7.25	48,086.04	1.000	\$	1,759.57
Carter, John	5/1/2004	7у	7m	3.00	51,038.02	1.000	\$	728.10
Carter, Le	2/18/1992	19y	9m	10.00	52,968.24	1.000	\$	2,427.00
Castellanos-Gaona	10/17/2005	6у	1m	1.50	49,280.04	1.000	\$	364.05
Cavanagh, Robert	8/20/2001	10y	3m	4.50	48,717.90	1.000	\$	1,092.15
Cervantes, Aureliano	10/15/2001	10y	1m	4.50	51,038.02	1.000	\$	1,092.15
Cervantes, Rachel	6/26/2000	11y	5m	4.50	55,677.00	1.000	\$	1,092.15
Chauhan, Deepak	11/19/1990	21y	0m	10.00	71,238.00	1.000	\$	2,427.00
Chen, Linda	8/27/1979	32y	3m	13.00	55,677.00	1.000	\$	3,155.10
Chesney, Heather	1/10/1996	15y	10m	7.25	50,445.96	1.000	\$	1,759.57
Chotima, Poomchai	10/16/1991	20y	1m	10.00	55,677.00	1.000	\$	2,427.00
Chung, Cidney Chau	3/10/2005	6y	8m	3.00	53,001.96	1.000	\$	728.10
Churan, Rex	4/13/1997	14y	7m	7.25	51,598.80	1.000	\$	1,759.57
Cilley, Brock	8/17/1984	27y	3m	13.00	66,110.28	1.000	\$	3,155.10
Clark, John	8/15/1994	17y	3m	10.00	82,512.00	1.000	\$	2,427.00
•				. 5.50	JA10 12.00	1.000	Ψ	Z1721.00

	44444							
Clarke, Christy	1/11/1999	12y	10m	7.25	45,753.00	1.000	\$	1,759.57
Clausen, Carolyn	11/20/2001	10y	0m	4.50	55,677.00	1.000	\$	1,092.15
Clevenger, Julia	12/03/1990	20y	11m	10.00	61,497.96	1.000	\$	2,427.00
Cline, James	7/1/1998	13y	5m	7.25	73,020.96	1.000	\$	1,759.57
Cole, Randal	11/12/1985	26y	0m	13.00	93,405.00	1.000	\$	3,155.10
Collins, Shirley	1/2/2002	9y	10m	4.50	61,497.96	1.000	\$	1,092.15
Cong Huyen Ton Nu	11/13/2001	10y	0m	4.50	31,278.00	1.000	\$	1,092.15
Conley, Margaret	12/1/1988	23y	0m	13.00	50,445.96	1.000	\$	3,155.10
Conlisk, Karen	8/29/2005	6у	3m	1.50	64,512.96	1.000	\$	364.05
Cortes, Barbara	3/16/1988	23y	8m	13.00	39,089.00	1.000	\$	3,155.10
Cotter, Ray	2/1/2005	6у	10m	3.00	73,020.96	1.000	\$	728.10
Crabtree, Anne	6/1/1992	19y	6m	10.00	21,768.96	1.000	\$	2,427.00
Craig, Mark	7/1/1983	28y	5m	13.00	64,572.84	1.000	\$	3,155.10
Crawford, Mary	11/24/2003	8y	0m	3.00	51,770.04	1.000	\$	728.10
Crumsey, Marie	7/19/1993	18y	4m	10.00	58,496.04	1.000	\$	2,427.00
Cruz, Baltazar	4/1/1998	13y	8m	7.25	43,538.04	1.000	\$	1,759.57
Cruz, Beatriz	1/29/2007	4y	10m	1.50	46,803.36	1.000	\$	364.05
Cruz, Eucario	2/22/1988	23y	9m	13.00	51,770.04	1.000	\$	3,155.10
Cruz, Juan	3/4/1996	15y	8m	7.25	49,184.52	1.000	\$	1,759.57
Cuevas, Daniel	5/6/1998	13y	6m	7.25	38,128.00	1.000	\$	1,759.57
Curren, Alice	7/20/1995	16y	4m	7.25	51,770.04	1.000	\$	1,759.57
Dahl, Craig	8/18/1997	14y	3m	7.25	49,184.52	1.000	\$	1,759.57
Dalrymple, Robert	8/29/2005	6у	3m	1.50	61,497.96	1.000	\$	364.05
Danci, Nicoleta	8/20/2001	10y	3m	4.50	47,492.80	0.800	\$	873.72
Daniel, Marion	10/10/2006	5у	1m	1.50	50,445.96	1.000	\$	364.05
Davis, Janice	2/10/1994	17y	9m	10.00	50,445.96	1.000	\$	2,427.00
Day, David	1/3/1995	16y	10m	7.25	49,280.04	1.000	\$	1,759.57
De Battista, Janice	4/25/1988	23y	7m	13.00	64,572.84	1.000	\$	3,155.10
De La Rosa, Jennifer	6/22/2006	5у	5m	1.50	64,512.96	1.000	\$	364.05
De Leon, Leopoldo	8/12/1975	36y	3m	13.00	64,461.36	1.000	\$	3,155.10
De Pretto, Diane	11/28/1983	28y	0m	13.00	71,238.00	1.000	\$	3,155.10
Deaso, Andrew	1/3/2006	5у	10m	1.50	84,582.96	1.000	\$	364.05
Deculit, Tim	2/13/2002	9у	9m	4.50	48,086.04	1.000	\$	1,092.15
Delaney, Jeffrey	9/28/1998	13y	2m	7.25	51,770.04	1.000	\$	1,759.57
Deniken, Joan	11/27/2006	5у	0m	1.50	46,243.01	1.000	\$	364.05
Denunno, Maria	6/23/2005	6у	5m	1.50	55,677.00	1.000	\$	364.05
Dick, Adele	5/24/1999	12 y	6m	7.25	55,677.00	1.000	\$	1,759.57
Dietrichson, Theresa	6/5/1990	21y	5m	10.00	55,677.00	1.000	\$	2,427.00
Dinh, Hung	2/24/2004	7у	9m	3.00	50,445.96	1.000	\$	728.10
Dluzak, David	3/20/2000	11y	8m	4.50	64,512.96	1.000	\$	1,092.15
Dominguez, Heather	7/6/2004	7у	4m	3.00	54,327.00	1.000	\$	728.10
Donahue, Kevin	4/16/2001	10y	7m	4.50	61,497.96	1.000	\$	1,092.15
Drennen, Pamela	2/8/2007	4y	9m	1.50	55,677.00	1.000	\$	364.05
Duarte, Teresa	4/11/2005	6y	7m	3.00	46,398.00	1.000	\$	728.10
Duenas, Yolanda	3/6/2002	9y	8m	4.50	55,677.00	1.000	\$	1,092.15
		•			•		•	

		j.				_		
Dunn, Earleen	4/10/2000	11y	7m	4.50	57,043.32	1.000	\$	1,092.15
Dupuy, Lisa	8/28/2000	11y	3m	4.50	51,770.04	1.000	\$	1,092.15
Durand, Evonne	3/14/2000	11y	8m	4.50	68,149.92	1.000	\$	1,092.15
Durkee, Dolores	8/16/2001	10y	3m	4.50	50,445.96	1.000	\$	1,092.15
Durkin, Peter	11/12/1991	20y	0m	10.00	73,020.96	1.000	\$	2,427.00
Dutro, Chastity	4/23/2001	10y	7m	4.50	54,327.00	1.000	\$	1,092.15
Dutro, Shawn	6/1/2006	5у	6m	1.50	57,093.00	1.000	\$	364.05
Eldridge, Keven	3/7/2005	6у	8m	3.00	53,001.96	1.000	\$	728.10
Ellis, Jodi	9/7/2004	7у	2m	3.00	45,753.00	1.000	\$	728.10
Ellis-McCarthy, S.	4/2/2001	10y	7m	4.50	55,677.00	1.000	\$	1,092.15
Erger, Cynthia	8/6/2001	10y	3m	4.50	37,211.00	1.000	\$	1,092.15
Estrada, Anne	6/1/2006	5у	6m	1.50	46,803.36	1.000	\$	364.05
Evans, Jeffrey	8/1/2006	5у	4m	1.50	54,327.00	1.000	\$	364.05
Falcon, Roman	8/24/1998	13y	3m	7.25	46,803.36	1.000	\$	1,759.57
Falzon, David	2/6/1985	26y	9m	13.00	82,512.00	1.000	\$	3,155.10
Farr, Carole	1/10/1983	28y	10m	13.00	61,497.96	1.000	\$	3,155.10
Farrow, James	2/21/2006	5у	9m	1.50	61,497.96	1.000	\$	364.05
Fawcett, John	8/19/2002	9y	3m	4.50	64,512.96	1.000	\$	1,092.15
Fay, Michelle	3/1/2006	5у	9m	1.50	42,039.00	1.000	\$	364.05
Fernandez, Mario	11/20/1989	22y	0m	13.00	59,964.00	1.000	\$	3,155.10
Ferrara, Sabine	6/1/2000	11y	6m	4.50	51,770.04	1.000	\$	1,092.15
Ferrero, Nathalie	9/9/1977	34y	2m	13.00	71,238.00	1.000	\$	3,155.10
Fierros, Zacarias	6/18/2002	9y	5m	4.50	46,803.36	1.000	\$	1,092.15
Filakousky, Richard	10/17/1988	23y	1m	13.00	84,582.96	1.000	\$	3,155.10
Fisher, Carolyn	8/13/1990	21y	3m	10.00	44,169.00	1.000	\$	2,305.65
Fitzgerald, Clara	11/26/1990	21y	0m	10.00	28,596.00	0.750	\$	1,820.25
Flores, Ildefonso	2/10/1999	12y	9m	7.25	51,770.04	1.000	\$	1,759.57
Follis, Diane	9/7/1999	12y	2m	7.25	58,496.04	1.000	\$	1,759.57
Fonseca, Frank	7/28/2000	11y	4m	4.50	58,496.04	1.000	\$	1,092.15
Fonseca, Patricia	3/19/2001	10y	8m	4.50	55,677.00	1.000	\$	1,092.15
Francis, Kimberly	8/11/2005	6y	3m	1.50	64,512.96	1.000	\$	364.05
French, Ann	11/13/2000	11y	0m	4.50	51,770.04	1.000	\$	1,092.15
French, Leilani	11/26/2001	10y	0m	4.50	61,497.96	1.000	\$	1,092.15
Friend, Hilda	1/5/2004	7у	10m	3.00	53,001.96	1.000	\$	728.10
Friesen, Emily	11/4/2004	7у	0m	3.00	45,753.00	1.000	\$	728.10
Frohn, Patrick	4/12/1993	18y	7m	10.00	66,165.00	1.000	\$	2,427.00
Fullerton, Paula	2/13/2006	5у	9m	1.50	74,868.96	1.000	\$	364.05
Funk, Karen	2/12/1996	15y	9m	7.25	50,445.96	1.000	\$	1,759.57
Furlong, Jill	9/1/1999	-12y	3m	7.25	51,770.04	1.000	\$	1,759.57
Gallo, Nicolas	7/26/1999	12y	4m	7.25	46,803.36	1.000	\$	1,759.57
Garcia, Doreen	2/12/2001	10y	9m	4.50	15,289.50	0.500	\$	546.08
Garcia, Jose	1/4/1999	12y	10m	7.25	49,184.52	1.000	\$	1,759.57
Garcia, Nick	7/21/2005	6y	4m	1.50	51,770.04	1.000	\$	364.05
Garcia, Ruben	9/2/1976	35y	2m	13.00	48,040.68	1.000	\$	3,155.10
Genova, Lori	12/13/2001	9y	11m	4.50	55,677.00	1.000	\$	1,092.15
		•					4	. 1

George, Constance	5/29/1991	20y	6m	10.00	66,165.00	1.000	\$ 2,427.00
Giaconia, John	6/15/1995	16y	5m	7.25	73,020.96	1.000	\$ 1,759.57
Girard, Susan	1/5/2004	7у	10m	3.00	57,093.00	1.000	\$ 728.10
Glumace, Sean	3/10/2003	8у	8m	3.00	73,020.96	1.000	\$ 728.10
Gomez, Benito	6/16/2000	11y	5m	4.50	49,280.04	1.000	\$ 1,092.15
Gomez, Manuel	1/4/1995	16y	10m	7.25	22,857.36	0.500	\$ 879.79
Gonzalez, Shanon	2/23/2004	7у	9m	3.00	84,582.96	1.000	\$ 728.10
Gracia, Esequiel	2/27/2002	9у	9m	4.50	57,962.04	1.000	\$ 1,092.15
Grajeda, Marty	9/18/1980	31y	2m	13.00	59,964.00	1.000	\$ 3,155.10
Grigsby, Donald	12/3/1992	18y	11m	10.00	71,238.00	1.000	\$ 2,427.00
Guevara, Martha	10/22/1996	15y	1m	7.25	45,753.00	1.000	\$ 1,759.57
Guray, Minerva	10/16/2003	8у	1m	3.00	50,445.96	1.000	\$ 728.10
Hacker, Richard	3/12/2007	4 y	8m	1.50	49,184.52	1.000	\$ 364.05
Hambly, Raine	8/3/1993	18y	3m	10.00	84,582.96	1.000	\$ 2,427.00
Han, Annie	3/28/2005	6у	8m	3.00	55,677.00	1.000	\$ 728.10
Hanna, John	9/1/1982	29y	3m	13.00	93,405.00	1.000	\$ 3,155.10
Harford, Paul	4/10/1998	13y	7m	7.25	51,598.80	1.000	\$ 1,759.57
Harguess, Dale	2/8/2001	10y	9m	4.50	58,496.04	1.000	\$ 1,092.15
Harmon, Janet	4/3/1989	22y	7m	13.00	84,582.96	1.000	\$ 3,155.10
Hauri, Gail	1/20/2000	11y	10m	4.50	53,001.96	1.000	\$ 1,092.15
Hay, Vickie	4/12/1999	12y	7m	7.25	64,512.96	1.000	\$ 1,759.57
Heffelman, William	12/20/1996	14y	11m	7.25	82,512.00	1.000	\$ 1,759.57
Hein, Jerald	2/7/1991	20y	9m	10.00	86,718.96	1.000	\$ 2,427.00
Hernandez, Laura	7/17/1995	16y	4m	7.25	55,677.00	1.000	\$ 1,759.57
Hill, Elaine	6/25/2001	10y	5m	4.50	71,238.00	1.000	\$ 1,092.15
Hill, Leeanne	5/28/1980	31y	6m	13.00	58,496.04	1.000	\$ 3,155.10
Hill, Midge	12/13/2005	5у	11m	1.50	55,677.00	1.000	\$ 364.05
Hill, Nancy	4/20/1992	19y	7m	10.00	70,367.04	1.000	\$ 2,427.00
Hime, Colleen	8/11/2005	6у	3m	1.50	41,493.00	1.000	\$ 364.05
Ho, Charlene	1/5/2004	7у	10m	3.00	55,677.00	1.000	\$ 728.10
Ho, Phuong-Thao Thi	1/8/1996	15y	10m	7.25	55,677.00	1.000	\$ 1,759.57
Ho, Thompson	1/3/2000	11y	10m	4.50	41,493.00	1.000	\$ 1,092.15
Hobbs, Eric	9/27/2004	7у	2m	3.00	93,405.00	1.000	\$ 728.10
Honbo, Benjamin	5/24/1978	33y	6m	13.00	59,964.00	1.000	\$ 3,155.10
Hong, Neil	8/8/2005	6у	3m	1.50	37,118.40	0.800	\$ 291.24
Hong, Nga Thi	6/1/1999	12y	6m	7.25	61,497.96	1.000	\$ 1,759.57
Hou, Anthony	1/20/2004	7у	10m	3.00	53,001.96	1.000	\$ 728.10
Hoyt, Sherri	8/4/2003	8y	3m	3.00	48,086.04	1.000	\$ 728.10
Hunt, Greshaun	11/21/2005	6у	0m	1.50	54,327.00	1.000	\$ 364.05
Hurst, Geoffrey	10/30/2006	5у	1m	1.50	74,869.00	1.000	\$ 364.05
Hutchison, Catherine	3/19/2001	10y	8m	4.50	64,512.96	1.000	\$ 1,092.15
Hyska, Brent	9/8/1997	14y	2m	7.25	78,630.96	1.000	\$ 1,759.57
Hyska, Gregory	4/2/1990	21y	7m	10.00	84,582.96	1.000	\$ 2,427.00
Ikuta, Elliot	3/26/2001	10y	8m	4.50	84,582.96	1.000	\$ 1,092.15
Ippolito, Claire	3/2/2001	10y	8m	4.50	55,677.00	1.000	\$ 1,092.15
							_

Irving, Terry	6/21/2004	7у	5m	3.00	51,770.04	1.000	\$	728.10
James, Teresa	10/1/1992	19y	2m	10.00	55,677.00	1.000	φ \$	2,427.00
Jazwiecki, Albert	9/10/1976	35y	2m	13.00	73,020.96	1.000	\$	3,155.10
Jefferson, Lurecca	4/24/2007	4y	7m	1.50	61,497.96	1.000	\$	364.05
Jensen, Kathryn	1/20/2004	7y	10m	3.00	53,001.96	1.000	\$	728.10
Jesch, I-Ying	8/6/1990	21y	3m	10.00	74,868.96	1.000	\$	2,427.00
Jimenez, Gabriel	10/28/1985	26y	1m	13.00	49,184.52	1.000	\$	3,155.10
Jimenez, Hector	2/12/2007	4y	9m	1.50	46,803.36	1.000	\$	364.05
Jimenez, Natalia	11/13/1989	22y	0m	13.00	45,753.00	1.000	\$	3,155.10
Jimenez, Porfirio	10/2/1989	22y	1m	13.00	59,964.00	1.000	\$	3,155.10
Johnson, Daniel	11/1/2006	5y	1m	1.50	33,824.45	0.600	\$	311.14
Johnson, Signe	10/30/1978	33y	1m	13.00	64,512.96	1.000	\$	3,155.10
Jones, Richard	8/1/1991	20y	4m	10.00	93,405.00	1.000	\$	2,427.00
Jones, Shirley	1/2/2007	4y	10m	1.50	51,770.04	1.000	\$	364.05
Jordan, Damien	3/18/1999	12y	8m	7.25	50,445.96	1.000	\$	1,759.57
Jordan, Judith	8/14/1995	16y	3m	7.25	17,593.90	0.560	\$	989.76
Kalama-Dutro, L.	8/15/1988	23y	3m	13.00	44,169.00	1.000	\$	3,155.10
Kane, Gregory	7/6/1992	19y	4m	10.00	63,006.00	1.000	\$	2,427.00
Kao, Karen	8/22/2005	6y	3m	1.50	47,456.97	1.000	\$	364.05
Karr, Beverly	10/21/2004	7 y	1m	3.00	44,652.96	1.000	\$	728.10
Kawabata, Kyle	12/16/1985	25y	11m	13.00	54,327.00	1.000	\$	3,155.10
Kawabe, Leonard	3/29/1990	21y	8m	10.00	59,964.00	1.000	\$	2,427.00
Kawamura, Janet	9/20/1982	29y	2m	13.00	50,445.96	1.000	\$	3,155.10
Keeling, Moses	2/10/2005	6у	9m	3.00	20,680.56	0.480	\$	345.85
Kellenberger, Martha	7/25/2002	9у	4m	4.50	51,770.04	1.000	\$	1,092.15
Kellogg, Matthew	3/1/2004	7у	9m	3.00	50,426.16	1.000	\$	728.10
Kelly, Patrick	9/16/2004	7у	2m	3.00	59,964.00	1.000	\$	728.10
Kennedy, Ann	1/20/2000	11y	10m	4.50	53,001.96	1.000	\$	1,092.15
Keough, Janell	9/1/1994	17y	3m	10.00	93,405.00	1.000	\$	2,427.00
Key, Randy	2/3/1986	25y	. 9m	13.00	82,512.00	1.000	\$	3,155.10
Kiena, Cassandra	2/7/1992	19y	9m	10.00	48,086.04	1.000	\$	2,427.00
Kilayko Cruz, Sheila	7/5/2006	5у	4m	1.50	66,165.00	1.000	\$	364.05
Kinn, Rene	12/7/1992	18y	11m	10.00	61,497.96	1.000	\$	2,427.00
Kiser, Linda	8/30/2001	10y	3m	4.50	40,073.00	1.000	\$	1,092.15
Kistler, John	9/16/2004	7у	2m	3.00	59,964.00	1.000	\$	728.10
Kopack, Margie	11/2/1995	16y	0m	7.25	57,093.00	1.000	\$	1,759.57
Kopp, Patricia	6/26/1989	22y	5m	13.00	50,445.96	1.000	\$	3,155.10
Krikorian, Paul	5/29/1984	27у	6m	13.00	93,405.00	1.000	\$	3,155.10
Kuehner, Karen	2/4/1980	31y	9m	13.00	61,497.96	1.000	\$	3,155.10
Kyllingstad, Claire	8/21/1997	14y	3m	7.25	55,677.00	1.000	\$	1,759.57
La, Bill	11/14/2005	6у	0m	1.50	46,398.00	1.000	\$	364.05
Labounty, Jennifer	10/28/2004	7у	1m	3.00	57,068.88	1.000	\$	728.10
Lagerlof, Judith	7/1/1988	23y	5m	13.00	64,512.96	1.000	\$	3,155.10
Lakhani, Minesh	2/28/2005	6у	9m	3.00	73,020.96	1.000	\$	728.10
Lam, Kelly	7/12/1999	12y	4m	7.25	48,086.04	1.000	\$	1,759.57

Lam, Mymy	3/4/2004	7у	8m	3.00	58,496.04	1.000	\$	728.10
Langsdorf, Walter	4/13/1998	13y	7m	7.25	61,497.96	1.000	\$	1,759.57
Latham, Karen	2/3/1999	12y	9m	7.25	63,035.40	1.000	\$	1,759.57
Le, Jenny	8/1/2005	6у	4m	1.50	51,770.04	1.000	\$	364.05
Le, Vinh	8/7/1995	16y	3m	7.25	22,857.36	0.500	\$	879.79
Leachman, Robert	3/28/2005	6у	8m	3.00	49,280.04	1.000	\$	728.10
Lee, Jeanette	5/10/1999	12y	6m	7.25	64,512.96	1.000	\$	1,759.57
Le-Nguyen, Thuc	9/26/2005	6у	2m	1.50	55,677.00	1.000	\$	364.05
Leon, Eustorgia	1/26/2007	4y	10m	1.50	46,803.36	1.000	\$	364.05
Lewis, Reginald	8/21/2001	10y	3m	4.50	46,398.00	1.000	\$	1,092.15
Linke, John	8/21/1995	16y	3m	7.25	93,405.00	1.000	\$	1,759.57
Liu, Peggy	8/12/1999	12y	3m	7.25	39,089.00	1.000	\$	1,759.57
Lloyd, Nicole	9/2/2003	8у	2m	3.00	57,093.00	1.000	\$	728.10
Lo, Wei-Lun	3/7/1983	28y	8m	13.00	45,753.00	1.000	\$	3,155.10
Loff, Richard	10/30/1989	22y	1m	13.00	49,288.20	1.000	\$	3,155.10
Lopez, Fausto	5/8/1989	22y	6m	13.00	49,184.52	1.000	\$	3,155.10
Lopez, Rachelle	2/16/2006	5у	9m	1.50	55,677.00	1.000	\$	364.05
Lopez, Raya	10/5/2006	5y	1m	1.50	73,020.96	1.000	\$	364.05
Lopez-Conde, H.	11/14/2005	6y	0m	1.50	49,184.52	1.000	\$	364.05
Lopez-Villa, Juan	6/24/2002	9у	5m	4.50	49,184.52	1.000	\$	1,092.15
Lowe, Joanna	3/21/2005	6y	8m	3.00	51,770.04	1.000	\$	728.10
Lubanski, Donna	6/5/1989	22y	5m	13.00	66,165.00	1.000	\$	3,155.10
Lule, Andrea	7/17/2002	9у	4m	4.50	53,001.96	1.000	\$	1,092.15
Lundell, Candra	10/10/1988	23y	1m	13.00	64,512.96	1.000	\$	3,155.10
Luong, Yen	2/24/1992	19y	9m	10.00	55,677.00	1.000	\$	2,427.00
Lyn, Karl	8/27/1984	27y	3m	13.00	95,740.08	1.000	\$	3,155.10
Macario, Inocente	1/5/2004	7у	10m	3.00	50,445.96	1.000	\$	728.10
Macdonald, Velma	10/3/1985	26y	1m	13.00	58,496.04	1.000	\$	3,155.10
Macy, Shirley	11/23/1976	35y	0m	13.00	67,013.52	1.000	\$	3,155.10
Madrigal, Francisco	2/25/2002	9у	9m	4.50	63,006.00	1.000	\$	1,092.15
Maharaj, Robert	6/30/1997	14y	5m	7.25	59,852.76	1.000	\$	1,759.57
Mai, Kevin	6/1/2006	5y	6m	1.50	46,803.36	1.000	\$	364.05
Mai, Maria	4/16/1998	13y	7m	7.25	71,238.00	1.000	\$	1,759.57
Marten, Connie	8/17/1998	13y	3m	7.25	63,035.40	1.000	\$	1,759.57
Martinez, Carla	8/1/2005	6y	4m	1.50	74,868.96	1.000	\$	364.05
Martinez, Carlos	5/8/2003	8y	6m	3.00	45,753.00	1.000	\$	728.10
Martinez, Elizabeth	10/11/1999	12y	1m	7.25	58,496.04	1.000	\$	1,759.57
Martinez, Rachel	8/2/2004	7y	3m	3.00	34,798.50	0.750	\$	546.08
Martinez, Tannia	8/1/2005	6y	4m	1.50	51,770.04	1.000	\$	364.05
Martinez, Vincent	6/1/2007	4y	6m	1.50	54,358.56	1.000	\$	364.05
Matten, Keith	2/21/2006	5y	9m	1.50	59,964.00	1.000	\$	364.05
Mattingly, Heidi	11/1/1985	26y	1m	13.00	24,490.08	0.560	\$	1,774.74
Mayor, Jeffrey	10/30/1989	22y	1m	13.00	47,558.00	1.000	\$	3,155.10
Mc Collom, Dorothy	8/6/1979	32y	3m	13.00	61,497.96	1.000	\$	3,155.10
Mc Donald, Patti	10/31/1988	23y	1m	13.00	55,677.00	1.000	\$	3,155.10
•		- ,			,		Ŧ	5, .50.10

Mccord, Diane	5/4/2000	11y	6m	4.50	53,001.96	1.000	\$	1,092.15
Mckindley, Katherine	4/7/2005	6у	7m	3.00	58,496.04	1.000	\$	728.10
McLaughlin, Jane	11/28/2006	5у	0m	1.50	57,093.00	1.000	\$	364.05
Mclucas, Karen	6/29/1992	19y	5m	10.00	61,497.96	1.000	\$	2,427.00
Menchaca, Jennifer	12/1/2006	5у	0m	1.50	37,211.00	1.000	\$	364.05
Merriam, Jo Ann	6/4/1990	21y	5m	10.00	55,677.00	1.000	\$	2,427.00
Merrigan, Gena	1/18/2006	5у	10m	1.50	64,512.96	1.000	\$	364.05
Mesenbrink, C.	12/10/1998	12y	11m	7.25	74,868.96	1.000	\$	1,759.57
Meza, William	8/21/1989	22y	3m	13.00	22,650.10	0.500	\$	1,577.55
Middleton, Sharon	6/7/1990	21y	5m	10.00	44,169.00	1.000	\$	2,427.00
Mihatov, Steven	5/30/2000	11y	6m	4.50	82,512.00	1.000	\$	1,092.15
Miles, Susan	8/21/2003	8y	3m	3.00	22,304.64	0.490	\$	354,95
Millard, Martin	3/15/2002	9у	8m	4.50	73,020.96	1.000	\$	1,092.15
Miller, Beverly	10/1/1979	32y	2m	13.00	48,086.04	1.000	\$	3,155.10
Milligan, Patrick	9/8/1998	13y	2m	7.25	73,020.96	1.000	\$	1,759.57
Millikan, April	2/2/2004	7у	9m	3.00	64,512.96	1.000	\$	728.10
Montanez, Jesse	11/30/1999	12y	0m	7.25	52,771.56	1.000	\$	1,759.57
Montes, Christana	2/1/1995	16y	10m	7.25	61,497.96	1.000	\$	1,759.57
Montgomery, C.	7/13/1990	21y	4m	10.00	61,497.96	1.000	\$	2,427.00
Montgomery, Fred	9/9/1985	26y	2m	13.00	46,803.36	1.000	\$	3,155.10
Montooth, Carisa	6/19/2006	5 y	5m	1.50	42,801.72	0.750	\$	273.04
Moon, Belta	2/10/1998	13y	9m	7.25	50,445.96	1.000	\$	1,759.57
Moon, William	5/10/1999	12y	6m	7.25	44,652.96	1.000	\$	1,759.57
Moore, Bradley	1/20/1989	22y	10m	13.00	73,020.96	1.000	\$	3,155.10
Moore, Garland	8/20/1990	21y	3m	10.00	50,445.96	1.000	\$	2,427.00
Morales, Lisa	8/29/1997	14y	3m	7.25	51,770.04	1.000	\$	1,759.57
Moreno, Maria	1/17/2006	5y	10m	1.50	46,803.36	1.000	\$	364.05
Morin, Linda	6/27/2001	10y	5m	4.50	95,699.04	1.000	\$	1,092.15
Moulton, Janette	7/12/2004	7y	4m	3.00	55,677.00	1.000	\$	728.10
Munoz-Sanchez, M.	8/19/1996	15y	3m	7.25	51,770.04	1.000	\$	1,759.57
Myers, Elizabeth	6/5/1995	16y	5m	7.25	51,770.04	1.000	\$	1,759.57
Nakauchi, Linda	10/18/2004	7y	1m	3.00	61,497.96	1.000	\$	728.10
Neal, Michelle	12/9/1998	12y	11m	7.25	58,496.04	1.000	\$	1,759.57
Newbold, John	10/23/2006	5y	1m	1.50	58,496.04	1.000	\$	364.05
Newman, Linda	1/20/1986	25y	10m	13.00	61,497.96	1.000	\$	3,155.10
Ngo, Michelle	7/1/1992	19y	5m	10.00	61,497.96	1.000	\$	1,415.75
Ngo, Vincent	10/1/2001	10y	2m	4.50	64,512.96	1.000	\$	1,092.15
Nguyen, Allen	2/1/2004	7y	10m	3.00	17,656.40	0.400	\$	291.24
Nguyen, Antoine	6/11/2001	10y	5m	4.50	50,445.96	1.000	\$	1,092.15
Nguyen, Bai	12/13/1999	11y	11m	4.50	61,420.80	1.000	\$	1,092.15
Nguyen, Don	9/6/1989	22y	2m	13.00	55,677.00	1.000	\$	3,155.10
Nguyen, Hung	7/1/1985	26y	5m	13.00	59,964.00	1.000	\$	3,155.10
Nguyen, Jimmy	11/13/1989	22y	0m	13.00	49,184.52	1.000	φ \$	3,155.10
Nguyen, Johnpaul	7/21/2005	<i>22</i> y 6y	4m	1.50	57,093.00	1.000	э \$	
Nguyen, Julie	6/1/2004	7y	6m	3.00	55,677.00			364.05
	G/ 1/2004	, A	OIII	3.00	00,077.00	1.000	\$	728.10

Nguyen, Kim Thi	8/17/2000	11y	3m	4.50	29,230.44	0.500	\$ 546.08
Nguyen, Kimlan	2/8/2007	4у	9m	1.50	51,770.04	1.000	\$ 364.05
Nguyen, Minh Tung	8/23/1999	12y	3m	7.25	37,211.00	1.000	\$ 1,759.57
Nguyen, Ngoc Diep	1/8/2002	9у	10m	4.50	55,677.00	1.000	\$ 1,092.15
Nguyen, Son	1/5/2004	7у	10m	3.00	59,964.00	1.000	\$ 728.10
Nguyen, Thanh	3/12/2007	4 y	8m	1.50	49,184.52	1.000	\$ 364.05
Nguyen, Thomas	5/6/1999	12y	6m	7.25	55,677.00	1.000	\$ 1,759.57
Nguyen, Thuy	4/8/2002	.9y	7m	4.50	57,093.00	1.000	\$ 1,092.15
Nguyen, Tijai	11/18/1987	24y	0m	13.00	61,497.96	1.000	\$ 3,155.10
Nguyen, Toai	10/3/1992	19y	- 1m	10.00	52,771.56	1.000	\$ 2,427.00
Nguyen, Vu	1/2/2007	4 y	10m	1.50	45,753.00	1.000	\$ 364.05
Nibeel, Anna	2/8/2007	4y	9m	1.50	51,770.04	1.000	\$ 364.05
Nibeel, Deborah	11/22/2004	7у	0m	3.00	64,512.96	1.000	\$ 728.10
Nicholls, Robert	3/28/1994	17y	8m	10.00	93,405.00	1.000	\$ 2,427.00
Nicholson, Ann	3/26/1981	30y	8m	13.00	64,512.96	1.000	\$ 3,155.10
Niederhauser, T.	5/21/2007	4y	6m	1.50	49,280.04	1.000	\$ 364.05
Nunez, Lisa	4/25/2005	6у	7m	3.00	44,652.96	1.000	\$ 728.10
Nutt, Mary	8/26/1985	26y	3m	13.00	42,039.00	1.000	\$ 3,155.10
Ogaz, Rebecca	6/3/1996	15y	5m	7.25	74,799.96	1.000	\$ 1,759.57
Ohlendorf, Alberta	4/17/1989	22y	7m	13.00	46,398.00	1.000	\$ 3,155.10
Oja, Christina	6/1/2006	5у	6m	1.50	73,952.04	1.000	\$ 364.05
Olufson, Janice	11/14/1998	13y	0m	7.25	71,238.00	1.000	\$ 1,759.57
Oostdyk, Charles	7/27/1970	41y	4m	13.00	93,405.00	1.000	\$ 3,155.10
Ornelas, Veronica	3/13/2002	9у	8m	4.50	55,677.00	1.000	\$ 1,092.15
Orr, Robert	2/16/1993	18y	9m	10.00	67,803.96	1.000	\$ 2,427.00
Orsini, Susanne	7/23/2001	10y	4m	4.50	51,770.04	1.000	\$ 1,092.15
Ortiz, Eligio	4/26/1985	26y	7m	13.00	45,753.00	1.000	\$ 3,155.10
Ortiz, Luis	3/29/1990	21y	8m	10.00	49,280.04	1.000	\$ 2,427.00
Oshiro, Gary	10/29/2001	10y	1m	4.50	73,020.96	1.000	\$ 1,092.15
O'Steen, Kelly	1/3/2005	6у	10m	3.00	51,770.04	1.000	\$ 728.10
Ostovarpour, Babak	4/11/1986	25y	7m	13.00	93,405.00	1.000	\$ 3,155.10
Ott, Torii	7/1/2005	6у	5m	1.50	64,581.12	1.000	\$ 364.05
Otto, Terry	8/25/1980	31y	3m	13.00	67,803.96	1.000	\$ 3,155.10
Pacheco, Henry	5/14/2001	10y	6m	4.50	49,280.04	1.000	\$ 1,092.15
Pacheco, Pamela	6/26/2001	10y	5m	4.50	61,497.96	1.000	\$ 1,092.15
Padilla, Manuel	3/10/2005	6у	8m	3.00	46,908.00	1.000	\$ 728.10
Padilla, Rina	11/17/2003	8y	0m	3.00	58,496.04	1.000	\$ 728.10
Paine, Allison	9/17/2001	10y	2m	4.50	44,541.60	0.800	\$ 873.72
Palmer, Leslie	8/2/1999	12y	3m	7.25	21,768.96	0.500	\$ 879.79
Parsons, Jason	10/16/2003	8y	1m	3.00	36,510.48	0.500	\$ 364.05
Patel, Jasvanti	2/27/2001	10y	9m	4.50	28,595.64	0.630	\$ 682.59
Pa'U, Sonny	8/8/1994	17y	3m	10.00	38,095.10	1.000	\$ 2,427.00
Pegausch, Daniel	3/31/1981	30y	8m	13.00	45,753.00	1.000	\$ 3,155.10
Perdue, Brenda	1/2/2007	4 y	10m	1.50	61,497.96	1.000	\$ 364.05
Perez, Arturo	11/7/2005	6у	0m	1.50	51,770.04	1.000	\$ 364.05

Perez, Domingo	10/8/1990	21y	1m	10.00	51,770.04	1.000	\$	2,427.00
Perez, Socorro	8/24/1998	13y	3m	7.25	46,803.36	1.000	\$	1,759.57
Pham, Hai	1/22/2001	. 10y	10m	4.50	73,020.96	1.000	\$	1,092.15
Pham, Jonathan	5/3/2007	4y	6m	1.50	53,001.96	1.000	\$	364.05
Pham, Thai	8/1/2001	10y	4m	4.50	50,490.36	1.000	\$	1,092.15
Phan, Phuong Bach	8/12/1996	15y	3m	7.25	55,677.00	1.000	\$	1,759.57
Phan, Sheena	3/27/2000	11y	8m	4.50	55,677.00	1.000	\$	1,092.15
Phomprasack, T.	6/21/2001	10y	5m	4.50	51,770.04	1.000	\$	1,092.15
Phonsiri, Stephanie	12/15/1994	16y	11m	7.25	55,677.00	1.000	\$	1,759.57
Pierce, Betty	8/18/1995	16y	3m	7.25	19,548.80	0.630	\$	1,099.73
Pierstorff, Jasmah	11/12/1996	15y	0m	7.25	31,278.00	1.000	\$	1,759.57
Plaia, Karen	9/3/1996	15y	2m	7.25	53,001.96	1.000	\$ -	1,759.57
Pok-Bruno, Thida	3/7/2005	6у	8m	3.00	53,001.96	1.000	\$	728.10
Pollaro, Norma	8/10/1998	13y	3m	7.25	65,379.00	1.000	\$	1,759.57
Poush, Irene	9/20/1990	21y	2m	10.00	31,119.72	0.750	\$	1,820.25
Powell, Quintin	1/4/1999	12y	10m	7.25	27,745.32	0.500	\$	879.79
Powers, Julie	11/7/2005	6у	0m	1.50	45,753.00	1.000	\$	364.05
Prince, Mary	9/13/1976	35y	2m	13.00	50,445.96	1.000	\$	3,155.10
Profeta, Robert	6/1/1981	30y	6m	13.00	55,677.00	1.000	\$	3,155.10
Prohaska, Cheryl	1/22/1990	21y	10m	10.00	33,601.30	0.630	\$	1,516.88
Quach, Helen	1/17/2002	9у	10m	4.50	50,445.96	1.000	\$	1,092.15
Quezada, Araceli	8/24/1998	13y	3m	7.25	46,803.36	1.000	\$	1,759.57
Quinonez, Rena	7/3/2000	11y	4m	4.50	58,496.04	1.000	\$	1,092.15
Quiroz, Elias	11/17/1999	12y	0m	7.25	50,445.96	1.000	\$	1,759.57
Raddavong, Kahn	1/8/1990	21y	10m	10.00	61,497.96	1.000	\$	2,427.00
Raddavong-Jaime,A.	6/3/2002	9у	5m	4.50	61,497.96	. 1.000	\$	1,092.15
Rader, Kirk	3/29/1984	27у	8m	13.00	51,770.04	1.000	\$	3,155.10
Radford, Shirley	9/14/1981	30y	2m	13.00	57,093.00	1.000	\$	3,155.10
Ramirez, Juana	6/1/2005	6у	6m	3.00	43,538.04	1.000	\$	572.63
Ramirez, Marcelino	1/5/2004	7у	10m	3.00	49,280.04	1.000	\$	728.10
Ramon, Diana	8/19/1999	12y	3m	7.25	57,093.00	1.000	\$	1,759.57
Ramos, Richard	9/17/2001	10y	2m	4.50	54,327.00	1.000	\$	1,092.15
Raskin, Debra	4/27/1998	13y	7m	7.25	34,798.50	0.750	\$	1,319.68
Reed, Barbara	5/1/2001	10y	7m	4.50	51,770.04	1.000	\$	1,092.15
Regnier, Virginia	10/9/2006	5y	1m	1.50	53,001.96	1.000	\$	364.05
Reyes, Maria	6/20/2005	6у	5m	1.50	49,184.52	1.000	\$	364.05
Reynolds, Mike	7/27/1988	23y	4m	13.00	49,184.52	1.000	\$	3,155.10
Rhoades, Victoria	1/15/2004	7y	10m	3.00	53,001.96	1.000	\$	728.10
Richards, Kathleen	2/21/2002	9y	9m	4.50	50,445.96	1.000	\$	1,092.15
Rigney, Timothy	7/18/1991	20y	4m	10.00	93,405.00	1.000	\$	2,427.00
Riley, Kevin	11/17/1998	13y	0m	7.25	93,405.00	1.000	\$	1,759.57
Riley, Richard	10/15/1984	27y	1m	13.00	49,184.52	1.000	\$	3,155.10
Rivera, Irma	10/4/2000	11y	1m	4.50	44,652.96	1.000	\$	1,092.15
Robertson, Darrin	4/16/2001	10y	7m	4.50	67,803.96	1.000	\$	1,092.15
Roda, Mary	9/15/1976	35y	2m	13.00	64,512.96	1.000	Ψ \$	3,155.10
	-:	~~,		. 3.30	U-1,0 12.00	1.000	Ψ	o, 100, 10

Rodriguez, Betty	6/21/2001	10y	- 5m	4.50	57,093.00	1.000	\$	1,092.15
Rodriguez, Reginald	10/19/1992	19y	1m	10.00	44,652.96	1.000	\$	2,427.00
Rodriguez, Robert	1/5/2004	7у	10m	3.00	53,001.96	1.000	\$	728.10
Rogers, Stephani	5/6/2004	7у	6m ⁻	3.00	55,677.00	1.000	\$	728.10
Rojas, Mario	2/7/2002	9у	9m	4.50	49,184.52	1.000	\$	1,092.15
Romeo, Erika	7/20/2006	5у	4m	1.50	51,770.04	1.000	\$	364.05
Rosas, Suzanne	9/19/1988	23y	2m	13.00	74,868.96	1.000	\$	3,155.10
Rose, Lynn	10/16/2003	8у	1m	3.00	50,445.96	1.000	\$	728.10
Rose, Ronald	2/3/1982	29y	9m	13.00	95,740.08	1.000	\$	3,155.10
Rossi, Margaret	8/20/2001	10y	3m	4.50	47,492.80	0.800	\$	873.72
Roxas, Jose	10/22/2001	10y	1m	4.50	29,230.44	0.500	\$	546.08
Ruiz, Alexander	9/5/2006	5у	2m	1.50	59,964.00	1.000	\$	364.05
Ruoff, Tuyet	8/2/2004	7у	3m	3.00	31,278.00	1.000	\$	728.10
Russell, Patricia	7/10/2006	5у	4m	1.50	61,497.96	1.000	\$	364.05
Rymas, Colleen	12/13/1994	16y	11m	7.25	67,803.96	1.000	\$	1,759.57
Sacket, Wendy	11/11/1997	14y	0m	7.25	71,238.00	1.000	\$	1,759.57
Salcedo, Rosio	11/27/2006	5у	0m	1.50	51,770.04	1.000	\$	364.05
Salcedo, Veronica	10/19/1987	24y	1m	13.00	61,497.96	1.000	\$	3,155.10
Salgado, Arturo	2/13/2001	10y	9m	4.50	58,401.48	1.000	\$	1,092.15
Samples, Jerrie	3/7/1994	17y	8m	10.00	17,593.90	0.560	\$	1,365.19
Sams, Dave	4/24/1989	2 2 y	7m	13.00	82,512.00	1.000	\$	3,155.10
Sanchez, Jesus	2/4/1991	20y	9m	10.00	49,184.52	1.000	\$	2,427.00
Sanchez, Jorge	9/8/1986	25y	2m	13.00	63,006.00	1.000	\$	3,155.10
Sanchez, Raul	3/1/2004	7у	9m.	3.00	86,637.60	1.000	\$	728.10
Sanchez, Silvia	12/5/2005	5у	11m	1.50	48,086.04	1.000	\$	364.05
Santoro, George	9/4/1984	27y	2m	13.00	55,677.00	1.000	\$	3,155.10
Sayasy, Ny	11/22/1994	17y	0m	10.00	74,868.96	1.000	\$	2,427.00
Scaglione, David	1/27/1986	25y	10m	13.00	59,964.00	1.000	\$	3,155.10
Scaplen, Patricia	8/1/2005	6у	4m	1.50	46,398.00	1.000	\$	364.05
Schellingerhout, H.	6/3/1999	12y	5m	7.25	45,159.12	1.000	\$	1,759.57
Schindler, David	4/27/1978	33y	7m	13.00	58,496.04	1.000	\$	3,155.10
Schulte, Rita	6/19/2000	11y	5m	4.50	61,497.96	1.000	\$	1,092.15
Segerblom, Mette	11/1/2000	11y	1m	4.50	95,699.04	1.000	\$	1,092.15
Shaffer, Linda	5/4/1992	19y	6m	10.00	55,677.00	1.000	\$	2,427.00
Shaffer-Brown, Eva	6/10/2004	7у	5m	3.00	50,445.96	1.000	\$	728.10
Sharp, Diana	5/1/1992	19y	7m	10.00	55,677.00	1.000	\$	2,427.00
Shepard, James	2/1/2000	11y	10m	4.50	57,093.00	1.000	\$	1,092.15
Shimizu, Craig	5/15/1990	21y	6m	10,00	42,039.00	1.000	\$	2,427.00
Sipple, Rafer	6/5/2006	5у	5m	1.50	59,964.00	1.000	\$	364.05
Sirchia, Elizabeth	10/10/2002	9y	1m	4.50	55,677.00	1.000	\$	1,092.15
Sklar, Mary	3/1/1982	29y	9m	13.00	55,677.00	1.000	\$	3,155.10
Slagle, Dale	2/19/2002	9y	9m	4.50	55,677.00	1.000	\$	1,092.15
Smith, Bruce	5/22/1985	26y	6m	13.00	94,572.60	1.000	\$	3,155.10
Smith, Sloane	5/8/2007	- 4y	6m	1.50	67,803.96	1.000	\$	364.05
Soedjono, Eng	1/2/2007	4y	10m	1.50	82,512.00	1.000	\$	364.05
- · ·		- 7		-	,		7	30 1.00

0 , 5 , 1			1					
Songster, Daniel	8/15/1983	28y	3m	13.00	60,689.64	1.000	\$	3,155.10
Spears, Mary	6/18/1990	21y	5m	10.00	58,496.04	1.000	\$	2,427.00
Spencer, Sherrill	7/25/2005	Ψj	4m	1.50	55,677.00	1.000	\$	364.05
Spencer, Shirley	7/5/2000	11y	4m -	4.50	66,165.00	1.000	\$	1,092.15
Spiratos, Jerry	4/15/2002	9y	7m	4.50	73,020.96	1.000	\$	1,092.15
Spoja, Caroline	1/3/2005	6y	10m	3.00	61,497.96	1.000	\$	728.10
Sprague, Nancy	3/27/1995	16y	8m	7.25	83,577.96	1.000	\$	1,759.57
Sta Ana, Christine	4/3/2006	5у	7m	1.50	64,512.96	1.000	\$	364.05
Stauter, Gisela	7/16/2003	8у	4m	3.00	20,196.12	0.400	\$	291.24
Stead, James	9/30/1997	14y	2m	7.25	48,086.04	1.000	\$	1,759.57
Stead, Joseph	7/1/2000	, 11y	5m	4.50	63,006.00	1.000	\$	1,092.15
Stead, Marsha	11/13/1984	27у	0m	13.00	64,512.96	1.000	\$	3,155.10
Stewert, Kerry	5/18/2006	5у	6m	1.50	64,512.96	1.000	\$	364.05
Stiles, Lynnette	10/14/2004	7у	1m	3.00	65,379.00	1.000	\$	728.10
Stilson, April	8/17/1987	24y	3m	13.00	29,316.80	0.750	\$	2,366.33
Stracner, Michael	1/24/1990	21y	10m	10.00	82,512.00	1.000	\$	2,427.00
Strube, Kathy	11/17/1980	31y	0m	13.00	64,512.96	1.000	\$	3,155.10
Suarez, Kathy	11/25/1997	14y	0m	7.25	55,677.00	1.000	\$	1,759.57
Sukaesih, Rini	5/13/2002	9у	6m	4.50	51,770.04	1.000	\$	1,092.15
Sullivan, Diane	8/29/1980	31y	3m	13.00	50,445.96	1.000	\$	3,155.10
Susanto, Agustinus	6/12/2000	11y	5m	4.50	55,677.00	1.000	\$	1,092.15
Swaid, Sandra	11/20/1989	22y	0m	13.00	55,677.00	1.000	\$	3,155.10
Swancutt, Laureen	3/14/2005	6у	8m	3.00	73,952.04	1.000	\$	728.10
Swingle, Dejah	10/11/2000	11y	1m	4.50	74,868.96	1.000	\$	1,092.15
Ta, Huong	11/20/2003	8у	0m	3.00	50,445.96	1.000	\$	728.10
Tafoya, Pete	1/17/1984	27y	10m	13.00	51,770.04	1.000	\$	3,155.10
Tang, Calvin	8/10/1992	19y	3m	10.00	58,496.04	1.000	\$	2,427.00
Taylor, Jack	4/10/2004	7у	7m	3.00	51,598.80	1.000	\$	728.10
Tellez, Paul	7/30/2001	10y	4m	4.50	61,497.96	1.000	\$	1,092.15
Tetnowski, Deborah	10/19/2006	5у	1m	1.50	74,868.96	1.000	\$	364.05
Thate, Laura	1/8/1996	15y	10m	7.25	48,086.04	1.000	\$	1,759.57
Thayer, Mary	11/10/1975	36y	0m	13.00	93,405.00	1.000	\$	3,155.10
Thissell, Lynne	3/6/1986	25y	8m	13.00	73,952.04	1.000	\$	3,155.10
Thomas, Carolyn	4/6/1992	19y	7m	10.00	31,062.00	0.600	\$	1,456.20
Tillotson, Jeffrey	1/19/1993	18y	10m	10.00	82,512.00	1.000	\$	2,427.00
Tiongco, Lanie	5/3/2007	4y	6m	1.50	53,001.96	1.000	\$	364.05
Tittle, Cheryl	6/14/1989	22y	5m	13.00	45,753.00	1.000	\$	3,155.10
Topete, Ruben	1/27/2004	7y	10m	3.00	59,964.00	1.000	\$	728.10
Tovar, Ana	9/5/2001	10y	2m	4.50	61,497.96	1.000	\$	1,092.15
Tran, Angelyn	4/19/2004	7y	7m	3.00	55,677.00	1.000	\$	728.10
Tran, Brittni	6/11/2001	10y	5m	4.50	55,677.00	1.000	\$	1,092.15
Tran, Celicia	8/17/2000	11y	3m	4.50	17,030.04	0.500	\$	
Tran, Francois	5/25/1990	21y	6m	10.00	73,020.96	1.000	φ \$	546.08 2.427.00
Tran, Jenny	5/20/2005	21y 6y	6m	3.00	20,746.56			2,427.00
Tran, John	3/21/1997	•				0.500	\$	364.05
man, com	012 II 1991	14y	8m	7.25	46,803.36	1.000	\$	1,759.57

Tran, Karen	12/16/1999	11y	11m	4.50	55,677.00	1.000	\$ 1,092.15
Tran, Thao	12/10/1998	12y	11m	7.25	55,677.00	1.000	\$ 1,759.57
Tran, Tien	8/13/2001	10y	3m	4.50	69,499.08	1.000	\$ 1,092.15
Tran, Tiffany	11/5/1998	13y	0m	7.25	55,677.00	1.000	\$ 1,759.57
Tran, Toan	4/16/2007	4y	7m	1.50	88,842.96	1.000	\$ 364.05
Tran, Tom	1/15/2004	7у	10m	3.00	53,001.96	1.000	\$ 728.10
Tran, Tuongvan	2/1/2007	4y	10m	1.50	61,497.96	1.000	\$ 364.05
Tran, Vinh	1/20/2004	7у	10m	3.00	53,001.96	1.000	\$ 728.10
Tran-Nguyen, M.	6/1/2006	5у	6m	1.50	53,001.96	1.000	\$ 364.05
Trujillo, Annette	4/23/1990	21y	7m	10.00	55,677.00	1.000	\$ 2,427.00
Truong, Johnathon	7/30/2001	10y	4m	4.50	73,020.96	1.000	\$ 1,092.15
Truong, Thomas	1/7/2002	9у	10m	4.50	53,001.96	1.000	\$ 1,092.15
Tullai Davis, Maria	9/13/1999	12y	2m	7.25	31,278.00	1.000	\$ 1,759.57
Turk, Charles	9/30/1974	37у	2m	13.00	84,582.96	1.000	\$ 3,155.10
Urbien, Darrell	5/31/1994	17y	6m	10.00	21,019.50	0.500	\$ 1,213.50
Vahorvich, Ilona	10/14/1997	14y	1m	7.25	82,512.00	1.000	\$ 1,759.57
Valle, Erica	4/16/1998	13y	7m	7.25	61,497.96	1.000	\$ 1,759.57
Van Dorn, Holly	3/12/1990	21y	8m	10.00	51,038.02	1.000	\$ 2,427.00
Van Dorn, Julia	1/3/2006	5у	10m	1.50	55,677.00	1.000	\$ 364.05
Vargas, Adrian	10/5/1990	21y	1m	10.00	45,714.96	1.000	\$ 2,427.00
Vargas, Lucas	2/19/1980	31y	9m	13.00	49,184.52	1.000	\$ 3,155.10
Vasquez, John	2/4/1991	20y	9m	10.00	49,288.20	1.000	\$ 2,427.00
Vaughan, Marie	7/1/2005	6у	5m	1.50	55,677.00	1.000	\$ 364.05
Vega-Gutierrez, Luz	5/16/2002	9у	6m	4.50	44,652.96	1.000	\$ 1,092.15
Velasquez, Joe	9/5/1988	23y	2m	13.00	50,445.96	1.000	\$ 3,155.10
Venham, Lu Anne	8/17/1987	24y	3m	13.00	39,089.00	1.000	\$ 3,155.10
Ventura-Gomez, L.	5/18/2006	5у	6m	1.50	43,538.04	1.000	\$ 364.05
Villa, Patricia	2/10/2005	6у	9m	3.00	48,086.04	1.000	\$ 728.10
Villalobos, Jessica	7/28/2003	8у	4m	3.00	51,770.04	1.000	\$ 728.10
Vinh, Tho	4/22/1999	12y	7m	7.25	73,020.96	1.000	\$ 1,759.57
Vo, Chien	2/6/2004	7у	9m	3.00	49,184.52	1.000	\$ 728.10
Vo, Tuaл	1/6/2004	7у	10m	3.00	58,496.04	1.000	\$ 728.10
Vorathavorn, Max	11/26/2001	10y	0m	4.50	82,512.00	1.000	\$ 1,092.15
Vu, Jenny	6/1/1999	12y	6m	7.25	58,496.04	1.000	\$ 1,759.57
Vu, Phukhanh	11/19/1998	13y	0m	7.25	82,512.00	1.000	\$ 1,759.57
Vu, Thanh	10/22/1984	27y	1m	13.00	58,496.04	1.000	\$ 3,155.10
Vu, Thien	6/5/1991	20y	5m	10.00	55,677.00	1.000	\$ 2,427.00
Vu, Tina	1/10/2000	11y	10m	4.50	55,677.00	1.000	\$ 1,092.15
Vu, Victoria	11/16/1998	. 13y	0m	7.25	55,677.00	1.000	\$ 1,759.57
Wakim, Anis	2/10/1999	12y	9m	7.25	47,577.00	- 1.000	\$ 1,759.57
Wallace, Mary	2/12/1998	13y	9m	7.25	57,093.00	1.000	\$ 1,759.57
Wang, Jocelyn	9/21/2000	11y	2m	4.50	48,086.04	1.000	\$ 1,092.15
Ward, Helen	6/24/1985	26y	5m	13.00	61,497.96	1.000	\$ 3,155.10
Wareham, Jutaporn	10/31/2006	5у	1m	1.50	82,512.00	1.000	\$ 364.05
Weber, Daniel	3/8/2001	10y	8m	4.50	55,677.00	1.000	\$ 1,092.15
					,		

Webster, Stephen	10/16/2006	5у	1m	1.50	84,582.96	1.000	\$ 364.05
West, Tammy	1/18/1996	15y	10m	7.25	61,497.96	1.000	\$ 1,759.57
White, Robert	12/6/1989	21y	11m	10.00	61,497.96	1.000	\$ 2,427.00
Whiteside, Sandra	3/9/1981	30y	8m	13.00	95,740.08	1.000	\$ 3,155.10
Williams, Alan	12/18/1989	21y	11m	10.00	73,020.96	1.000	\$ 2,427.00
Williams, Amy	5/10/1999	12y	6m	7.25	58,520.28	1.000	\$ 1,759.57
Williams, Darlena	3/7/1994	17y	8m	10.00	74,868.96	1.000	\$ 2,427.00
Wilson, Eric	6/13/2001	10y	5m	4.50	74,868.96	1.000	\$ 1,092.15
Winer, Timothy	12/20/1998	12y	11m	7.25	51,770.04	1.000	\$ 1,759.57
Wisner, Paul	3/19/1990	21y	8m	10.00	74,868.96	1.000	\$ 2,427.00
Wolf, Daisy	4/15/1998	13y	7m	7.25	44,169.00	1.000	\$ 1,759.57
Wolf, Sigrid	4/6/1998	13y	7m	7.25	67,803.96	1.000	\$ 1,759.57
Womack, Debbie	1/6/1997	14y	10m	7.25	39,089.00	1.000	\$ 1,759.57
Wombold, Connie	2/4/1999	12y	9m	7.25	57,093.00	1.000	\$ 1,759.57
Wong, Michael	6/5/2002	9у	5m	4.50	73,020.96	1.000	\$ 1,092.15
Wong, Michael	8/10/2006	5у	3m	1.50	63,006.00	1.000	\$ 364.05
Wong, Susan	8/1/2006	5у	4m	1.50	37,103.80	0.630	\$ 222.07
Wood, Janine	1/3/1984	27y	10m	13.00	58,496.04	1.000	\$ 3,155.10
Wood, Lori	1/20/2004	7у	10m	3.00	53,001.96	1.000	\$ 728.10
Worden, Mark	1/10/2005	6у	10m	3.00	84,582.96	1.000	\$ 728.10
Wyant, James	8/15/1988	23y	3m	13.00	46,803.36	1.000	\$ 3,155.10
Xa, Quan	1/5/1998	13y	10m	7.25	58,496.04	1.000	\$ 1,759.57
Xa, Tina	10/8/1998	13y	1m	7.25	53,001.96	1.000	\$ 1,759.57
Yarchin, Ann	1/15/2004	7у	10m	3.00	57,093.00	1.000	\$ 728.10
Yokota, Janice	1/2/2001	10y	10m	4.50	57,093.00	1.000	\$ 1,092.15
Yoshida-Peer, N.	4/4/1983	28y	7m	13.00	63,035.40	1.000	\$ 3,155.10
Yoshida-Tan, Naomi	11/27/2000	11y	0m	4.50	47,701.80	0.900	\$ 982.94
Young, Terry Ann	8/1/2001	10y	4m	4.50	44,169.00	1.000	\$ 1,092.15
Young, Tracy	7/24/2006	5у	4m	1.50	67,803.96	1.000	\$ 364.05
							\$ 944,254,38

83

16. Authorization for Independent Contractors

Subject 16.01 CCC - Independent Contractors

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 16. Authorization for Independent Contractors

Access Public

Type Consent

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

\$10,000 AND OVER

IC Name: Wilcox, Susan A.

Services: Editing, formatting, and writing of online course lessons, and writing animated video presentation

scripts for those lessons for the Online Public Speaking course.

Payment Schedule/Compensation: Six lessons @ \$5,000/lesson for a total contract of \$30,000.

Term of Agreement: November 3, 2011 - June 30, 2012

Source of Funding: ISD funds for the Public Speaking course.

IC Name: Huntington Commercial Publications

Services: Instructional Design Services for Chevron Products Company Master Services Agreement (Board

Approved: 2/3/10), SOW #2011-55, New Hire Safety Compliance CBTS for Category C Employees.

Payment Schedule/Compensation: \$37,000 paid by percentage of completion of project deliverables broken

down into five stages of completion.

Term of Agreement: November 3, 2011 - June 30, 2012

Source of Funding: Chevron Products Company in support of this project.

IC Name: Oskorus, David

Services: Development of interactive pages in Flash for Chevron Products Company Master Services Agreement (Board Approved: 2/3/10), SOW #2011-55, New Hire Safety Compliance CBTS for Category C

Employees.

Payment Schedule/Compensation: \$30,000 paid 50% on delivery of first version and 50% upon approval of final version after feedback is incorporated.

Term of Agreement: November 3, 2011 – June 30, 2012

Source of Funding: Chevron Products Company in support of this project.

UNDER \$10,000

IC Name: Kamboj, Amritpal K.

Services: Review of individual lessons.

Payment Schedule/Compensation: 10 lessons @ \$100/lesson for a total contract of \$1,000.

Term of Agreement: November 3, 2011 - December 31, 2011

Source of Funding: Technology Based Learning Initiative DOL funded grant administered through the

OC-WIB and managed jointly by CCC's Contract Education and ISD units.

IC Name: Ridley, Gabrielle

Services: Revise student guide and test bank to coincide with revised edition of The Developing Person through Childhood and Adolescence textbook for the Child Development: Stepping Stones course, and make the corresponding Moodle shell changes.

Payment Schedule/Compensation: 26 lessons @ \$100/lesson for a total contract of \$2,600.

Term of Agreement: November 3, 2011 – June 30, 2012

Source of Funding: ISD Ancillary Publications Revisions funds

IC Name: Ridley, Gabrielle

Services: Revise student guide and test bank to coincide with revised edition of the Psychology textbook for

the Psychology: The Human Experience course and make the corresponding Moodle shell changes.

Payment Schedule/Compensation: 26 lessons @ \$100/lesson for a total contract of \$2,600.

Term of Agreement: November 3, 2011 - June 30, 2012

Source of Funding: ISD Ancillary Publications Revisions funds

IC Name: Denise Cusano Instructional Design, Inc.

Services: Instructional Design Services for Chevron Products Company Master Services Agreement (Board

Approved: 2/3/10), SOW #2011-55, New Hire Safety Compliance CBTS for Category C Employees.

Payment Schedule/Compensation: \$1,500 paid by percentage of completion of project deliverables broken

down into five stages of completion.

Term of Agreement: November 3, 2011 - June 30, 2012

Source of Funding: Chevron Products Company in support of this project.

IC Name: Rogers, Bill

Services: Voice over narration for Chevron Products Company Master Services Agreement (Board Approved:

2/3/10), SOW #2011-55, New Hire Safety Compliance CBTS for Category C Employees.

Payment Schedule/Compensation: \$2,500, paid upon completion of project narration.

Term of Agreement: November 3, 2011 – June 30, 2012

Source of Funding: Chevron Products Company in support of this project.

Revision to Previous Board Action

IC Name: Curtner, Danielle

Services: Provide help desk response for online courses licensed by Coast Learning Systems Friday

evenings, Saturday, Sunday and all Coast District paid holidays.

Payment Schedule/Compensation: \$12/hour with a maximum of five hours/week, for a total revised contract

of \$4,000 (Revision is to increase total contract amount by \$2,500. Prior Board Approval: 6/15/11).

Term of Agreement: November 3, 2011 – June 30, 2012

Source of Funding: ISD Ancillary Marketing Escrow funds

IC Name: Farr, Patti

Services: Review and update course materials based on feedback obtained from pilot testing for the grant-

funded Technology-Based Learning Initiative (ESL for Nurses) project.

Payment Schedule/Compensation: 25 lessons @ \$200/lesson for a total revised contract of \$5,000 (Revision

is to increase assignment and total contract by \$2,500. Prior Board Approval: 6/15/11).

Term of Agreement: November 3, 2011 - December 31, 2011

Source of Funding: Technology-Based Learning Initiative (ESL for Nurses) DOL funded grant.

Subject

16.02 OCC - Independent Contractors

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

16. Authorization for Independent Contractors

Access

Public

Type

Consent

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

UNDER \$10,000

IC Name: High Roller Casino Rentals

Services: Provide all items for a mock casino set up

Payment Schedule/Compensation: To be paid \$5,000 upon submittal of invoice

Term of Agreement: November 12, 2011

Source of Funding: To be paid from Event proceeds and Foundation funds.

IC Name: Parker, M. Nicole

Services: Guest Speaker for Pilates Lecture Series

Payment Schedule/Compensation: Total Contract Amount \$150.

Term of Agreement: Fall 2011

Source of Funding: To be paid from ancillary and ASOCC funds

IC Name: Signsource, Inc.

Services: To provide design, materials, construction and installation of OCC Sailing Center exterior signage. **Payment Schedule/Compensation:** To be paid upon submittal of invoice as work is completed. Contract

amount \$4,000 for term of Contract.

Term of Agreement: Nov 3, 2011-June 30, 2012.

Source of Funding: To be paid from Sailing Center or Foundation Funds.

IC Name: Taylor, Jamie

Services: Guest Speaker for Pilates Lecture Series **Department:** Visual and Performing Arts/ Dance

Payment Schedule/Compensation: Total Contract Amount \$150.

Term of Agreement: Fall 2011

Source of Funding: To be paid from ancillary and ASOCC funds

REVISIONS TO PREVIOUS BOARD ACTION

UNDER 10,000

IC Name: Rigworks

Services: To provide rigging repair and maintenance, parts and supplies to OCC Sailing vessels and

donations.

Payment Schedule/Compensation: To be paid upon submittal of invoice as work is completed. Contract amount \$3,000 for term of Contract. Revision to increase contract amount by \$2,000.

Term of Agreement: July 1, 2010-June 30, 2011. Revision to extend agreement expiration date to June 30,

2012

Source of Funding: To be paid from Foundation or Sailing Center Funds (prior approval June 16, 2010)

Subject 16.03 GWC - Independent Contractors

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 16. Authorization for Independent Contractors

Access Public

Type Consent

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

\$10,000 AND OVER

IC Name: Kain, Bette

Services: Major Gift Fund development for the Golden West College Foundation Payment Schedule/Compensation: \$20,000, to be paid in full February 2012

Term of Agreement: November 3, 2011 – June 30, 2012 Source of Funding: Foundation Outsource Major Gifts funds

IC Name: Ballet Repertory Theater Services: Present ballet/dance concerts

Payment Schedule/Compensation: 50% of gross tickets sales proceeds to be paid per concert

Term of Agreement: September 1, 2011 - June 30, 2012

Source of Funding: Theater Income Trust funds

IC Name: Acquarelli, James M.

Services: Provide crisis intervention training to Orange County police officers

Payment Schedule/Compensation: \$10,000 (\$5,000 per fiscal year), to be paid \$53 per hour for lecture and

\$35 per hour for preparation, per invoice upon completion of each training

Term of Agreement: November 10, 2011 - June 30, 2013

Source of Funding: Mental Health Grant funds

IC Name: Wilkey, Nancy

Services: Provide crisis intervention training to Orange County police officers

Payment Schedule/Compensation: \$10,000 (\$5,000 per fiscal year), to be paid \$53 per hour for lecture and

\$35 per hour for preparation, per invoice upon completion of each training

Term of Agreement: November 10, 2011 - June 30, 2013

Source of Funding: Mental Health Grant funds

IC Name: Imageworks

Services: Produce, direct and complete location, studio, and post-production for "Coplink" DVD

Payment Schedule/Compensation: \$22,000 to be paid 50% at start of project and 50% upon completion

Term of Agreement: July 21, 2011 - March 31, 2012

Source of Funding: Income from i2 group deposited into Criminal Justice Development and Management

Account funds

(Revision is to extend the term from September 30, 2011. Previous Board action: 7/20/11.)

UNDER \$10,000

IC Name: Innovative Event Solutions c/o Gavin Humes

Services: Provide auction items for Foundation fundraising events

Payment Schedule/Compensation: \$5,000, to be paid by invoice as needed

Term of Agreement: November 3, 2011 – June 30, 2012

Source of Funding: Foundation funds

IC Name: Tang, Suzanne

Services: Content expert and lecturer for HWI Clinical Faculty Academy

Payment Schedule/Compensation: \$800, to be paid \$75 per hour plus \$500 for travel and class preparation,

paid per invoice upon class completion Term of Agreement: January 8-10, 2012 Source of Funding: RHORC Trust funds

IC Name: Kersey, Pamela

Services: Content expert and lecturer for HWI Clinical Faculty Academy

Payment Schedule/Compensation: \$800, to be paid \$75 per hour plus \$500 for travel and class preparation,

paid per invoice upon class completion Term of Agreement: January 8-10, 2012 Source of Funding: RHORC Trust funds

IC Name: Horgan, Linda

Services: Content expert and lecturer for HWI Clinical Faculty Academy

Payment Schedule/Compensation: \$800, to be paid \$75 per hour plus \$500 for travel and class preparation,

paid per invoice upon class completion Term of Agreement: January 8-10, 2012 Source of Funding: RHORC Trust funds

IC Name: Winckler, Janet

Services: Content expert and lecturer for HWI Clinical Faculty Academy

Payment Schedule/Compensation: \$800, to be paid \$75 per hour plus \$500 for travel and class preparation,

paid per invoice upon class completion Term of Agreement: January 8-10, 2012 Source of Funding: RHORC Trust funds

IC Name: Peter, Claudia

Services: Content expert and lecturer for HWI Clinical Faculty Academy

Payment Schedule/Compensation: \$800, to be paid \$75 per hour plus \$500 for travel and class preparation.

paid per invoice upon class completion Term of Agreement: January 8-10, 2012 Source of Funding: RHORC Trust funds

IC Name: Dieppa, Aaron

Services: Photography for Nursing Pinning Ceremony

Payment Schedule/Compensation: \$200, to be paid upon completion

Term of Agreement: December 15, 2011

Source of Funding: Foundation Account funds

IC Name: Gollhardt, Mark

Services: Circuit training for Women's Softball Team

Payment Schedule/Compensation: \$500, to be paid \$10 per athlete upon invoice per visit

Term of Agreement: November 2011 – May 2012 Source of Funding: Women's Softball Trust funds

... IC Name: See below

Services: Musicians for theater performance "On the Cusp"

Payment Schedule/Compensation: \$3,425, to be paid \$200 each except where noted below, payable upon

completion

Term of Agreement: November 19, 2011

Source of Funding: Theater Income Trust funds

Aarflot, Jostein
Cavadini-Goodwin, Ann
Charpie, Stephen K.
Dierl, Christopher Zbaren (\$425)
Gerhart, Dave
Greenfield, Laurence
Grishkoff, Linda
Grishkoff, Robert
Hare, Matt
Hutchison-Dierl, Cheri
Lambert, Regan
Muresan, Branden
Selezinka, Roman V.

Selezinka, Victoria Velasco, Wendy

17. Authorization for Professional Development Program

Subject 17.01 Authorization for Professional Development

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 17. Authorization for Professional Development Program

Access Public

Type Consent

OPTION I - TUITION, BOOKS, AND FEES:

Name	Course/Seminar	Date	Amount
Phoung Phan Staff Aide OCC	CBA G160 Excel Intro CBA G161 Excel Intermediate CBA G149 Outlook OCC	8/27/11 10/22/11 10/23/11 12/18/11	\$500.00
		10/23/11 – 12/18/11	
Kristen Le Staff Assistant	BUS 495-44 Information Systems BUS 495-45 Management Law	10/12/11 – 11/23/11	\$1,500.00
Dist	CSU Dominguez Hills	10/19/11 – 12/14/11	
	EDUC 674 School of Politics & Law EDUC 657B Practicum:	09/12/11 – 12/07/11	
Tijai Nguyen Staff Assistant	Fieldwork in Counseling	09/12/11 – 12/07/11	\$3,250.00
occ	EDUC 659 Assessment Technique in Counseling University of Redlands	09/12/11 – 12/07/11	¥-1,
Joanna Lowe Purchasing Clerk OCC	PIX 319 Intro to Supply Management Cal State Dominguez Hills	09/06/11 – 12/02/11	\$650.00
Stephani Rogers Military Tech III	MKTG A100 Intro to Marketing MKTG A130 Principles of Advertising	08/30/11 – 12/13/11	\$480.00
ccc	occ	08/31/11 – 12/14/11	*
Pamela Drennen Accounting Tech CCC	CIS 111 Intro to Information Systems CCC	08/27/11 12/18/11	\$350.00
Anna Nibee! Military Contract Ed Tech Int	Anth 323 Peoples of Mexico & Central America Anth 329 Cultural Diversity in	08/29/11 — 12/09/11	\$4.050.00
CCC	California CSULB	08/29/11 – 12/09/11	\$1,950.00 ·
Rachel Martinez Instructional Aide 55607	EDS 282B Assessing Cognitive Skills in Adults w/Learning Disabilities CSU Sacramento	10/07/11 – 12/03/11	\$1,380.00

OPTION III: RELEASED TIME

Name Annette Trujillo Accounting Tech District Course/Seminar

Phil 110 World Religion OCC

Date

Amount

08/29/11 - 12/18/11

\$1,300.00

18. Authorization for Staff Development

Subject 18.01 GWC - Staff Development

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 18. Authorization for Staff Development

Access Public

Type Consent

Office Administration and Computer Business Applications Department Symposium Date(s): March 5, 2012

Purpose: Exploring new technology for success.

Cost/Purpose/Funding Source: \$15 for food from Workshops and Conferences Professional Development

General Supplies fund.

19. Approval of Purchase Orders

Subject

19.01 DIS - Purchase Orders

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

19. Approval of Purchase Orders

Access

Public

Type

Consent

File Attachments

Final PO Board List.pdf (18 KB)

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0325666	Pitney Bowes Reserve Account	CCC	5831	55,000.00
P0325542	Open PO for postage warrants ScriptLogic Corp Software service maintenance for three	occ	5638	32,146.56
P0325612	years Dell Higher Education Dell computer servers for Computer	ccc	4315	30,197.94
P0325711	Services Tech Collegenet Inc Annual software maintenance fee & Banner Interface. Board Date: 12/08/10	DIS	5638	27,980.00
P0325682	Xerox Corp CCCD truck load of white copier paper	DIS	4310	24,428.65
P0325619	SMS Systems Maintenance Services Inc Annual SMA for Dell computer servers	GWC	5638	22,452.48
P0325515	Vital Link OC Open PO for Fall 2011 CTE Grant Middle School Partners	DIS	5899	20,600.00
P0325591	Southland Industries SMA for campus wide chillers	OCC	5638	20,000.00
P0325569	Johnson Health Tech North America Treadmills for Physical Education Dept	occ	6411	19,727.41
P0325516	Vital Link OC Open PO for Spring 2012 CTE Grant Middle School Partners	DIS	5899	19,200.00
P0325538	TechRoom Inc Open PO for MAC service, updates & maintenance	CCC	5638	18,000.00
P0325594	Baker & Taylor Open PO for Library books.	occ	6301	15,000.00
P0325630	Yurtseven, Lale IC for BIC Grant workshop development	CCC	5112	15,000.00
P0325481	Dallas County Comm Coll Dist Summer 2011 telecourse fees	CCC	5748	13,575.00
P0325675	ROI Networks Inc Renewal of telecommunications software support	DIS	5638	13,563.60
P0325536	Iron Speed Inc Software & support for Designer Enterprise edition for three (3) years	DIS	5638	13,500.00
P0325566	Samy's Camera Hasselblad camera for Photo classes	occ	6401	12,687.56
P0325592	Mr Copy Inc SMA for all District site printers. Board approved 09/07/11	DIS	5638	11,760.00
P0325667	Siemens Industry Inc Guild vane replacement	CCC	5650	11,596.00

P0325564	AmCom Software	DIS	5638	10,425.00
	Telecommunications Enterprise alert emergency 911 software system		,	
	maintenance agreement.			
P0325520	Sasco	OCC-GB	6250	10,103.73
	Installation of additional data lines for			
Doggeroo	business & math buildings (GOB)	200		
P0325500	Calif Tool Welding Supply	occ	4312	10,000.00
	Open purchase order for instructional supplies.			
P0325631	Linthicum, Steve	ccc	5112	10,000.00
	IC for BIC Grant documentation	000	0112	10,000.00
	development for mini-grants			
P0325632	Schulz, Amy	CCC	5112	10,000.00
	IC for BIC Grant project development			•
P0325702	Electro Systems Electric	OCC-GB	6250	9,470.00
P0325705	Xerox Corp	CCC	5682	9,364.00
P0325706	Nat'l Construction Rentals Inc	DIS	5682	9,351.50
P0325671	Trace3	GWC	5638	9,324.00
P0325497	CDWG	CCC	6412	8,596.08
P0325637	State of CA-Military Dept	CCC	5899	8,500.00
P0325695	Southland Industries	GWC	6401	7,646.00
P0325507	MSC Industrial Supply Co	OCC	4312	7,000.00
P0325567	Pro Photo Connection Inc	OCC	6411	6,398.20
P0325697	Minuteman Plumbing & Drains	GWC	5899	6,125.00
P0325581	Total Recall Captioning Inc	CCC	5899	6,000.00
P322142	Fisher Scientific	OCC-GB	6411	5,656.48
P0325644	Kingsley Companies	GWC	6411	5,318.62
P0325590	Pacific Blue Micro	CCC	4315	4,951.11
P0325674	ROI Networks Inc	DIS	5638	4,785.36
P0325698	Pacific Blue Micro	GWC	5638	4,507.00
P0325602	Independent Electric Supply Inc	occ	4312	4,500.00
P0325489	Baker & Taylor	GWC	6301	4,404.23
P0325492	Automated Power Technologies	GWC	5638	4,150.00
P0325593	Bob's Shade & Linoleum	CCC	5650	4,062.28
P0325618	Computerland of Silicon Valley	GWC	5638	4,047.00
P0325696	Southland Industries	GWC	5899	3,954.00
P0325681	Provisio, LLC	OCC	5638	3,800.00
P0325562	Vortex Industries Inc	CCC	5650	3,720.50
P0325604	Pitsco Education	OCC	4312	3,667.44
P0325655	Hajoch Plumbing Supply	occ	4312	3,500.00
P0325554	Int'l Education Service	OCC	5850	3,400.00
P0325552	American Speechsounds	CCC	5699	3,332.56
P0325677	ALC Press Inc	OCC	5850	3,188.00
P0325712	lpswitch Inc	CCC	5699	3,164.63
P0325683	Getty Images (US) Inc	DIS	5306	3,150.00
P0325528	Aircraft Spruce & Specialty Co	occ	4312	3,000.00
P0325703	All Pro Building Maintenance Inc	GWC	5899	2,898.50
P0325621	Dyntek Services Inc	GWC	5638	2,896.00

P0325663	Snap-On Tools	GWC	5699	2,691.60
P0325504	Refrigeration Supplies Distrib	occ	4312	2,500.00
P0325505	Allied Refrigeration Inc	occ	4312	2,500.00
P0325508	Knorr Systems Inc	occ	5657	2,500.00
P0325704	Sports Facilities Group Inc	OCC ·	5657	2,500.00
P0325605	Mr B's Lawnmower & Saw Shop	GWC	4312	2,350.00
P0325670	SIGMAnet Inc	GWC	5638	2,350.00
P0325611	B & P Services Inc	OCC	5650	2,320.00
P0325529	Siemens Industry Inc	OCC	5638	2,087.96
P0325701	TruGreen	GWC	5899	2,025.00
P0325627	Out of the Box Events LLC	OCC	5112	2,020.00
P0325527	Caltime Metals	OCC	4312	2,000.00
P0325548	Times Community News	DIS	5741	2,000.00
P0325601	Home Depot	OCC	4312	2,000.00
P0325613	Office Depot	OCC	4312	2,000.00
P0325672	Wild Packets	DIS	5638	1,996.00
P0325664	Community College League of Calif	GWC	5306	1,985.00
P0325710	Elrod Fence Co Inc	GWC	5899	1,830.00
P0325709	Collins Co	GWC	5899	1,735.00
P0325488	AmericasPrinter.com	GWC	4321	1,709.99
P0325599	Follett Higher Education Group Inc #1094	occ	4312	1,700.00
P0325608	Carolina Biological Supply	occ	4312	1,670.52
P0325699	Sitmatic	GWC	4312	1,616.25
P0325623	Automated Power Technologies	GWC	5638	1,600.30
P0325645	Carter Brothers Fire & Life Safety	OCC-GB	6250	1,565.50
P0325509	Minitex	occ	4312	1,540.05
P0325491	Home Depot	GWC	4312	1,500.00
P0325653	Genuine Aircraft Hardware	occ	4312	1,500.00
P0325665	OCLC Inc	GWC	5306	1,500.00
P0325673	Research in Motion Corp	DIS	5638	1,499.00
P0325642	Xerox Corp	occ	5638	1,414.44
P0325551	ScriptLogic Corp	OCC	5699	1,412.00
P0325486	Carter-Wells, JoAnn	CCC	5112	1,400.00
P0325647	Articulate Global Inc	OCC	5699	1,398.00
P0325563	Apple Computer Inc	occ	6412	1,348.35
P0325549	TRL Systems Inc	GWC-GB	5650	1,324.30
P0325522	Tangram	OCC-GB	4312	1,299.48
P0325606	Mr B's Lawnmower & Saw Shop	GWC	6411	1,291.92
P0325556	Odyssey Power Corp	occ	5657	1,280.66
P0325629	Thyssenkrupp Elevator	GWC	5899	1,276.00
P0325595	CCN Financial Services Inc	occ	5899	1,260.00
P0325577	Eastman Park Micrographics Inc	GWC	5638	1,245.00
P0325687	Emergency Medical Products Inc	occ	4312	1,240.15
P0325686	Emergency Medical Products Inc	occ	4312	1,235.26
P0325624	Automated Power Technologies	GWC	5638	1,201.20
P0325668	SVM LP	GWC	7601	1,201.20
P0325700	Storefront Door Repair	OCC-GB	6250	•
P0325700	ControlWorks Inc	GWC		1,182.00
			5650	1,100.00
P322352	Merry X-Ray Corp	OCC-GB	6411	1,085.43

				•
P0325479	Office Depot	CCC	4312	1,000.00
P0325690	AVR Van Rental Solutions	DIS	5857	1,000.00
P325011	Follett Higher Education Group Inc #1094	occ	4312	1,000.00
P0325523	Dauphin Human Design	OCC-GB	4312	973.37
P0325578	Henry Schein Inc	occ	4312	922.24
P0325639	Xerox Corp	OCC	5638	911.00
P0325478	Dell Higher Education	CCC	6412	905.10
P0325584	Henry Schein Inc	OCC	4312	893.32
P0325571	Harland Technology Services	occ	5638	862.00
P0325506	Digi-Key Corp	OCC	4312	857.62
P0325514	Mouser Electronics Inc	OCC	4312	803.82
P0325609	Henry Schein Inc	OCC	4312	801.59
P0325518	Follett Higher Education Group Inc #1094	OCC	4312	795.00
P0325650	Nikon Inc	OCC	5657	750.00
P0325661	KPSS Inc	GWC	4312	750.00
P0325620	Office Depot	GWC	4312	700.00
P0325688	Emergency Medical Products Inc	OCC	4312	663.13
P0325490	Perma-Bound	GWC	6301	662.37
P0325587	Tri-Anim Health Services	occ	4312	661.31
P0325545	Alchemy Solutions Inc	DIS	5638	660.00
P0325532	Pacific Typewriter & Communications Inc	CCC	5638	649.00
P325204	OC Farm Supply Inc	occ	4312	645.38
P0325648	VEX Robotics Inc	occ	4312	638.47
P0325521	Diversified Window Coverings Inc	OCC-GB	6250	635.00
P0325565	Insight Media	OCC	4312	621.07
P0325614	Sehi Computer Products Inc	occ	4312	620.49
P0325634	Greenleigh & Wong Technical Serv	CCC	4315	545.60
P325600	Hardy Diagnostics	occ	4312	524.94
P0325480	Office Depot	CCC	4312	500.00
P0325498	Office Depot	occ	4312	500.00
P0325517	Office Depot	DIS	4312	500.00
P0325524	BJ Auto Trim	TRANS	5657	500.00
P0325540	Office Depot	DIS	4312	500.00
P0325607	Robert Brooke & Associates	GWC	4677	500.00
P0325617	Office Depot	OCC	4312	500.00
P0325625	Office Depot	CCC	4312	500.00
P0325646	Western Graphics Plus	OCC	4321	476.61
P0325579	Henry Schein Inc	OCC	4312	473.66
P0325519	Digital Networks Group Inc	OCC-GB	6250	473.38
P0325537	Comtalk Inc	DIS	4315	463.33
P0325557	Nat'l Instruments Corp	OCC	4312	460.93
P0325558	LEGO Education	occ	4312	456.71
P0325610	Carolina Biological Supply	OCC	4312	445.32
P0325561	Dell Higher Education	GWC	4315	436.71
P0325708	Barnes & Noble Inc	CCC	7605	428.63
P0325596	Nat'l Assn/Colleges & Employers	OCC	5320	420.03
P0325662	OC Register	CCC	5320 5306	
P0325676	OCLC Inc	OCC		400.00
P0325568	Sehi Computer Products Inc		5110 4210	381.33
1 0020000	Geni Compater Froducts INC	OCC	4312	378.80

Purchase Orders

B0005544	V 0			
P0325544	Xerox Corp	CCC	4312	372.04
P0325484	NAFSA/Assn of Int'l Educators	CCC	5320	370.00
P0325660	Matthew Bender & Co Inc	OCC	5899	363.57
P0325499	Office Depot	occ	4315	362.02
P0325493	Daily Pilot	CCC	5306	360.00
P0325585	Henry Schein Inc	occ	4312	356.40
P0325685	Kilgore Int'l	occ	4312	356.40
P0325573	Blick Art Materials	GWC	4312	350.00
P0325502	Digital Networks Group Inc	OCC-GB	6250	348.56
P0325636	OC Register	CCC	5306	347.39
P0325576	Business Office Solutions	CCC	5899	330.28
P325298	Seal's Compressed Gases	occ	4312	312.30
P0325622	Office Depot	DIS	4312	309.16
P0325501	Office Depot	OCC	4312	305.70
P0325530	CTI-Valueline	occ	4312	300.00
P0325559	Hida Tool & Hardware	OCC	4312	300.00
P0325574	Office Depot	GWC	4312	300.00
P0325615	Office Depot	GWC	4312	300.00
P0325546	Xerox Corp	OCC	5638	294.18
P0325570	Xerox Corp	OCC	5638	293.60
P0325658	RadioShack	OCC	4312	293.26
P0325541	Computerland of Silicon Valley	CCC	5699	285.00
P0325691	Otto Frei	OCC	4312	281.72
P0325638	OC Fire Protection Inc	GWC	5650	273.33
P0325652	Pasco Scientific	OCC	4312	268.91
P0325693	Safeguard Business Systems Inc	DIS	4312	251.55
P0325543	Xerox Corp	CCC	4312	251.36
P0325641	Office Depot	occ	4312	250.00
P0325669	Follett Higher Education Group Inc #1181	GWC	4312	250.00
P0325572	CDWG	occ	4312	248.69
P0325654	Hardy Diagnostics	occ	4312	247.56
P0325547	Amazon.com	DIS	4312	246.77
P0325485	NAFSA Publications Center	CCC	5306	245.00
P0325525	NAFSA Publications Center	occ	5899	245.00
P0325583	Grainger	occ	4312	241.90
P0325626	Computerland of Silicon Valley	CCC	5699	240.00
P0325483	Broughton Int'l	DIS	5638	239.50
P0325580	Henry Schein Inc	occ	4312	236.42
P0325692	Daniel Smith Inc	occ	4312	223.90
P0325575	Business Office Solutions	CCC	5899	222.88
P0325495	Wards Natural Science	OCC	4312	220.84
P0325689	Dept of Social Services	OCC	5749	220.00
P0325616	Office Depot	GWC	4312	219.95
P0325511	Digi-Key Corp	OCC	4312	219.72
P0325512	Harbor Freight Tools	occ	4312	215.49
P0325510	Industrial Blade & Products Co Inc	occ	4312	200.00
P0325628	Seaside Printing Co Inc	DIS	4321	200.00
P0325651	Grainger	OCC	4312	198.02
P0325586	Henry Schein Inc	000	4312	
1 002.0000	Tionly Concill nic	000	4012	195.80

P0325482	Dell Higher Education	DIS	4315	192.85
P0325560	Safeguard Business Systems Inc	DIS	4312	181.63
P0325640	Dell Higher Education	CCC	5638	165.47
P0325588	Henry Schein Inc	OCC	4312	158.33
P0325684	Harbor Freight Tools	OCC	4312	153.06
P0325694	Thomson Reuters/Barclays	OCC	5899	150.00
P0325657	Circuit Specialists Inc	OCC	4312	146.50
P0325589	SIGMAnet Inc	CCC	4315	141.65
P0325707	Sehi Computer Products Inc	OCC	4312	130.18
P0325526	Picnics Fine Foods	OCC	4312	125.00
P0325649	VEX Robotics Inc	occ	4312	124.70
P0325597	All Amer Sales & Service	OCC	5657	121.76
P0325678	Cal-Olympic Safety	OCC	4312	120.68
P0325534	Brodart Co	OCC	4312	112.02
P0325643	Office Depot	OCC	4312	103.43
P0325487	State of Calif/Military Dept (JFTB)	GWC	5684	100.00
P0325553	Henry Schein Inc	OCC	4312	96.92
PO325317	Henry Schein Inc	OCC	4312	96.92
P0325633	San Diego City College	CCC .	5899	91.59
P0325513	CTI-Valueline	occ	4312	90.51
P0325598	Gaylord Bros Inc	occ	4312	89.74
P325290	Tri-Anim Health Services	OCC	4312	87.71
PO325290	Tri-Anim Health Services	OCC	4312	87.71
P0325533	Harland Technology Services	OCC	4315	83.14
P0325679	Super Duper Publications	OCC	4312	79.41
P0325659	NADA Scientific Ltd	OCC	4312	70.34
P0325555	Carolina Biological Supply	occ	4312	45.56
P0325635	OC Metro	CCC	5306	35.00
P0325494	Orange Coast Magazine	CCC	5306	32.00
P0325496	Triarch Inc	OCC	4312	29.24
P0325531	Hardy Diagnostics	OCC	4312	25.45
P0325603	Demco Inc	OCC	4312	22.34
	Total		\$7	55,735.97

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

Books, New Acquisitions Equipment, New/Replacement 6300-6399

6400-6499

20. Ratification / Approval of Checks

Subject 20.01 DIS - Ratification/Approval of Checks

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 20. Ratification / Approval of Checks

Access Public

Type Consent

File Attachments

CheckApproval.pdf (427 KB)

NUMBER	NAME OF VENDOR	AMOUNT
161699	UnitedHealthcare of California Medical Premiums	640,693.40
160423	UnitedHealthcare of California Medical Premiums	560,916.42
160632	Kaiser Foundation Health Plan Inc Medical Premiums	286,483.08
161515	ACSIG Dental / Edge Dental Claims	278,815.17
161693	Medco Health Solutions Inc Medical Prescription claims	239,314.19
160422	Medco Health Solutions Inc Medical Prescription claims	237,844.77
160695	GWC Associated Students Student Fees	223,931.50
160377	ACSIG Dental / Edge Dental Claims	214,273.33
160629	Coast Community College Dist Medical claims	213,865.68
161310	Coast Community College Dist Medical claims	199,441.88
161316	Medco Health Solutions Inc Medical Prescription claims	192,881.80
160421	Coast Community College Dist Medical claims	186,165.68
160420	Coast Community College Dist Medical claims	176,033.29
160378	Coast Community College Dist Medical claims	175,037.04
161199	Coast Community College Dist Medical claims	160,973.21
161692	Coast Community College Dist Medical claims	155,667.00
161314	Keenan & Associates Protected Insurance Program	155,597.91
161334	Computerland of Silicon Valley Renewal of Microsoft license for campus	146,084.00
161518	Coast Community College Dist Medical claims	128,416.55
160630	Coast Community College Dist Medical claims	114,433.71
160313	CCCD Student Refunds Student refunds	102,668.14
160494	Southern Calif Edison Co Districtwide Electricity	82,942.26

160325	Follett Higher Education Group Inc #1094 Books and supplies for EOPS students	80,107.37
160738	Southern Calif Edison Co Districtwide Electricity	73,940.05
161206	Reliastar Life Insurance Co Life insurance premiums	70,153.78
161433	Follett Higher Education Group Inc #1094 Books and supplies for EOPS students	62,279.98
161674	WestEd Services for SB70 evaluation grant	62,087.85
161205	Reliastar Life Insurance Co Reinsurance premiums	53,305.20
161179	Vasquez & Co LLP 2010-2011 audit fees	50,000.00
160687	Follett Higher Education Group Inc #1181 Books for EOPS continuing students	49,031.95
160454	Elavon September merchant fees	48,328.60
160675	Constellation NewEnergy Inc Electrical Districtwide	48,003.57
160341	Office Furniture Group Inc Workstations for OCC student success ctr	47,868.66
160653	Avalon Center at Garden Grove Lease payment for One Stop Center, Westminster	41,760.00
161328	Avalon Center at Garden Grove Lease payment for One Stop Center, Westminster	41,760.00
160362	Systems Technology Associates Inc Hewlett Packard server software upgrade	38,252.04
161278	Pro Photo Connection Inc Equipment for OCC photo classes VTEA	37,197.99
160499	The Irvine Co LLC Lease payment for One Stop Center, Irvine	35,328.98
160672	College Board GWC financial aid annual maint & support	30,709.83
161416	Burke Williams & Sorensen LLP District general council legal service	26,667.65
161318	Vision Service Plan CCCD vision claims	26,627.41
161297	Vasquez & Co LLP 2010-2011 audit fees	25,000.00
160693	GovConnection Inc	24,511.31
161326	Atkinson Andelson Loya Ruud & Romo	22,522.78
161204	Reliastar Life Insurance Co	22,522.62
161355	OCC Associated Students	20,648.00

160553	CCCD - SEOG	20,450.00
161492	Symantec Corp	19,489.00
160720	OCC Food Services	18,473.61
161577	Elavon	17,741.58
161338	Follett Higher Education Group Inc #1180	17,712.67
160381	Accrediting Commission-CJC	17,453.00
161158	PGINET Consulting	16,555.00
160772	West-Tech Mechanical Inc	16,200.00
160474	Mesa Consolidated Water Dist	15,374.95
160316	City of Huntington Beach	14,984.43
160554	CCCD Student Refunds	14,953.73
160621	Best Contracting Services Inc	14,940.00
160599	USjournal.com LLC	14,830.20
161360	Pacific Parking Systems Inc	14,426.88
161557	CCCD Student Refunds	14,234.92
161146	Keenan & Associates	14,223.00
160539	Digital Networks Group Inc	13,895.68
161389	King Relocation Services	13,823.75
160540	Innovation Wireless LLC	13,766.10
161233	Dallas County Comm Coll Dist	13,575.00
161562	City of Huntington Beach	13,210.97
160312	CCCD - SEOG	13,100.00
160386	Constellation NewEnergy Inc	12,962.77
161194	Xangati inc	12,840.17
160361	SVM LP	12,525.00
160624	Elmco Duddy	12,425.47
161261	Mesa Consolidated Water Dist	12,198.57
161418	CCC	11,663.57
161583	Follett Higher Education Group Inc #1181	11,561.03
160558	Clarks Auto	11,500.00
160582	OCC Ancillary#1000-24750-8070	11,325.00
160533	Anderson Charnesky Structural Steel Inc	11,133.00
160719	OC Treasurer-Tax Collector	10,795.50
161124	CCCD Student Refunds	10,520.32
161167	Sea Clear Pools Inc	10,200.00
161342	GWC Foundation	10,000.00
160620	B & P Services Inc	9,840.00
161332	CCCD Student Refunds	9,528.49
160536	Bear Communications Inc	9,131.65
161195	Xerox Corp	9,093.11
160504	Troxell Communications Inc	8,887.22
160541	PK Mechanical Systems Inc	8,751.00
161559	CDWG	8,397.40
160774	Workplace Resource	8,318.09
160594	SunGard Higher Education Inc	7,920.00
160542	RC Construction Services Inc	7,881.00

161114	Avolon Contar at Cardon Con-	770.00
161290	Avalon Center at Garden Grove	7,764.05
161123	Southern Calif Edison Co CCCD - SEOG	7,644.46
160414	Southern Calif Edison Co	7,613.00
160543		7,393.05
160543	Superior Wall Systems Inc	7,200.00
	ii Fuels, Inc	6,931.26
160749	Waxie Sanitary Supply	6,909.47
161641	Southern Calif Edison Co	6,842.75
161486	Southern Calif Edison Co	6,696.06
160718	OC Treasurer-Tax Collector	6,594.00
161566	Constellation NewEnergy Inc	6,584.84
160369	Townsend Public Affairs Inc	6,550.00
161498	Townsend Public Affairs Inc	6,550.00
161556	CCCD - SEOG	6,356.00
160516	Xerox Corp	6,277.30
160627	Southland Industries	6,026.00
161690	Southland Industries	6,026.00
160692	Glorria Morrison & Assoc Inc	6,000.00
161183	Vital Link OC	6,000.00
161476	Saddleback College Foundation	6,000.00
161648	TechRoom Inc	6,000.00
160319	Enterprise Fleet Mgmt	5,815.38
161691	TruGreen	5,798.50
161630	RJ's Coaching & Consulting	5,750.00
161437	GovConnection Inc	5,711.63
161296	Union Bank	5,655.21
160659	Calif Drain Experts Inc	5,635.00
160365	The Gas Co	5,583.31
160555	Charles G Hardy Inc	5,557.34
160304	Amico Scientific Corp	5,534.45
160322	Daniel Exley	5,500.00
161390	Sea Clear Pools Inc	5,441.81
160701	Jobelephant.com Inc	5,325.05
160309	Business Properties Partnership No 15	5,312.03
160353	Samy's Camera	5,291.45
161251	Home Depot	5,222.31
161620	Pacific Blue Micro	5,215.00
160677	CR & R Inc	5,205.36
160331	ii Fuels, Inc	5,000.57
161472	Pioneer Athletics	4,987.46
161652	The Gas Co	4,825.04
161507	Waxie Sanitary Supply	4,761.65
161378	Warner Boat Sales South	4,752.03
160625	Geocon Consultants Inc	4,743.76
160565	Daniel Exley	4,600.00
161638	Siemens Industry Inc	4,552.00
	•	.,.,

160742	161220 Baker & Taylor	400740		
160407	160407			
160308 B & P Services Inc 4,353,81 161444 ii Fuels, Inc 4,273,60 161651 The Gas Co 4,288,11 160364 Terremark North America Inc 4,235,00 160424 UnitedHealthcare of California 4,181,34 161516 Care Resources Inc 4,181,34 161673 Waxie Sanitary Supply 4,030,33 160538 Best Contracting Services Inc 4,000,00 161592 HRMS Inc 4,000,00 161596 Jackstin 4,000,00 160571 Herff Jones - Diploma Division 3,930,72 160384 Andtech Corporation 3,831,50 160376 Northcott Painting Co 3,775,00 160376 Northcott Painting Co 3,775,00 160376 Northcott Painting Co 3,685,22 161312 First Colony Life Insurance Co 3,685,22 161312 First Colony Life Insurance Co 3,685,22 161663 Unisource Worldwide Inc 3,594,00 161663 Unisource Worldwide Inc 3,523,43	160308 B & P Services Inc 4,353.81 1614444 ii Fuels, Inc 4,273.60 161651 The Gas Co 4,268.11 160364 Terremark North America Inc 4,235.00 160424 UnitedHealthcare of California 4,181.34 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 161597 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 1611312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,690.00 160623 Construction Testing & Engineering Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00		•	•
161444 ii Fuels, Inc 4,273,60 161651 The Gas Co 4,268,11 160364 Terremark North America Inc 4,235,00 160424 UnitedHealthcare of California 4,181,34 161516 Care Resources Inc 4,181,25 161673 Waxie Sanitary Supply 4,030,33 160538 Best Contracting Services Inc 4,000,00 161592 HRMS Inc 4,000,00 161596 Jackstin 4,000,00 160572 Herff Jones - Diploma Division 3,930,72 160384 Andtech Corporation 3,831,50 160511 Waxie Sanitary Supply 3,781,91 160376 Northcott Painting Co 3,775,00 160548 AT & T 3,685,22 161312 First Colony Life Insurance Co 3,628,13 161175 ThreeForks Inc 3,600,00 160623 Construction Testing & Engineering Inc 3,594,00 161633 Unisource Worldwide Inc 3,524,94 161125 College Health Services LLC 3,500,00 <td>161444 ii Fuels, Inc 4,273.60 181851 The Gas Co 4,268.11 160364 Terremark North America Inc 4,235.00 160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,003.03 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herlff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160571 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,554.94 1611475 ThreeForks Inc 3,523.43 161131 Faronics Technologies USA Inc 3,120.00</td> <td></td> <td></td> <td></td>	161444 ii Fuels, Inc 4,273.60 181851 The Gas Co 4,268.11 160364 Terremark North America Inc 4,235.00 160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,003.03 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herlff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160571 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,554.94 1611475 ThreeForks Inc 3,523.43 161131 Faronics Technologies USA Inc 3,120.00			
161651 The Gas Co 4,268.11 160364 Terremark North America Inc 4,235.00 160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,003.03 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,622.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.	161651 The Gas Co 4,288.11 160364 Terremark North America Inc 4,235.00 160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161590 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.90 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,523.43 161193 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 16117 Office Depot 3,482.51 161509 Xerox Corp 3,466.57			
160364 Terremark North America Inc 4,235,00 160424 UnitedHealthcare of California 4,181,34 161516 Care Resources Inc 4,181,25 161673 Waxie Sanitary Supply 4,003,03 160538 Best Contracting Services Inc 4,004,00 161592 HRMS Inc 4,000,00 161596 Jackstin 4,000,00 160572 Herff Jones - Diploma Division 3,930,72 160384 Andtech Corporation 3,831,50 160511 Waxie Sanitary Supply 3,775,00 160548 AT & T 3,685,22 161312 First Colony Life Insurance Co 3,628,13 161175 ThreeForks Inc 3,600,00 160623 Construction Testing & Engineering Inc 3,594,00 161163 Unisource Worldwide Inc 3,512,00 161125 College Health Services LLC 3,500,00 161125 College Health Services LLC 3,500,00 161617 Office Depot 3,482,51 161475 Rhino Electric Supply 3,466,	160364 Terremark North America Inc 4,233.00 160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160576 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,622.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161191 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC <t< td=""><td></td><td>•</td><td>•</td></t<>		•	•
160424 UnitedHealthcare of California 4,181.34 161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,512.00 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161634 Sea Clear Pools Inc 3,400.00	160424 UnitedHealthcare of California 4,181.34 161576 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,003.03 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herlff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,682.21 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 </td <td></td> <td></td> <td></td>			
161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,685.22 161313 ThreeForks Inc 3,500.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500	161516 Care Resources Inc 4,181.25 161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 181592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,554.00 161163 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,462.51 161509 Xerox Corp 3,465.80 161475 Rhino Electric Supply 3,405.80			
161673 Waxie Sanitary Supply 4,030.33 160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161127 Office Depot 3,482.51 161509 Xerox Corp 3,465.80 161634 Sea Clear Pools Inc 3,400.00	161673 Waxie Sanitary Supply 4,030.33 180538 Best Contracting Services Inc 4,004.00 161596 Jackstin 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,465.80 161634 Sea Clear Pools Inc 3,400.00 161634 Sea Clear Pools Inc 3,377.43 <tr< td=""><td></td><td></td><td></td></tr<>			
160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,512.00 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,465.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,307.80 161635 Sea Clear Pools Inc 3,307.43	160538 Best Contracting Services Inc 4,004.00 161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,682.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161635 Sea Clear Pools Inc 3,377.43			· ·
161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,775.00 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161193 T & L Printing Inc 3,512.00 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hover Printing & Lithography Inc 3,377.43 <tr< td=""><td>161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,554.94 161633 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,774.3 161508 Western Graphics Plus 3,307.80 <td< td=""><td></td><td>- · · · -</td><td>·-</td></td<></td></tr<>	161592 HRMS Inc 4,000.00 161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,554.94 161633 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,774.3 161508 Western Graphics Plus 3,307.80 <td< td=""><td></td><td>- · · · -</td><td>·-</td></td<>		- · · · -	·-
161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,552.49 161193 T & L Printing Inc 3,552.49 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,482.51 161509 Xerox Corp 3,486.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 16174 Houser Printing & Lithography Inc 3,388.74 <	161596 Jackstin 4,000.00 160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161344 Hoover Printing & Lithography Inc 3,387.43 16079 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,307.80		-	*
160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,400.00 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,250.00<	160572 Herff Jones - Diploma Division 3,930.72 160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161125 College Health Services LLC 3,500.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161344 Hoover Printing & Lithography Inc 3,387.43 161634 Sea Clear Pools Inc 3,307.20 161508 Western Graphics Plus 3,307.20 160679 Ding-Jo Currie 3,374.33 <td></td> <td></td> <td>· · · · · · · · · · · · · · · · · · ·</td>			· · · · · · · · · · · · · · · · · · ·
160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161344 Bea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,250.00 </td <td>160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,465.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,250.00 160576 Daniel Johnson 3,250.00 <td></td><td></td><td></td></td>	160384 Andtech Corporation 3,831.50 160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,465.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,250.00 160576 Daniel Johnson 3,250.00 <td></td> <td></td> <td></td>			
160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,553.43 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,255.00 160576 Daniel Johnson 3,250.00	160511 Waxie Sanitary Supply 3,781.91 160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,250.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00		·	*
160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,553.43 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72	160376 Northcott Painting Co 3,775.00 160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,387.43 161508 Western Graphics Plus 3,307.80 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,053.35 <td></td> <td>·</td> <td>· ·</td>		·	· ·
160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 <	160548 AT & T 3,685.22 161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,056.33 160357 Southern Calif Edison Co 3,056.33			•
161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co <td>161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161358 Rebecca Ogaz 3,053.45 160357 Southern Calif Edison Co 3,053.35</td> <td></td> <td>···</td> <td></td>	161312 First Colony Life Insurance Co 3,628.13 161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161358 Rebecca Ogaz 3,053.45 160357 Southern Calif Edison Co 3,053.35		···	
161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 <	161175 ThreeForks Inc 3,600.00 160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161523 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161500 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,05			·
160623 Construction Testing & Engineering Inc 3,594.00 161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,056.33 161273 Oc Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53	160623 Construction Testing & Engineering Inc 3,594,00 161663 Unisource Worldwide Inc 3,554,94 161493 T & L Printing Inc 3,523,43 161131 Faronics Technologies USA Inc 3,512,00 161125 College Health Services LLC 3,500,00 161617 Office Depot 3,482,51 161509 Xerox Corp 3,466,57 161475 Rhino Electric Supply 3,405,80 161634 Sea Clear Pools Inc 3,400,00 161344 Hoover Printing & Lithography Inc 3,388,74 160879 Ding-Jo Currie 3,377,43 161508 Western Graphics Plus 3,308,24 161209 Vision Service Plan 3,307,80 161623 ProEducation Solutions LLC 3,255,00 160576 Daniel Johnson 3,250,00 161358 Rebecca Ogaz 3,250,00 161500 Certified Transportation Services Inc 3,072,72 160357 Southern Calif Edison Co 3,056,33 161273 OC Fire Protection Inc			
161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,307.80 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 <	161663 Unisource Worldwide Inc 3,554.94 161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53			· ·
161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161493 T & L Printing Inc 3,523.43 161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53			·
161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161131 Faronics Technologies USA Inc 3,512.00 161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160400 OCE' 2,974.77 <td< td=""><td></td><td></td><td>•</td></td<>			•
161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161125 College Health Services LLC 3,500.00 161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160400 OCE' 2,996.99 160		-	
161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161617 Office Depot 3,482.51 161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160442 CCCD-Cash Clearing 2,960.93			3,512.00
161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161509 Xerox Corp 3,466.57 161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160440 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,500.00
161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161475 Rhino Electric Supply 3,405.80 161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		·	3,482.51
161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161634 Sea Clear Pools Inc 3,400.00 161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		·	· ·
161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161344 Hoover Printing & Lithography Inc 3,388.74 160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,050.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,405.80
160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	160679 Ding-Jo Currie 3,377.43 161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,050.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		•	3,400.00
161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161508 Western Graphics Plus 3,308.24 161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			•
161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161209 Vision Service Plan 3,307.80 161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		-	3,377.43
161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161623 ProEducation Solutions LLC 3,255.00 160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		·	•
160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	160576 Daniel Johnson 3,250.00 161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,307.80
161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161358 Rebecca Ogaz 3,250.00 161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,255.00
161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161560 Certified Transportation Services Inc 3,072.72 160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,250.00
160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	160357 Southern Calif Edison Co 3,056.33 161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		•	3,250.00
161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	161273 OC Fire Protection Inc 3,053.45 160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93			3,072.72
160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	160375 Division of State Architect 3,046.00 160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93		Southern Calif Edison Co	3,056.33
160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45	160574 ii Fuels, Inc 3,023.53 160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93	161273		3,053.45
160723 Office Depot 3,011.45	160723 Office Depot 3,011.45 160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93	160375	Division of State Architect	3,046.00
9,011110	160315 City of Garden Grove 2,996.99 160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93	160574	ii Fuels, Inc	3,023.53
160315 City of Garden Grove 2 006 00	160400 OCE' 2,974.77 160442 CCCD-Cash Clearing 2,960.93	160723	Office Depot	3,011.45
Z,930.99	160442 CCCD-Cash Clearing 2,960.93	160315	City of Garden Grove	2,996.99
160400 OCE' 2,974.77		160400	OCE'	2,974.77
160442 CCCD-Cash Clearing 2,960.93		160442	CCCD-Cash Clearing	2,960.93
160771 Chiffler Equipment Calcallas	Tou// I Snimer Equipment Sales Inc 2,939.21	160771	Shiffler Equipment Sales Inc	2,939.21

161645	State of CA-Military Dept	2,921.49
160513	David Whyte	2,850.00
161236	Eberhard Equipment Inc	2,811.12
161429	CPP Inc	2,758.40
160728	Pitney Bowes Inc	2,751.00
161200	First Colony Life Insurance Co	2,726.73
161629	Rhino Electric Supply	2,714.39
161468	Office Depot	2,669.01
160626	Southland Industries	2,624.00
161198	CCCD Workers Comp Trust Fund	2,602.95
161561	City of Fountain Valley	2,591.02
160497	The Gas Co	2,529.36
160991	Barbara Okabe	2,506.40
161272	North Hills Landscape Mgmt Inc	2,500.00
161612	Newport-Mesa Unified Sch Dist	2,410.57
161593	ii Fuels, Inc	2,400.50
161351	Nebraska Scientific	2,373.25
161285	Simplot Partners	2,372.48
161379	Waxie Sanitary Supply	2,362.61
160751	World Point	2,265.40
161134	Fuller Engineering Inc	2,264.28
160439	Carolina Biological Supply	2,241.98
160735	Sehi Computer Products Inc	2,232.08
161153	MSC Industrial Supply Co	2,195.42
160535	Anderson Charnesky Structural Steel Inc	2,193.00
160419	CCCD Workers Comp Trust Fund	2,165.43
160654	Baker Rentals & Sales Inc	2,142.00
160562	Dakota Backflow Co	2,116.60
160493	Smith Pipe & Supply Inc	2,091.15
161184	VMI Inc	2,044.33
161419	CCC Contract Education	2,028.00
160667	Cerritos Franchise Inc	2,000.00
160403	Pacific Blue Micro	1,965.00
161230	Coast Community College Dist	1,962.00
161249	Halo Branded Solutions	1,956.96
160657	Buddy's All-Star Inc	1,945.32
160709	Main Electric Supply Co	1,941.78
160633	ABTECH	1,920.00
161532	Amico Scientific Corp	1,918.85
161474	Psychological Assessment Resources Inc	1,903.50
160752	Xap Corp	1,895.50
161121	Business Office Solutions	1,892.56
161127	CR & R Inc	1,847.50
161616	OC Wholesale Flowers	1,832.03
161149	Kosmet Inc	1,821.51
160360	SunGard Higher Education Inc	1,800.00

160496	Terremark North America Inc	1,800.00
160596	ThreeForks Inc	1,800.00
160773	West-Tech Mechanical Inc	1,800.00
161227	Kimberly Cerasoli	1,800.00
161485	Smardan Supply Co-Orange Coast	1,792.05
161367	Quality Aire	1,765.56
160512	Western Graphics Plus	1,763.06
160358	State Board of Equalization	1,749.00
160498	The Gas Co	1,730.75
161531	AmericasPrinter.com	1,709.99
161109	AT & T	1,707.74
161461	Nextel Communications	1,691.49
161586	GovConnection Inc	1,686.56
161628	Pyro-Comm Systems Inc	1,685.00
161460	Nextel Communications	1,670.76
160622	Best Contracting Services Inc	1,660.00
160429	Ascent Elevator Services	1,645.00
161535	Ascent Elevator Services	1,645.00
161669	Verizon Wireless	1,637.29
160368	Thomas Gleim Investigations	1,600.00
161661	Total Recall Captioning Inc	1,567.50
161457	Monkey Sports	1,562.72
160583	Office Depot	1,544.50
161275	Office Depot	1,525.66
160750	Western Highway Products	1,522.73
160668	Certified Transportation Services Inc	1,519.84
161420	Chem Pro Laboratory Inc	1,512.00
160724	Oracle America Inc	1,511.05
161352	Nellcor Puritan Bennett LLC	1,510.75
161141	Home Depot	1,491.72
161228	Certified Transportation Services Inc	1,486.80
161675	Western Graphics Plus	1,463.78
161514	Ken's Locksmithery	1,450.00
160631	Kaiser Foundation Health Plan Inc	1,447.03
161336	Curphy, Kathleen	1,441.81
161280	Refrigeration Supplies Distrib	1,429.75
160406	Pocket Nurse	1,406.74
160669	CI Solutions	1,398.81
161268	Nexgen	1,388.59
161136	Gopixel Design Studios Inc	1,375.00
161591	Honeywell Int'l Inc	1,359.00
161539	Ayres Hotel & Suites	1,352.68
160508	Verizon Wireless	1,345.32
160352	William Saichek	1,342.68
160788	Douglas Barrett	1,326.00
161499	tw telecom holdings Inc	1,320.66

160563	160563	Dent of Justice	4.004.00
161145 KAP7 Int'l Inc 1,271.53 161558 CCN Financial Services Inc 1,280.00 161111 AT & T 1,255.78 160546 Academic Senate 1,255.78 160547 Apple Computer Inc 1,248.00 160310 Calif Pro Sports 1,247.77 161574 Eastman Park Micrographics Inc 1,245.00 160534 Anderson Charnesky Structural Steel Inc 1,232.13 160606 Xirrus 1,232.13 161226 CCN Financial Services Inc 1,200.00 161287 Professional Plumbing Inc 1,225.00 161286 Grainger 1,187.38 161297 Unum Ltc 1,176.72 161587 Grainger 1,187.38 161597 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.01 161422 Consolidated Electrical Distributors 1,153.12 160335 MailFin		•	•
161558 CCN Financial Services Inc 1,260,00 1611111 AT & T 1,255,78 160546 Academic Senate 1,250,40 160647 Apple Computer Inc 1,248,00 160310 Calif Pro Sports 1,247,77 161574 Eastman Park Micrographics Inc 1,232,00 160606 Xirrus 1,232,10 160606 Xirrus 1,232,21 161227 Professional Plumbing Inc 1,225,00 161228 CCN Financial Services Inc 1,200,00 161587 Grainger 1,176,72 161587 Grainger 1,176,72 161587 Grainger 1,176,72 161587 Grail Dept of Health Services 1,175,00 161679 Smart & Final Stores LLC 1,174,80 161549 Thomas Butter 1,161,48 1616481 Chevron 1,156,71 161421 Chevron 1,154,68 161535 Consolidated Electrical Distributors 1,153,12 160335 MailFinance Inc <		****	
161111 AT & T 1,255.78 160546 Academic Senate 1,250.40 160647 Apple Computer Inc 1,248.00 160310 Calif Pro Sports 1,247.77 161574 Eastman Park Micrographics Inc 1,245.00 160534 Anderson Charnesky Structural Steel Inc 1,237.00 160606 Xirrus 1,225.00 161279 Professional Plumbing Inc 1,225.00 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161587 Grainger 1,178.72 161587 Grainger 1,178.72 161589 Smart & Final Stores LLC 1,176.72 161679 Smart & Final Stores LLC 1,174.80 161649 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,154.68 161603 MailFinance Inc			-
1,250,40			•
160647 Apple Computer Inc 1,248.00 160310 Callif Pro Sports 1,247.77 161574 Eastman Park Micrographics Inc 1,245.00 160534 Anderson Charnesky Structural Steel Inc 1,232.13 160606 Xirrus 1,232.13 161279 Professional Plumbing Inc 1,225.00 161287 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Callif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,32.23 1611327			•
160310 Calif Pro Sports 1,247.77 161574 Eastman Park Micrographics Inc 1,245.00 160534 Anderson Charnesky Structural Steel Inc 1,237.00 160606 Xirrus 1,232.13 161279 Professional Plumbing Inc 1,225.00 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butter 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,149.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161132			•
161574 Eastman Park Micrographics Inc 1,245.00 160534 Anderson Charnesky Structural Steel Inc 1,237.00 160606 Xirrus 1,232.13 161279 Professional Plumbing Inc 1,225.00 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160888 Gale Group Inc 1,156.71 161421 Chevron 1,154.62 161422 Chevron 1,154.63 161635 Consolidated Electrical Distributors 1,153.12 161335 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,149.00 160753 Xerox Corp 1,132.23 161327 Avalon Center at Garden Grove 1,125.80 161332		• • •	
160534 Anderson Charnesky Structural Steel Inc 1,237.00 160606 Xirrus 1,232.13 161279 Professional Plumbing Inc 1,232.13 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,148.06 161189 Western Graphics Plus 1,148.06 161189 Western Graphics Plus 1,148.06 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161132 Vicenti Lloyd & Stutzman LLP 1,000.00 161132 Vicenti Lloyd & Stutzman LLP 1,000.00		•	
160606 Xirrus 1,232.13 161279 Professional Plumbing Inc 1,232.00 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.71 161421 Chevron 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,125.00 161327 Avalon Center at Garden Grove 1,120.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688		_ · · · · · · · · · · · · · · · · · · ·	
161279 Professional Plumbing Inc 1,225.00 161226 CCN Financial Services Inc 1,200.00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,156.71 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 160153 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 1611327 Avalon Center at Garden Grove 1,120.00 1611329 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161188 Verizon Wireless 1,093.07		· · · · · · · · · · · · · · · · · · ·	•
161226 CCN Financial Services Inc 1,200,00 161587 Grainger 1,187.38 161207 Unum Ltc 1,176.72 161551 Calif Dept of Health Services 1,175.00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butler 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 1615655 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161103 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,149.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,033.07			=
161587 Grainger 1,187,38 161207 Unum Ltc 1,176,72 161551 Calif Dept of Health Services 1,175,00 1,175,00 1,174,80 1,174		<u>-</u>	· · · · · · · · · · · · · · · · · · ·
161207 Unum Ltc 1,176,72 161551 Calif Dept of Health Services 1,175,00 161679 Smart & Final Stores LLC 1,174,80 161549 Thomas Butler 1,165,43 160688 Gale Group Inc 1,156,71 161421 Chevron 1,154,68 161565 Consolidated Electrical Distributors 1,153,12 160335 MailFinance Inc 1,148,06 161603 MailFinance Inc 1,148,06 161189 Western Graphics Plus 1,145,21 160753 Xerox Corp 1,132,23 160753 Xerox Corp 1,125,80 161327 Avalon Center at Garden Grove 1,125,80 161327 Avalon Center at Garden Grove 1,120,00 161139 Greenleigh & Wong Technical Services LLC 1,116,00 161182 Vicenti Lloyd & Stutzman LLP 1,000,00 161688 Verizon Wireless 1,093,07 160418 Dell Higher Education 1,086,19 160478 News Publishers Press 1,086,19 <			
161551 Calif Dept of Health Services 1,175,00 161679 Smart & Final Stores LLC 1,174.80 161549 Thomas Butter 1,165.43 160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161105 ACS Education Services Inc 1,125.80 1611327 Avalon Center at Garden Grove 1,120.00 1611328 Vicenti Lloyd & Stutzman LLP 1,100.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 160246 Grainger 1,086.13 160478 News Publishers Press 1,086.13		<u> </u>	•
161679 Smart & Final Stores LLC 1,174,80 161549 Thomas Butler 1,165,43 160688 Gale Group Inc 1,156,71 161421 Chevron 1,154,68 161565 Consolidated Electrical Distributors 1,153,12 160335 MailFinance Inc 1,148,06 161603 MailFinance Inc 1,148,06 161189 Western Graphics Plus 1,145,21 161190 David Whyte 1,140,00 160753 Xerox Corp 1,132,23 161105 ACS Education Services Inc 1,125,80 161327 Avalon Center at Garden Grove 1,120,00 161139 Greenleigh & Wong Technical Services LLC 1,116,00 161182 Vicenti Lloyd & Stutzman LLP 1,000,00 161688 Verizon Wireless 1,093,07 160418 Dell Higher Education 1,086,49 161246 Grainger 1,086,13 160478 News Publishers Press 1,081,00 160431 AT & T 1,058,39 160432 <td></td> <td></td> <td>· ·</td>			· ·
161549 Thomas Butler 1,165,43 160688 Gale Group Inc 1,156,71 161421 Chevron 1,154,68 161555 Consolidated Electrical Distributors 1,153,12 160335 MailFinance Inc 1,148,06 161603 MailFinance Inc 1,148,06 161189 Western Graphics Plus 1,145,21 161190 David Whyte 1,140,00 160753 Xerox Corp 1,132,23 161105 ACS Education Services Inc 1,125,80 161327 Avalon Center at Garden Grove 1,120,00 161139 Greenleigh & Wong Technical Services LLC 1,116,00 161182 Vicenti Lloyd & Stutzman LLP 1,100,00 161668 Verizon Wireless 1,093,07 160418 Dell Higher Education 1,086,49 161246 Grainger 1,086,13 160478 News Publishers Press 1,081,00 160431 AT & T 1,058,39 160432 SC Signs & Supplies LLC 1,041,48 160472 <td></td> <td></td> <td>•</td>			•
160688 Gale Group Inc 1,156.71 161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472			
161421 Chevron 1,154.68 161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160496 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 <			
161565 Consolidated Electrical Distributors 1,153.12 160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161668 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,025.99 1		•	
160335 MailFinance Inc 1,148.06 161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161668 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160496 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 16149 The Gas Co 1,011.37 161138 Graybar			= = = = = = = = = = = = = = = = = = =
161603 MailFinance Inc 1,148.06 161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 16149 The Gas Co 1,011.37 161138 Graybar Electric 1,000.00 160363 Lisa Ta			•
161189 Western Graphics Plus 1,145.21 161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.49 161246 Grainger 1,081.00 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160432 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161622 SC Signs & Supplies LLC 1,016.08 16149 The Gas Co 1,011.37 161138 Graybar Electric 1,000.00 161464 OC Register <td></td> <td></td> <td></td>			
161190 David Whyte 1,140.00 160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,047.68 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 16149 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,000.00 161464 OC Register 1,000.00		111 -	
160753 Xerox Corp 1,132.23 161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,000.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			*
161105 ACS Education Services Inc 1,125.80 161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161688 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 16149 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00		•	•
161327 Avalon Center at Garden Grove 1,120.00 161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 16168 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,047.68 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,025.99 161353 OC Wholesale Flowers 1,022.28 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 160464 OC Register 1,000.00		•	
161139 Greenleigh & Wong Technical Services LLC 1,116.00 161182 Vicenti Lloyd & Stutzman LLP 1,100.00 16168 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,047.68 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,025.99 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161182 Vicenti Lloyd & Stutzman LLP 1,100.00 161668 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161668 Verizon Wireless 1,093.07 160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 160464 OC Register 1,000.00			
160418 Dell Higher Education 1,086.49 161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			•
161246 Grainger 1,086.13 160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			•
160478 News Publishers Press 1,081.00 160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			-
160431 AT & T 1,058.39 160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00		•	=
160396 Lynberg & Watkins 1,047.68 161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00		·	•
161196 Susan Bierlich 1,041.48 160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
160472 MailFinance Inc 1,025.99 161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161353 OC Wholesale Flowers 1,022.28 161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161632 SC Signs & Supplies LLC 1,016.08 161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			*
161649 The Gas Co 1,011.37 161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161138 Graybar Electric 1,007.03 161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
161394 Alan's Lawnmower & Garden Ctr Inc 1,003.06 160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00			
160363 Lisa Taylor 1,000.00 161464 OC Register 1,000.00		•	•
161464 OC Register 1,000.00	·		
1,000,00			· ·
Tou/Zo Orkin Commercial Services 999.00			
	100720	Orkin Commercial Services	999.00

161225	Caston Office Solutions	997.66
161480	Sea Clear Pools Inc	997.00
160488	Rhino Electric Supply	996.95
161263	Linda Morin	990.52
161504	Verizon Wireless	986.94
161659	Time Warner Cable	980.64
161119	BSN/Sport Supply Group Inc	977.44
161291	Spicers Paper Inc	976.25
161354	OCC Ancillary #1000-24750-5120	976.00
160756	OCC Food Services	972,80
160691	GlaxoSmithKline	972.63
161607	Minuteman Plumbing & Drains	952.50
161488	Storefront Door Repair	947.94
161222	Bee Busters Inc	945.00
161656	Time Warner Cable	940.00
161441	Home Depot	926.58
160717	News Publishers Press	905.20
161267	News Publishers Press	905.00
160452	Dunn-Edwards Corp	902.11
160465	Iron Mountain	897.33
160307	B & B Services	895.60
160336	Marina Landscape Inc	895.00
161604	Marina Landscape Inc	895.00
161633	Schindler Elevator Corp	877.14
161573	Dunn-Edwards Corp	873.46
161126	Constellation NewEnergy Inc	867.39
160344	Brenda Perdue	865.46
161160	Pitney Bowes Inc	846.18
161357	Office Depot	843.44
161292	Stater Bros Markets	840.75
160590	Rhino Electric Supply	837.77
160457	Ganahl Lumber Co	836.53
160305	Andtech Corporation	832.44
160461	Henry Schein Inc	829.03
160544	CCCD Workers Comp Trust Fund	822.72
160921	Ronald Klein	807.80
160340	Office Depot	805.96
160556	CI Solutions	805.41
160471	Los Angeles Co Office of Educ	800.00
160570	Harland Technology Services	798.00
161655	Time Warner Cable	796.13
161159	Phoenix Group Info Systems	787.35
160345	Performance Envelope Inc	779.36
161172	The Gas Co	772.63
161320	ACOM Solutions	765.00
161540	Baker & Taylor	753.28

160579	Rose Anne Kings	750.66
161176	TreeCare Arborists	750.66
161422	City of Fountain Valley	750.00 746.88
161489	StreetWise Networks LLC	735.00
161156	Office Depot	733.00 728.84
160382	ACS Education Services Inc	727.85
161606	Mesa Golf Carts Inc	724.08
160696	GWC Food Services	715.73
161262	Montgomery Hardware Co	707.35
161571	Delta Biologicals	706.00
161676	Xerox Corp	702.74
160532	3M Co	700.00
161497	Terry Timmins	700.00
161657	Time Warner Cable	693.61
161219	B & P Services Inc	686.16
160704	Kelly Paper	685.50
160713	Mustang Mechanical Contracting	685.00
161517	CCCD Workers Comp Trust Fund	674.34
160409	Psychological Assessment Resources Inc	671.76
161140	Harbor Freight Tools	668.01
161361	Perma-Bound	662.37
160440	Carrot-Top Industries Inc	658.09
161667	Verizon California	645.17
161369	Youty Sam	643.61
161590	Home Depot	642.66
161435	Gale Group Inc	641.24
161315	Medco Health Solutions Inc	640.47
161370	Shinoda Design Center Inc	639.40
160628	Amer Fidelity Assurance	637.00
160411	Quinn Power Systems	634.00
161567	CR & R inc	631.35
160467	Andrew Jones	625.30
161698	Newport Urgent Care	620.00
161368	Rhino Electric Supply	617.05
161505	Verizon Wireless	615.92
161495	The Gas Co	614.82
161231	Coast Fitness Repair Shop	600.00
160392	Home Depot	599.87
160489	Lisa Roberts-Winger	595.29
161372	Sigma-Aldrich Inc	592.41
161166	Rutan & Tucker LLP	590.66
160332	Insight Investments LLC	590.47
160450	Daniels Tire Service	589.38
161473	PSi	584.58
161595	Iron Mountain Records Mgmt	584.46
161459	NCS Pearson Inc	577.85

161610	NCS Pearson Inc	577.85
160792	Robert Borthwick	577.00
161658	Time Warner Cable	575.34
161323	Sheryl Area	561.54
160502	Tremco Inc	560.63
161294	Tremco Inc	560.63
161662	Tremco Inc	560.63
161417	Carolina Biological Supply	559.22
161644	State Board of Equalization	550.00
160451	Dell Higher Education	538.70
161391	A-Z Wholesale Floral Supply Inc	536.60
160743	Unisource Worldwide Inc	531.75
160401	Office Depot	529.54
160405	Perma-Bound	525.69
161482	Sehi Computer Products Inc	519.94
161260	Medical Graphics Corp	515.32
161331	BJ Auto Trim	505.20
160591	Sehi Computer Products Inc	503.17
160314	Choi, Mijo	500.00
160674	Community College League of Calif	500.00
160744	University HS Football Boosters	500.00
161313	Francis Jessoe	500.00
161426	Community College League of Calif	500.00
161458	Melissa Moser	500.00
161677	Yi Tzu Yeh	500.00
161356	OCC Petty Cash	499.02
160398	Mutual Liquid Gas & Equipment	491.97
161349	NAFSA Publications Center	490.00
161415	Baudville Inc	488.10
161266	Newport-Mesa Unified Sch Dist	479.57
160333	Iron Mountain Records Mgmt	478.35
161244	Ganahl Lumber Co	476.41
160479	Nextel Communications	474.46
160448	CR & R Inc	473.52
161608	MSC Industrial Supply Co	470.87
161143	Jobelephant.com Inc	469.00
161215	Amtech Elevator Services	468.22
161319	ABC Companies	466.19
160877	Stephen Grane	461.60
160970	Lynanne Minton	461.60
161019	James Reck	461.60
161020	Sharon Reck	461.60
160994	Donald Onishi	460.20
160329	Home Depot	454.25
160686	Fleetwood Media Productions Inc	453.95
161428	Computerland of Silicon Valley	452.00

161529	Alamba I augusta august 0. O august 1. O. J.	
160476	Alan's Lawnmower & Garden Ctr Inc	451.74
160515	MVAP Medical Supplies Inc	442.75
161494	World-Wide Fire Inc	435.00
161414	T-Mobile USA	431.48
161259	Battery Systems Inc	430.99
160603	McLogan's Supply Co Inc	423.06
161582	Western Graphics Plus	422.43
161534	Follett Higher Education Group Inc #1094	416.72
160698	Art Supply Warehouse	410.00
161466	Home Depot OCE'	406.03
161130		404.83
161431	Debra Eldridge	403.40
160655	Dell Higher Education	401.87
161609	Angela Bell	400.00
	Nat'l Assn/Colleges & Employers	400.00
161614	Shannon O'Connor	400.00
161345	Industrial Metal Supply	398.39
161150	LaserWerx	396.94
160703	Johnstone Supply	396.91
160662	CCCAOE	395.00
161555 160410	CCCAOE	395.00
	Public Economics Inc	390.00
160395	Kelly Paper	383.77
161621	Pacific Coast Entertainment	383.37
160722	OCLC Inc	380.08
161317	Vision Service Plan	379.70
161242	Galls Inc	377.53
160391 160794	Fry's Electronics	377.11
160794	Mary Bosse	375.60
160947	Norman Cole	375.60
160947	Bonnie MacDonald	375.60
160645	Jeanette Onishi	375.60
160346	Alan's Lawnmower & Garden Ctr Inc	371.69
161350	Physician Sales & Service Inc	370.79
160581	NAFSA/Assn of Int'l Educators	370.00
161598	OC Register	369.80
161210	John Wiley & Sons Inc	368.00
161563	A-Z Wholesale Floral Supply Inc	366.89
	Coastal Press Inc	366.35
161618 161695	Omaha Airplane Supply	361.02
	Memorial Prompt Care Medical Group	361.00
160500	Thomson West	356.55
160634	Academic Senate	355.00
160635	Academic Senate	355.00
161519	Academic Senate	355.00
161520	Academic Senate	355.00

		·
161521	Academic Senate	355.00
161522	Academic Senate	355.00
161523	Academic Senate	355.00
161524	Academic Senate	355.00
161525	Academic Senate	355.00
161526	Academic Senate	355.00
161527	Academic Senate	355.00
161538	Austin Hardwoods	354.39
161154	OC Register	352.99
160412	RP Group Inc	350.00
160436	Bob's Shade & Linoleum	350.00
161575	Eberhard Equipment Inc	348.78
160658	Builders Security Locks & Services Inc	348.57
160775	Claudia Ackley	346.20
160789	Joseph Bednarski	346.20
160807	Edith Cardinali	346.20
160811	Alice Ceraolo	346.20
160812	Philip Ceraolo	346.20
160816	Sharron Clark	346.20
160824	Doris Cooper	346.20
160836	Brooke Deputy	346.20
160840	Jeffrey Dimsdale	346.20
160866	Marsha Garrison	346.20
160867	Tom Garrison	346.20
160872	Steven Goetz	346.20
160875	David Goshert	346.20
160876	Judith Goshert	346.20
160878	David Gray	346.20
160879	Karen Gray	346.20
160887	John Harmer	346.20
160903	Barbara Hollowell	346.20
160918	Nancy Kidder	346.20
160926	Sally Kurz	346.20
160936	Donald Lindsay	346.20
160940	Carolyn Loy	346.20
160941	Robert Loy	346.20
160953	Susanne Mason	346.20
160956	Becky Mayberry	346.20
160958	Emmett Mayne	346.20
160959	Patricia Mayne	346.20
160967	Louis Mikelson	346.20
160987	Martin Newitz	346.20
160988	Helen Norton	346.20
160996	Hitoshi Ono	346.20
161032	Patricia Seebold	346.20
161035	Kenneth Shaw	346.20

161037	Bertine Slosberg	346.20
161038	Kenneth Slosberg	346.20
161047	Donna Springer	346.20
161055	Rosalind Stratton	346.20
161061	Lori Suzuki	346.20
161062	Judith Tallman	346.20
161067	Mary Trulin	346.20
161070	John Varga	346.20
161071	William Vega	346.20
161093	Danny Wojciechowski	346.20
161100	Kenneth Yglesias	346.20
161311	Martin Digiovanni	346.20
161025	Richard Rowe	345.60
160485	Pyro-Comm Systems Inc	345.00
160739	Staples Advantage	344.71
161337	Dell Higher Education	340.83
161453	Love at First Bite Co	335.60
160780	Robert Angus	331.50
160784	Evelyn Armstrong	331.50
160786	Sandra Badenoch	331.50
160787	William Badenoch	331.50
160790	Jane Bennett	331.50
160791	Phillip Bernard	331.50
160795	Ann Boughey	331.50
160796	Carolyn Breihan	331.50
160797	John Breihan	331.50
160799	Carol Burke	331.50
160804	Roger Camp	331.50
160808	James Carnett	331.50
160814	Mark Clark	331.50
160822	Donald Collins	331.50
160823	Stephen Cone	331.50
160826	Nettie Cox	331.50
160837	Marilyn Dickson	331.50
160847	Judith Eastman	331.50
160851	Kathryn Edwards	331.50
160854	James Farris	331.50
160859	Lucille Fricker	331.50
160862	Leslie Friedman	331.50
160865	Rene Frutos	331.50
160871	Sherry Glassford	331.50
160881	Raymond Grimes	331.50
160884	Kathleen Hancock	331.50
160888	Judith Harmer	331.50
160890	Connie Haw	331.50
160891	Fred Hayward	331.50

4		
160905	Kenley Hunt	331.50
160906	William Hyde	331.50
160907	Sylvia Impert	331.50
160913	Rita Jones	331.50
160914	Robert Jones	331.50
160915	Sharon Jones	331.50
160916	Amy Karasuda	331.50
160923	Sandra Kreil	331.50
160925	Robert Kurz	331.50
160927	Claudia Ladd	331.50
160933	Brian Lewis	331.50
160946	John Mac Donald	331.50
160951	Susan Martin	331.50
160952	Douglas Mason	331.50
160954	Lillian Matthews	331.50
160966	Roger Megorden	331.50
160971	James Mitchell	331.50
160972	Joan Mondragon	331.50
160976	John Mucciaro	331.50
160977	Paula Mucciaro	331.50
160993	Wayne Olson	331.50
160998	Kenneth Ortiz	331.50
161007	Hildigard Peconic	331.50
161009	Chuong Pham	331.50
161010	Lan Pham	331.50
161011	Martha Pham	331.50
161027	Roseann Rueter	331.50
161036	Cheryl Shrock	331.50
161039	Carmen Smith	331.50
161042	Robert Smith	331.50
161045	Thomas Snyder	331.50
161046	Vera Snyder	331.50
161050	Wayne Steck	331.50
161054	Gary Stratton	331.50
161060	Joseph Surgenor	331.50
161066	Norman Tornheim	331.50
161072	Frank Visco	331.50
161075	Dianne Walling	331.50
161076	Robert Walling	331.50
161080	Michael Wells	331.50
161089	Margie Willis	331.50
161091	Douglas Winey	331.50
161098	Bob Wright	331.50
161099	Donna Wright	331.50
161548	Business Office Solutions	330.28
161302	Yale Chase Equipment & Services Inc	325.42
101002	raio onase Equipment & Services IIIC	343.44

161362	PGINET Consulting	324.00
160600	Verizon California	321.34
161371	Siemens Industry Inc	319.59
160605	Xerox Corp	318.85
161147	Kelly Paper	318.78
160746	Verizon Wireless	316.36
160747	Vocational Biographies Inc	316.00
161271	Melinda Nish	315.40
160663	CCCCIO	315.00
160664	CCCCIO	315.00
160328	Graybar Electric	314.63
160458	Go With Jo Travel	311.00
161491	Sweetwater Sound Inc	311.00
160470	Lab Safety Supply	310.39
160560	College Board	310.00
160575	JFTB/MWR	306.85
161142	JFTB/MWR	306.85
160748	VWR Int'l Inc	305.67
160737	Thomas Snyder	305.31
161289	South Coast Air Quality Mgmt District	303.56
160311	CCCCIO	300.00
160648	Lydia Arbizo	300.00
	CCC Chief Student Services Admin Assn	330.00
160661	(CCCCS	300.00
160707	Jennifer Labounty	300.00
161211	Accurate Termite & Pest Control	299.00
161544	Brink's Inc	298.59
160437	Brink's Inc	297.94
160573	Home Depot	295.97
161247	Greenleigh & Wong Technical Services LLC	294.00
161340	Graybar Electric	292.99
161423	James Cline	291.76
160393	Irvine Pipe & Supply	291.34
160776	Perry Ader	289.20
160777	Dennis Alsted	289.20
160778	Domenick Anadio	289.20
160779	Jack Anderson	289.20
160781	David Anthony	289.20
160782	Dean Anthony	289.20
160783	Joann Anthony	289.20
160785	Stephen Axelrad	289.20
160793	Dean Bosse	289.20
160798	Kristina Bruning	289.20
160800	Dennis Butler	289.20
160801	Jay Callaway	289.20
160802	Patricia Callaway	289.20
	. Sales outsuf	208.20

		•
160803	Darline Calvert	289.20
160805	Elvin Campbell	289.20
160806	Patricia Candelaria	289.20
160809	Bruce Cary	289.20
160810	Rosalia Caviezel	289.20
160813	Kevin Chard	289.20
160817	Thomas Clark	289.20
160818	Mona Coates	289.20
160821	Susan Coleman	289.20
160825	Michael Cox	289.20
160828	Kathryn Crown	289.20
160829	Lois Dalla Riva	289.20
160830	Nadine Davis	289.20
160831	Karen Decker	289.20
160832	Sanford Decker	289.20
160833	Carolyn Dennison	289.20
160834	Bob Denton	289.20
160835	Susanna Denton	289.20
160839	Barbara Dilworth	289.20
160841	Daniel Dodt	289.20
160842	Sandra Dollente	289.20
160843	Michael Donoff	289.20
160844	Sharon Donoff	289.20
160845	Suszanne Droney	289.20
160846	Joan Duffy	289.20
160848	Stuart Eastman	289.20
160849	Arlene Eckstein	289.20
160850	Fred Eckstein	289.20
160852	Donna Falke	289.20
160853	James Farley	289.20
160855	Robert Ferman	289.20
160856	Sharon Folga	289.20
160857	Thomas Folga	289.20
160858	Edward Fratantaro	289.20
160861	Donald Friedman	289.20
160863	Annette Fruehan	289.20
160864	Joel Fruehan	289.20
160868	Arne Gjertsen	289.20
160869	Karen Gjertsen	289.20
160870 ·	Guy Glassford	289,20
160873	Maureen Goldman	289.20
160874	Michael Goldman	289.20
160882	Donald Grow	289.20
160883	Linnea Guccione	289.20
160885	Robert Hancock	289.20
160886	Ann Harmer	289.20
	,	200.20

160892 Stephanie Hayward 289.20 160894 Linda Hehn 289.20 160895 Jane Hilgendorf 289.20 160896 Truyen Ho 289.20 160897 Lou Hobbs 289.20 160898 Denise Hogate 289.20 160899 Arthur Hokanson 289.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160903 Raymond Irvine 289.20 160904 Beth Hooper 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160913 Gloria Kinnevey 289.20 160914 Robert Johnson 289.20 160922 David Koenig 289.20 <th>160892</th> <th>Stephanie Hayward</th> <th>200.20</th>	160892	Stephanie Hayward	200.20
160894			
160895 Jane Hilgendorf 289.20 160896 Truyen Ho 289.20 160897 Lou Hobbs 289.20 160898 Denise Hogate 289.20 160899 Arthur Hokanson 289.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160904 Beth Hooper 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160913 Gloria Kinnevey 289.20 160914 Robert Johnson 289.20 160915 Babette Kelly 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160913 Gloria Kinnevey 289.20 160914 Robert Kelly 289.20 <td></td> <td></td> <td></td>			
160896 Truyen Ho 289.20 160897 Lou Hobbs 289.20 160898 Denise Hogate 289.20 160899 Arthur Hokanson 289.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160911 Robert Johnson 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160913 Babette Kelly 289.20 160914 Robert Johnson 289.20 160915 Angelina Jones 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160913 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 <td></td> <td></td> <td></td>			
160897 Lou Hobbs 289.20 160898 Denise Hogate 289.20 160899 Arthur Hokanson 289.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gioria Kinnevey 289.20 160920 Karen Klammer 289.20 160921 David Koenig 289.20 160922 David Koenig 289.20 160923 Hancy Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 Heloup 289.20 160932 June Leloup 289.20		-	
160898 Denise Hogate 289.20 160899 Arthur Hokanson 289.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160918 Gloria Kinnevey 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160923 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 288.20 160932 June Leloup 289.20 160933 Raiph Lewis Jr. 2		•	
160899 Arthur Hokanson 288.20 160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160922 David Koenig 289.20 160923 Hancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 289.20 160932 June Leloup 289.20 160933 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160938 Kevin Long 289.20 <td></td> <td></td> <td></td>			
160900 Judy Hokanson 289.20 160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160930 Margaret Langhans 289.20 160931 Martin Lewis 289.20 160932 June Leloup 289.20 160933 Martin Lewis Jr. 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.2	·		
160901 Carol Holben 289.20 160902 Richard Holben 289.20 160908 Beth Hooper 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160930 Margaret Langhans 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 289.20 160932 June Leloup 289.20 160933 Ralph Lewis Jr. 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160938 Kevin Long 289.20<		,	
160902 Richard Holben 289.20 160904 Beth Hooper 289.20 160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angellina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160921 David Koenig 289.20 160922 David Koenig 289.20 160923 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 289.20 160932 June Leloup 289.20 160933 Martin Lewis 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160938 Kevin Long 289.20		-	
160904 Beth Hooper 289.20 160908 Raymond Irvine 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 Margaret Langhans 289.20 160932 June Leloup 289.20 160933 Margaret Lenghans 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160942 Sally Lund 289.20 160945 Sandra Lutz 2			
160908 Raymond Irvine 289.20 160909 Hedy Ito 289.20 160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 289.20 160932 June Leloup 289.20 160933 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20<			
160909 Hedy Ito 289,20 160910 Francis Jessoe 289,20 160911 Robert Johnson 289,20 160912 Angelina Jones 289,20 160917 Babette Kelly 289,20 160919 Gloria Kinnevey 289,20 160920 Karen Klammer 289,20 160922 David Koenig 289,20 160928 Edward Lambing 289,20 160929 Nancy Lambing 289,20 160930 Margaret Langhans 289,20 160931 June Leloup 289,20 160932 June Leloup 289,20 160933 Martin Lewis 289,20 160934 Martin Lewis Jr. 289,20 160935 Ralph Lewis Jr. 289,20 160938 Kevin Long 289,20 160939 Nettie Ann Loranger 289,20 160942 Sally Lund 289,20 160944 Richard Lutz 289,20 160945 Sandra Lutz 289,20<		•	
160910 Francis Jessoe 289.20 160911 Robert Johnson 289.20 160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160931 June Leloup 289.20 160932 June Leloup 289.20 160933 Martin Lewis 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160936 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160942 Sally Lund 289.20 160943 Richard Lutz 289.20 160944 Richard Lutz 289.20 <td></td> <td>•</td> <td></td>		•	
160911 Robert Johnson 289,20 160912 Angelina Jones 289,20 160917 Babette Kelly 289,20 160919 Gloria Kinnevey 289,20 160920 Karen Klammer 289,20 160922 David Koenig 289,20 160928 Edward Lambing 289,20 160929 Nancy Lambing 289,20 160930 Margaret Langhans 289,20 160932 June Leloup 289,20 160932 June Leloup 289,20 160934 Martin Lewis 289,20 160935 Ralph Lewis Jr. 289,20 160936 Ralph Lewis Jr. 289,20 160937 Yvonne Little 289,20 160938 Kevin Long 289,20 160942 Sally Lund 289,20 160943 Richard Lutz 289,20 160944 Richard Lutz 289,20 160945 Sandra Lutz 289,20 160949 George Maine 289,20		· · · · · · · · · · · · · · · · · · ·	
160912 Angelina Jones 289.20 160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160962 Maryann Mc Manus 289.20 <tr< td=""><td></td><td>·</td><td></td></tr<>		·	
160917 Babette Kelly 289.20 160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160943 Richard Lutz 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20			
160919 Gloria Kinnevey 289.20 160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 <tr< td=""><td></td><td>•</td><td></td></tr<>		•	
160920 Karen Klammer 289.20 160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20		•	
160922 David Koenig 289.20 160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20			
160928 Edward Lambing 289.20 160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160966 Phillip Miller 289.20			
160929 Nancy Lambing 289.20 160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160975 Cecelia Morris 289.20			
160930 Margaret Langhans 289.20 160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20		•	
160932 June Leloup 289.20 160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20		•	
160934 Martin Lewis 289.20 160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20		•	
160935 Ralph Lewis Jr. 289.20 160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160934	•	
160937 Yvonne Little 289.20 160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160935	Ralph Lewis Jr.	
160938 Kevin Long 289.20 160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160937	·	
160939 Nettie Ann Loranger 289.20 160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160938	Kevin Long	
160942 Sally Lund 289.20 160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160939	Nettie Ann Loranger	
160944 Richard Lutz 289.20 160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160942		
160945 Sandra Lutz 289.20 160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160944		
160949 George Maine 289.20 160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160945	Sandra Lutz	
160950 Dick Marsh 289.20 160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160949	George Maine	
160955 Tara Maull 289.20 160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160950	Dick Marsh	
160957 Michael Mayberry 289.20 160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160955	Tara Maull	
160960 James Mazur 289.20 160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160957	Michael Mayberry	
160961 Linda Mazur 289.20 160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160960	James Mazur	-
160962 Maryann Mc Manus 289.20 160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160961	Linda Mazur	
160963 Richard McCollom 289.20 160964 Diane Mefford 289.20 160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160962	Maryann Mc Manus	
160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160963	Richard McCollom	
160965 Jane Megorden 289.20 160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160964	Diane Mefford	
160968 Phillip Miller 289.20 160975 Cecelia Morris 289.20	160965	Jane Megorden	
160975 Cecelia Morris 289.20	160968	Phillip Miller	
400070	160975	Cecelia Morris	
	160978	Elaine Mullen-Barrett	289.20

160979	David Munoz	289.20
160980	Julie Myers	289.20
160981	Mary Nash	289.20
160982	Judith Neal	289.20
160983	Charlanne Nee	289.20
160984	Paul Nee	289.20
160985	Barbara Newbern	289.20
160986	Harold Newbern	289.20
160989	Polly Norwood	289.20
160990	Donna O'Neal	289.20
160992	Judith Olson	289.20
160997	Michael Ortell	289.20
160999	Harriet Ouellette	289.20
161000	John Outwater	289.20
161001	Norma Outwater	289.20
161002	Alan Paladino	289.20
161003	John Parker	289.20
161005	Willard Patterson	289.20
161006	Jill Pearson	289.20
161008	Jack Peconic	289.20
161012	Chester Platt	289.20
161014	Frances Power	289.20
161015	Richard Power	289.20
161016	Marino Presutti	289.20
161017	Rita Presutti	289.20
161018	Leslie Purdy	289.20
161021	Paula Rice	289.20
161022	Robert Ricewasser	289.20
161023	Carl Roberson	289.20
161026	Donald Rueter	289.20
161028	Armando Ruiz	289.20
161029	Robert Sands	289.20
161030	Patricia Scarfone	289.20
161031	John Schaefer	289.20
161033	Robert Seebold	289.20
161034	Michael Shanley	289.20
161040	Charles Smith	289.20
161043	Sandra Smith	289.20
161044	Mary Snedeker	289.20
161048	Michael Springer	289.20
161049	Marlene Steck	289.20
161051	Roy Stephens	289.20
161052	Carol Stevens	289.20
161053	Mark Stevens	289.20
161056	Henry Stumpf	289.20
161057	Megan Stumpf	289.20

161058	Sandra Sukhov	000.00
161059	Vladimir Sukhov	289.20
161063	Theresa Tarlos	289.20
161064	Thomas Timmons	289.20 289.20
161065	Janet Tolson	289.20
161068	Ann Tyree	289.20
161069	Peter Vander Haeghen	289.20
161073	Barry Wallace	289.20
161074	Jolene Wallace	289.20
161077	Kathleen Waterman	289.20
161078	Norman Waterman	289.20
161079	Judith Webb	289.20
161081	Deven Werthman	289.20
161082	Lynn Whitmore	289.20
161083	llse Wilke	289.20
161084	W.L.A. Wilke	289.20
161085	Donna Williams	289.20
161086	Lawrence Williams	289.20
161088	Louis Willis	289.20
161090	Darlene Windisch	289.20
161092	Joyce Wofford	289.20
161094	Judith Wolfe	289.20
161097	Eugene Wood	289.20
161201	Carol Garner	289.20
161697	Newport Urgent Care	288.00
161554	Caston Office Solutions	285.21
160551	Caston Office Solutions	284.86
161144	Johnstone Supply	284.86
161282	Safety 1st Pest Control Inc	283.50
161670	VWR Int'l Inc	283.28
161120	Buddy's All-Star Inc	281.83
161594	IJSS Inc	281.73
161599	Johnstone Supply	280.33
161241	David Fier	275.87
161243	Ganahl Lumber Co	275.60
160566	Federal Express Corp	275,44
160569	Martha Guevara	273.00
160318	W. Dunn III	270.50
161530	Alco Target Co	270.15
161303	Susan Bierlich	270.07
161619	Orange Coast Auto Repair	269.83
161611	Newport Exterminating	269.50
160593	SoCal Office Technologies Inc	269.00
160487	Red-E-Rentals	268.00
161412	AT & T	267.58
160483	PL Hawn Co Inc	266.76
		· · · · · · · · · · · · · · · · · · ·

160678	Cummins-Allison Corp	265.77
161462	North Star Graphics	263.99
161234	Dell Higher Education	263.75
160559	Coastal Carbonic	263.08
161445	IJSS Inc	262.33
161581	Flinn Scientific Inc	261.95
160681	Donna Dickens	261.71
161470	Martha Parham	260.32
160481	OC Fire Protection Inc	260.00
161374	Tidmore Flags	253.75
160367	The Shredders	252.00
160547	Aramark Uniform Services	251.92
161639	Smart & Final Stores LLC	251.15
160464	iContact Corp	250.56
160689	Ganahi Lumber Co	250.46
160710	Marina Landscape Inc	250.26
160665	CCCEOPSA	250.00
160666	CCCEOPSA	250.00
161425	Community College Facility Coalition	250.00
160690	Ganahl Lumber Co	246.66
161330	Baker Rentals & Sales Inc	245.00
161552	CAPED	240.00
161545	Broughton Int'l	239.50
161116	BJ Bindery Inc	239.21
161569	CTI-Valueline	237.56
160754	Yale Chase Equipment & Services Inc	235.83
161255	Key Scientific Products	235.78
160389	FrontDoorSoftware Corp	234.95
161343	Harbor Freight Tools	234.81
160706	Bryan Kramer	233.46
160444	Coastal Family Medicine	233.00
160700	Iron Mountain	232.91
160860	Norman Fricker	230.80
160943	John Lundquist	230.80
160969	Sharon Miller	230.80
161041	Douglas Smith	230.80
160734	Security Signal Devices	229.60
161432	Ewing Irrigation Products Inc	229.00
160711	Micro Center	228.41
160434	Lisa Becker	228.00
160514	Frank Woodard	228.00
161152	Mesa Golf Carts Inc	227.50
160643	Airgas West Inc	227.15
161173	Theodore Robins Ford	226.39
161528	Airgas West Inc	226.39 226.12
160680	Dept of Industrial Relations	
10000	Debt of findistrial Metations	225.00

161212	Airgas West Inc	224.25
160459	Go With Jo Travel	224.00
160432	Bear Communications Inc	223.22
161547	Business Office Solutions	222.88
161214	Kimberly Allen	222.40
160838	Ruth Dills	221.00
161270	Melinda Nish	218.68
161456	Steven Mihatov	215.97
161636	Shinoda Design Center Inc	210.38
161104	ABC Companies	208.08
160568	Grainger	207.77
160601	Village Nurseries LP	206.45
161309	CCCD Workers Comp Trust Fund	205.34
160343	Deborah Orrill	204.99
161553	JoAnn Carter-Wells	200.00
161301	World-Wide Fire Inc	199.75
161605	McMaster-Carr	197.54
161122	Calif Stage & Lighting	197.18
161678	Orkin Commercial Services	196.00
161427	Community Lock & Safe Service	195.37
	Board of Governors-CA Comm Colleges	
161543	Chancell	195.00
160578	Kelly Paper	194.22
161438	Grainger	193.96
160697	GWC Petty Cash	193.56
161169	Sehi Computer Products Inc	193.25
161223	Besam Entrance Solutions	193.22
161510	Xpedx Paper & Graphics	193.20
161570	Dell Higher Education	192.85
160931	Lawrence Le Brane	192.80
161004	Tony Pascoe	192.80
161013	Barbara Pogosian	192.80
161024	Ronald Ross	192.80
161101	Kathleen Yoder	192.80
161102	Robert Yoder	192.80
161564	Collicutt Energy Services Inc	192.66
161347	Knudson, Edward T.	191.81
160372	Waxie Sanitary Supply	190.47
161550	Calif Dept of Health Services	190.00
161392	Aardvark Clay Supply	189.62
160413	Seal's Compressed Gases	187.70
161613	Nikki's Flags	186.66
160323	Federal Express Corp	186.15
160597	Toshiba Business Solutions	182.33
160702	John Wiley & Sons Inc	180.00
161449	Konica Minolta Business Solutions	179.16

400400	Hama Danat	.=
160462 160390	Home Depot	178.86
	FRS Environmental	178.15
160549 . 160731	Baker & Taylor	176.50
161576	Prudential Overall Supply Co	175.19
	ECS Refining	175.00
161187	Water Tech	171.20
161405	Amer Red Cross	170.00
160482	Office Depot	169.64
160371	Jocelyn Wang	169.20
161274	OC Wholesale Flowers	168.63
161490	Suburban Water Systems	166.42
161188	West Payment Center	166.26
160501	Time Warner Cable	165.88
161643	Staples Advantage	163.75
161447	Jim Davidson Sewing Machine Service	163.13
160342	Deborah Orrill	162.40
161469	Orkin Commercial Services	162.00
160359	Storage Place	160.00
160428	Amer Red Cross	160.00
161647	Storage Place	160.00
161511	Susan Bierlich	158.93
161185	VWR int'i Inc	158.86
160303	Amer Dietetic Assn	158.00
160387	CR & R Inc	157.83
161287	Smith Pipe & Supply Inc	157.58
160484	Prince Enterprises Inc	156.71
160660	Carolina Biological Supply	156.45
160495	Springdale Ace Hardware	155.86
161568	Crown Ace Hardware	155.56
161103	Aardvark Clay Supply	155.16
161696	Newport Urgent Care	154.00
160425	ACHRO/EEO	150.00
160636	ACHRO/EEO	150.00
160638	ACHRO/EEO	150.00
160640	ACHRO/EEO	150.00
160641	ACHRO/EEO	150.00
161170	Tacos & Co	150.00
161585	Fry's Electronics	148.97
161229	James Cline	147.85
161393	Accent Florist	147.62
161481	Seal's Compressed Gases	145.20
161413	B & P Services Inc	143.66
161232	Shirley Collins	143.47
161487	Stater Bros Markets	140.89
161502	Verizon Wireless	140.83
161238	Electronic Midi Services	140.00

161050	Manlaget	
161258 161642	Maplesoft	140.00
161135	Springdale Ace Hardware	138.38
160468	Fuse Depot	136.83
161376	Kelly Paper	135.38
160453	Paul Van Ast	133.96
160388	Eberhard Equipment Inc	133.89
	Dish Network Chicago	133.04
161572	Dish Network Chicago	133.04
161439	GWC Associated Students	132.00
160604	Westminster Chamber of Commerce	130.00
160727	Orkin Commercial Services	130.00
161380	OCC Associated Students	129.94
161240	Federal Express Corp	129.62
161248	GWC Food Services	129.30
161484	Siemens Industry Inc	128.41
160716	Newport Exterminating	127.50
160545	Raymond Rosso	125.60
161245	Jill Golden	125.60
160355	Kevin Smith	125.00
161463	OC Business Council	125.00
161448	Johnstone Supply	124.69
160552	CCC Petty Cash	122.98
161366	Psychological Assessment Resources Inc	121.00
161133	Fry's Electronics	118.47
160588	Premier Office Services Co	116.61
160595	The Shredders	116.00
160815	Marriott Clark	115.40
160819	Nancy Cole	115.40
160827	Kevin Coyne	115.40
160880	Carol Grimes	115.40
160889	Mimi Hart	115.40
160924	Nancy Kryder	115.40
161087	Michael Williams	115.40
161471	Hai Pham	114.33
160402	Mike Ottiger	114.00
160438	Tanya Brown	114.00
161115	Lisa Becker	114.00
161192	Frank Woodard	114.00
161546	Tanya Brown	114.00
161288	South Coast Air Quality Mgmt District	112.85
161221	Battery Systems Inc	112.74
161589	Hitt Marking Devices Inc	112.53
161503	Verizon Wireless	112.49
161660	Toshiba Business Solutions	111.94
160475	Steven Mihatov	111.56
161284	Shinoda Design Center Inc	111.44
	•	

161224	And Commiss Marine In a commi	
161324	Art Supply Warehouse	111.01
160948	Lorna Mack	110.50
160506 161654	Verizon California	107.20
	The Shredders	107.00
160694	Grainger	106.68
161151	Medical Arts Press	105.51
160712	MSC Industrial Supply Co	105.14
160550	Bernan Associates	105.00
161653	The Irvine Co LLC	105.00
160326	Gale Group Inc	104.95
160321	Ewing Irrigation Products Inc	104.23
161276	Jerry Patterson	103.95
161694	Memorial Prompt Care Medical Group	102.00
160714	MVAP Medical Supplies Inc	100.75
160602	VWR Int'l Inc	100.66
161602	Frederick Lockwood	100.32
160480	OC Business Council	100.00
160567	Garden Grove Chamber Commerce	100.00
161395	Amer Red Cross	100.00
161396	Amer Red Cross	100.00
161397	Amer Red Cross	100.00
161398	Amer Red Cross	100.00
161399	Amer Red Cross	100.00
161400	Amer Red Cross	100.00
161401	Amer Red Cross	100.00
161402	Amer Red Cross	100.00
161403	Amer Red Cross	100.00
161404	Amer Red Cross	100.00
160338	Microsoft Corp	99.90
161635	Seaside Printing Co Inc	97.88
160339	OCE' Financial Services Inc	97.27
160650	Art Supply Warehouse	97.16
161106	Darian Aistrich	96.90
161095	Sharon Wolfe	96.40
161096	Wayne Wolfe	96.40
161202	Frank Montero	96.40
161203	Isabel Montero	96.40
160404	Martha Parham	96.00
161664	US Foodservice	₹ 95.55
160598	Tuongvan Tran	95.00
161483	Shred Confidential Inc	95.00
161467	OCE' Financial Services Inc	94.98
161265	MSC Industrial Supply Co	94.41
160320	Eversoft	93.63
161299	Waxie Sanitary Supply	93,10
160682	Display & Design Ideas	93.00
	-	

161512	Stater Bros Markets	92.80
160490	Siemens Industry Inc	92.20
160492	Smardan Supply Co-Orange Coast	90.70
161465	OCC Food Services	90.00
161283	Security Signal Devices	89.85
161155	OCC Food Services	89.64
161627	Public Economics Inc	88.00
161681	Xerox Corp	87.66
160755	Home Depot	86.42
160469	Richard Kudlik	86.03
161434	Fry's Electronics	84.31
160607	Hromin, Kevin	82.00
160356	South Coast Art Framing Inc	80.81
160708	Love at First Bite Co	80.30
160561	Charles Cutenese	80.00
161256	Richard Loff	80.00
161479	SCESA	80.00
160644	Darian Aistrich	79.81
160571	Harvard Business Review	79.00
160745	Verizon California	7 7.75
161 4 40	Harland Technology Services	77.71
160580	McMaster-Carr	77.47
161646	Stater Bros Markets	76.88
161578	Ewing Irrigation Products Inc	76.72
161665	USA Mobility Inc	75.74
160455	Federal Express Corp	75.70
160505	USA Mobility Inc	75.66
161637	Siemens Industry Inc	75.54
160656	BJ Bindery Inc	75.04
160637	ACHRO/EEO	75.00
160639	ACHRO/EEO	75.00 [°]
161117	Bob's Shade & Linoleum	75.00
161424	College & Career Press	75.00
161110	AT & T	74.44
161193	World Point	73.60
161253	Interstate Design Industries	73.07
160740	Stater Bros Markets	72.93
161588	Lorraine Henry	72.86
161329	Baker & Taylor	71.63
161171	The Gas Co	70.75
160397	Lynde-Ordway Co	70.04
161680	Stater Bros Markets	70.02
160435	BJ Bindery Inc	69.60
161335	Crown Ace Hardware	68.91
161584	Ford Electronics Inc	68.53
161168	Security Signal Devices	68.00
- -		00.00

404507	AT 0 T	o= aa
161537	AT & T	67.68
160584	Partners Data Systems Inc	66.67
160473	Main Electric Supply Co	66.01
160426	Alan's Lawnmower & Garden Ctr Inc	65.96
161506	Jocelyn Wang	65.19
160456	FishMax.Com LLC	65.00
161359	Orkin Commercial Services	65.00
161580	FishMax.Com LLC	65.00
161254	Kelly Paper	64.34
161346	Key Equipment Finance Inc	63.65
161257	Main Electric Supply Co	63.57
161237	Darrell Ebert	63.10
161321	Amico Scientific Corp	63.03
161107	Aramark Uniform Services	62.98
161322	Aramark Uniform Services	62.98
161533	Aramark Uniform Services	62.98
160385	Aramark Uniform Services	61.59
160503	Tri-Anim Health Services	60.55
160642	Aguinaga Green Inc	60.34
161113	AT & T	60.13
161197	Stater Bros Markets	58.44
160587	Pocket Nurse	57.90
161672	Wards Natural Science	57.03
161235	Design Science Inc	57.00
161341	Anna Greenwald	56.90
161348	Master Recording Supply Inc	56.03
161186	Wallpaper* Magazine	55.00
160736	Smith Pipe & Supply Inc	54.97
161615	OC Farm Supply Inc	54.62
161129	Dell Higher Education	53.86
161118	Suzanne Brazney	53.81
160510	Wards Natural Science	53.63
160399	OC Treasurer-Tax Collector	53.50
160383	Amico Scientific Corp	53.34
160509	Village Nurseries LP	51.61
160379	Pourreza, Atosa	50.00
160443	Deepak Chauhan	50.00
160445	Community College Internal Auditors	50.00
160446	Community College Internal Auditors	50.00
160592	Smog & Gas of Costa Mesa	50.00
161298	Wards Natural Science	49.44
161213	Alan's Lawnmower & Garden Ctr Inc	47.96
161137	Grainger	47.95
161286	Smardan Supply Co-Orange Coast	47.78
161216	AT & T	46.28
161217	AT & T	46.28

		Otteck Appli
160586	PL Hawn Co Inc	46.05
160564	Eversoft	44.82
160354	Smardan Supply Co-Orange Coast	43,41
161600	Kelly Paper	41.68
161177	Tri-Anim Health Services	41.53
161436	Gaylord Bros Inc	41.51
160671	Coastal Carbonic	41.46
161631	Loren Sachs	41.24
161148	Ken's Locksmithery	40.41
160441	CCCAOE	40.00
160673	Communication Arts	40.00
160507	Verizon California	39.73
160685	Federal Express Corp	39.26
161451	Phuonganh Le	39.00
160324	Fisher Scientific	38.92
161411	AT & T	38.49
160427	Amazon.com	38.09
161333	City of Newport Beach	37.50
160486	Amy Rangel	37.47
160757	Stater Bros Markets	37.47
160380	Danny Wojciechowski	37.43
160684	Ewing Irrigation Products Inc	37.08
160721	Oce' Imagistics Inc	36.38
161542	Bernan Associates	36.00
160394	Johnstone Supply	35.35
160730	Print Magazine	34.95
161666	Verizon California	34.80
160415	Stater Bros Markets	34.09
161132	Federal Express Corp	33.96
160447	Constellation NewEnergy Inc	33.67
160351	Patricia Russell	33.30
161450	Mai Le	33.01
160741	The Gas Co	32.60
161541	Baker Rentals & Sales Inc	32.53
160408	Prudential Overall Supply Co	32.45
161496	Time Warner Cable	32.16
161477	Youty Sam	32.00
161181	VEX Robotics Inc	31.17
161239	John Eriksen	31.08
160733	Rhino Electric Supply	30.61
161443	How Magazine	29.96
160646	Antiques	29.95
161455	Metropolis	29.95
161178	USA Mobility Inc	29.51
160337	Master Recording Supply Inc	28.02
161304	Stater Bros Markets	27.39

1 6144 6	Interior Design	27.00
161622	Pitney Bowes Presort Services Inc	26.64
160705	Ken's Locksmithery	26.40
160463	Hub Auto Supply	25.57
160370	Verizon California	25.39
160670	City of Huntington Beach	25.37
161295	Tustin Awards Inc	25.04
160334	Konica Minolta Business Solutions	24.79
161640	SoCal Office Technologies Inc	24.31
160348	Prudential Overall Supply Co	24.21
161208	Vision Service Plan	24.05
160577	Johnstone Supply	24.02
160466	Irvine Pipe & Supply	23.96
161601	Konica Minolta Business Solutions	23.10
161377	Wards Natural Science	23.05
161501	USA Mobility Inc	22.41
161500	USA Mobility Inc	22.39
160350	Prudential Overall Supply Co	21.96
161162	Prudential Overall Supply Co	21.96
161164	Prudential Overall Supply Co	21.96
161364	Prudential Overall Supply Co	21.96
161625	Prudential Overall Supply Co	21.96
160433	Graciela Becerra	21.24
160349	Prudential Overall Supply Co	20.93
161163	Prudential Overall Supply Co	20.93
161165	Prudential Overall Supply Co	20.93
161365	Prudential Overall Supply Co	20.93
161624	Prudential Overall Supply Co	20.93
160491	Sims-Orange Welding Supply Inc	20.71
161409	AT & T	20.24
161671	Wards Natural Science	20.18
161224	Rosalind Campbell	20.00
161264	Melissa Moser	20.00
16126 9	Vincent Ngo	20.00
161281	Helen Rothgeb	20.00
161293	Kathie Tran	20.00
161300	Paul Wisner	20.00
161430	Brett Crews	19.98
160715	Natural Home	19.00
160585	Pitney Bowes Presort Services Inc	18.06
160477	Linda Newman	18.00
160676	Country Living	18.00
160347	Prudential Overall Supply Co	17.73
160589	Prudential Overall Supply Co	17.73
161161	Prudential Overall Supply Co	17.73
161363	Prudential Overall Supply Co	17.73

		Check Approval
161626	Prudential Overall Supply Co	17.73
161408	AT & T	17.12
160366	The Gas Co	15.90
161536	AT & T	15.6 4
160430	· AT & T	15.56
161108	AT & T	15.56
160649	Architectural Digest	15.00
160725	Orange Coast Magazine	15.00
161174	This Old House	15.00
161180	Veranda ⁻	15.00
161157	Old-House Interiors	14.97
161252	House Beautiful	14.97
161442	House Beautiful	14.97
160683	Dwell	14.95
161407	Art Supply Warehouse	14.61
161650	The Gas Co	14.36
160460	Deborah Goldstick	13.32
161128	Crown Ace Hardware	12.91
160557	City of Newport Beach	12.50
161478	Ny Sayasy	11.99
161112	AT & T	10.98
161325	AT & T	10.98
161406	Arrowhead Mountain Spring Water	10.26
161579	Ewing Irrigation Products Inc	10.16
161191	Wired	10.00
161452	Los Angeles Magazine	9.95
161339	GovConnection Inc	9.75
161454	Medical Arts Press	9.68
160449	Brett Crews	9.32
160306	AT & T	8.56
160729	Pitney Bowes Presort Services Inc	7.67
161277	Pitney Bowes Presort Services Inc	6.99
161597	JK Electronics Distributors Inc	6.59
160732	ReadyMade Magazine	6.00
161218	Oluwaseyi Awoleye	6.00
160652	AT & T	3.77
161410	AT & T	2.41
160327	GovConnection Inc	2.06
160651	AT & T	1.37

Total \$ 7,441,940.35

21. Check List for General Obligation Bond Fund

Subject 21.01 DIS - Check List for General Obligation Checks

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 21. Check List for General Obligation Bond Fund

Access Public

Type Consent

File Attachments

CheckApprovalBond.pdf (33 KB)

NUMBER	NAME OF VENDOR	AMOUNT F	ROJECT
160765	TB Penick & Sons Inc CCC Newport Beach Lrng Ctr Bid 1992	909,843.00	420894
160770	Workplace Resource OCC Classroom Refurbishment Project	245,794.85	420279
160522	Digital Networks Group Inc OCC Classroom Refurbishment Project	138,820.79	420279
160528	TB Penick & Sons Inc CCC Newport Beach Lrng Ctr Bid 1992	121,178.00	420894
160766	TB Penick & Sons Inc CCC Newport Beach Lrng Ctr Bid 1992	103,192.00	420894
160758	Alpha Mechanical Heating & Air Conditioning OCC Bldg CHS and Lab Sciences Bid 1965	87,217.00	420207
160761	ISEC OCC Bldg CHS and Lab Sciences Bid 1965	80,773.00	420207
160373	Elljay Acoustics Inc OCC Bldg CHS and Lab Sciences Bid 1965	80,493.00	420207
160521	CW Driver CCC Newport Beach Lrng Ctr Bid 1992	74,036.00	420894
160768	Virco OCC Classroom Refurbishment Project Bid 1995	72,596.55	420279
161386	PH Hagopian Contractor Inc OCC Classroom Refurbishment Project Bid 1995	56,819.87	420279
160760	Exemplis Corp OCC Classroom Refurbishment Project Bid 1995	52,094.74	420279
160417	Special-T OCC Classroom Refurbishment Project Bid 1995	51,911.91	420279
161383	Industrial Masonry Inc OCC Bldg CHS and Lab Sciences Bid 1965	51,750.00	420207
160526	SCS Flooring Systems OCC Bldg CHS and Lab Sciences Bid 1965	50,044.00	420207
161387	Plumbing Piping & Construction Inc GWC Learning Resource Ctr Ph1	48,274.65	420356
160525	Mitsubishi Electric & Electronics USA Inc OCC Bldg CHS and Lab Sciences Bid 1965	45,602.00	420207
161687	LPA Inc CCC Newport Beach Lrng Ctr Bid 1992	42,279.20	420894
160527	TB Penick & Sons Inc CCC Newport Beach Lrng Ctr Bid 1992	41,912.00	420894

160520	Cosco Fire Protection Inc	39,883.00	420207
	OCC Bldg CHS and Lab Sciences Bid 1965		
160759	Digital Networks Group Inc	36,454.58	420279
,	OCC Classroom Refurbishment Project Bid 1995		
160619	Willdan Geotechnical	32,623.00	420894
	CCC Newport Beach Lrng Ctr Bid 1992	5,5	
161385	Landmark Site Contractors	24,874.20	420356
16076 7	UCMI Inc	22,130.00	420228
160608	Best Contracting Services Inc	17,129.00	420207
161689	UCMI Inc	14,840.00	420894
160764	Office Furniture Group Inc	14,686.61	420279
161384	J Colavin & Son Inc	11,692.00	420249
161388	Sasco	10,103.73	420279
161513	UCMI Inc	10,080.00	420279
160517	Apple Computer Inc	9,085.61	420236
160762	ISEC	8,678.00	420207
160618	MS Rouse Co	7,869.00	420279
160416	Allscape	7,560.00	420283
161382	Industrial Masonry Inc	7,032.00	420207
160523	Doja Inc	6,885.00	420894
160617	John Deere Landscapes Inc	6,737.69	420283
160769	Wards Natural Science	6,412.68	420207
160524	Embee Technologies	5,627.65	420279
160615	Dougherty & Dougherty Architects LLP	4,149.80	420279
160529	Tri-Anim Health Services	3,381.00	420207
160763	ModSpace	3,024.04	420399
161308	GCI Construction Inc	2,154.31	420207
160609	Best Contracting Services Inc	1,874.00	420207
160616	Electro Systems Electric	1,819.00	420279
160531	Wards Natural Science	1,152.17	420207
161305	Apple Computer Inc	1,075.00	420236
161381	Digital Networks Group Inc	994.32	420279
160530	Wards Natural Science	676.07	420207
160374	Keenan & Associates	179.66	420249
161688	South Coast Air Quality Mgmt District	169.49	420207
161686	County of Orange	126.00	420894
160613	C2 Reprographics	123.94	420894
161306	C2 Reprographics	109.61	420894
160612	C2 Reprographics	109.54	420894
161307	C2 Reprographics	65.39	420894
161685	C2 Reprographics	59.67	420894
161684	C2 Reprographics	55.87	420894
160614	C2 Reprographics	43.10	420894
161682	C2 Reprographics	43.10	420894

CheckApprovalBond

160610	C2 Reprographics	38.68	420894
160611	C2 Reprographics	38.68	420894
160519	Best Contracting Services Inc	29.00	420207
161683	C2 Reprographics	25.98	420894

\$ 2,676,533.73

22. Authorization for Special Payments

Subject 22.01 OCC - Special Payments

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 22. Authorization for Special Payments

Access Public

Type Consent

Payment of \$5,000 from Phi Theta Kappa/OCC Foundation account to CVOC/Caterina's Club, to submit funds raised by OCC Phi Theta Kappa students in connection with their spring 2011 "Pasta Drive" to benefit the "motel kids" of Anaheim.

Payment of \$2,000 from Phi Theta Kappa/OCC Foundation account to the American Red Cross, to submit funds raised by OCC Phi Theta Kappa students in connection with their spring 2011 "Japan Earthquake/Tsunami Relief Effort."

Payment of \$1,700 for 2011-2012 Annual Program fee to the "Committee on Accreditation for Respiratory Care", Bedford, TX. This is required for the Respiratory Care Program accreditation.

DISCUSSION CALENDAR

(Green Pages)

The following Discussion Calendar 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.

23. Approval of Agreements

Subject 23.01 DIS - Approval of Interim Educational Administrator Employment

Agreement, Interim Administrative Director, Workforce & Economic

Development, Coastline Community College

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approval of Interim Educational Administrator Employment Agreement, Interim Administrative Director, Workforce and Economic Development, Coastline Community College

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve the Employment Agreement with Sallie Ann Salinas-Rumps, CCC, Interim Administrative Director, Workforce & Economic Development effective November 20, 2011 through June 30, 2012. Compensation to be \$9,339.67 per month based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indication approval by the Board of Trustees. (See Attachment #6)

File Attachments

11-2-11 Board - Salinas-Rumps Contract.pdf (41 KB)

23.02 CCC- Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fourth Edition of the Telecourse Student Guide for Child Development: Stepping Stones

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fourth Edition of the Telecourse Student Guide for Child Development: Stepping Stones

- 1. Background: Worth Publishers wishes to publish the fourth edition of the student guide to accompany the course, Child Development: Stepping Stones, produced by Coast Learning Systems. The Publisher and Coast Learning Systems wish to have Coast prepare the necessary revisions for the fourth edition under the same terms and conditions applicable to the student guide under the Agreement approved by the Board 4/18/01.
- **2. Goal/Purpose:** To revise the current Student Guide for Child Development: Stepping Stones, to accompany the ninth edition of the text entitled The Developing Person through Childhood and Adolescence, by Kathleen Stassen Berger.
- 3. Comments (if any): None
- 4. Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Amendment to the Agreement between Worth Publishers and the Coast Community College District to revise and publish the fourth edition of the Student Guide for Child Development: Stepping Stones according to the Agreement. The Agreement outlines the responsibilities of both partners and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Child Development Attachment #7)
- 5. Fiscal Review and Impact: Publisher grant to Coast District of \$4,000.

File Attachments

Child Development,pdf (20 KB)

23.03 CCC - Approve Agreement between the Humphrey's Half Moon Inn and Suites and the Coast Community College District for the Location of the Business Education Statewide Advisory Committee (BESAC) Annual Conference

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve Agreement between the Humphrey's Half Moon Inn and Suites and the Coast Community College District for the Location of the Business Education Statewide Advisory Committee (BESAC) Annual Conference

- 1. Background: The Business Education Statewide Advisory Committee receives funding through an Agreement between the State Chancellor's Office and the Coast Community College District to develop activities and provide recommendations that serve to enhance the relevance of Career and Technical Education instruction in new and emerging occupations, which demonstrate high growth and high wage potential. In order to meet this objective, the Business Statewide Advisory Committee will showcase and promote projects and best practices developed through mini-grants awarded to California colleges at the Business Education Statewide Advisory Committee (BESAC) Annual Conference at Humphrey's Half Moon Inn and Suites in San Diego, April 19-21, 2012.
- 2. Goal/Purpose: Promote professional development, curriculum, and partnership development responsive to recognized industry standards; Strengthen coordination and collaboration with the state's education reform and workforce preparation efforts; Assist the state in assuring that California community colleges' Career and Technical Education programs are responsive to industry standards and consumer needs and adhere to federal and state policies.
- 3. Comments (if any): None
- **4. Recommendation Statement:** After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Agreement between the Humphrey's Half Moon Inn and Suites and the Coast Community College District for the location of the Business Education Statewide Advisory Committee (BESAC) Annual Conference. The Agreement outlines the responsibilities of both partners and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Humphrey's Half Moon Inn and Suites Attachment #8)
- **5. Fiscal Review and Impact:** \$23,635.64 to be paid from the Business Education Statewide Advisory Committee (BESAC) contract funds, Business Industry Collaborative (BIC) grant funds, and Business Education Statewide Advisory Committee (BESAC) Foundation funds.

File Attachments

Humprey's Half Moon Inn.pdf (182 KB)

Subject 23.04 CCC- Approve an Amendment to an Agreement between Worth Publishers

and the Coast Community College District to Publish the Fifth Edition of the

Telecourse Student Guide for Psychology: The Human Experience

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fifth Edition of the Telecourse Student Guide for Psychology: The Human Experience

- 1. Background: Worth Publishers wishes to publish the fifth edition of the Student Guide to accompany the course, Psychology: The Human Experience, produced by Coast Learning Systems. The Publisher and Coast Learning Systems wish to have Coast prepare the necessary revisions for the fifth edition under the same terms and conditions applicable to the student guide under the Agreement approved by the Board 7/22/99.
- 2. Goal/Purpose: To revise the current Student Guide for Psychology: The Human Experience, to accompany the sixth edition of the text entitled Psychology, by Hockenbury and Hockenbury.
- 3. Comments (if any): None
- **4. Recommendation Statement:** After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Amendment to the Agreement between Worth Publishers and the Coast Community College District to revise and publish the fifth edition of the Student Guide for Psychology: The Human Experience according to the Agreement. The Agreement outlines the responsibilities of both partners and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Worth Psychology Attachment #9)
- 5. Fiscal Review and Impact: Publisher grant to Coast District of \$4,000.

File Attachments

Worth Psychology.pdf (20 KB)

23.05 CCC - Approve an Amendment to an Agreement between Bedford, Freeman, & Worth Publishing Group, COMAP, Inc., and the Coast Community College District to Extend the Agreement and Include Schedule A

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve an Amendment to an Agreement between Bedford, Freeman, & Worth Publishing Group, COMAP, Inc., and the Coast Community College District to Extend the Agreement and Include Schedule A

- 1. Background: Bedford, Freeman, & Worth Publishing Group, COMAP, and the Coast Community College District wish to extend the original ten-year Agreement, entered into on September 8, 2005, to December 31, 2019, for the Introduction to Statistics and Intermediate Statistics courses. District, Publisher and COMAP further agree to the inclusion of Schedule A to discontinue print version of the Telecourse Student Study Guide and replace with a digital version of the Telecourse Student Study Guide, along with 32 Video Lessons, in the Publisher's online product known as Telecourse StatsPortal. (Original Agreement Board Approved: 7/20/05.)
- **2. Goal/Purpose:** To extend the Agreement to December 31, 2019, and to discontinue the print form of the Telecourse Student Study Guide replacing it with a digital version known as Telecourse StatsPortal that includes 32 Video Lessons.
- 3. Comments (if any): None
- 4. Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Amendment to the Agreement between Bedford, Freeman & Worth Publishing Group, COMAP, and the Coast Community College District to extend the Agreement and replace the print version of the student guide with the publisher's digital product StatsPortal. The Agreement outlines the responsibilities of all partners and end products to be produced. Schedule A of the Amendment defines the fiscal responsibilities and royalties to be paid to the District. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Statistics Amendment and Schedule A Attachment #10)
- **5. Fiscal Review and Impact:** Revenue to District dependent on enrollment. Publisher pays \$20 royalty to District for each sale of access to Telecourse StatsPortal.

riie.	Atta	chi	ne	nrs

Statistics Amendment and Schedule A.pdf (504 KB)

23.06 DIS- Approve an Agreement between the California State University, Fullerton (CSUF) and the Coast Community College District (CCCD) to Increase International Student Enrollment and Provide Seamless Transfer for ISDA Students from a Coast College to the California State University, Fullerton

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Approve Agreement between the California State University, Fullerton (CSUF) and the Coast Community College District (CCCD) to Increase International Student Enrollment and Provide Seamless Transfer for ISDA Students from a Coast College to the California State University, Fullerton

- 1. Background: Coast Community College District, in cooperation with U.S. College Compass, Inc., is committed to global education and has instituted a program for international students—the International Student Dual Admission (ISDA) Program. With comprehensive planning over the past year, the District has formed partnerships with a number of four-year universities throughout the United States that will permit students to complete their first two years of college work at one of the Coast Colleges, and then seamlessly transfer to one of the universities in this program. This Agreement has been developed in conjunction with the California State University, Fullerton, allowing for dual admission and includes all changes discussed between CCCD and CSUF's Contracts and Procurement Department. The ISDA Program is coordinated through the District office with the International Student Program directors at the three Coast Colleges.
- **2. Goal/Purpose**: This program will draw international students to the Coast Colleges. This will permit international students to experience the American culture and educational system. At the same time it will enable our indigenous students to experience students from other countries and cultures. In addition, it will provide income to the district.
- 3. Comments (if any): None.
- 4. Recommendation Statement: After review by the Chancellor and District General Counsel, it is recommended by the Chancellor that the Board authorize the Agreement between the California State University, Fullerton and the Coast Community College District to increase international student enrollment and provide seamless transfer for ISDA students from a Coast College to the California State University, Fullerton. The Agreement outlines the responsibilities of both partners and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #11)
- **5. Fiscal Review and Impact**: The annual income to the district from ISDA students will be \$3,296.00 to \$3,796.00 per enrolled student in this program based on 12 units of academic load.

File Attachments

ISDA Agreement CSUF.pdf (15 KB)

23.07 DIS - Approve Non-Standard Agreement between the National Student Clearinghouse and the Coast Community College District (Coastline College, Golden West College, Orange Coast College) for the Purpose of Adding Student Tracker and EnrollmentVerify as an Amendment to our Existing DegreeVerify Contract

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approve Non-Standard Agreement between the National Student Clearinghouse and the Coast Community College District (Coastline College, Golden West College, Orange Coast College) for the Purpose of Adding Student Tracker and EnrollmentVerify as an Amendment to our Existing DegreeVerify Contract

Background: The presidents at each campus have indicated that they wish to pursue EnrollmentVerify. Coastline College and Orange Coast College have existing Student Tracker contracts and Golden West College would like to also use Student Tracker. Chancellor Jones has notified us that he would like this to be a district-wide amendment to our DegreeVerify contract to include the EnrollmentVerify and Student Tracker services.

Goal/Purpose: EnrollmentVerify enables colleges to refer any commercial enrollment verification request to the Clearinghouse for secure, immediate response. By using Student Tracker it enables the Clearinghouse to build a more comprehensive data base for participants to access.

Comments: The documents have been reviewed and approved by the District General Counsel.

Recommendation Statement: After review by the College Presidents and District General Counsel, it is recommended by the Chancellor that the Board approves the Agreement between the National Student Clearinghouse and the Coast Community College District for the purpose of enabling Coastline College, Golden West College and Orange Coast College to add EnrollmentVerify and Student Tracker to the DegreeVerify contract. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #12)

Fiscal Impact: No fiscal impact. By adding the EnrollmentVerify service (free service), the Student Tracker will also be free of charge.

File Attachments

2nd Amendment to DegreeVerify Agreement.docx (17 KB)

Degree Verify.pdf (299 KB)

Student Tracker.pdf (405 KB)

Subject 23.08 DIS - Approval to Enter into a Renewal Agreement between the Coast

Community College District Foundation and the Coast Community College

District for Use of Facilities

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approval to Enter into a Renewal Agreement between the Coast Community College District Foundation and the Coast Community College District for Use of Facilities

After review by the Chancellor and District General Counsel, it is recommended by the Chancellor that the Board authorize the Agreement the Coast Community College District Foundation and the Coast Community College District to renew the Facilities Use Agreement for the period of July 1, 2012, through June 30, 2017, for a fee of \$25.00 per year. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #13)

Fiscal Impact: \$25 per year.

File Attachments

facilities.use.agmt.2012-2017.doc (44 KB)

Subject 23.09 CCC - Approve Amended Agreement Between the County of Orange and

the Coast Community College District to Operate the Orange County One-Stop

Center - South

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve Amended Agreement between the County of Orange and the Coast Community College District to Operate the Orange County One-Stop Center - South

- 1. Background: This project is to provide continued operation of the following programs at the Orange County One-Stop Center: Disadvantaged Adult, Dislocated Workers, CalWORKs Welfare to Work Employment Service Program (On the Job Training and Work Experience), Disability Program Navigator and Senior Community Service Employment Program. In addition, this amendment will include the National Emergency Grant Program.
- **2. Goal/Purpose:** Meet contractual agreement with the Orange County Workforce Investment Board (OCWIB) for the operation of the Orange County One-Stop Center.
- 3. Comments (if any): None
- **4. Recommendation Statement:** After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Amended Agreement between the County of Orange and the Coast Community College District to operate the Orange County One-Stop Center South. The Agreement outlines the responsibilities of both partners and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (Prior Board Approval: 6/15/11. See WIA-South Attachment #14)
- **5. Fiscal Review and Impact:** The County will reimburse Coastline Community College and additional amount of \$121,510 for a total contract of \$2,033,966 for operation of these programs.

File Attachments
WIA-South.pdf (29 KB)

23.10 CCC - Approve Amendment to Agreement between Central Texas College and the Coast Community College District to Serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE) (Reference US Government Contract No N00189-09-D-Z060) for the Delivery of all Distance Learning Services and Courses Described in the CTC Alternate Technical Proposal in Response to Government Solicitation No. N00189-09-R-Z020

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Matters for Review, Discussion and/or Action

Approve Amendment to Agreement between Central Texas College and the Coast Community College District to Serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE) (Reference US Government Contract No N00189-09-D-Z060) for the Delivery of all Distance Learning Services and Courses Described in the CTC Alternate Technical Proposal in Response to Government Solicitation No. N00189-09-R-Z020

- 1. Background: In September 2009, Central Texas College was awarded the Navy College Program for Afloat Education (NCPACE) contract ("prime contract") with the Navy. The NCPACE Distance Learning program provides CD-ROM courses to sailors aboard ships deployed around the globe and Coastline serves as the prime subcontractor to CTC to oversee NCPACE-DL. As prime subcontractor, Coastline manages a Consortium of "partner" colleges that offer 150 different courses ranging from lower level undergraduate courses to graduate courses. The Amendment authorizes Central Texas College to provide one part-time employee at Pearl Harbor, HI and one part-time employee at Groton, CT to provide support to the Commands in response to delivery orders ordered under the NPCACE DL program from October 1, 2011 September 30, 2012. The amendment outlines fees and invoicing procedures for these staff positions.
- 2. Goal/Purpose: Provides staff support to Commands at Pearl Harbor, HI and Groton, CT
- 3. Comments (if any): None
- 4. Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Amendment between the Coast Community College District and Central Texas to Serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE) College Academic Institutions who Provide Services in Support of the Subcontract Agreement between Central Texas College and the Coast Community College District for the Navy College Program for Afloat Education (NCPACE) Program. The Amendment authorizes Central Texas College to provide support staff to Commands at Pearl Harbor, HI and Groton, CT. The Board President, or designee, is authorized to sign the Amendment and any related documents, indicating approval by the Board of Trustees. (See CTC-NCPACE Attachment #15)
- 5. Fiscal Review and Impact: \$33,696 for the period October 1, 2011 September 12, 2012.

File Attachments
CTC-NCPACE.pdf (6 KB)

23.11 OCC – Approve Memoranda of Understanding Regarding Orange County Quality Improvement System (OC QIS) Between the Orange County Department of Education and Coast Community College District, Orange Coast College Early Childhood Education Lab School and the Harry and Grace Steele Children's Center

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approve Memoranda of Understanding Regarding Orange County Quality Improvement System (OC QIS) Between the Orange County Department of Education and Coast Community College District, Orange Coast College Early Childhood Education Lab School and the Harry and Grace Steele Children's Center

Background: Orange Coast College Early Childhood Education Lab School and the Harry and Grace Steele Children's Center have been previous involved in the Star Quality Program of Orange County funded by the United Way and First 5 Program. This program was set up to rate and continue quality improvement for early childhood education centers throughout Orange County. These new Memoranda of Understanding (MOU) are for the Orange County Quality Improvement System (OC QIS) project developed by the Orange County Department of Education to provide assistance in understanding and advocating for the enhancement of quality early care and education in Orange County. These new MOUs replace the previous Star Quality program and are funded by Orange County Department of Education and Services for Early Education and Development (SEED). These MOUs are to define the terms of participation in the OC QIS project and to establish a cooperative partnership in that collaboration. Last October, the Board approved the first MOUs for the OC QIS. This will be the second year that both centers at OCC will participate in the program.

Goal/Purpose: The purpose of the cooperative MOUs is for committed agencies to continue meeting required criteria in order to maintain a high level of quality early care educational programs with the support, guidance and training of the Orange County Department of Education.

Comments: This program was introduced to both the Early Childhood Education Lab School and the Harry and Grace Steele Children's Center at Orange Coast College on August 27, 2010. Last year's MOUs were Board approved in October 2010. These MOUs were just sent from the Orange County Department of Education for the 2011-2012 year to participate again. District Risk Services was asked to review the MOUs.

Recommendation Statement: After review by the College President and District General Counsel, it is recommended that the Board approve these Memoranda of Understanding between Orange County Department of Education and the Coast Community College District, the Harry and Grace Steele Children's Center (Attachment #16A) and the Orange Coast College Early Education Lab School (Attachment #16B). The Board President, or designee, is authorized to sign the Agreements and any related documents, indicating approval by the Board of Trustees.

Fiscal Review and Impact: None

File Attachments

OIS-MOU Children's Center.pdf (1,164 KB)

QIS-MOU Lab School.pdf (341 KB)

23.12 OCC - Approve Department of Defense Voluntary Education Partnership Memorandum of Understanding between the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness, and the Coast Community College District to Provide Educational Services to Personnel of the United States Armed Forces

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approve Department of Defense Voluntary Education Partnership Memorandum of Understanding between the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness, and the Coast Community College District to Provide Educational Services to Personnel of the United States Armed Forces

Background: To ensure all service members participating in off-duty, postsecondary education programs are provided quality education programs uniformly. Effective January 2012 the Department of Defense (DoD) will require that institutions participating in the Military Tuition Assistance (TA) Program have a signed Memorandum of Understanding (MOU) on file and be on the list of institutions participating in the DoD TA program prior to receiving TA funds. This MOU conveys the commitments and agreements between Orange Coast College and DoD and includes service specific addendums which provide guidelines and procedures for the delivery of educational services to the U.S. Air Force, U.S. Army, U.S. Marine Corps and U.S. Navy. The Template MOU has been reviewed and approved by District General Counsel.

Upon approval by the Board, Orange Coast College will forward a request by the Department of Defense to execute the Agreement electronically to the Board President. Once signed by the Board President, the DoD will send a fully executed MOU populated with Institutional information provided by the campus during the Verification Application Process.

Goal/Purpose: Comply with DoD policy and continue participation in the DoD TA program; Generate revenue for the college.

Comments (if any): None

Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Memorandum of Understanding between the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness, and the Coast Community College District (Orange Coast College) to Provide Educational Services to Personnel of the United States Armed Forces. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See DoD MOU Attachment #17)

Fiscal Review and Impact: No cost to the District. Participation will generate revenue for the college.

File Attachments

DOD Contract.PDF (611 KB)

23.13 OCC - Approve Non-Standard Agreement between the Orange County Department of Education and the Coast Community College District for the Purpose of Obtaining Funding for Childcare at the Orange Coast College Harry and Grace Steele Children's Center Beginning August 31, 2011 for Eligible Student Parents

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approve Non-Standard Agreement between the Orange County Department of Education and the Coast Community College District for the Purpose of Obtaining Funding for Childcare at the Orange Coast College Harry and Grace Steele Children's Center beginning August 31, 2011 for Eligible Student Parents

Background: The Orange Coast College Harry and Grace Steele Children's Center currently funds childcare for low income student parents through funding from the California Department of Education Child Development Division (CDE-CDD). However, our grants (contracts) have been reduced through state cuts by 11% for the 2011-2012 year. The previous 2010-2011 year, Cal WORKS Childcare funding was completely cut and 18 student spaces were eliminated. The Children's Center is now looking for other funding sources to restore spaces and ensure that we can continue our primary mission to serve as many student parents as possible. Access to childcare is a critical component in academic success for these student parents. On August 17, 2011, the Board approved a contract with Children's Home Society of California to provide funding for student parents beginning fall 2011 semester. This contract allows the Children's Center to fill possibly 20 open spaces with student parents. The contract is dated August 31, 2011 because this is when Orange County Department of Education recognized our population of eligible student parents at the beginning of the semester. When the Children's Center began processing eligible parents with Children's Home Society funding, we discovered that the Department of Social Services (DSS) determines through their own regulatory process which funding clients can be awarded for child care. Several of our parents qualify for funding but only through Orange County Department of Education child care funds, they are not eligible for funding through Children's Home Society. The Children's Center is now seeking a contract with Orange County Department of Education for child care funds for these eligible Cal WORKS students. This contract functions exactly the same as the one previously approved with Children's Home Society.

Goal/Purpose: To continue to provide quality childcare to currently enrolled student parents as well as open up funding on our grant so that we can serve as many student parents as possible.

Comments: Reviewed by Risk Services and District General Counsel.

Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Agreement between Orange County Department of Education and Coast Community College District for the purpose of providing child care funding at Orange Coast College Harry and Grace Steele Children's Center for eligible students. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #18)

Fiscal Impact: Orange County Department of Education (OCDE) currently reimburses childcare funding at the Regional Market Rate which is higher than that of our grants from the California Department of Education Child Development Division. The Regional Market Rate will currently cover the daily rate that we charge our

full-cost families in our Infant, Toddler, and Preschool Programs. In our Young Preschool Program which serves children 2-3 years of age, the Children's Center will be reimbursed at a daily rate which is \$5.14 less than the fee we charge our full-cost families. By the third working day after the end of the month, the Children's Center will submit the prior month's sign-in sheets for each funded child to the Orange County Department of Education. OCDE will send reimbursement for the prior month's childcare services within twenty (20) working days from when they are received. This reimbursement will be a Children's Center revenue source for operating funds and we will not incur any negative fiscal impact through this contract.

File Attachments

Child Care Services Program Dept of Ed.PDF (121 KB)

23.14 DIS - Approve Agreement Between the Coast Community College District Foundation (Foundation) and the Coast Community College District (CCCD) to Reaffirm its Recognition of the Foundation as an Auxiliary Organization Within the Meaning of Section 72670(e) of the Education Code

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

23. Approval of Agreements

Access

Public

Type

Discussion

Approve Agreement between the Coast Community College District Foundation (Foundation) and the Coast Community College District (CCCD) to Reaffirm its Recognition of the Foundation as an Auxiliary Organization Within the Meaning of Section 72670(e) of the Education Code

- Background: CCCD understands that the functions to be undertaken by the Foundation are for the sole purpose of providing activities which are an integral part of the educational programs of the District. The Parties further agree and understand that the functions undertaken by the Foundation are more effectively and efficiently performed by the Foundation than by the District under usual District procedures, pursuant to Section 59257(j)(2) of Title 5 of the California Code of Regulations.
- 2. Goal/Purpose: To allow the Foundation to develop and operate services and programs related to the following: (a) District facilities and equipment; (b) loans, scholarships, and grants-in-aids for District students; (c) workshops, conferences, institutes, and federal projects; (d) alumni activities; (e) gifts, bequests, devises, endowments, and trusts; and (f) public relations. All other educational and student services functions at the colleges are to be performed exclusively by the District.
- 3. Comments (if any): None.
- 4. Recommendation Statement: After review by the Chancellor and District General Counsel, it is recommended by the Chancellor that the Board authorize the Agreement between the Coast Community College District Foundation (Foundation) and the Coast Community College District (CCCD) to reaffirm its recognition of the Foundation as an auxiliary organization within the meaning of Section 72670(e) of the Education Code. The Agreement outlines the responsibilities of both partners. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #19)
- 5. Fiscal Review and Impact: None.

File Attachments

CCCDFoundationMasterAgreement.pdf (23 KB)

24. Buildings and Grounds Approvals

Subject 24.01 DIS - Authorization to File Notice of Completion and Release Retention

Funds

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 24. Buildings and Grounds Approvals

Access Public

Type Discussion

Authorization to File Notice of Completion and Release Retention Funds

It is recommended that authorization be given to the Chancellor or designee 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 Chancellor or designee is authorized to pay retention due, accepting all work and/or materials as satisfactorily completed by the contractor(s). In the event of a dispute between the District and a Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

GWC Learning Resource Center New Construction Phase I; Bid No. 1953

Contractor Chegini Enterprises, Inc. dba SMC Construction Co.

Category A - Demolition/Underground Utilities

GWC Learning Resource Center New Construction Phase II; Bid No. 1954

Contractor Plumbing Piping & Construction Inc

Category H - HVAC/Plumbing Phase II

GWC Learning Resource Center New Construction Phase IV; Bid No. 1963

Contractor Landmark Site Contractors

Category J - Asphalt, Site Concrete & Paving

Subject 24.02 DIS - Approve Change Order No. 2; Golden West College Learning

Resource Center New Construction Phase II; Bid No. 1954

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

24. Buildings and Grounds Approvals

Access

Public

Type

Discussion

Approve Change Order No. 2; Golden West College Learning Resource Center New Construction Phase II; Bid No. 1954

1. Background:

As the Golden West College Learning Resource Center Project concludes, this change order seeks approval of a final reconciliation of contract allowances, payment for additionally required work scope, and compensation for extended project duration. Substantial completion has been attained for this scope of work and a Notice of Completion for this contractor is also recommended for approval on this Board agenda. This will close-out the contract with Plumbing, Piping, & Construction, Inc. for this project.

2. Goal/Purpose:

Final contract/project closeout.

3. Comments:

The approval of this and two companion change orders will conclude five of the nine contractor agreements associated with construction of the GWC Learning Resource Center. Further analysis and close-out negotiations are ongoing with the remaining four trade contractors.

4. Recommendation Statement:

After review by the Vice President of Administrative Services and Assistant Director of Facilities Planning and Construction, it is recommended by the Chancellor that authorization be given for Change Order No. 2; Golden West College Learning Resource Center New Construction Phase II Bid No. 1954 as described in the Change Order document attached to each Trustee's agenda. It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the Change Order and any related documents. (See Attachment #20)

Plumbing Piping & Construction, Inc., - Category H - HVAC/Plumbing

Final Contract Closeout:

Outstanding contractor costs and negotiated time extension less unused allowance \$368,446.04

<u>Contract Amount:</u> \$3,688,000.00 (C.O. 1: 9.99% Increase) Total Change Orders: \$368,446.04 (9.99% Increase)

Fiscal Impact: \$368,446.04 (Measure C - General Obligation Bond Fund)

Master Plan Approved Project

GWC Learning Resource Center New Construction

File Attachments
Plumbing Piping & Const CO.pdf (56 KB)

Subject 24.03 DIS - Approve Change Order No. 1; Golden West College Learning

Resource Center New Construction Phase III; Bid No. 1960

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

24. Buildings and Grounds Approvals

Access

Public

Type

Discussion

Approve Change Order No. 1; Golden West College Learning Resource Center New Construction Phase III; Bid No. 1960

1. Background:

As the Golden West College Learning Resource Center Project concludes, this change order seeks approval of a full and final reconciliation of contract allowances for one trade contractor under Bid No. 1960. The filing of a Notice of Completion for this trade was previously approved by the Board on July 20, 2011. This will close-out the contract with Marina Landscape, Inc. for this project.

2. Goal/Purpose:

Final contract/project closeout.

3. Comments:

The approval of this and two companion change orders will conclude five of the nine contractor agreements associated with construction of the GWC Learning Resource Center.

4. Recommendation Statement:

After review by the Vice President of Administrative Services and Assistant Director of Facilities Planning and Construction, it is recommended by the Chancellor that authorization be given for Change Order No. 1; Golden West College Learning Resource Center New Construction Phase III Bid No. 1960 as described in the Change Order document attached to each Trustee's agenda. It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the Change Order and any related documents. (See Attachment #21)

Marina Landscape, Inc., - Category K - Landscaping

Final Contract Closeout:

Outstanding contractor costs less unused allowance

<\$17,155,99>

<u>Contract Amount:</u> \$235,700.00 (C.O. 1: 7.28% Decrease) Total Change Orders: <\$17,155.99> (7.28% Decrease)

Fiscal Impact: <\$17,155.99>

(Measure C – General Obligation Bond Fund)
Master Plan Approved Project
GWC Learning Resource Center New Construction

File Attachments

Marina Landscape CO.pdf (57 KB)

24.04 DIS - Approve Change Order No. 2; Golden West College Learning

Resource Center Phase IV New Construction; Bid No. 1963

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

24. Buildings and Grounds Approvals

Access

Public

Type

Discussion

Approve Change Order No. 2; Golden West College Learning Resource Center Phase IV New Construction; Bid No. 1963

1. Background:

As the Golden West College Learning Resource Center Project concludes, this change order seeks approval of a full and final reconciliation of contract allowances for one of two prime contractors under Bid No. 1963. Substantial completion has been attained for this scope of work and a Notice of Completion is also recommended for approval on this Board agenda. This will close-out the contract with Landmark Site Contractors for this project.

2. Goal/Purpose:

Final contract/project closeout.

3. Comments:

The approval of this and two companion change orders will conclude five of the nine contractor agreements associated with construction of the GWC Learning Resource Center.

4. Recommendation Statement:

After review by the Vice President of Administrative Services and Assistant Director of Facilities Planning and Construction, it is recommended by the Chancellor that authorization be given for Change Order No. 2; Golden West College Learning Resource Center Phase IV New Construction Bid No. 1963 as described in the Change Order document attached to each Trustee's agenda. It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the Change Order and any related documents. (See Attachment #22)

Landmark Site Contractors - Category J - Asphalt, Site Concrete & Paving

Final Contract Closeout:

Outstanding contractor costs less unused allowance

\$22,403.37

Contract Amount: \$780,000.00

Total Change Orders: \$22,403.37 (2.87% Increase)

Fiscal Impact: \$22,403,37

(Measure C - General Obligation Bond Fund)

Master Plan Approved Project

GWC Learning Resource Center New Construction

File Attachments

<u>Landmark Site Contractors CO.pdf (64 KB)</u>

25. General Items of Business

Subject

25.01 DIS - Approval of Material Fees

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

25. General Items of Business

Access

Public

Type

Material fee information was presented to and reviewed by the Board at the October 5, 2011 Board of Trustees' Meeting. It is now recommended by the Golden West College and Orange Coast College Curriculum Committees, with concurrence of the College Presidents and the Chancellor, that the attached material fee revisions, deletions, and/or new fees be approved for inclusion in the curriculum.

A copy of the material fee request forms is on file in the Board Office.

File Attachments

Material Fees.pdf (3,155 KB)

Approval of Instructional Material Fees for Golden West College and Orange Coast College A copy is available for viewing in the Board Office.

Golden West College

Effective Spring 2012

Deletions of Material Fees:					
ENGW G016 – Academic Vocabulary Skills II	\$2.00	\$0.00			
ENGW G020 – Writing Conference I	\$5.00	\$0.00			
ENGW G021 – Writing Conference II	\$5.00	\$0.00			
Revisions (Decrease):	FROM	то			
Biology G180 - Cell and Molecular Biology	\$12.00	\$10.00			
Biology G183 - Botany	\$5.00	\$4.00			
Communication Studies G020 - Intermediate Pronunciation Skills	\$3.00	\$2.00			
Communication Studies G055 - Speaking & Listening, Inter. Conv/Com		\$2.00			
Communication Studies G090 - Speaking & Listening, ESL Adv	\$3.00	\$2.00			
Communication Studies G100 - Interpersonal Communication	\$3.00	\$2.00			
Communication Studies G108 – Introduction to Communication	\$3.00	\$2.00			
Communication Studies G110 – Public Speaking	\$3.00	\$2.00			
Communication Studies G110H – Public Speaking, Honors	\$3.00	\$2.00			
Communication Studies G112 – Small Group Dynamics	\$3.00	\$2.00			
Communication Studies G220 – Essentials of Argumentation	\$3.00	\$2.00			
Communication Studies/Peace Studies G225 - Negotiation and Mediati		\$2.00			
Communication Studies G255 – Intercultural Communication	\$3.00	\$2.00			
Communication Studies G260 – Organizational Communication	\$3.00	\$2.00			
ENGW G001 – Grammar 1: Parts of Speech	\$5.00	\$3.00			
ENGW G003 – Grammar 3: Building Sentences	\$5.00	\$3.00			
Nursing G100 – Nursing Process I	\$184.00	\$48.00			
Nursing G150 – Nursing Process II	\$148.50	\$48.00			
Nursing G190 – Transition to Registered Nursing	\$258.00	\$48.00			
Nursing G200 – Nursing Process III	\$148.50	\$48.00			
Nursing G250 - Nursing Process IIII	\$137.50	\$48.00			
Revisions (Increase):	FROM	TO.			
Biology G210 – General Microbiology	\$14.00	\$16.00			
Biology G220 – Human Anatomy	\$4.50	\$5.00			
Biology G225 – Human Physiology	\$2.00	\$2.50			
CJ G064 – Police Academy – Regular Basic Course	\$116.00	\$131.00			
- Cffeetive Fell 2042					
Effective Fall 2012					
Revisions (Increase):	FROM	TO			
CJ G090 – Specialized Investigator's Basic Course (SIBC)	\$174.50	\$213.00			
Orange Coast College					
Effective Spring 2012					
Devisions (Increses):	FA • • •	·= -			
Revisions (Increase):	FROM	TO			
FN A140 – Applied Nutrition	\$0.00	\$35.00			

Subject 25.02 DIS - Nomination of Trustee Jerry Patterson to the Association of

Community College Trustees (ACCT) Committee Service, Pacific Region

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

25. General Items of Business

Access

Public

Type

Discussion

Nomination of Trustee Jerry Patterson to the Association of Community College Trustees (ACCT) Committee Service, Pacific Region

ACCT plays a major role in helping formulate national policy pertaining to community colleges. ACCT exists to develop effective lay governing board leadership to strengthen the capacity of community colleges to achieve their missions on behalf of their communities. ACCT provides national leadership on behalf of the more than 7,000 elected and appointed officials who govern the nation's community, junior and technical colleges. ACCT also works to strengthen the strategic connections between community college boards and the array of national and state organizations important to enhancing and bolstering the mission of community colleges. Board President Jerry Patterson has served on the ACCT Public Policy Committee in 2011.

ACCT is currently accepting nominations for the Committee Service, Pacific Region, for 2012. Trustee Jim Moreno, Board Vice President, has nominated Trustee Patterson to continue to represent the Coast Community College District in his ACCT Committee Service. Depending on the needs of ACCT, selected nominees may serve in one of several ACCT Committees for 2012.

25.03 DIS - Presentation and Adoption of Accountability Reporting for

Community Colleges

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

25. General Items of Business

Access

Public

Type

Discussion

Presentation and Adoption of Accountability Reporting for Community Colleges

Section 84754.5 of the *Education Code*, passed by the state legislature in 2004, triggered the creation of a measurement system to evaluate performance in meeting statewide educational outcome priorities, identified as the Accountability Reporting for Community Colleges (ARCC). The colleges' self-assessment data was submitted in early 2011 as per the required deadline. The legislation requires that Trustees interact with the report by March 15, 2012, and that a copy of the Board minutes be submitted to the System Office showing evidence of public comment, review and adoption.

Upon presentation of the ARCC report, it is recommended by the Chancellor that the Board adopt the 2011 ARCC self-assessment reports for Coastline Community College, Golden West College, and Orange Coast College. (Copies of ARCC data attached to each Trustee's agenda, see Attachment #23)

Fiscal Impact:

None

File Attachments

ARCC 2011 CCC.pdf (74 KB)

ARCC 2011 GWC.odf (74 KB)

ARCC 2011 OCC.pdf (74 KB)

25.04 OCC - Authorization to Conduct a Short-Term Study Abroad Program in

London, England and Paris, France

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

25. General Items of Business

Access

Public

Type

Consent

Authorization to Conduct a Short-Term Study Abroad Program in London, England and Paris, France

After review by the Dean of Consumer and Health Sciences, it is recommended by the Orange Coast College President that authorization be given to enter into a standard travel contractor agreement to conduct a program in London, England and Paris, France, December 29, 2012 - January 26, 2013. Christina Amaral, full time instructor, OCC, and Erin Bianchi, part time instructor, will serve as faculty. Two Fashion classes will be taught. All logistical arrangements will be handled by ACCENT (International Consortium for Academic Program Abroad).

Fiscal Impact: No cost to the District. The cost for the course will be built into the program fees. The course will not generate FTE's. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to CCCD for the total cost of the trip.

Subject 25.05 OCC - Authorization to Conduct a Short-Term Study Program in New York

City, New York

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 25. General Items of Business

Access Public

Type Consent

Authorization to Conduct a Short-Term Study Program in New York City, New York

After review by the Dean of Consumer and Health Sciences, it is recommended by the Orange Coast College President that authorization be given to enter into a standard travel contractor agreement to conduct a program in New York City, New York, June 4-11, 2012. Christina Amaral, full time instructor, OCC, and Michelle Craner, part time instructor, will serve as faculty. Two Fashion classes will be taught. All logistical arrangements will be handled by ACCENT (International Consortium for Academic Program Abroad).

Fiscal Impact: No cost to the District. The cost for the course will be built into the program fees. The course will not generate FTE's. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to CCCD for the total cost of the trip.

25.06 DIS - Ratification of Tentative Agreement between Coast Federation of

. Classified Employees (CFCE) and the Coast Community College District

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

25. General Items of Business

Access

Public

Type

Discussion

Ratification of Tentative Agreement between Coast Federation of Classified Employees (CFCE) and the Coast Community College District

The Coast Community College District (District) and the Coast Federation of Classified Employees (CFCE) have concluded negotiations of a successor agreement which includes the addition of a new article - Bullying and Mobbing - and the revision of eleven articles: Federation Rights, Safe Working Conditions, Nepotism, Vacancies, Transfers and Promotions, Layoff Procedures and Reemployment Rights, Hours and Overtime, Vacation, Holidays, Professional Development, Employee and Dependent Benefits Coverage, and Retirement. These amended articles have been reviewed and ratified by the CFCE membership and will go into effect upon ratification by the Board of Trustees.

It is recommended by the Vice Chancellor of Human Resources and the Chancellor that the Board ratify the Tentative Agreement between the District and the Coast Federation of Classified Employees. It is further recommended by District General Counsel that the Board authorize the Vice Chancellor of Human Resources to finalize and complete the successor agreement, including revisions to the Table of Contents and Index. A copy of the tentatively agreed-upon articles is attached to each Trustee's agenda. (See Attachment #24)

File Attachments

CFCE ARTICLES FOR RATIFICATION 11-2-11.pdf (1,135 KB)

26. Resolutions

Subject 26.01 Resolution #11-42 to Enter Into an Agreement Amendment 01 with the

California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care & Development Programs

Grant (CCTR-1179)

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

26. Resolutions

Access

Public

Type

Discussion

Resolution #11-42 to Enter Into an Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care & Development Programs Grant (CCTR-1179). (See Attachment #25)

(This resolution is part of Agenda Item 8.01 Authorization to Apply for Funded Programs)

File Attachments

Resolution 11-42 Children's Center General Child Care.pdf (267 KB)

26.02 Resolution #11-43 to Enter Into an Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant

(CSPP-1338)

Meeting

Nov 2, 2011 - Regular Meeting 2011

Category

26. Resolutions

Access

Public

Type

Discussion

Resolution #11-43 to Enter Into an Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-1338). (See Attachment #26)

(This resolution is part of Agenda Item 8.01 Authorization to Apply for Funded Programs)

File Attachments

Resolution 11-43 Preschool Program Grant.pdf (267 KB)

27. Approval of Minutes

Subject 27.01 DIS - Approval of Minutes

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 27. Approval of Minutes

Access Public

Type Discussion

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:

Special Meeting of October 17, 2011 Regular Meeting/Study Session of October 19, 2011

File Attachments

Min 10-19-11 Regular Meeting.doc (128 KB) Min 10-17-11 Special Meeting.pdf (21 KB)

28. Close of Meeting

Subject 28.01 - 28.02 Close of Meeting

Meeting Nov 2, 2011 - Regular Meeting 2011

Category 28. Close of Meeting

Access Public

Type Action

28.01 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 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.

28.02 Adjournment

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 Progr
	March 16, 2011	Pending	To be determined	Report requested by Trustee Jim Moreno on ESL Courses offered at Orange Coast College. (Addition to Board Log pending vote by full Board of Trustees.)	Pending	Р
	April 6, 2011	Pending	To be determined	Report requested by Trustee Jim Moreno on Disaster Preparedness. (Addition to Board Log pending vote by full Board of Trustees.)	Pending	Р
1	Aug 17, 2011	Lorraine Prinsky 2nd Jerry Patterson	Chancellor	Report to the Board on long-term planning for faculty hiring.	November 16, 2011	P
2	Nov 17, 2010	Jim Moreno 2 nd Mary Hornbuckle	Personnel Committee/Secretary of the Board	Refer Bullying Report to the Personnel Committee to provide a draft policy on Bullying at a future Board Meeting.	Pending	Р
3	Sept 17, 2008	Jim Moreno; 2 nd Mary Hornbuckle	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. Also include diversity and demographic breakdown of students at each campus and for all cities served by the District.	Spring 2011	P
4	Feb 2, 2011		District Foundation Directors	Provide an annual report on the Foundations.	February each year	P

•			

Special Meeting

Board of Trustees

Coast Community College District

Board Room

October 17, 2011 at 3:30 p.m.

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on October 17, 2011 in the Board Conference Room at the District Office.

1. Call to Order

Board President Jerry Patterson called the meeting to order at 3:32 p.m.

2. Roll Call

Trustees Present:

Jerry Patterson, Lorraine Prinsky, Jim Moreno, David Grant and

Mary Hornbuckle

Trustees Absent:

Student Trustee Joe Venegas III was excused

3. Pledge of Allegiance - Trustee Jim Moreno

Trustee Moreno led the Pledge of Allegiance to the United States of America.

4. Opportunity for Public Comment (Open Session - Items on the Agenda)

There were no requests to address the Board during Public Comment.

5. Public Hearing - Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) Initial Proposal to Negotiate the Agreement between the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) and the Coast Community College District

The Public Hearing - Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) Initial Proposal to Negotiate the Agreement between the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) and the Coast Community College District was opened by Board President Patterson at 3:34 p.m. There were no requests to address the Board under Public Testimony. Board President Patterson closed the Public Hearing at 3:35 p.m.

6. Public Hearing and Adoption of the Coast Community College District's Initial Proposal to Negotiate the Agreement between the Coast Community College District and the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911)

The Public Hearing and Adoption of the Coast Community College District's Initial Proposal to Negotiate the Agreement between the Coast Community College District and the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) was opened by Board President Patterson at 3:35 p.m. There were no requests to address the Board under Public Testimony.

On a motion by Mr. Grant and seconded by Mr. Moreno, the Board voted to close the Public Hearing and adopt the initial proposal to negotiate the Agreement between the Coast Community College District and the Coast Federation of Educators/American Federation of Teachers.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle and Mr. Grant

No:

None

Absent:

Mr. Venegas III

The Public Hearing was closed at 3:36 p.m.

7. Approval of Amended Board Resolution 11-32, Reorganization and Lateral Transfer Plan

On a motion by Dr. Prinsky and seconded by Mr. Moreno, the Board voted to approve Amended Board Resolution 11-32.

Motion carried with the following vote:

Ave:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle and Mr. Grant

No:

None

Absent:

Mr. Venegas III

8. Board of Trustees' Self Evaluation and Discussion

At this time, the Trustees reviewed and discussed the self evaluation.

Opportunity for Public Comment (Closed Session - Items on Agenda)

There were no requests to address the Board during Public Comment.

10. Convene to Closed Session

The Board recessed to Closed Session at 4:52 to discuss the following items:

Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Positions: Chancellor, College President and Vice Chancellor

11. Reconvene to Open Session

The Board reconvened to Open Session at 6:13 p.m.

12. Report of Action from Closed Session (if any)

There was no report of action from Closed Session.

13. Adjournment

There being no further business, it was moved by Mr. Moreno and seconded by Ms. Hornbuckle to adjourn the meeting in the memory of the victims of the Seal Beach shooting and their families.

Motion carried with the following vote:

Ave:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle and Mr. Grant

No:

None

Absent:

Mr. Venegas III

The meeting was adjourned at 6:15 p.m.

Secretary of the Board of Trustees

^{*}The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.

	-		
		,	
<u> </u>			,

Regular Meeting/Study Session

Board of Trustees Coast Community College District

District Board Room

5:00 p.m. Closed Session, 6:30 p.m. Open Session

Wednesday, October 19, 2011

MINUTES*

A Regular Meeting/Study Session of the Board of Trustees of the Coast Community College District was held on October 19, 2011 in the Board Room at the District Office.

1. Call to Order

Board President Jerry Patterson called the meeting to order at 5:02 p.m.

2. Roll Call

Trustees Present:

Jerry Patterson, Jim Moreno, Lorraine Prinsky, Mary Hornbuckle

and David Grant. Student Trustee Joe Venegas III joined the

meeting at 6:30 p.m.

Trustees Absent:

None

3. Opportunity for Public Comment (Closed Session - Items on Agenda)

There were no requests to address the Board.

4. Recess to Closed Session

The Board recessed to Closed Session at 5:03 p.m. to discuss the following items:

 a) Public Employment Performance Evaluation (Pursuant to Government Code Section 54957)

Position: Secretary of the Board of Trustees

b) Conference with Legal Counsel: Existing Litigation (Pursuant to sub-section "a" of Government Code Section 54956.9)

Coast Community College Association vs. Coast Community College District PERB Case #LA-CE-5436-E

Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case No. 30-2011-00445563

FM & Sons, Inc. vs. Coast Community College District, Orange County Superior Court Case No. 30-2011-00451209

Janet Redding vs. Coastline Community College et al., Orange County Superior Court Case No. 30-2011-00479488

Coast Federation of Educators vs. Coast Community College District, Public Employment Relations Board Case No. LA-CE-5578-E

William Miles vs. Golden West College et al., Orange County Superior Court Case No. 30-2011-00504551

5. Reconvene Regular Meeting

The meeting was reconvened to Open Session at 6:38 p.m.

6. Pledge of Allegiance – Trustee Jerry Patterson

Trustee Jerry Patterson led the Pledge of Allegiance to the United States of America.

7. Report of Action from Closed Session

There was no action to be reported from Closed Session.

8. STUDY SESSION

The Study Session was opened by President Patterson at 6:42 p.m.

a) Ten Year Capital Improvement Program and Preliminary General Obligation Bond Information

Mr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided a report to the Board of Trustees regarding the Ten Year Capital Improvement Program and Preliminary General Obligation Bond Information.

b) Reasons for Using the Design/Build Option for the Delivery of Buildings to Community Colleges

A presentation was made to the Trustees regarding the Design/Build Option for the Delivery of Buildings to Community Colleges by Joe Grosshart and John Thornton of C. W. Driver, Kent Matranga of Bomel Construction, Greg Ellis and Nick Calarco of Control Air Corporation, and Dan Harris of Anderson Howard.

The Study Session was closed by President Patterson at 7:46 p.m.

9. Opportunity for Public Comment (Open Session-Items on Agenda)

There were no requests to address the Board during Public Comment.

10. Report to the Board of Trustees on the District's Ten Year Capital Improvement Needs

After discussion of the report on the District's Ten Year Capital Improvement Needs, on a motion by Mr. Grant and seconded by Mr. Venegas III, the Board voted to direct staff to take the following steps:

- Develop and issue a Request for Qualifications/Proposals to secure a bond financing team including bond Counsel, underwriter and financial advisor.
- Develop and issue a Request for Qualifications/Proposals to secure a strategist and polling consultant.
- Conduct a board workshop to further examine issues such as bond sizing/structuring, financing options, district needs and election timing.
- Develop a realistic budget requirement for dissemination of district information (non- advocacy) prior to the Board calling for an election.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None

Absent:

None

11. Authorization of Amendment to KOCE Intercreditor Agreement

On a motion by Ms. Hornbuckle and a second by Dr. Prinsky, the Board voted to accept the Amended Intercreditor Agreement and acknowledged the change in lending parties.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None

Absent:

None

12. Approval of Appointment of John Breihan as Acting Vice President of Student Services, Orange Coast College

On a motion by Mr. Moreno and seconded by Dr. Prinsky, the Board voted to approve the appointment of John Breihan as Acting Vice President of Student Services, Orange Coast College.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None

Absent:

None

13. Approval of Employment Agreement for John Breihan, Acting Vice President of Student Services, Orange Coast College

On a motion by Mr. Moreno and seconded by Dr. Prinsky, the Board voted to approve the Employment Agreement for John Breihan, Acting Vice President of Student Services, Orange Coast College.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No: None Absent: None

14. GWC - Approval of Non-Standard Agreement between Presto Sports and the Coast Community College District for Redesigning and Hosting the Athletic Website for Golden West College

On a motion by Ms. Hornbuckle and seconded by Mr. Venegas, the Board voted to approve the Non-Standard Agreement between Presto Sports and the Coast Community College District for Redesigning and Hosting the Athletic Website for Golden West College.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None

Absent:

None

15. Approval of Minutes

On a motion by Mr. Moreno and seconded by Ms. Hornbuckle, the Board voted to approve the Minutes of the Regular Meeting of October 5, 2011 as amended.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None

Absent:

None

16. Adjournment

There being no further business, on a motion by Mr. Moreno and seconded by Mr. Patterson, the Board voted to adjourn the meeting at 8:06 p.m. in memory of Steven P. Jobs.

Motion carried with the following vote:

Aye:

Mr. Patterson, Mr. Moreno, Dr. Prinsky, Ms. Hornbuckle, Mr. Grant and

Mr. Venegas III

No:

None '

Absent:

None

Secretary of the Board of Trustees	_

*The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.

Attachment 1

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q **CERTIFY QUARTERLY DATA**

District: (830) COAST

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q1) Sep 30, 2011

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name:

Andrew Dunn

Andrew Jones

10/19/2011

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Kim McCord

Title:

Admin Director, Fiscal Affairs

Telephone: 714-438-4654

Fax:

714-438-4874

E-Mail:

kallen@cccd.edu

California Community Colleges, Chancellor's Office 1102 Q Street Sacramento, California 95814-6511

Christine Atalig (916)327-5772 catalia@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

© 2007 State of California. All Rights Reserved.

,		
		_
		Þ
		, -

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q1) Sep 30, 2011

District: (830) COAST As of June 30 for the fiscal year specified

Line	Banadatia -	As of June 30 for the fiscal year specified				
•	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012	
Unrestric	ted General Fund Revenue, Expenditure and Fund Balance:					
Α.	Revenues:		****		** · · · · · · · · · · · · · · · · · ·	
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	190,567,016	186,702,880	189,510,650	178,000,000	
A.2	Other Financing Sources (Object 8900)	3,075	17,461	512,511	500,000	
A.3	Total Unrestricted Revenue (A.1 + A.2)	190,570,091	186,720,341	190,023,161	178,500,000	
В.	Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,053,827	185,988,908	178,547,034	182,000,000	
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,020,556	1,819,367	3,884,747	3,200,000	
B.3	Total Unrestricted Expenditures (B.1 + B.2)	193,074,383	187,808,275	182,431,781	185,200,000	
c.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,504,292	-1,087,934	7,591,380	-6,700,000	
D.	Fund Balance, Beginning	23,601,080	21,096,788	19,698,262	27,289,190	
D.1	Prior Year Adjustments + (-)	0	-310,592	-452	0	
D.2	Adjusted Fund Balance, Beginning (D + D.1)	23,601,080	20,786,196	19,697,810	27,289,190	
E.	Fund Balance, Ending (C. + D.2)	21,096,788	19,698,262	27,289,190	20,589,190	
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.9%	10.5%	15%	11.1%	

II. Annualized Attendance FTES:

	The state of the s				
	Amenatical ETEO (see task)	1			
٠ <u>٠</u> . ١	Annualized FTES (excluding apprentice and non-resident)	37,299	25 402		1
		37,239	36,103	35,186	33,200
*···	the state of the s	L	-		00,200

Total General Fund Cash Balance (Unrestricted and Restricted)		As of the s	pecified quarter e	nded for each fi	scal year
lotal G	General Fund Cash Balance (Unrestricted and Restricted)	2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		25,539,870	6,597,505	25,794,791
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	8,343,672	25,539,870	6,597,505	25,794,791

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
l <u>.</u>	Revenues:				
l.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	178,159,368	178,159,368	34,908,471	19.6%
1.2	Other Financing Sources (Object 8900)	500,000	500,000	125,000	25%
1.3	Total Unrestricted Revenue (l.1 + l.2)	178,659,368	178,659,368	35,033,471	19.6%
J.	Expenditures:				
J. 1	Unrestricted General Fund Expenditures (Objects 1000-6000)	182,179,157	182,414,276	30,636,892	16.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,257,276	3,257,276	134,375	4.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	185,436,433	185,671,552	30,771,267	16.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,777,065	-7,012,184	4,262,204	
L	Adjusted Fund Balance, Beginning	27,289,190	27,289,190	27,289,190	
L.1	Fund Balance, Ending (C. + L.2)	20,512,125	20,277,006	31,551,394	
М	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.1%	10.9%		· · · · · · · · · · · · · · · · · · ·



V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Manage		Academic Academic			Classified		
(Specify)			Permanent		Temporary			
YYYY-YY	Total Cost Increase	% *	Total Cost Increase	%*	Total Cost Increase	% *	Total Cost Increase	%*
a. SALARIES:					İ		1	79
Year 1: 2010-11								· · · · · · · · · · · · · · · · · · ·
Year 2: 2011-12							-	
Year 3:								
. BENEFITS:								
Year 1:							 	
Year 2:								
Year 3:		· ····································						

^{*} As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The classified staff settled both 2010-11 and 2011-12 with 0% salary increases. The management and permanent academic staff settled 2011-12 with 0% salary increase. The temporary academic staff have not settled any contracts.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?

YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

The district issued \$20 million in Lease-Revenue Bonds to compliment local bond funds and complete the Newport Beach Learning Center.

VII.Does the district have significant fiscal problems that must be addressed?

This year? NO Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District anticipates an additional \$6 million in new expense obligations emerging in the 2012-13 FY. If the mid-year cut triggers embedded in the 2011-12 State Budget are pulled that could impact our District by \$3 million. We would address this with one-time resources in the 2011-12 FY. This imbalance would re-emerge in the 2012-13 FY along with the expenses noted earlier resulting in a budgetary problem of approximately \$9 million.

Coast Community College District Financial Status Report

First Quarterly Report Fiscal Year 2011-2012

<u>Object</u>	Description	Beginning <u>Balance</u>	Year-to-Date Transactions	Ending <u>Balance</u>
9110	CASH IN COUNTY TREASURY	16,941,631	8,853,160	25,794,791
9120	CASH IN BANKS	789,336	318,372	1,107,708
9125	CASH COLLECTN AWAITG DEPOSIT	505,703	-495,183	10.520
9130	REVOLVING CASH FUND	241,141	-1,661	239,480
9150	INVESTMENTS	79	0	239,460 79
9160/9169	ACCOUNTS RECEIVABLE	23,650,670	-16,282,257	7,368,413
9170	DUE FROM OTHER FUNDS	540,356	-490,356	50,000
9220	PREPAID EXPENSES	415,877	-411,249	4,628
9230	PREPAID EXPENSE/MID-MONTH	0	761,654	761,654
	Total Assets	43,084,793	-7,747,520	35,337,273
<u>Object</u>	Description	Beginning <u>Balance</u>	Year-to-Date <u>Transactions</u>	Ending <u>Balance</u>
9510	ACCOUNTS PAYABLE	923,939	-760,881	163,058
9511	MISC ACCRUALS YR-END	6,369,234	-6,365,036	4,198
9514	ACCRUED PAYROLL PAYABLES	156,362	-156,362	4,170
9519	ACCTS PAYABLE ACCRUALS	10,354	31,290	41,644
9520	DUE TO OTHER FUNDS	1,646,677	-1,646,677	0
9540	DEFERRED INCOME	5,920,638	-5,853,658	66,980
9550	SUMMER PAY WITHHELD	25,443	-22,630	2,813
9552	CALIF USE TAX PAYABLE	1,499	-948	551
9555	CA NON-RESIDENT W/H PAYABLE	0	0	0
9571	ACCRUED VACATION	741,457	0	741,457
	Total Liabilities	15,795,603	-14,774,902	1,020,701
				-,,- +2

<u>Object</u>	Description	Beginning <u>Balance</u>	Year-to-Date Transactions	Ending <u>Balance</u>
9711 9712 9713 9714	NON-DESIGNATED FUND BALANCE YEAR END APPROPRIATIONS ACCOUNTS RECEIVABLE ADJUSTMTS ACCOUNTS PAYABLE ADJUSTMENTS	27,289,190 0 0 0	0 0 0 0	27,289,190 0 0 0
		27,289,190	0	27,289,190
9910 9918 9919	Fund Balance as of July 1, 2011 Plus Total Revenues Less Total Expenditures Plus Suspense Clearing Less Suspense A Payroll Less Suspense B Payroll Fund Balance as of September 30, 2011			27,289,190 41,900,366 34,872,984 0 0 0 34,316,572

.

<u>Object</u>	<u>Description</u>	Adjusted <u>Budget</u>	Actual
8120	HIGHER EDUCATION ACT	2,186,840	41,034
8130	WORKFORCE INVESTMENT ACT	4,644,493	18,122
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	115,083	0
8170	VOC&APPLIED TECH EDUCATION ACT	1,602,845	0
81 9 9	OTHER FEDERAL REVENUE	512,957	0
Sub Total	8100 FEDERAL REVENUE	9,062,218	59,156
8612	STATE GENERAL APPORTIONMENT	55,800,000	12,126,615
8619	OTHER GENERAL APPORTIONMENTS	927,184	269,219
8622	EXTENDED OPPORTUNITY PROG &SVS	2,042,400	543,278
8623	DISABLED STUDENTS PROGRAMS&SVS	1,461,693	409,274
8624	CALWORKS	371,091	103,905
8625	TELE TECH INFRASTRUCTURE PROG TTIP	35,088	35,088
8629	OTHER CATEGORICAL APPORTIONMT	7,598,189	3,034,352
8659	OTHER CATEGORICAL PROGRAMS	482,561	63,815
8672	HOMEOWNERS PROPERTY TAX RELIEF	700,000	. 0
8681	STATE LOTTERY PROCEEDS	4,919,101	472,601
8682	STATE MANDATED COSTS	0	0
Sub Total	8600 STATE REVENUE	74,337,307	17,058,147
8811	DISTRICT TAXES - SECURED ROLL	78,900,000	0
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	1,000,000	200,481
8813	DISTRICT TAXES-UNSECURED ROLL	3,000,000	2,461,243
8816	DISTRICT TAXES-PRIOR YEAR	4,000,000	1,838,522
8817	EDU REVENUE AUGUMENTATION FUND	0	783,660
8818	REDEVELOPMENT PROPERTY TAXES	400,000	156,594
8831	CONTRACT INSTRUCTION	30,000	3,817,823
8840	SALES	100,000	7,341
8850	RENTALS	2,094,500	246,057
8861	INTEREST & INVESTMENT INCOME	250,000	31,023
8871	CHILD DEVELOPMENT SERVICES	480,000	37,670
8874	ENROLLMENT FEES	16,200,000	7,888,271

			Adjusted	
Object_	<u>Description</u>		Budget	<u>Actual</u>
8876	HEALTH FEES		1,780,887	1,460,821
8877	INSTRUCT MATERIAL F	EES	745,606	272,451
8879	STUDENT RECORDS		200,000	•
8880	NON RESIDENT TUITION	1	7,585,000	50,734
8881	PARKING FEES		1,846,452	4,263,930
8889	OTHER STUDENT FEES		• •	293,541
8892	TELECOURSE REVENUE		41,000	270,438
8893	PARKING FINES		400,000	0
8899	OTHER LOCAL INCOME		692,684	128,852
Sub Total		LOCAL PROPERTY	2,298,175	448,611
Sun Youxi	8800	LOCAL REVENUE	122,044,304	24,658,063
8912	SURPLUS PROPERTY SA	LES	500,000	125 000
8914	GAIN ON SALE OF ASSE	STS	0	125,000
8981	INTERFUND TRANSFERS	3	Ŏ	0
Sub Total	8900	OTHER FINANCING SOURCES	500,000	125,000
		TOTAL REVENUE	205,943,829	41,900,366

<u>Object</u>	Description	Adjusted <u>Budget</u>	<u>Actual</u>
1100 1200 1300 1400	INSTRUCTORS REG CONTRACT NON-INSTRUCTNL REG CONTRACT INSTRUCTORS HOURLY NON-INSTRUCTNL HOURLY	34,955,140 13,776,244 21,064,787 	6,646,030 3,082,497 2,836,118 318,199
2100 2200 2300 2400 Sub Total	NON-INSTR CLASSIF REG CONTRACT INSTR CLASSIF REG CONTRACT NON-INSTRUCTIONAL, HOURLY INSTRUCTIONAL HOURLY 2000 CLASSIFIED SALARIES	72,445,948 41,575,431 3,276,619 4,416,699 835,023 50,103,772	12,882,844 6,786,501 471,821 613,275 75,618 7,947,215
3000 3100 3200 3300 3400 3500 3600 3700 3900	EMPLOYEE BENEFITS STRS-STATE TEACHERS RETIREMENT PERS-PUBLIC EMPLOYEES RETIREMENT OASDI-OLD AGE/SURVIVORS/DISABILTY INS HEALTH & WELFARE BENEFITS STATE UNEMPLOYMENT INS WORKERS COMPENSATION INS LOCAL RETIREMENT SYSTEM OTHER BENEFITS	3,336,454 3,646,436 5,080,647 4,167,383 18,672,976 1,465,673 1,549,195 11,368,400	0 477,830 842,872 782,111 2,613,566 -103,712 353,011 2,273,680 0
Sub Total	3000 STAFF BENEFITS	49,287,164	7,239,358

Object		Description	Adjusted	
		<u>Description</u>	<u>Budget</u>	<u>Actual</u>
4200	OTHER B	OOKS	16,196	200
4300	INSTRUC	TINL SUPPLIES	4,433,830	809
4400	MEDIA SI		44,168	486,905
4600	FUEL, OII	L & REPAIR PARTS	414,473	4,034
4900	OTHER S		414,475	64,891
Sub Total	4000	BOOKS, SUPPLIES & MATERIALS	4,908,667	0
			4,508,007	556,639
5000	INDIRECT	T EXPENSE CHARGEBACK	205.047	
5100		AL AND CONSULTANT SERVICES	295,047	19,003
5200		AND CONFERENCES	354,389	93,404
5300		D MEMBERSHIP	669,817	44,223
5400	INSURAN		337,134	124,791
5500	UTILITIES		1,537,851	1,349,964
5600			4,963,427	974,217
5700	RENT, LEASES AND REPAIRS		6,897,062	1,675,755
5800	LEGAL, ELECTION AND AUDIT EXPENSES OTHER OPERATING EXPENSES AND SERVICES		1,555,768	360,215
5900	OTHER	FERMING EXPENSES AND SERVICES	6,619,970	988,498
Sub Total	5000	COLUMN A CIT CHAPT HOUSE CARD A MANUAL WATER TO BE	2,064,116	0
San Yorat	2000	CONTRACT SERVICES, OPERATING EXPENSES	25,294,581	5,630,070
6100	SITE IMPI	ROVEMENTS	22,000	0
6200	BUILDING	G IMPROVEMENTS	36,420	3,904
6300	BOOKS (N	NEW)	90,734	10,558
6400		NT AND LEASE PURCHASE	3,149,920	•
Sub Total	6000	CAPITAL OUTLAY	3,299,074	294,102
			3,477,074	308,564
7300	INTERFUI	ND TRANSFER OUT	3,284,376	97,813
7500	STUDENT	FINANCIAL AID	95,602	36,562
7600	OTHER PA	AYMENTS TO OR FOR STUDENTS	979,553	173,919
7900		FOR CONTINGENCIES (BUDGET ONLY)	23,534,282	173,919
Sub Total	7000	OTHER OUTGO & RESERVES	27,893,813	
			27,073,013	308,294
		TOTAL EXPENDITURES	233,233,019	34,872,984
				

		·	
			ę.
			₹ • •

Coast Community College District BOARD POLICY

Chapter 3
Educational Programs and Student Relationships

BP 5030 Student Fees and Charges Policy

The Coast Community College District Board of Trustees shall levy fees in accordance with provisions of the Education Code and the California Code of Regulations, Title 5. The fee amounts are as prescribed in the Coast Community College District Fee Schedule.

Education Code Section 72289-76300, 76395

Fees Collected at Time of Enrollment

Enrollment Fee - Each student, except for those noted below, enrolling in a credit course will be charged an enrollment fee as prescribed in the Education Code Section 72252 76300 and pursuant to the California Code of Regulations, Title 5 Sections 58500-58506 58503. The Enrollment Fee requirement shall be defrayed for any student who, at the time of enrollment, is a recipient of benefits under the Aid to Families with Dependent Children Program, the Supplementary Security Income/State Supplementary Program, a general assistance program, or is a current high school student.

The fee per unit per semester or summer session shall be that amount established by legislation.

Non-Resident Tuition Fee - Students who are determined to be non-residents of California for community college attendance purposes, according to District policy for student residence classification, are required to pay non-resident tuition as established by the Board of Trustees according to Section 76140 of the California Education Code.

Education Code Section 76140

The fee is established by the Coast Community College District Board of Trustees in accordance with Education Code Section provision 76140 no later than February 1 of each year for the succeeding year.

Course/Instructional Materials Fee - In accordance with regulations of the Board of Governors of the California Community Colleges, Education Code, Section 76365, California Code of Regulations, Title 5, Sections Section 59400, 59408, the Coast Community College District shall provide instructional materials free of charge to students instructional materials except for the following which the student shall purchase from the District at the Districts cost.

Required Instructional Materials. Materials required to complete the objectives of credit and noncredit courses, and that are tangible property of continuing value outside the classroom which the student will retain as his or her own property. The District shall have the discretion either to charge or not to charge a fee for instructional materials of the types indicated above. Such fees will cover actual District costs.

Optional fees are established by the Board of Trustees once for each fall semester and once for each spring semester. Individual course fees are contained in a separate listing.

Parking Fee - Students utilizing the parking lots at Orange Coast, Golden West, and Coastline Colleges must obtain a parking permit at a cost specified by the Board of Trustees as reflected in the fee schedule. Parking fees for Golden West and Orange Coast Colleges are \$30 per each semester, fall and spring, and \$15 per summer session. Per section 76360 of the Education Code, students receiving a Board of Governor's Fee Waiver (BOGWF) will be charged no more than \$20 per semester. Parking fees for Coastline Community College are \$1015 per each semester, fall and spring, and \$57 per summer session. The fee for summer session will be one-half of that charged for a full semester at Orange Coast and Golden West Colleges. The fee for summer session will be three-fifths of that charged for a full semester at Coastline College.

Education Code Section 72247 76360c

Auditing Fee - The Coast Community College District, pursuant to Education Code Section 72252.3 76370, permits limited auditing when in the opinion of the College President or his/her designee a student may be adversely affected due to circumstances beyond the student's control or that a program of the college will benefit from the attendance of the student. No student auditing a course shall be permitted to change his/her enrollment status in that course to receive credit for the course. Priority in class enrollment shall be given to students desiring to take the course for credit. Classroom attendance of students auditing a course shall not be included in computing the apportionment due the District.

Education Code Section 72252.3 76370

A \$15 fee per unit per semester including short term and summer classes. Students auditing courses are prohibited from changing their enrollment to credit status. Students enrolled for credit in ten or more semester units may audit an additional three or fewer units without paying this fee.

Health Services Fee - Each student enrolling in one or more courses at Coastline, Golden West or Orange Coast Colleges shall be charged a fee in accordance with Education Code Section 76355 for health supervision and services including the operation of student health centers.

In accordance with Education Code Section 76355, the following category of students shall be exempt from the Health Services fee:

- 1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- 2) Students enrolled in an approved apprenticeship training program.
- 3) Students enrolled only in courses of two weeks or less duration.

- 4) Students enrolled only in non-credit courses.
- 5) Students enrolled only in study abroad programs or non-credit courses.
- 6) Students who are incarcerated

Education Code Section 72246

Health Services Fee - Health Services fees for Golden West, Coast Community College and Orange Coast College shall be established each academic year based on the previous year plus the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Service, which is not to exceed \$1.

Other Fees

Student Records Fee (Transcripts/Verifications) Transcript and Verification Fee— A transcript and/or verification fee not to exceed the actual cost of furnishing the transcript or the verification will be charged except that each student shall be entitled to two free copies of his or her college transcript or two free verifications or combination thereof.

Education Code Section 76223

The first two copies of a transcript and/or verification ever requested shall be produced free of charge to the student. For subsequent requests the charge will be \$3 per copy. An additional fee of \$5 will be charged for special handling/expedited processing (optional).

Community Services Charges - A charge for community services offerings will be assessed to each person for services received.

Education Code Section 78305 78300

Charges are established per event at the time of the Board of Trustee's approval.

International Student Application Fee - An application fee will be charged to international students to help offset the staff time involved to process all documents, prepare and issue the I-20 form.

In accordance with Education Code Section 76142 a fee of \$30 shall be charged to international students for application processing.

Photo I.D. - Photo I.D. - Each student enrolling at Golden West College and Orange Coast College will be charged a one-time \$2.50 material fee for a bar code and magnetic strip photo I.D. card. A charge of \$2.50 will be assessed for replacement cards.

Voluntary Payments -The Chancellor is authorized to develop a schedule of voluntary charges (non-mandatory assessments) for goods and services which the student may or may not choose to receive. Voluntary charges may include, but are not necessarily limited to, College Services charge; prior learning assessment services; Cosmetology Services charges (GWC); assessments for duplicate Continuing Education Certificates; assessments for duplicate copies of student programs; assessments for Gold Key cards; assessments for library cards; assessments for locker contents removal/storage; assessments for lost student identification

cards; assessments for placement services; and, assessments for towel usage. <u>Voluntary payments shall reasonably approximate the cost of the goods or services and shall be posted where goods and services are available or shall be published in appropriate college publications.</u>

GWC Criminal Justice Training Center - A fee of \$20 shall be charged to students requesting duplicate program certificates.

Education Section 72233, 72230

Adopted January 28, 1987
Revised May 7, 1997
Revised July 21, 2004
Revised January 18, 2006
Replaces CCCD Policy 030-1-3, Fall 2010
Revised November 2, 2011

Coast Community College District BOARD POLICY

Chapter 3
Educational Programs and Student Relationships

BP 5032 District Fee Schedule

Fees Collected at Time of Enrollment

Enrollment Fee - The fee per unit per semester or summer session shall be that amount established by legislation.

Non-Resident Tuition Fee - The fee is established by the Coast Community College District Board of Trustees in accordance with Education Code Section provision 76140 no later than February 1 of each year for the succeeding year. The fee for 2001-02 shall be \$134 + \$8 for capital outlay. [Board date 01/17/01]

Instructional Material Fee - Optional to student. Fees are established by the Board of Trustees once for each fall semester and once for each spring semester. Individual course fees are contained in a separate listing.

Parking Fee - Parking fees for Golden West and Orange Coast Colleges are \$20_30 per each semester, fall and spring, and \$10_15 per summer session. Per section 76360 of the Education Code, students receiving a Board of Governor's Fee Waiver (BOGFW) will be charged no more than \$20 per semester. Parking fees for Coastline Community College are \$10_15 per each semester, fall and spring, and \$5.007 per summer session.

Auditing Fee - A \$15 fee per unit per semester including short term and summer classes. Students auditing courses are prohibited from changing their enrollment to credit status. Students enrolled for credit in ten or more semester units may audit an additional three or fewer units without paying this fee. in classes to receive credit for six or more semester units shall not be charged a fee to audit three or fewer units; however, they will be charged for units in excess of three at the rate of \$15 per unit.

Health Services Fee - Health Services fees for Golden West, Coastline Community College and Orange Coast College shall be established each academic year based on the previous year plus the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Service, which is not to exceed \$1. are \$16 per semester fall and spring and \$13 for all or any portion of the summer session or intersessions for Golden West and Orange Coast Colleges. (These fees became effective in Fall 2008.) Health Services fees are \$7.00 for Coastline Community College. (This fee became effective in Fall 1997.)

Other Fees

Student Records Fee (Transcript/s and Verifications Fee- The first two copies of a transcript and/or verification ever requested shall be produced free of charge to the student. For subsequent requests the charge will be \$5 per copy. An additional fee of \$5 will be charged for special handling/expedited processing (optional). For each copy of his or her transcript or for

each-student records verification in excess of the first two, the charge-will-be-\$3. An additional fee of \$5 will be charged for special handling.

Community Services Charges - Charges are established per event at the time of the Board of Trustee's approval.

International Student Application Fee - In accordance with Education Code Section 76142 A a fee of \$30 shall be charged to international students for application processing. (This fee became effective in Spring 1992.)

GWC Criminal Justice Training Center - A fee of \$20 shall be charged to students requesting duplicate program certificates. -(This fee will become effective in Fall-2001.)

Voluntary Payments - Voluntary payments shall reasonably approximate the cost of the goods or services and shall be posted where goods or services are available or shall be published in appropriate college publications.

Adopted January 28, 1987 Revised July 18, 2001 Revised November 21, 2001 Revised June 16, 2004 Revised December 14, 2005 Revised June 18, 2008 Replaces CCCD Policy 030-1-5 Revised November 2, 2011



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 11-12

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

AB 114 RESTORATION/FT&C CHANGE

DATE: July 01, 2011

CONTRACT NUMBER: CCTR-1179

PROGRAM TYPE: GENERAL CHILD CARE &

DEV PROGRAMS

PROJECT NUMBER: 30-6663-00-1

CONTRACTOR'S NAME: COAST COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2011 designated as number CCTR-1179 and , shall be amended in the following particulars but no others:

The 2011-12 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2011-12 amended FT&C Language (Attachment A) which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$193,239.00 and inserting \$203,306.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$34.38. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 5,621.0 and inserting 913.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 229. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE	STATE OF CALIFORNIA			CONTRACTOR		
Y (AUTHORIZED SIGNATURE)			BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager				D TITLE OF PERSON SIG	NING	
TITLE Contracts, Purchasing 8	Conference Services	<u> </u>	ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 10,067	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Program (OPTIONAL USE)		FUND TITLE		Department of General Services uso only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 193,239	See Attached See Attached	CHAPTER	STATUTE	FISCAL YEAR		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 203,306	OBJECT OF EXPENDITURE (CODE AND TO	OBJECT OF EXPENDITURE (CODE AND TITLE)				
Thereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		e period and	T.B.A. NO	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE			

			ti .
			_
			. *
		•	

CONTRACTOR'S NAME: COAST COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-1179

Amendment 01

AMOUNT ENCUM \$	BERED BY THIS DOCUMENT O	PROGRAWCATEGORY (CODE A) Child Development Pi			FUND TITLE Federal	
PRIOR AMOUNT I	ENCUMBERED 45,012	(OPTIONAL USE)0656 13609-6663	FC# 93.596		PC# 000321	
TOTAL AMOUNT I	ENCUMBERED TO DATE 45,012	тем 30.10.020.001 6110-194-0890	· · · · · · · · · · · · · · · · · · ·	CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
		OBJECT OF EXPENDITURE (COD 702 SA	E AND TITLE) CS: Res-5025 Rev-	8290		

AMOUNT E	NCUMBERED BY THIS DOCUMENT 0	PROGRAM/CATEGORY (CODE AN Child Development Pi		FUND TITLE Federal		
PRIOR AMO	DUNT ENCUMBERED 24,778	(OPTIONAL USE)0656 15136-6663	FC# 93.575		PC# 000324	
TOTAL AMO	OUNT ENCUMBERED TO DATE 24,778	ITEM 30.10.020.001 6110-194-0890		CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290						

AMOUNT :	ENCUMBERED BY THIS DOCUMENT 10,067	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General	
PRIOR AN	MOUNT ENCUMBERED 123,449	(OPTIONAL USE) 0656 23254-6663			
TOTAL AN	MOUNT ENCUMBERED TO DATE 133,516	ITEM 30.10.020.001 6110-194-0001	CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
d Survail		OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and	T.B.A. NO.	BRNO
purpose of the expenditure stated above.		<u> </u>
SIGNATURE OF ACCOUNTING OFFICER	DATE	'

	,	
		Λ.

CHILD CARE AND DEVELOPMENT 2011-12 LANGUAGE CHANGES TO THE FUNDING TERMS AND CONDITIONS (FT&C)

These changes apply to the FT&C for the following contract type: CCTR

Note: The page numbers cited may be a few pages off.

Amend Section I., DEFINITIONS as follows (p.5 & 6)

"Child care and development programs" means those programs that offer a full range of services for children from infancy to 13 years of age for any part of the day, by a public or private agency, in centers and family child care homes. These programs include, but are not limited to, all of the following:

- (1) General child care and development.
- (2) Migrant child care and development.
- (3) Child care provided by the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of Division 4 of Title 2).
- (4) California state preschool program.
- (5) Resource and referral.
- (6) Child care and development services for children with exceptional needs.
- (7) Family child care home education network.
- (8) Alternative payment.
- (9) Schoolage community child care.

"Child care and development programs" means those programs that offer a full range of services for any part of a day, by a public or private agency, in centers and family child care homes to children from infancy to 10 years of age or younger, children with exceptional needs to age 21, children 12 years of age or younger who are homeless, receiving child protective services or identified as at risk of abuse, neglect, or exploitation, children requiring at least one hour of care during non-traditional hours. Contractors shall only expend funds to provide services to those 11 and 12 year olds that meet the exceptions, unless the department determines and notifies contractors that funding is available. These programs include, but are not limited to, all of the following:

- 1. General child care and development.
- 2. Migrant child-care and development.

- 3. Child care provided by the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of Division 4 of Title 2).
- 4. California state preschool program.
- 5. Resource and referral.
- 6. Child care and development services for children with exceptional needs.
- 7. Family child care home education network.
- 8. Alternative payment.
- 9. School age community child care.

Amend Section I.A, Eligibility and Need Criteria and Documentation as follows: (p.51):

Children who have reached their eleven (11th) thirteen (13th) birthday are ineligible for subsidized services except those children with exceptional needs and severely disabled children may be served to age twenty-one (21). Children with exceptional needs shall also meet the criteria for that age group specified in *EC* Section 56026 and California *Code of Regulations*, *5CCR*, sections 3030 and 3031. listed below as described in Section 1, Definitions:

- 1. Children-with exceptional needs and severely disabled child may be served to age twenty one (21).
- 2. Children receiving child protective services, identified as at risk or abuse, neglect or exploitation, or homeless may be served to age thirteen (13).
- Children who require at least one hour of shild care services during nontraditional hours may be served to age thirteen (13).

Contractors shall only expend funds to provide ser-vices to 11 and 12 year olds, with the exceptions noted above, when the Department determines and notifies contractors that funding is available.

Amend Section 1.P, Eligibility and Need Criteria and Documentation, Documentation of the Child's Exceptional Needs as follows (p.67):

If the contractor is claiming adjustment factors pursuant to *Education Code* Section 8265.5(b)(4) or (b)(5), the child with exceptional needs is thirteen eleven (13 11) through twenty-one (21) years of age, or the contractor is operating a program pursuant to *Education Code* Section 8250(d). The documentation of exceptional needs shall include:

- A copy of the portion of the active individual family service plan (IFSP) or the individualized education program (IEP) that includes the information as specified in EC Section 56026 and 5CCR sections 3030 and 3031; and
- A statement signed by a legally qualified professional that:

- a. The child requires the special attention of adults in a child care setting; and
- b. Includes the name, address, license number, and telephone number of the legally qualified professional who is rendering the opinion

Amend Section X.A, Due Process Requirements, Notice of Action, Application for Services; Notice of Approval or Denial as follows: (p 82 & 83)

A. Notice of Action, Application for Services; Notice of Approval or Denial (EC 8261 and 8263; 5CCR 18094 and 18118)

The contractor's decision to approve or deny services shall be communicated to the applicant by mailing or delivering a completed written statement referred to as a Notice of Action, Application for Services within thirty (30) calendar days from the date the application is signed by the parent(s). The Notice of Action, Application for Services shall include:

- 1. The applicant's name and address
- 2. The contractor's name and address
- 3. The name and telephone number of the contractor's authorized representative who made the decision
- 4. The date of the notice
- 5. The method of distribution of the notice

If services are approved, the notice shall also contain:

- 1. Basis of eligibility
- 2. Daily/hourly fee, if applicable
- 3. Duration of the eligibility
- 4. Names of children approved to receive services
- 5. Hours of service approved for each day

If the services are denied, the notice shall contain:

- 1. The basis of denial
- Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision in accordance with procedures specified in sections X.D and X.E below
- 3. If termination is due to a child-reaching his 11th birthday, the contractor shall:
 - a. Information to parents that their child can receive first priority for enrollment in an Afterschool Education and Safety (ASES) program or 21st Century Community Learning Centers at the child's school of attendance,

- and may be able to receive services in a program located at another school in the district. If programs are full, these children will be given first priority on the waiting list for these programs.
- b. A statement advising parent(s) that in order to receive first priority for services, a copy of the NOA must be provided to the ASES or 21st Century program at the time of enrollment.



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 11 - 12

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

AB 114 RESTORATION/FT&C CHANGE

DATE: July 01, 2011

CONTRACT NUMBER: CSPP-1338
PROGRAM TYPE: CALIFORNIA STATE

PRESCHOOL PROGRAM

PROJECT NUMBER: 30-6663-00-1

CONTRACTOR'S NAME: COAST COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2011 designated as number CSPP-1338 and , shall be amended in the following particulars but no others:

The 2011-12 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2011-12 amended FT&C Language (Attachment A) which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$131,334.00 and inserting \$135,233.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$34.38. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 3,820.0 and inserting ~ 933.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 229. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA			CONTRACTOR		
BY (AUTHORIZED SIGNATURE) PRINTED NAME OF PERSON SIGNING Margie Burke, Manager			BY (AUTHORIZED SIGNATURE) PRINTED NAME AND TITLE OF PERSON SIGNING		
Contracts, Purchasing 8	Conference Services		ADDRESS		
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 3,899 PRIOR AMOUNT ENCUMBERED FOR	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Program (OPTIONAL USE) See Attached	•	FUND TITLE		Department of General Services use only
this contract \$ 131,334	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 135,233	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal kno purpose of the expenditure stated above.	Wiedge that budgeted funds are available for the	e period and	T.B A. NO.	B.R NO	
SIGNATURE OF ACCOUNTING OFFICE See Attached	R		DATE		

		2
		,
		en e
		٠.

CONTRACTOR'S NAME: COAST COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-1338

Amendment 01

AMOUNT ENCUMB \$	ERED BY THIS DOCUMENT O	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs			FUND TITLE Federal	
PRIOR AMOUNT E	NCUMBERED 29,940	(OPTIONAL USE)0656 13609-6663	FC# 93.596	······	PC# 000321	
	NCUMBERED TO DATE 29,940	ITEM 30.10.020.001 6110-194-0890	•	CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
		OBJECT OF EXPENDITURE (COD 702 SAI	e and title) CS: Res-5025 Rev-	8290		

AMOUNT ENCUMBERED BY		PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Federal		
PRIOR AMOUNT ENCUMBER \$ 16,482	1.	TIONAL USE)0656 5136-6663	FC# 93.575		PC# 000324	
TOTAL AMOUNT ENCUMBER \$ 16,482	/	30.10.020.001 110-194-0890		CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
	1 7 1 94 15 70 70 71 17 17 17	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT E	ENCUMBERED BY THIS DOCUMENT 3,899	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General	
PRIOR AM	OUNT ENCUMBERED	(OPTIONAL USE)0656			· · · · · · · · · · · · · · · · · · ·
\$	84,912	23254-6663			
TOTAL AM	OUNT ENCUMBERED TO DATE 88,811	ITEM 30.10.020.001 6110-194-0001	CHAPTER 33	STATUTE 2011	FISCAL YEAR 2011-2012
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and	T.B.A. NO	BR NO
purpose of the expenditure stated above.		
SIGNATURE OF ACCOUNTING OFFICER	DATE	·

·		
		•
		esta de la companya d
		*

CHILD CARE AND DEVELOPMENT 2011–12 LANGUAGE CHANGES TO THE FUNDING TERMS AND CONDITIONS (FT&C)

These changes apply to the FT&C for the following contract type: CSPP

Note: The page numbers cited may be a few pages off.

Amend Section I., DEFINITIONS as follows (p.4)

"Child care and development programs" means those programs that offer a full range of services for children from infancy to 13 years of age for any part of the day, by a public or private agency, in centers and family child care homes. These programs include, but are not limited to, all of the following:

- General child care and development.
- (2) Migrant child care and development.
- (3) Child care provided by the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of Division 4 of Title 2).
- (4) California state preschool program.
- (5) Resource and referral.
- (6) Child care and development services for children with exceptional needs.
- (7) Family child care home education network.
- (8) Alternative payment.
- (9) Schoolage community child care.

"Child care and development programs" means those programs that offer a full range of services for any part of a day, by a public or private agency, in centers and family child care homes to children from infancy to 10 years of age or younger, children with exceptional needs to age 21, children 12 years of age or younger who are homeless, receiving child protective services or identified as at risk of abuse, neglect, or exploitation, children requiring at least one hour of care during non traditional hours. Contractors shall only expend funds to provide services to those 11 and 12 year olds that meet the exceptions, unless the department determines and notifies contractors that funding is available. These programs include, but are not limited to, all of the following:

- 1. General child-care and development.
- 2. Migrant child care and development.

- 3. Child care provided by the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of Division 4 of Title 2).
- 4. California state preschool program.
- 5. Resource and referral.
- Child care and development services for children with exceptional needs.
- 7. Family child care home education network.
- 8. Alternative payment.
- 9. School age community child care.

Amend Section 1.P, Eligibility and Need Criteria and Documentation, Documentation of the Child's Exceptional Needs as follows (p.67):

If the contractor is claiming adjustment factors pursuant to *Education Code* Section 8265.5(b)(4) or (b)(5), the child with exceptional needs is thirteen eleven (13 44) through twenty-one (21) years of age, or the contractor is operating a program pursuant to *Education Code* Section 8250(d). The documentation of exceptional needs shall include:

- A copy of the portion of the active individual family service plan (IFSP) or the individualized education program (IEP) that includes the information as specified in EC Section 56026 and 5CCR sections 3030 and 3031; and
- 2. A statement signed by a legally qualified professional that:
 - a. The child requires the special attention of adults in a child care setting; and
 - b. Includes the name, address, license number, and telephone number of the legally qualified professional who is rendering the opinion

COAST COMMUNITY COLLEGE DISTRICT INTERIM EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT

- 1. <u>Parties.</u> The Coast Community College District ("District") and <u>Sallie Ann Salinas-Rumps</u> ("Administrator") hereby enter into this Interim Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
- 2. <u>Position</u>. The District hereby employs Administrator as Interim <u>Administrative</u> <u>Director</u>, <u>Workforce & Economic Development</u>.
- 3. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.
- 4. <u>Duties and Responsibilities.</u> Administrator agrees to perform the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the Chancellor or the Board of Trustees.
- 5. <u>Term.</u> District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing on <u>11/20/11</u>, and ending on the day prior to the commencement of employment of the successor to this position, or on <u>6/30/12</u>, whichever is earlier. This Agreement is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*.
- 6. Salary. Administrator shall be placed on the Academic Management Salary Schedule, step <u>04</u>, range <u>32</u> (\$9,339.67/month).
- 7. Health and Welfare Benefits. District shall provide Administrator with all health and welfare benefits that are granted to other District administrators.
- 8. Expenses. District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.
- 9. Evaluation. Administrator shall be evaluated during the term of this Agreement, following procedures determined by the Chancellor and the Board of Trustees.
- 10. <u>Termination of Agreement</u>. The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.
- 11. **Prior Position.** If Administrator was employed by the District immediately prior to the commencement of this Agreement, then Administrator shall return to the prior position, upon termination or expiration of this Agreement.
- 12. **Savings Clause.** If any provision of this Agreement is held to be contrary to law, all other provisions shall continue to remain in full force and effect.

14. Amendment. This Agreement may be modified or superseded only by a written amendment executed by both Parties. The Parties have duly executed this Agreement on the dates indicated below.			
Date			
Date			
	Date		

Amendment to Agreement

between

Coast Community College District

and

Worth Publishers

re

Child Development: Stepping Stones

This is an amendment to an Agreement ("Agreement") between Coast Community College District ("Coast") and Worth Publishers ("Publisher") executed by Coast on April 18, 2001, with respect to a telecourse entitled *Child Development: Stepping Stones* ("Project Telecourse").

WHEREAS, pursuant to the Agreement, Coast has granted Publisher the right to publish and sell a student guide ("Telecourse Student Guide") to accompany the Project Telecourse, and Publisher has agreed to pay certain royalties thereon:

WHEREAS, Publisher wishes to publish the Fourth Edition of the Telecourse Student Guide, presently entitled *Telecourse Student Guide for Child Development: Stepping Stones* to accompany *The Developing Person through Childhood and Adolescence*. The Publisher and Coast wish to have Coast prepare the necessary revisions for the Fourth Edition under the same terms and conditions applicable to the Telecourse Student Guide under the Agreement which will correspond to the Ninth Edition of the text, presently entitled, *The Developing Person Through Childhood and Adolescence*, by Kathleen Stassen Berger;

NOW, THEREFORE, in accordance with Paragraph 2 of the Agreement, it is mutually understood and agreed as follows with respect to the Fourth Edition:

- Coast hereby grants to Publisher the right to print, publish, and sell the Fourth Edition under the same terms and conditions applicable to the Third Edition Telecourse Student Guide pursuant to the Agreement.
- 2. Coast shall deliver to Publisher on or before January 31, 2012 camera-ready mechanicals for the Fourth Edition, satisfactory to Publisher in content, accuracy, and form, and suitable for a book of approximately 400 pages in length, provided the Publisher delivers all final page proofs or finished textbook to Coast by October 17, 2011.
- 3. Publisher shall pay to Coast the sum of \$4,000.00 as a grant for revision to accommodate the new edition of *The Developing Person Through Childhood and Adolescence*, by Kathleen Stassen Berger, payable as follows:
 - (a) \$2,000.00 upon Coast's written request after execution of this Amendment; and
 - (b) \$2,000.00 upon Coast's written request after Publisher's acceptance of the complete and satisfactory camera-ready mechanicals.
- 4. Pursuant to the terms of Section 9 of the Agreement, the copyright for the Fourth Edition, entitled *Course Student Guide for Child Development: Stepping Stones* shall be registered to Coast Community College District.

The warranties and indemnities expressed in Paragraphs 10 and 14 of the Agreement 5. shall be extended to include any new material added by Coast to the Fourth Edition. All notices to Coast are to be sent to: Dan Jones, Executive Dean of Instructional Systems Development, Coast Learning Systems, 11460 Warner Avenue, Fountain Valley, CA 92708-2597, and President, Board of Trustees, Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA 92626. 7. All notices to Publisher are to be sent to: Catherine Woods Worth Publishers 41 Madison Avenue New York, NY 10010-2022 **EXCEPT TO THE EXTENT OF THE FOREGOING**, all of the terms and conditions of the Agreement remain unchanged. IN WITNESS WHEREOF, the parties hereto have signed this Amendment to be effective as of execution and approval. AGREED: Coast Community College District: Worth Publishers By _____ President, Publisher Board of Trustees With Notification to: Executive Dean, Acquisitions Editor Instructional Systems Development Worth Publishers 11460 Warner Avenue 41 Madison Avenue Fountain Valley, CA 92708-2597 New York, NY 10010-2022 President, Board of Trustees Coast Community College District 1370 Adams Avenue Costa Mesa, CA 92626

APPROVED AS TO FORM

District General Counsel



HUMPHREY'S HALF MOON INN & SUITES

2303 Shelter Island Drive, San Diego CA 92106 Telephone: 619-224-3411 Sales Fax: 619-224-9179 Sales & Catering Direct Line: (800) 377-1177

www.halfmooninn.com

Individual Rooms and Events Contract

Date booked: September 19, 2011

Source: SDCVB

Sales Manager: Rhonda J. Skippon, CMP

Orange County Client Event

GROUP INFORMATION

ACCOUNT:

Coast Community College District, (Coastline Community College)

GROUP NAME:

BESAC, Business Education Statewide Advisory Committee Conference

CONTACT:

Mr. Rick Lockwood

ADDRESS:

12901 Euclid Street, College Center

Garden Grove, CA 92840

TELEPHONE:

(714) 241-6209, Ext 17322

FAX:

(714) 241-6187

EMAIL:

flockwood@coastline.edu

DATES REQUESTED

Arrival:

Wednesday, April 18, 2012

`eparture:

Date _____

Saturday, April 21, 2012

GROUP ROOM INFORMATION

	Wed	Thu 04/19	Fri⊡04/20
Run of House	0	0	0
Marina View Suite, 2 Qn Beds	2	2	2
PREMIER, 1 King Bed	4	28	28
PREMIER, 2 QN Beds	0	20	20
Total	6	50	50

Humphreys Half Moon Inn & Suites does not guarantee specific room type/location availability. Requests will be accommodated to the best of the Hotel's ability.

RATE INFORMATION

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	110	110	110	110
Marina View Suite, 2 Qn Beds	180	180	180	180
PREMIER, 1 King Bed	110	110	110	110
PREMIER 2 ON Beds	110	110	110	110

Two Marina View Suite upgrades at the group rate of \$110, based on 80 or more total guestroom nights paid. These will be named by engager.

All rates are subject to the prevailing city and state taxes, fees and assessments. Currently this total 12.59% and subject ` change.

ient Initials	Hotel Contact Initials
Date	Date

Group rate will be offered up to 3 days' pre and post of room block, based on availability.

METHOD OF RESERVATION

The Hotel understands all reservations will be held on an individual basis. An advance deposit or credit card guarantee for the first night's room and tax is due by March 19, 2012. Individuals must identify themselves as part of BESAC, Business Education Statewide Advisory Committee Conference at the time of making reservations in order to be eligible for the special group rate. Please call (800) 542-7400 or (619)-224-3411 to make reservations.

CUT-OFF DATE

Rooms will be held until the cut-off date of March 19, 2012. Reservations received after Monday, March 19, 2012 will be provided on a space available basis. If the Group Rate is not available after the cutoff date, the prevailing rack rates will apply. Requests received after the cut-off date will be accepted on space and rate availability up to the group block.

EVENT AGENDA

Adequate space has been reserved for the following agenda:

HOSTED FOOD AND EVERAGE MINIMUM: \$4000.00 inclusive for Dinner, April 19, 2012

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Thu. 04/19/12	7:00 PM	10:00 PM	Dinner	Marina Ballroom	Rounds of 8	90	
Fri. 04/20/12	7:00 AM	8:00 AM	Breakfast Buffet	Lounge	Existing	90	
Fri. 04/20/12	8:00 AM	5:00 PM	3 Breakouts	Sun/Pac/PtLoma	Classroom	60-	
	i		(20-25 each)		·	75	
Fri. 04/20/12	8:00 AM	5:00 PM	Breakout	Harborview Room		25	
Fri. 04/20/12	8:00 AM	5:00 PM	Breakout	Backstage Room		15	
Fri. 04/20/12	9:30 AM	10:00 AM	Continental Breakfast	TBA or Concert		90	
				Lawn			
Fri. 04/20/12	12:00 PM	1:00 PM	Lunch Buffet with	Lounge	Existing	90	
			Speaker				
Fri. 04/20/12	2:30 PM	3:00 PM	Break	TBA or Concert		90	
				Lawn			
Sat. 04/21/12	7:00 AM	8:00 AM	Breakfast Buffet	Lounge or Upper	Existing	90	
				Deck			
Sat. 04/21/12	8:00 AM	12:30 PM	General Session	Marina Ballroom	Classroom	90	
Sat. 04/21/12	9:30 AM	10:00 AM	AM Break	Marina Ballroom		90	

Meeting room rental for Friday and Saturday, April 20 and 21, 2012 will be waived based on the utilization of 85 or more total guestroom nights and 2 catered breakfasts, one catered lunch, 2 AM breaks and 1 PM Break. Should you fall between 60-84 total guestroom nights, meeting room rental will be \$500.00 per day plus the F&B listed, 40-59 total guestroom nights, meeting room rental will increase to \$1000.00 per day plus the F&B listed, 20-39 total guestroom nights, meeting room rental will increase to \$1500.00 per day plus the F&B listed, and less than 20 total guestroom nights, meeting room rental will increase to \$3000.00 per day

GUEST ROOM BILLING & INFORMATION	EVENT BILLING & INFORMATION
Room and tax: Individual Account	Method of Payment: Purchase Order
Incidentals: Individual Account	Event Deposit: \$1000.00
	Event Deposit Due Date: 11/30/11
	Guarantee due Date: April 16, 2012
	Event Balance due Date: 30 days from receipt of approved Invoice

	
Client Initials	Hotel Contact Initials
Date	Date

ADDITIONAL INFORMATION

There is a 48-hour cancellation policy for individual reservations and a 24-hour early checkout policy.

The hotel management must approve use of suites for hospitality purposes.

Hotel check-in time is after 4:00PM on the day of arrival. Checkout time is before 12:00PM on the day of departure.

Complimentary airport shuttle is available 7am to 10pm by calling the hotel direct at 619-224-3411 from the baggage claim area after retrieving luggage.

Hotel guest parking at \$10.00 per vehicle, per night is WAIVED for this Group.

CANCELLATION

You agree that if the contract for event space is cancelled by you, the following amount shall be payable by you to hotel as liquidated damages in accordance with paragraph 5 of Contract Terms.

Days Before Arrival

Liquidated Damages

91 days or more

25% of total estimated balance

50% of total

3

61-90 days estimated balance

21 60 Jane

31-60 days 30 days or less 75% of total estimated balance 100% of total estimated balance

The canceling party shall make payment due as a result of cancellation of this contract under this provision to the non-canceling party at the time the contract is cancelled.

CONTRACT TERMS

- 1. A minimum of 80% of the total cumulative contracted room block must be actualized or the group will be responsible for the revenue balance up to 80%.
- 2. Final Coordination of all function requirements must be completed 3 weeks prior to the function dates.
- 3. Occurrences Bevond Control The performance of this agreement by either party is subject to acts of God, War, government regulation or advisory, disasters, fire, accidents, or other casualty, strikes or threat of strike (exception: Neither Hotel nor Client may terminate this agreement for instances involving their respective employees or agents), civil disorder, acts and/or threats of terrorism, or curtailment of transportation of transportation services or facilities, or similar cause beyond the control of either party making it, illegal or impossible to hold the group/meeting/convention/event or provide the facility. Either party may terminate or suspend its obligations under this agreement if such obligations are delayed or prevented by any of the above events to the extent such events are beyond the reasonable control of the party whose reasonable performance is prevented.
- 4. Hotel not Liable for Loss. Hotel is not liable for loss, theft or damage to property belonging to you or any of your invited guests or invites.
- 5. <u>Liquidated Damages</u>. You and Hotel agree that if any portion of this contract is canceled by you for any reason, Hotel will be damaged in an amount which will be difficult to estimate. Accordingly, you agree that the amount set forth as liquidated damages are fair and reasonable that the Hotel shall be titled to collect such amounts from you as liquidated damages.
- 6. <u>Indemnity</u>. Both parties agree to indemnify, defend and hold each other, its owners, officers and employees from all claims, demands, liabilities and expenses arising out of (1) any damage or destruction of property or injury or death of any individual arising out of your negligence or intentional misconduct or of that of your guests or invitees and (2) any enforcement of the Americans with Disabilities Act as it relates to the operation of your function.

ient Initials	Hotel Contact Initials
Date	Date

- 7. Entire Agreement. This contract contains the entire agreement between you and the Hotel and supersedes all other agreements whether oral or written. Any modification or cancellation of this contract must be in writing and signed by you and Hotel.
- 8. <u>Late Charges</u>. You agree that amounts not paid on the date due shall accrue interest at the rate of 1.5% per month until paid in full and may be subject to additional collection costs, which you agree to pay.
- 9. Attorney's Fees. If either party commences litigation under this contract, the prevailing party shall be entitled to recover actual attorney's fees and court costs. This contract shall be construed and enforced in accordance with the laws of the State of California, and The City of San Diego shall be the sole venue for any action brought under this contract.
- 10. <u>Signature</u>. Your signature guarantees approval of the outlined policies and procedures and, if signing on behalf of an organization, represents that you have authority to enter into this agreement on behalf of this organization which is bound by the terms of this agreement.
- 11. Equipment and Rentals: All equipment rentals must be secured by the hotel unless otherwise approved. The Sales Office must be notified of any outside audio/visual equipment that will be brought into the hotel. This will be subject to a \$50.00 per day off-premise equipment fee, or the amount will be determined based on what equipment is being brought in. All tent rentals must be secured by the hotel, without exception. All production arrangements must have approval from the hotel.
- 12. <u>Certificate of Insurance</u>: All outside vendors must provide a certificate of insurance to the hotel, with Humphrey's Half Moon Inn and Suites named as an additional insured. Insurance is required and vendors that do not comply will not be allowed to perform services on property. The certificate must be submitted to the Sales Office no later than 30 days prior to the event.

MEETING/CATERING TERMS

Meeting/Catering requirements: Banquet Event Order Agreements will serve as an addendum to this Agreement.

Payment: A non-refundable deposit is required to confirm all meeting and banquet space. A Purchase Order and Direct Bill application filled out and due to hotel with signed contract by November 30, 2011. Payment will be due net 30 days from receipt of approved invoice. If Direct Billing application is not approved, the following will apply: Full prepayment is required three (3) working days prior to the function. Any charges incurred during the function must be paid upon conclusion of the event.

Minimums: Meal functions beginning prior to 2:00p.m. are considered luncheon functions. Any meal functions beginning after 2:00p.m. are considered dinner functions. Each function location has a minimum number of people required and food and hosted beverage minimums apply based on the size of the group and the function location. No-host bars are not considered part of the required food and beverage minimum. These minimums must be met inclusive of the service charge and sales tax or the difference will be charged as room rental.

Menu selection: Your menu selection must be submitted to the Sales & Catering Department no later than one month prior to your function date. When selections of two (2) entrees are served the same function the price of the higher entrée will be applied to all meals. Our preprinted menus are offered as a guideline. We would be pleased to create a custom menu or theme to meet your specific needs.

Food and beverage: Once the contract is signed and returned to the hotel, catering prices quoted on your contract are guaranteed. Prices are subject to change if quoted rates have not been stated on a signed contract. The Hotel must supply all food and beverages.

Room Assignment: Hotel reserves the right to move groups to a more suitable room after receiving notification of attendance decreased or increases. In the event that your function goes over the contracted ending time and you wish to retain the room for a longer period, you will be subject to an additional charge for every hour. This is permitted only if the room is available. This charge will also occur if the banquet room is not vacated at the contracted ending time. Security may be required at the discretion of the hotel and charged to the group.

Service Charge and Sales Tax: All food, beverage, rental(s) and services quoted are subject to a service charge of 20%, plus the applicable California sales tax. Please note the service charge is taxable.

Guarantee: For all meal functions, attendance must be specified three (3) working days prior to the function. This does not include weekends or holidays. This number will be considered a guarantee. Charges will be based on the number of people served, or the guarantee whichever is greater. We will prepare for five percent over the guarantee. If a guarantee is not received at the appropriate time, as determined by the Sales & Catering Department, the hotel will assume the estimated number of attendance is the final guarantee.

Client Initials	Hotel Contact Initials	\bigcirc
Date	Date	4

Shipments: Special arrangements will need to be made with the Sales & Catering Office in advance if sending more than three small packages to the Hotel or any packages weighing over a total of 60 lbs. The Hotel does not assume responsibility for damage or loss of any merchandise left or sent into the Hotel prior to, during, or following a function. THE HOTEL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE BANQUET ROOM. Hotel will accept small pre-paid shipments no sooner than three (3) working days prior to the function date. The packages need to be clearly marked with the name of meeting, name of on-site contact and date of function. The group on-site contact is responsible for shipping any materials after the function. The Hotel is not liable for any materials left without proper shipping information. Packages are subject to a storage and service fee.

Damage: Materials may not be stapled or tacked onto the walls of the meeting rooms. You will be responsible for any damage or extensive cleanup.

To guarantee rates quoted, the availability of sleeping room requested, and all other terms, this contract must be signed and returned by Wednesday, November 30, 2011 or Humphrey's Half Moon Inn & Suites reserves the right to release the guest rooms and/or function space held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Coast Community College) BESAC, Business Education Statewide Advisory Committee Conference.

	Sales Manager	November 3, 2011
nonda J. Skippon, CMP	Title	Date

ent Initials	Hotel Contact Initials
Date	Date

HUMPHREY'S HALF MOON INN & SUITES

Total amount of anticipated revenue for this event:

Hotel Rooms from subsidiary funding 6 sleeping rooms one night @ \$110 = 12.59% tax Total	\$660.00 <u>83.09</u> \$743.09	Individual Hotel rooms 100 room nights at \$110 + tax = \$12,384.90
Estimated food & beverage	13,950.00	
Audio Visual	3,255.00	
Service Charge @ 20%	3,394.00	
7.75% Sales Tax	1,578.20	
Estimation Total	\$23,635.64	

Client Initials	Hotel Contact Initials
Date	Date

Amendment to Agreement

between

Coast Community College District

and

Worth Publishers

<u>re</u>

Psychology: The Human Experience

This is an amendment to an Agreement ("Agreement") between Coast Community College District ("Coast") and Worth Publishers ("Publisher") executed by Coast on July 22, 1999, with respect to a telecourse entitled *Psychology: The Human Experience* ("Project Telecourse").

WHEREAS, pursuant to the Agreement, Coast has granted Publisher the right to publish and sell a student guide ("Telecourse Student Guide") to accompany the Project Telecourse, and Publisher has agreed to pay certain royalties thereon:

WHEREAS, Publisher wishes to publish the Fifth Edition of the Telecourse Student Guide, presently entitled *Course Student Guide for Psychology: The Human Experience* to accompany *Psychology* by Hockenbury & Hockenbury. The Publisher and Coast wish to have Coast prepare the necessary revisions for the Fifth Edition under the same terms and conditions applicable to the Telecourse Student Guide under the Agreement which will correspond to the Sixth Edition of the text presently entitled, *Psychology*, by Hockenbury & Hockenbury;

NOW, THEREFORE, it is mutually understood and agreed as follows with respect to the Fifth Edition:

- 1. Coast hereby grants to Publisher the right to print, publish, and sell the Fifth Edition under the same terms and conditions applicable to the First Edition Telecourse Student Guide pursuant to the Agreement.
- 2. Coast shall deliver to Publisher on or before February 9, 2012 camera-ready mechanicals for the Fifth Edition, satisfactory to Publisher in content and form, and suitable for a book of approximately 400 pages in length, provided the Publisher delivers all final page proofs or finished textbook to Coast by November 8, 2011.
- 3. Publisher shall pay to Coast the sum of \$4,000.00 as a grant for revision to accommodate new edition of *Psychology* by Hockenbury & Hockenbury, payable as follows:
 - (a) \$2,000.00 upon Coast's written request after execution of this Amendment; and
 - (b) \$2,000.00 upon Coast's written request after Publisher's acceptance of the complete and satisfactory camera-ready mechanicals.
- 4. Pursuant to the terms of Section 9 of the Agreement, the copyright for the Fifth edition, entitled *Course Student Guide for Psychology: The Human Experience* shall be registered to Coast Community College District.
- 5. The warranties and indemnities expressed in Paragraphs 10 and 14 of the Agreement shall be extended to include any new material added by Coast to the Fifth Edition.

6.	All notices to Coast are to be sent to: Dan Jones, Executive Dean of Instructional Systems Development, Coast Learning Systems, 11460 Warner Avenue, Fountain Valley, CA 92708-2597, and President, Board of Trustees, Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA 92626.				
7.	All notices to Publisher are to be sent to: Catherine Woods Worth Publishers 41 Madison Avenue New York, NY 10010-2022				
	PT TO THE EXTENT OF THE FOREG	OING, all of the terms and conditions of the			
	TNESS WHEREOF, the parties hereto have ion and approval.	ve signed this Amendment to be effective as of			
AGRE Coast (ED: Community College District:	Worth Publishers			
D _v ,		By			
	ident, rd of Trustees	Publisher			
With N	Notification to:				
Instruc 11460	tive Dean, stional Systems Development Warner Avenue sin Valley, CA 92708-2597	Acquisitions Editor Worth Publishers 41 Madison Avenue New York, NY 10010-2022			
Preside	ent, Board of Trustees				
	Community College District				
1370 A	Adams Avenue				
Costa l	Mesa, CA 92626				
APPRO	OVED AS TO FORM				
— Distri	ict General Counsel				

Amendment

to the

Agreement Between

Coast Community College District

Coastline Community College/Coast Learning Systems

&

Bedford, Freeman, & Worth Publishing Group, LLC

&

COMAP, Inc.

- 1. **DISTRICT**, **PUBLISHER**, and **COMAP** hereby agree to amend the Agreement entered into on the 8th day of September 2005.
- 2. **DISTRICT**, **PUBLISHER**, and **COMAP** hereby accept that the Agreement shall now remain in effect until December 31, 2019 unless earlier terminated pursuant to Paragraphs 2.5.3, 7.2, 7.3, 7.5, or 7.6.
- 3. **DISTRICT, PUBLISHER**, and **COMAP** hereby further agree to amend the Agreement dated the 8th day of September 2005 with the inclusion of SCHEDULE A attached hereto. Except as otherwise amended by this Amendment, the Agreement shall remain in full force and effect in accordance with its terms.

force and effect in accordance with its terms. President, Board of Trustees Executive Dean For With a District: Coast Community College District Center for Instructional Systems Development copy to: 1370 Adams Avenue Coastline Community College Costa Mesa, CA 92626 11460 Warner Avenue Fountain Valley, CA 92708 Email: CoastLearning@Coastline.edu Ruth M. Baruth For With a General Counsel Publisher: Publisher Holtzbrink Publishers, LLC copy to: Mathematics and Statistics 175 Fifth Avenue WH Freeman Publishers New York, NY 10010 41 Madison Avenue Email: paul.sleven@macmillan.com New York, NY 10010 Email: rnsbaruth@whfreeman.com Solomon Garfunkel For With a Laurie W. Aragon, COO COMAP COMAP: COMAP copy to: 175 Middlesex Trpk, Suite 3b 175 Middlesex Trpk, Suite 3b Bedford, MA 01730 Bedford, MA 01730 IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the Agreement on the day and year specified below, Coast Community College District By: Jerry Patterson, President, Board of Trustees Dated: Bedford, Freeman, and Worth Publishing Group, LLC

Laurie W. Aragon, COO

Liz Widdicombe, President, WH Freeman

By:

By:

Ruth M. Baruth, Publisher

Solomon Garfunkel

Consortium for Mathematics and Its Applications, Inc. (COMAP)

Dated:

Dated:

Schedule A

DISTRICT, PUBLISHER, and **COMAP** agree to amend the Agreement with the inclusion of this *Schedule*. Terms used herein and not otherwise defined shall have the meanings assigned to them in the Agreement.

- 1. The parties acknowledge that notwithstanding anything to the contrary in the Agreement, the TELECOURSE STUDENT STUDY GUIDES shall not be published in print form. PUBLISHER shall instead include a digital version of the TELECOURSE STUDENT STUDY GUIDE as well as 32 VIDEO LESSONS in a special version of PUBLISHER's online product known as StatsPortal (such special version, the "Telecourse StatsPortal").
- 2. Paragraph 2.2.4 of the Agreement shall be amended and restated as follows:
- "2.2.4 Pay to DISTRICT an author's royalty of \$20.00 per each sale of access to Telecourse StatsPortal (whether via access codes, direct online sale, or otherwise) as specified in *Paragraph 3.5* of the Agreement, net of returns (the "ROYALTY"). No ROYALTY shall be due on access to Telecourse StatsPortal given away free-of-charge. PUBLISHER will maintain all records regarding its sales of access to Telecourse StatsPortal for a period of two (2) years from the date of the sales."
- 3. Paragraph 3.5 of the Agreement shall be amended and restated as follows:
- "3.5 PUBLISHER shall pay a ROYALTY to DISTRICT equal to \$20.00 per each sale of access to Telecourse StatsPortal (net of returns) for the term of this Agreement. However, DISTRICT shall be entitled to receive the ROYALTY only if the entire Advance has been recouped by PUBLISHER on all PROJECT TELECOURSES, e.g. to the extent, if at all, any portion of the ADVANCE (with respect to any of the PROJECT TELECOURSES) remains unrecouped, PUBLISHER shall not pay ROYALTIES to DISTRICT on any sales of access to Telecourse StatsPortal. After PUBLISHER's first sale of access to Telecourse StatsPortal, PUBLISHER shall, by PROJECT COURSE, prepare semiannual statements of account as of June 30 and December 31 of each year and shall render such statements and make payments of any amounts due thereon in accordance with Paragraph 2.2.4 on the following September 30 and March 31 respectively."
- 4. Out of the \$20.00 paid to DISTRICT under *Paragraph 2.2.4* as specified in *Paragraph 3.5*, DISTRICT shall pay to COMAP a fee of \$1.70. Such payment shall be in lieu of any payment owed to COMAP under *Paragraph 2.1.15* of the Agreement.

IN WITNESS WHEREOF, the parties hereto accept SCHEDULE A as stated on the day and year specified below,

Coast Community College District

By: Jerry Patterson, President, Board of Trustees

Bedford, Freeman, and Worth Publishing Group, LLC

By: Ruth M. Baruth, Publisher

Liz Widdicombe, President, WH Freeman

Dated:

Consortium for Mathematics and Its Applications, Inc. (COMAP)

By: Solomon Garfunkel

Laurie W. Aragon, COO

Dated:

INTERNATIONAL STUDENT DUAL ADMISSION PROGRAM TRANSFER AGREEMENT

- 1. Parties. This International Student Dual Admission Program Transfer Agreement ("Agreement") is made between Coast Community College District ("Coast"), on the one hand, and California State University, Fullerton ("CSUF") with respect to the International Student Dual Admission Program ("Program"). Coast and CSUF are referred to herein as "Party" and collectively as the "Parties."
- 2. <u>Recitals.</u> This Agreement is based on the following factual Recitals:
 - A. The Parties recognize the vital importance of a successful transfer program for qualified Coast international students who are eligible to transfer to CSUF.
 - B. Coast operates three community colleges -- Orange Coast College, Golden West College, and Coastline Community College -- each of which is a duly accredited educational institution by the Accrediting Commission of Community and Junior Colleges, within the umbrella of the Western Association of Schools and Colleges.
 - C. Coast shall ensure that all of the students in the Program are required to satisfy all applicable transfer requirements for admission into CSUF.
 - **D.** Coast desires to affiliate with CSUF in order that students from the Program will successfully transfer to CSUF.
 - **E.** CSUF will review Program participants as local area transfer students.
 - F. The Parties desire to enter into this Agreement in order to memorialize their respective rights, duties, and obligations with respect to guaranteed transfer to CSUF for CSUF qualified students in the Program.

3. Obligations, Duties, and Rights of Coast

- **A.** Coast shall recruit and admit qualified international students into the Program.
- **B.** Coast shall be fully responsible for the development, planning, and administration of the Program, including, without limitation, programming, administration, matriculation, promotion, and graduation.
- C. Coast shall confirm the participating students' required F-1 visa status and shall maintain required immigration-related documents. Upon students' compliance with applicable federal and state law, a Coast college shall issue the required I-20 form to each student.

- **D.** Coast shall verify the students' financial status pursuant to law.
- E. Coast shall provide the students with the first two years of college-level transfer course work, including general education requirements, and shall award the students the Associate Degree upon the students' successful completion of such course work.
- F. Coast shall assist students with identifying and meeting CSUF's transfer requirements and standards for admission.
- G. Coast shall notify CSUF when a student has expressed an interest in CSUF.

4. <u>Obligations, Duties, and Rights of CSUF</u>

- A. CSUF agrees to assist students in the Program to prepare for successfully meeting the CSUF admission requirements.
- B. CSUF staff will work with Coast colleagues to ensure students receive regular communications regarding opportunities and programs at CSUF.
- C. Students will be eligible for full admission into CSUF when they have complied with each of the following:
 - (i) Completion of all Coast general education requirements.
 - (ii) Eligibility to receive an Associate Degree from Coast.
 - (iii) Any additional general education requirements or prerequisites for the intended major which are available at a Coast college, as established by CSUF.
 - (iv) Maintenance of a minimum grade point average in collegetransferable courses at Coast, as established by the CSUF at the time of the student's admission into the Program.
 - (v) Submission of a completed CSUF application within the prescribed deadline.
 - (vi) Met all CSUF admission requirements including GPA, course requirements, and immigration documentation prerequisites at the time of application for transfer to CSUF (procedures and deadlines as noted in www.csumentor.edu).
- **D.** CSUF shall provide Coast with a list of all academic majors.
- E. CSUF shall provide Coast, on an annual basis, a list of academic majors which are exempted from student transfers under this Agreement.

- **F.** CSUF shall accept students who have met the eligibility requirements (see section 4C) and the CSUF admission requirements for a designated major at the time of application.
- **G.** CSUF shall update Coast with any information that will affect student transfer.
- **Nondiscrimination.** The Parties agree not to unlawfully discriminate in the selection, placement, or evaluation of any student because of race, creed, national origin, religion, sex, marital status, age, disability, sexual preference, and/or medical condition.
- 6. Governing Law/Venue. This Agreement shall be governed by and constructed in accordance with the laws of the State of California. Any legal actions arising under this Agreement shall be heard in a court of competent jurisdiction in Orange County, California.
- 7. <u>Assignment</u>. 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.
- Effective Date/Termination. This Agreement shall become effective on
 _______, and shall remain in effect until
 . Either Party may terminate this Agreement without cause by providing at least ninety days prior written notice to the other Party of its intention to terminate.
- 9. 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, by facsimile, or by U.S. certified mail. 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 or by facsimile will be deemed communicated as of transmission. Notices sent by certified mail shall be effective 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.

Angela Warren, Buyer III California State University, Fullerton Contracts and Procurement 2600 East Nutwood Avenue, Suite 300 Fullerton, CA 92831 Chancellor Coast Community College District 1370 Adams Avenue Costa Mesa, California 92626

10. Entire Agreement. This Agreement constitutes 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.

Date:_____

By:______
Angela Warren, Buyer III
California State University, Fullerton
Contracts and Procurement

Date:_____

CSUF

Offload Your Enrollment Verification Workload

How would you like to reduce your staff's workload and provide more timely service to your students? Through EnrollmentVerify, you can do just that, and it's easy and free!

EnrollmentVerify enables you to refer any commercial enrollment verification request to the Clearinghouse for secure, immediate response. Because EnrollmentVerify represents more than 50% of the nation's enrollment, many of the largest requestors already check with us first, so there's no need for you to refer them. If you qualify for our free <u>Student Self-Service</u> program, you can completely eliminate student-generated requests too.

You can initiate your free EnrollmentVerify service simply by signing an <u>amendment</u> to your Clearinghouse loan verification service agreement. No additional data or programming is required. Once you sign up, you'll realize the benefits of decreased call volumes and greater office efficiency right away.

If you don't participate in the Clearinghouse yet, EnrollmentVerify is another reason you should ioin.

Start Enjoying EnrollmentVerify's Time-Saving Benefits Today

- > Manage student enrollment verification queries from:
 - Employers and employment agencies
 - Credit grantors
 - Travel companies
 - Computer hardware and software resellers
- > Restore valuable staff resources by eliminating inbound verification queries
- Improve service to your students by making instant enrollment verifications available via the Web
- > Leverage the data you already supply to the Clearinghouse

Copyright (c) 2011
by National Student Clearinghouse. All Rights Reserved

Terms of Use | Privacy Policy | Site Map | Problems Using This Web Site?

web-master@studentclearinghouse.org



Resource Center
EnrollmentVerify
Amendment
List of
EnrollmentVerify
Schools
FAQs
Contact Us

Are you a student or alumni? Visit MyStudentCenter.org.



ADDITIONAL AUTHORIZED SERVICE - EnrollmentVerify

The National Student Clearinghouse ("Clearinghouse") and the undersigned post-secondary educational institution ("Institution") agree to add the following to authorized services provided by the Clearinghouse:

Enrollment Reporting to Organizations Providing Student-Based Services

Organizations that provide insurance, credit, travel benefits, and other products and services based on an individual's status as an enrolled student, or employers seeking to employ enrolled students, may contact the Clearinghouse to verify an individual's enrollment. The Clearinghouse will provide updated enrollment information on behalf of the Institution provided that the requestor certifies that the student has applied for or received products, services, or employment that depends on verification of enrollment. Unless the requestor certifies that the individual has provided a signed and dated written consent to release the specified information, the Clearinghouse will release only information that the Institution has designated "directory information" under FERPA and that the student has not blocked from release.

The Clearinghouse will not charge the Institution to verify enrollment for organizations providing student-based services or employment and will waive its normal charges for processing Perkins and private loan enrollment verification forms so long as this service is authorized.

NATIONAL STUDENT CLEARINGHOUSE	See Attached List
	Institution
Signature	OPEID (leave blank if unknown)
Ricardo D. Torres	
Print Name	Signature Date Jerry Patterson
President	Print Name
Title	President, Board of Trustees
Date	Title 1370 Adams Avenue
www.studentclearinghouse.org	Street Address Costa Mesa, CA 92626
	City/State/Zip
	Telephone
	Email
Your Servi	ice Implementation Contact
if we should contact someone else at your institu provide his/her name and contact information be	tion other than the contract signee to initiate your service, please low.
Efren Galvan Director of Eng	rollment Services, Orange Coast College
Name (please print or type)	Title
(714) 432-5774	egalvan@occ.cccd.eud
relephone	Emsil

2nd Amendment to DegreeVerify Agreement

Between Coast Community College District on behalf of:

Orange Coast College, Golden West College and Coastline Community College

And

The National Student Clearinghouse

(Agreement Fully Executed on September 24, 2008)

The parties to the above referenced agreement hereby agree to amend the contract by adding the following terms:

- I. To add Golden West College to the Student Tracker contract.
- II. To initiate the EnrollmentVerify free service.
- III. The term "Institution" as it is used in the Agreement is amended to read as follows: "Coast Community College District and each of its Colleges. The primary point of contact for each of the Colleges is:

College	OPE-ID#	Institution Contacts
Orange Coast College	001250	Efrén Galván Director of Adm. & Records 714-432-5774 egalvan@occ.cccd.edu
Coastline Community College	020635	Jennifer McDonald Director of Adm. & Records 714-241-6163 jmcdonald@coastline.edu
Golden West Community College	001206	Jennifer Ortberg Director of Adm. & Records 714-895-8965 jortberg@gwc.cccd.edu

Except as expressly modified above, all other terms and conditions of the agreement will remain in full force and effect.

NATIONAL STUDENT CLEARINGHOUSE	COAST COMMUNITY COLLEGE DISTRICT		
Ву:	Jerry Patterson		
Its: President	President, Board of Trustees		
Date:	Date:		



StudentTracker Additional Data Elements

The Clearinghouse provides its participating institutions with the option to report additional data elements to us. These additional data elements help make our database even more comprehensive and enable StudentTracker^{sм} participants to utilize a more robust data set.

(See reverse for a description of each additional data element.)

Improve Your Research Efforts

By increasing the number of data elements that colleges may report to us, the Clearinghouse can help your institution expand its research capabilities, allowing you to understand even more about your prospective, current, and former students. All areas of your campus can benefit: admissions, registration, enrollment management, financial aid, and more.

Save on StudentTracker

In addition to receiving the benefit of enhanced research capabilities, you can save 50% or get StudentTracker for free when you report the additional data elements!

You Receive... You Participate in... ■ Free StudentTracker with ■ Core Service : additional data elements Report additional ■ Free Core Service data elements. ■ Firee DegreeVerify: DegreeVerity Student Tracker ■ Free EnrollmentVerity. ■ EnrollmentVerify ■ Free Student Self-Service D Swidentified for with ☐ Corre Service ☐ Report additional enternele sido lanoidos ☐ Free Core Service daia elements 50% Off 0R 5¢ x enrollment □ Core Service Sandad Sydeniliadker (or \$150 min.) ☐ Fice Core Sarvice ☐ Free DegreeVerity: ☐ Fice EnrollmentVerity! □ Free Sivdent: Self-Service Standard Standard StudentTracker Core Service 10¢ x enrollment ■ Free Core Service (or \$300 min.)

* You must actively refer verification requests.

To learn more about how your institution can benefit from the additional data elements and StudentTracker pricing options, contact your Clearinghouse regional director or service@studentclearinghouse.org today.



StudentTracker Agreement For Postsecondary Educational Institutions

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia ("Clearinghouse") and the undersigned educational institution or entity representing one or more educational institutions ("Institutional Requestor") agree as follows:

- 1. The Clearinghouse provides a central repository for student enrollment data for postsecondary educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting the enrollment status of their students under Federal student loan programs in accordance with the Core Service Agreement. Postsecondary educational institutions that have entered into the Core Service Agreement with the Clearinghouse are eligible to enter into this StudentTracker Agreement ("Agreement") as "Institutional Requestors." The Clearinghouse also acts as a central repository for the verification of degrees awarded by educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting academic achievements of their alumni to eligible third parties.
- 2. The Institutional Requestor may submit lists of its current or former students, or applicants for admission who did not enroll and attend as students, ("StudentTracker Request Files") in order to obtain data on the enrollment and academic achievements of these individuals at other postsecondary institutions prior to, concurrently with, or subsequent to the individual's enrollment or application with the Institutional Requestor. The Institutional Requestor agrees that it will submit its StudentTracker Request Files electronically and that they will contain the data elements and configuration reasonably required by the Clearinghouse. Alternatively, the Institutional Requestor may query StudentTracker on-line for these purposes following procedures reasonably required by the Clearinghouse.
- 3. The Clearinghouse will promptly compare a StudentTracker Request File with its enrollment database and report to the Institutional Requestor, subject to the eligibility requirements outlined in this Agreement, data on the enrollment and academic achievements of students that were provided to the Clearinghouse by other postsecondary institutions.
- 4. In consideration of the services provided by the Clearinghouse under this Agreement, Institutional Requestor agrees to pay the Clearinghouse a fee in accordance with the Clearinghouse's published Schedule of Fees for Schools. The Clearinghouse agrees to provide the Institutional Requestor with ninety (90) days prior written or electronic notice of any increase in the fee for this service. The Institutional Requestor agrees to submit payment of applicable fees within thirty (30) days of receipt of a bill from the Clearinghouse.
- 5. The Clearinghouse uses its best efforts to review, interpret, and follow publicly disseminated guidance on FERPA in the development and operation of StudentTracker and provides for the release of only unblocked directory information unless FERPA authorizes release without consent. The Institutional Requestor is solely responsible for its compliance with FERPA, and the Clearinghouse is not liable for any errors or omissions by the Institutional Requestor in using StudentTracker that may give rise to FERPA violations. Both the Clearinghouse and the Institutional Requestor agree to comply with all applicable Federal, State, and local statutes, regulations, and other requirements pertaining to the security, confidentiality, and privacy of information maintained by the Clearinghouse.

- If applicable, the Institutional Requestor agrees to use a separate Clearinghouse Secure Web Service
 Agreement to obtain a user name and password for each individual who wishes to obtain access to the
 Clearinghouse's secure Web site under the auspices or on behalf of the Institutional Requestor ("Authorized
 Personnel").
 - a. The Institutional Requestor agrees to take reasonable steps to ensure that Authorized Personnel do not share their user names and passwords with other individuals or entities. The Institutional Requestor agrees further to contact the Clearinghouse immediately to cancel the user names and passwords assigned to personnel who are no longer authorized to obtain access to the Clearinghouse's secure Web site.
 - b. The Institutional Requestor agrees to designate appropriate access types for Authorized Personnel in accordance with their official and actual institutional responsibilities and to ensure that they use the Clearinghouse's secure Web site only for the purposes specified by the access type selected for use.
 - c. The Institutional Requestor understands and agrees that the Clearinghouse monitors the use of its secure Web site to help ensure that Authorized Personnel use access types solely for their specified purposes. The Institutional Requestor agrees further that the Clearinghouse may send a copy of any completed Secure Web Service Agreement to the primary contact designated in this Agreement and/or the signatory to its Core Service Agreement.
- 7. If the Institutional Requestor represents one or more educational institutions ("Affiliates"), all representations, conditions and terms outlined in this Agreement apply to each Affiliate. The Institutional Requestor agrees to submit a listing of Affiliates, if any, attached to this Agreement upon execution and return of the Agreement to the Clearinghouse.
- 8. The Institutional Requestor and each of its Affiliates, if any, agree to adhere to the following requirements as a condition of their eligibility to use StudentTracker:
 - a. Execution of a revised (1999) Core Service Agreement, including Attachment I;
 - Programming data block indicators ("DBIs") for all current data submissions and submission of historical DBIs for all students for whom the Institutional Requestor submitted enrollment data to the Clearinghouse prior to programming DBIs for current data submissions; and
 - c. Remaining in active status for purposes of data submissions under the Core Service Agreement.

If the Institutional Requestor, or any of its Affiliates, ceases to fulfill each of the eligibility requirements above, this Agreement is suspended with respect to StudentTracker requests related to that Institutional Requestor or Affiliate, until the requirements are met.

To be eligible to receive information on the degrees and academic achievements of students at other institutions, the Institutional Requestor and its Affiliates, if any, must be participants in the Clearinghouse's degree verification service. If the Institutional Requestor, or any of its Affiliates, is not or ceases to be a participant in the Clearinghouse's degree verification service, no degree data will be included in StudentTracker response files with respect to the non-participating Institutional Requestor or Affiliate.

 The Institutional Requestor agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse. 10. The Institutional Requestor agrees to provide all notices to the Clearinghouse under this Agreement to:

National Student Clearinghouse 2300 Dulles Station Boulevard, Suite 300 Herndon, VA 20171

Attn: Vickie Graham, Contract Administrator Electronically: graham@studentclearinghouse.org

Fax: 703-742-4234

- 11. The Clearinghouse agrees to provide all notices under this Agreement to the Institutional Requestor to the signatory and address below unless otherwise instructed in writing by the Institutional Requestor. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues related to StudentTracker unless otherwise instructed in writing by the Institutional Requestor.
- 12. This Agreement may be modified by written, mutual agreement of the parties and remains in effect until terminated by either party by providing thirty (30) days written notice to the other party.

NATIONAL STUDENT CLEARINGHOUSE	
	Institution
Signature	OPEID (leave blank if unknown)
Ricardo D. Torres	
Print Name	Signature Date
President Title	Print Name
Title	Title
Date	Street Address
www.studentclearinghouse.org	City/State/Zip
	Telephone
·	Email
Your Service I	mplementation Contact
	ution other than the contract signee to initiate your
Name (please print or type)	Title
Telephone	Email

	•

COAST COMMUNITY COLLEGE DISTRICT FACILITIES USE AGREEMENT

This Facilities Use Agreement (hereinafter "Agreement") is hereby entered into between the Coast Community College District ("DISTRICT"), a California Community College District, and the Coast Community College District Foundation ("FOUNDATION"), a California nonprofit corporation.

Whereas DISTRICT is authorized by Education Code Section 21601 to rent its facilities for use by the general public; and

Whereas FOUNDATION desires to so rent DISTRICT's facilities;

In consideration of the promises made herein and intending to be legally bound, DISTRICT and FOUNDATION agree as follows:

1. Grant

DISTRICT hereby grants FOUNDATION a nontransferable license to use the DISTRICT office (hereinafter "the premises"), during the term as specified in paragraph 2 below, on the terms and conditions as set forth herein.

2. Term

FOUNDATION shall be entitled to utilize the premises for the period July 1, 2012, to June 30, 2017, for the purpose of conducting FOUNDATION business such as holding meetings of the FOUNDATION's Board of Directors, holding meetings with interested members of the community, benefactors, donors, and potential benefactors and donors, organizing fund raising activities, etc.

3. Consideration

As consideration for the use of the premises and the equipment, FOUNDATION shall pay to DISTRICT the sum of Twenty Five Dollars (\$25.00) per year.

4. Premises

The premises that are the subject of this agreement shall consist of the property commonly known as <u>District Office</u> of the Coast Community College District, located at 1370 Adams Avenue, Costa Mesa, CA, 92626. Execution of this agreement does not entitle FOUNDATION to the use of any other DISTRICT facilities except as to those specifically set forth herein.

5. Parking

DISTRICT shall provide parking spaces to FOUNDATION at the premises during the term of this agreement.

6. Utilities

Utilities shall be provided by DISTRICT.

7. Alternations and Additions

FOUNDATION shall not make any alternations, improvements, or additions in or to or about the premises without DISTRICT's prior written approval, unless such items can be totally removed from the premises at the conclusion hereof with no substantial marks, holes or other effects.

8. Indemnification

Notwithstanding any insurance coverage that may be in effect, and in addition to any additional undertakings referred to herein, FOUNDATION will save, indemnify and keep harmless DISTRICT, the Board, and each of their agents, employees and representatives against any and all liability, claims, judgments, or demands, including the obligations of DISTRICT, the Board, and each of their agents, employees or representatives on account of any similar agreement DISTRICT, the Board, and each of their agents, employees and representatives has with FOUNDATION, including demands arising from injuries or death of persons (FOUNDATION's agents, employees, representatives, guests and invitees included) and damage to property, arising directly or indirectly out of this agreement, including but not limited to FOUNDATION'S use of the premises, the adjoining areas. including the parking lots, and FOUNDATION's use of the equipment, save and except for claims or litigation arising through the willful misconduct of DISTRICT and will make good and reimburse DISTRICT, the Board, and each of their agents, employees or representatives for any expenditures, including reasonable attorney fees, DISTRICT, the Board, and each of their agents, employees or representatives may make by reason of such matters and, if request by DISTRICT, the Board, or each of their agents, employees and representatives, FOUNDATION will defend such suit.

9. Personal Property

DISTRICT assumes no liability or responsibility for any personal property of FOUNDATION or of its employees, agents, representatives, guests, or invitees of FOUNDATION, brought on to the premises during the term of this agreement.

10. Conduct

FOUNDATION covenants that throughout the term hereof and at FOUNDATION's own expense it will conduct itself in accordance with all applicable statutes, ordinances and other laws including but not limited to all applicable zoning restrictions, rules, regulations, orders and requirements of duly constituted public authorities with respect to the use or FOUNDATION agrees that its employees, agents, occupancy of the premises. representatives, quests and invitees shall conduct themselves in accordance with such laws. FOUNDATION understands and agrees that the use of possession of narcotics, liquor, wine, beer, or gambling equipment on the premises, the parking lots or any DISTRICT property is expressly prohibited except insofar as is required for a certificate program and/or is approved by the Chancellor or college president. The use of any tobacco products is prohibited in all District indoor facilities and District vehicles. The use of the premises for religious purposes is governed by the provisions of Education Code Section 82530. FOUNDATION shall indemnify and hold DISTRICT, the Board, and their employees, agents and representatives harmless from the consequences of any violations of such laws, ordinances, or regulations, and all claims for damages resulting from any such violations, including reasonable attorney fees.

11. Assignment/Sublease

FOUNDATION shall not be entitled to assign its rights under this agreement or sublease the premises, the equipment, or any portion thereof during the term of the agreement, without the express written consent of DISTRICT.

12. Damage or Destruction

Except when caused by the negligent or willful acts of DISTRICT, if at any time during the term hereof the premises are damaged, whether by fire or any other cause, FOUNDATION shall promptly repair the same at its own expense to the satisfaction of DISTRICT.

13. Arbitration

Except as provided in Subsection 14(b) hereof, all controversies, claims, disputes and matters in question arising out of, or relating to, the Agreement or the breach thereof, o the relations between the parties, shall be decided by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The parties agree that the arbitration shall take place in Orange County, California, and shall be governed by the laws of the State of California. The award rendered by the arbitrator shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof, including a federal district court, pursuant to the Federal Arbitration Act. The arbitrator may grant DISTRICT and the Board injunctive relief, including mandatory injunctive relief, in order to protect the rights of DISTRICT and the Board. The parties specifically agree that this provision for arbitration shall not preclude DISTRICT and the Board from seeking injunctive relief in a court in order to protect its rights, nor shall the filing of such an action constitute waiver by DISTRICT and the Board of its right to seek arbitration hereunder. In preparation for the arbitration hearing, each party may utilize all methods of discovery authorized by the California Rules of Civil Procedure, and may enforce the right to such discovery in the manner provided by said Rules and/or by the California Arbitration Law.

(a) The right of DISTRICT to terminate this agreement shall not be subject to arbitration.

14. General Provisions

- (a) Waiver. The waiver by DISTRICT with respect to any breach of any term, covenant or condition herein contained shall not constitute a waiver as to any such breach that may occur in the future. DISTRICT shall be deemed to have waived any breach by FOUNDATION hereunder only if DISTRICT executes a specific written waiver with respect to such breach.
- (b) Access. FOUNDATION and FOUNDATION's agents, employees, and representatives have the right to enter the premises at reasonable times for the purposes of inspecting the same and to perform their functions under this agreement. FOUNDATION, however, shall not interfere in any way with DISTRICT's use of the premises and shall at all times comply with all applicable rules as established by DISTRICT.
- (c) Severability. The invalidity of any provision of this agreement shall in no way affect the validity of any other provision hereof.

- (d) Paragraph Headings. Paragraph headings are inserted for convenience only and are not part of this agreement.
- (e) Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all of the remedies at law or in eguity.
- Covenants and Conditions. Each provision of this agreement performable by either party herein shall be deemed both a covenant and a condition.
- (g) Notice. Any notice, statement, demand or other communication required or permitted to be given, rendered or made by either party to the other, pursuant to this agreement or pursuant to any applicable law or requirement of any public authority, shall be in writing and shall be deemed to have been property given, rendered or made ten (10) days following the date of mailing if sent by registered or certified mail, return receipt requested, addressed to the other party (and to all persons designated to receive copies) at the addresses set forth below, or on the date of delivery if delivered in person.

Either party may, by written notice, designate a different address or addresses for notice as set forth herein.

FOR DISTRICT:

Andrew C. Jones

Chancellor

Coast Community College District

1370 Adams Avenue Costa Mesa, CA 92626

FOR FOUNDATION: Andy Dunn

Treasurer

Coast Community College District Foundation

1370 Adams Avenue Costa Mesa, CA 92626

- (h) Attorney Fees. In any action to enforce the provisions of this agreement, the prevailing party shall be entitled to recover costs and reasonable attorney fees.
- Whole Agreement. This writing constitutes the whole agreement between the parties and may not be modified except in writing, signed by both parties.

For Co	ast Community College District:		
	Andrew C. Jones Chancellor	Date:	
For Co	ast Community College District Foundation:		
Ву:	Andy Dunn Treasurer	Date:	



WIA COST REIMBURSEMENT AGREEMENT County of Orange

FUNDING SOURCES: 100% FEDERAL

AGREEMENT #: 16-S-12

CFDA: 17.258 WIA Adult Programs Funding A

Funding Agency: Department of Labor

17.278 WIA Dislocated Worker Formula Grants

Funding Agency: Department of Labor

17.235 SCSEP

Funding Agency: Department of Labor <

TABLE OF CONTENTS

No). P	age
1.	ADMINISTRATION OF AGREEMENT	.6
2.	PURPOSE	.6
3.	TERM	.6
4.	CONTINGENCY OF FUNDS	6
5.	STATEMENT OF WORK	7
6.	SERVICES	7
7.	BREACH-SANCTIONS	8
8.	TERMINATION	8
9.	COMPLIANCE WITH LAW	8
	(a) Federal	9
	(1) Clear Air and Clean Water Act	9
	(2) Energy Efficiency Standards	9
	(b) State	9
	(c) County	9
	(d) Local	9
	(e) Court Orders	9
	(f) Terms and Conditions	€
10.	COMPLIANCE WITH COUNTY WIA POLICIES AND PROCEDURES	}
11.	PERFORMANCE STANDARDS	}
12.	MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS	10
13.	PARTICIPANTS1	11
	(a) Benefits1	11
•	(b) Labor Standards	1
	(c) Complaint Handling Procedures	1
	(d) Non-Discrimination and Compliance Provisions1	2
14.	CONFIDENTIALITY1	3
15.	INSTRUCTORS1	4
16.	EQUIPMENT1	4
17.	SATISFACTORY WORK1	5
18.	REPORTS1	5
19.	BUDGET SCHEDULE1	6
20.	MODIFICATION OF BUDGET SCHEDULE1	6

?6

(/	1		21	. PAYME
	2			(a) Mon
	3			(b) Cour
		Ш		(c) Invoi
	4		22.	PROGR
	5			PELL G
	6		24.	INDEPE
		$\ \ $		SUBCO
	7			NO SUP
	8			EMPLO
	9			ASSIGN
			29.	FISCAL
	10			(a) Finar
	11			(b) CON
	12			(c) Costs
			30.	ANNUAL
6	13		31.	ACCESS
1	14			(a) Acces
	15			(b) Reco
		ĺ	32.	-
	16			MUTUAL
	17	ĺ		INSURA
	18		35.	
		1	36.	INTELLE
	19			(a) Fede
	20			(b) Owne
	21			(c) Retair
				(d) Copyr
	22			(e) Paten
	23			(f) Third F
	24			(g) Warra
	- 1			(h) Intelle
	25		27	(i) Surviva
Ĺ	6	-	37.	CORPOR

21.	PAYMENTS BY COUNTY	16
	(a) Monthly Payments	17
	(b) County Discretion	
	(c) Invoices	
22.	PROGRAM INCOME	
23.	PELL GRANT/HEA TITLE IV	.18
	INDEPENDENT CONTRACTOR	
	SUBCONTRACTORS	
	NO SUPPLANTATION	
	EMPLOYEE ELIGIBILITY VERIFICATION	
	ASSIGNMENT	
29.	FISCAL ACCOUNTABILITY	.21
	(a) Financial Management System	
	(b) CONTRACTOR's Records	
	(c) Costs Charged	
30.	ANNUAL AUDIT	
31.	ACCESS AND RECORDS	 22
	(a) Access	 22
	(b) Records Retention	
32.	FRAUD	23
33.	MUTUAL INDEMNIFICATION	
34.	INSURANCE	24
35.	PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION	
36.	INTELLECTUAL PROPERTY	27
	(a) Federal Funding	
	(b) Ownership	
	(c) Retained Rights/License Rights	
	(d) Copyright	
	(e) Patent Rights	31
	(f) Third Party Intellectual Property	
	(g) Warranties	
	(h) Intellectual Property Indemnity	33
	(i) Survival	
	CORPORATE STATUS	
		•

Agreement #16-S-12

/		36. STANDARDS OF CONDUCT	
	2	(a) General Assurance	34
		(b) Employment of Former State and COUNTY Employees	34
	3	(c) Conducting Business Involving Relatives	35
	4	(d) Conducting Business Involving Close Personal Friends and Associates	35
	5	(e) Avoidance of Conflict of Economic Interest	35
		39. SWEATFREE CODE OF CONDUCT	35
	6	40. DRUG FREE WORKPLACE	36
	7.	41. DEBARMENT	36
	8	42. SECTARIAN ACTIVITIES	36
		43. LITERATURE	36
	9	44. LOBBYING	
	10	45. DISPUTES	37
	11	46. TOTAL AGREEMENT	37
		47. CHILD SUPPORT ENFORCEMENT	38
	12	48. EDD INDEPENDENT CONTRACTOR REPORTING REQUIREMENTS	
-	. 13	49. NOTICES	
	14	50. GOVERNING LAW AND VENUE	39
	4.5	51. WAIVER	39
	15	52. PUBLICITY	
	16	53. CALENDAR DAYS	39
	17	SIGNATURES	
	18	EXHIBITS	
		A. General Program Requirements	
	19	B. Statement of Work C. Performance Standards and Matrix	
	20	D. Budget Schedule	
	21	E. Drug-Free Workplace Certification F. Suspension & Debarment	
	- 1	G. Certification Regarding Lobbying H. Disclosure Form to Report Lobbying	
	22	I. Child Support Enforcement Provision (for profit only providers)	
	23	J. EDD Independent Operator Reporting Requirements K. OC Community Resources Contract Reimbursement Policy	
	24	L. Authorized Signature Form	
	25		
	26		
		WIA Cost Reimbursement Agreement 2011 (Mutual Indemnification)	
		4 .	·

This WIA Cost Reimbursement Agreement ("AGREEMENT") by and between the County of Orange, hereinafter referred to as "COUNTY", and Coast Community College District hereinafter referred to as "CONTRACTOR", County and Contractor are sometimes individually referred to as "Party", or collectively referred to as "Parties", consists of fifty-three (53) sections and the following twelve (12) Exhibits: A. General Requirements; B. Statement of Work; C. Performance Standards; D. Budget Schedule; E. Drug Free Workplace Certification, F. Suspension & Debarment Certification G. Certification Regarding Lobbying, H. Disclosure Form to Report Lobbying, I. Child Support Enforcement Provision (for-profit providers only), J. Employment Development Department Independent Operator Reporting Requirements, K. OC Community Resources Contract Reimbursement Policy, and L. Authorized Signature Form.

WHEREAS, Congress has enacted the "Workforce Investment Act of 1998," hereinafter referred to as "the Act," to provide workforce investment activities, through statewide and local workforce investment systems, that increase employment, retention and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce and enhance the productivity and competitiveness of the Nation; and

WHEREAS, COUNTY, acting as the Administrator of the Act funds, is empowered to make a portion of the funds available pursuant to the Act (hereinafter referred to as "grant funds") to CONTRACTOR, for the purpose of implementing the provisions of the Act; and

WHEREAS, COUNTY, by Minute Order dated, May 24, 2010 a copy of which is on file with the Clerk of the Board of Supervisors of Orange County and which by this reference is incorporated herein and made a part hereof as if fully set forth, has appropriated a portion of grant funds in an amount not to exceed one million nine hundred twelve thousand four hundred fifty six dollars (\$1,912,456) to engage CONTRACTOR to carry out certain program services; and

WHEREAS, CONTRACTOR, in order to receive grant funds, is agreeable to the terms and conditions hereinafter set forth;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. ADMINISTRATION OF AGREEMENT

COUNTY'S OC Community Resources Director or designee (hereinafter referred to as "DIRECTOR"), shall administer this Agreement as is necessary or reasonable to comply with or implement the grant funds received by COUNTY and as required by law or applicable regulations.

2. PURPOSE

The purpose of the program funded by this Agreement is to provide workforce investment activities that increase employment, retention, earnings and occupations skill attainment through local workforce investment systems to those seeking employment. Additionally, this program is funded to increase the effectiveness of local and regional business through business improvement and development activities, job matching, and other services. All services are intended to improve the quality of the workforce and enhance the productivity and competitiveness of Orange County and the United States. CONTRACTOR shall ensure that the program funded hereby shall comply with this purpose.

3. <u>TERM</u>

The effective term of this Agreement shall commence on <u>July 1, 2011</u> and terminate on <u>June 30, 2012</u> subject to the provisions of this Agreement; however, CONTRACTOR shall perform such duties extending beyond this term, including but not limited to obligations with respect to indemnification, audits, monitoring, reporting and accounting. CONTRACTOR and CONTRACT ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement up to and including a period of one year, provided that COUNTY's maximum obligation stated in this Agreement does not increase as a result, and on the same terms and conditions upon mutual agreement of the parties in writing without further Board action, unless the COUNTY earlier terminates this AGREEMENT pursuant to the provisions contained herein.

4. CONTINGENCY OF FUNDS

CONTRACTOR acknowledges that the obligations of COUNTY under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of CONTRACTOR's expenditures, and inclusion of sufficient funds for the services hereunder in the budget

approved by COUNTY's Board of Supervisors each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, CONTRACT ADMINISTRATOR may immediately terminate this Agreement, reduce COUNTY's maximum obligation, or modify this Agreement, without penalty. The decision of CONTRACT ADMINISTRATOR shall be binding on CONTRACTOR. CONTRACT ADMINISTRATOR shall provide CONTRACTOR with written notification of such determination. CONTRACTOR shall immediately comply with CONTRACT ADMINISTRATOR's decision.

5. STATEMENT OF WORK

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

6. SERVICES

CONTRACTOR agrees that those specific program components to be performed by CONTRACTOR, and the service levels to be utilized by COUNTY for program evaluation and monitoring, include, but are not limited to, those set forth in Exhibits "A", "B", and "C" which are attached hereto and incorporated herein as if fully set forth. CONTRACTOR agrees that it is responsible for and guarantees performance of all of the specific program components and service levels listed in Exhibits "A", "B", and "C". CONTRACTOR further agrees that lack of compliance with Exhibits "A", "B", and "C" may, in addition to those remedies as provided herein, constitute grounds for COUNTY to reduce the level of payment otherwise provided of this Agreement or to reduce the payment level and budget at which CONTRACTOR will be funded for the remainder of the period of this Agreement. Reductions in an amount up to 10% of the total contract may be made by CONTRACT ADMINISTRATOR. Except for Section 4 of the Agreement, any reduction over 10% shall occur only as a result of action of Board of Supervisors upon recommendation by CONTRACT ADMINISTRATOR.

7. BREACH - SANCTIONS

If, through any cause, CONTRACTOR violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by CONTRACTOR, or if CONTRACTOR reports inaccurately, or if an audit report makes disallowances, CONTRACTOR shall promptly remedy its acts or omissions and/or repay COUNTY all amounts due COUNTY as a result thereof. For any such failures or violations COUNTY shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as CONTRACTOR fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or (2) collect outstanding amounts, as determined by CONTRACT ADMINISTRATOR to be due COUNTY from CONTRACTOR, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice CONTRACTOR has failed to repay same or a repayment schedule has not been made; and/or (3) terminate this Agreement as provided herein. CONTRACT ADMINISTRATOR shall give CONTRACTOR written notice of any action pursuant to this paragraph, which notice shall be deemed served on the date of mailing.

8. <u>TERMINATION</u>

- (a) CONTRACT ADMINISTRATOR may terminate this Agreement without penalty immediately with cause or after thirty (30) days written notice without cause, unless otherwise specified. Notice shall be deemed served on the date of mailing. Cause shall be defined as any breach of contract, any misrepresentation or fraud on the part of the CONTRACTOR. Exercise by CONTRACT ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of all further obligation under this Agreement.
- (b) Upon termination, or notice thereof, CONTRACTOR agrees to cooperate with CONTRACT ADMINISTRATOR in the orderly transfer of service responsibilities, active case records, pertinent documents and all equipment or materials purchased with COUNTY funds.

9. COMPLIANCE WITH LAW

In its performance under this Agreement, CONTRACTOR shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

- (a) The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 20 C.F.R. Parts 652 and 660 through 671.
- (1) All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.
- (2) CONTRACTOR shall comply with such mandatory standards and policies relating to energy efficiency as particularized in the State Energy Conservation Plan. (Title 20, California Code of Regulations), as required by the U.S. Energy Policy and Conservation Act (P.L. 94-163) as each may now exist or be hereafter amended.
 - (b) All applicable State statutes, regulations, policies, procedures and directives;
 - (c) All applicable COUNTY policies, procedures and directives;
 - (d) All applicable local ordinances and requirements, including use permits and licensing;
 - (e) Court orders applicable to CONTRACTOR'S operations; and
 - (f) The terms and conditions of this Agreement, including Exhibits.

If any of the foregoing is enacted, amended, or revised, CONTRACTOR will comply with such or will notify CONTRACT ADMINISTRATOR in writing within thirty (30) days after enactment or modification that it cannot so comply. COUNTY may thereupon terminate this Agreement, if necessary.

10. COMPLIANCE WITH COUNTY WIA POLICIES AND PROCEDURES

CONTRACTOR shall comply with all applicable parts of COUNTY's WIA Policies and Procedures for recruitment, intake, assessment, referral, and internal monitoring of compliance with provisions of this Agreement. Said Policies and Procedures may be modified by CONTRACT ADMINISTRATOR upon ten (10) days written notice to CONTRACTOR.

11. PERFORMANCE STANDARDS

CONTRACTOR shall comply with and adhere to the performance accountability standards and general program requirements described in Sections 136 (Performance Standards) and 195 (General Program Requirements) of the Act and applicable regulations and as contained in Exhibit "C". Should the

Performance Requirements defined in the Agreement between the State of California and the County of Orange be changed, COUNTY shall have the right to unilaterally modify this agreement to meet such requirements.

12. MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

The parties hereto agree that those program components and service levels detailed in Exhibits "A", "B", and "C" may be modified upon mutual written agreement of the CONTRACT ADMINISTRATOR and CONTRACTOR so long as the total payments under this Agreement are not increased and the basic goals and objectives of the program are not altered. Should the Federal Government and/or the State of California modify any program component and/or service level detailed in Exhibits "A", "B", and/or "C" then the COUNTY shall have the right to unilaterally modify this Agreement to meet such requirements.

(a) CONTRACT ADMINISTRATOR may at any time, by written change order to CONTRACTOR, make changes within the general scope of this Agreement, including, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions. Such change orders may be made when necessitated by changes in the Orange County One-Stop System operations or performance, the operations or performance of CONTRACTOR, or changes in applicable statutes, regulations or State of California or Federal mandates or directives.

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

- (b) CONTRACTOR may request changes in the scope of performance or services under this Agreement, by submitting a written request to CONTRACT ADMINISTRATOR describing the request and its impact on the Statement of Work and Budget Schedule. CONTRACT ADMINISTRATOR will review the request and respond in writing within ten (10) business days. Requests shall be reviewed in light of all CID program activities. CONTRACT ADMINISTRATOR's decision whether to approve the request or request Board of Supervisors' approval shall be final. CONTRACT ADMINISTRATOR may approve a request that meets all of the following criteria:
 - (ii) It does not materially change the terms of this Agreement, and
 - (iii) It is supported by adequate consideration to COUNTY.

Board of Supervisors' action is necessary to approve a request from CONTRACTOR that does not satisfy all of the criteria listed above.

13. PARTICIPANTS

- (a) Benefits. CONTRACTOR shall provide wages and benefits to individuals who participate in the activities and services funded by this Agreement ("participants") in accordance with the standards and requirements of the Act, including Section 181 of the Act.
- (b) <u>Labor Standards</u>. CONTRACTOR shall adhere to the Labor Standards described in the Act, including Section 181 of the Act, and all other applicable codes and regulations.
- (c) Complaint Handling Procedures. CONTRACTOR shall comply with the "Complaint Handling Procedures" under the Act, a copy of which is available from the CONTRACT ADMINISTRATOR. CONTRACTOR shall advise participants of their right to file complaints under the Act and of the procedures for resolution of any complaints. CONTRACTOR shall follow COUNTY's procedures for handling complaints which is available from the CONTRACT ADMINISTRATOR alleging a violation of the Act, regulations, grants or other agreements under the Act, and any decision of the COUNTY, the State or the Federal government relating to the complaint shall be binding on and shall be followed by CONTRACTOR.

(d) Nondiscrimination and Compliance Provisions

- (1) CONTRACTOR shall comply fully with the nondiscrimination and equal opportunity provisions of the Act (Section 188); the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972, as amended; the Equal Opportunity provisions in Executive Order 11246, as amended by Executive Order 11375 and supplemented by the requirements of 41 C.F.R. Part 60; and with all applicable requirements imposed by or pursuant to regulations or Executive Order implementing those laws, including, but not limited to, 29 C.F.R. Part 37. The United States, the State of California and COUNTY have the right to seek judicial enforcement of this requirement.
- (2) CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (California Government Code, Section 12900 et seq.) and the regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- (3) In the performance of this Agreement, CONTRACTOR and its subcontractors shall not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, mental or physical disability (including HIV and AIDS), medical condition (including cancer), marital status, denial of family care leave, political affiliation or belief, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, mental or physical disability (including HIV and AIDS), medical condition (including cancer), marital status, denial of family care leave, political affiliation or belief. CONTRACTOR shall insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

?6

- (4) CONTRACTOR will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- (5) CONTRACTOR will give written notice of its obligations under this Section of the Agreement to labor organizations with which CONTRACTOR has a collective bargaining or other agreement.
- (6) CONTRACTOR shall furnish any and all information requested by CONTRACT ADMINISTRATOR and shall permit CONTRACT ADMINISTRATOR access, during business hours, to books, records and accounts in order to ascertain CONTRACTOR's compliance with the above non-discrimination requirements.

14. CONFIDENTIALITY

- (a) Without prejudice to any other section of this Agreement, CONTRACTOR shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of Federal and State law. However, CONTRACTOR shall submit to COUNTY, the State of California and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by CONTRACTOR, costs incurred and services rendered hereunder.
- (b) CONTRACTOR shall require all of its employees, agents, subcontractors and volunteer staff who may provide services to CONTRACTOR under this Agreement to sign an agreement with CONTRACTOR before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to CONTRACTOR by COUNTY, except as may be required to provide services under this Agreement or to those specified in this Agreement as having the capacity to audit CONTRACTOR, and as to the latter, only during such audit. CONTRACTOR shall provide reports and any other information required by COUNTY in the administration of this Agreement, and as otherwise permitted by law.
- (c) CONTRACTOR agrees that any and all subcontracts entered into shall be subject to the confidentiality requirements of this Agreement.

15. INSTRUCTORS

CONTRACTOR shall ensure that all instructors involved in the training of participants are qualified to instruct in the appropriate program or training component or curriculum. If necessary, such instructors shall be appropriately certified by the State of California. Within thirty (30) days after the execution of this Agreement, CONTRACTOR shall submit to CONTRACT ADMINISTRATOR a list of the names and qualifications of all instructors who will be providing such training and shall notify CONTRACT ADMINISTRATOR within five (5) business days of any amendments or revisions thereto.

16. <u>EQUIPMENT</u>

All items purchased with funds provided under this Agreement or which are furnished to CONTRACTOR by COUNTY which have a single unit cost of at least five thousand dollars (\$5,000), including all taxes, shipping, handling and installation costs shall be considered Equipment. Title to all items of Equipment purchased vests and will remain in COUNTY as such shall be designated by CONTRACT ADMINISTRATOR. The use of such items of Equipment is limited to the performance of this Agreement. Upon the termination of this Agreement, CONTRACTOR shall immediately return any items of Equipment to COUNTY or its representatives, or dispose of them in accordance with the directions of CONTRACT ADMINISTRATOR.

CONTRACTOR further agrees to the following:

- (a) To maintain all items of Equipment in good working order and condition, except for normal wear and tear.
- (b) To label all items of Equipment, do periodic inventories as required by CONTRACT ADMINISTRATOR and to maintain an inventory list showing where and how the Equipment is being used, in accordance with procedures developed by CONTRACT ADMINISTRATOR. All such lists shall be submitted to CONTRACT ADMINISTRATOR within ten (10) days of the request therefore. Inventory lists must be maintained for four (4) years after final disposition of property.

- (c) To report in writing to CONTRACT ADMINISTRATOR immediately after discovery, the loss or theft of any items of Equipment. For stolen items, the local law enforcement agency must be contacted and a copy of the police report submitted to CONTRACT ADMINISTRATOR.
- (d) To purchase a policy or policies of insurance covering loss or damage to any and all Equipment purchased under this Agreement, in the amount of the full replacement value thereof, providing protection against the classification of fire, extended coverage, vandalism, malicious mischief and special extended perils (all risks) covering the parties' interests as they appear.
- (e) The purchase of any Equipment by CONTRACTOR shall be requested by CONTRACTOR in writing, shall require the prior written approval of CONTRACT ADMINISTRATOR, and shall fulfill the provisions of this Agreement which are appropriate and directly related to CONTRACTOR's service or activity under the terms of this Agreement. COUNTY may refuse reimbursement for any costs resulting from Equipment purchased, which are incurred by CONTRACTOR, if prior written approval has not been obtained from CONTRACT ADMINISTRATOR.
- (f) The purchase of computer-related and electronic equipment under \$5,000, including, but not limited to laptops, desktop computers, cell phones, PDAs, cameras, and DVD players, must be approved by CONTRACT ADMINISTRATOR.

17. SATISFACTORY WORK

Services rendered hereunder are to be performed to the written satisfaction of DIRECTOR. COUNTY's staff will interpret all reports and determine the quality, acceptability and progress of the services rendered in accordance with the Performance Criteria listed in Exhibit "C". Inconsistencies in performance will be corrected as they occur and are detected. COUNTY will notify CONTRACTOR of any deficiencies and will provide technical assistance to CONTRACTOR to make necessary corrections.

18. REPORTS

CONTRACTOR shall maintain records and submit such reports, data and information at such times as CONTRACT ADMINISTRATOR may require, and in the form CONTRACT ADMINISTRATOR may require, regarding the performance of CONTRACTOR'S services, activities, costs or other data relating to

this Agreement as may be requested by CONTRACT ADMINISTRATOR, upon a form approved by CONTRACT ADMINISTRATOR. CONTRACT ADMINISTRATOR may modify the provisions of this paragraph without further Board action upon written notice to CONTRACTOR.

19. BUDGET SCHEDULE

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

20. MODIFICATION OF BUDGET SCHEDULE

- (a) Upon written approval of CONTRACT ADMINISTRATOR, CONTRACTOR shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the basic goals and objectives of the program are not altered. No such transfer may be made without the express prior written approval of CONTRACT ADMINISTRATOR. A modification of the BUDGET SCHEDULE may include the addition of any new budget category. Approval of the Budget Modification by CONTRACT ADMINISTRATOR includes approval of the new Budget Category.
- (b) CONTRACTOR may submit a program or budget modification request in response to the modification of program components and/or service levels which significantly alter CONTRACTOR's Statement of Work. Without further Board action, CONTRACT ADMINISTRATOR may execute amendments to this Agreement modifying CONTRACTOR's services in amounts that do not collectively increase or decrease by more than 10% the price of said services under this Agreement when originally executed. Modifications in excess of 10% of the original Agreement price, and modifications that materially alter either of the parties' obligations hereunder must be approved by the COUNTY's Board of Supervisors.

21. PAYMENTS BY COUNTY

CONTRACTOR agrees that any and all funds received under this Agreement shall be disbursed or encumbered on or before <u>June 30, 2012</u>, and that any and all funds remaining as of <u>June 30, 2012</u>, which have not been disbursed or encumbered shall be returned by CONTRACTOR to COUNTY within thirty (30)

`6

days of the expiration or earlier termination of the Agreement as provided herein. No expense of CONTRACTOR will be reimbursed by COUNTY if incurred after <u>June 30, 2012</u>. No CONTRACTOR expenses shall be paid if billing is received by COUNTY after <u>July 31, 2012</u>.

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

- (a) Monthly Payments. Beginning August 1, 2011, upon receipt and approval by OC Community Services/Community Investment Division (CID) of CONTRACTOR's invoice showing the prior month's actual expenditures, COUNTY shall make monthly reimbursement payments based on CONTRACTOR's invoice so long as the total payments under this Agreement do not exceed one million nine hundred twelve thousand four hundred fifty six dollars (\$1,912,456).
- (b) <u>COUNTY Discretion</u>. At the sole discretion of COUNTY, payments to CONTRACTOR may be made more frequently than monthly, but such payments shall always be in arrears and not in advance of the provision of services by CONTRACTOR.
- (c) Invoices. COUNTY will reimburse CONTRACTOR for eligible project-related costs only. CONTRACTOR shall submit requests for reimbursement to COUNTY on a monthly basis beginning on August 1, 2011, and must provide adequate documentation as required by COUNTY in accordance with the OC Community Resources Policy for Documenting SUBRECIPIENT Costs, incorporated herein by reference as Exhibit K. Failure to provide any of the required documentation will cause COUNTY to withhold all or a portion of a request for reimbursement, or return the entire reimbursement package to CONTRACTOR, until such documentation has been received and approved by COUNTY.

22. PROGRAM INCOME

COUNTY's maximum obligation hereunder shall be reduced by the amount of any program income earned by CONTRACTOR, from sources other than COUNTY, as a result of this Agreement or the services provided by CONTRACTOR pursuant to this Agreement. It shall be the responsibility of CONTRACTOR to inform the COUNTY in writing of any income earned as a result of this Agreement.

20 21

22

17

18

19

23 24

25 26 It is mutually understood that the State or Federal agency responsible for providing the funding for this Agreement may designate certain revenue of CONTRACTOR as Program Income. To be designated as Program Income and, therefore, as other than a cost off-set, CONTRACTOR shall do all of the following:

- (a) Submit a plan to the CONTRACT ADMINISTRATOR for use of any and all proposed Program Income;
- (b) Set-up and maintain a separate bank account for any proposed Program Income and account for any and all such income received; and
- (c) Report to CONTRACT ADMINISTRATOR any and all Program Income received no later than thirty (30) days from the date of receipt; record the amount received on internal financial records; and indicate the amount received on the monthly claim submitted to CONTRACT ADMINISTRATOR.

CONTRACT ADMINISTRATOR shall then forward the plan for the requested use of the proposed Program income to the appropriate State and/or Federal agencies for approval.

CONTRACTOR shall not spend any of the proposed Program Income unless or until such time as CONTRACT ADMINISTRATOR obtains authorization for the use of the Program Income from the responsible State and/or Federal agency and provides CONTRACTOR with prior written approval for the use of the funds.

CONTRACT ADMINISTRATOR may, in its sole discretion, issue future policy statements and/or instructions with respect to Program Income. CONTRACTOR shall immediately comply with such policy statements and/or instructions.

23. PELL GRANTS/HEA TITLE IV

If CONTRACTOR provides any services under this Agreement to applicants for or recipients of Pell Grants or awards pursuant to Title IV of the Higher Education Act, CONTRACTOR shall cooperate with CONTRACT ADMINISTRATOR in coordinating these grants and awards with WIA funding in accordance with 20 C.F.R. 663.320 and Section 134 (d) of the Act. CONTRACTOR shall inform CONTRACT

ADMINISTRATOR in writing of the amounts and disposition of any Pell Grants, Higher Education Act Title IV awards and other financial aid granted to each WIA participant under this Agreement.

24. <u>INDEPENDENT CONTRACTOR</u>

CONTRACTOR is and shall at all times be deemed to be, an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and CONTRACTOR or any of CONTRACTOR'S agents or employees. CONTRACTOR assumes exclusively the responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment. CONTRACTOR, its agents, employees and volunteers, shall not be entitled to any rights and/or privileges of COUNTY employees, and shall not be considered in any manner to be COUNTY employees.

25. SUBCONTRACTS

CONTRACTOR shall not subcontract for services under this Agreement without the prior written consent of CONTRACT ADMINISTRATOR. If CONTRACT ADMINISTRATOR consents in writing to a subcontract, in no event shall the subcontract alter, in any way, any legal responsibility of CONTRACTOR to COUNTY. CONTRACT ADMINISTRATOR may refuse to pay obligations incurred under any subcontract that does not comply with the terms of this Agreement. All subcontracts must be in writing and copies of same shall be provided to CONTRACT ADMINISTRATOR within thirty (30) days of execution. CONTRACTOR shall include in each subcontract any provision CONTRACT ADMINISTRATOR may require

CONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal, State and local guidelines. Description of the intended method of procurement must be included as part of the budget which is included as Exhibit "D" of this Agreement. CONTRACTOR shall itemize all subcontractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each subcontractor. By entering into this Agreement CONTRACTOR agrees that it is the direct provider of services.

26. NO SUPPLANTATION

CONTRACTOR shall not supplant any Federal, State or COUNTY funds intended for the purposes of this Agreement with any funds made available under this Agreement. CONTRACTOR shall not claim reimbursement from COUNTY for, or apply sums received from COUNTY with respect to, that portion of its obligations which have been paid by another source of revenue. CONTRACTOR agrees that it shall not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining Federal, State or COUNTY funds under any Federal, State or COUNTY program without prior written approval of CONTRACT ADMINISTRATOR.

27. EMPLOYEE ELIGIBILITY VERIFICATION

The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations (including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

28. ASSIGNMENT

The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators, and assigns of the CONTRACTOR. No portion of this Agreement shall be assigned without the express written consent of COUNTY. Any attempt by CONTRACTOR to

25

`6

assign any portion of this Agreement without the express written consent of COUNTY shall be invalid and shall constitute a breach of this contract.

29. FISCAL ACCOUNTABILITY

- (a) <u>Financial Management System</u>. CONTRACTOR shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. CONTRACTOR's system shall provide fiscal control and accounting procedures that will include the following:
- Information pertaining to subgrant and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - ·(2) Effective internal controls to safeguard assets and assure their proper use;
 - (3) A comparison of actual expenditures with budgeted amounts for each subgrant and contract;
 - (4) Source documentation to support accounting records; and
 - (5) Proper charging of costs and cost allocation.
 - (b) CONTRACTOR's Records. CONTRACTOR's records shall be sufficient to:
 - (1) Permit preparation of required reports:
- (2) Permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
- (3) Permit the tracking of program income, or profits earned, and any costs incurred (such as stand-in costs) that are otherwise allowable except for funding limitations.
 - (c) Costs Charged. Costs shall be charged to this Agreement only in accordance with the following:
 - (1) the Act;
 - (2) 20 C.F.R. Part 667; and
 - (3) State implementing legislation.

30. ANNUAL AUDIT

CONTRACTOR shall arrange for an independent audit to be performed by a Certified Public Accountant, which shall include an audit of the WIA funds received from COUNTY, in accordance with the

25

26

Act and 20 C.F.R. Section 667.200. CONTRACTOR shall submit two (2) copies of each required audi(report to COUNTY within thirty (30) days after the date received by CONTRACTOR.

31. ACCESS AND RECORDS

- (a) Access. COUNTY, the State of California and the United States Government and/or their representatives, shall have access, for purposes of monitoring, auditing, and examining, to CONTRACTOR's activities, books, documents and papers (including computer records and emails) and to records of CONTRACTOR's subcontractors, consultants, contracted employees, bookkeepers. accountants, employees and participants related to this Agreement. CONTRACTOR shall insert this condition in each agreement between CONTRACTOR and a subcontractor that is pursuant to this Agreement shall require the subcontractor to agree to this condition. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of CONTRACTOR are kept.(CONTRACTOR shall make available its books, documents, papers, financial records, etc., within three (3) days after receipt of written demand by CONTRACT ADMINISTRATOR which shall be deemed received upon date of sending. In the event CONTRACTOR does not make the above referenced documents available within the County of Orange, California, CONTRACTOR agrees to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY's designee, in conducting any audit at the location where said records and books of account are maintained.
- (b) Records Retention. All accounting records and evidence pertaining to all costs of CONTRACTOR and all documents related to this Agreement shall be kept available at CONTRACTOR's office or place of business for the duration of this Agreement and thereafter for four (4) years after completion of an audit. Records which relate to (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to

which COUNTY or any other governmental agency takes exception, shall be retained beyond the four (4) years until final resolution or disposition of such appeals, litigation, claims, or exceptions.

(c) CONTRACTOR shall pay to COUNTY the full amount of COUNTY's liability to the State or Federal government or any agency thereof resulting from any disallowance or other audit exceptions to the extent that such liability is attributable to CONTRACTOR's failure to perform under this Agreement.

32. FRAUD

CONTRACTOR shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement.

33. MUTUAL INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, the State of California, and the Orange County Workforce Investment Board, their elected and appointed officials, officers, employees, agents and those special districts and agencies which COUNTY'S Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by CONTRACTOR pursuant to this CONTRACT.

- (a) COUNTY agrees to indemnify and hold CONTRACTOR, and its elected and appointed officials, officers, employees, agents harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by COUNTY pursuant to this CONTRACT.
- (b) If judgment is entered against CONTRACTOR and COUNTY by a court of competent jurisdiction because of the concurrent active negligence of COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

34. INSURANCE

- (a) Prior to the provision of services under this Agreement, the CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense and to deposit with CONTRACT ADMINISTRATOR Certificates of Insurance, including all endorsements required herein, necessary to satisfy COUNTY that the insurance provisions of this Agreement have been complied with and to keep such insurance coverage and the certificates therefore on deposit with CONTRACT ADMINISTRATOR during the entire term of this Agreement. In addition, all subcontractors performing work on behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject to the same terms and conditions as set forth herein for CONTRACTOR. If the contractor fails to maintain insurance acceptable to the County for the full term of this contract, the County may terminate this contract.
- (b) All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a 0 by the appropriate line of coverage. Any self-insured retention (SIR) or deductible in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management. If CONTRACTOR is a governmental entity, CONTRACTOR may elect to self-insure for the insurance coverage required by this Agreement.
- (c) Minimum insurance company ratings as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States or ambest.com shall be A- (Secure A.M. Best's Rating) and VIII (Financial Size Category).
- (d) The policy or policies of insurance must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier). If the carrier is a non-admitted carrier in the State of California and does not meet or exceed an A.M. Best rating of A-/VIII, CEO/Office of Risk Management retains the right to approve or reject carrier after a review of the company's performance and financial ratings. If the non-admitted carrier meets or exceeds the minimum A.M. Best rating of A-/VIII, the agency can accept the insurance.

(e) The policy or policies of insurance maintained by CONTRACTOR shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits	
Commercial General Liability with Broad	\$1,000,000 combined single limit	
Form Property Damage	per occurrence	
Endorsement and Contractual Liability	\$2,000,000 Aggregate	
Automobile Liability including all owned, non-	\$1,000,000 combined single limit per	
owned and hired vehicles	occurrence	
Workers' Compensation	Statutory	
Employer's Liability	\$1,000,000 per occurrence	
Sexual Misconduct	\$1,000,000 per occurrence	

- (f) Required Endorsements: The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of insurance:
- (1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds. The County of Orange, Orange County Workforce Investment Board, and State of California shall be added as additional insureds on all insurance policies required by this Agreement with respect to the services provided by CONTRACTOR under the terms of this Agreement (except Workers' Compensation/Employers' Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.
- (2) A primary non-contributing endorsement evidencing that the contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing. An endorsement evidencing that CONTRACTOR's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability and Sexual Misconduct Insurance.
- (3) All insurance policies required by this Agreement shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their employment or appointment.

- (4) The Workers' Compensation policy shall contain a waiver of subrogation endorsemen waiving all rights of subrogation against the County of Orange, and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees.
- (g) All insurance policies required by this contract shall give the County of Orange 30 days notice in the event of cancellation and 10 days for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the Certificate of Insurance.
- (h) The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).
- (i) CONTRACTOR is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with provisions of that code. CONTRACTOR will comply with such provisions and shall furnish COUNTY satisfactory evidence that CONTRACTOR has secured, for the period of this Agreement, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of \$1,000,000 per occurrence.
- (j) If CONTRACTOR fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Risk Management or by CONTRACT ADMINISTRATOR, award may be made to the next qualified proponent.
- (k) County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.
- (I) County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

(m) The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

35. PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

CONTRACTOR agrees to grant the COUNTY, Federal and State governments a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement including those covered by copyright. The COUNTY, Federal, and State governments reserve the right to authorize others to use or reproduce such materials. Further, the COUNTY, Federal, and State governments shall have access to any report, preliminary findings or data assembled by CONTRACTOR under this Agreement and shall retain ownership and patent rights to any discovery or invention under this Agreement, as provided in 29 CFR 97.34 and 97.36(i)(8&9).

36. INTELLECTUAL PROPERTY

(a) Federal Funding. In any Agreement funded in whole or in part by the federal government, COUNTY may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the Agreement, except as provided in 37 Code of Federal Regulations part 401.14. CONTRACTOR agrees to grant the COUNTY, Federal and State governments a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

(b) Ownership.

(1) Except where COUNTY has agreed in a signed writing to accept a license, COUNTY shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement.

- (2) For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by COUNTY, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
- (i) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this Agreement, CONTRACTOR may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, CONTRACTOR may access and utilize certain of COUNTY's Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, CONTRACTOR shall not use any of COUNTY's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of COUNTY. Except as otherwise set forth herein, neither the CONTRACTOR nor COUNTY shall give any ownership interest in or rights to its Intellectual Property to the other Party. If,

during the term of this Agreement, CONTRACTOR accesses any third-party Intellectual Property that is licensed to COUNTY, CONTRACTOR agrees to abide by all license and confidentiality restrictions applicable to COUNTY in the third-party's license agreement.

- (4) CONTRACTOR agrees to cooperate with COUNTY in establishing or maintaining COUNTY's exclusive rights in the Intellectual Property, and in assuring COUNTY's sole rights against third parties with respect to the intellectual Property. If the CONTRACTOR enters into any agreements or subcontracts with other parties in order to perform this Agreement, CONTRACTOR shall require the terms of the agreement(s) to include all Intellectual Property provisions of paragraphs thirty-four (34) (a) through thirty-four (i). Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to COUNTY all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement or any subcontract.
- (5) Pursuant to paragraph thirty-four (34) (b) (4) of the Intellectual Property Provisions of this Agreement, the requirement for the CONTRACTOR to include all Intellectual Property Provisions of paragraph thirty four (a) through thirty-four (i) of the Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to agreements or subcontracts that are for customized and on-the-job training as authorized under 20 CFR 663.700-730.
- (6) CONTRACTOR further agrees to assist and cooperate with COUNTY in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce COUNTY's Intellectual Property rights and interests.

(c) Retained Rights/License Rights.

(1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement, CONTRACTOR shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. CONTRACTOR hereby grants to COUNTY, without additional

compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of CONTRACTOR's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless CONTRACTOR assigns all rights, title and interest in the Intellectual Property as set forth herein.

(2) Nothing in this provision shall restrict, limit, or otherwise prevent CONTRACTOR from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that CONTRACTOR's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of COUNTY or third party, or result in a breach or default of any provisions of paragraphs thirty four (a) through thirty-four (i) or result in a breach of any provisions of law relating to confidentiality.

(d) Copyright.

- (1) CONTRACTOR agrees that for purposes of copyright law, all works (as defined in Ownership, paragraph thirty-four (b) (2) (i) of authorship made by or on behalf of CONTRACTOR in connection with CONTRACTOR's performance of this Agreement shall be deemed "works made for hire." CONTRACTOR further agrees that the work of each person utilized by CONTRACTOR in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of CONTRACTOR or that person has entered into an agreement with CONTRACTOR to perform the work. CONTRACTOR shall enter into a written agreement with any such person that (i) all work performed for CONTRACTOR shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to COUNTY to any work product made, conceived, derived from or reduced to practice by CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement.
- (2) All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived,

derived from, or reduced to practice by CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement may not be reproduced or disseminated without prior written permission from COUNTY.

- (e) Patent Rights. With respect to inventions made by CONTRACTOR in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, CONTRACTOR hereby grants to COUNTY a license as described under paragraph thirty four (c) for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then CONTRACTOR agrees to assign to COUNTY, without additional compensation, all its right, title and interest in and to such inventions and to assist COUNTY in securing United States and foreign patents with respect thereto.
- (f) Third-Party Intellectual Property. Except as provided herein, CONTRACTOR agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of CONTRACTOR or third party without first: (i) obtaining COUNTY's prior written approval; and (ii) granting to or obtaining for COUNTY's, without additional compensation, a license, as described in paragraph thirty-four (c), for any of CONTRACTOR's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon these terms is unattainable, and COUNTY determines that the Intellectual Property should be included in or is required for CONTRACTOR's performance of this Agreement, CONTRACTOR shall obtain a license under terms acceptable to COUNTY.

(g) Warranties.

- (1) CONTRACTOR represents and warrants that:
- (i) CONTRACTOR has secured and will secure all rights and licenses necessary for its performance of this Agreement.
- (ii) Neither CONTRACTOR's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the

Intellectual Property made, conceived, derived from, or reduced to practice by CONTRACTOR of COUNTY and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by CONTRACTOR.

- (iii) Neither CONTRACTOR's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
- (iv) CONTRACTOR has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites locations, property or props that may be used or shown.
- (v) CONTRACTOR has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to COUNTY in this Agreement.
- (vi) CONTRACTOR has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- (vii) CONTRACTOR has no knowledge of any outstanding claims, licenses or other charges, liens or encumbrances of any kind or nature whatsoever that could affect in any way CONTRACTOR's performance of this Agreement.
- (2) COUNTY MAKES NO WARRANTY, THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

(h) Intellectual Property Indemnity.

1

. 2

3

4

5

6

7

8

9

10

11

12

15

16

17

18

19₂

20

21

22

23

24

25

,6

- (1) CONTRACTOR shall indemnify, defend and hold harmless COUNTY and its licensees and assignees, and its officers, contract administrators, employees, agents, representatives, successors, and users of its products, ("Indemnities") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the indemnities may be subject, whether or not CONTRACTOR is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of CONTRACTOR pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of COUNTY's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by CONTRACTOR or COUNTY and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this Agreement. COUNTY reserves the right to participate in and/or control, at CONTRACTOR's expense, any such infringement action brought against COUNTY.
- (2) Should any Intellectual Property licensed by the CONTRACTOR to COUNTY under this Agreement become the subject of an Intellectual Property infringement claim CONTRACTOR will exercise its authority reasonably and in good faith to preserve COUNTY's right to use the licensed Intellectual Property in accordance with this Agreement at no expense to COUNTY. COUNTY shall have the right to monitor and appear through its own counsel (at CONTRACTOR's expense) in any such claim or action. In the defense or settlement of the claim, CONTRACTOR may obtain the right for COUNTY to continue using the licensed intellectual Property or, replace or modify the licensed Intellectual Property, so that the

replaced or modified Intellectual Property becomes non-infringing provided that such replacement of modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, COUNTY may be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.

- (3) CONTRACTOR agrees that damages alone would be inadequate to compensate COUNTY for breach of any term of these Intellectual Property provisions of paragraphs thirty three (a) through thirty-four (i) by CONTRACTOR. CONTRACTOR acknowledges COUNTY would suffer irreparable harm in the event of such breach and agrees COUNTY shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.
 - (i) <u>Survival</u>. The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

37. CORPORATE STATUS

All corporate CONTRACTORS shall be registered with the California Secretary of State and shall be in good standing, without suspension by the California Secretary of State, Franchise Tax Board, or Internal Revenue Service. Any change in corporate status or suspension shall be reported by CONTRACTOR immediately in writing to CONTRACT ADMINISTRATOR.

38. STANDARDS OF CONDUCT

- (a) General Assurance. Every reasonable course of action will be taken by CONTRACTOR in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. CONTRACTOR, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- (b) <u>Employment of Former State or COUNTY Employees</u>. CONTRACTOR will ensure that any of its employees who were formerly employed by the State of California or the County of Orange, in a position

that could have enabled such individuals to impact policy regarding or implementation of programs covered by this Agreement, will not be assigned to any part or phase of the activities conducted pursuant to this Agreement for a period of not less than two (2) years following the termination of such employment.

- (c) <u>Conducting Business Involving Relatives</u>. No relative by blood, adoption or marriage of any executive or employee of CONTRACTOR will receive favorable treatment when considered for enrollment in programs provided by, or employment with, CONTRACTOR.
- (d) <u>Conducting Business Involving Close Personal Friends and Associates</u>. Executives and employees of CONTRACTOR will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates.
- (e) Avoidance of Conflict of Economic Interest. No executive or employee of CONTRACTOR, elected official in the area, or voting or non-voting member of a WIB, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by CONTRACTOR or COUNTY. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement. No voting member of the OCWIB will cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

39. SWEATFREE CODE OF CONDUCT

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, or supplies have been furnished to the Contractor from sources that include 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, and Public Contract Code Section 6108.

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 State or COUNTY, the Department of Industrial Relations, or the Department of Justice to determine the CONTRACTOR's compliance with the requirements under paragraph a of the Sweatfree Code of Conduct.

40. DRUG FREE WORKPLACE

CONTRACTOR shall execute and abide by the Drug Free Workplace Certification attached hereto as Exhibit "E" and incorporated herein by this reference.

41. <u>DEBARMENT</u>

CONTRACTOR shall execute and abide by the Debarment & Suspension Certification attached hereto as Exhibit "F" and incorporated herein by this reference and by so doing declares that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal/State assistance programs in accordance with 29 C.F.R. Part 98.

42. <u>SECTARIAN ACTIVITIES</u>

CONTRACTOR agrees that this Agreement will not provide for the advancement or aid to any religious sect, church or creed for a purpose that is sectarian in nature, nor will it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination. However, in accordance with Presidential Executive Order No. 13279, issued December, 2002, CONTRACTOR shall also provide and promote equal treatment to all faith-based organizations in administering its federally-funded activities.

43. <u>LITERATURE</u>

Any literature distributed by CONTRACTOR for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state that its programs are supported by the

County of Orange and the Orange County Workforce Investment Board, and shall state that the program is an "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities."

44. LOBBYING

- (a) CONTRACTOR shall execute and abide by the terms of the "Certification Regarding Lobbying," which is attached hereto as Exhibit "G" and incorporated herein by this reference. CONTRACTOR shall complete and immediately forward to CONTRACT ADMINISTRATOR the "Disclosure Form to Report Lobbying," a copy of which is attached hereto as Exhibit "H", incorporated herein by this reference, if CONTRACTOR, or any person, firm or corporation acting on CONTRACTOR's behalf, engaged or engages in lobbying any federal officer, employee, elected official or agency with respect to this Agreement or the funds to be received by CONTRACTOR pursuant to this Agreement.
- (b) CONTRACTOR agrees that the funds provided herein shall not be used to promote, directly or indirectly, any political party, political candidate or political activity, except as permitted by law.

45. <u>DISPUTES</u>

Except as otherwise provided in this Agreement, any dispute concerning any question arising after the commencement of this Agreement shall be decided by CONTRACT ADMINISTRATOR. In such a case, CONTRACT ADMINISTRATOR shall reduce its decision to writing and mail or otherwise furnish a copy thereof to CONTRACTOR. The decision of CONTRACT ADMINISTRATOR shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, CONTRACT ADMINISTRATOR receives from CONTRACTOR a written request to appeal said decision to the COUNTY Board of Supervisors. Pending final decision of the appeal, CONTRACTOR shall act in accordance with the written decision of CONTRACT ADMINISTRATOR.

46. TOTAL AGREEMENT

This Agreement, together with Exhibits A - L, expresses the total understanding of the parties.

There are no oral understandings of the parties or terms and conditions other than as are stated herein.

1

6

7

15

18

20

WIA Cost Reimbursement Agreement 2011 (Mutual Indemnification)

CONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

47. CHILD SUPPORT ENFORCEMENT

In order to comply with child support enforcement requirements of the County of Orange, CONTRACTOR shall execute and abide by the "Child Support Enforcement Provision" (for profit only providers) attached hereto as Exhibit "I" and incorporated herein by this reference within thirty (30) days of award of contract.

Failure of CONTRACTOR to timely submit the data and/or certifications required above or to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Agreement. Failure to cure such breach within sixty (60) days of notice from COUNTY shall constitute grounds for termination of this Agreement.

48. EDD INDEPENDENT CONTRACTOR REPORTING REQUIREMENTS

CONTRACTOR shall execute and abide by the "EDD Independent Contractor Reporting (Requirements Certification" attached hereto as Exhibit "J" and incorporated herein by this reference.

49. NOTICES

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

COUNTY:

OC Community Resources

OC Community Services / Community Investment Division

1300 South Grand Avenue

Building "B"

Santa Ana, California 92705

CONTRACTOR:

Coast Community College District

1370 Adams Ave.

Costa Mesa, CA 92626

50. GOVERNING LAW AND VENUE

This Agreement has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for trial to another County.

51. WAIVER

ი6

No delay or omission by either party hereto to exercise any right or power accruing upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be performed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained.

52. PUBLICITY

Information and solicitations, prepared and released by CONTRACTOR, concerning the services provided under this Agreement, shall state that the program, wholly or in part, is funded by the County of Orange and the Orange County Workforce Investment Board.

53. CALENDAR DAYS

Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have duly authorized and caused this Agreement to be executed as of the date stated below written.

"COUNTY OF ORANGE a political

Dated: 6 30 (Subdivision of the State of California" By:
	Steve Franks Director, OC Community Resources
·	"CONTRACTOR"*
	Cost Community College District
Dated: 6-16-11	By: Satterson Title: Board President
Dated:	Ву:
	Title:

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

AMENDMENT TO SUBCONTRACT AGREEMENT BETWEEN CENTRAL TEXAS COLLEGE DISTRICT AND COAST COMMUNITY COLLEGE DISTRICT (COASTLINE COMMUNITY COLLEGE)

The subcontract agreement dated November 17, 2009, between Central Texas College District and Coast Community College District (Coastline Community College) is modified herein as follows:

NCPACE SUPPORT

Contractor will staff one part-time employee at Pearl Harbor, HI and one part-time employee at Groton, CT to provide support to the Commands in response to delivery orders ordered under the NCPACE DL program from October 1, 2011- September 30, 2012. Each employee will work no more than 15 hours per week. Contractor will invoice Subcontractor monthly at a rate of \$21.60 per hour, which includes salaries and benefits, for actual hours worked.

All other terms and conditions remain.

CENTRAL TEXAS COLLEGE DISTRICT

PER:				
	Michele J. Carter			
	Director, Business Services/Contracting Officer			
	P.O. Box 1800			
	Killeen, TX 76540-1800			
(COA	ST COMMUNITY COLLEGE DISTRICT STLINE COMMUNITY COLLEGE)			
PER:	Describert Describert			
	President, Board of Trustees			
	1370 Adams Avenue			
	Costa Mesa, CA 92626			

Agreement Number: 37449



Orange County Quality Improvement System (OC QIS) September 1, 2011 to August 30, 2012

MEMORANDUM OF UNDERSTANDING

Orange Coast College
Harry & Grace Steele Children's Center

We are pleased that **Orange Coast College**, **Harry & Grace Steele Children's Center** (Agency) has chosen to participate in the 2011 to 2012 Orange County Quality Improvement System (OC QIS) project developed by the Orange County Department of Education to provide assistance in understanding and advocating for the enhancement of quality early care and education in Orange County.

This Memorandum of Understanding (MOU) is entered into by and between the Orange County Superintendent of Schools (OCDE), Services for Early Education & Development (SEED) and Orange Coast College, Harry & Grace Steele Children's Center (Agency) and defines the terms of your Agency's participation in the OC QIS project and will become a binding agreement once signed by OCDE/SEED and Agency representatives. The spirit of this MOU is one of partnership and cooperation. It sets forth responsibilities of each party to the MOU.

Failure to meet the Agency responsibilities listed below may result in suspension from all project activities.

The term of this MOU shall commence upon signature of this document by both parties and will conclude upon written notification from either party.

ORANGE COUNTY DEPARTMENT OF EDUCATION RESPONSIBILITIES:

A. Project Components

- OCDE/SEED will share innovative practices in early care and education including training and technical assistance at no cost (contingent upon SEED funding)
- OCDE/SEED agrees to raise parent and community awareness of Agencies participating in OC QIS through marketing and promotional materials.
- 3. As part of the OC QIS process, OCDE/SEED will provide reference materials to community resources such as dental, vision, hearing, and speech services by utilizing the community resource list, the 211 information and referral service, and the Children and Families Commission of Orange County School Readiness Coordinator Network.
- 4 OCDE/SEED will provide templates of all OC QIS forms and the OC QIS logo to be used on program and marketing materials.
- OCDE/SEED will provide sites with an OC QIS certificate of participation to be displayed in the Agency.
- OCDE/SEED will provide one site visit, only if requested by Agency, by August 30, 2012
- Agency Autonomy: OCDE/SEED supports the right of the Agency to determine and administer its policies, programs, services, and budget, except

- those provisions voluntarily relinquished with the acceptance of this agreement.
- Inclusiveness and Diversity: OCDE/SEED will fully comply with all applicable laws concerning unlawful discrimination. OCDE/SEED will encourage all agencies, as a system, to be inclusive and serve individuals, regardless of their ethnicity and race, religion, ancestry, age, gender, sexual orientation, marital, health, or socio-economic status, physical or mental disability, or geographic location within Orange County. OCDE/SEED agrees to provide resources and referrals for training and technical assistance regarding inclusive and culturally sensitive practices:

B. Cross-Promotion

- 1. Privacy rules OCDE/SEED will not release personal information regarding any Agency or its employees.
- OCDE/SEED agrees to list Agency name on our OC QIS marketing materials including the website with the opportunity for a hyperlink to Agency's site.
- 3. Notices to OCDE/SEED shall be addressed to:

The Orange County Department of Education 200 Kalmus Drive
Costa Mesa, California 92626
Attention Glenda Chakerian
gchakerian@ocde.us or 714-966-4386

II. AGENCY RESPONSIBILITIES:

- A. Project Components: To support quality improvement in Orange County early childhood centers, trainings and forums will be provided to increase program director knowledge of quality improvement tools. Participating agency responsibilities are:
 - Agency Director or designated representative agrees to attend the Fall Kick Off Meeting on September 8, 2011 AND at least three of the four Directors Forums. Director Forum dates scheduled for 2011-2012 are: October 27 February 9, March 8, & May 17.
 - In addition to Director Forums, Agency Director or designated representative agrees to attend one of two early childhood evaluation workshop options.
 Directors may choose from option 1 or 2 below:
 - (1) Directors with three years or less experience using the Environmental Rating Scale (ERS) shall attend an introductory/refresher ERS workshop provided by OCDE staff.
 - (2) Directors with four or more years experience using ERS may choose to take the ERS refresher workshop OR attend an informational session about the Classroom Assessment Scoring System (CLASS) provided by OC QIS or CARES Plus.
 - Agency Director or designated representative will train all currently employed teachers on the ERS instrument who are not proficient users.
 - 4. By mid-year, Agency Director will ensure that each classroom is evaluated using the ERS tool. Agencies may choose from the following methods of conducting their ERS evaluations:
 - (1) Agency Director or other leadership staff will conduct ERS assessments for classrooms within the agency.
 - (2) Teachers conduct ERS evaluations in another classroom within the same agency (not their own classroom)

.

- (3) Hire a qualified ERS evaluator. (OCDE/OC QIS does NOT provide funding for this cost.)
- Agency Director will provide teachers with ERS evaluation results, and support teachers in the completion of a classroom Quality Improvement Plan (QIP).
- Agency Director will average all classroom ERS subscale scores, and complete a QIP for the Agency.
- Agency Director will review all Quality Improvement Plans, and follow up to ensure planned quality improvement changes are implemented.
- By October 31, 2011, Agency Director will complete or update the annual online Program Profile provided by OCDE/SEED.
- 9. **By November 30, 2011**, Agency Director will facilitate the completion of Individual Professional Growth Plans (IPGP) for all staff. *IPGP's are completed annually and will be completed online.*
- By June 1, 2012. Agency Director will provide OCDE/ OC QIS with ERS subscale average scores for each classroom, and the Agency QIP. Scores will be submitted online.
- Inclusiveness and Diversity Agency agrees to fully comply with and support all laws concerning non-discrimination. Nothing in this MOU shall be used to lessen the sectarian nature of the Agency. Similarly, nothing in this MOU shall be used to interfere with Agency's Board- or Owner-approved policies and staffing requirements.

B. Cross-Promotion

- Agency agrees to market and support OCDE/SEED OC QIS trainings by attending and providing information to others who may want to attend.
- Agency will display OC QIS banner in a visible location inside or outside the Agency.
- Agency agrees to assist OCDE/SEED with OC QIS media products, including
 press releases, marketing materials, photographs, hosting site visits, and any
 other information relevant to the program.

C. Notification of Changes to OCDE/SEED

Agency must notify OCDE/SEED within 30 days if there is a change in the Agency's Executive Director (ED), Child Care Center Director, Owner or other changes that significantly impact this MOU. An amended MOU must be signed if there is a change in Agency ED or Owner. Notices to Agency shall be addressed to:

Orange Coast College				
Harry & Grace Steele Children	ı"	s ('en	ter
2701 Fairview Road				
Costa Mesa, CA 92628				
Attn				

Agency agrees to comply with all applicable provisions of federal, state and local laws, statutes, ordinances, rules, regulations, and permits that now or may in the future become applicable to Agency, Agency's operations, equipment and personnel engaged in the operations covered by this MOU or accruing out of the performance of such operations.

Agency acknowledges and agrees that OCDE/SEED will retain sole copyright ownership of all educational curriculum and professional development materials developed for the OC QIS project.

In the interest of public health, OCDE provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted by the Orange County Superintendent of Schools on behalf of OCDE, pursuant to Superintendent's Policy 400.7 adopted on June 18, 1996. Failure to abide with conditions of this policy could result in termination of this MOU.

OCDE/SEED and Agency agree to defend, indemnify, and hold each other, and their respective officers, employees, and agents harmless from any claims, demands or liabilities of any kind or nature, including but not limited to personal injury and property damage arising from or related to this MOU, except for OCDE's or Agency's negligent performance pursuant to this MOU.

This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, concerning the subject matter herein.

This MOU shall become effective upon execution by Agency.

This MOU may be modified, in writing, by mutual consent of the parties.

This MOU may be terminated by either party before the term expires by giving thirty (30) days written notice by either party.

This MOU may be renewed for additional one year terms by mutual written consent of the parties.

This MOU is provided in duplicate. Please sign the original and copy and return to:

Orange County Department of Education
Contracts
200 Kalmus Drive
Costa Mesa, CA. 92628
714-966-4146
klange@ocde.us

III

111

]]]

AGREED:

Orange Coast College, Harry & Grace Steele Children's Center

Executive Director or Owner; if applicable (Signature)	Date
Child Care Center Director (Signature)	Date
Board Chair, if applicable (Signature)	Date:
Orange County Superinten	dent of Schools
Tatur M'lug	October 4, 2011
Signature *	Date
Patricia McCaughey	Coordinator
Name	Title





Agreement Number: 37448



Orange County Quality Improvement System (OC QIS) September 1, 2011 to August 30, 2012

MEMORANDUM OF UNDERSTANDING

Orange Coast College Early Childhood Lab School

We are pleased that **Orange Coast College**, Early Childhood Lab School (Agency) has chosen to participate in the 2011 to 2012 Orange County Quality Improvement System (OC QIS) project developed by the Orange County Department of Education to provide assistance in understanding and advocating for the enhancement of quality early care and education in Orange County.

This Memorandum of Understanding (MOU) is entered into by and between the Orange County Superintendent of Schools (OCDE), Services for Early Education & Development (SEED) and Orange Coast College, Early Childhood Lab School (Agency) and defines the terms of your Agency's participation in the OC QIS project and will become a binding agreement once signed by OCDE/SEED and Agency representatives. The spirit of this MOU is one of partnership and cooperation. It sets forth responsibilities of each party to the MOU.

Failure to meet the Agency responsibilities listed below may result in suspension from all project activities.

The term of this MOU shall commence upon signature of this document by both parties and will conclude upon written notification from either party.

I. ORANGE COUNTY DEPARTMENT OF EDUCATION RESPONSIBILITIES:

A. Project Components

- 1. OCDE/SEED will share innovative practices in early care and education including training and technical assistance at no cost (contingent upon SEED funding).
- 2. OCDE/SEED agrees to raise parent and community awareness of Agencies participating in OC QIS through marketing and promotional materials.
- 3. As part of the OC QIS process, OCDE/SEED will provide reference materials to community resources such as dental, vision, hearing, and speech services by utilizing the community resource list, the 211 information and referral service, and the Children and Families Commission of Orange County School Readiness Coordinator Network.
- 4. OCDE/SEED will provide templates of all OC QIS forms and the OC QIS logo to be used on program and marketing materials.
- 5. OCDE/SEED will provide sites with an OC QIS certificate of participation to be displayed in the Agency.
- 6. OCDE/SEED will provide one site visit, *only if requested by Agency*, by August 30, 2012.
- 7. **Agency Autonomy:** OCDE/SEED supports the right of the Agency to determine and administer its policies, programs, services, and budget, except

those provisions voluntarily relinquished with the acceptance of this agreement.

8. Inclusiveness and Diversity: OCDE/SEED will fully comply with all applicable laws concerning unlawful discrimination. OCDE/SEED will encourage all agencies, as a system, to be inclusive and serve individuals, regardless of their ethnicity and race, religion, ancestry, age, gender, sexual orientation, marital, health, or socio-economic status, physical or mental disability, or geographic location within Orange County. OCDE/SEED agrees to provide resources and referrals for training and technical assistance regarding inclusive and culturally sensitive practices.

B. Cross-Promotion

- 1. Privacy rules OCDE/SEED will not release personal information regarding any Agency or its employees.
- 2. OCDE/SEED agrees to list Agency name on our OC QIS marketing materials including the website with the opportunity for a hyperlink to Agency's site.
- 3. Notices to OCDE/SEED shall be addressed to:

The Orange County Department of Education 200 Kalmus Drive
Costa Mesa, California 92626
Attention Glenda Chakerian
gchakerian@ocde.us or 714-966-4386

II. AGENCY RESPONSIBILITIES:

- A. **Project Components:** To support quality improvement in Orange County early childhood centers, trainings and forums will be provided to increase program director knowledge of quality improvement tools. Participating agency responsibilities are:
 - 1. Agency Director or designated representative agrees to attend the *Fall Kick Off* Meeting on September 8, 2011 AND at least three of the four Directors Forums. Director Forum dates scheduled for 2011-2012 are: October 27, February 9, March 8, & May 17.
 - 2. In addition to Director Forums, Agency Director or designated representative agrees to attend one of two early childhood evaluation workshop options. Directors may choose from option 1 or 2 below:
 - (1) Directors with three years or less experience using the Environmental Rating Scale (ERS) shall attend an introductory/refresher ERS workshop provided by OCDE staff.
 - (2) Directors with four or more years experience using ERS may choose to take the ERS refresher workshop OR attend an informational session about the Classroom Assessment Scoring System (CLASS) provided by OC QIS or CARES Plus.
 - 3. Agency Director or designated representative will train all currently employed teachers on the ERS instrument who are not proficient users.
 - 4. By mid-year, Agency Director will ensure that each classroom is evaluated using the ERS tool. Agencies may choose from the following methods of conducting their ERS evaluations:
 - (1) Agency Director or other leadership staff will conduct ERS assessments for classrooms within the agency.
 - (2) Teachers conduct ERS evaluations in another classroom within the same agency (not their own classroom)

- (3) Hire a qualified ERS evaluator. (OCDE/OC QIS does NOT provide funding for this cost.)
- 5. Agency Director will provide teachers with ERS evaluation results, and support teachers in the completion of a classroom Quality Improvement Plan (QIP).
- 6. Agency Director will average all classroom ERS subscale scores, and complete a QIP for the Agency.
- 7. Agency Director will review all Quality Improvement Plans, and follow up to ensure planned quality improvement changes are implemented.
- 8. **By October 31, 2011,** Agency Director will complete or update the annual online Program Profile provided by OCDE/SEED.
- 9. **By November 30, 2011,** Agency Director will facilitate the completion of Individual Professional Growth Plans (IPGP) for all staff. *IPGP's are completed annually and will be completed online.*
- 10. **By June 1, 2012**, Agency Director will provide OCDE/ OC QIS with ERS subscale average scores for each classroom, and the Agency QIP. *Scores will be submitted online.*
- 11. **Inclusiveness and Diversity** Agency agrees to fully comply with and support all laws concerning non-discrimination. Nothing in this MOU shall be used to lessen the sectarian nature of the Agency. Similarly, nothing in this MOU shall be used to interfere with Agency's Board- or Owner-approved policies and staffing requirements.

B. Cross-Promotion

- 1. Agency agrees to market and support OCDE/SEED OC QIS trainings by attending and providing information to others who may want to attend.
- 2. Agency will display OC QIS banner in a visible location inside or outside the Agency.
- 3. Agency agrees to assist OCDE/SEED with OC QIS media products, including press releases, marketing materials, photographs, hosting site visits, and any other information relevant to the program.

C. Notification of Changes to OCDE/SEED

Agency must notify OCDE/SEED within 30 days if there is a change in the Agency's Executive Director (ED), Child Care Center Director, Owner or other changes that significantly impact this MOU. An amended MOU must be signed if there is a change in Agency ED or Owner. Notices to Agency shall be addressed to:

Orange Coast College
Early Childhood Lab School
2701 Fairview Road
Costa Mesa, CA 92628
Attn: Suzanne Jaglowski

Agency agrees to comply with all applicable provisions of federal, state and local laws, statutes, ordinances, rules, regulations, and permits that now or may in the future become applicable to Agency, Agency's operations, equipment and personnel engaged in the operations covered by this MOU or accruing out of the performance of such operations.

Agency acknowledges and agrees that OCDE/SEED will retain sole copyright ownership of all educational curriculum and professional development materials developed for the OC QIS project.

In the interest of public health, OCDE provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted by the Orange County Superintendent of Schools on behalf of OCDE, pursuant to Superintendent's Policy 400.7 adopted on June 18, 1996. Failure to abide with conditions of this policy could result in termination of this MOU.

OCDE/SEED and Agency agree to defend, indemnify, and hold each other, and their respective officers, employees, and agents harmless from any claims, demands or liabilities of any kind or nature, including but not limited to personal injury and property damage arising from or related to this MOU, except for OCDE's or Agency's negligent performance pursuant to this MOU.

This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, concerning the subject matter herein.

This MOU shall become effective upon execution by Agency.

This MOU may be modified, in writing, by mutual consent of the parties.

This MOU may be terminated by either party before the term expires by giving thirty (30) days written notice by either party.

This MOU may be renewed for additional one year terms by mutual written consent of the parties.

This MOU is provided in duplicate. Please sign the original and copy and return to:

Orange County Department of Education
Contracts
200 Kalmus Drive
Costa Mesa, CA. 92628
714-966-4146
klange@ocde.us

///

///

///

AGREED:

Orange Coast College, Early Childhood Lab School

Executive Director or Owner, if applicable (Signature)	Date		
Juzanne Jaglowski.	<u></u>		
Child Care Center Director (Signature)	Date		
Board Chair, if applicable (Signature)	Date		
Orange County Superinten	ident of Schools		
Signature Signature	October 4, 2011 Date		
Patricia McCaughey Name	Coordinator Title		





APPENDIX TO ENCLOSURE 3

TEMPLATE OF DOD MOU BETWEEN DOD OFFICE OF THE USD(P&R) AND EDUCATIONAL INSTITUTION AND SERVICE-SPECIFIC ADDENDUMS

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution

DoD VOLUNTARY EDUCATION PARTNERSHIP

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

DoD OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR

PERSONNEL AND READINESS (USD(P&R))

AND

[NAME OF EDUCATIONAL INSTITUTION]

1. PREAMBLE

- a. Providing access to quality postsecondary education opportunities is a strategic investment that enhances the U.S. Service member's ability to support mission accomplishment and successfully return to civilian life. A forward-leaning, lifelong learning environment is fundamental to the maintenance of a mentally powerful and adaptive leadership-ready force. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the Nation's policies and objectives, requires the DoD to sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses offered both on- and off-installation as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of Service members and the DoD civilian workforce.
- b. Making these postsecondary programs available to the military community as a whole further provides Service members, their eligible adult family members, DoD civilian employees, and military retirees ways to advance their personal education and career aspirations and prepares them for future vocational pursuits, both inside and outside of the Department of Defense. This helps strengthen the Nation by producing a well-educated citizenry and ensures the availability of a significant quality-of-life asset that enhances recruitment and retention efforts in an all-volunteer force.

2. PURPOSE

a. This MOU articulates the commitment and agreement educational institutions provide to the Department of Defense by accepting funds via each Service's tuition assistance (TA) program in exchange for education services.

- b. This MOU is not an obligation of funds, guarantee of program enrollments by DoD personnel, their eligible adult family members, DoD civilian employees, and retirees in an educational institution's academic programs, or a guarantee for installation access.
- c. This MOU covers courses delivered by educational institutions through all modalities. These include, but are not limited to, classroom instruction, distance education (e.g., Web-based, CD-ROM, or multimedia) and correspondence courses.
- d. This MOU includes high school programs, academic skills programs, and adult education programs for military personnel and their eligible adult family members.
 - e. This MOU articulates regulatory and governing directives and instructions:
- (1) Eligibility of DoD recipients is governed by federal law, DoD Instruction (DoDI) 1322.25, DoD Directive 1322.08E, and the cognizant Military Service's policies, regulations, and fiscal constraints.
- (2) Outside of the United States, education programs shall be operated in accordance with guidance from DoDI 1322.25; DoDI 1322.19; section 1212 of Public Law 99-145, as amended by section 518 of Public Law 101-189; and under the terms of the Tri-Services contract currently in effect.
- f. This MOU is subject at all times to Federal law and the rules, guidelines, and regulations of the Department of Defense. Any conflicts between this MOU and such Federal law, rules, guidelines, and regulations will be resolved in favor of the Federal law, rules, guidelines, or regulations.
- 3. <u>EDUCATIONAL INSTITUTION (INCLUDING CERTIFICATE AND DEGREE GRANTING EDUCATIONAL INSTITUTIONS) REQUIREMENTS FOR TA</u>. Educational institutions must:
- a. Sign and adhere to the requirements of this MOU, including Service-specific addendums as appropriate, prior to being eligible to receive TA payments.
- (1) Those educational institutions that have a current MOU with the Department of Defense will sign this MOU at the expiration of their current MOU, or at the request of the Department of Defense or the specific Military Service holding a separate current MOU.
- (2) Educational institutions must comply with this MOU and the requirements in Service-specific addendums that do not conflict with governing Federal law and rules, guidelines, and regulations, which include, but are not limited to, Title 10 of the United States Code; DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel"; DoD Instruction 1322.25, "Voluntary Education Programs"; DoDI 1322.9, "Voluntary Education

Programs for Military Personnel-Management Information System"; DoDI 1322.19, "Voluntary Education Programs in Overseas Areas"; and all installation requirements imposed by the installation commander if the educational institution has been approved to operate on a particular base. Educational institutions failing to comply with the requirements set forth in this MOU may receive a letter of warning, be denied the opportunity to establish new programs, have their MOU terminated, be removed from the installation, and may have the approval of the issuance of TA withdrawn by the Service concerned.

- b. Be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.
- c. Comply with the regulatory guidance provided by the Department of Defense and the Services.
- d. Adhere to the Servicemembers Opportunity Colleges (SOC) Consortium Principles, Criteria, and Military Student Bill of Rights (located at http://www.soc.aascu.org/socconsortium/PublicationsSOC.html). SOC principles are based on the principles set forth in the Joint Statement on the Transfer and Award of Credit (available at http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/CLLL/Joint.htm), which were developed by members of the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education (ACE), and the Council for Higher Education Accreditation.
- e. Recognize, accept, and award credit where appropriate, from the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, the Community College of the Air Force (CCAF), and the Coast Guard Institute transcript as the official sources of military training and experience documentation with corresponding college credit recommendations, when processing the individual's documented educational plan.
- f. Participate in the Military Voluntary Education Review (MVER) process when requested. This requirement applies not only to institutions providing courses on military installations, but also to those institutions providing postsecondary instruction not located on the military installation or via DL.

4. TA PROGRAM REQUIREMENTS FOR EDUCATIONAL INSTITUTIONS

a. One Single Tuition Rate. Educational institutions will have one single tuition rate for all Service members enrolled in the same course, regardless of Service component, within a specific Office of Postsecondary Education identification number (OPE ID). The OPE ID is assigned by the Department of Education to institutions approved to participate in Federal student financial aid programs. This single tuition rate includes active duty Service members, members of the Reserve Components (RCs), and the National Guard.

b. <u>Course Enrollment Information</u>. The educational institutions will provide course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information to the TA issuing Service's education office, as outlined in the Service's regulations and instructions.

c. Educational Plan

- (1) Institutions will provide an evaluated educational plan to the Service member and his or her Service:
 - (a) Within 60 days after the individual has been accepted for admission; or
 - (b) After all required transcripts have been provided; or
- (c) After the individual has completed 6 semester hours with the institution; whichever comes first
- (2) Institutions will submit a new evaluated educational plan when a Services' education advisor approves a change in the Service member's educational goal.
- (3) When an educational plan is issued, institutions will not add, delete, or change course requirements after the student accepts the educational plan and begins the course of study. Education plans will be valid for no fewer than five years.

d. Approved and Valid Courses

- (1) <u>Approved Courses</u>. If an eligible Service member decides to use TA, educational institutions will enroll him or her only after the TA is approved by the individual's Service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit an educational institution from pre-registering a Service member in a course in order to secure a slot in the course.
 - (2) Valid Courses. Courses shall be considered valid if they are:
 - (a) Part of an individual's evaluated educational plan; or
 - (b) Prerequisites for courses within the individual's evaluated educational plan; or
- (c) Required for acceptance into a higher-level degree program, unless otherwise specified by Service regulations.

e. Use of Financial Aid With TA

(1) "Top-Up" eligible active duty DoD personnel may use this Montgomery or Post-9/11

- G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the Service member that exceed the amount of TA paid by his or her Service. Reserve Component members who have paid for Chapter 30 G.I. Bill benefits may use those benefits concurrently with TA. Reserve Component members who have earned entitlement for the Post-9/11 G.I. Bill may combine VA benefits and TA as long as the combined benefits do not total more than 100% of the actual costs of tuition and fees.
- (2) DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers shall provide information and application processes for scholarships, fellowships, grants, loans, etc., to DoD TA recipients.
- (3) DoD TA recipients, who also qualify for Pell Grants through the Department of Education's Free Application for Federal Student Aid Program, shall have their TA benefits applied to their educational institution's account prior to the dispersal of their Pell Grant funds.

f. Administration of Tuition and Fees

- (1) The Services will provide TA in accordance with DoD- and Service-appropriate regulations. Any additional fees will be paid by the Service member to the institution at the time of registration in accordance with the institution's policy.
- (2) TA will be limited to tuition and reimbursable fees that are specifically required as a condition of enrollment in a particular course or term of enrollment of the member in that educational institution, are charged to all students, and are 100% refundable.
- (3) Tuition charged to a Service member will in no case exceed the rate charged to nonmilitary students, unless agreed upon in writing by both the institution and the Service.
- (4) The tuition and fee structure for the degree programs the institution proposes to offer on the installation must be provided annually. Any changes in the tuition and fee structure will be provided to and justified to all the Services, as soon as possible, but not fewer than 90 days prior to implementation. If the MOU is with a single educational institution, at a single location, with only one Service, the justification will be provided to that Service, which will then provide that information to the other Services.
- (5) Refunds of Government-funded TA will be paid in accordance with the institution's published refund policy and will go to the Service, not to the Service member.
- (6) The institution will refund to the Service the total amount of tuition and fees paid for a course that is cancelled by the institution.
- (7) TA invoicing information is located in the Service-specific addendums attached to this MOU.

g. <u>Course Cancellations</u>. Institutions are responsible for notifying Service members of class cancellations for both classroom and DL courses.

h. Materials and Electronic Accessibility

- (1) Institutions will ensure that course materials are readily available, either electronically or in print medium, and provide information about where the student may obtain class materials at the time of enrollment or registration.
- (2) Institution representatives will counsel students to refrain from purchasing course materials prior to confirmation of sufficient enrollments for conduct of the class. Students will be encouraged to verify course acceptance by CCAF (Air Force only) or other program(s), with the installation education advisor before enrolling or requesting TA.
- (3) Institutions will provide students with electronic access to their main administrative and academic center's library materials, professional services, relevant periodicals, books, and other academic reference and research resources in print or online format that are appropriate or necessary to support the courses offered. Additionally, institutions will ensure adequate print and non-print media resources to support all courses being offered, are available at base or installation library facilities, on-site Institution resource areas, or via electronic transmission.

i. Graduation Achievement Recognition

- (1) The educational institution shall issue, at no cost to the Government, documentation as proof of completion, such as a diploma or certificate, to each student who completes the respective program requirements and meets all financial obligations.
- (2) In accordance with Service requirements, the institution shall provide the Service concerned with a list of those TA recipients who have completed a certificate, diploma, or degree program. The list will include the degree level, major, and program requirements completion date.
- (3) The institution shall make no distinction on any credential to reflect that the course(s) or program(s) were not conducted at its main administrative and academic center.
- (4) The institution shall provide students with the opportunity to participate in a graduation ceremony.

j. Reporting Requirements and Performance Metrics

(1) The institution shall provide electronic reports on all DoD TA recipients for programs and courses offered to personnel at each installation as required by the cognizant Service. This includes, but is not limited to, TA transactions, final course grades to include

incompletes and withdrawals, degrees awarded, certificates earned, documented educational plans, courses offered, class rosters, and military graduation.

- (2) The cognizant Service may evaluate the institution's overall effectiveness in administering its academic program, courses, and customer satisfaction to the Department of Defense. A written report of the findings will be provided to the institution. The institution shall have 90 calendar days to review the report, investigate if required, and provide a written response to the findings.
- (3) The Services may request reports from an institution at any time, but not later than 2 years after termination of the MOU with such institution. Responses to all requests for reports shall be provided within 14 calendar days.

5. <u>REQUIREMENTS AND RESPONSIBILITIES FOR THE DELIVERY OF ON-INSTALLATION VOLUNTARY EDUCATION PROGRAMS AND SERVICES</u>

a. Educational institutions shall:

- (1) Agree to have a separate installation MOU if they have a Service agreement to provide on-installation courses or degree programs. The installation MOU contains the installation-unique requirements that will be coordinated, documented, and retained by the installation's education advisor, with concurrence from the appropriate Service voluntary education representative, and presented to the installation commander for final approval.
- (2) Comply with the installation-unique requirements in the installation MOU that do not conflict with the DoD Voluntary Education Partnership MOU and governing regulations.
- (3) Agree to coordinate degree programs offered on the installation with the installation's education advisor, who will receive approval from the installation commander, prior to the opening of classes for registration.
- (4) Admit candidates to the institution's on-installation programs at their discretion; however, priority for registration in installation classes will be given in the following order:
 - (a) Service members.
 - (b) Federally funded DoD civilian employees.
 - (c) Eligible adult family members of Service members and DoD civilian employees.
 - (d) Military retirees.
 - (e) Non-DoD personnel.

- (5) Provide the installation's education advisor, as appropriate, a tentative annual schedule of course offerings to ensure that the educational needs of the military population on the installation are met and to ensure no course or scheduling conflicts with other on-installation programs.
- (6) Provide instructors for their installation courses who meet the criteria established by the institution to qualify for employment as a faculty member on the main administrative and academic center.
- (7) Inform the installation education advisor about cancellations for classroom-based classes on military installations per the guidelines set forth in the separate installation MOU.
- b. The Services' designated installation representative (usually the installation education advisor) shall be responsible for determining the local voluntary education program needs for the serviced military population and for selecting the off-duty educational programs to be provided on the installation, in accordance with the Services' policies. The Service, in conjunction with the educational institution, shall provide support services essential to operating effective educational programs. All services provided will be commensurate with the availability of resources (personnel, funds, and equipment). This support includes:
- (1) Classroom and office space, as available. The Service will determine the adequacy of provided space.
- (2) Repairs as required to maintain office and classroom space in "good condition" as determined by the Service, and utility services for the offices and classrooms of the institution located on the installation (e.g., electricity, water, and heat).
- (3) Standard office and classroom furnishings within available resources. No specialized equipment will be provided.
- (4) Janitorial services in accordance with installation facility management policies and contracts.
- c. The Service reserves the right to disapprove installation access to any employee of the institution employed to carry out any part of this MOU.
- d. Operation of a privately owned vehicle by institution employees on the installation will be governed by the installation's policies.
- e. The installation education advisor will check with his or her Service's responsible office for voluntary education prior to allowing an educational institution to enter into an MOU with the installation.

6. REVIEW, MODIFICATIONS, SIGNATURES, EFFECTIVE DATE, EXPIRATION DATE, AND CANCELLATION PROVISION

- a. <u>Review</u>. The signatories (or their successors) shall review this MOU periodically in coordination with the Services, but no less than every 5 years, to consider items such as current accreditation status, updated program offerings, and program delivery services.
- b. Modifications. Modifications to this MOU will be in writing and, except for those required due to a change in Federal law, shall be subject to approval by both of the signatories below, or their successors.
- c. <u>Signatures</u>. The authorized signatory for the Department of Defense will be designated by the USD(P&R). The authorized signatory for the institution will be determined by the institution.
 - d. Effective Date. This MOU is effective on the date of the later signature.
- e. <u>Expiration Date</u>. This MOU will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by the Department of Defense or the Institution.
- f. <u>Cancellation Provision</u>. This MOU may be cancelled by either DoD or the Institution 30 days after receipt of the written notice from the cancelling party.

FOR THE DEPAR	TMENT OF DEFENSE:	FOR THE INSTITUTION:
.*		
<u> </u>		
DESIGNATED SI	GNATORY	PRESIDENT or Designee
	Note:	
		•
DATE		DATE

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force

ADDENDUM FOR EDUCATION SERVICES BETWEEN [NAME OF EDUCATIONAL INSTITUTION] AND THE U.S. AIR FORCE (USAF)

1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the "Institution," and the USAF. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the USAF to provide funds to the Institution that would be contrary to Federal law.

2. RESPONSIBILITIES

- a. USAF Education and Training Section (ETS) Chief. The USAF ETS Chief shall:
- (1) Maintain a continuing liaison with the designated Institution representative and be responsible for inspections and the acceptance of the Institution's services. The ETS Chief will assist the Institution representative to provide military and USAF culture orientation to the Institution personnel.
- (2) Review requests from Institutions with no on-installation MOU for permission of installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and provide other informational services approved by the installation commander. Approval depends on the installation commander. Approval of any school eligible for Military TA will be extended equally to all such schools; same time allotment, space, and frequency.
- (3) Assist the Institution or refer them to the information technology contractor for training in the use of Academic Institution Portal (AI Portal) regarding input of Institution information, degree offerings, tuition rates, grades, invoices, degree completions, and search tools pre-built into the USAF online Voluntary Education System.

b. Institutions

(1) The Institutions will:

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force, Continued

- (a) Appoint and designate an Institution representative to maintain a continuing liaison with the USAF ETS Chief.
- (b) Provide a basic educational plan to each airman and the ETS as soon as he or she decides to register with the Institution and while awaiting final evaluation of transfer credits.
- (c) Assume responsibility for the administration and proctoring of all course examinations not normally administered and proctored within the traditional, in-the-classroom setting.
- (d) Counsel interested airmen on Institution policies including, but not limited to, course withdrawal dates and penalties, course cancellation procedures, course grade publication, fees (covered by military tuition assistance (Mil TA) and not covered by Mil TA), billing practices, and policy regarding incompletion of a course. Face-to-face counseling is not required.
- (e) Register and use the AI Portal to input Institution basic information, degree offerings, tuition rates, invoice submission, course grades submission, degree completions, and to pull pre-established educational institution reports while conducting business with the USAF.
- (f) Submit one consolidated invoice per term via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made during the term, no earlier than after the final add/drop/census date, and no later than 30 calendar days after the end of the term.
- (g) Submit course grades via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made no later than 30 calendar days after the end of the term.
- (h) Accept the Government Purchase Card for payment of Mil TA when the Institution accepts credit cards for any part of Institution business.
- (i) Provide a list of program graduates via the AI Portal consisting of student name, program title, program type (such as bachelor's degree), and date of graduation no later than 30 calendar days after the end of the term in which graduation requirements are completed. If the AI Portal is not available, provide directly to the base Education and Training Section.
- (2) Institutions with no on-installation MOU are authorized to request permission for installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and other informational services. Approval depends on the installation commander. If approval is granted, then all other permissions will be authorized equally for any school eligible for Military TA; the same time allotment, space, and frequency.

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force, Continued

(3) All Institutions with an on-installation MOU or invitation for an on-installation activity, such as an educational fair, are authorized to counsel or provide information on any of their programs.

3. ADDITIONAL GUIDELINES

- a. In addition to DoD policy outlined in the DoD MOU, the authorization of Mil TA is further governed by Air Force Instruction 36-2306, as well as applicable policy and guidance.
- b. Installation access of non-DoD and non-installation personnel is at the discretion of the installation commander. Access once provided can be revoked at any time due to military necessity or due to conduct that violates installation rules or policies.
- c. The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of USAF facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated students. The Institution further agrees to defend, pay, or settle all claims arising out of the use of USAF facilities based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The Institution will hold the U.S. Government harmless from any claims arising out of the acts or omissions of the Institution, its agents, representatives, officers, employees, and non-DoD affiliated students.
- d. No off-base school will be given permanent space or scheduled for regularly recurring time on-base for student counseling.

Figure 3. MOU Addendum for Education Services Between Educational Institution and the U.S. Army

ADDENDUM FOR EDUCATION SERVICES BETWEEN [NAME OF EDUCATIONAL INSTITUTION] AND THE U.S. ARMY

1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the "Institution," and the U.S. Army. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the U.S. Army to provide funds to the Institution that would be contrary to Federal law.

2. <u>RESPONSIBILITIES</u>

a. <u>Army Education Services Officer (ESO)</u>. In support of this addendum, the Army ESO shall maintain a continuing liaison with a designated Institution representative and be responsible for inspections and the acceptance of the Institution's services. The ESO will provide assistance to the Institution representative to provide military and Army culture orientation to the Institution personnel.

b. Institution. The Institution will:

- (1) Appoint and designate an Institution representative to maintain a continuing liaison with the Army ESO.
- (2) Adopt the GoArmyEd processes. GoArmyEd is the Army Continuing Education System (ACES) centralized and streamlined management system for the Army's postsecondary voluntary education programs. Existing MOUs or Memorandums of Agreement, Tri-Services contracts, or other contracts that Institutions may have with military installations and ACES remain in place and should be supplemented with DoD Instruction 1322.25.
- (3) Agree to all of the terms in the ACES policies and procedures, available at https://www.hrc.army.mil/site/education/GoArmyEd_School_Instructions.html, such as invoicing, grades, reports, library references, etc.

Figure 4. MOU Addendum for Education Services Between Educational Institution and the U.S. Marine Corps

ADDENDUM FOR EDUCATION SERVICES BETWEEN [NAME OF EDUCATIONAL INSTITUTION] AND THE U.S. MARINE CORPS

1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the "Institution," and the U.S. Marine Corps. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the U.S. Marine Corps to provide funds to the Institution that would be contrary to Federal law.

2. RESPONSIBILITIES

- a. <u>Marine Corps Education Services Officer (ESO)</u>. In support of this addendum, the Marine Corps ESO shall maintain a continuing liaison with a designated Institution representative and be responsible for inspections and the acceptance of the Institution's services. The ESO will provide assistance to the Institution representative to provide military and Marine Corps culture orientation to the Institution personnel.
 - b. Institution. The Institution will:
- (1) Appoint and designate an Institution representative to maintain a continuing liaison with the Marine Corps ESO.
- (2) Provide open enrollment during a designated time period in courses conducted through media (e.g., portable media devices or computer-aided). Those courses shall be on an individual enrollment basis.
 - (3) Provide all required equipment when the Institution provides instruction via media.
- (4) Provide library services to the Marine Corps base/installation for students in the form of research and reference materials (e.g., books, pamphlets, magazines) of similar quality to the and reference material in sufficient quantity to meet curriculum and program demands. Materials shall be, at a minimum, the required readings of the instructor(s) for a particular course

Figure 4. MOU Addendum for Education Services Between Educational Institution and the U.S. Marine Corps, Continued

support provided students on the Institution's home campus. Services shall also include research or program, or the ability for the student to request a copy of such material, from the institution's main library, without any inconvenience or charge to the student (e.g., a library computer terminal that may allow students to order material and have it mailed to their residence).

- (5) Route publicity generated for an installation community through the base ESO.
- (6) Permit employment of off-duty military personnel or Government civilian employees by the institution, provided such employment does not conflict with the policies set forth in DoD Regulation 5500.7-R. However, Government personnel employed in any way in the administration of this addendum will be excluded from such employment because of conflict of interest.

3. <u>BILLING PROCEDURES AND FORMAL GRADES</u>

a. Invoices from institutions must be forwarded within 30 days of course completion to:

Naval Education and Training Professional Development and Technology Center (Code N8115)

Pensacola, FL 32509-5241

- b. All invoices must have the student name (if more than one name, alphabetically by last name), Social Security number, course number and description, Government cost for each course, and total amount of invoice.
 - c. All invoices must have an invoice number and date.
- d. If the Institution has any problems with the billing of an invoice, the Institution must notify the Naval Education and Training Professional Development and Technology Center (NETPDTC).
- e. Grade reports will be provided to NETPDTC within 30 days of term ending date or completion of the course, whichever is earlier.

Figure 5. MOU Addendum for Education Services Between Educational Institution and the U.S. Navy

ADDENDUM FOR EDUCATION SERVICES BETWEEN [NAME OF EDUCATIONAL INSTITUTION] AND THE U.S. NAVY

1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the "Institution," and the U.S. Navy. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the Department of the Navy to provide funds to the academic Institution that would be contrary to Federal law.

2. RESPONSIBILITIES

- a. <u>Commanding Officer Responsible for Execution of the Voluntary Education Program.</u> The commanding officer responsible for execution of the voluntary education program shall:
- (1) Determine the local voluntary education program needs for the Navy population to be served and recommend to the installation commander the educational programs to be offered on the base.
 - (2) Administer this agreement and provide program management support.
- (3) Manage the Navy College Program Distance Learning Partnership (NCPDLP) agreements.
- b. <u>Navy College Office (NCO)</u>. In support of this addendum, the NCO will maintain a continuing liaison with the designated Institution representative and be responsible for inspections and the acceptance of the Institution's services. The NCO will provide assistance to the Institution representative to provide military and Navy culture orientation to the Institution personnel.
 - c. Institution. The Institution will:
 - (1) If a distance learning partner institution:
 - (a) Comply with NCPDLP agreements.

Figure 5. MOU Addendum for Education Services Between Educational Institution and the U.S. Navy, Continued

- (b) Provide a link to the academic institution through the Navy College Program Website, only if designated as an NCPDLP school.
- (c) Display the academic Institution's advertising materials (i.e., pamphlets, posters, and brochures) at all NCOs, only if designated as an NCPDLP school.
- (2) Appoint and designate an Institution representative to maintain a continuing liaison with the NCO staff.
 - (3) Comply with wide area work flow processes for invoicing of tuition assistance.
- (4) Ensure library resource arrangements are in accordance with the standards of the Institution's accrediting association and the State regulatory agency having jurisdiction over the academic Institution.
- (5) Strive to respond to e-mail messages from students within 1 workday (i.e., Monday through Friday). Ensure toll-free telephonic access to academic counseling. Such telephonic access shall be available both in the continental United States and overseas.
- (6) Comply with host command procedures before starting instructor-based courses on any Navy installation. The NCO shall negotiate a separate agreement with the academic Institution in concert with the host command procedures.
- (7) Mail an official transcript indicating degree completion, at no cost to the sailor or the Government, to:

Center for Personal and Professional Development ATTN: Virtual Education Center 1905 Regulus Ave., Suite 234 Virginia Beach, VA 23461-2009

d. Other Responsibilities. Except as otherwise provided in the agreement, any dispute concerning an interpretation of, or a question of fact arising under, this agreement that is not disposed of by mutual consent shall be decided by the commanding officer of the Center for Personnel and Professional Development. This decision shall be in writing and constitute the final administrative determination.

·		

		O



Orange County Department of Education Division of School and Community Services

CHILD CARE SERVICES

Tel. (714) 708-3860 • Fax (714) 708-2916

Mailing Address
P.O. Box 9050
Costa Mesa, CA 92628-9050

Office Address

3001 Red Hill Ave., Bldg. 4, Ste. 113 Costa Mesa, CA 92626

AGREEMENT FOR CHILD CARE SERVICES CHILD CARE SERVICES PROGRAM

This AGREEMENT is entered into this 31st of August, 2011 by and between the Orange County Superintendent of Schools, administering the Child Care Services Program, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT. Coast Community College District; DBA Harry and Grace Steele Children's Center referred to as PROVIDER. SUPERINTENDENT and PROVIDER shall be collectively referred to as the Parties.

WITNESSETH:

WHEREAS, SUPERINTENDENT is under contract with the California Department of Education, Child Development Division to administer the Alternative Payment Program for Child Care Services which support the provisions of the Child Care and Development Services Act, California Education Code sections 8200 et seq.; and

WHEREAS, PROVIDER can provide the child care services which will meet the needs of the parent(s) and the child(ren) in the Alternative Payment Program; and WHEREAS, SUPERINTENDENT wishes to have PROVIDER provide the child care services required by these parent(s) and child(ren);

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 PROVIDER SERVICES.

PROVIDER will provide direct care, supervision and guidance for children at all times in accordance with this AGREEMENT and the Child Care Services Parent/Provider Handbook and Operating Guidelines, which is attached hereto as Exhibit A and incorporated herein by this reference, acting in an independent contractor capacity and not as an officer or employee or agent of SUPERINTENDENT or the State of California.

2.0 <u>TERM</u>.

This AGREEMENT shall be in full force and effect for the period commencing August 31, 2011 and shall remain in effect for a period of five (5) years, unless sooner terminated as set forth in this AGREEMENT. Should the PROVIDER begin work in advance of receiving notice that the Agreement is approved as provided above, any child care services performed in advance of the date of approval shall be considered as having been done at the PROVIDER'S risk as a volunteer unless said Agreement is approved.

3.0 PAYMENT.

SUPERINTENDENT agrees to pay PROVIDER for services satisfactorily rendered for each subsidized child who is authorized to receive care under this AGREEMENT, according to the PROVIDER'S Certificate of Child Care Services, Exhibit "B", a copy of which will be issued to PROVIDER at the time of initial authorization of child care services by SUPERINTENDENT and from time to time amended to reflect changes in child care services as authorized by SUPERINTENDENT. A copy of PROVIDER'S Certificate of Child Care Services is to be attached hereto as Exhibit "B" and incorporated herein by this reference.

4.0 <u>CONTINGENCY OF FUNDS.</u>

PROVIDER acknowledges that funding of this AGREEMENT is contingent upon appropriation and availability of funds by the California State Department of Education. If such funding or appropriations are not forthcoming, or are otherwise limited, SUPERINTENDENT shall immediately notify PROVIDER in writing. PROVIDER shall modify or cease operations as directed by SUPERINTENDENT within fourteen (14) days of receipt of such written notice.

5.0 <u>INDEPENDENT CONTRACTOR.</u>

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

6.0 **TERMINATION**.

A. <u>Without Cause</u>. This AGREEMENT may be terminated by either party without cause and at its sole discretion, upon two (2) weeks prior written notice to the other party specifying the desired date of termination.

PROVIDER shall be compensated only for services satisfactorily rendered to the date of termination. Written notice by SUPERINTENDENT shall be sufficient to stop further performance of services by PROVIDER. Notice shall be deemed given when received by the PROVIDER if personally delivered, or no later than five (5) days after the mailing, whichever is sooner.

B. For Cause. SUPERINTENDENT may terminate this AGREEMENT for cause when SUPERINTENDENT has determined that PROVIDER has substantially violated a provision of the applicable law or this AGREEMENT Cause shall include PROVIDER's breach of any of the terms and conditions of this AGREEMENT including any exhibits hereto, or any act by PROVIDER exposing the SUPERINTENDENT to liability to others for personal injury or property damage. SUPERINTENDENT shall notify PROVIDER in writing of any breach of the terms and conditions of this AGREEMENT. Written notice by SUPERINTENDENT shall contain the reasons for such intention to terminate and unless within forty-eight (48) hours after service of such notice the condition or violation shall cease, or satisfactory arrangements for correction thereof are made, this AGREEMENT shall upon the expiration of the forty-eight (48) hours cease and terminate. Notice shall be deemed given when received by the PROVIDER if personally served or no later than five (5) days after the mailing, whichever occurs first. After review of the correction, or satisfactory arrangements for correction, SUPERINTENDENT shall have the right, at its sole discretion, to take such action as SUPERINTENDENT deems appropriate.

7.0 **HOLD HARMLESS**.

PROVIDER agrees and does hereby indemnify, defend and hold harmless the SUPERINTENDENT, the Orange County Board of Education and its officers, agents, and employees, and the State of California, from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

A. Liability for damages for (1) death or bodily injury to person(s); (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the PROVIDER or any person, firm or corporation employed by the PROVIDER either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referenced above resulting from the negligence or willful misconduct of the SUPERINTENDENT, its officers, employees, or agents.

B. Injury to or death of any person(s), including the SUPERINTENDENT's officers, employees or agents, or damage to or loss of any property caused by any act, neglect, default or omission of the PROVIDER, or any person, firm or corporation employed by PROVIDER, either directly or by independent contract, arising out of, or in any way connected with the services provided under this AGREEMENT, whether said injury or damage occurs either on or off SUPERINTENDENT'S property.

The PROVIDER, at PROVIDER'S own expense, cost and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the SUPERINTENDENT, the Orange County Board of Education and its officers, employees, agents, and the State of California on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the SUPERINTENDENT, the Orange County Board of Education, and its officers, agents, or employees and the State of California in any action, suit or other proceedings as a result thereof.

8.0 **INSURANCE**.

- A. <u>Child Care Center</u> Pursuant to Section 7.0. PROVIDER agrees to comply with all State insurance requirements for child care centers. PROVIDER shall name the SUPERINTENDENT, the Orange County Board of Education and its officers, employees, or agents as additional insureds. SUPERINTENDENT may request a copy of the (required insurance and PROVIDER shall furnish a copy upon request.
 - B. Family Child Care Home Pursuant to Section 7.0, PROVIDER agrees to comply with all State insurance requirements for family day care homes as required by Health and Safety Code section 1597.531.

9.0 **PERMITS/LICENSES**.

PROVIDER and all PROVIDER's employees or agents shall secure and maintain in force such permits and licenses as required by law in connection with furnishing of services pursuant to this AGREEMENT.

10.0 NO ASSIGNMENT.

PROVIDER shall not subcontract or assign the performance of any of the services in this AGREEMENT.

11.0 COMPLIANCE WITH APPLICABLE LAWS.

The child care services must meet the approval of the SUPERINTENDENT and the State of California and are subject to the general right of inspection by SUPERINTENDENT to secure the satisfactory completion thereof. PROVIDER agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may

in the future become applicable to PROVIDER'S business, equipment and personnel engaged in services covered by this AGREEMENT or occurring out of the performance of such services.

12.0 **CONFIDENTIALITY.**

Use or disclosure of individual information concerning children or their families receiving child care services shall be limited to purposes directly related to the administration of this AGREEMENT by the SUPERINTENDENT. No other use of this information shall be made without the parent's prior written consent. subpoena by the court, or in the investigation of a crime. Each child's parent(s) or parent's authorized representative may review their child's file upon request at the SUPERINTENDENT'S office during regular office hours.

13.0 **RECORDS AND AUDITS**.

This AGREEMENT along with all required records, documents and reports shall be kept by SUPERINTENDENT and PROVIDER for a period of not less than five (5) years and are subject to review by local, state and/or federal agencies.

14.0 **NON-DISCRIMINATION**.

PROVIDER agrees that it will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age of such persons.

15.0 **DELAYS**.

Neither Party shall be liable for damages for delay for delivery of services arising out of causes beyond its reasonable control and without its fault or negligence including but not limited to, acts of God or the public enemy, act of Government, earthquakes, fires, floods, epidemics, quarantine restrictions, or labor disputes. Whenever an actual or potential event is delaying or impairing or threatening to delay or impair the performance of the services required in this AGREEMENT, PROVIDER shall immediately give notice to SUPERINTENDENT, including all relevant information with respect thereto. If a delay exceeds a total period of fifteen (15) days SUPERINTENDENT may terminate this AGREEMENT immediately.

16.0 NON WAIVER.

The failure of the SUPERINTENDENT in any one or more instances to insist upon strict performance of any of the terms of this AGREEMENT or to exercise any option herein conferred shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion.

17.0 **NOTICE**.

All notices or demands to be given under this AGREEMENT by the Parties to the other shall be in writing and given either by: i) Personal service, or ii) U.S. Mail, mailed by metered, registered or certified mail, with return receipt requested, when applicable, with postage prepaid. Service shall be considered given when received if personally served or, if mailed, on the fifth (5th) day after deposit in any U.S. Post Office. The address to which notices or demands may be given by the Parties is set forth on the signature page of this AGREEMENT, and may be changed by written notice given in accordance with the notice provisions of this section.

18.0 MODIFICATION/AMENDMENT.

SUPERINTENDENT reserves the right to modify or amend this AGREEMENT upon two (2) days written notice including changes in the basic rates or services, provided that any changes in government-subsidized reimbursements shall be effective immediately and do not require any prior notice to PROVIDER. No modification or amendment hereof shall be valid unless it is in writing and signed by the Parties.

19.0 **ENTIRE AGREEMENT**.

This AGREEMENT, together with Exhibits A (Child Care Services Parent/Provider Handbook and Operating Guidelines) and B (Certificate of Child Care Services) specifically incorporated herein by reference, contain the entire AGREEMENT and understanding between the Parties as to the subject matter hereof.

20.0 **SEVERABILITY**.

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

21.0 **GOVERNING LAW**.

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

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT on the day and year first

above written.

Coast Community College District

DBA: Harry and Grace Steele Children's Center	
BY: Authorized Signature	BY:Authorized Signature
PRINT NAME:	PRINT NAME: Patricia McCaughey
TITLE:	TITLE: Coordinator
DATE:	DATE:
ADDRESS: 2701 Fairview Rd. Costa Mesa, CA 92628	ADDRESS: P.O. 9050, Costa Mesa, CA 92628
95-6002272 FEDERAL IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER	BY:
	DATE:
	ADDRESS: P.O. Box 9050, Costa Mesa, CA 92628

. . O

Master Agreement for the Coast Community College District Foundation

- 1. Parties. This Master Agreement ("Agreement") is between the Coast Community College District ("District"), through its Board of Trustees, on the one hand, and the Coast Community College Foundation ("Foundation"), through its Board of Directors, on the other hand. The District and the Foundation are referred to herein as "Party" and collectively as "Parties."
- 2. **Legal Authority**. This Agreement is made pursuant to Section 59257 of Title 5 of the *California Code of Regulations* and Section 72670 of the *Education Code*.
- 3. <u>Term.</u> This Agreement will commence on November 2, 2011, and will terminate on June 30, 2016, unless extended by mutual consent of the Parties. The Foundation agrees to maintain its existence throughout the term of this Agreement.
- 4. **Prior Agreements.** This Agreement replaces and supersedes all prior agreements between the District and the Foundation.
- 5. <u>District's Recognition of Foundation</u>. By approving this Agreement, the District's Board of Trustees hereby reaffirms its recognition of the Foundation as an auxiliary organization within the meaning of Section 72670(e) of the *Education Code*.
- 6. <u>Functions and Purpose of Foundation</u>. The Parties agree and understand that the functions to be undertaken by the Foundation are for the sole purpose of providing activities which are an integral part of the educational programs of the District. The Parties further agree and understand that the functions undertaken by the Foundation are more effectively and efficiently performed by the Foundation than by the District under usual District procedures, pursuant to Section 59257(j)(2) of Title 5 of the *California Code of Regulations*.
- 7. Services and Programs. In furtherance of the Foundation's purpose, the Foundation may develop and operate services and programs related to the following: (a) District facilities and equipment; (b) loans, scholarships, and grants-in-aids for District students; (c) workshops, conferences, institutes, and federal projects; (d) alumni activities; (e) gifts, bequests, devises, endowments, and trusts; and (f) public relations. All other educational and student services functions at the colleges are to be performed exclusively by the District. The Foundation may not accept any grant, contract, bequest, trust, or gift unless it is so conditioned that it may be used only for purposes consistent with this Agreement, District policy and regulations, and law.
- 8. <u>Legal Compliance.</u> The Foundation agrees to operate in compliance with District policy and regulations, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 *et. seq.* of the *Education Code* and Sections 59255 *et. seq.* of Title 5 of the *California Code of Regulations*.
- 9. <u>Board of Directors.</u> The Foundation shall have a Board of Directors composed, both as to size and categories of membership, in accordance with regulations established by the District's Board of Trustees. The Foundation's Board of Directors shall hold at least one business meeting every quarter, pursuant to Section 72674 of the *Education Code*. The Board of

Directors shall have the benefit of the advice and counsel of at least one attorney admitted to practice law in California, and at least one licensed certified public accountant. Neither the attorney nor the certified public accountant need be members of the Foundation's Board of Directors. The Foundation's Board of Directors, and all standing committees of the Foundation, shall be subject to the Ralph M. Brown Act, Sections 54950 et. seq. of the Government Code, and the Foundation agrees to be subject to the California Public Records Act ("CPRA"), Sections 6250 et. seq. of the Government Code, except that information and documents identifying donors shall be considered exempt from disclosure under the CPRA. Minutes shall be kept of all meetings.

- 10. Audit. The Foundation shall select a certified public accountant and contract for an annual audit performed by the certified public accountant, pursuant to Section 72672(a) of the *Education Code*. The Foundation shall submit the audit report to the District's Board of Trustees and to the State Chancellor's Office. The Foundation shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person on request. Distribution of the published audited statement of the Foundation's financial condition at a regularly scheduled meeting of the District's Board of Trustees shall be deemed compliance with this requirement. Also, the District's Board of Trustees shall insure that an annual audit is conducted on the Foundation, and that the audit report is submitted to the State Chancellor's Office, pursuant to Section 72672(a) of the *Education Code* and Section 59265(a) of Title 5 of the *California Code of Regulations*. The Foundation may rely on the audit contracted for by the District, with the cost of auditing the Foundation to be paid for by the Foundation.
- 11. **Foundation Expenditures.** The Foundation's Board of Directors, at a duly noticed meeting, shall approve or ratify all expenditures of the Foundation. The District's Chancellor, reporting to the District's Board of Trustees, shall be responsible for ascertaining that all expenditures are in accordance with this Agreement, District policy, and regulations, the propriety of Foundation expenditures, and the integrity of the Foundation's financial reporting, pursuant to Section 72672(b) of the *Education Code*.
- 12. **Employees.** The Foundation may hire its own employees and provide salaries, working conditions, and benefits for full-time employees in compliance with Section 72672(c) of the *Education Code*. If District employees provide services to the Foundation, on either a full-time or part-time basis, then, pursuant to Section 59257(j)(6) of Title 5 of the *California Code of Regulations*, the Foundation shall reimburse the District in full for the District's personnel costs. No more than 50% of the Foundation's reimbursement to the District may be made in the form of non-monetary benefits that the Foundation provides to the District; such non-monetary benefits shall be assigned a good-faith reimbursement value by the District. The Foundation may provide monetary benefits to the District either directly, or indirectly. Non-monetary benefits that the Foundation provides to the District may include intangible benefits such as developing good will towards the District or increased community awareness of District programs. During the term of this Agreement, District employees will provide services to the Foundation as set forth in Appendix "A" to this Agreement which may be modified by the Parties from time-to- time.

- 13. **Recordkeeping.** The Foundation shall be responsible for maintaining adequate records.
- 14. <u>Transfer of District Funds.</u> Pursuant to Section 59257(i) of Title 5 of the California Code of Regulations, the District shall not transfer any of its funds or resources, other than funds or resources derived from gifts or bequests, to the Foundation, when the purpose of such transfer is either to avoid laws or regulations which constrain community college districts or to provide the District with an unfair advantage with respect to the application of any state funding mechanism.
- Foundation Use of District Facilities. The District hereby grants to the Foundation permission to use the District facilities ("Facilities")] set forth in Appendix "B" to this Agreement for the purpose of conducting business of the Foundation. Pursuant to Section 59257(j)(5) of Title 5 of the California Code of Regulations, and in consideration of the value that the Foundation provides to the District, the Foundation shall pay to the District a nominal monthly fee of \$25, payable on an annual basis, for use of these Facilities and to cover operating expenses. The Foundation shall have the right to place and attach fixtures, signs, and equipment at these Facilities, as authorized in writing by the District Chancellor. Such fixtures, signs, and equipment shall be and remain the property of the Foundation, and shall be removed by the Foundation upon termination or expiration of this Agreement. The Foundation shall be liable for any costs incurred by the District in returning the Facilities to its original condition, upon termination or expiration of this Agreement. The District, and its agents and employees, have a right to enter these Facilities at any time. The District reserves the right to terminate the Foundation's use of the Facilities, or any portion thereof, if needed for another District purpose.
- 16. <u>Indirect Costs and Operating Expenses</u>. Pursuant to Sections 59257(j)(7) and 59257(j)(8) of Title 5 of the *California Code of Regulations*, the Foundation shall be liable for all indirect costs relating to federally-sponsored programs that it administers, and for maintenance and payment of the Foundation's operating expenses, unless otherwise agreed to by the District's Board of Trustees.
- 17. Foundation Funds. The Foundation will expend funds on an annual basis for public relations and other purposes which serve to augment District appropriations for the operation of the District, as approved by the Foundation's Board of Directors. The District's Board of Trustees shall name a designee who shall file with the Board of Trustees a statement of the Foundation's policies on the accumulation and use of public relations funds. Pursuant to Section 59257(j)(9) of Title 5 of the California Code of Regulations, this statement also will include the Foundation's policies and procedure on solicitation of funds, source of funds, amounts, purposes for which the funds will be used, allowable expenditures, and procedures of control.

- 18. <u>Foundation Policies.</u> The Foundation's Board of Directors shall ensure that the Foundation has adopted policies pertaining to ethics, conflicts of interest, roles of directors, committees, mission statement, gift-acceptance, and whistle-blowing. The Foundation shall review these policies, and shall submit these policies to the District's Board of Trustees, on a biannual basis.
- 19. <u>Foundation Bylaws and Articles of Incorporation.</u> At least on a biannual basis, the Foundation's Board of Directors shall review its Bylaws and Articles of Incorporation to ensure compliance with law, District policies and regulations, and this Agreement. Any amendments or revisions to the Bylaws or Articles of Incorporation shall be reported to the District's Board of Trustees.
- 20. <u>Contracts.</u> The Foundation shall not enter into any contract that would obligate use of College or District funds or facilities without prior written approval of the District's Chancellor].
- 21. **Real Property.** The Foundation shall not accept any gift or bequest of real property without the prior approval of the District's Board of Trustees.

22. Conflict of Interest Prohibited.

- (a) Pursuant to Section 72677 of the *Education Code*, no member of the Foundation Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, except as provided in Section 72678 of the *Education Code*. Specifically, such contract is permissible under Section 72678 of the *Education Code* if the fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes; the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith without counting the vote or votes of such financially interested member or members; and the contract or transaction is just and reasonable.
- (b) Nevertheless, pursuant to Section 72679 of the *Education Code*, no contract or transaction shall be permitted if any of the following conditions exist: (i) the contract or transaction is between the Foundation and a member of the Foundation Board of Directors; (ii) the contract or transaction is between the Foundation and a partnership or unincorporated association of which any member of the Foundation Board of Directors is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest; (iii) the contract or transaction is between the Foundation and a corporation in which any member of the Foundation Board of Directors is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock; or (iv) a member of the Foundation Board of Directors is interested in a contract or transaction, and without first disclosing such interest to the Foundation Board of Directors at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.
- (c) Additionally, pursuant to Section 72680 of the *Education Code*, no member of the Foundation Board of Directors may utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board for

personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

- 23. <u>Insurance.</u> For its day-to-day activities, the Foundation shall be included within the District's insurance policies. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.
- 24. <u>Indemnification</u>. The Foundation agrees to indemnify, defend, and hold harmless the District, and its trustees, employees, agents, and students, from and against any loss, damage, or liability that may be suffered or incurred by the District, caused by, arising out of, or in any way connected with the Foundation's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the District. The District agrees to indemnify, defend, and hold harmless the Foundation, and its directors, employees, and agents, from and against any loss, damage, or liability that may be suffered or incurred by the Foundation, caused by, arising out of, or in any way connected with the District's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the Foundation.
- 25. <u>Non-Assignability</u>. The Foundation may not assign this Agreement, in whole or in part, without the written consent of the District, with the granting of such consent at the District's sole discretion.
- 26. <u>Amendment</u>. This Agreement may be amended only by a writing approved by the Foundation's Board of Directors and the District's Board of Trustees.
- 27. <u>Severability</u>. This Agreement shall be considered severable such that if any provision or part of the Agreement is ever held invalid under any law or ruling, all other provisions or parts shall remain in full force and effect.

Date:	, 2011	
		President, District Board of Trustees
Date:	, 2011	
		Chair, Coast Community College District Foundation Board of Directors

		*

Coast Community College District

1370 Adams Ave

CHANGE ORDER No. 0001

Costa Mesa, CA 92626

TITLE: H-CO 06 Misc Mechanical Changes DATE:

10/14/2011

PROJECT: LRC Construction

CCCD PROJ NO: 13110-971

TO:

Attn: Bruce Cook Jr.

CONTRACT NO: PO313928

Plumbing, Piping & Construction Inc

DSA NO:

5950 Lakeshore Drive Phone: 714-952-2001

ARCH PROJ NO:

GC PROJ NO:

CHANGES TO CONTRACT

00005 PCO 28 - Return Unused Allowance to Contract.

(\$2,889.00)

PCO 20R3 - revised linear diffuser spec for linear diffusers along Col 5, changed from vertical wall diffusers to 00006

\$13,335.04

horizontal diffusers = \$23,879. This PCO is for a portion of the approved amount. The remainder was paid in PCO

20R2.

00007

PCO 22R2 - Settlement for Time Extension of 489 days for Daily Compensation that includes a \$41,000 extended one

\$358,000.00

year warranty on the air conditioning equipment.

COLLECTED CHANGE SOURCE

Type Number Title Cost CO 00003 Return Allowance to Contract (\$2,889.00) CO 0003 Compensation for Time Extension \$358,000.00 COR Revised Linear Diffusers @ Cut-off 0020RPPC \$13,335.04

Unit Cost:

\$368,446.04

Unit Tax:

\$0.00

Total:

\$368,446.04

CHANGE ORDER Coast Community College District No. 0001 1370 Adams Ave Costa Mesa, CA 92626 The Original Contract Sum was \$3,688,000.00 Net Change by Previously Authorized Requests and Changes \$0.00 The Contract Sum Prior to This Change Order was \$3,688,000.00 The Contract Sum Will be Increased \$368,446.04 The New Contract Sum Including This Change Order \$4,056,446.04 The Contract Time Will be Increased 489 days The Date of Substantial Completion as of this Change Order Therefore is Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents. Plumbing, Piping & Construction Inc Coast Community College District **Steinberg Architects** Jerry Patterson Bruce Cook Jr. John Almendras Date: Date: Date: **Division of State Architect Construction Manager**

Date:

Date:

Coast Community College District

1370 Adams Ave

CHANGE ORDER No. 00001

Costa Mesa, CA 92626

TITLE: K-CO 01 Landscape Changes per CCDs DATE: 7/11/2011

PROJECT: LRC Construction **CCCD PROJ NO:** 13110-971

TO: Attn: Ali Tavakoli CONTRACT NO: PO314968

> Marina Landscape DSA NO:

1900 S. Lewis Street

Anaheim, CA 92805 ARCH PROJ NO: Phone: 714-939-6600 Fax: 714-935-1199

CHANGES TO CONTRACT

00001 PCO 0001 - Landscape changes per CCD 64 \$2,721.27 00002 PCO 0002 - "landscape revisions add black anodized steel edging, provide irrigation of central planter" per CCD 114 \$2,243.53

00003 PCO 003R4 - Added Guard Rail adajacent to Culverts per CCD 177R2 \$5,366.13 00004 PCO 0004 - Added 2" of decomposed granite height per CCD 119R1

\$2,720.00

00005 PCO 0005 - Preparing subgrade for 6" PCC walk at California Native Gardens per RFI 966 \$5,980.77

00006 PCO 0006 - Installing drain box and traffic grate as proposed by Landmark \$1,309.42

00007 PCO 0007 - Install new 8" concrete retaining wall per LSK-9 per CCD 118R1 \$1,227.89

80000 PCO 0008 - Provide backflow enclosure model #SBBC-30AL \$1,275.00

Credit Allowance 00009 (\$40,000.00)

Unit Cost: (\$17,155.99)

GC PROJ NO:

Unit Tax: \$0.00

> Total: (\$17,155.99)

CHANGE ORDER Coast Community College District No. 00001 1370 Adams Ave Costa Mesa, CA 92626 The Original Contract Sum was \$235,700.00 Net Change by Previously Authorized Requests and Changes \$0.00 The Contract Sum Prior to This Change Order was \$235,700.00 The Contract Sum Will be Decreased (S17,155.99) \$218,544.01 The New Contract Sum Including This Change Order The Contract Time Will Not Be Changed The Date of Substantial Completion as of this Change Order Therefore is Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents. Coast Community College District Steinberg Architects Marina Landscape Jerry Patterson John Almendras Ali Tavakoli Division of State Architect **Construction Manager**

Coast Community College District

1370 Adams Ave

CHANGE ORDER No. 00001

Costa Mesa, CA 92626

TITLE: J-CO 01 Misc Site Concrete Changes

DATE:

8/25/2011

PROJECT: LRC Construction

CCCD PROJ NO: 13110-971

TO:

Attn: William Rash

CONTRACT NO: PO 315410

Landmark Site Contractors

DSA NO:

314 E 3rd St

ARCH PROJ NO:

Perris, CA 92570

GC PROJ NO:

Phone: 951-830-9934 Fax: 951-940-4896

CHANGES TO CONTRACT

00020	PCO 2 - install 9" SDR35 & atrium grate CB per CCD 59.	\$1,054.00
00021	PCO 3R1 - remove temp catch basin, digout dirt, repair water line valve, drain line, backfill with Class 2 & compact	\$4,980.00
00022	PCO 4 - credit for retaining walls. added 2" pavers & 6" mesa beige CIP with acid finish	(\$13,326.00)
00023	PCO 5 - Install 12"x12" x12" CB with traffic gate	\$7,610.00
00024	PCO 6 - install anti graffiti coating on building exterior concrete walls, includes acid wash surface	\$22,832.00
00026	PCO 8 - remove brick seatwall	\$1,316.00
00028	PCO 11 - install CIP flatwork removed by SMC	\$876.00
00029	PCO 14 - Backcharge from Vector Resources for repairs to site fence, damaged by Prime Contractors, (See VRI PCO #111)	(\$657.50)
00030	PCO -15R3- Revised ADA Parking Lot Improvements - CCD 123	\$14,420.08
00031	PCO 9 - " deletion of concrete site slab panels @ south east corner of project site, URS corresp sent #1382 ", per CCD 35R1.	(\$4,924.50)
00032	PCO 12 - Saw cut remove & dispose of existing flatwork, excavate raise & backfill & install rebar & replace mesa beige flatwork; Backcharge to SMC for \$7,704.00.	\$10,056.00
00033	PCO 13 - Credit for waiving requirement for :Litocrete mythology" Fel Spar" on vertical concrete surfaces per RFI 445.	(\$1,230.40)
00034	Bid Package "J" Allowance	(\$35,000.00)
00035	PCO 16 - Installation of Paver in Lobby 101, under roll-up doors per RFI 957: Refer to 1963 Bid Documents Addendum #2, (Sketch ASK01-A221 Attached); credit for this area was included in Landmark PCO 7.	\$1,773.19
00036	PCO 1R3 - Site Changes at East Boundry of Site per CCD 35R1.	\$18,173.00
00037	PCO 10 - Delete Lobby Pavers fro Contract	(\$14,205.00)
00038	PCO 7 - Sealing Flatwork per CCD 109	\$8,656.50

COLLECTED CHANGE SOURCE

Type	Number	Title	Cost
COR	00002	Install 9" SDR-35 & Atrium grate	\$1,054.00
COR	00003	Rremove temp catch basin	\$4,980.00
COR	00004	Credit for retaining walls,add pav	(\$13,326.00)
COR	00005	Install CD with traffic gate	\$7,610.00
COR	00006	Provide anti graffiti coating on Ex	\$22,832.00
COR	00008	remove birck seatwall	\$1,316.00
COR	00011	Install CIP flatwork removed by SMC	\$876.00
COR	00014	BC from Vector for Fence Repairs	(\$657.50)
COR	81000	Revised ADA Parking Lot Improvement	\$14,420.08
COR	00020	Credit for south flatwork, CCD 35R1	(\$4,924.50)
COR	00022	Demo & replace Slab for Raising MH	\$10,056.00
COR	00023	Credit for waiving "fel-spar" Spec	(\$1,230.40)
COR	00024	Bid Package "J" Allowance	(\$35,000.00)
COR	00025	Installation of Paver in Lobby 101	\$1,773.19
COR	00026	Site Changes at East Boundry	\$18,173.00

Coast Community College District 1370 Adams Ave

CHANGE ORDER No. 00001

Costa Mesa, CA 92626

	C	COLLECTED CHANG	GE SOURCE		
Туре	Number	Title	Cost		
COR	00027	Delete Lobby Pavers	(\$14,205.00)		
COR	00028	Sealing Flatwork	\$8,656.50		
				Unit Cost:	\$22,403.37
				Unit Tax:	\$0.00
				Total:	\$22,403.37
The	Original C	ontract Sum was		***************************************	\$780,800.00
Net (Change by	Previously Authoriz	zed Requests and Changes		\$0.00
The (Contract S	Sum Prior to This C	hange Order was	********	\$780,800.00
The (Contract S	um Will be Increase	ed	*******************************	\$22,403.37
The l	New Conta	act Sum Including	This Change Order	*****	\$803,203.37
The (Contract T	Sime Will Not Be Ch	nanged	4444444	
The l	Date of Su	bstantial Completio	n as of this Change Order Therefore is	•••	
this (Change Ord diance with	ler. Contractor agree h applicable sections	ditions stated above as full and final settler is to perform the above-described work in a of the Contract Documents. This Change Contract Conditions of the Contract Docum	ccordance with the ab Order is hereby agreed	ove terms and in
Land	lmark Site	Contractors	Coast Community College District	Steinberg Archite	ects
By:			By:	By:	
	ν	Villiam Rash	Jerry Patterson	John	Almendras
Date:	:		Date:	Date:	
Cons	truction M	Ianager	Division of State Architect		
Ву: _		<u> </u>	By:	•	
Date:	;		Date:		

Coastline Community College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Student Progress and Achievement Rate	58.2%	64.0%	52.2%

Table 1.1a: Percent of Students Who Earned at Least 30 Units Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Percent of Students Who Earned at Least 30 Units	66.5%	71.7%	67.5%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to	Fail 2007 to	Fall 2008 to
	Fall 2007	Fail 2008	Fall 2009
Persistence Rate	53.1%	47.7%	44.4%

Coastline Community College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	70.7%	71.5%	70.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	68.3%	68.5%	69.7%

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	18.6%	19.8%	23.2%
Basic Skills Improvement Rate	49.0%	51.9%	46.3%

Table 1.6: Career Development and College Preparation (CDCP) Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to	2006-2007 to	2007-2008 to
	2007-2008	2008-2009	2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



Chancellor's Office California Community Colleges

Page 123

Coastline Community College

Coast Community College District

College Profile

Table 1.7: Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	22,128	22,768	18,930
Full-Time Equivalent Students (FTES)*	6,493	6,972	6,251

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	10.9%	10.4%	10.6%
20 - 24	18.0%	19.0%	19.0%
25 - 49	46.7%	47.9%	46.2%
Over 49	24.3%	22.6%	24.1%
Unknown	0.1%	0.1%	_ 0.1%

Source: Chancellor's Office, Management Information System

Table 1.9: Gender of Students

	2007-2008	2008-2009	2009-2010		
Female	54.8%	53.4%	57.9%		
Male	44.1%	45.1%	40.7%		
Unknown	1.2%	1.6%	1.4%		

Source: Chancellor's Office, Management Information System



^{*}FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Coastline Community College

Coast Community College District

College Profile

Table 1.10: Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	7.3%	7.5%	5.4%
American Indian/Alaskan Native	1.2%	1.2%	0.8%
Asian	21.4%	21.1%	26.4%
Fîlipino	1.5%	1.6%	1.7%
Hispanic	14.7%	13.9%	14.6%
Pacific Islander	0.4%	0.5%	0.4%
Two or More Races	.%	.%	1.4%
Unknown/Non-Respondent	16.3%	18.2%	12.8%
White Non-Hispanic	37.2%	36.0%	36.7%

Source: Chancellor's Office, Management Information System



Coastline Community College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	52.2	48.7	37.8	69.0	A5
В	Percent of Students Who Earned at Least 30 Units	67.5	68.3	63.9	72.4	<i>B5</i>
C	Persistence Rate	44.4	55.9	29.3	75.6	(4
D	Annual Successful Course Completion Rate for Credit Vocational Courses	70.3	73,8	59.7	89.8	DI
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	69.7	63.0	49.6	72.8	El
F	Improvement Rate for Credit Basic Skills Courses	46.3	53.9	46.3	60.4	F6
G	Improvement Rate for Credit ESL Courses	23.2	43.0	0.0	67.2	GI .

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Coastline Community College

Coast Community College District

College Self-Assessment

Coastline Community College was founded in 1976 with the specific mission of serving adult students through alternative delivery and scheduling formats. In addition to its classroom-based programs, the college has exceptional distance learning and instructional system design departments. The college has produced more than 80 internationally-distributed, award-winning telecourses and online courses. Coastline's creative scheduling and innovative instructional delivery formats are an excellent match for the educational needs and lifestyles of working adults.

In addition to serving working students, Coastline successfully serves the needs of more traditional students who simultaneously attend other colleges. These students find Coastline's wide range of general education distance learning and one-class-meeting-per-week format, site-based classes a viable option for picking up classes to augment their home college schedules. Because these students neither start nor complete their degree work at Coastline, their successful learning experiences at Coastline are not completely reflected in the ARCC data.

Coastline's recent Educational Master Plan suggests that the College will continue to experience increased diversity including continued growth from the Asian/Pacific Islander, Filipino and Hispanic populations. These populations disproportionately make up pockets of poverty in our community. These students are in need of remediation and clear information regarding pathways to CTE programs and transfer opportunities. As a result, Coastline was awarded a federal Title III grant to target the student success and retention of our American Asian and Native Pacific Islander student populations over the next five years. CCC is also promoting a culture of evidence to achieve greater student success and retention.

Overall, Coastline's ARCC 2011 data suggest a healthy campus, as evidenced by performance on the Student Progress and Achievement Rate (SPAR). Coastline's SPAR outperformed the peer group average by 3.5%. Coastline also outperformed the peer group average on the Annual Successful Course Completion Rate for Credit Basic Skills Courses measure by 6.7%. These are highly important student success indicators that demonstrate the college's ability to serve our mission and the needs of our community. On the remaining indicators - Coastline was slightly below the peer group averages with the exception of the Improvement Rate for Credit ESL Courses measure. This measure continues to be troubled by historic course coding errors that although corrected have not fully progressed through ARCC reporting.

Coastline is making a conscious effort to attract first-time students who will consider Coastline their home college. This effort has taken shape through the development of new programs including Biotechnology (the only biological laboratory technician training program in Orange County) and partnerships with local school districts for programs such as our Early College High School recognized as a California Distinguished School, community-based learning centers In Garden Grove, Westminster and Costa Mesa/Newport Beach, and development of innovative technologies to support the design and delivery of high-quality distance learning courses.

Coastline is eagerly engaged in the process of further improving our student outcomes. The college's innovative programs and intentional student success and retention focus efforts will continue to help our students meet their goals and improve our ARCC indicators.



Golden West College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Student Progress and Achievement Rate	58.4%	60.7%	59.8%

Table 1.1a: Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Percent of Students Who Earned at Least 30 Units	77.3%	79.6%	78.9%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to	Fall 2007 to	Fall 2008 to
	Fall 2007	Fall 2008	Fall 2009
Persistence Rate	78.7%	67.7%	70.4%

Golden West College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:

Annual Successful Course Completion Rate for Credit Vocational Courses See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	76.2%	76.4%	75.0%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:

Annual Successful Course Completion Rate for Credit Basic Skills Courses See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	59.3%	58.7%	61.9%

Table 1.5:

Improvement Rates for ESL and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	57.1%	59.7%	54.4%
Basic Skills Improvement Rate	63.4%	64.3%	63.8%

Table 1.6:

Career Development and College Preparation (CDCP) Progress and Achievement Rate See explanation in Appendix B.

	2005-2006 to	2006-2007 to	2007-2008 to
	2007-2008	2008-2009	2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



Chancellor's Office California Community Colleges

Page 303

Golden West College

Coast Community College District

College Profile

Table 1.7: Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	21,309	20,883	20,361
Full-Time Equivalent Students (FTES)*	10,545	10,759	10,605

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8: Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	25.2%	24.2%	25.2%
20 - 24	35.5%	35.9%	37.3%
25 - 49	33.0 %	34.1%	33.0%
Over 49	6.3%	5.8%	4.5%
Unknown	.%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9: Gender of Students

	2007-2008	2008-2009	2009-2010
Female	55.0%	54.4%	54.3%
Male	44.6%	44.7%	44.8%
Unknown	0.4%	0.9%	0.9%

 $Source: \ Chancellor's \ Office, Management \ Information \ System$



Golden West College

Coast Community College District

College Profile

Table 1.10: Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	1.8%	1.9%	1.9%
American Indian/Alaskan Native	0.9%	0.9%	0.6%
Asian	29.0%	27.9%	28.5%
Filipino	3.0%	2.9%	2.6%
Hispanic	16.7%	17.3%	20.8%
Pacific Islander	0.9%	1.0%	0.7%
Two or More Races	.%	.%	2.6%
Unknown/Non-Respondent	9.9%	10.8%	3.8%
White Non-Hispanic	37.8%	37.3%	38.4%

Source: Chancellor's Office, Management Information System



Golden West College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	59.8	60.7	48.0	72.8	A2
В	Percent of Students Who Earned at Least 30 Units	78.9	72.4	57.8	80.3	<i>B2</i>
C	Persistence Rate	70.4	69.2	57.2	80.7	ß
D	Annual Successful Course Completion Rate for Credit Vocational Courses	75.0	73.8	63.7	80.8	02
Ε	Annual Successful Course Completion Rate for Credit Basic Skills Courses	61.9	63.0	49.6	72.8	El
F	Improvement Rate for Credit Basic Skills Courses	63.8	57.6	39.5	76.0	F2
G	Improvement Rate for Credit ESL Courses	54.4	52.6	20.0	77.1	<i>63</i>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Golden West College

Coast Community College District

College Self-Assessment

Golden West College (GWC) is located in the county of Orange and the city of Huntington Beach. We are one of three community colleges of the Coast Community College District serving primarily the communities of Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Newport Beach, Seal Beach, and Westminster. Golden West College serves just over 20,000 students per year with 63% of those students under the age of 25. The ethnic composition of our students is 32% Asian, 21% Hispanic, 2% African American, 38% white and 7% other.

Although transfer preparation and degree achievement are primary to the mission of Golden West College, our mission also includes responding to specific community needs with respect to career and technical training, employment skills preparation, as well as, remedial activities and lifelong learning. At graduation, more than one-third of our 1,200+ awards are vocational certificates. GWC offers 23 career certificate programs, featuring our P.O.S.T. certified Police Academy, California Board of Registered Nursing (BRN) and National League of Nursing (NLN) accredited Registered Nursing, National Automotive Technicians Education Foundation (NATEF) certified Automotive Technology, and California State Board of Cosmetology (CSB) certified Cosmetology programs.

Golden West College was significantly higher (over 5% greater) than state-wide on the following indicators: "Student Progress and Achievement" (59.8%), "Percent of Student Earning 30 units" (78.9%), and "Basic Skills Improvement Rate" (61.9%). Additionally, GWC performed at or above state-wide averages on all accountability indicators except "Vocational Successful Course Completion Rate" (75.0% compared to 77.0%). Our rate, however, is higher than our Peer Group average of 73.8%.

While our "ESL Course Level Improvement Rate" was at or above the state-wide rate as well as our Peer Group average, our most recent rate is lower than our own prior two years (54.4% down from 59.7% and 57.2%). We will monitor and study this to determine if it is an anomaly or a disturbing trend.

Like many California community colleges, two-thirds of first-time GWC students come to the college under-prepared academically and place into math and/or English courses below transfer level. The Basic Skills Initiative and the associated funds continue to facilitate the College's focus on improving students' basic skills, and we are seeing the fruits of those efforts. The College's Basic Skills Improvement Rate of 63.8% is significantly higher than our peer group average (nearly 10% higher) as well as the state-wide rate (over 5% higher).

Members of our Student Success Committee and Basic Skills subcommittee continue to study issues that are barriers to student success and coordinate activities to provide the tools for students to be successful in college. One idea that is being seriously considered and studied is the feasibility of realigning the institution with a dedicated Basic Skills or Student Success emphasis. Our goal is to improve our ability to identify students early on who are lacking the skills to succeed and to effectively schedule them for support and services they need. This will be a worthy challenge during times of historic budget cuts.



Orange Coast College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Student Progress and Achievement Rate	64.8%	64.1%	66.0%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003	2003-2004	2004-2005
	to 2007-2008	to 2008-2009	to 2009-2010
Percent of Students Who Earned at Least 30 Units	81.4%	82.3%	81.5%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to	Fall 2007 to	Fall 2008 to
	Fall 2007	Fall 2008	Fall 2009
Persistence Rate	81.6%	72.9%	79.2%

Orange Coast College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:

Annual Successful Course Completion Rate for Credit Vocational Courses See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	79.2%	79.0%	80.2%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:

Annual Successful Course Completion Rate for Credit Basic Skills Courses See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	56.9%	58.5%	57.6%

Table 1.5:

Improvement Rates for ESL and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	61.0%	63.4%	54.2%
Basic Skills Improvement Rate	63.8%	64.7%	61.2%

Table 1.6:

Career Development and College Preparation (CDCP) Progress and Achievement Rate See explanation in Appendix B.

	2005-2006 to 2006-2007 to 2007-2008 2008-2009		2007-2008 to 2009-2010	
CDCP Progress and Achievement Rate	.%	.9∕₀	.%	



Chancellor's Office California Community Colleges

Orange Coast College

Coast Community College District

College Profile

Table 1.7: Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010	
Annual Unduplicated Headcount	35,034	34,790	33,429	
Full-Time Equivalent Students (FTES)*	18,345	19,587	19,247	

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8: Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010	
19 or less	29.8%	31.1%	32.4%	
20 - 24	36.6%	36.0%	35.6%	
25 - 49	28.7%	28.3%	27.4%	
Over 49	4.9 %	4.6%	4.5%	
Unknown	0.0%	0.0%	0.0%	

Source: Chancellor's Office, Management Information System

Table 1.9: Gender of Students

	2007-2008	2007-2008 2008-2009	
Female	49.8%	48.9%	48.2%
Male	49.7% 49.5%		49.9%
Unknown	0.5%	1.6%	1.8%

Source: Chancellor's Office, Management Information System



Orange Coast College

Coast Community College District

College Profile

Table 1.10: Ethnicity of Students

	2007-2008	2008-2009	2009-2010	
African American	1.8%	1.9%	1.7%	
American Indian/Alaskan Native	0.7%	0.7%	0.5%	
Asian	23.0%	22.1%	22.6%	
Filipino	2.1%	2.1%	2.0%	
Hispanic	18.6% 18.9%		22.2%	
Pacific Islander	0.9%	1.0%	0.7%	
Two or More Races	.%	.%	2.3%	
Unknown/Non-Respondent	9,9% 11.1%		5.7%	
White Non-Hispanic	43.1%	42.2%	42.4%	

Source: Chancellor's Office, Management Information System



Orange Coast College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Graup Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	66.0	60.7	48.0	72.8	A2
В	Percent of Students Who Earned at Least 30 Units	81.5	75.1	69.4	83.8	B4
С	Persistence Rate	79.2	70.8	56.2	79.2	СЗ
D	Annual Successful Course Completion Rate for Credit Yocational Courses	80.2	73.8	63.7	80.8	D2
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	57.6	64.4	57.6	80.7	E3
F	Improvement Rate for Credit Basic Skills Courses	61.2	57.6	39.5	76.0	F2
G	Improvement Rate for Credit ESL Courses	54.2	58.7	48.9	69.2	65

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Orange Coast College

Coast Community College District

College Self-Assessment

Located in Costa Mesa, California, Orange Coast College (OCC) was founded in 1948. The college's current enrollment exceeds 24,000 students each semester and 34,500 students annually. OCC offers more than 130 academic and career programs. Nearly half of our students are enrolled in one of our career and technical programs. Over the past ten years, OCC's student population has become more ethnically diverse and exceeds the diversity of our service area. During this time the college also observed increases in students under 21. Currently, OCC ranks second statewide in the number of transfers to the California State University system and sixth to the University of California. Many also transfer to private colleges and universities.

OCC has demonstrated above average levels of performance as compared to our peer groups on all accountability indicators, except on our pre-collegiate improvement indicators. The college has increased its student progress and achievement rate from 64.1% to 66.0%. An analysis of this historical rate indicates higher percentages of students obtaining AA/AS degrees and certificates or becoming either transfer directed or transfer prepared without transferring to a four-year college. The increase of students achieving these outcomes without transferring may be the impact of tightening admissions at CSU and UC or more students attending private colleges not reported in the National Student Clearinghouse. We remain consistently high on the percentage of students earning at least 30 units (81.5%). Vocational course success rates have remained strong at 80.2%. Last year, OCC's lowered persistence rate (72.9%) was due to the migration of data systems. This year, our rate rebounded to 79.2%, the highest in our peer group.

OCC has observed large increases of students entering below college level math, English and reading levels over the past five years. Our annual successful course completion rate in 2009-2010 (57.6%), while below the peer group average, has improved slightly since 2007-2008 (56.9%). Although our basic skills improvement rate has decreased with the 2007-08 cohort (61.2%) as compared to the last two cohorts in 2005-2006 (63.8%) and 2006-2007 (64.7%), the rate is still above our peer group. We are addressing our students' continuing basic skills needs through a Title III Strengthening Institutions grant.

The college's ESL program is primarily comprised of transfer level courses. Nine out of fourteen courses in the program have CSU transfer status and are not included in this calculation. The ESL improvement rate only reflects progress in the four non-transferable courses. The 2006-2007 and 2007-2008 cohorts reported improvement rates of 63.4% and 54.2%, respectively. Our locally derived ESL improvement rate for our entire ESL curriculum (irrespective of transfer status) was 44.3% in 2007-2008.

As these statistics demonstrate, our success and improvement rates remained fairly consistent on the majority of indicators over the past three years. Additionally, the college has performed above its peer group on most indicators. Orange Coast College is justly proud of the success rates of its students and the quality of instruction and support provided by its faculty and staff.



Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2010-2011

Tentative Agreement

ARTICLE 2. FEDERATION RIGHTS.

- 2.1 Right of Access. The District agrees that designated Federation officials officers will have access to bargaining unit employees. The Federation agrees not to interfere with the employees' normal duties and further agrees to contact the employees only during breaks and before or after normal working hours, except in unusual circumstances situations where immediate representation is required. The Federation agrees to keep the District advised in writing of designated officials officers.
- **2.2 Bulletin Boards.** The Federation shall have access to the use of one-third (1/3) of the space of the official bulletin board designated at each District facility for posting notices of its activities. The appropriate space as set forth above herein will be identified as Coast Federation of Classified Employees AFT Local 4794. Any notice posted pursuant to this section shall be signed and dated by an officer of the Federation.

2.3 Distribution.

- A. Use of District Mail System. The Federation may make general distribution of materials and information to bargaining unit employees in employees' mailboxes maintained by the District utilizing the District's mail boxes, voice mail, and email, so long as the material and/or information is not in violation of law. The Federation will distribute such materials using its own staff. Materials for distribution to the Coastline Community College employees not assigned to the Coastline Administration Center may be distributed through the District mail system. Any materials so distributed pursuant to this section shall be clearly identified as to source and authorized by an the President officer of the Federation. The Federation will send a copy to the Vice Chancellor for Human Resources of any materials distributed through the District mail system. The Federation will send a copy to the Vice Chancellor of Human Resources of any materials distributed through the District mail system that are initiated by the Federation.
- **B. Mailboxes.** Each bargaining unit member shall have a designated mailbox eentrally located at the employee work site. Each bargaining unit member shall be assigned an email account.

2.4 Use of District Facilities.

A. Federation Meetings. The Federation shall have the right to use, without charge, District facilities at reasonable times for the purpose of meetings concerned with its representation rights at the District, provided that such use shall not interfere with, nor interrupt, normal District operations, and that arrangement for such use shall be made in accordance with College or District procedures for assigning meeting rooms. The

Federation will reimburse the District for any extra maintenance, <u>or for any</u> technical or custodial services directly attributable to the use of the meeting room.

- **B. Secured Offices.** The Federation shall have secured offices at Orange Coast College and Golden West College, the locations to be mutually agreed upon by the District and Federation. The same furniture provided the faculty offices and telephone service will be provided. The Federation will pay for toll calls made from the office telephones. These offices shall be the sole office space provided to the Federation CFCE/AFT Local 4794. The District agrees to make available at Coastline Community College Center, at reasonable times, private office space for the use of the Federation in meeting with members of the bargaining unit.
- 2.5 Distribution of Contract Agreement. The District shall provide each employee of the bargaining unit with one (1) copy of this Agreement and any addendum(s) and shall, additionally, provide each new hire, subsequent to the effective date of this Agreement, one (1) copy of this Agreement and any addendaum(s). Contracts and addenda will be distributed posted on the District's website within thirty (30) sixty (60) business days of following ratification and will be provided in print upon request.

2.6 Business General Meetings.

- A. General Business Meetings. The Federation's general business meetings shall normally be conducted at times other than normal working hours. However, the parties agree that special circumstances may arise which would require a business meeting during working hours. Therefore, upon mutual agreement between the Federation and the District, a special business meeting may be scheduled during working hours with an appropriate amount of released time.
- **B.** A Classified In-Service Training. The Federation and the District shall mutually agree on location, day, time, and topic for classified in-service training. The training, will be—when offered, will occur twice in a day at the designated location twice a day, once per semester, during normal working hours not to exceed ninety (90) minutes, and employees covered by this Agreement shall be released to attend one of these one of these the in-service training sessions. sessions per semester. When the employee is required to travel from their work site and/or return to their work site to be in attendance, a reasonable amount of travel time will be permitted.
- G. B. General Business Meetings. The Federation's general business meetings shall normally be conducted at times other than normal working hours. However, the parties agree that special circumstances may arise that would require a business meeting during working hours. Therefore, upon mutual agreement between the Federation and the District, a special business meeting may be scheduled during working hours with an appropriate amount of released-time.
- B. Paid Leave. The District shall grant, normally with three (3) working days written notice to the Vice Chancellor for Human Resources and the appropriate manager/supervisor from the classified President of the Federation, a total of thirty (30) days of paid leave per year for bargaining unit employees to attend to Federation business. Upon request of the Federation, the District shall grant a paid leave each fiscal year to the classified President of the Federation, one (1.0) FTE and one (1.0) additional FTE, to be determined by the Federation, to pursue Federation business thereby allowing

a total of 2.0 FTE.. Such requests shall be submitted at least thirty (30) days in advance of the date the leave begins. If the Federation exceeds the allotted 2.0, the District shall be reimbursed the actual employee cost for the excess time. Further, no union representative, with the exception of the President, will be allowed more than 160 hours (20 days) per year.

- 2.7 Paid Released-Time for Federation Business. The total paid released-time for Federation business and the President's released-time shall be two (2) full-time equivalence (FTE's). If the Federation exceeds the allotted two (2) FTE, the Federation shall reimburse the District shall be reimbursed the actual employee cost for the excess time. This released-time shall be allotted in the following manner:
 - A. Meetings Federation President. Upon request of the Federation, the District shall grant a paid leave each fiscal year to the elassified President of the Federation, one (1) FTE. Requests for this leave shall be submitted at least 30 days in advance of the date the leave begins.

B. Federation Business.

- 1. Released-time may include, but is not limited to, Federation committee meetings, preparation meetings for negotiations, annual conventions, conferences, workshops, and training.
- 2. When the employee is required to travel from their work site and/or return to their work site to be in attendance for Federation business, a reasonable amount of travel time will be permitted.
- C. Maximum released-time for members of the bargaining unit will be 20 days with the following exceptions:
 - 1. President May use up to one (1) total FTE paid released-time per year.
 - 2. Designated Vice President In the event that the President is unable to function in the position, the released-time allotted to the President may be given to the Designated Vice President until the President is able to resume the duties or until a new President is elected:
 - 3. Treasurer May use up to 25 days/200 hours per year total released-time.
 - 4. Secretary May use up to 25 days/200 hours per year total released-time.
 - 5. Members of the Negotiations Team No more than five (5) unit members may be designated to serve on the Federation negotiating team. Those designated negotiating team members may use up to 25 days/200 hours total released-time.

With the approval of the employee's supervisor, the individual limit may be increased.

D. Released-Time Notification.

1. Federation requests for released-time shall be made on a form mutually agreed upon between the Federation and Vice Chancellor of Human Resources.

- 2. The Federation President shall provide With at least three (3) working days written notice from the Federation President to the Vice Chancellor of Human Resources and the appropriate manager/supervisor, of released-time requests for classified employees may be released to participate in Federation business.
- E. Released-Time Reimbursement for Departments. An agreed upon time-sheet will be maintained by the supervisor to track released-time hours. Department supervisors will provide the time sheets for the released-time to the appropriate Personnel departments on a monthly basis to ensure reimbursement when Federation business released-time occurs.
- 2.8 Released-Time for Federation Business-Maintenance of the Contract. In compliance with the EERA, the Federation shall have the right to reasonable released-time not taken from the total in 2.7 nor requested in a formal matter for the purpose of meeting and negotiating with the District and for the purpose of processing grievances.

2.9. Right of Review.

- A. Copies of Reports. The Federation shall have the right to receive, upon written request, one (1) copy of written reports that are public record, in accordance with State law. The District may charge the Federation for personnel and material costs associated with the production of requested material for multiple copies.
- **B. Non-privileged** Confidential Materials. All non-confidential information materials given general distribution to management personnel by the District Office shall be provided to the Federation upon issuance and/or distribution. The Federation shall have the right to review, as provided by law, upon written request, other non-privileged confidential materials in the possession of the District necessary for the Federation to fulfill its role as the exclusive bargaining representative.
- C. Board Minutes and Agendas. The District will furnish the Federation Classified Unit with one (1) copy of the minutes of Board meetings and two (2) copies of the Agenda of Board meetings, including all attachments and supporting documents except for documents of a confidential and or privileged nature as identified in the Brown Act. Copies of the Minutes and Agenda will be available at the District Office at the same time and in the same form as those furnished to the Board of Trustees.
- D. District Policy and Procedures Manual. The District wil shall provide notification to the Federation of any additions, deletions, or changes to District Policy or Procedures and either furnish said materials or indicate where the materials may be located. furnish the Federation with one (1) copy of the District Policy and Procedures Manual and all subsequent additions, deletions, or changes and maintain an updated District Policy and Procedures link on the District's website.
- E. Response to <u>Information Requests</u>. The District will shall furnish all prepared existing written materials requested by the Federation within ten (10) working days. For materials not in written form, the District will respond in writing as to the availability and probable date of distribution.

F. List of Bargaining Unit Members. Within ten (10) working days of ratification of this Agreement, the District will provide the Federation with a with access to a listing of all classified employees' names and home addresses. Any change to the list will be provided to the Federation on a monthly basis. The Federation shall have said access to these listings through the District's web-based Human Resources system.

2.10 Selection of Committee Members

- A. The District shall provide release time for five representatives to meet and negotiate with the District in compliance with EERA.
- **B.A.** The Federation shall appoint classified representatives to all District-wide or College-wide committees consisting of classified, faculty, and administrators. Such appointments will be made within ten (10) days of notification the request for representatives to the Federation.
- C.B. The Federation appointees shall may serve on a maximum of two (2) Campus College, District Office, or District-wide committees (including their taskforces, or subcommittees) and may serve on other committees with the approval by of their immediate supervisor.
- **D. C.** The Campuses Vice Chancellor of Human Resources shall supply the Federation with a list of all established committees by October 1 of each year.
- **2.1011** Orientation. The District will provide the opportunity for a representative of the Federation to talk with new employees, during the orientation process, to explain the role of the Federation and the provisions of this Agreement.

2.11-12 Dues Deduction.

- A. Collection of Dues. The District shall deduct, on a tenthly once a month for ten months or another mutually agreed upon basis, without charge, from the pay of those employees covered by this Agreement, the Federation dues, agency fees, or the reduced fair share service fee and any other plans or programs designated by the Federation upon receiving the employee's written authorization for the District to make such deduction and other amounts the Federation may lawfully charge employees in the bargaining unit with written authorization notification from the Federation employee.
- B. In accordance with state law, agency fees shall be collected from all new employees in the bargaining unit with the first pay warrant for the classified assignment. The Federation will notify the District when employees change their status to membership or to reduced agency fee.
- **B_C.** Forwarding of Dues. The total amount of dues <u>and fees</u> deducted, together with a list of Federation members from whose pay the dues were deducted, shall be forwarded by the District to the Federation office on a monthly basis. The District shall provide the Federation with copies of any instruments revoking the employees' written authorization for the District to make such deductions within five (5) days of receipt of the notice by employee. Revocation of written authorizations of dues deductions shall be effective within thirty (30) days of the end of this agreement.

<u>CD.</u> Changes by Written Notice. If the Federation changes the amount of the monthly dues, the District will implement such change upon written notification by the Federation at least 30 days prior to any payroll date. The Federation shall certify in such notice to the District that it has notified its members in writing of such change.

2.1213 Contracting Out. The District/College shall notify the Federation when contracting out for services exceeding \$15,000 within a fiscal year. The District's intent is not to contract out any work which that will displace existing classified employees/positions, or to avoid granting of reasonable number of overtime hours. If the a Campus College or the District is considering the use of utilizing outside services which that may displace classified employees/positions, the Campus College/District and the Federation shall discuss, in good faith, all issues and consider alternatives prior to the District Chancellor making a final recommendation to the Board of Trustees. The Federation CFCE will have the opportunity to bargain over the effects on classified employees/positions as a result of the adoption of the recommendation. It is further understood that all discussions will be held in an atmosphere of open disclosure and professionalism in a timely manner.

Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2009-2010

Tentative Agreement

ARTICLE 4. SAFETY (Now merged w/Previous Article 5 - Personal Computers...)

4.1 Safe Working Conditions.

- A. The District shall make reasonable efforts to provide bargaining unit employees with safe working conditions. More specifically, the District will make all reasonable efforts to comply with the provisions of Cal-state, federal, county, city, and/or applicable OSHA regulations within general industry standards, where applicable.
- B. It is the responsibility of all employees to obey state job safety and health laws. Furthermore, it is the responsibility of the employee whose job requires use of tools, equipment or motor vehicles, to do so in a safe, prudent and lawful manner. The District will ensure that the employee has proper training and verify possession of the necessary certificates and/or licenses, and will not knowingly require bargaining unit employees to use, operate, or drive any piece of equipment which that is unsafe. It is the responsibility of the District to investigate the reports of employees regarding unsafe equipment and take the necessary steps to alleviate the potential danger.
- C. The District will provide training to managers and employees regarding safe working conditions.
- D. At the time of initial classified employment, the District shall distribute guidelines and/or provide training for the safe and healthful operation of equipment and computers.
- E When necessary, reasonable effort shall be made by the District, in accordance with applicable regulations, to remediate areas identified by the District Environmental Health and Safety Department to have mold, lead, asbestos, other known carcinogens, or severe biological threats to the lives of unit members.

4.2 The Right to Refuse to Perform Unsafe Work

A. An employee subjected to a hazardous condition or practice known to violate OSHA or occupational health standards, which could reasonably be believed to cause immediate death or serious physical injury, may refuse to perform the task. A unit member's right to refuse to do a task is protected from reprisal or discipline if all of the following conditions are met:

- 1. Where possible, the unit member asked the supervisor to eliminate the danger and the supervisor failed to do so; and
- 2. The unit member genuinely believes that an imminent danger exists; and
- 3. A reasonable person would agree that there is a real danger of death, serious imminent endangerment to health, or serious injury.

B. In such cases of imminent danger, the employee shall:

- 1. Leave the immediate area of danger, but cannot leave the work site unless directed to do so by the supervisor, except in the case of an emergency;
- 2. <u>Immediately report the hazardous condition to the supervisor and explain the nature of the danger/hazard;</u>
- 3. Request that the supervisor correct or remove the hazard;
- 4. Perform alternate duties as assigned during the removal of the hazard; and
- 5. Perform required job duties once the hazard is removed.

C. In all such cases of imminent danger the site supervisor shall:

- 1. <u>Initiate an assessment of the reported safety hazard by the end of the following day of business:</u>
- 2. Meet with the employee and assign alternate duties or an alternate work location to the employee(s) until the hazard is removed;
- 3. Within five (5) working days of the completed assessment, inform the employee of the findings related to the reported safety hazard and the corrective action taken or to be taken; and
- 4. Assign the employee's normal duties when the hazard has been removed.
- D. The District, consistent with Section 11(c) of the OSHA Act, shall not punish employees in any way, including firing, demoting, discriminating or any other form of retaliation, for exercising their right to a safe workplace.

4.3 Employee/Management Reporting Responsibilities. (Originally 4.2)

- A. The employee shall report to his/her immediate supervisor or designee any industrial accident or illness immediately, but no more than 48 hours from the time of the industrial accident or diagnosis of work related illness.
- **B.** It is the responsibility of bargaining unit employees to report, in writing on the appropriate form, to their immediate supervisor any condition(s) which that may indicate a

potential danger or any situation(s) which that may result in a harmful condition to themselves or others. The Federation may make such reports on behalf of any employee or group of employees. No employee shall be discriminated against, nor shall the employee experience repercussions as a result of reporting such conditions.

- C. The immediate supervisor shall investigate any written report and make a determination if corrective action is required. If no action is necessary, a written response will be sent to the employee with and a copy forwarded to the Federation and the proper College/District administrator. If cause exists, the immediate supervisor shall make reasonable attempts to resolve such conditions. If conditions cannot be corrected by the supervisor at that time, a written report shall be forwarded to the proper College/District administrator for appropriate action. A copy of such report shall be sent to the Federation and/or employee.
- 4.4 Safety Committees. (Originally 4.3) Each College and the District Office shall form a Safety Committee composed of equal numbers of representatives from the District and the Federation administration, classified staff, and other constituency groups. Volunteers will be sought to serve on such committees and the Federation will appoint its one representative(s)-to each of these committees. The committees shall make recommendations to the appropriate College/District administrator and a copy of such recommendations will be sent to the Vice Chancellor for Administrative Services-for appropriate action. The Safety Committees may review and make recommendations on reports submitted directly by bargaining unit members employees.

4.5 Hazardous Chemical Warnings and Notices

A. Prior to the use of known hazardous substances in an employee's immediate work area, the District shall provide notice 24 hours in advance to employees in the affected area. The District also shall make available a copy of the MSDS (Material Safety Data Sheets) as provided by law.

B. The District shall make reasonable effort to provide an alternate work site during the time of application of the substance. Subsequently, every effort will be made to provide an alternate work site in the event an employee has any allergic reaction, documented by a physician's note, to said chemicals.

4.6 Ergonomic Use of Computers

- A. The District shall make available to all District employees information regarding the ergonomic guidelines involved in using their computers.
 - 1. Because of the integral relationship between employee health and the proper use of computers, each employee, during the first week of initial employment will be required to complete the online tutorial on ergonomic considerations such as height, distance, protections for eyes, wrists, and posture.
 - 2. Employees should inform and request assistance from their immediate supervisor if their health is being negatively affected by the setup or physical condition of their workstation.

3. If the problem is not alleviated in a reasonable time, the employee may contact Environmental Health & Safety and the respective personnel/HR departments.

ARTICLE 5. PERSONAL COMPUTERS ADVISORY COMMITTEE.

- A. A joint committee of four (4) Federation representatives and four (4) representatives from the District will meet twice per year to determine recommendations for improving working conditions regarding computer usage and ergonomic concerns. The Environmental Health and Safety Department will schedule training for employees as the department determines the needs of the employees.
 - B. Any recommendations of the committee shall be submitted to the Federation and the District for consideration/implementation.
- 4.7 <u>Violence in the Workplace.</u> The District and the Federation are committed to providing a workplace that is free of violence and to joint efforts in preventing violent incidents.

A. In an effort to provide a safer work environment and to make both management and unit members aware of issues regarding the prevention of violence in the workplace, the District and the Federation shall develop a training program that shall include, but not be limited to:

- 1. Security measures already existing in the work place;
- 2. Recognizing threatening or potentially threatening situations and the proper methods for dealing with them;
- 3. Proper procedures for reporting to campus security and/or local law enforcement any incidents or threats to safety; and
- 4. Personal safety training to assist employees in avoiding violent or potentially violent situations and to prepare them to better deal with such situations should they arise.
- B. Any bargaining unit member who reports an incident of violence or threatened violence while on District property or engaged in District business shall be entitled to receive an investigation by the District into the details of the incident.
- C. During hours of darkness, or when an employee's workstation or parking space is in a remote area, unit members may request and receive, if available, an escort from public safety.
- 4.8 Extremes in Temperature. In the event that interior temperatures outside the range of 60-80 degrees Fahrenheit persist for longer than two (2) working days, reasonable consideration will be given to the impact on work performance, and bargaining unit members may use space heaters that meet safety regulations or fans. After five (5) working days of temperatures outside 60-80 degrees, bargaining unit members may request a work accommodation such as completing their work at a different location.

Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2010-2011

Tentative Agreement

ARTICLE 25. NEPOTISM. (Replaces Previous Article 5 - Personnel Computers . . .)

- 25.1 Nepotism. Relatives of employees may be employed by the District. Employment and assignment of such persons shall be such that an employee may not serve as a judge, advocate, or the immediate supervisor in any situation involving a relative. Relatives, for this purpose, are defined in the same manner as set out in Article 17, Section 17.3B.
- 5.1 The Coast Community College District prohibits the practice of nepotism. For the purposes of this article, nepotism-(defined in Board Policy 7310) is the practice of any employee using his/her personal power or influence to aid or hinder another in the employment setting where there is a current or past immediate family relationship, or any other current or past relationship by blood, adoption, marriage, cohabitation, or domestic partnership (defined in Section 297 of the California Family Code). Examples of relationships covered by this article include, but are not limited to, the following:
 - A. spouses;
 - B. registered domestic partners;
 - C. parents and grandparents;
 - D. siblings;
 - E. children and grandchildren; and
 - F. in-laws and/or any relative living in the employee's home.
- 5.2 No one in the District's employ nor Trustee or representative of the District shall use his or her position or authority to influence hiring, compensation, permanency, retention, transfers, promotions, performance evaluation, disciplinary action, supervision, work assignments, or any other aspect of the District's day-to-day operations that impacts classified employee(s) based on relationships defined in section 5.1. Employment actions specified herein shall be conducted in a manner that prevents partiality, preferential treatment, improper influence, conflict of interest, or the appearance thereof.
- 5.3 The provisions of this Article do not prohibit the employment of relatives or registered domestic partners within the District. However, District employees shall not participate in making recommendations or decisions affecting any aspect of employment based on relationships as defined herein.
- 5.4 It is recognized that an employee's existing assignment on the date of the ratification of this Agreement may conflict with this Article. When an existing assignment, based on relationships as defined in this Article, have a verified adverse impact on supervision, safety, security, or involve other conflicts of interest, or the appearance thereof, the affected employee

- or the Federation may seek to obtain reasonable, practical solutions. Such solutions may include, but are not limited to reassignment or transfer.
- 5.5 Employees shall not be transferred, placed or promoted into an open position in the same department or reporting structure where a relationship (as described in Section 5.1) exists.
- 5.6 Provisions of this Article are subject to the Grievance Procedure, as set forth in Article 6, if there is an alleged adverse impact on a bargaining unit member for matters including but not limited to hiring, compensation, permanency, retention, transfers, promotion, performance evaluation, disciplinary action, supervision, work assignments, or any other aspect of the District's day-to-day operations. In the event a bargaining unit member believes nepotism is taking place they may take one or both of the following steps:
 - 1. Utilize the grievance procedure outlined in Article 6;
 - 2. Utilize the procedure outlined in District Nepotism Board Policy 7310.
- 5.7 If an employee elects to use the District Procedures, the timelines for filing a Grievance will be tolled during the pendency of the District's process. If at the conclusion of the District's Procedure the employee is dissatisfied with the outcome, he/she may begin the Grievance Procedure, as set forth in Article 6.
- 5.8 The Human Resources department will notify the Federation, in writing, in the event a bargaining unit member begins to utilize the District Procedure.

Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2010-2011

Tentative Agreement

ARTICLE 11: Vacancies, Transfers and Promotions

11.12 Definitions.

- A. In-House Classified Applicant. A current classified employee, who is occupying a position in which permanency has been attained.
- B. Job Vacancy. A job vacancy is an unoccupied position that is immediately available, and for which the District will actively recruit.
- <u>C. Lateral Classification Change.</u> A lateral classification change is a move from an employee's present position to a position in the same <u>salary</u> range but into a different classification.
- <u>D.</u> Promotion. A promotional move is a change from one classification to another classification at a higher salary range.
- E. Reclassification. A reclassification is the upgrading of a position to a higher classification a change in an employee's classification as a result of the gradual increase change, of higher level duties in the same position being performed by the incumbent in that position over a period of time. (See Article 12)
- F. Reorganizational Reassignment. A management-directed reassignment due to the reorganization of staff members 1) to manage increased demands or alter responsibilities after a position has been vacated or 2) to address department or institutional needs. A change in classification initiated by the District, except in cases of layoff which are governed by Article 13.
- <u>G. Transfer.</u> A transfer is a <u>voluntary or involuntary reassignment move from of</u> an employee's <u>from his/her</u> present position to a new position, <u>within the same classification or to a lower classification</u>.
 - 1. Voluntary <u>Transfer</u> A transfer initiated by the classified employee who is seeking a transfer or initiated by the District with the freely given consent of the classified employee, to be transferred. The District agrees to respond to all written voluntary transfer requests within thirty (30) days.
 - 2. Involuntary <u>Transfer</u> A transfer initiated by the District without the consent of the classified employee to be transferred. The District agrees to give five (5) ten (10) working days notice of such transfers, except in the case of an emergency. Such transfers will not be made in an arbitrary, capricious or discriminatory manner. When requested in

writing by the unit member being transferred, the reason for the involuntary transfer shall be provided in writing to the unit member.

- <u>H.</u> Voluntary Classification Reduction. A voluntary move from a <u>one</u> classification held by an employee to another classification at a lower salary range.
- I. Y-Rating. Maintenance of a classified employee's current salary step and column when the employee moves to a different classification with a lower salary range, until the new salary range catches up with the original salary.
- 11.2 Transfer Process Prior to Posting a Job Vacancy. The District recognizes the interest of classified employees in seeking or agreeing to transfer opportunities. There shall be no reprisal against a classified employee for exploring opportunities for transfer as outlined in the process below:

A. Voluntary Transfer Process

- 1. When the District Office of Human Resources receives authorization to fill a job vacancy, classified employees who are on the transfer list will be given the opportunity of a lateral (or lower classification) transfer and will be contacted by Human Resources to schedule an interview between the employee and the supervisor. If desired, the supervisor may establish a committee to participate in the interview(s) of those seeking transfer.
- 2. The supervisor (or committee) shall follow an interview procedure that is fair to all candidate(s) and may include, but not be limited to, appropriate oral presentations, writing samples, or other performance indicators related to the essential responsibilities of the position. The supervisor (or committee) shall evaluate candidates based on knowledge and competence, commitment to service, and potential contributions to the department and District.
- 3. Meeting minimum qualifications for a position is not a guarantee for receiving a requested transfer.
- 4. When the supervisor (or committee) conducts interviews, a written record of interview notes shall be maintained. Following consideration of the candidate's strengths and areas of growth as related to the position, the supervisor (or committee) shall forward all documentation to the District Office of Human Resources that indicates a) the transfer is to be offered to the classified employee, or b) the position will be opened for advertising to the general public and the classified employee may apply.
- 5. If a classified employee is offered a transfer, the employee must respond within 24 hours as to whether he/she wishes to accept the position. If the classified employee accepts the transfer, the position vacated by the employee will be opened for transfer.

- <u>Ultimately, once the transfer process is complete, the resulting vacancy will be opened for recruitment, if necessary, to fulfill the requirements of Title 5.</u>
- 6. Employees offered a transfer to a different classification or job title than previously held, will be required to serve a six (6) month probationary period. If a transfer is offered in the same classification, there is no new probationary period.

B. Involuntary Transfer

In those instances when District management perceives a need to involuntarily transfer a classified employee, the District agrees to give five (5) ten (10) working days notice of such transfers, except in the case of an emergency. Such transfers will not be made in an arbitrary, capricious, or discriminatory manner. When requested in writing by the unit member being transferred, the reason for the involuntary transfer shall be provided in writing to the unit member.

11.31 Job Vacancy.

- BA. Posting. When there is a job vacancy, occurs or a new job is created, notice the position announcement shall be posted online for a minimum of ten (10) working days. The position announcement shall include the description of job duties, qualifications required, classification, and wages. A notice of the vacancy shall be and distributed distributed in-house at appropriate for placement on designated bulletin boards in house locations, including officially designated bulletin boards, for a minimum period of ten (10) working days. A copy of the notice shall be sent to the Federation. The notice shall include job description, qualifications required, classification and wages. and a copy of the notice shall be sent to the Federation.
- <u>CB.</u> Application. An <u>classified</u> employee may apply for any announced vacancy. An in-house applicant must satisfy the minimum qualifications announced for the position, <u>and Employees must will may</u> submit an updated resume (<u>if required</u>), <u>letter of intent (if required</u>), <u>and with all the appropriate requested application materials</u>. <u>Employees must submit the appropriate application for the vacancy and all required aplication materials</u>.
- <u>PC</u>. Interview. In-house applicants who are deemed by the screening committee to meet the minimum and desired qualifications required for interview for the position shall be interviewed. for each vacancy. In addition, employees who on their applications identify themselves as having successfully completed a related job shadowing assignment, and/or successfully completed training related to the position through the Classified Professional Development program shall be interviewed. Following interviews, the committee will make recommendations for selection of an applicant. In addition, classified employees shall be interviewed who meet minimum qualifications and, in lieu of meeting all desired qualifications, have supplied the necessary evidence (see 1 and 2 below) with their application indicated on their application that they have successfully completed the following:
 - 1. The job-training program related to the position (certificate of completion or letter of verification from the training manager) and/or

- 2. Training related to the position through the Classified Professional Development Program (certificate/transcripts).
- **ED.** Selection. In the event that the <u>an</u> in-house applicant is not offered the position, the reason(s) for the denial will be <u>provided in writing discussed with the site personnel director</u> at the request of the employee.

FE. Sereening Search Committee Participation.

- 1. Each Management or Administrative or searchscreening committee shall consist of at least one (1) classified representative appointed by the Federation. The Federation shall respond to requests for search screening committee representatives within five (5) working days.
- 2. Hiring Screening Search committees for classified positions, with input and possible assistance from the Federation, shall include a representative proportionate number of classified staff members employees to other committee representatives, (e.g., two faculty and two classified), meaning that no constituent group shall have a greater number of representatives than classified employees. but Further, the screening committees shall not include hourly staff and shall not normally include probationary staff. The Federation shall respond to requests for screening committee representatives in five (5) working days. Management sSelection of classified committee members shall be primarily on the basis of knowledge of the requirements of the open position.
- GF. Hiring Policy and Procedures Task Force Committee. The District and Federation shall form an ad hoc a Hiring practice/policy committee Policy and Procedures Task Force, as needed, to review and make recommendation(s) to improve the District's classified employee hiring procedures. The committee task force will consist of an equal number of District appointed and Federation appointed representatives, as well as other constituencies. The committee will also review hiring procedures for short-term employees.

11.2 Definitions.

- A. Transfer is a move from an employee's present position to a new position.
 - 1. Voluntary initiated by the classified employee who is seeking a transfer or initiated by the District with the freely given consent of the classified employee to be transferred. The District agrees to respond to all written voluntary transfer requests within thirty (30) days.
 - 2. Involuntary initiated by the District without the consent of the classified employee to be transferred. The District agrees to give five (5) working days notice of such transfers, except in the case of an emergency. Such transfers will not be made in an arbitrary, capricious or discriminatory manner. When requested in writing by the unit

member being transferred, the reason for the involuntary transfer shall be provided in writing to the unit member.

- B. Lateral Classification Change. A lateral classification change is a move from an employee's present position to a position in the same range but into a different classification.
- C. Voluntary Classification Reduction. A voluntary classification reduction is a voluntary move from a classification held by an employee to another classification at a lower salary range.
- D. Promotion. A promotional move is a change from one classification to another classification at a higher salary range.
- E. Reclassification. A reclassification is a change in an employee's classification as result of a change of duties in the same position over a period of time. (See Article 12.)
- F. Reorganizational Reassignment. A change in classification initiated by the District, except in cases of layoff which are governed by Article 13.

11.34 Reclassification or Reassignment as a result of Reorganization.

- A. An <u>classified</u> employee may be reassigned to another position at a higher, <u>lower</u>, or <u>equal classification</u> salary range or equal as a result of reorganization. The reassignment will be in accordance with the procedures relative to promotion as outlined in Article 11.5.
- **B.** If an <u>classified</u> employee is reassigned to a position at a lower range, <u>as a result of reorganization or reassignment</u>, <u>she/he</u> shall be Y-rated. The <u>classified</u> employee <u>also</u> shall be given recall rights <u>for a period of up to 39 months</u> to a vacant position in her/his former classification.
- C. If reorganization results in the displacement of an <u>classified</u> employee, the District recognizes the <u>classified</u> employee's permanence in his or her former classification, or in an eligible classification, and will place the <u>classified</u> employee in a vacant position if one exists. (See Article 11, Section 11.4.B)

11.45 Probationary Status in Vacancies, Transfers and Promotions.

- <u>A.1.</u> Reassignments. <u>Classified employees reassigned to a former or current</u> classification in which they have held permanency shall not be required to serve a new <u>six-(6) month</u> probationary period.
- <u>B.2.</u> Transfer and Voluntary Classification Reduction. A supervisor may waive the <u>new</u> probation period if the employee has previously served a probation period with the same <u>job</u> qualification requirements. During a hiring freeze, the <u>a new</u> probation period shall be waived in the event of an administrative transfer or classification reduction.

C.3. Failure to Complete Probation. In the event a regular classified employee accepts a promotion or lateral or voluntary classification change, and does not complete the six-(6) month probation, the District will place the classified employee in their previous permanent classification or in an open position most nearly like the position previously held. This position If a comparable position is not available, the classified employee may be placed in a temporary position, until an open position becomes available at a salary no lower than the previous permanent classification held.

DA. Probation Requirements.

11011 2 2 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1	New Probation Woived	New Probation Corved
	THEN THUBUILDIE TYMITEM	TICH LIONARIOH DCLICA

Change in Assignment	New Probation Requirement
No classification change	No (11.5.A)
Lateral classification change	Yes (May be waived - 11.5.B)
Voluntary classification reduction	Yes (May be waived – 11.5.B)
Promotion	Yes
Reclassification	<u>No</u>
Reorganization	Yes (May be waived – 11.5.B)
Reassignment to Classification Where	No (11.5.A)
Permanency was Held	1

11.56 Salary Placement.

A. Step Placement.

No classification change—	yes	no	
Lateral-classification	-	-	
-change	yes	no	1
Voluntary classification	-		
-reduction	no	no	
Promotion	(see B.1 below)		-
Reclassification ———	yes		<u>1</u>
Re-organizational	•		
	B.2 below)		

Change in Assignment	Step Placement
No classification change	Same step placement
Lateral classification change	Same step placement
Voluntary classification reduction	Closest to previous salary
Promotion	Approximately 7.5% increase (11.6.B)
Reclassification	Same step in new classification
Reorganizational reassignment to	Y-Rated (11.1.1)
lower range	

- B. Promotion and Re-organizational Reassignment. 1. An employee who makes receives a promotional move shall be placed upon on the appropriate salary range at a step assuring a minimum of one (1) step plus one (1) range an increase that most closely equals 7.5% increase in salary. If an employee, prior to promotion, would have received an annual increment within the next six (6) month period had the employee not been promoted, placement on the new step shall ignsure at least a one (1) step plus one (1) range salary increase beyond the regular annual increment increase. If the step placement using this method is lower than would have been recommended if the employee were not on staff from outside the District, administration may recommend salary placement as if the employee were an outside candidate. The final determination and recommendation to the Board of Trustees for salary placement rests with the Vice Chancellor for of Human Resources.
- <u>C.-2.</u> <u>Reorganizational Reassignment.</u> Salary step placement for an <u>classified</u> employee who is subject to a re-organizational reassignment shall be carried out as appropriate under Section 11.5.6(A), with the following provisions:
 - 1.(a) Reassignment to a lower class will be governed by Article 13, Sections and 13.6.B.5.D;
 - 2.(b) Reassignment to a lateral class will include the reemployment rights of Article 13, Section 13.7.
- D.C. Salary Advancement. The classified employee's effective date of salary advancement will be consistent with the provisions described in Article 19.8, remain the same, as established in the previous assignment, if the same step placement is used. If a new step placement is used or the employee is placed at the salary closest to her/his previous classification, the employee will advance annually on the salary schedule unless she/he is placed on Step 01. (Step 01 provides for an advance after six (6) months.) If an employee is eligible to receive an annual increment within the next six (6) month period, placement on the next step shall ignsure at least a one (1) step plus one (1) range increase in salary.

Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2009-2010

Tentative Agreement

ARTICLE 13: Layoff Procedures & Reemployment Rights

13.1 Layoff and Reemployment-General Provisions

The District may lay off employees for lack of work or lack of funds based on a decision of the Governing Board, which is not subject to the collective bargaining process. The District will notify the Federation of the layoff as much in advance as possible, but no less than ten (10) calendar days prior to the written notification of a layoff to employees. The Federation retains its right to negotiate the impact of the layoff decision for matters within the scope of collective bargaining. Should layoffs be required, the District shall in every way possible preserve the rights of the individual employees.

Notification to employees affected by layoff shall be no less than forty-five (45) calendar days prior to the effective date of the layoff and shall be informed of their reemployment rights and displacement rights, if any. In the event of a fiscal catastrophe or disaster resulting in the closure of a College or the District, notice of layoff may be reduced as allowable pursuant to Education Code Section 88017(d).

13.2 Definitions

- A. Layoff. Layoff is the cessation of an employee's regular classified assignment due to lack of work or lack of funds (per Education Code Section 88001). This may include any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
- **B.** Bumping. Bumping is based on seniority (See Section G) and is the displacement of a less senior employee by a more senior employee, and is determined by length of service within the current and/or prior classification.
- C. Classification. For the purposes of Article 13, Classification is a term that defines those positions in the classified service according to a designated title, a specific set of duties (job description/specification), a salary range, and a regular minimum number of hours per day, days per week, and months per year.
- D. Lateral/Equal Classification (Class). Any position that holds the same salary range on the current salary schedule.

- E. Lower Classification. A position in a lower salary range on the current salary schedule.
- **F.** Higher Classification. A position in a higher salary range on the current salary schedule.
- G. Seniority. Employees shall accrue seniority for hours spent in a paid service, exclusive of overtime, in a given classification. Seniority shall be determined by the length of service within a current and/or prior classification.
 - 1. Movement from General Funded Position to Categorical or Grant Funded
 Position. Permanent employees who transition from a general funded position to a
 categorical or grant funded (i.e., soft money) position retain rights to return to
 classifications previously held, based on seniority.
 - 2. Reclassification. When the District acts to reorganize reclassify, and as a result, two (2) or more classifications are merged or titles are changed and the previous classification is abolished, the seniority of regular reclassified employees who are reclassified will be computed from the date of earliest entrance into the abolished classification(s). When a portion of the classified employee's position(s) within the classification is reclassified, seniority in the new classification begins at the time of employment in the new classification.
 - 3. Seniority shall terminate when an employee retires or resigns and does not return to work within 39 months or is discharged for cause.
- H. Length of Service. Total hours of service in paid status, excluding overtime, in any classification in which the employee has worked. Hours in paid status shall not be interpreted to mean service performed prior to entering a probationary or permanent position as a classified employee of the District.
- I. Regular Employee. An employee who has probationary or permanent status.
- J. <u>Permanent Employee</u>. An employee who has passed the required probationary period for his/her classification.
- **K. Reemployment.** Reemployment is a provision whereby an employee who has been laid off or has, in lieu of layoff, voluntarily accepted a demotion or reduction in hours, has preferential rights to employment in <u>a</u> vacant position(s) or in classification(s) previously held, based on seniority.
- **B.** Exclusions. The following categories of employment are excluded from seniority rights:
 - 1. Probationary.
 - 2. Persons not covered by this contract (see Article 7, Section 7.2).

- G.F. Displacement Rights (Bumping). The right to displace or bump into a current, lateral or lower classification in which permanency has been attained is based on seniority. right to displace or bump into a current lateral, or lower classification, is based on seniority. Seniority in a lower classification shall be computed on the basis of hours of paid service in the higher classification(s) plus hours of paid service in the lower classification(s) including hours worked while in a probationary status. When an employee's position is eliminated or the employee is displaced, the employee has the right to bump only into classification(s) currently or previously held. The employee will first bump into the current classification(s) and then into lateral classification(s) previously held. If the employee is then displaced from the lateral classification(s), the employee has the right to bump into the next lower classification(s) previously held. In the event an affected classification requires state mandated licensure or certification, the employee with seniority will be required to meet the state requirements within state mandated time periods.
 - C.. Equal Class (Lateral Class). The same salary range on the current salary schedule.
 - D.C. Higher Class. A position in a higher salary range on the current salary schedule.
- F.E. Layoff. The cessation of an employee's regular classified assignment or any reduction in hours that is other than the changes made as part of disciplinary action. (See Section 13.5)
 - E.D. Lower Class. A lower salary range on the current salary schedule
- J_Reemployment. Reemployment is a provision whereby an employee who has been laid off or has voluntarily accepted demotion or reduction in hours has preferential rights to employment in a vacant position(s) in classification(s) previously held, based on seniority.
 - K-J-Seniority (Moved to G1, G2 & G3)
 - L. Short-Term Employee. A person who is employed to perform a service for the District whose assignment shall not extend beyond 160 days in a fiscal year as specified in Article 7.2.E.
 - M. Salary Placement Y-Rated. An employee who accepts a reassignment to a lower classification in lieu of layoff shall maintain their current pay rate be Y-rated. Maintenance of a classified employee's current salary when the employee moves, in lieu of layoff, to a different classification with a lower salary range. The original salary does not increase until the salary in the lower classification catches up to the employee's original salary.
- 13. 3. Order of Layoff. Regular classified employees shall be subject to layoff only for lack of work or lack of funds. [Moved to 13.1] (Formerly 13.4)

When a classified employee is laid off, the order of layoff within the classification shall be

determined by seniority. The classified employee with the least number of hours in paid status, within the current classification and higher classes in which the employee has worked, shall be laid off first. Reemployment shall be in the reverse order of layoff.

A classified employee may not be laid off if a short-term/employee is retained in the classification to render a service that the classified employee is qualified to render (per Education Code Section 88017). This citation does not create a 45-day layoff notice requirement for any individual hired as a short-term /employee.

Any contracting out of laid off services must comply with Education Code 88003.1.

13.34 Written Notice of Layoff. and Reemployment: Written Notice

The District will make every reasonable effort to notify an employee of a potential layoff as soon as possible, but not less than thirty (30) 45 calendar days prior to the effective date of layoff (except as noted in Section 13.1); the District shall provide written notice to the employee, informing her/him of reemployment rights, displacement rights, if any, and and the right to collect unemployment benefits. Such notice shall specify the reason(s) for layoff and identify the employee by name, classification, and work location.

- A. An employee who is on duty shall be notified by an <u>in-person</u> delivery of a written notice of layoff. Every effort will be made to meet privately and discreetly with the employee. The employee will be asked to sign an acknowledgement of receipt of the written notice of <u>layoff</u>. The thirty (30) 45 calendar day notice period will begin on the <u>date the employee is notified</u>, whether or not the employee gives a statement verifying verifies receipt of the written notice of layoff.
- **B.** Employees who are on a leave of absence, vacation, industrial accident leave, or sick leave, or otherwise unavailable in person for delivery, shall be notified of layoff by certified mail.
 - 1. The first day of the thirty (30) 45 calendar day period shall be the next succeeding calendar day following the date of delivery or attempted delivery of the notice by certified mail.
 - 2. The notice of layoff shall be sent to the most recent address on file with the Office of Human Resources. It shall be the responsibility of the employee to keep the Office of Human Resources informed on how and where the employee may be contacted.
 - 3. Should the certified letter be returned after attempted delivery has been made, it shall be deemed that the employee has been notified of layoff and the layoff shall be effective as of the end of the specified thirty (30) 45 calendar day period.
- C. Specially-Funded Programs. Employees in specially-funded positions under Section 88017(a) of the Education Code must be notified on or before April 29 if funds will run out by June 30. Notification to the Federation shall be made concurrently. However, if the termination of the specially funded program is other than June 30, notice must be given not less than 45

calendar days prior to the effective date of layoff.

The District is excused from providing 45 calendar days notice when a layoff for lack of funds is caused by an actual and existing financial inability to pay the salaries of classified employees or a layoff for lack of work is the result of an event or causes that the governing board could not foresee or prevent (per Education Code Section 88017(d)(1-2)).

13.5 Employee Options After Receipt of Written Notice.

An employee whose position is being eliminated, whose schedule is being reduced, or who is being displaced, may elect layoff or may elect to become a candidate for <u>possible</u> reassignment to another position according to the following guidelines:-as described in the sections 13.6 through 13.10. The District and noticed employee(s) must adhere to the following timeline:

- A. Within five (5) working days following written receipt of notice of the elimination of a position, reduction of schedule, or displacement, the employee shall notify the Office of Human Resources of her/his ehoice-preference of layoff or reassignment. The day of notice is not counted as one of the five (5) days. Employees who have been notified and are on duty shall respond in writing to the <u>District</u> Office of Human Resources before 5:00 p.m. of the fifth (5th) working day.
- **B.** Employees who are on a leave of absence, vacation, industrial accident leave, or sick leave shall have 15 calendar days from the date of notice, or until 5:00 p.m. on the day of return to duty, whichever is sooner, to inform the Office of Human Resources of this decision.
- <u>C.</u> In all cases the employee shall have at least five (5) working days beyond the date of delivery or attempted delivery of the notice by certified mail.
 - C. If notice of preference is not received from the employee under 13.5 A or B, as applicable, then the action to layoff will proceed.

13. 6 Order of Layoff Options.

A. Employee Displacement Rights (Bumping)

- <u>1</u>. When an employee's position is eliminated or the employee is displaced, the employee <u>identified for layoff</u> has the right to bump only into <u>a</u> classification currently or previously held.
- 2. The employee will first bump into the current classification and then into other lateral-classifications previously held. This bumping pattern may force the less senior employee into the next lower classification previously held.
- 3. Seniority in a lower classification shall be computed on the basis of hours of paid service in the higher classification(s) plus hours of paid service in the lower classification(s), including hours worked while in a probationary status.
- 4. In the event an affected classification requires state mandated licensure or

certification, the employee with seniority will be required to meet the state requirements within state mandated time periods.

<u>5.</u> Seniority Roster. The District shall maintain a seniority roster for all regular classified employees. A copy of <u>the each</u> updated <u>list roster</u> shall be sent to the Federation in October of each year.

B. Reassignment to Another Position.

The employee shall be reassigned to a position in the following sequence. When an employee is being reassigned in lieu of layoff, the following sequence shall apply:

- 1. Current Classification A position in the employee's current classification;
- 2. Lateral/Equal Classification A position in a lateral classification previously held;
- 3. Higher Classification a position in a higher classification previously held in which there is verification that the employee was not demoted for cause; or
- 4. Lower Classification A position in a lower classification previously held.
 - <u>a.</u> Should <u>persons</u> <u>classified employee(s)</u> in the position(s) first described <u>below</u> <u>above</u> have more seniority than the candidate for reassignment, that candidate shall be reassigned to position(s) described consecutively in this Section. Should all <u>persons</u> <u>employees</u> in positions described in this Section have more seniority than the candidate for reassignment, that candidate would be laid off except as provided in Section <u>13.6.C.</u> <u>13.2H.</u>
 - **<u>b.</u>** Employees reassigned under this Section will be placed in positions as defined in Sections 13.6.B 13.4.B.1. (a), 1. (b), and 1. (c), above, whose incumbents have least seniority, in the following order: which have:
 - (1) Same proportion of full- or part-time (hours per day) and same proportion of contract months per year;
 - (2) Same proportion of full- or part-time (hours per day) but fewer contract months per year;
 - (3) Same proportion of full- or part-time (hours per day) but more contract months per year;
 - (4) Different proportion of full- or part-time hours and same contract months;
 - (a) Fewer hours per day to a minimum of fifty percent (50%) assignment;
 - (b) More hours per day to a maximum of a one hundred percent (100%) assignment;

- (5) Different proportion of full- or part-time hours and different proportion of contract months. Consideration of hours is to be handled as in preceding Section 13.6.B.4.b. 13.4.B.2.(d).
 - (a) Fewer contract months;
 - (b) More contract months.
- **<u>c.</u> Probationary Period.** An employee accepting a reassignment in lieu of layoff to a position in which she/he previously held permanency shall not serve a new probationary period.
- **d.** Salary Placement. An employee who accepts a reassignment to a lower classification in lieu of layoff shall be Y-rated.
- C. Assignment to a Vacant Position. An employee who is qualified may be assigned by the District to a vacant position if the employee is unable to exercise any rights under Section 13.2.G-13.6 of this Article. The following conditions shall prevail:
 - 1. The District shall determine which positions are vacant;
 - 2. The District shall determine if the employee's qualifications are compatible with the minimum qualifications for the vacant position to be assigned in lieu of layoff;
 - <u>3.</u> An employee assigned to a vacant position, <u>not previously held</u>, shall serve a new <u>six-(6) month probationary period</u>;
 - (a). If the employee successfully completes the probationary period, the employee will be permanent in the new classification, but will not have waived the 39-month recall right to the former classification.
 - (b). An employee who is terminated separated from a newly assigned position during the probationary period is deemed to be on returns to layoff status. The time served in the probationary period will be subtracted from the 39 months to which the employee was originally entitled.
 - 4. If a vacant position exists that is funded and open for recruitment as determined by the District, an assignment to a that vacant position will be offered at the time of layoff notice. An employee still will be considered for the recall rights, under subsection 13.7.A; and 13.5.7A.2 during the thirty (30) day notice period.
 - <u>5.</u> No grievance may be filed as a result of any action taken under this Agreement. based on an alleged violation, misinterpretation, or misapplication of Section 13.6 (C).

A. Layoff Option

D. Voluntary Reduction in Hours. Employees who take voluntary reductions in assigned time

in lieu of layoff shall be recalled to positions in their class with increased assigned time in order of seniority. Such employees who take voluntary reductions shall have an additional 24 months available for recall to positions in their classification in addition to the 39 month period covered in 13.7.A.1-above.

E. Retirement in lieu of Layoff

- 1. Regular employees with at least five (5) years of service credit under the Public Employees' Retirement System who are 50 years of age or older, may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such employees shall, prior to the effective date of the proposed layoff, complete and submit an application for retirement to the Public Employees' Retirement System. Notification in writing shall also be forwarded through the supervisor to the Office of Human Resources.
- 2. Reinstatement from Retirement. Any person subject to layoff for lack of work or lack of funds electing service retirement shall be placed on an appropriate 39-month reemployment list. The District shall notify the Board of Administration of the Public Employees' Retirement System that the retirement was due to layoff for lack of work or lack of funds. If the employee is subsequently offered reemployment and accepts in writing the appropriate vacant position, the District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed the employee's request for reinstatement from retirement.

13.5.7 Layoff and Reemployment Rights

A. Recall Rights

Subject to the availability of a vacant position for which he/she is qualified, the laid off employee has the right to reemployment.

- 1. A classified employee laid off because of lack of work or lack of funds is eligible for reemployment for a period of 39 months, and These employees shall be ranked in seniority order and reemployed in preference to new applicants, without further qualifying examination, as a regular employee in an equal, higher or lower classification in which they hold seniority. Individuals on the 39-month recall list due to layoff for lack of work or lack of funds shall be considered to have an employment relationship with the District and shall be eligible to apply for available posted positions.
- 2. If an employee is laid off as a result of a general cutback or reduction in force, she/he has the right to be recalled to any <u>vacant</u> position for which she/he is qualified. Qualification standards, <u>such as licenses and job specifications</u> for any position, shall be determined by the <u>District and qualification standards shall be applied with equity</u>. An arbitrator may not set aside the decision of the District as to a particular qualification standard in any particular case, so long as the standard is reasonably related to the job requirements and it was not used in bad faith to discriminate against the grievant. Nor shall the fact that different standards apply in each college, or by department, be grounds

for the arbitrator to set the standard aside or to conclude that discrimination or bad faith has occurred.

<u>B. Reemployment Offer.</u> An employee shall be offered reemployment in the same sequence as outlined in Section 13.6.B of this Article.

C. Recall Procedure - Layoff.

1. The Office of Human Resources shall notify an employee in a layoff status of a request an offer to return to work using certified mail. Certified letters will be forwarded to the last address provided to the District by the employee. It shall be the responsibility of the employee to keep the District informed of their his/her latest mailing address.

The employee shall have up to ten (10) ealendar working days from the postmarked date of the notice to accept or decline the position being offered. Failure to reply within ten (10) ealendar working days will be considered a refusal.

- 2. Employee options for accepting or refusing reemployment offers
 - a. Same classification and hours. If the employee is offered title to title (or the equivalent if title no longer exists), reemployment with the same number of hours, he/she has the option to accept the offer or reject it, but after refusing two (2) such offers, the employee shall have relinquished all reemployment rights.
 - b. Different classification and/or fewer hours. If the employee is offered reemployment in a lower classification or with fewer hours or both, the employee may accept or refuse the offer. If the employee accepts such an offer, she/he will remain on the 39-month list, until the period has exhausted, in the event a position in the previously held classification and/or number of hours becomes available.
 - c. Relinquishment of reemployment rights. If the employee has rejected two
 (2) offers under 2a, or three (3) offers under 2b, or one (1) offer under 2a plus two
 (2) offers under 2b, the employee shall have relinquished all reemployment rights with the District.

When an employee has declined two (2) offers of reemployment in the same classification from which laid off, with the same proportion of full or part-time and same proportion of contract months, the employee shall have relinquished all reemployment rights. a.

- b. The employee shall have the right to decline three (3) offers of reemployment to positions other than in the same classification from which they were laid off. Should the employee decline two such positions in addition to two title to title positions,
- 3. If the employee in a layoff status accepts the position being offered, the employee

shall have up to fifteen (15)-calendar ten (10) working days from the postmarked date of the notice to report for work. This does not preclude an employee from returning to work in fewer than-fifteen (15) ealendar ten (10) working days. Should the employee fail to report back to work within fifteen (15) ealendar ten (10) working days, all reemployment rights are relinquished.

4. Should compliance with the <u>fifteen (15)</u> ten working (10) days requirement be precluded by circumstances beyond the control of the employee, a reasonable extension of time may be granted by mutual agreement between the District and the employee and/or <u>Federation</u>.

13.9 8 Maintenance of Benefits after Layoff.

- A. Maintenance of Benefits Layoff. Employees who have one (1) or more years of continuous service with the District in a regular classified position and who are laid off shall have medical, dental, vision, and life insurance benefits (see Article 20) continued at District expense at the rate of one (1) month for each continuous year of service up to a total of six (6) months. The aforementioned benefits will be continued at the same level as in force prior to the layoff.
- B. Maintenance of Benefits Reduced Assignment. Classified employees who have one (1) or more years of continuous service with the District, who accept reduction in assigned time that affects benefits, shall continue to participate in the same program of medical, dental, vision, and life insurance benefits in force for active employees (see Article 20), at the rate of their full-time equivalence (FTE) for 11 months following the month in which the (FTE) reduction occurs. in the in their prior as provided in Article 20.
- C. Maintenance of Benefits Employee Option. Employees who are eligible for, and participating in, the <u>District-sponsored</u> insurance program at the time they are laid off, or at the time District paid benefits cease in accordance with Section 13.8.A and Section 13.8.B, above, have the option of retaining the insurance benefits at their own expense as long as they remain on the recall list and do not accept employment with another employer who provides such benefits.
- <u>D.</u> Recall Restoration of Benefits (Industrial Accident Leave, Longevity, Step Increments, Sick Leave and Vacation). Employees recalled within 39 months shall have insurance benefits, as provided by the District, effective the first day of the month following the first day of reemployment. All other rights shall be restored.

13.12 9. Exhaustion of Leave and Reemployment Rights.

A. When an employee has been placed on the 39-month list due to exhaustion of leave, (see Article 17), the employee's reemployment, after providing a medical release to return to work, shall take preference over all other applicants, except for those laid off for lack of work or lack of funds. In these instances the 39-month employee shall be ranked among any who have been laid off for lack of work or lack of funds, according to seniority hours.

B. An employee who has been placed on a reemployment list due to exhaustion of leave allowance, who has been medically released for return to duty and who fails to accept an offered assignment in the same classification with the same number of hours shall be severed from the District.

13.4410 Special Cases Circumstances

Should eases <u>circumstances</u> not otherwise covered be identified during the displacement or reemployment processes; <u>for example</u>, if an employee's previous classification has <u>ving</u> been eliminated, reclassified, or subdivided, it shall be the responsibility of the Vice Chancellor for <u>of</u> Human Resources or designee to place the individual within a classification and a salary level most nearly like the position previously held by the employee.

Coast Federation of Classified Employees/ Coast Community College District Negotiations, 2009-2010

Tentative Agreement

ARTICLE 14. HOURS AND OVERTIME.

- **14.1** Regular Work Schedules and Workday. The work schedule shall be forty-(40) hours per week. The workday shall be eight (8) hours, except as otherwise stipulated in this article. These provisions do not restrict the extension of a regular workday or work schedule on an overtime basis when such is necessary to carry on the business of the District, subject to the provisions of this article.
- **14.2 Other Work Schedules.** The District may establish a workday other than eight (8) hours per day (e.g., 9/80, 4/10, 4/9 and 1/4, including a flexible schedule).
- **A**. Holidays will be paid for the same number of hours as the employee's scheduled workday and under the provisions of Article 16.
- **B.** A compensatory day will be granted for a holiday which that would have normally fallen on a scheduled workday but falls on a day off under a 4-10 or modified work schedule. In such cases, the overtime rate will be paid for all work in excess of the scheduled ten (10)-hour workday or forty (40)-hour work week. (See Appendix B for Flex guidelines).
- 14.3 Work Week. A regular work schedule shall consist of not more than five (5) consecutive working days for any employee having an average work day of four (4) hours or more during a work week. A regular work schedule of five (5) consecutive days may begin on any day of the week and at any hour of the day.

14.4 Changes to Employee Schedules

- A. Changes involving Saturday and/or Sunday
- 1. No unit member shall be required to change his or her workweek to include Saturday or Sunday without his/her written consent when that work is a result of the District adding Saturday and Sunday classes. If there are changes in the State law, the language in this Section will be modified to reflect current law.
- 2. No unit member shall be assigned Saturday or Sunday work if the employee objects in writing that the assignment would conflict with his/her religious beliefs or practices.
- 3. Enactment of parts A.1 and A.2 of this section shall cause no change or disruption in existing work schedules that may already include Saturday or Sunday as regular workdays.
- **B.** Permanent changes to an employees regular work schedule shall not be made in an arbitrary or capricious manner.

- **C.** Should changes to an employee's regular work schedule need to be made, consultation between the supervisor and the employee shall take place as soon as the need for change is determined and no less than ten (10) working days prior to the implementation of the change.
- **D.** When the employee presents reasonable justification that the change will create a verifiable hardship, other qualified employees in the same department, should they exist, shall be offered the new schedule on the basis of seniority. If no volunteers come forward, the least senior classified employee of the same department and classification, who is qualified, shall be given the changed schedule.
- E. The employee who actually has a schedule change will receive at least ten (10) working days notice prior to having the hours of the regular schedule changed after consultation between the employee and supervisor. If the District fails to provide proper notice to the employee or violates Article 14.3, the employee shall either be paid at 1.5 times his/her daily rate from the date the employee should have been notified to the date the change is implemented, or the District may delay the implementation of change to accommodate the ten-(10) day notice provision.

14.5 Fluctuating Daily Schedule.

- **A.** Employees may have a fluctuating schedule due to the demands of the job. The supervisor will explain to the employee the need for the change in hours. The employee will receive at least forty-eight (48) calendar hours notice prior to having the hours of the regular schedule changed after consultation between the employee and supervisor. The days of the work week may be changed with seven (7) calendar days notice to the employee. A fluctuating schedule shall not be implemented to avoid the payment of overtime.
- **B.** An employee on a fluctuating schedule whose regular schedule has been adjusted shall have a rest period of at least ten (10) hours between the end of the assignment on one day and the time scheduled to report to work on the next day.

An employee receiving less than a ten (10) hour rest period will receive, in addition to any other compensation, the regular overtime rate for all time worked prior to the completion of the tenth (10th) hour from the end of the previous day's assignment. For example, if an employee finishes the day's work at 11:00 p.m. and is required to begin work again at 7:00 a.m., the employee has received only an eight (8)hour period of rest. Two hours of overtime would be paid the employee for the hours of 7:00 a.m. to 9:00 a.m., as outlined in Section 14.8 as to rate of pay.

Provision 14.5(B) shall not apply if the employee initiates a request for a short turnaround and the supervisor agrees.

- **C.** An employee on a management-initiated fluctuating schedule shall receive a differential in accordance with Section 14.7(A) (Fluctuating Schedule). If the employee on a fluctuating schedule is eligible for other differential compensation, the employee will receive up to a maximum of 10% total differential rate for the entire work assignment.
- **D.** This Section shall be applied only to those classes whose duties require fluctuations in daily working hours.
 - E. Interpreters for the deaf shall be excluded from provisions of this Section.

- **14.6 Definition of Shifts.** The workday is eight (8) hours (except as otherwise provided) and may begin at any hour of the day.
- **A.** Day Shift. When over sixty percent (60%) of the time worked in a position falls between 8 a.m. and 5 p.m., the position shall be designated as a day shift position.
- **B.** Swing Shift. When forty percent (40%) or more of the time worked in a position falls between 5 p.m. and midnight, the position shall be designated as a swing shift position.
- **C.** Graveyard Shift. When forty percent (40%) or more of the time worked in a position falls between midnight and 8 a.m., the position shall be designated as a graveyard shift position.
- **D.** Split Shift. When forty percent (40%) or more of the working days are broken by an interval of two (2) or more hours (without pay), the position shall be designated as a split shift position.
- E. Weekend Shift Full. When forty percent (40%) or more of the time worked in a position falls between 12:01 a.m. Saturday and 12:00 a.m. Sunday, the position will be described as a full weekend shift.
- F. Weekend Shift Partial. When twenty percent (20%) or more of the time worked in a position falls between 12:01 a.m. Saturday and 12:00 a.m. Sunday, the position will be described as a partial weekend shift.
- **G. Fluctuating Shift** When the regular schedule of the employee consists of differing hours or days from one day to the next or one week to the next.

14.7 Shift Differential.

A. Shift differentials are as follows:

<u>Shift</u>	Add to Base Salary
Day	0%
Swing (40% after 5 p.m.)	5.0%
Graveyard (40% after midnight)	7.5%
Split (minimum 2-hr break)	2.5%
Weekend Shift – Partial	2.5%
Weekend Shift – Full	5.0%
Fluctuating Schedule	3.0%

- **B.** An employee whose regular assignment is on the swing, graveyard, weekend, or split shift, and who is temporarily assigned to another shift not entitled to differential compensation, will not lose the differential payment for the regular assignment unless the temporary assignment is twenty-two (22) consecutive working days or longer. If a temporary schedule change results in a shift assignment that carries a differential, or a higher differential, for five (5) consecutive working days or longer, the employee will-shall receive the higher differential for the total period.
- C. An employee whose regular assignment is a combination of more than one of the shift differentials defined above or split shift, and who is temporarily assigned to another shift

entitled to differential compensation, will receive up to a maximum of ten (10) percent differential rate for the entire work assignment. Those employees who are hired prior to July 1, 1999 shall not be affected by 14.7(C).

14.8 Lunch Periods.

- **A.** Bargaining unit employees are guaranteed an uninterrupted, duty free lunch period. Lunch periods are sixty (60) minutes in length, except for flex schedules, but may, with the consent of the employee and the immediate supervisor, be thirty (30) minutes in length. No employee shall be required to work for a period of more than five (5) consecutive hours without a lunch period, except that when a work period of not more than six (6) hours will complete the day's work, the lunch break may be waived by mutual consent of the supervisor and the employee.
- **B.** If an employee's lunch period is interrupted by the immediate supervisor or a person in higher authority, the employee is entitled to extend the lunch period that day by thirty (30) minutes in addition to the time spent carrying out the duties required.
- 14.9 Overtime. The District agrees to compensate employees at the rate of one and one-half (1.5-1/2) times the employee's regular rate of pay (including shift differential) for each hour of work in excess of eight (8) hours work in one day or forty(40) hours in one week. The District agrees to compensate employees at the rate of two (2) times the employee's regular rate of pay (including shift differential) for each hour of work in excess of twelve (12) hours in one day. (Exception: any approved Plan such as 4/10, 9/80, etc.) No overtime will be paid unless approved in advance by the appropriate supervisor, unless circumstances make obtaining prior approval impossible, <u>primarily in emergencies</u>. In such cases, the employee may submit the overtime to the supervisor and the supervisor will determine whether overtime without prior approval is to be paid.

In lieu of overtime pay, the employee may choose to receive compensatory time at the overtime rate for the approved overtime hours worked, (1.5-1/2 hours of time for every hour of work or 2 hours of time for every hour of work if in excess of twelve hours ef work in one day). The request for compensatory time in lieu of overtime pay must be made at the time overtime hours are worked; such a decision is irrevocable. Compensatory overtime hours worked will be reported via timecard with copies maintained by campus Personnel (if applicable) and District Payroll.

- **14.10 Assignment of Overtime.** An employee may refuse overtime work, except in case of emergency as defined in Article 3.2 of this contract. The District shall make every attempt to distribute the overtime work evenly among the qualified employees who agree to work overtime. If a scheduling problem exists, seniority on a rotating basis shall prevail.
- **14.11** Average Workday of Four (4) Hours or More. Employees having an average workday of four (4) hours or more shall be compensated for any work required to be performed on the sixth (6th) or seventh (7th) consecutive day following the commencement of their work week at a rate equal to one and one-half (1-1/2) times their regular rate of pay (including shift differential).
- 14.12 Average Workday of less than Four (4) Hours. Employees having an average workday of fewer than four (4) hours during the work week shall be compensated for any work required to be performed on the seventh (7th) consecutive day following the commencement of

the work week at a rate equal to one and one-half (1-1/2) times their regular rate of pay (including shift differential).

14.13 Overtime in Multiple Assignments. When an employee works in two (2) or more different classifications during the work week and is entitled to overtime pay, compensation will be computed at the rate appropriate to the classification of work performed. The appropriate rate shall be determined by the supervisor who assigns the overtime and shall be consistent with the number of hours worked in each classification. In no case shall the compensation be less than the overtime rate for the classification in which the overtime work was performed.

14.14 Compensatory Time.

Such compensatory time off shall be at the rate of one and one-half (1-1/2) hours for every hour of overtime worked or two (2) hours for every hour of overtime worked over twelve (12) hours in a day and will be taken within twelve (12) months following the end of the month in which the overtime was worked (per Ed Code 88028). Accrued compensatory time is subject to the 480-hour limit: overtime worked at 1.5 per hour is limited to 320 hours of actual overtime worked; overtime worked at double-time is limited to 240 hours of actual overtime (as outlined in 29 CFR 553.22 "FLSA Compensatory Time"). Employees who are asked by their supervisor to work overtime and who are at their compensatory time limit shall be paid overtime at the applicable rate.

Compensatory time must be taken within the twelve (12)-month period in which it was accrued. During that twelve (12)-month period, compensatory time shall be scheduled with the supervisor to meet the needs of the department. If compensatory time is not taken within a twelve (12) month period, it will be paid at the current overtime rate as prescribed under the provisions of Section 14.8. If the twelve-(12) month period has lapsed and the scheduling has not been mutually agreed upon, the supervisor may assign the time with ten (10) working days notice. If the twelve (12)-month period has expired and any time remains at the end of the fiscal year, the remaining time will be paid in a lump sum at the current overtime rate as prescribed under the provisions of Section 14.9.

14.15 Rest Periods. The authorized, uninterrupted, duty free rest period shall be based on the total hours worked daily at the rate of fifteen (15) minutes per four (4) hours. Employee rest periods will be scheduled approximately in the middle of each work period. (In the case of the 4/10 plan, three (3) fifteen (15) minute rest periods shall be authorized.) Employees who work less than three and one-half (3-1/2) hours per day are not authorized for the rest period. Time from unused rest periods may not be used to lengthen the lunch break or shorten the work day.

14.16 Reporting Time Pay.

- **A.** Emergency Call Back. An employee called back to work after the completion of the regular assignment shall be reimbursed a minimum of three (3) hours pay at the employee's overtime rate. Any time worked in addition to the first three (3) hours shall be compensated at the regular overtime rate of actual time worked.
- B. Emergency Call In. An employee called to work on an emergency basis on a day other than when the employee is regularly scheduled to report is guaranteed a minimum of three (3) hours pay at the overtime rate. In addition, the employee is guaranteed at the overtime rate two (2) additional hours of pay beyond any actual time worked after the first sixty (60) minutes. (1st example: an employee is called in, works thirty (30) minutes, receives three (3) hours pay. 2nd example: an employee is called in, works one (1) hour and thirty (30) minutes.

receives three (3) hours and thirty (30) minutes pay. 3rd example: an employee is called in, works three (3) hours, receives five (5) hours pay.)

- C. Standby Duty. There will be no standby duty for any bargaining unit employee.
- **D. Inconvenience Pay.** An employee will become eligible for inconvenience pay when an employee has not been scheduled to work and is contacted, at the insistence of a supervisor, during off-duty hours to help resolve a problem without the need to come in. Inconvenience pay shall be paid at the overtime rate of pay. An employee shall be guaranteed a minimum of one hour of pay at the overtime rate or compensatory time of 1.5 hours per hour worked.
- 14.17 Adjustment of Assigned Time. The workday and work week for part-time employees shall be established by the District. The workday so established shall be the basis for determining vacation, sick leave, and holiday pay for part-time employees. An employee who works an average of thirty (30) minutes or more per day, in excess of the regular assignment, for a period of more than twenty (20) consecutive work days, shall have the benefits adjusted upward and recalculated to reflect the longer hours effective on the twenty-first (21st) day. The increased benefits will continue as long as the employee is assigned to the increased schedule. In addition, the employee may request, and the District will examine, whether or not the percentage of assigned time should also be adjusted upward.

Supervisors may not circumvent giving increased benefits for such work by creating a pattern of asking an employee to work slightly fewer than 20 days and then regularly rotating with other employees to avoid the necessity of increased benefits.

14.18 Work Calendars of less than Twelve (12) Months.

- **A.** All unit members on less than twelve month work calendars, whose schedules need to be changed by the District for the following year, will be notified of the intent of the District to change their duty calendar at least 30 days prior to the end of the spring semester preceding the change.
 - 1. The District may modify an individual calendar, as established in Section 14.17(A), by written notification to the employee. The notification will include the reason for the change. The District will provide the Federation with a copy of the Notice of Change at the same time as the employee is notified.
 - 2. At the employee's request, he or she may schedule a conference with his or her supervisor regarding the proposed changes within seven (7) days of notification of the intent of the District to change the schedule.
- **B.** Individual employee variations from established work calendar may be arranged by mutual agreement between the employee and the employee's immediate supervisor according to established, written District procedures.

Tentative Agreement

ARTICLE 15. VACATION.

15.1 Definitions

- <u>A.</u> Carryover Vacation: Accrued vacation not used within the fiscal year up to the balance allowed for years of service (as shown in 15.2)
- <u>B.</u> Excess Vacation: Accumulated vacation hours above the allowable carry over balance (as shown in 15.2).
- **15.42.** Vacation Accrual. Regular employees will earn vacation according to the following schedule. Employees working less than full-time will have their vacation earnings prorated at a percentage equal to the percentage of their eentract contractual assigned hours of work.

New Balance Changes, effective July 1, 2011

<u> Menerales</u>	<u> </u>	Chrewallihred Allawilanlihrid
1-3 years of service	8 hrs/month of service (1 day/month - 12 days/yr)	96 <u>144</u> hrs
4-5 years of service	9.33 hrs/month of service (1.16 days/month -14 days/yr)	112 <u>168</u> hrs
6-9 years of service	10.66 hrs/month of service (1.33 days/month –16 days/yr)	128 <u>192</u> hrs
10-13 years of service	12 hrs/month of service (1.50 days/month –18 days/yr)	144 <u>216</u> hrs
14+ years of service	13.33 hrs/month of service (1.66 days/month – 20 days/yr)	160 <u>240</u> hrs

15.23 Vacation Scheduling.

A. Efforts will be made to enable vacation to be taken at times requested by and convenient to the employee consistent with the needs of the District. An attempt will be made to approve and assign vacation periods in a manner which that is fair to all employees. If a scheduling problem exists, seniority on a rotating basis shall prevail. For purposes of this section, "seniority" means length of service based on the initial date of assignment in the department. Employee vacation requests shall be in writing and approved or denied by the supervisor within five (6) working days. Denial of request will be in writing. Employee vacation

requests shall be in writing and approved or denied by the supervisor within five (5) working days. <u>Approval or denial of the request will be in writing</u>. <u>A vacation calendaring form may be provided by the immediate supervisor for such use.</u>

B. Absence reports will be submitted by the employee to the immediate supervisor for approval within three (3) working days of returning from the approved vacation leave.

15.4 Use of Excess Vacation

- **A.** When an employee, to meet the convenience of the District, is not permitted to take vacation within the fiscal year, the amount not taken in excess of the allowable balance as provided in Section 15.42 shall be accumulated to carry over for use in the following fiscal year only or, at the request of the employee, a lump sum payment shall be made for the excess accumulated vacation. A request for vacation time credit or lump sum payment shall be forwarded by the employee to the appropriate supervisor. If an employee does not request a lump sum payment, the supervisor will meet with the employee to create the vacation schedule request must include a plan for use of the excess days.
- B. By October 31 of each year, the employee and immediate supervisor will meet to establish a vacation calendar for the academic year for the use of hours in excess of the allowable carryover balance. The employee and supervisor must adhere to the established plan in such circumstances. Subsequent to the meeting between the manager and the employee, if by October 31 there is no agreement on the use of excess days, the manager will assign all the excess hours with ten (10) working days notice.

15.35 Vacation Compensation.

- **A.** Eligibility to receive scheduled vacation or vacation pay will commence on the first (1st) day of the month following completion of six (6) months or one hundred and thirty (130) days of paid service in a regular assignment. No payment shall be made for accumulated vacation to an employee who terminates prior to attaining eligibility to receive vacation. Vacation will be paid at the employee's current rate of pay.
- **B.** Employees who work less than a twelve (12) month assignment will normally be assigned vacation time during the recess periods. Unearned vacation may be advanced for vacation assigned during recess periods when requested on the absence report. Excess vacation time may be scheduled during the regular work year in accordance with Section 15.2 of this Agreement. When convenient for both the employee and the District, an employee may request an unpaid leave of absence during recess periods.
- **C.** Vacation may be granted that has not been earned, except as provided in Section 15.3-5.A. In such cases, a written request must be initiated by the employee and approved by the immediate supervisor, appropriate College administration, and the Vice Chancellor of Human Resources or designee. Unearned vacation that has been granted shall be deducted from the employee's final salary warrant if the employee terminates prior to earning such vacation.
- **D.** Employees who terminate generally will be required to use accrued vacation prior to the termination date. Any unused accrued vacation will be paid in a lump sum.

E. An employee who commences an approved vacation and subsequently becomes ill or bereaved before the vacation has been completed, may request that the appropriate amount of time be charged against sick leave and/or bereavement leave rather than vacation.

Tentative Agreement

ARTICLE 16. HOLIDAYS.

16.1 Definitions.

- **A.** Holiday. An eight hour paid leave (prorated for those working less than full-time) granted on the basis of the established the District approved Annual Holiday Schedule (see 16.5). (Elimination of Floating Holiday offective July 1, 2008).
- B. In Lieu of Holiday. A replacement day of paid leave based on eight (8) hours leave (prorated for those working less than full-time) for a holiday on which the employee was not scheduled to work.

16.2 Holiday Eligibility.

- **A. Compensation.** When a regular employee is in a paid status either immediately preceding or immediately following a holiday on which they would have been normally scheduled to work, the employee will be paid for the holiday. While on a paid leave of absence (vacation, illness, or other), an employee shall be paid for any holiday which that occurs during the leave, and such day shall not be charged to vacation or leave time.
- **B.** In lieu of Day-off-Holiday Compensation. Regular employees scheduled to work five (5) days per week, other than Monday through Friday, will be granted an in lieu of day off for any holiday that falls on the employee's normal day off. Regular employees scheduled to work less than five (5) days a week will be granted in lieu of holiday time prorated according to the employee's contract percent of full-time employment. In lieu of days must be used within thirty (30) days of when the holiday falls and cannot be banked. Within five (5) days of the scheduled holiday, the employee and supervisor will determine the in lieu of date to be taken.
 - C. Holidays for Flexible Work Schedules Full-time Employees. When a holiday (8 hours) falls during an employee's flexible schedule, the following options may be used:
 - 1. 4/10 Work Week: During the week of the holiday, the employee may opt to work a standard week of eight (8) hours per day, and observe the holiday, by taking that day off on the day it occurs. If the employee wishes to remain on the flexible schedule, the employee day off will be calculated at ten (10) hours. Because the holiday is valued at eight (8) hours, the employee will owe two (2) hours (per holiday) of time, which will be taken from vacation leave.
 - 2. 9/80 Work Schedule: During the week of the holiday, the employee may opt to work a standard week of eight (8) hours per day, and observe the holiday by taking that day off on the day it occurs. If the employee wishes to remain on the flexible schedule, the employee day off will be calculated at nine (9) hours. Because the

holiday is valued at eight (8) hours, the employee will owe one (1) hour per holiday of time, which will be taken from vacation leave, unless the eight (8) hours is otherwise made up during the scheduled two (2) week period.

16.3 Holiday Compensation. When an employee is required to work on a District-approved holiday, such employee he/she will be paid straight time for the holiday and one and one-half (1-1/2) times the regular rate of pay (including shift differential) for hours worked, which equals double-time and one-half. Any employee who loses a holiday as a result of the holiday being moved to a non-paid status day shall be given a day off in lieu of the unused holiday.

16.4 Holiday Scheduling. The Federation—Classified Unit shall have one (1) representative to who serves on the District Calendar Committee, which recommends the calendar for the academic year.

16.5 Holiday Schedule.

Independence Day Martin Luther King Day Labor Day Veterans' Day Thanksgiving Holiday (2 days) Winter Holiday (9 days) New Year's Day Lincoln's Birthday Washington's Birthday Spring Holiday Memorial Day Floating Holiday

Tentative Agreement

ARTICLE 18. PROFESSIONAL DEVELOPMENT.

- 18.1 The District will provide classified employees the opportunity to expand their knowledge and increase their skills through professional development activities that promote individual growth and contribute toward achieving the mission of the District and its colleges.
 - A. Enrollment Fee Reimbursement for Professional Enhancement in Current Position or Personal Enrichment. The District will provide enrollment fee reimbursement of credit courses offered throughout the District. Employees are eligible for reimbursement for one class per semester, up to two credit courses each academic year, that are relevant to their current position, part of a certification or degree program, or a wellness class/program. If a course is on an employee's professional development plan, as described in Board Policy 7854, the employee cannot use the enrollment fee reimbursement in a manner that provides payment for the same course twice.
 - B. Professional Development for Purposes for Advancement. The District will provide reimbursement for approved professional development activities, outlined in a professional development plan that adheres to the guidelines established in Board Policy 7854.
- 18.2 Eligibility. To be eligible to participate in the <u>Professional Development Program</u>, the bargaining unit member classified employee must:
 - A. Have completed a probationary period of employment.
 - B. Meet eligibility requirements as outlined in each program Board Policy 7854.
- **18.13** Professional Development Committee. The Professional Development Committee shall administer the Professional Development Program of the District as provided for under established Board Policyies.
- 18.34 <u>Composition of the Professional Development Committee.</u> The committee membership shall consist of seven (7) members appointed by the Federation, according to the following formula:

- 1. Two (2) representatives, Coastline Community College
- 2. Two (2) representatives, Orange Coast College
- 3. Two (2) representatives, Golden West College
- 4. One (1) representative, District Offices

All <u>CFCE</u> <u>Federation</u> appointed representatives will serve a one (1) year term, which will be renewed at the discretion of the <u>CFCE</u> <u>Federation</u>. The committee shall elect a chairperson each year.

18.4 Procedures.

- A. Procedures to be adopted by the Board of Trustees shall govern the work of the committee unless a change is mutually agreed upon by the Federation and the District at the request of the committee.
- **B.** The procedures shall provide for lower division credits to be taken with through the Colleges of the District unless the Professional Development Committee approves an exception due to special circumstances.
- 18.5 Funding. The District will fund the Professional Development Program for classified employees in the amount of bargaining unit members at fifty five thousand dollars (\$55,000) per fiscal year. Encumbered f Funds encumbered by the District shall be carried over to the next fiscal year.

Tentative Agreement

ARTICLE 20. EMPLOYEE AND DEPENDENT BENEFITS COVERAGE.

20.1 Premium Costs.

- A. Employee Premium. The employee will contribute ½ of 1% (0.5%) of the base annual salary established by the salary schedule in effect on July 1st of that the fiscal year, on a 10-month basis. The balance will be paid by the District. Employees will be provided an option to decline coverage and will be exempt from paying ½ of 1% provided they sign a document stating they have other coverage and understand they may only re-enroll during Open Enrollment or within thirty (30) days of losing the other coverage. In that event, the District coverage would become effective the first day of the month following the verified loss of the other coverage. When two District employees are married to each other, are enrolled in the same medical plan and have children enrolled in the same medical plan, the ½ of 1% premium contribution will be waived for the employee who is listed as a dependent; when there are no longer dependent children covered on the plan, the employee who is listed as a dependent spouse will revert to his/her own coverage and ID number and will not lose any rights and privileges as a benefits-eligible employee or retiree.
- **B.** Dependent Premium. The District to will contribute a portion 70% of dependent premium. Employees to pay remaining 30% with dependents will pay \$50 per month through by payroll deduction on a 10-month basis, up to a maximum of \$50.00 per month. Employee enrolled in HMO for dependent coverage is exempt from paying dependent premium.

20.2 List of Benefits.

Note: This Article does not thoroughly describe your the entire benefits package for qualified classified employees. Classified employees should refer to your their insurance booklet for detailed coverage information.

<u>During the duration of this Agreement</u>, the District shall make available during the duration of this Agreement a benefits program consisting of the following:

A. Medical Coverage.

1. Self-funded Plan (PPO),

This Self-funded plan includes, but is not limited to, the following:

Preferred Provider Hospital Plan Non-preferred Provider Hospital Plan Preferred Provider Physician Plan Out-patient Surgery Second Surgical Opinion
Maternity Care Alternatives (Birthing Center)
Hospice Care Alternatives
Prescription Medication Card
Home Health Care Alternatives

- 2. <u>Self-funded</u> Plan Deductible (PPO). Annual plan deductible shall be two hundred dollars (\$200) per person per year; three hundred fifty dollars (\$350) per family per year effective October 1, 2002.
- **3. Medical Plan Handbook.** A general description of all benefits shall be made available to all employees by the District. The master document will be on file in the Federation office as well as the <u>District</u> Benefits office.
- **4. Health Maintenance Organization** (HMO). A Health Maintenance Organization (HMO) option will be available to eligible employees.

B. Dental Insurance.

- 1. Employee premium paid by District.
- 2. Dependent premium paid by District.
- 3. Deductible will be \$50 per person/per year, up to \$100 per family maximum.

C. Optical insurance.

- 1. Employee premium paid by District.
- 2. Dependent premium paid by District.
- 3. Deductible will be \$5.00 per person

D. Life Insurance.

- 1. Employee premium paid by District.
- 2. Voluntary dependent life insurance coverage when available will be paid by the employee.

E. Salary Continuation Due to Disability.

- 1. Short-Term Disability. (This section coordinates with Article 17, Section 17.2.D.) Employees who have attained permanency and who are employed at fifty percent (50%) or more of a full-time assignment are eligible for short-term disability benefits at District expense. Employees will be compensated to a maximum of one hundred percent (100%) of salary, including shift differential and professional growth stipend in effect at time of disability.
- 2. Long-Term Disability. (This section coordinates with Article 17, Section 17.2.E). Employees who have attained permanency and who are employed at fifty percent (50%)

or more of a full-time assignment are eligible for long-term disability benefits at District expense. Long-term disability coverage provides a benefit to qualified disabled employees of up to sixty percent (60%) of pre-disability earnings upon completion of a one hundred (100) working-day waiting period. Certain limitations will apply, such as a maximum benefit period of twenty-four (24) months applying to mental/nervous conditions and that income received from other sources may be deducted from the sixty percent (60%) benefit. Long-term disability claims are subject to approval by the insurance company that provides the benefit.

- **F. Parking.** One (1) parking permit will be supplied free of charge by the District to each employee each semester.
- **G.** Health Promotion. The District will make available to current employees programs in health promotion and preventive health services.
 - 1. A joint District/Federation committee shall be established to make recommendations to the District on such programs.
 - 2. This program is designed to minimize medical risks for the employees. Participation is voluntary and is intended to enhance, not duplicate, existing insurance benefits.

H. Employee Assistance Programs.

- 1. The District will make available to current employees programs to assist in such areas as chemical dependency and mental health.
- 2. Employees requiring treatment will be referred to agencies which that are independent of the District.

20.3 Definition of Eligible Employees.

- **A.** Regular full-time and regular part-time employees will be eligible for benefits. Individuals employed at seventy-five percent (75%) or more of <u>a</u> full-time assignment are eligible for full coverage on the first of the month following the date of hire; however, coverage will be effective on the first day of employment if the employment date is the first of the month and it is a scheduled work day for that employee. Dependent coverage will be available in accordance with Section 20.1.B and 20.2.A-D of this Article.
- **B.** The District will share equally the premium costs for individuals employed from fifty percent (50%) through seventy-four percent (74%). Dependent coverage will be available in accordance with Section 20.2.A-D of this Article.

20.4 Continuance of Insurance Benefits.

A. Leaves of Absence, Paid and Unpaid. Employees on paid leave are considered to be continuing employees and no interruption to the insurance benefit program shall be imposed upon such employees. Employees on an unpaid leave extending beyond ninety (90) days shall have the District paid insurance benefit program terminated at the beginning of the month following the ninetieth (90th) day of leave, except as otherwise required by law. An employee may continue insurance benefit coverage for the remainder of the leave by paying the full

premium expense(s) per District procedure. Termination of employment for any reason shall ease result in discontinuance of District-paid benefits on the last day of the month of employment with the District, unless covered under another section of this Agreement.

- **B.** Death of the Employee. The District will, for twenty-four (24) months from the date of the employee's death, pay full premium medical, dental, and vision insurance in force for dependents of a bargaining unit employee member who dies.
 - C. Retirement with 10 or More Years of Service. (See Article 21.1.B)
 - D. Retirement Benefit Age 70 or Over. (See Article 21.1.C)

20.5 Federation Recommendations regarding Fringe Benefit Program.

- **A.** The District will, as appropriate, seek recommendations and input from the Federation regarding the fringe benefits program.
- **B.** The District-wide Employee Benefits Advisory Committee shall be has been established with the primary objective of making recommendations to the District for maximizing benefits while containing costs. The Committee will meet menthly at least quarterly and will report its activities and recommendations twice each year to the Vice Chancellor for of Human Resources.
- C. The Federation will be asked to provide a representative to the District-wide Employee Benefits Advisory Committee. The Committee will consist of ene (1) representatives from classified, faculty, management, and confidential employees, and each employee bargaining unit, one (1) person representing Confidential employees, one (1) person representing Supervisory/ Management employees; and one (1) person representing Management employees. The Committee shall include a proportionate number of classified employees to other Committee representatives, meaning that no constituent group shall have a greater number of representatives than classified employees. The committee will be convened by the Vice Chancellor for of Human Resources and will have as ex officio members the District's Insurance Advisor(s) and the Vice Chancellor for of Finance and Administrative Services.
- **D.** The Federation and the District agree that the self-insured employee benefits coverage will continue to be evaluated for the purpose of maintaining or reducing the District's out-of-pocket expenses.
 - E. The District agrees to maintain the Child Care Committee.

20.6 Referral to Employee Assistance Program.

A. Preamble. The District and the Federation jointly recognize alcoholism, drug abuse, and emotional problems as illnesses which that are treatable. It is also recognized that it is in the best interests of the employees, the District, and the Federation that these illnesses be treated and controlled under the existing collective bargaining relationship. Our sole objective is to help, not harm. This program is designed for early intervention and rehabilitation, and not for employee discipline.

benefits provided				
				(
			3	
		·		
			•	
	er en			
				(

Tentative Agreement

ARTICLE 21. RETIREMENT.

- 21.1 Continuation of Insurance upon Retirement. (changes effective July 1, 2007)
- A. Retirement with Fewer than Ten (10) Years of Service. Employees who are fifty (50) years old and retire under PERS with less than ten (10) years, but have five (5) or more years of service to the District, may elect to continue their medical, dental, life, and optical insurance, including dependents, at their expense.
- B. Retirement with Ten (10) or More Years of Service. Employees who are fifty-five (55) years old and retire under PERS with ten (10) or more years of service to the District shall retain medical, dental, life, and optical insurance, including coverage for their dependents, until the retiree reaches the age of seventy (70). The District and the retiree will contribute towards these-costs in the same amount as specified in the Federation bargaining agreement in effect at the time of retirement. If the retiree had remained in active status. However, changes in plan design (such as co-pays, and plan options) will be the same for retirees as active employees. The retiree must submit payment to the District one (1) month in advance. an amount equal to that which is being paid by active employees.
- C. Retirement Benefit Age 70 or Over. Employees (75% to 100% assignment) who retire after the conclusion of the 2001-2002 academic year and have ten (10) or more years of service to the District, shall receive an annual credit of up to \$4000 to be applied only to the District Medicare Supplemental Plan at the age of 70. The credit shall not apply to any HMO, Dental, Vision Care premium, or life insurance premium. The annual credit applies only to the retiree. If the retiree has a spouse or registered domestic partner at the time of death, the annual credit shall be transferred to the spouse or registered domestic partner and shall continue until the spouse's or registered domestic partner's death.
- **21.2** Additional Recognition for Meritorious Service. Classified staff members employees who retire with at least ten (10) years of service to the District, in recognition of their meritorious service, shall be granted the following:
 - A. Certificate for years of meritorious service to be presented by the Board of Trustees.
 - B. Lifetime library pass from the College library of their choice.
 - C. Lifetime staff pass.
 - D. One (1) parking permit annually without charge.
- 21.3 Pre-retirement Reduced Work Load Option.

- **A.** Pre-retirement Reduced Schedule. The District offers a pre-retirement program, which will allow partial employment for full-time employees approaching retirement. The program will give these staff-members employees an opportunity to experiment with retirement through a reduced work load.
 - 1. The employees must have been employed by the District as a regular staff member for at least ten (10) years, of which the immediate preceding five (5) years were full-time employment, as defined by the retirement system of which the employee is a member.
 - 2. The employee shall have reached age fifty-five (55) years by the effective date of the reduced schedule and shall not exceed the age of seventy (70) years in the school year in which the work reduction begins.
 - 3. The employee must agree to retire and terminate services with the District at the conclusion of the employee's pre-retirement program, which shall not exceed five (5) years, except by mutual agreement per Section 21.3.A.8 of this article.
 - **4.** The employee must make application for participation in this program to the Vice Chancellor fer of Human Resources. A copy of application must also be sent to the President of the CFCE Federation at least sixty (60) calendar days prior to the first day on which the work reduction is to be effective. The District will notify the Federation of such applications. The District may honor a late request due to unusual or emergency circumstances.
 - **5.** A pre-retirement program for any eligible employee will require a reduction in the employee's normal assignment. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during the last year of service in a full-time position. The details of such an assignment must be worked out consistent with the needs of the department.
 - 6. Except for the reduction in salary corresponding to the reduced workload, the District will provide an employee on this program with the same benefits provided full-time employees. The District and the employee on the program shall agree to make contributions to the retirement system, of which the employee is a member, equal to the amount that would have been contributed if the employee had remained in full-time employment. The employee on the program shall authorize the District, in writing, to deduct from the employee's pay such amounts as are necessary to pay the employee's one-hundred percent (100%) retirement contribution. Sick leave and vacation, where applicable, are earned on a pro-rata basis.
 - 7. An employee participating in the program is not eligible for professional leave.
 - 8. An employee who elects to participate in the pre-retirement program shall enter into an agreement, five (5) year maximum, with the District respecting the terms and conditions of the employee's program. The employee must retire at the conclusion of the agreement. Such agreement shall be consistent with the provisions of this Article. The agreement can be revoked or amended only with the mutual consent of the parties.

Tentative Agreement

Article 25: Bullying and Mobbing.

25.1 The District agrees that bullying or mobbing shall not be tolerated, and the District shall take all appropriate and reasonable measures to address instances where bullying and mobbing have occurred in the workplace.

25.2 Definitions.

- A. Bullying. Bullying is a form of psychological harassment or violence through the use of targeted, malicious intent, which can occur between a manager, a faculty member, and/or a co-worker.
- B. Mobbing. Mobbing occurs when a supervisor or co-workers gathers others to willingly, or unwillingly, participate in continuous malevolent actions toward a target.
- 25.3 The Federation and the District agree to make modifications to this Article in conformity with the future adoption of a Board Policy.

• ; ; ; • •

Resolution # 11-42

A Resolution of the Board of Trustees of the Coast Community College District To Enter Into Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care & Development Programs Grant (CCTR-1179)

WHEREAS, the Board of Trustees of the Coast Community College District has read the proposed agreement amendment entitled Certification of Application for Fiscal Year 2011-2012, Child Development Division, Child Development Program and the Coast Community College District (Orange Coast College), and said Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize Andrew C. Jones, Ed.D., Chancellor; Kim Allen, Administrative Director of Fiscal Affairs; or Andy Dunn, Vice Chancellor of Finance and Administrative Services, of the Coast Community College District on behalf of the organization to sign and execute said agreement amendment and all amendments thereto, except to increase the financial liability of said organization.

I, Christian Teeter, Secretary of the Board of Trustees of Coast Community College District hereby certify that on November 2, 2011 this Resolution was adopted by the Board by a vote of
 •
Aye:
No:
Absent:

Christian Teeter, Ed.D., Board Secretary, Board of Trustees

Resolution # 11-43

A Resolution of the Board of Trustees of the Coast Community College District To Enter Into Agreement Amendment 01 with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-1338)

WHEREAS, the Board of Trustees of the Coast Community College District has read the proposed agreement amendment entitled Certification of Application for Fiscal Year 2011-2012, Child Development Division, Child Development Program and the Coast Community College District (Orange Coast College), and said Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize Andrew C. Jones, Ed.D., Chancellor; Kim Allen, Administrative Director of Fiscal Affairs; or Andy Dunn, Vice Chancellor of Finance and Administrative Services, of the Coast Community College District on behalf of the organization to sign and execute said agreement amendment and all amendments thereto, except to increase the financial liability of said organization.

I, Christian Teeter, Secretary of the Board of Trustees of Coast Community College District hereby certify that on November 2, 2011 this Resolution was adopted by the Board by a vote of
·
Aye:
No:
Absent:

Christian Teeter, Ed.D., Board Secretary, Board of Trustees

	·		·