
AGENDA

**Coast Community College District
Regular Meeting of the Board of Trustees
Date: Wednesday, September 5, 2012
5:00 p.m. Closed Session, 6:30 p.m. Open Session
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).

a. Public Employee Performance Evaluation

(Pursuant to Government Code Section 54957)

Positions: Chancellor, Presidents, and Vice Chancellors

b. 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
3. Full-time Faculty
4. Part-time Faculty

5. Educational Administrators
Acting Dean, Military/Contract Education
Acting Dean of Students
6. Classified Management
District Budget/Accounting Manager

Extension of Interim Position
Interim Director, Business Services & Entrepreneurship
7. Classified Staff
8. Reclassification and Reorganization/Reassignment
9. Classified Temporary Assignments
Staff Assistant
Special Assignment
Military Contract Education Program Coordinator
10. Hourly Staff
11. Substitute Classified
12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

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

d. 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
Public Employment Relations Board Case No. LA-CE-5436-E
Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case
No. 30-2011-00445563
Coast Federation of Classified Employees vs. Coast Community College District,
Public Employment Relations Board Case No. LA-CE-5682-E
Janet Redding vs. California Community Colleges, et al., Sacramento County
Superior Court, Case No. 34-2012-00120487
Coast Community College Association vs. Coast Community College District
Public Employment Relations Board Case No. LA-CE-5714-E
Haedeh Khamneian vs. Coast Community College District, Office of Administrative
Hearings Case No. 2012070966

e. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "b" of Government Code
Section 54956.9 Four Cases:

1. Construction Delays at Golden West College
2. Claim by Landmark Site Contractors
3. Threatened Litigation by Rikki Selby
4. Request from Dr. Price

f. Conference with Labor Negotiator
(Pursuant to Government Code Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor and 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 (CCCA-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 - Trustee Dave Grant

1.07 Report of Action from Closed Session (if any)

1.08 Public Comment (Open Session)

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1.09 Presentations and Ceremonial Resolutions

1.09.01 Acceptance of Retirements

1.09.02 Ceremonial Resolution Honoring Neil Armstrong

2.00 Public Hearings

2.01 DIS - Public Hearing and Adoption of the 2012-2013 Budget for the Coast Community College District

3.00 Informative Reports

3.01 Report from the Chancellor

3.02 Reports from the Presidents

3.03 Reports from the Presidents of Student Government Organizations

3.04 Reports from the Academic Senate Presidents

- 3.05 Reports from the Presidents of Employee Representative Groups**
- 3.06 Reports from the Board of Trustees**
- 3.07 Reports from the Board Committees and Review of Board Committee Meeting Dates**
- 3.08 Quarterly Financial Status Report**
- 3.09 Golden West College - Writing Center - President's Report to the Board of Trustees**

4.00 Matters for Review, Discussion and/or Action

- 4.01 Board Meeting Dates**
- 4.02 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), California Community College League (CCLC), and California Community College Trustees (CCCT)**
- 4.03 The Board Directives Log**
- 4.04 Buildings and Grounds Reports**
- 4.05 Opportunity for the Board of Trustees to Consider Position Letters**

CONSENT CALENDAR

5.00 Travel

- 5.01 DIS - Authorization for Administratively Approved Travel**
- 5.02 DIS - Authorization for Attendance at Meetings and/or Conferences**

6.00 Authorization for Student Trips

- 6.01 GWC - Student Trips**
- 6.02 OCC - Student Trips**
- 6.03 CCC - Student Trips**

7.00 Authorization for Special Projects

- 7.01 GWC - Special Projects**
- 7.02 OCC - Special Projects**
- 7.03 CCC - 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 DIS - 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 GWC - Clinical Contracts**
- 12.00 Approval of Standard Agreements**
 - 12.01 DIS - Standard Agreements**
 - 12.02 CCC - Standard Agreements**
 - 12.03 GWC - Standard Agreements**
- 13.00 Authorization for Purchase of Institutional Memberships**
 - 13.01 DIS - Institutional Memberships**
 - 13.02 GWC - Institutional Memberships**
 - 13.03 CCC - Institutional Memberships**
- 14.00 Authorization for Off-Campus Assignments**
 - 14.01 DIS - Off-Campus Assignments**
- 15.00 Authorization for Community Activities**
 - 15.01 OCC - Community Activities**
- 16.00 Authorization for Sailing Program**
 - 16.01 OCC - Sailing Program**
- 17.00 Personnel Items**
 - 17.01 District**
 - a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations**
 - b. Authorization for Leaves of Absence**
 - c. Authorization for Pay Changes, Academic Staff**
 - d. Authorization for Contract Amendments Based upon Horizontal Salary Moves**
 - e. Authorization for Schedule Changes, Classified Staff**
 - f. Authorization for Professional Experts**
 - g. Authorization for Monthly Travel Allowances**

18.00 Authorization for Independent Contractors

18.01 DIS - Independent Contractors

18.02 GWC - Independent Contractors

18.03 OCC - Independent Contractors

18.04 CCC - Independent Contractors

19.00 Authorization for Professional Development Program

19.01 DIS - Professional Development

19.02 CCC - Management Professional Development

20.00 Approval of Purchase Orders

20.01 DIS - Purchase Orders

21.00 Ratification/Approval of Checks

21.01 DIS - Ratification/Approval of Checks

22.00 General Obligation Bond Fund

22.01 DIS - General Obligation Fund

23.00 Authorization for Special Payments

23.01 OCC - Special Payments

DISCUSSION CALENDAR

24.00 Approval of Agreements

24.01 DIS - Approval of the Employment Agreement, Acting Dean, Career and Technical Education, GWC

24.02 DIS - Approval of Employment Agreement, Acting Dean, Military/Contract Education, CCC

24.03 DIS - Approval of the Employment Agreement, Acting Dean, Student Services, OCC

24.04 DIS - Approval of the Renewal of the Amendment between ellucian (formerly SunGard Higher Education Inc.) and the Coast Community College District for Mobile Connection ActionLine Support Services

24.05 DIS - Approval of the Renewal of the Agreement between Coast Community College District and the XAP Corporation for Online Student Admissions and Board of Governors Fee Waiver Applications

- 24.06 DIS - Approve Non-Standard Software License and Support Agreements between SARS Software Products Inc. and the Coast Community College District for Counseling Scheduling Software at Each College
- 24.07 GWC - Approve Non-Standard Agreement between County of Orange and the Coast Community College District for WIA ITA Training Provider Services
- 24.08 GWC - Approve Non-Standard Agreement between Jackrabbit Technologies Inc. and the Coast Community College District to Use the Online Registration Program for GWC Summer Swim Lessons
- 24.09 GWC - Approve Non-Standard Agreement between Academic Works and the Coast Community College District for Scholarship Application, Reporting and Committee Review Software
- 24.10 OCC - Approve Memoranda of Understanding between U.S. Department of State, Bureau of Education and Cultural Affairs Represented by Madison Area Technical College (Madison College) the "Awarding Institution" and Orange Coast College, the Selected "Participant Institution", for Participation in the 2013 Cohort of the Madison College, Capacity Building for Study Abroad: Two Year College Consortium for Expanding Study Abroad
- 24.11 CCC - Approve Memorandum of Agreement between the Joint Forces Training Base (JFTB) Los Alamitos, California, a Federal Installation, and the Coast Community College District (Coastline Community College) for the Orange County One-Stop Center to Provide On-Site Veteran Support Services for Recently Separated Veterans through the Workforce Investment Act
- 24.12 DIS - Approve Renewal of Non-Standard Master Services Agreement and Two Addenda - Addendum for Tuition Payment Plan Services and Addendum for Refund Disbursement Services - Between Sallie Mae Campus Solutions and the Coast Community College District
- 25.00 Buildings and Grounds Approvals
 - 25.01 DIS - Bid Tabulations and Award of Contract: Orange Coast College Photo Lab Remodel; Bid No. 2011
- 26.00 General Items of Business
 - 26.01 DIS - Approval for the County of Orange Registrar of Voters to Use Coast Community College District Office Board Room as a Polling Place
 - 26.02 DIS - Authorization to Participate in Mandate Block Grant
 - 26.03 DIS - Appointments to Citizens' Oversight Committee to Fill Vacant Positions
 - 26.04 DIS - Approval of Contractors for FY 2012-2013
 - 26.05 GWC - Approve Golden West College Mission Statement

27.00 Resolutions

27.01 DIS - Resolution #12-30 in Support of Opposing Proposition 32 "Special Exemption Act"

27.02 DIS - Resolution #12-31 Authorizing Signatures - Orange County Department of Education

27.03 DIS - Resolution #12-32 Adopting the Board of Trustees' Meeting Schedule for Calendar Year 2013

28.00 Policy Implementation

28.01 DIS - Adoption of Amended Board Policies 6701, 6702, 6964, 6965, 6966, 6970, 6971, 6972, 6973, and 6974

29.00 Approval of Minutes

29.01 DIS - Approval of Minutes

30.00 Close of Meeting

30.01 Adjournment

PRELIMINARY MATTERS
(White Pages)

**Wednesday, September 5, 2012
Regular Meeting**

1. Preliminary Matters

Subject	1.01 - 1.09 Preliminary Matters
Meeting	Sep 5, 2012 - Regular Meeting
Category	1. Preliminary Matters
Access	Public
Type	Preliminary Matters

1.01 Call to Order

1.02 Roll Call

1.03 Public Comment (Items on Closed Session Agenda)

1.04 Recess to Closed Session

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

1.06 Pledge of Allegiance - Trustee Dave Grant

1.07 Report of Action from Closed Session (if any)

1.08 Public Comment (Open Session)

1.09 Presentation and Ceremonial Resolutions

1.09.01 Acceptance of Retirement

It is recommended that the retirement for the following employee with 10 years ore more service to the District be accepted:

Classified

Nicholls, Robert, DIS, Systems Network Analyst/District, retirement effective 9/29/12.

1.09.02 Ceremonial Resolution Honoring Neil Armstrong

GENERAL INFORMATION AND REPORTS
(White Pages)

2. Public Hearings

Subject	2.01 DIS - Public Hearing and Adoption of the 2012-2013 Budget for the Coast Community College District
Meeting	Sep 5, 2012 - Regular Meeting
Category	2. Public Hearings
Access	Public
Type	Public Hearings

Public Hearing and Adoption of the 2012-2013 Budget for the Coast Community College District

The open hearing for the 2012-2013 Final Budget for the Coast Community College District will be held at the September 5, 2012 meeting of the Board of Trustees. The requisite Legal notice announcing the public inspection and public hearing has been published by the Orange County Superintendent of Schools as authorized by Title 5 of the California Code of Regulations, Section 58301.

BACKGROUND

The enclosed Final Budget is presented to the Board of Trustees for adoption. The California Code of Regulations T-5, Section 58305 requires the Board of Trustees of a Community College District to adopt a Final Budget on or before the fifteenth day of September.

CHANGES SINCE 2012-13 TENTATIVE BUDGET

The 2012-13 Tentative Budget was balanced with respect to revenues and expenses but reflected approximately \$4 million in one-time solutions. Additionally one-time funds (Rainy Day Fund) were held in the event the Governor's tax measure (Proposition 30 on the November ballot) was not approved and/or certain state revenue thresholds were not met and automatic budget cuts were triggered. Much as was the case last year as we planned for triggered mid-year cuts, the Rainy Day fund is designed to buffer the effect of possible mid-year cuts and allow time for the District to build a responsible Tentative Budget plan for the 2013-14 FY.

2012-13 BUDGET DEVELOPMENT

The Governor's January Budget Proposal was released on January 5, 2012, and reflected an estimated \$9.2 billion statewide deficit. The centerpiece of this proposal was, and continues to be, a tax measure slated for the November ballot. The Governor's budget proposal assumes passage of this tax measure. If the tax measure fails an additional estimated \$7 billion gap emerges and the community college system will see a \$338 million base cut imposed. For Coast, failure means a base funding cut of nearly \$11 million and a workload reduction of 7.3%. The outcome of the passage of this measure has evolved somewhat from the adoption of the Tentative Budget. Passage is expected to result in a combination of deferral buy-down (\$159 million) and restoration funding (\$50 million). Although the tax increases associated with Prop. 30 are temporary in nature; the income tax will run for seven years and the sales tax for four years, each branch of higher education is slated to receive 4% new funding in each of the following three years (2013-14 through 2015-16).

Analyses that began following the release of the Governor's January Budget Proposal suggested the District faced an internal operating deficit of \$7.6 million which reflected both increasing expenses and decreasing revenues. The budget development strategy was twofold and included both a plan to address the internal operating deficit and a plan to build a "Rainy Day" fund to provide a buffer, much as was done for the current

year trigger cuts, in the event the Governor's tax proposal fails.

Budget Development for 2012-13 involved many steps; two of the most significant were issuing budget reduction targets by site and by bargaining unit. The Final Budget reflects both site based and unit based solutions. Another significant budget solution is Stabilization, a process under which the district has suppressed enrollment below base to ease the budget reductions and save jobs.

A significant Deficit Factor emerged in the middle of the 2011-12 FY, magnified by what came to be known as the "February Surprise". This Deficit Factor, and resultant revenue reduction, is driven largely by an over-estimate of student fee revenue resulting from the fee increase to \$36/unit. This increase served to move a large number of students into the Board of Governor's fee waiver program and thus eroded the net value. That over estimate left an approximate \$100 million gap in system funding which districts experienced in the form of a revenue deficit. Fees increased to \$46/unit effective July 1, 2012, and this phenomenon may recur. For Coast, this shortfall in student fee revenues had, until mid May, caused us to track a deficit of approximately \$5.4 million. The movement of another district to Basic Aid Status, discussed further below, has allowed us to moderate the anticipated deficit amount. While that event unfolded in the prior year it had the effect of reducing available one-time funds (fund balance).

MAY REVISE

The May Revise presented a stark reality and contrasting set of issues. The state deficit, projected at \$9.2 billion in January ballooned to \$15.7 billion in May. This was a result of overstated revenues, understated expenses and certain court decisions that did not allow the state to realize previously assumed savings.

Another issue that emerged in the May Revise is the transition of another Community College District to "Basic Aid" status. As the total calculated apportionment revenue for such districts comes solely from property tax this has had the effect of reducing the current year deficit factor and increasing next year's projected impact should the November tax package fail.

FINAL BUDGET

While the Final Budget reflects a balanced set of revenues and expenses, many of the solutions identified are one-time or of limited term duration. The result will be that approximately \$4 million of these solutions will expire this year and re-emerge next year.

The community college system has been dealing with cash deferrals, both intra-year and inter-year for several years. Inter-year deferrals are expected to range between \$800 million and \$961 million this year. Coast has, in recent years, weathered these deferrals without having to resort to short term borrowing. This year however the state Budget enactment was dependent not only on the budget bill but also a series of "trailer bills." The state Chancellor's office is only able to certify funding to districts that is reflected in the adopted budget bill(s). At the time of our Advance Apportionment in early July, approximately \$516 million in funding otherwise due to districts around the state was unavailable for certification as it was contained in SB 1016, a trailer bill. Coupled with on-going intra-year and inter-year deferrals, our cash flow for the first half of the year has been severely impacted. This cash flow scenario is outlined elsewhere in the budget presentation.

In a positive turn of events the 2012-13 State Budget included a mandate block grant which vastly simplifies the process of mandate reimbursement. That block grant includes \$200 million in funding. This allows districts that elect to accept the flat-rate block grant will be funded in the current for their claims. Conversely, districts that opt to continue with the claiming option will continue to wait for their cash. This block grant

process is effective with mandated activities starting in 2012-13. The block grant amount is \$28/FTES or approximately \$908 thousand for Coast.

RISK

The single largest unknown is the question of voter willingness to approve the November Tax Measure. In a broader sense, revenues remain highly variable, with or without the tax measure. A major workload reduction decision will be decided in November. A student fee shortfall may emerge again in the budget year as fees rise to \$46/unit and a commensurate rise in Board of Governor (BOG) fee waivers is also expected.

Enrollment decline is possible in some districts, particularly rural colleges, with a proposal to triple neighboring state student fees to \$138/unit.

REVENUE ESTIMATES

Estimated State Revenue has been adjusted to reflect 0% COLA, prior year base reduction of \$2.6 million and a \$120 per FTES Unrestricted Lottery Revenue. Workload is reduced both by the base reduction noted above and through Stabilization for a total of 6.96%.

Coast's Third Party Administrator (TPA) has negotiated competitive renewal rates for our Health and Welfare Programs. Projected increases for the 2012-13 benefits year were targeted at more than \$3 million until just recently. The Final Budget reflects a net increase of \$155 thousand.

Local revenue reflects enrollment fees of \$46 per unit and interest earnings of \$180,000. All other revenues are budgeted based on allocation in the state budget act. Revenue adjustments and additional one-time funds will be added to the budget when allocated to the District.

APPROPRIATION CHANGES

Appropriation changes reflect projections for expenditures in contract salaries including step and column increases. Resulting from successful negotiations our TPA has been leading with our major health providers, staff health benefits for 2012-13 are set at \$14,500, only \$140 Per Employee Per Year (PEPY) above the 2011-12 year end close rate of \$14,360 PEPY. The PERS rate has been adjusted up to 11.417%. Funds are provided for a 2% of contract salaries charge for future retiree health benefits. The additional transfer of \$1.0 million to the retiree health benefit liability will not be made because of limited one time resources and the need to build our Rainy Day Fund.

Each college is being provided a base allocation, fixed costs increases and \$3,655 per FTES in the budget model. Final allocations include each college and the district office sharing in budget cuts driven by reduced class offerings, salary savings from the ENP program, vacant positions, negotiated savings and reductions in other discretionary expenditures. Overall the District addressed a \$6.6 million internal operating deficit.

RESERVES

In recent years, Coast has maintained a 6.5% reserve for contingency. This year, that reserve is targeted at 5.5%, the difference is being captured to help bolster the Rainy Day Fund. The reserve is a function of prior year's actual general fund expenses.

Embedded in Fund Balance is a "Rainy Day" Fund which will be drawn down beginning mid-year should the

Governor's tax measure fail.

The Retiree Health Benefit Fund has \$51.4 million set aside in the JPA Trust and district funds. The District will update the actuarial study during 2012-13 to determine how plan changes and funding reductions have affected the unfunded liability.

LOOKING AHEAD

The Final Budget is presented to the Board for adoption.

<u>REVENUE</u>			<u>APPROPRIATIONS</u>		
Federal	\$ 10,137,059	4.96%	Certificated Salaries	\$ 70,069,281	34
State	76,798,384	37.55%	Classified Salaries	48534741	23
Local	117,065,106	57.24%	Staff Benefits	48642441	23
Other	500,000	0.24%	Books, Supplies & Materials	5591270	2
			Operating Expenses & Services	27569601	13
			Capital Outlay	2640798	1
			Financial Aid & Other Outgo	1452417	0
	\$ 204,500,549	100.00%		\$ 204,500,549	100
			RESERVE FOR CONTINGENCY (5.5%)	10,600,000	
			RAINY DAY FUND	10,733,101	
			ELECTION	500,000	
			CONTRACTUAL CARRY OVER	325,000	
			CONTRACT/GRANT DEVELOPMENT	65,000	
			EFR/ENP PAYOUT	269,000	
			TRANSFER-IN FROM ENTITY RESOURCES	-2,217,101	
			TRANSFER-IN FROM RETIREE HEALTH FUND	-2,748,523	
			Entity Beginning Balance	5,957,301	
Beg. Balance	<u>23,483,778</u>			<u>\$ 23,483,778</u>	
	\$ 227,984,327			\$ 227,984,327	

*Due to the excessive size of the documents referenced, after consultation it was determined for efficiency that only the 2012-2013 Adopted Budget Summary be attached to this Board Item. Both the Adopted Budget Summary and Adopted Budget with detail will be on file in printed form in the Board of Trustees' Office and available in electronic format on the District website.

File Attachments

[Budget Summary.pdf \(3,829 KB\)](#)





Budget Summary

Adopted Budget 2012-2013

September 5, 2012

COASTLINE COMMUNITY COLLEGE • GOLDEN WEST COLLEGE • ORANGE COAST COLLEGE • DISTRICT OFFICE

TABLE OF CONTENTS

- SECTION I - BOARD PROCEDURAL MATTER FOR
APPROVAL OF 2012-2013 BUDGET**
- SECTION II - INCOME AND EXPENSE SUMMARY**
- SECTION III - GRAPHIC ILLUSTRATIONS OF BUDGET
INCOME AND EXPENSE**
- SECTION IV - BUDGET ALLOCATION MODEL 2012-2013**
- SECTION V - HEALTH BENEFIT COMPARISON-
2011-2012 ACTUAL EXPENSES
2012-2013 PROJECTED INCREASES**

SECTION I

BOARD PROCEDURAL MATTER FOR APPROVAL OF 2012-2013 BUDGET



Board of Trustees
David A. Grant
Mary L. Hornbuckle
Jim Moreno
Jerry Patterson
Lorraine Prinsky, Ph.D.
Cody Joe Torre,
Student Trustee
Chancellor
Andrew C. Jones, Ed.D.

September 5, 2012

To: Andrew Jones, Chancellor

From: Andy Dunn, Vice Chancellor

Re: Adoption of the 2012-2013 Budget for the Coast Community College District

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In a positive turn of events the 2012-13 State Budget included a mandate block grant which vastly simplifies the process of mandate reimbursement. That block grant includes \$200 million in funding. This allows districts that elect to accept the flat-rate block grant will be funded in the current for their claims. Conversely, districts that opt to continue with the claiming option will continue to wait for their cash. This block grant process is effective with mandated activities starting in 2012-13. The block grant amount is \$28/FTES or approximately \$908 thousand for Coast.

RISK

The single largest unknown is the question of voter willingness to approve the November Tax Measure. In a broader sense, revenues remain highly variable, with or without the tax measure. A major workload reduction decision will be decided in November.

A student fee shortfall may emerge again in the budget year as fees rise to \$46/unit and a commensurate rise in Board of Governor (BOG) fee waivers is also expected.

Enrollment decline is possible in some districts, particularly rural colleges with a proposal to triple neighboring state student fees to \$138/unit.

REVENUE ESTIMATES

Estimated State Revenue has been adjusted to reflect 0% COLA, prior year base reduction of \$2.6 million and a \$120 per FTES Unrestricted Lottery Revenue. Workload is reduced both by the base reduction noted above and through Stabilization for a total of 6.96%.



Coast's Third Party Administrator (TPA) has negotiated competitive renewal rates for our Health and Welfare Programs. Projected increases for the 2012-13 benefits year were targeted at more than \$3 million until just recently. The Final Budget reflects a net increase of \$155 thousand.

Local revenue reflects enrollment fees of \$46 per unit and interest earnings of \$180,000. All other revenues are budgeted based on allocation in the state budget act. Revenue adjustments and additional one-time funds will be added to the budget when allocated to the District.

APPROPRIATION CHANGES

Appropriation changes reflect projections for expenditures in contract salaries including step and column increases. Resulting from successful negotiations our TPA has been leading with our major health providers, staff health benefits for 2012-13 are set at \$14,500, only \$140 Per Employee Per Year (PEPY) above the 2011-12 year end close rate of \$14,360 PEPY. The PERS rate has been adjusted up to 11.417%. Funds are provided for a 2% of contract salaries charge for future retiree health benefits. The additional transfer of \$1.0 million to the retiree health benefit liability will not be made because of limited one time resources and the need to build our Rainy Day Fund.

Each college is being provided a base allocation, fixed costs increases and \$3,655 per FTES in the budget model. Final allocations include each college and the district office sharing in budget cuts driven by reduced class offerings, salary savings from the ENP program, vacant positions, negotiated savings and reductions in other discretionary expenditures. Overall the district addressed a \$6.6 million internal operating deficit.

RESERVES

In recent years Coast has maintained a 6.5% reserve for contingency. This year, that reserve is targeted at 5.5%, the difference is being captured to help bolster the Rainy Day Fund. The reserve is a function of prior year's actual general fund expenses.

Embedded in Fund Balance is a "Rainy Day" Fund which will be drawn down beginning mid-year should the governor's tax measure fail.

The Retiree Health Benefit Fund has \$51.4 million set aside in the JPA Trust and district funds. The district will update the actuarial study during 2012-13 to determine how plan changes and funding reductions have affected the unfunded liability.



LOOKING AHEAD

The Final Budget is presented to the Board for adoption.

<u>REVENUE</u>			<u>APPROPRIATIONS</u>		
Federal	\$ 10,137,059	4.96%	Certificated Salaries	\$ 70,069,281	34.26%
State	76,798,384	37.55%	Classified Salaries	48534741	23.73%
Local	117,065,106	57.24%	Staff Benefits	48642441	23.79%
Other	500,000	0.24%	Books, Supplies & Materials	5591270	2.73%
			Operating Expenses & Services	27569601	13.48%
			Capital Outlay	2640798	1.29%
			Financial Aid & Other Outgo	1452417	0.71%
	\$ 204,500,549	100.00%		\$ 204,500,549	100.00%
			RESERVE FOR CONTINGENCY (5.5%)	10,600,000	
			RAINY DAY FUND	10,733,101	
			ELECTION	500,000	
			CONTRACTUAL CARRY OVER	325,000	
			CONTRACT/GRANT DEVELOPMENT	65,000	
			EFR/ENP PAYOUT	269,000	
			TRANSFER-IN FROM ENTITY		
			RESOURCES	-2,217,101	
			TRANSFER-IN FROM RETIREE HEALTH		
			FUND	-2,748,523	
			Entity Beginning Balance	5,957,301	
Beg.					
Balance	23,483,778			\$ 23,483,778	
	\$ 227,984,327			\$ 227,984,327	



SECTION II
INCOME AND EXPENSE SUMMARY

COAST COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

Estimate of Total District Income

2012-2013

	Adopted Budget 2011-12	Actual Income 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
8100-FEDERAL INCOME				
Restricted	8,701,493	8,358,755	10,137,059	1,435,566
TOTAL FEDERAL INCOME	8,701,493	8,358,755	10,137,059	1,435,566
8600-STATE INCOME				
Restricted	12,861,504	11,316,624	12,940,618	79,114
Unrestricted	61,273,684	61,805,441	63,857,766	2,584,082
TOTAL STATE INCOME	74,135,188	73,122,065	76,798,384	2,663,196
8800-LOCAL INCOME				
Restricted	5,158,620	4,293,276	4,818,488	-340,132
Unrestricted	116,885,684	112,253,888	112,246,618	-4,639,066
TOTAL LOCAL INCOME	122,044,304	116,547,164	117,065,106	-4,979,198
8900-OTHER FINANCING SOURCES				
Restricted	0	0	0	0
Unrestricted	500,000	505,598	500,000	0
TOTAL OTHER FINANCING SOURCES	500,000	505,598	500,000	0
TOTAL GENERAL FUND INCOME	205,380,985	198,533,582	204,500,549	-880,436
TOTAL GENERAL FUND BEGINNING BALANCE	27,289,190	27,289,190	23,483,778	-3,805,412
TOTAL INCOME	232,670,175	225,822,772	227,984,327	-4,685,848

COAST COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

Estimate of District Unrestricted Income

2012-2013

	Adopted Budget 2011-12	Actual Income 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
8600-STATE INCOME				
8612 Principal Apportionment	55,800,000	55,726,654	58,094,212	2,294,212
8619 2% Enrollment Fee Admin	182,000	182,357	424,411	242,411
Part Time Faculty Compensation	745,184	745,184	745,184	0
Part Time Faculty Insurance	0	33,952	0	0
8672 Homeowner's Exemptions	700,000	722,615	700,000	0
8681 State Lottery	3,846,500	4,390,070	3,893,959	47,459
8682 Mandated Cost Reimbursement	0	4,609	0	0
TOTAL STATE INCOME	61,273,684	61,805,441	63,857,766	2,584,082
8800-LOCAL INCOME				
8810 District Taxes (Including Subventions)	87,300,000	83,026,697	86,413,029	-886,971
8830 Contract Instruction	30,000	91,872	30,000	0
8840 Sales	100,000	70,695	70,000	-30,000
8850 Rentals and Leases	2,094,500	3,085,363	2,699,500	605,000
8860 Interest	250,000	184,652	180,000	-70,000
8871 Child Development Lab School	480,000	454,782	449,589	-30,411
8874 Student Enrollment Fee	16,200,000	13,426,260	13,400,000	-2,800,000
8879 Transcript Fee	200,000	259,694	180,000	-20,000
8880 Non-Resident Student Fees	7,585,000	6,391,853	6,160,000	-1,425,000
8889 Class Audit Fee	2,000	709	1,000	-1,000
Library Fines	7,500	5,907	6,000	-1,500
Application Fees	18,500	23,430	17,000	-1,500
Range Fees	13,000	3,520	13,000	0
Other Student Fees and Charges	0	-15,376	0	0
8892 Telecourse Production	400,000	0	250,000	-150,000
8893 Parking Fines	692,684	663,494	570,000	-122,684
8899 Miscellaneous Local Income	240,000	3,738,341	610,000	370,000
Extended Education	75,000	0	0	-75,000
Phase II Development, Coastline Business Park	210,000	166,412	210,000	0
Enterprise Reimbursements	987,500	675,583	987,500	0
TOTAL LOCAL INCOME	116,885,684	112,253,888	112,246,618	-4,639,066
8900-OTHER FINANCING SOURCES				
8912 Sale of Fixed Assets	500,000	505,598	500,000	0
TOTAL OTHER FINANCING SOURCES	500,000	505,598	500,000	0
TOTAL GENERAL FUND UNRESTRICTED INCOME	178,659,368	174,564,927	176,604,384	-2,054,984

COAST COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

Estimate of District Restricted Income

2012-13

	Adopted Budget 2011-12	Actual Income 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
8100-FEDERAL INCOME				
8120 Federal Work Study Program	719,053	479,636	733,588	14,535
5% Administrative Allowance	160,319	117,657	252,344	92,025
No Amer Renew Energy Tech	43,545	2,769	0	-43,545
Title III Strengthening Institutions	572,985	520,835	52,150	-520,835
Pacific Bridge AAPI	690,938	406,396	684,541	-6,397
8130 WIA - Disadvantaged Adult Title II	1,213,960	1,304,752	1,742,000	528,040
WIA - Dislocated Worker Title III	2,511,856	2,402,270	3,280,000	768,144
WIA - Navigator Grant	32,400	0	0	-32,400
WIA - Senior Comm Svc Employment	99,096	97,565	99,000	-96
WIA - Rapid Response	0	0	0	0
WIA - ARRA Dislocated Worker	0	0	0	0
WIA - SCSEP	0	0	0	0
WIA - DPN WPA Assistive Tech	0	0	0	0
WIA - Nursing Expansion	230,355	230,355	324,000	93,645
WIA - Regional Vet Svcs 25%	0	0	0	0
WIA - Regional Vet Svcs 15%	0	21,754	132,262	132,262
WIA - Neg Mortgage Grant	0	100,575	20,935	20,935
WIA - Technology Based Learning Initiative	131,374	131,374	0	-131,374
WIA - ITA Training Provider Agreement	2,663	11,783	0	-2,663
WIA - 15% Vet Disadvantaged Worker	115,893	114,459	0	-115,893
WIA - Allied Health Workforce	58,654	16,654	0	-58,654
WIA - ARRA High Demand Training Svc	37,503	11,809	25,693	-11,810
WIA - Recycling and Res Mgmt Program	0	266,273	272,735	272,735
WIA - New Start Prison to Employment	0	0	0	0
8140 TANF-Transitional Assistance Needy Family	115,083	123,569	111,213	-3,870
8170 Vocational and Applied Technology Education Act	1,114,845	1,087,724	1,187,369	72,524
VTEA - Tech Prep Consortia Project	0	136,531	140,910	140,910
VTEA-Collaborative Career Dev	90,000	90,000	150,000	60,000
VTEA - Career Dev St Advisory Comm	0	38,000	38,000	38,000
VTEA-BIC-Business/CIS Education Advisory	270,000	269,586	270,000	0
VTEA-CIS Business Educ State Advisory	38,000	37,988	38,000	0
VTEA-Collaborative Learning	90,000	90,000	90,000	0
8190 C-Spirit Curriculum Development	23,707	19,172	0	-23,707
Child Dev Training Consortium	22,500	25,000	25,000	2,500
English Literacy & Civics Ed	21,920	43,955	44,384	22,464
ESL - 231 Grant	53,530	94,556	97,393	43,863
Virtual Training for Law Enforcement	66,796	564	66,232	-564

COAST COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

Estimate of District Restricted Income

2012-13

	Adopted Budget 2011-12	Actual Income 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
Virtual Interactive Training Simulator	174,518	29,112	145,406	-29,112
Bridge to Citizenship Grant	0	36,082	113,904	113,904
ARRA Restricted Stabilization Funds	0	0	0	0
TOTAL FEDERAL INCOME	8,701,493	8,358,755	10,137,059	1,435,566
8600-STATE INCOME				
8622 Economic Opportunity (EOPS)	1,798,801	1,920,023	1,767,003	-31,798
EOPS-Coop Agency Resource Education	141,480	148,925	139,223	-2,257
8623 Disabled Student Allowance (AB 77)	1,461,693	1,726,757	1,502,755	41,062
8624 Cal Works	371,091	392,913	358,597	-12,494
8625 Telecom & Tech Infrastructure	35,088	2,000	33,088	-2,000
8629 Board Financial Assistance Admin. Allowance	1,495,840	1,508,934	1,337,148	-158,692
Matriculation	1,155,760	1,215,818	1,155,027	-733
Matriculation-Non Credit	54,215	57,068	54,215	0
Instructional Equipment / Library Matls	0	0	0	0
Instructional Equipment - One-time	137,239	117,848	19,391	-117,848
State Hospital Program (Fairview)	601,176	632,817	0	-601,176
Staff Development C/O	15,827	45	15,827	0
Staff Diversity	22,683	13,029	23,177	494
CTE Transitions	140,910	0	0	-140,910
Basic Skills	1,224,115	366,232	1,261,343	37,228
Career Tech Ed Comm Collaborative	130,000	16,160	113,840	-16,160
AS RN Enrollment Growth Retention	55,487	49,787	0	-55,487
RHORC Health Care Development	205,000	205,000	184,500	-20,500
CTE Pathways Initiative	1,986,373	1,449,283	1,000,000	-986,373
Evaluation Grant	0	0	394,820	394,820
Workforce Innovation Partnership	85,731	84,909	0	-85,731
IDRC Digital Manufacturing Yr 1	0	267,106	157,148	157,148
Career Tech Ed Pathways Initi Yr 4	0	0	242,270	242,270
Career Tech Ed Pathways Initi Yr 5	0	5,007	406,343	406,343
Fairview Handicapped Grant	0	0	601,176	601,176
STEM Career Tech Ed Comm Collaborative	187,833	187,833	0	-187,833
8653 SII-Live Caption-Instr Improvement	0	0	0	0
8659 On-The-Job-Training/Work Experience	324,000	69,628	324,000	0
At Risk Childrens Boating Scholarships	38,192	17,285	20,907	-17,285
Mental Health Training CA Law Enforc	72,369	68,325	71,439	-930
Employment Training Panel Grant	0	0	99,460	99,460
Youth At Risk Sailing Scholarship	0	0	26,180	26,180

COAST COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

Estimate of District Restricted Income

2012-13

	Adopted Budget 2011-12	Actual Income 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
WIA ARRA EMT Program	0	0		0
8681 Lottery-Restricted Materials	1,072,601	745,892	1,625,741	553,140
8699 Hazard Mitigation	48,000	48,000	6,000	-42,000
TOTAL STATE INCOME	12,861,504	11,316,624	12,940,618	79,114
8800-LOCAL INCOME				
8876 Student Health Fee	1,780,887	1,543,828	1,889,819	108,932
8877 Instructional Materials Fees	745,606	485,857	687,606	-58,000
8881 Parking Fees	1,846,452	1,556,487	1,718,979	-127,473
8899 UCI Internship Mentors	12,500	4,500	12,500	0
UCLA Puente Program	0	1,500	0	0
8899 UCI Puente Program	42	1,533	0	-42
Int'l Student Dual Enrollment	122,576	63,117	59,459	-63,117
Convergence Technology Center	0	0	0	0
Pathways for Foster Youth	6,000	23,021	7,979	1,979
Los Rios HiTech CC Consortia	366,542	318,059	48,483	-318,059
La Habra WIA Youth Employment	0	0	0	0
Alcohol Prevention Services	0	97,594	120,000	120,000
Ca Works Alliance JT SMCC	278,015	197,780	273,663	-4,352
TOTAL LOCAL INCOME	5,158,620	4,293,276	4,818,488	-340,132
8900-OTHER FINANCING SOURCES				
8981 Transfer From Other Funds	0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0
TOTAL GENERAL FUND RESTRICTED INCOME	26,721,617	23,968,655	27,896,165	1,174,548

Coast Community College District

Adopted Budget

2012-2013

Summary Of Total Appropriations

General Fund	Adopted Budget 2011-12	Actual Activity 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
1100 Instructors Regular Salaries	34,974,060	33,194,856	34,462,690	-511,370
1200 Non-Instructional Regular Contract	13,735,989	13,930,386	13,410,971	-325,018
1300 Instructors Hourly	21,070,915	21,193,195	19,429,231	-1,641,684
1400 Non-Instructional Hourly	2,562,826	2,530,624	2,766,389	203,563
1000 CERTIFICATED SALARIES	72,343,790	70,849,061	70,069,281	-2,274,509
2100 Classified Salaries Regular Contract	41,553,660	39,528,368	40,883,392	-670,268
2200 Instructional Aide Regular Contract	3,200,630	3,143,284	3,061,711	-138,919
2300 Non-Instructional, Hourly	4,246,349	5,614,503	3,899,760	-346,589
2400 Instructional Aide, Hourly	842,775	1,436,888	689,878	-152,897
2000 CLASSIFIED SALARIES	49,843,414	49,723,043	48,534,741	-1,308,673
3000 STAFF BENEFITS	49,260,659	49,533,829	48,642,441	-618,218
4000 BOOKS, SUPPLIES AND MATERIALS	4,887,297	2,884,735	5,591,270	703,973
5000 OTHER OPERATING EXP AND SERVICES	24,983,002	19,282,788	27,569,601	2,586,599
6000 CAPITAL OUTLAY	3,325,096	2,103,833	2,640,798	-684,298
7000 Student Financial Aid and Inter - Fund Transfer	4,257,516	7,961,707	1,486,737	-2,770,779
7900 Reserve for Campus Beginning Balance	5,775,952	0	5,957,301	181,349
7900 Reserve for Campus Balancing	107,844	0	470,554	362,710
7900 Reserve for Categorical Backfill/Contractual	1,185,605	0	654,126	-531,479
7900 Undesignated Reserve	0	0	0	0
7900 Reserve for Mid-Year Cuts	3,200,000	0	5,767,477	2,567,477
7900 Reserves for Contingencies	13,500,000	0	10,600,000	-2,900,000
7000 OTHER OUTGO AND RESERVES	28,026,917	7,961,707	24,936,195	-3,090,722
TOTAL GENERAL FUND	232,670,175	202,338,996	227,984,327	-4,685,848

Coast Community College District

Adopted Budget

2012-2013

Summary Of Unrestricted Appropriations

General Fund	Adopted Budget 2011-12	Actual Activity 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
1100 Instructors Regular Salaries	34,557,571	32,926,095	34,034,447	-523,124
1200 Non-Instructional Regular Contract	12,596,699	12,681,089	12,305,271	-291,428
1300 Instructors Hourly	20,429,523	20,529,878	18,665,930	-1,763,593
1400 Non-Instructional Hourly	1,581,844	1,603,990	1,945,629	363,785
1000 CERTIFICATED SALARIES	69,165,637	67,741,052	66,951,277	-2,214,360
2100 Classified Salaries Regular Contract	35,848,440	34,782,446	34,446,971	-1,401,469
2200 Instructional Aide Regular Contract	3,009,957	2,887,721	2,870,371	-139,586
2300 Non-Instructional, Hourly	1,939,394	2,084,972	1,559,521	-379,873
2400 Instructional Aide, Hourly	576,473	839,290	484,219	-92,254
2000 CLASSIFIED SALARIES	41,374,264	40,594,429	39,361,082	-2,013,182
3000 STAFF BENEFITS	45,550,053	46,033,010	44,857,166	-692,887
4000 BOOKS, SUPPLIES AND MATERIALS	2,801,358	1,651,052	2,870,646	69,288
5000 OTHER OPERATING EXP AND SERVICES	17,680,084	14,366,999	20,529,977	2,849,893
6000 CAPITAL OUTLAY	2,350,485	909,285	1,712,338	-638,147
7000 Student Financial Aid and Inter - Fund Transfer	3,257,276	7,074,512	356,218	-2,901,058
7900 Reserve for Campus Beginning Balance	5,775,952	0	5,957,301	181,349
7900 Reserve for Campus Balancing	107,844	0	470,554	362,710
7900 Reserve for Categorical Backfill/Contractual	1,185,605	0	654,126	-531,479
7900 Undesignated Reserve	0	0	0	0
7900 Reserve for Mid-Year Cuts	3,200,000	0	5,767,477	2,567,477
7900 Reserves for Contingencies	13,500,000	0	10,600,000	-2,900,000
7000 OTHER OUTGO AND RESERVES	27,026,677	7,074,512	23,805,676	-3,221,001
TOTAL UNRESTRICTED GENERAL FUND	205,948,558	178,370,339	200,088,162	-5,860,396

Coast Community College District

Adopted Budget

2012-2013

Summary Of Restricted Appropriations

General Fund	Adopted Budget 2011-12	Actual Activity 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
1100 Instructors Regular Salaries	416,489	268,761	428,243	11,754
1200 Non-Instructional Regular Contract	1,139,290	1,249,297	1,105,700	-33,590
1300 Instructors Hourly	641,392	663,317	763,301	121,909
1400 Non-Instructional Hourly	980,982	926,634	820,760	-160,222
1000 CERTIFICATED SALARIES	3,178,153	3,108,009	3,118,004	-60,149
2100 Classified Salaries Regular Contract	5,705,220	4,745,922	6,436,421	731,201
2200 Instructional Aide Regular Contract	190,673	255,563	191,340	667
2300 Non-Instructional, Hourly	2,306,955	3,529,531	2,340,239	33,284
2400 Instructional Aide, Hourly	266,302	597,598	205,659	-60,643
2000 CLASSIFIED SALARIES	8,469,150	9,128,614	9,173,659	704,509
3000 STAFF BENEFITS	3,710,606	3,500,819	3,785,275	74,669
4000 BOOKS, SUPPLIES AND MATERIALS	2,085,939	1,233,683	2,720,624	634,685
5000 OTHER OPERATING EXP AND SERVICES	7,302,918	4,915,789	7,039,624	-263,294
6000 CAPITAL OUTLAY	974,611	1,194,548	928,460	-46,151
7000 Student Financial Aid and Inter - Fund Transfer	1,000,240	887,195	1,130,519	130,279
7900 Reserves for Contingencies	0	0	0	0
7000 OTHER OUTGO AND RESERVES	1,000,240	887,195	1,130,519	130,279
TOTAL RESTRICTED GENERAL FUND	26,721,617	23,968,657	27,896,165	1,174,548

Coast Community College District

Adopted Budget

2012-2013

Summary Of Appropriations

	Adopted Budget 2011-12	Actual Activity 2011-12	Adopted Budget 2012-13	Difference 2012-13 to 2011-12
Child Development Fund				
Beginning Balance	0	0	0	0
Revenues	1,276,636	1,456,586	1,549,165	272,529
Total	1,276,636	1,456,586	1,549,165	272,529
Appropriations & Expenditures	1,276,636	1,456,586	1,549,165	272,529
Ending Balance	0	0	0	0
Capital Outlay Fund				
Beginning Balance	8,373,202	8,373,202	6,427,754	-1,945,448
Revenues	5,690,000	11,281,065	23,640,000	17,950,000
Total	14,063,202	19,654,267	30,067,754	16,004,552
Appropriations & Expenditures	14,063,202	13,226,513	30,067,754	16,004,552
Ending Balance	0	6,427,754	0	0
GO Bond Building Fund				
Beginning Balance	28,706,202	28,706,202	14,011,355	-14,694,847
Revenues	200,000	161,145	200,000	0
Total	28,906,202	28,867,347	14,211,355	-14,694,847
Appropriations & Expenditures	28,906,202	14,855,992	14,211,355	-14,694,847
Ending Balance	0	14,011,355	0	0
Self-Insurance Fund				
Beginning Balance	56,370,851	56,370,851	59,401,101	3,030,250
Revenues	44,015,000	42,147,252	40,869,123	-3,145,877
Total	100,385,851	98,518,103	100,270,224	-115,627
Appropriations & Expenditures	37,647,000	39,117,002	36,799,975	-847,025
Reserve for Medical/Workers' Comp Claims	5,434,672	0	5,440,789	6,117
Reserve for Retiree Liability	57,304,179	0	58,029,460	725,281
Ending Balance	0	59,401,101	0	0
Non-Restricted Reimbursable Operations Fund				
Beginning Balance	0	0	0	0
Revenues	11,244,403	13,141,484	11,363,874	119,471
Total	11,244,403	13,141,484	11,363,874	119,471
Appropriations & Expenditures	11,244,403	13,141,484	11,363,874	119,471
Ending Balance	0	0	0	0
GRAND TOTAL - ALL FUNDS	388,546,469	363,976,783	385,446,699	-3,099,770

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
1001	Instructor Balancing
1100	Instructor Contract
1110	Instructor Holding and Adj
1111	Instructor Contract
1114	Instructor Contract Sub
1118	Instructor Contract Sabb
1119	Instructor Contract Sabb Repl
1121	Instructor Contract Adult Ed
1200	Non Instructor Cert Contract
1210	Non Instrctor Cert Holding
1221	Cert Mgmt Retraining Leave
1231	Administrator Contract
1232	Administrator Cont Vac Payout
1241	Director Contract
1242	Director Cont Vac Payout
1251	VP and Deans Contract
1252	VP and Deans Vac Payout
1261	Counselor Contract
1264	Counselor Contract Sub
1268	Counselor Contract Sabb
1269	Counselor Contract Sabb Repl
1271	Librarian Contract
1274	Librarian Contract Sub
1278	Librarian Contract Sabb
1279	Librarian Contract Sabb Repl
1281	Cert Other Contract
1282	Fac Con Vac Payout
1284	Cert Other Contract Sub
1285	IUA Certificated Contract
1286	Certificated Retraining Leave
1287	Certificated Special Leaves
1288	Certificated Other Sabb
1289	Certificated Other Sabb Repl
1300	Instructors Hourly
1310	Instructors Hourly Holding
1311	Instructors Hourly Holding Contg
1312	Faculty Backfill Holding
1313	Instructor Hourly
1314	Instructor Hourly Sub
1315	Instructor Enrollment Growth

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
1316	Instructor Special Assign
1317	Instructor Overload
1318	Coaches Stipends
1319	Instructor Sabb Repl Hrly
1323	Instructor Adult Ed Hrly
1324	Instructor Adult Ed Hrly Sub
1327	Instructor Adult Ed Overload
1328	Instructor Adult Ed Intersession
1333	Instructor Summer
1334	Instructor Summer Sub
1338	Instructor Intersession
1339	Instructor Intersession Sub
1343	Instructor Adult Ed Summer
1353	DL Instructor Hrly
1354	DL Instructor Hrly Sub
1357	DL Instructor Overload
1358	DL Instructor Intersession
1359	DL Instructor Intersession Sub
1363	DL Instructor Adult Ed Hrly
1364	DL Instructor Adult Ed Hrly Sub
1368	DL Instruct Adult Ed Intersn
1369	DL Instruct Adult Ed Intersn Sub
1373	DL Instructor Summer
1374	DL Instructor Summer Sub
1383	DL Instructor Summer Adult Ed
1384	DL Instructor Summer Adult Ed Sub
1400	Non Instructor Certificated Hrly
1410	Non Instructor Certificated Holding
1415	IUA Stipends
1451	Mgmt Cert Temp Contract
1463	Counselor Hourly
1464	Counselor Hrly Sub
1467	Counselor Overload
1468	Counselor Hourly Intersession
1469	Counselor Sabb Repl Hrly
1473	Librarian Hourly
1474	Librarian Hourly Sub
1477	Librarian Hourly Overload
1478	Librarian Hourly Intersession
1479	Librarian Sabb Repl Hrly

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
1482	Per Diem Stipends
1483	Certificated Hrly Other
1484	Certificated Hrly Other Sub
1487	Certificated Other Overload
1496	Certificated Mileage Stipend
1497	Certificated Ride Share Stipend
1498	Certificated Housing Allowance
1499	Certificated Prof Expert
2001	Classified Balancing
2100	Classified Contract
2110	Classified Holding
2130	Classified Longevity
2131	Classified Non Instr Contract
2132	Classified N-Inst Vacation Payout
2134	Classified Non Instr Contract Sub
2138	Classified Prof Growth Leave
2140	Confidential Contract
2150	Classified Mgmt Non Instr Contr
2152	Cls Mgmt Non Instr Vac Payout
2190	Classified Meals Allow
2200	Classified Instr Contract
2210	Classified Instr Holding
2220	Classified Instr Longevity
2221	Classified Instr Contract
2222	Classified Instr Vacation Payout
2224	Classified Instr Contr Sub
2228	Classified Instr Prof Growth Leave
2250	Classified Mgmt Instr Contract
2252	Cls Mgmt Instr Contr Vac Payout
2290	Class Instr Meals Allow
2300	Classified Hourly Non Instr
2301	Classified Hrly Clearing
2310	Classified Hrly Holding
2316	Classified Hrly Students
2317	Cls Hrly Stdnt CalWk/EOPS/CARE
2332	Classified Hourly Contract
2333	Classified Hourly
2334	Classified Hourly Subs
2337	Trustees Duty Stipend
2338	Class Hrly Retraining Leave Repl

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
2339	Class Hrly Overtime
2340	Classified Vacanc Hourly repl
2353	Class Mgmt Hourly Contr
2396	Mileage Stipend
2397	Classified Ride Share Stipend
2399	Professional Experts
2400	Class Instr Hourly
2410	Class Instr Hourly Holding
2416	Class Instr Hrly Students
2417	Class Instr Hrly Stu Cal Works
2422	Class Instr Hrly Contract
2423	Class Instr Hourly
2424	Class Instr Hourly Subs
2428	Class Instr Hrly Retraining Lv Repl
2429	Class Instr Overtime
2440	Class Instr Hourly Repl for vacancy
3000	Employee Benefits Holding
3001	Employee Benefits Clearing
3002	Hrly Employee Benefits Holding
3100	STRS Retirement
3110	STRS Retirement Instr
3130	STRS Retirement Non Instr
3199	STRS Retirement Offset Acct
3200	PERS Retirement
3210	PERS Retirement Instr
3230	PERS Retirement Non Instr
3299	PERS Retirement Offset Acct
3300	OASDI
3310	OASDI Instr
3330	OASDI Non Instr
3350	Medicare Instr
3351	PARS Instr
3360	Medicare Non Instr
3361	PARS Non Instr
3399	OASDI Offset
3400	Health and Welfare
3410	Health and Welfare Instr
3430	Health and Welfare Non Instr
3450	Future Retiree Benefits Instr
3460	Future Retiree Benefits Non Instr

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
3499	Health and Welfare Offset
3500	Unemployment Insurance
3510	Unemployment Ins Instr
3530	Unemployment Ins Non Instr
3599	Unemployment Ins Offset
3600	Workers Compensation
3610	Workers Compensation Instr
3630	Workers Comp Non Instr
3699	Workers Comp Offset
3700	Retiree Benefits
3701	Retiree Benefits Clearing
3710	Retiree Benefits Instr
3730	Retiree Benefits Non Instr
3800	Retirement Incentives
3810	Retirement Incentives Instr
3830	Retirement Incentives Non Instr
3900	Other Benefits
3910	Other Annuity Stipend Instr
3930	Other Annuity Stipend Non Instr
4001	Supplies Balancing
4200	Reference Books
4281	Library Books Repl
4285	Reference Books
4300	Supplies
4310	Supplies Clearing Chgbk
4312	General Supplies
4313	Supplies Child Care Food
4314	Supplies Child Care
4315	Supplies Technology
4320	Copy Charges
4321	Printing
4400	Media Supplies
4401	Supplies Audio Visual
4600	Fuel Oil Repair Parts
4676	Supplies Fuel Oil
4677	Repair Parts
4900	Other Supplies
4999	Credit Card Clearing
5001	Indirect Expense Chargeback
5100	Personal and Consultant Svcs

COAST COMMUNITY COLLEGE DISTRICT CHART OF ACCOUNTS

Account	Account Description
5110	Personal Services
5112	Consultants Indep Contractors
5116	Speakers Guest Lecturer
5200	Travel
5201	AFT Conferences
5202	CFCE Conferences
5204	Part Time Fac Conferences
5205	Confidential Conferences
5206	Mgmt Conferences
5207	Budgetary Only Conferences
5208	Trustees Conferences
5209	Hrly and Non Employee Conferences
5215	Per Diem Travel
5219	Mileage Reimbursement
5300	Subscriptions Dues Memberships
5306	Subscriptions
5320	Dues and Memberships
5400	Insurance
5472	Insurance
5476	Insurance Student
5480	Claims and Settlements
5481	Stop Loss Insurance
5482	Conversion Fee
5500	Utilities
5510	Maint and Housekeeping Svcs
5516	Electricity
5517	Gas
5518	Sewer Service Fees
5519	Telephone
5520	Dataline Usage
5521	Water
5522	Utilities Other
5600	Rent Leases Repairs
5601	Clearing Lease Rentals
5638	Service Maint Agreement
5639	Multi Year SMA
5650	Building Repairs
5651	Agency Fees Repairs
5652	Engineer Fees Repairs
5653	Test and Lab Fees Repairs

**COAST COMMUNITY COLLEGE DISTRICT
CHART OF ACCOUNTS**

Account	Account Description
5654	Architect Fees Repairs
5655	Inspection Services Repairs
5657	Equipment Repairs
5665	Sites Repairs
5682	Equipment Rental and Leases
5684	Facilities Leases
5696	Rentals Other
5699	Software License Fees
5700	Legal Election Audit
5741	Legal Advertising



DISTRICTWIDE – ALL COLLEGES

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Total**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	34,557,571	32,926,095	34,034,447	-523,124	-1.51%
	1200	Non Instructor Cert Contract	12,596,699	12,681,089	12,305,271	-291,428	-2.31%
	1300	Instructors Hourly	20,429,523	20,529,879	18,665,930	-1,763,593	-8.63%
	1400	Non Instructor Certificated Hrlly	1,581,844	1,603,990	1,945,629	363,785	23.00%
			69,165,637	67,741,052	66,951,277	-2,214,360	-3.20%
2	2100	Classified Contract	35,848,440	34,782,446	34,446,971	-1,401,469	-3.91%
	2200	Classified Instr Contract	3,009,957	2,887,722	2,870,371	-139,586	-4.64%
	2300	Classified Hourly Non Instr	1,939,394	2,084,972	1,559,521	-379,873	-19.59%
	2400	Class Instr Hourly	576,473	839,290	484,219	-92,254	-16.00%
			41,374,264	40,594,429	39,361,082	-2,013,182	-4.87%
3	3000	Employee Benefits Holding	1,884,417	275	2,198,083	313,666	16.65%
	3100	STRS Retirement	3,508,793	4,738,506	3,381,913	-126,880	-3.62%
	3200	PERS Retirement	4,693,725	4,649,362	4,752,482	58,757	1.25%
	3300	OASDI	3,846,847	4,105,731	3,808,790	-38,057	-0.99%
	3400	Health and Welfare	17,415,013	17,477,690	16,910,059	-504,954	-2.90%
	3500	Unemployment Insurance	1,377,817	1,843,390	1,032,447	-345,370	-25.07%
	3600	Workers Compensation	1,455,041	1,849,657	1,404,992	-50,049	-3.44%
	3700	Retiree Benefits	11,368,400	11,368,400	11,368,400	00	0.00%
			45,550,053	46,033,010	44,857,166	-692,887	-1.52%
4	4200	Reference Books	15,496	8,458	13,614	-1,882	-12.15%
	4300	Supplies	2,352,270	1,245,591	2,444,630	92,360	3.93%
	4400	Media Supplies	36,725	28,096	30,245	-6,480	-17.64%

COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Total

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
4	4600	Fuel Oil Repair Parts	396,867	368,908	382,157	-14,710	-3.71%
			2,801,358	1,651,053	2,870,646	69,288	2.47%
5	5001	Indirect Expense Chargeback	00	-190,977	00	00	0.00%
	5100	Personal and Consultant Svcs	45,816	252,026	154,606	108,790	237.45%
	5200	Travel	421,508	262,976	390,646	-30,862	-7.32%
	5300	Subscriptions Dues Memberships	294,359	306,288	304,903	10,544	3.58%
	5400	Insurance	1,468,172	1,332,776	1,491,984	23,812	1.62%
	5500	Utilities	4,937,654	4,204,855	5,231,719	294,065	5.96%
	5600	Rent Leases Repairs	5,043,199	4,775,975	5,836,967	793,768	15.74%
	5700	Legal Election Audit	1,597,180	1,628,573	2,721,065	1,123,885	70.37%
	5800	Other Operating	3,130,927	1,787,598	3,111,113	-19,814	-0.63%
	5900	Other	741,269	6,910	1,286,974	545,705	73.62%
			17,680,084	14,366,999	20,529,977	2,849,898	16.12%
6	6100	Site Improvements	22,000	00	22,000	00	0.00%
	6200	Building Improvements	4,259	00	4,259	00	0.00%
	6300	Library Books	90,734	84,620	82,234	-8,500	-9.37%
	6400	Equipment	2,233,492	824,665	1,603,845	-629,647	-28.19%
			2,350,485	909,285	1,712,338	-638,147	-27.15%
7	7300	Interfund Transfer Out	3,234,376	6,973,126	248,438	-2,985,938	-92.32%
	7500	Student Financial Aid	21,000	94,682	106,000	85,000	404.76%
	7600	Other Payments To For Students	1,900	6,704	1,780	-120	-6.32%
	7900	Reserve for Contingencies	23,769,401	00	23,449,458	-319,943	-1.35%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Total**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
			27,026,677	7,074,512	23,805,676	-3,221,001	-11.92%
			205,948,558	178,370,340	200,088,162	-5,860,396	-2.85%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Total**

Fund 120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	416,489	268,761	428,243	11,754	2.82%
	1200	Non Instructor Cert Contract	1,139,290	1,249,297	1,105,700	-33,590	-2.95%
	1300	Instructors Hourly	641,392	663,317	763,301	121,909	19.01%
	1400	Non Instructor Certificated Hrly	980,982	926,634	820,760	-160,222	-16.33%
			3,178,153	3,108,008	3,118,004	-60,149	-1.89%
2	2100	Classified Contract	5,705,220	4,745,922	6,436,421	731,201	12.82%
	2200	Classified Instr Contract	190,673	255,563	191,340	667	0.35%
	2300	Classified Hourly Non Instr	2,306,955	3,529,531	2,340,239	33,284	1.44%
	2400	Class Instr Hourly	266,302	597,598	205,659	-60,643	-22.77%
			8,469,150	9,128,614	9,173,659	704,509	8.32%
3	3000	Employee Benefits Holding	1,463,581	00	1,732,535	268,954	18.38%
	3100	STRS Retirement	137,643	198,911	120,727	-16,916	-12.29%
	3200	PERS Retirement	385,912	676,271	379,564	-6,348	-1.64%
	3300	OASDI	302,188	591,923	271,380	-30,808	-10.19%
	3400	Health and Welfare	1,251,440	1,655,538	1,149,087	-102,353	-8.18%
	3500	Unemployment Insurance	82,612	179,530	51,853	-30,759	-37.23%
	3600	Workers Compensation	87,230	198,647	80,129	-7,101	-8.14%
			3,710,606	3,500,819	3,785,275	74,669	2.01%
4	4200	Reference Books	00	2,388	2,000	2,000	0.00%
	4300	Supplies	2,085,339	1,229,404	2,718,324	632,985	30.35%
	4400	Media Supplies	00	1,865	00	00	0.00%
	4600	Fuel Oil Repair Parts	600	25	300	-300	-50.00%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Total**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
			2,085,939	1,233,683	2,720,624	634,685	30.43%
5	5001	Indirect Expense Chargeback	277,980	255,666	312,128	34,148	12.28%
	5100	Personal and Consultant Svcs	257,889	261,573	410,462	152,573	59.16%
	5200	Travel	217,765	98,388	256,970	39,205	18.00%
	5300	Subscriptions Dues Memberships	21,990	27,058	27,810	5,820	26.47%
	5400	Insurance	69,679	69,679	69,679	00	0.00%
	5500	Utilities	29,623	77,032	84,579	54,956	185.52%
	5600	Rent Leases Repairs	1,701,992	1,449,956	1,382,957	-319,035	-18.74%
	5700	Legal Election Audit	40,188	14,825	50,188	10,000	24.88%
	5800	Other Operating	3,130,519	2,661,610	2,992,106	-138,413	-4.42%
	5900	Other	1,555,293	00	1,452,745	-102,548	-6.59%
			7,302,918	4,915,789	7,039,624	-263,294	-3.61%
6	6200	Building Improvements	26,000	10,474	12,156	-13,844	-53.25%
	6300	Library Books	00	22,836	00	00	0.00%
	6400	Equipment	948,611	1,161,238	916,304	-32,307	-3.41%
			974,611	1,194,548	928,460	-46,151	-4.74%
7	7300	Interfund Transfer Out	50,000	00	60,000	10,000	20.00%
	7500	Student Financial Aid	71,602	83,238	70,426	-1,176	-1.64%
	7600	Other Payments To For Students	878,638	803,957	1,000,093	121,455	13.82%
			1,000,240	887,195	1,130,519	130,279	13.02%
			26,721,617	23,968,655	27,896,165	1,174,548	4.40%

DISTRICT OFFICES

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Offices (1)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1200	Non Instructor Cert Contract	977,307	980,870	910,955	-66,352	-6.79%
	1400	Non Instructor Certificated Hrlly	4,800	7,422	11,760	6,960	145.00%
			982,107	988,292	922,715	-59,392	-6.05%
2	2100	Classified Contract	6,718,786	6,451,441	6,491,774	-227,012	-3.38%
	2300	Classified Hourly Non Instr	175,900	171,648	166,502	-9,398	-5.34%
			6,894,686	6,623,089	6,658,276	-236,410	-3.43%
3	3000	Employee Benefits Holding	13,905	00	55,421	41,516	298.57%
	3100	STRS Retirement	49,865	37,990	35,080	-14,785	-29.65%
	3200	PERS Retirement	768,928	743,737	771,396	2,468	0.32%
	3300	OASDI	539,934	518,803	508,577	-31,357	-5.81%
	3400	Health and Welfare	1,607,002	1,507,608	1,474,925	-132,077	-8.22%
	3500	Unemployment Insurance	123,098	115,079	78,594	-44,504	-36.15%
	3600	Workers Compensation	131,457	128,045	122,058	-9,399	-7.15%
			3,234,189	3,051,262	3,046,051	-188,138	-5.82%
4	4200	Reference Books	6,800	4,028	3,550	-3,250	-47.79%
	4300	Supplies	127,805	80,778	119,605	-8,200	-6.42%
			134,605	84,806	123,155	-11,450	-8.51%
5	5100	Personal and Consultant Svcs	25,000	19,516	25,000	00	0.00%
	5200	Travel	96,362	67,333	81,912	-14,450	-15.00%
	5300	Subscriptions Dues Memberships	14,590	11,875	14,590	00	0.00%
	5500	Utilities	240,250	163,280	240,250	00	0.00%
	5600	Rent Leases Repairs	459,610	355,165	469,110	9,500	2.07%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Offices (1)**

Fund 110 Unrestricted General Fund

			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5700	Legal Election Audit	41,500	6,275	41,500	00	0.00%
	5800	Other Operating	636,963	443,497	621,863	-15,100	-2.37%
	5900	Other	00	00	176,476	176,476	0.00%
			1,514,275	1,066,941	1,670,701	156,426	10.33%
6	6100	Site Improvements	1,000	00	1,000	00	0.00%
	6400	Equipment	310,539	31,211	336,130	25,591	8.24%
			311,539	31,211	337,130	25,591	8.21%
7	7900	Reserve for Contingencies	00	00	00	00	0.00%
			00	00	00	00	0.00%
			13,071,401	11,845,601	12,758,028	-313,373	-2.40%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Offices (1)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1400	Non Instructor Certificated Hrly	88,626	43,056	100,788	12,162	13.72%
			88,626	43,056	100,788	12,162	13.72%
2	2100	Classified Contract	286,532	115,848	295,229	8,697	3.04%
	2300	Classified Hourly Non Instr	141,836	117,731	106,688	-35,148	-24.78%
			428,368	233,580	401,917	-26,451	-6.17%
3	3000	Employee Benefits Holding	94,037	00	132,346	38,309	40.74%
	3100	STRS Retirement	00	3,536	00	00	0.00%
	3200	PERS Retirement	16,522	17,636	7,592	-8,930	-54.05%
	3300	OASDI	11,574	15,794	5,086	-6,488	-56.06%
	3400	Health and Welfare	34,966	26,705	15,830	-19,136	-54.73%
	3500	Unemployment Insurance	2,435	4,276	731	-1,704	-69.98%
	3600	Workers Compensation	2,571	4,703	1,130	-1,441	-56.05%
			162,105	72,650	162,715	610	0.38%
4	4300	Supplies	43,169	34,580	52,115	8,946	20.72%
			43,169	34,580	52,115	8,946	20.72%
5	5001	Indirect Expense Chargeback	89,835	64,953	82,969	-6,866	-7.64%
	5100	Personal and Consultant Svcs	54,000	50,500	107,897	53,897	99.81%
	5200	Travel	13,058	9,254	27,350	14,292	109.45%
	5300	Subscriptions Dues Memberships	00	250	00	00	0.00%
	5800	Other Operating	1,821,112	1,449,719	1,448,232	-372,880	-20.48%
	5900	Other	6,500	00	6,500	00	0.00%
			1,984,505	1,574,675	1,672,948	-311,557	-15.70%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
District Offices (1)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
6	6400	Equipment	00	11,500	17,852	17,852	0.00%
			00	11,500	17,852	17,852	0.00%
			2,706,773	1,970,042	2,408,335	-298,438	-11.03%



ORANGE COAST COLLEGE

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Orange Coast College (2)**

Fund	110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	21,261,867	20,548,952	21,146,548	-115,319	-0.54%
	1200	Non Instructor Cert Contract	5,492,322	5,590,192	5,478,246	-14,076	-0.26%
	1300	Instructors Hourly	8,600,000	9,099,705	8,392,958	-207,042	-2.41%
	1400	Non Instructor Certificated Hrly	558,000	575,142	849,227	291,227	52.19%
			35,912,189	35,813,992	35,866,979	-45,210	-0.13%
2	2100	Classified Contract	13,671,626	13,394,509	12,828,097	-843,529	-6.17%
	2200	Classified Instr Contract	1,906,337	1,931,258	1,912,728	6,391	0.34%
	2300	Classified Hourly Non Instr	911,733	665,511	456,014	-455,719	-49.98%
	2400	Class Instr Hourly	448,688	459,848	301,811	-146,877	-32.73%
			16,938,384	16,451,127	15,498,650	-1,439,734	-8.50%
3	3000	Employee Benefits Holding	646,995	00	823,502	176,507	27.28%
	3100	STRS Retirement	2,055,098	2,618,304	2,008,786	-46,312	-2.25%
	3200	PERS Retirement	1,861,597	1,859,212	1,903,771	42,174	2.27%
	3300	OASDI	1,598,671	1,759,741	1,616,299	17,628	1.10%
	3400	Health and Welfare	8,471,219	8,601,174	8,243,033	-228,186	-2.69%
	3500	Unemployment Insurance	675,601	822,382	450,278	-225,323	-33.35%
	3600	Workers Compensation	713,284	891,786	696,718	-16,566	-2.32%
			16,022,465	16,552,600	15,742,387	-280,078	-1.75%
4	4200	Reference Books	00	451	625	625	0.00%
	4300	Supplies	1,159,941	772,485	1,187,026	27,085	2.34%
	4400	Media Supplies	24,075	20,131	21,000	-3,075	-12.77%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Orange Coast College (2)**

Fund 110 Unrestricted General Fund

			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
4	4600	Fuel Oil Repair Parts	188,655	128,280	172,600	-16,055	-8.51%
			1,372,671	921,347	1,381,251	8,580	0.63%
5	5001	Indirect Expense Chargeback	00	-44,651	00	00	0.00%
	5100	Personal and Consultant Svcs	6,400	8,685	6,000	-400	-6.25%
	5200	Travel	81,472	77,671	88,485	7,013	8.61%
	5300	Subscriptions Dues Memberships	48,891	52,319	53,192	4,301	8.80%
	5400	Insurance	92,739	92,739	95,000	2,261	2.44%
	5500	Utilities	2,072,178	2,006,574	2,267,078	194,900	9.41%
	5600	Rent Leases Repairs	1,350,533	1,408,002	1,476,950	126,417	9.36%
	5700	Legal Election Audit	268,100	260,826	907,565	639,465	238.52%
	5800	Other Operating	560,059	342,429	660,700	100,641	17.97%
	5900	Other	127,349	00	75,000	-52,349	-41.11%
			4,607,721	4,204,596	5,629,970	1,022,249	22.19%
6	6100	Site Improvements	1,000	00	1,000	00	0.00%
	6200	Building Improvements	3,000	00	3,000	00	0.00%
	6300	Library Books	63,500	55,016	55,000	-8,500	-13.39%
	6400	Equipment	140,025	69,702	76,748	-63,277	-45.19%
			207,525	124,718	135,748	-71,777	-34.59%
7	7300	Interfund Transfer Out	113,750	149,588	113,750	00	0.00%
	7500	Student Financial Aid	00	3,100	00	00	0.00%
	7600	Other Payments To For Students	700	533	700	00	0.00%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Orange Coast College (2)**

Fund	110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
			114,450	153,221	114,450	00	0.00%
			75,175,405	74,221,600	74,369,435	-805,970	-1.07%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Orange Coast College (2)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	00	00	21,000	21,000	0.00%
	1200	Non Instructor Cert Contract	363,274	400,501	347,124	-16,150	-4.45%
	1300	Instructors Hourly	126,856	115,808	102,998	-23,858	-18.81%
	1400	Non Instructor Certificated Hrly	274,656	244,157	236,308	-38,348	-13.96%
			764,786	760,466	707,430	-57,356	-7.50%
2	2100	Classified Contract	1,701,629	1,237,926	1,308,357	-393,272	-23.11%
	2200	Classified Instr Contract	146,029	205,108	149,453	3,424	2.34%
	2300	Classified Hourly Non Instr	1,191,705	1,468,246	1,060,169	-131,536	-11.04%
	2400	Class Instr Hourly	133,903	356,206	104,419	-29,484	-22.02%
			3,173,266	3,267,486	2,622,398	-550,868	-17.36%
3	3000	Employee Benefits Holding	284,895	00	119,916	-164,979	-57.91%
	3100	STRS Retirement	35,846	48,043	34,696	-1,150	-3.21%
	3200	PERS Retirement	175,021	220,413	173,744	-1,277	-0.73%
	3300	OASDI	127,877	197,211	121,420	-6,457	-5.05%
	3400	Health and Welfare	516,063	497,782	501,206	-14,857	-2.88%
	3500	Unemployment Insurance	31,653	57,303	20,556	-11,097	-35.06%
	3600	Workers Compensation	33,423	65,122	31,763	-1,660	-4.97%
			1,204,778	1,085,874	1,003,301	-201,477	-16.72%
4	4200	Reference Books	00	00	2,000	2,000	0.00%
	4300	Supplies	710,113	543,882	897,426	187,313	26.38%
	4600	Fuel Oil Repair Parts	600	25	300	-300	-50.00%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Orange Coast College (2)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
			710,713	543,907	899,726	189,013	26.59%
5	5001	Indirect Expense Chargeback	42,356	44,651	34,794	-7,562	-17.85%
	5100	Personal and Consultant Svcs	00	4,040	48,000	48,000	0.00%
	5200	Travel	63,033	25,058	54,113	-8,920	-14.15%
	5300	Subscriptions Dues Memberships	5,780	19,032	7,500	1,720	29.76%
	5400	Insurance	69,679	69,679	69,679	00	0.00%
	5500	Utilities	2,656	3,198	2,161	-495	-18.64%
	5600	Rent Leases Repairs	99,532	296,324	241,905	142,373	143.04%
	5700	Legal Election Audit	40,000	14,637	50,000	10,000	25.00%
	5800	Other Operating	428,396	382,218	523,955	95,559	22.31%
	5900	Other	496,762	00	604,767	108,005	21.74%
			1,248,194	858,837	1,636,874	388,680	31.14%
6	6200	Building Improvements	10,000	10,474	10,000	00	0.00%
	6400	Equipment	492,580	636,903	537,567	44,987	9.13%
			502,580	647,377	547,567	44,987	8.95%
7	7500	Student Financial Aid	48,602	51,238	48,196	-406	-0.84%
	7600	Other Payments To For Students	528,924	518,327	541,980	13,056	2.47%
			577,526	569,565	590,176	12,650	2.19%
			8,181,843	7,733,513	8,007,472	-174,371	-2.13%

GOLDEN WEST COLLEGE

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Golden West College (3)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	10,585,693	9,984,179	10,321,802	-263,891	-2.49%
	1200	Non Instructor Cert Contract	3,246,829	3,084,776	2,844,455	-402,374	-12.39%
	1300	Instructors Hourly	6,362,340	6,523,686	5,362,340	-1,000,000	-15.72%
	1400	Non Instructor Certificated Hrly	610,371	622,765	573,814	-36,557	-5.99%
			20,805,233	20,215,407	19,102,411	-1,702,822	-8.18%
2	2100	Classified Contract	9,471,293	9,111,484	9,373,193	-98,100	-1.04%
	2200	Classified Instr Contract	730,568	638,117	717,316	-13,252	-1.81%
	2300	Classified Hourly Non Instr	147,421	353,308	134,794	-12,627	-8.57%
	2400	Class Instr Hourly	80,447	336,195	135,070	54,623	67.90%
			10,429,729	10,439,104	10,360,373	-69,356	-0.66%
3	3000	Employee Benefits Holding	604,703	00	691,475	86,772	14.35%
	3100	STRS Retirement	1,029,431	1,424,957	982,186	-47,245	-4.59%
	3200	PERS Retirement	1,238,465	1,195,070	1,259,929	21,464	1.73%
	3300	OASDI	1,041,748	1,087,722	1,027,785	-13,963	-1.34%
	3400	Health and Welfare	4,924,527	4,836,454	4,832,492	-92,035	-1.87%
	3500	Unemployment Insurance	384,312	482,959	252,874	-131,438	-34.20%
	3600	Workers Compensation	404,322	526,626	390,805	-13,517	-3.34%
			9,627,508	9,553,789	9,437,546	-189,962	-1.97%
4	4200	Reference Books	3,285	3,547	4,927	1,642	49.98%
	4300	Supplies	671,001	274,150	805,323	134,322	20.02%
	4400	Media Supplies	1,000	2,900	3,295	2,295	229.50%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Golden West College (3)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
4	4600	Fuel Oil Repair Parts	38,112	28,971	40,207	2,095	5.50%
			713,398	309,567	853,752	140,354	19.67%
5	5001	Indirect Expense Chargeback	00	-10,569	00	00	0.00%
	5100	Personal and Consultant Svcs	9,416	13,400	9,286	-130	-1.38%
	5200	Travel	102,495	54,636	105,465	2,970	2.90%
	5300	Subscriptions Dues Memberships	39,493	56,394	52,326	12,833	32.49%
	5400	Insurance	92,000	105,952	113,551	21,551	23.43%
	5500	Utilities	1,568,826	1,279,846	1,668,534	99,708	6.36%
	5600	Rent Leases Repairs	345,248	378,337	801,302	456,054	132.09%
	5700	Legal Election Audit	200,000	117,245	200,000	00	0.00%
	5800	Other Operating	362,379	-24,028	442,034	79,655	21.98%
	5900	Other	-95,668	6,910	162,861	258,529	-270.24%
			2,624,189	1,978,122	3,555,359	931,170	35.48%
6	6200	Building Improvements	1,259	00	1,259	00	0.00%
	6300	Library Books	27,234	29,604	27,234	00	0.00%
	6400	Equipment	309,346	212,418	352,816	43,470	14.05%
			337,839	242,022	381,309	43,470	12.87%
7	7300	Interfund Transfer Out	72,188	72,188	72,188	00	0.00%
	7500	Student Financial Aid	6,000	1,962	6,000	00	0.00%
	7600	Other Payments To For Students	1,200	1,195	1,080	-120	-10.00%
	7900	Reserve for Contingencies	107,844	00	107,844	00	0.00%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Golden West College (3)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
			187,232	75,345	187,112	-120	-0.06%
			44,725,128	42,813,356	43,877,862	-847,266	-1.89%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Golden West College (3)**

Fund 120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1200	Non Instructor Cert Contract	565,453	627,818	614,250	48,797	8.63%
	1300	Instructors Hourly	306,479	229,349	287,977	-18,502	-6.04%
	1400	Non Instructor Certificated Hrly	361,584	298,258	245,721	-115,863	-32.04%
			1,233,516	1,155,425	1,147,948	-85,568	-6.94%
2	2100	Classified Contract	1,215,278	1,117,138	1,245,198	29,920	2.46%
	2200	Classified Instr Contract	44,644	50,455	41,887	-2,757	-6.18%
	2300	Classified Hourly Non Instr	525,264	769,029	741,615	216,351	41.19%
	2400	Class Instr Hourly	33,290	126,778	12,560	-20,730	-62.27%
			1,818,476	2,063,400	2,041,260	222,784	12.25%
3	3000	Employee Benefits Holding	139,935	00	203,745	63,810	45.60%
	3100	STRS Retirement	52,726	72,709	50,906	-1,820	-3.45%
	3200	PERS Retirement	126,062	147,228	137,987	11,925	9.46%
	3300	OASDI	102,998	136,490	101,448	-1,550	-1.50%
	3400	Health and Welfare	423,291	420,087	418,742	-4,549	-1.07%
	3500	Unemployment Insurance	28,877	45,807	20,080	-8,797	-30.46%
	3600	Workers Compensation	30,490	49,816	31,031	541	1.77%
			904,379	872,138	963,939	59,560	6.59%
4	4200	Reference Books	00	1,016	00	00	0.00%
	4300	Supplies	984,034	354,331	1,115,361	131,327	13.35%
			984,034	355,347	1,115,361	131,327	13.35%
5	5001	Indirect Expense Chargeback	12,717	10,569	10,782	-1,935	-15.22%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Golden West College (3)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5100	Personal and Consultant Svcs	20,873	58,673	37,080	16,207	77.65%
	5200	Travel	61,837	25,447	73,755	11,918	19.27%
	5300	Subscriptions Dues Memberships	2,021	2,840	2,521	500	24.74%
	5600	Rent Leases Repairs	191,593	246,760	114,169	-77,424	-40.41%
	5700	Legal Election Audit	188	188	188	00	0.00%
	5800	Other Operating	182,411	203,719	190,845	8,434	4.62%
	5900	Other	726,215	00	511,392	-214,823	-29.58%
			1,197,855	548,196	940,732	-257,123	-21.47%
6	6200	Building Improvements	16,000	00	2,156	-13,844	-86.53%
	6400	Equipment	268,749	321,795	160,301	-108,448	-40.35%
			284,749	321,795	162,457	-122,292	-42.95%
7	7500	Student Financial Aid	16,000	16,000	11,730	-4,270	-26.69%
	7600	Other Payments To For Students	199,367	175,992	137,710	-61,657	-30.93%
			215,367	191,992	149,440	-65,927	-30.61%
			6,638,376	5,508,293	6,521,137	-117,239	-1.77%

COASTLINE COMMUNITY COLLEGE

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Coastline Community College (8)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	2,710,011	2,392,963	2,566,097	-143,914	-5.31%
	1200	Non Instructor Cert Contract	2,182,035	2,252,381	2,338,402	156,367	7.17%
	1300	Instructors Hourly	4,796,517	4,895,997	4,226,076	-570,441	-11.89%
	1400	Non Instructor Certificated Hrlly	364,241	352,170	496,396	132,155	36.28%
			10,052,804	9,893,511	9,626,971	-425,833	-4.24%
2	2100	Classified Contract	5,354,625	5,230,700	5,166,517	-188,108	-3.51%
	2200	Classified Instr Contract	373,052	318,347	240,327	-132,725	-35.58%
	2300	Classified Hourly Non Instr	566,280	800,561	704,151	137,871	24.35%
	2400	Class Instr Hourly	47,338	43,247	47,338	00	0.00%
			6,341,295	6,392,855	6,158,333	-182,962	-2.89%
3	3000	Employee Benefits Holding	527,392	00	548,492	21,100	4.00%
	3100	STRS Retirement	326,894	605,284	308,356	-18,538	-5.67%
	3200	PERS Retirement	742,352	771,278	734,041	-8,311	-1.12%
	3300	OASDI	568,889	658,143	559,391	-9,498	-1.67%
	3400	Health and Welfare	2,146,087	2,269,155	2,100,554	-45,533	-2.12%
	3500	Unemployment Insurance	173,389	255,612	111,873	-61,516	-35.48%
	3600	Workers Compensation	183,362	277,359	173,212	-10,150	-5.54%
			4,668,365	4,836,830	4,535,919	-132,446	-2.84%
4	4200	Reference Books	2,650	433	1,712	-938	-35.40%
	4300	Supplies	340,123	91,549	277,876	-62,247	-18.30%
	4400	Media Supplies	11,650	5,065	5,950	-5,700	-48.93%

COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Coastline Community College (8)

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
4	4600	Fuel Oil Repair Parts	1,600	00	850	-750	-46.88%
			356,023	97,046	286,388	-69,635	-19.56%
5	5001	Indirect Expense Chargeback	00	-135,494	00	00	0.00%
	5100	Personal and Consultant Svcs	2,000	81,377	71,820	69,820	3491.00%
	5200	Travel	38,929	32,655	28,534	-10,395	-26.70%
	5300	Subscriptions Dues Memberships	69,135	67,965	62,545	-6,590	-9.53%
	5400	Insurance	29,821	00	29,821	00	0.00%
	5500	Utilities	869,900	576,906	869,357	-543	-0.06%
	5600	Rent Leases Repairs	805,188	950,797	877,193	72,005	8.94%
	5700	Legal Election Audit	145,580	212,365	210,000	64,420	44.25%
	5800	Other Operating	742,826	190,405	451,019	-291,807	-39.28%
	5900	Other	53,000	00	54,600	1,600	3.02%
			2,756,379	1,976,977	2,654,889	-101,490	-3.68%
6	6400	Equipment	62,000	279,639	308,450	246,450	397.50%
			62,000	279,639	308,450	246,450	397.50%
7	7300	Interfund Transfer Out	48,438	51,350	62,500	14,062	29.03%
	7600	Other Payments To For Students	00	4,976	00	00	0.00%
	7900	Reserve for Contingencies	00	00	362,710	362,710	0.00%
			48,438	56,326	425,210	376,772	777.84%
			24,285,304	23,533,184	23,996,160	-289,144	-1.19%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Coastline Community College (8)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1100	Instructor Contract	416,489	268,761	407,243	-9,246	-2.22%
	1200	Non Instructor Cert Contract	210,563	220,977	144,326	-66,237	-31.46%
	1300	Instructors Hourly	208,057	318,160	372,326	164,269	78.95%
	1400	Non Instructor Certificated Hrly	256,116	341,163	237,943	-18,173	-7.10%
			1,091,225	1,149,060	1,161,838	70,613	6.47%
2	2100	Classified Contract	2,501,781	2,275,010	3,587,637	1,085,856	43.40%
	2300	Classified Hourly Non Instr	448,150	1,174,524	431,767	-16,383	-3.66%
	2400	Class Instr Hourly	99,109	114,613	88,680	-10,429	-10.52%
			3,049,040	3,564,147	4,108,084	1,059,044	34.73%
3	3000	Employee Benefits Holding	944,714	00	1,276,528	331,814	35.12%
	3100	STRS Retirement	49,071	74,624	35,125	-13,946	-28.42%
	3200	PERS Retirement	68,307	290,993	60,241	-8,066	-11.81%
	3300	OASDI	59,739	242,428	43,426	-16,313	-27.31%
	3400	Health and Welfare	277,120	710,964	213,309	-63,811	-23.03%
	3500	Unemployment Insurance	19,647	72,144	10,486	-9,161	-46.63%
	3600	Workers Compensation	20,746	79,006	16,205	-4,541	-21.89%
			1,439,344	1,470,157	1,655,320	215,976	15.01%
4	4200	Reference Books	00	1,372	00	00	0.00%
	4300	Supplies	348,023	296,611	653,422	305,399	87.75%
	4400	Media Supplies	00	1,865	00	00	0.00%
			348,023	299,849	653,422	305,399	87.75%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Coastline Community College (8)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5001	Indirect Expense Chargeback	133,072	135,494	183,583	50,511	37.96%
	5100	Personal and Consultant Svcs	183,016	148,360	217,485	34,469	18.83%
	5200	Travel	79,837	38,629	101,752	21,915	27.45%
	5300	Subscriptions Dues Memberships	14,189	4,937	17,789	3,600	25.37%
	5500	Utilities	26,967	73,834	82,418	55,451	205.63%
	5600	Rent Leases Repairs	1,324,867	842,173	940,883	-383,984	-28.98%
	5800	Other Operating	495,088	422,442	625,562	130,474	26.35%
	5900	Other	325,816	00	330,086	4,270	1.31%
			2,582,852	1,665,869	2,499,558	-83,294	-3.22%
6	6300	Library Books	00	22,836	00	00	0.00%
	6400	Equipment	187,282	191,040	200,584	13,302	7.10%
			187,282	213,876	200,584	13,302	7.10%
7	7300	Interfund Transfer Out	50,000	00	60,000	10,000	20.00%
	7500	Student Financial Aid	7,000	16,000	10,500	3,500	50.00%
	7600	Other Payments To For Students	150,347	109,638	320,403	170,056	113.11%
			207,347	125,638	390,903	183,556	88.53%
			8,905,113	8,488,596	10,669,709	1,764,596	19.82%



DISTRICTWIDE EXPENSES

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Districtwide (9)**

Fund 110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
1	1200	Non Instructor Cert Contract	698,206	772,870	733,213	35,007	5.01%
	1300	Instructors Hourly	670,666	10,490	684,556	13,890	2.07%
	1400	Non Instructor Certificated Hrly	44,432	46,491	14,432	-30,000	-67.52%
			1,413,304	829,851	1,432,201	18,897	1.34%
2	2100	Classified Contract	632,110	594,311	587,390	-44,720	-7.07%
	2300	Classified Hourly Non Instr	138,060	93,943	98,060	-40,000	-28.97%
			770,170	688,254	685,450	-84,720	-11.00%
3	3000	Employee Benefits Holding	91,422	275	79,193	-12,229	-13.38%
	3100	STRS Retirement	47,505	51,970	47,505	00	0.00%
	3200	PERS Retirement	82,383	80,065	83,345	962	1.17%
	3300	OASDI	97,605	81,322	96,738	-867	-0.89%
	3400	Health and Welfare	266,178	263,298	259,055	-7,123	-2.68%
	3500	Unemployment Insurance	21,417	167,359	138,828	117,411	548.21%
	3600	Workers Compensation	22,616	25,841	22,199	-417	-1.84%
	3700	Retiree Benefits	11,368,400	11,368,400	11,368,400	00	0.00%
			11,997,526	12,038,530	12,095,263	97,737	0.81%
4	4200	Reference Books	2,761	00	2,800	39	1.41%
	4300	Supplies	53,400	26,628	54,800	1,400	2.62%
	4600	Fuel Oil Repair Parts	168,500	211,657	168,500	00	0.00%
			224,661	238,286	226,100	1,439	0.64%
5	5001	Indirect Expense Chargeback	00	-264	00	00	0.00%
	5100	Personal and Consultant Svcs	3,000	129,048	42,500	39,500	1316.67%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Districtwide (9)**

Fund	110	Unrestricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5200	Travel	102,250	30,680	86,250	-16,000	-15.65%
	5300	Subscriptions Dues Memberships	122,250	117,735	122,250	00	0.00%
	5400	Insurance	1,253,612	1,134,085	1,253,612	00	0.00%
	5500	Utilities	186,500	178,249	186,500	00	0.00%
	5600	Rent Leases Repairs	2,082,620	1,683,674	2,212,412	129,792	6.23%
	5700	Legal Election Audit	862,000	1,031,861	862,000	00	0.00%
	5800	Other Operating	828,700	835,295	935,497	106,797	12.89%
	5900	Other	159,037	00	159,037	00	0.00%
			5,599,969	5,140,363	5,860,058	260,089	4.64%
6	6100	Site Improvements	20,000	00	20,000	00	0.00%
	6400	Equipment	491,500	231,696	529,701	38,201	7.77%
			511,500	231,696	549,701	38,201	7.47%
7	7500	Student Financial Aid	15,000	89,620	100,000	85,000	566.67%
	7900	Reserve for Contingencies	870,000	00	654,126	-215,874	-24.81%
			885,000	89,620	754,126	-130,874	-14.79%
			21,402,130	19,256,600	21,602,899	200,769	0.94%

**COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Districtwide (9)**

Fund	120	Restricted General Fund
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			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5600	Rent Leases Repairs	86,000	64,700	86,000	00	0.00%
	5800	Other Operating	203,512	203,512	203,512	00	0.00%
			289,512	268,212	289,512	00	0.00%
			289,512	268,212	289,512	00	0.00%

ENDING BALANCE & TRANSFERS

COAST COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Ending Balance (6)

Fund	110	Unrestricted General Fund
------	-----	---------------------------

			2011/2012 Adopted Budget	2011/2012 YTD Actual	2012/2013 Adopted Budget	Difference Adopted to Adopted	% Difference
5	5700	Legal Election Audit	80,000	00	500,000	420,000	525.00%
	5900	Other	497,551	00	659,000	161,449	32.45%
			577,551	00	1,159,000	581,449	100.67%
6	6400	Equipment	920,082	00	00	-920,082	-100.00%
			920,082	00	00	-920,082	-100.00%
7	7300	Interfund Transfer Out	3,000,000	6,700,000	00	-3,000,000	-100.00%
	7900	Reserve for Contingencies	22,791,557	00	22,324,778	-466,779	-2.05%
			25,791,557	6,700,000	22,324,778	-3,466,779	-13.44%
			27,289,190	6,700,000	23,483,778	-3,805,412	-13.94%

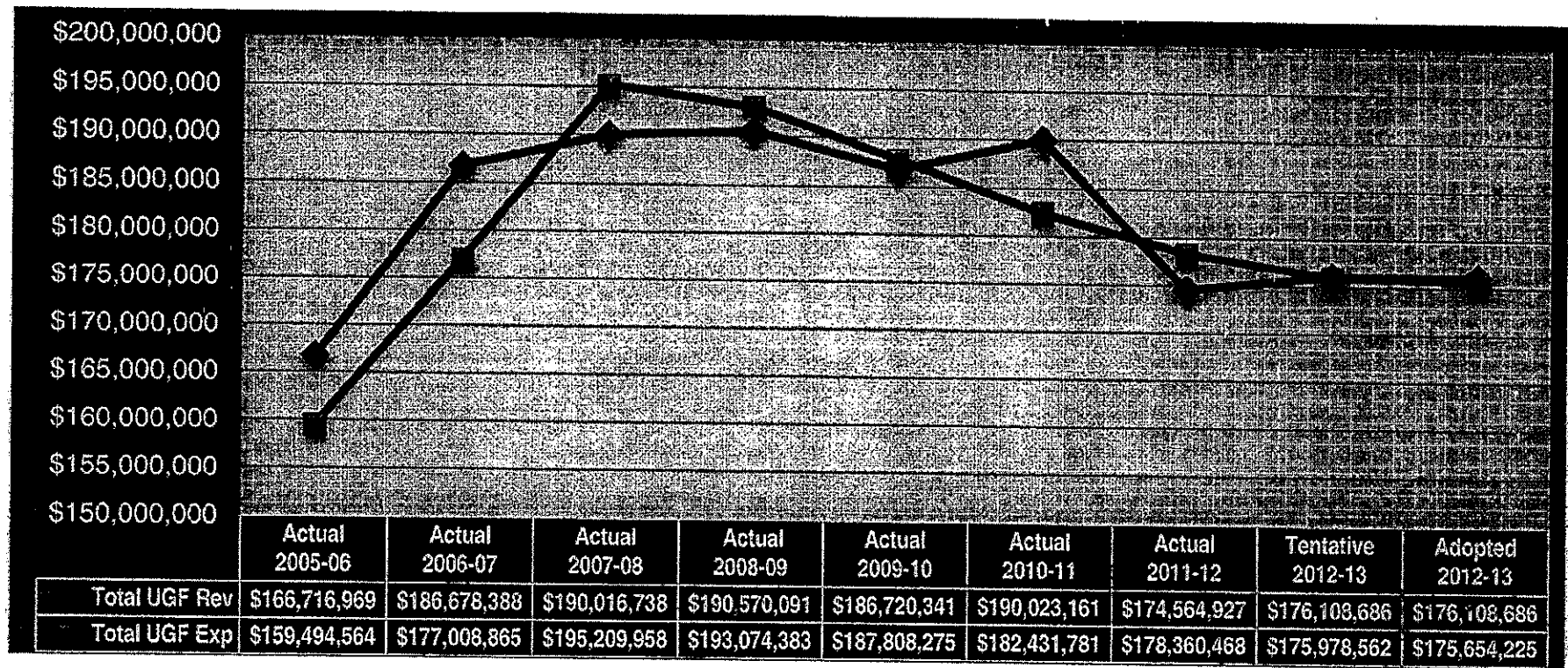
SECTION III
GRAPHIC ILLUSTRATIONS OF BUDGET
INCOME AND EXPENSE

How has the Budget Picture Evolved Since January

Budget Assumptions		January Budget Proposal	May Revise (Tentative)	Adopted State Budget (Final Coast Budget)
State Deficit		9.2 billion	15.7 billion	15.7 billion
Taxes Pass	Deferral buy-down	268 million	313 million	159.9 million
	Restoration	0	0	50 million
Taxes Fail	Base Cut	300 million	300 million	338.6 million
	Workload Reduction	5.56%	6.40%	7.30%
Coast Impact	Base Cut	8.2 million	9.5 million	10.7 million
	Workload Reduction	1799 FTES	2071 FTES	2361 FTES
Categoricals		No change	No change	No change
Deficit Factor	2011-12	5.4 million	4.1 million	3.1 million
RDA Fund Risk	2011-12	N/A	3.5 million	Hold Harmless
	2012-13	N/A	10.8 million	Hold Harmless

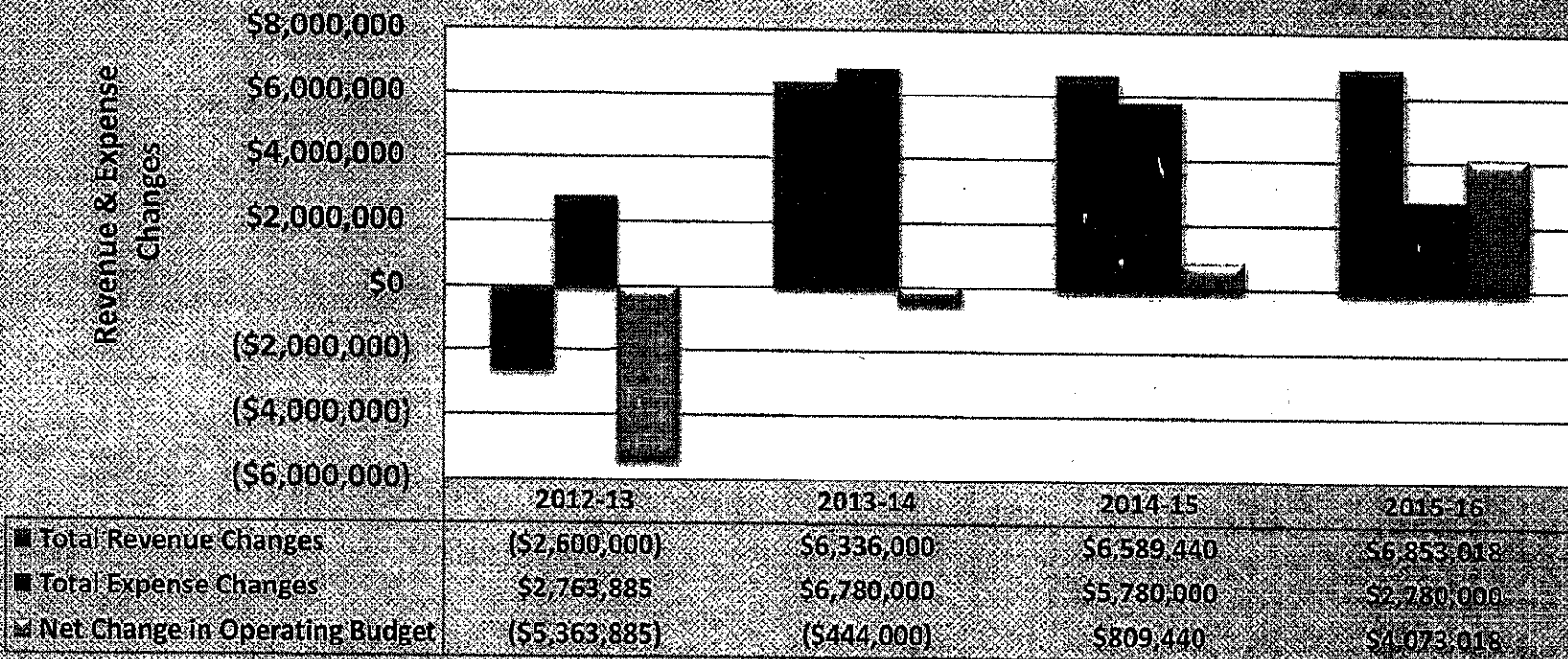
August 15, 2012

Revenue and Expense Trend Update



August 15, 2012

Multi-Year Projections (Taxes Pass)

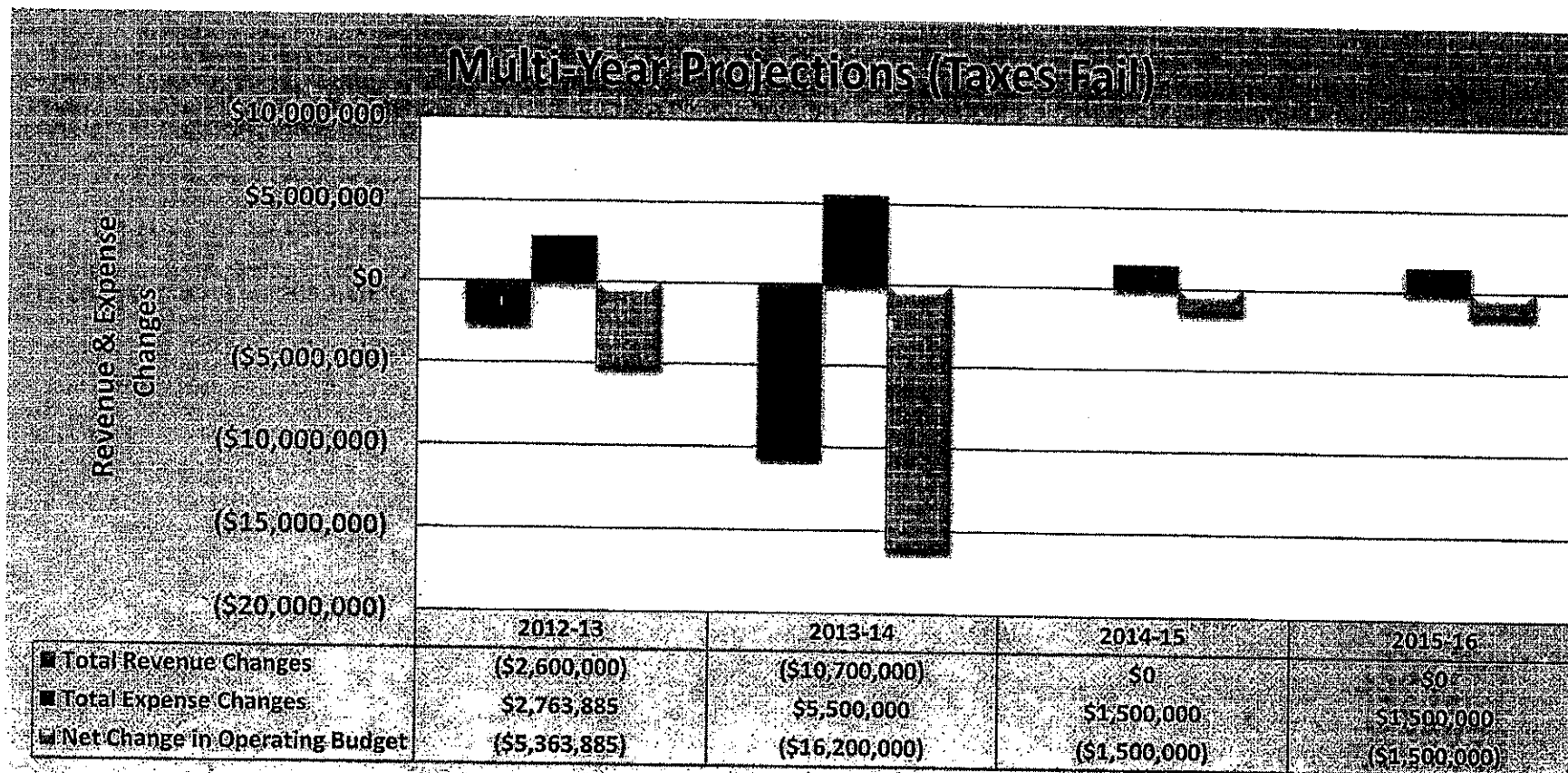


Notes

1. Assumes November 2012 Tax Measure Passes
2. 4% new funds (Growth) begin to flow in 2013-14
3. Use \$4 million in one-time solutions for 2012-13 carries forward to 2013-14
4. Restore "unfrozen FON Base" in 2014-15
5. Assumes 4% addition to FON base each year 2013-14 thru 2015-16

August 2012

August 15, 2012



Notes

1. Assumes November 2012 Tax Measure fails
2. "Rainy Day Fund" delays impact of tax failure to 2013-14
3. Use of one-time solutions for 2012-13 carries forward to 2013-14
4. Revenues remain flat through projection period

August 2012

August 15, 2012

What has Impacted Our Health Benefit Program this Year?

Potential cost containment measures:

- ▶ Movement to a new Network Contract Payment platform
 - Cost saving opportunity that emerged within the last month
 - Savings projected by Driver-Alliant Actuarial team
 - Provides for more prompt pay to health care facilities
- ▶ Re-signed UH HMO at a very competitive rate

Where are cost pressures mounting?

- ▶ No structural plan changes made this year
- ▶ UH HMO Loss-Ratio ~ 98% (industry std in the mid 70's)
- ▶ Industry trend for PPO type plans ~ 10 - 11%
- ▶ Historic volatility in Kaiser rates

CCCD Health Benefit Renewal Analysis

FINANCIAL OVERVIEW

Effective - October 1, 2012

Line of Coverage	Initial Renewal SA	% Δ	Negotiated Renewal SA	% Δ	Proposed Renewal SA	% Δ
Delta Health Systems Medical/Rx - Self Funded*	\$920,199	4.30%	\$62,037	0.29%	JAA Network -\$696,158	-2.97%
UnitedHealthcare HMO - Fully Insured	\$1,021,426	14.10%	\$199,691	2.75%	\$199,691	2.75%
Kaiser HMO - Fully Insured	\$539,829	15.04%	\$539,829	15.04%	\$539,829	15.04%
Delta Dental - Self Funded*	\$204,614	5.80%	\$102,928	2.91%	\$102,928	2.91%
VSP Vision - Self Funded*	\$30,476	6.80%	\$9,063	2.03%	\$9,063	2.03%
ING Life/AD&D - Fully Insured	\$0	0.00%	\$0	0.00%	\$0	0.00%
ING Long Term Disability - Fully Insured	\$0	0.00%	\$0	0.00%	\$0	0.00%
Care Resources EAP	\$0	0.00%	\$0	0.00%	\$0	0.00%

*Self-Funded plans are underwritten with data through April 2012.

Note: Addresses current-year direct cost for active and retirees

Source: Driver Alliant

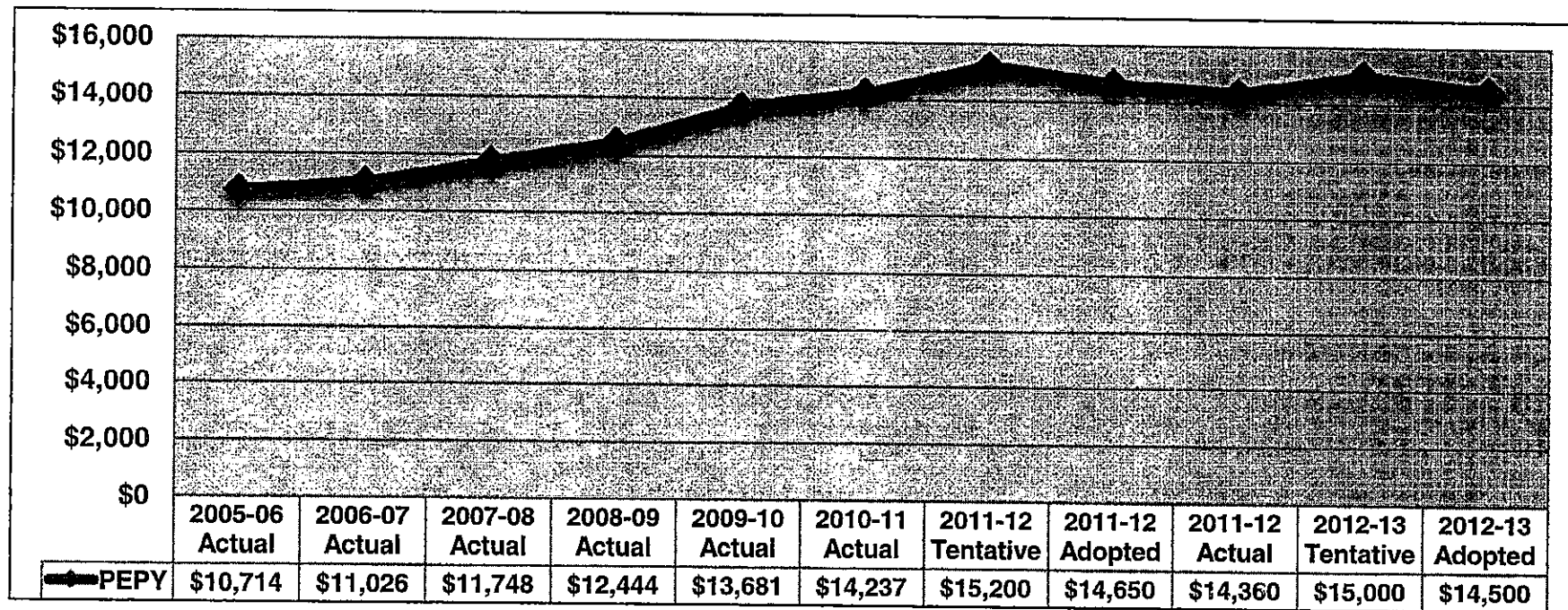
August 15, 2012

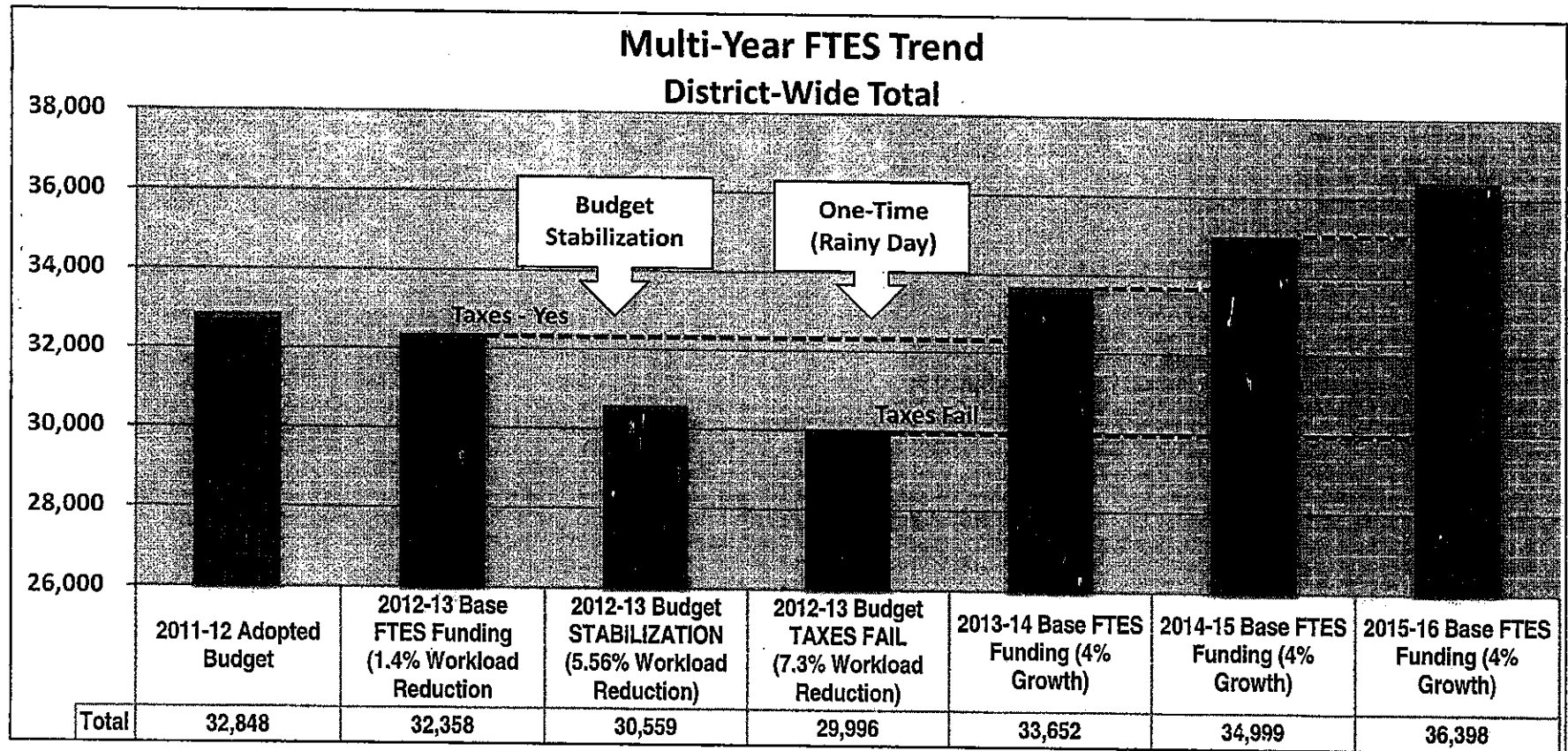
Comparison of Funded COLA to Increase in Health Benefits

	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Adopted 2012-13
Total Benefit Costs per Person	\$10,601	\$11,193	\$12,010	\$12,392	\$13,481	\$14,237	\$14,360	\$14,500
% Increase from Prior Year	-0.65%	5.58%	7.30%	3.18%	8.79%	5.61%	0.86%	0.97%
State Proposed COLA	4.23%	3.92%	5.8%	10.68%	11.10%	10.00%	10.10%	10.10%

August 15, 2012

Health Benefit Cost Trend Per Employee Per Year (PEPY)





August 15, 2012

50% Law Trend

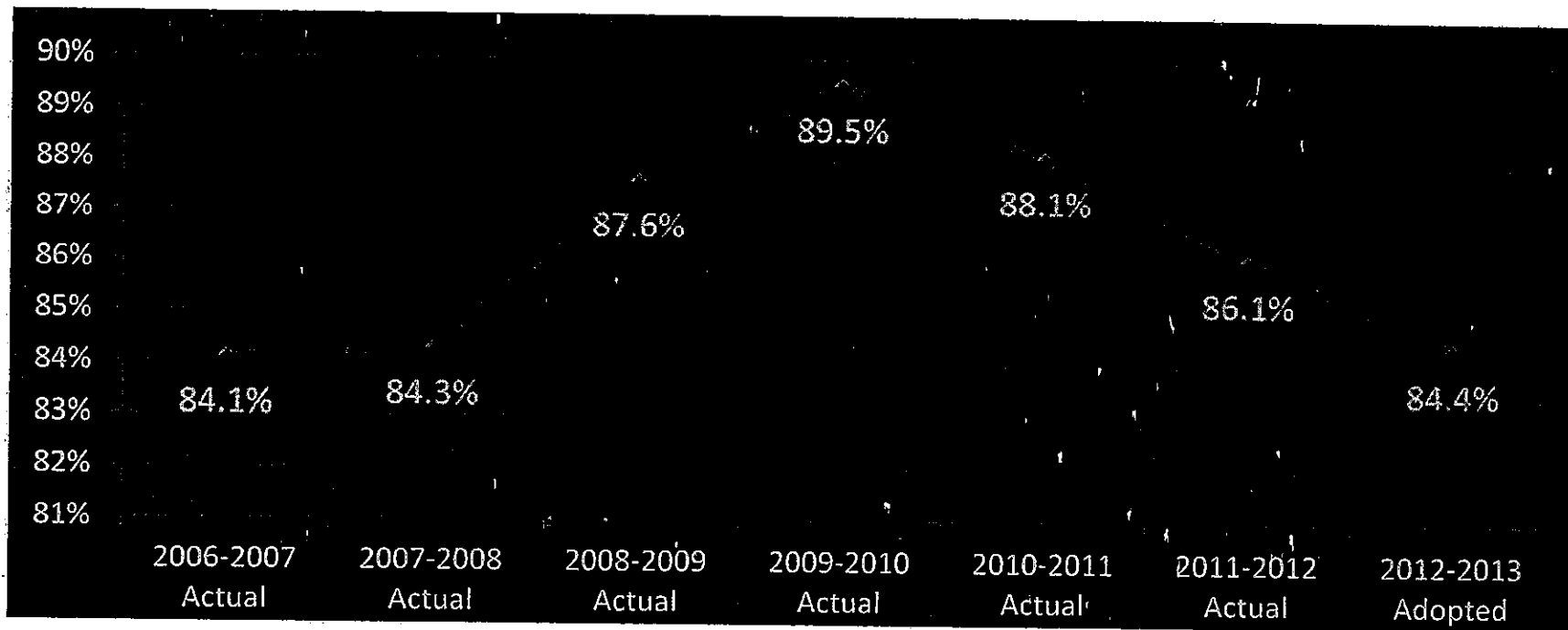
UGF Only	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Instructional Salaries & Benefits	75,978,128	80,692,989	81,501,504	80,479,987	76,427,486	71,825,674
Total Expenses (Less Exclusions)	151,486,501	159,540,718	162,813,592	159,279,530	150,975,072	143,240,198
Percentage	50.16%	50.58%	50.06%	50.53%	50.62%	50.14%

CCCD Cash Flow Projections 2012-2013 (Assumes Passage of Tax Measure)

	July Estimated	August Estimated	September Estimated	October Estimated	November Estimated	December Estimated
Ending Balance	13,748,411	5,929,552	(1,285,003)	(11,346,823)	(5,761,174)	40,521,899
County Drawdown	-	-	1,285,003	11,346,823	5,761,174	(18,393,000)
Adjusted Ending Bal.	13,748,411	5,929,552	(0)	(0)	0	22,128,899

	January Estimated	February Estimated	March Estimated	April Estimated	May Estimated	June Estimated
Ending Balance	5,330,098	(8,627,637)	(8,589,493)	18,150,400	(5,132,801)	37,220,338
County Drawdown	-	8,627,637	8,589,493	-	5,132,801	(22,349,931)
Adjusted Ending Bal.	5,330,098	(0)	(0)	18,150,400	0	14,870,407

Salaries & Benefits Percentage of Total Expenditures Unrestricted General Fund



**Coast Community College District
Comparison of Fund Balances
Unrestricted General Fund**

	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012
<i>Beg. Balance</i>	19,125,024	28,794,303	23,601,080	21,096,788	19,698,262	23,483,778

How has our Rainy Day Fund Changed?

Rainy-Day Fund Solution Simulation

	August 2013
Estimated Fund Balance (at June 30, 2012)	\$17,500,000
Deficit Factor	\$0
Redevelopment Revenue Risk (2011-12)	\$0
Estimated Net Available Fund Balance	\$17,500,000
General Reserve	(\$11,600,000)
Balance/(Deficit)	\$5,900,000
Additional One-Time Fund Needs:	
Create "Rainy Day Fund"	(\$10,923,101)
Redevelopment Revenue Risk (2012-13)	\$0
Election Cost	(\$500,000)
Contractual Carry Over	(\$350,000)
ED Svcs Grant Dev	(\$65,000)
EFB/ENP Payout	(\$269,000)
Additional needed one-time funds	(\$11,907,101)
Balance/(Deficit)	(\$6,007,101)
Redirect Retiree Benefits to pay portion of current year cost	\$3,000,000
Current year health benefit savings	\$800,000
Unused Categorical Backfill	\$0
Subtotal	\$3,800,000
Balance/(Deficit)	(\$2,207,101)
Transfer-In from Entity Resources:	
OCC - 52.11%	(\$1,155,321)
GWC - 30.51%	(\$676,438)
CCC - 17.38%	(\$385,242)
Balance	\$0

\$341 million RDA shortfall risk

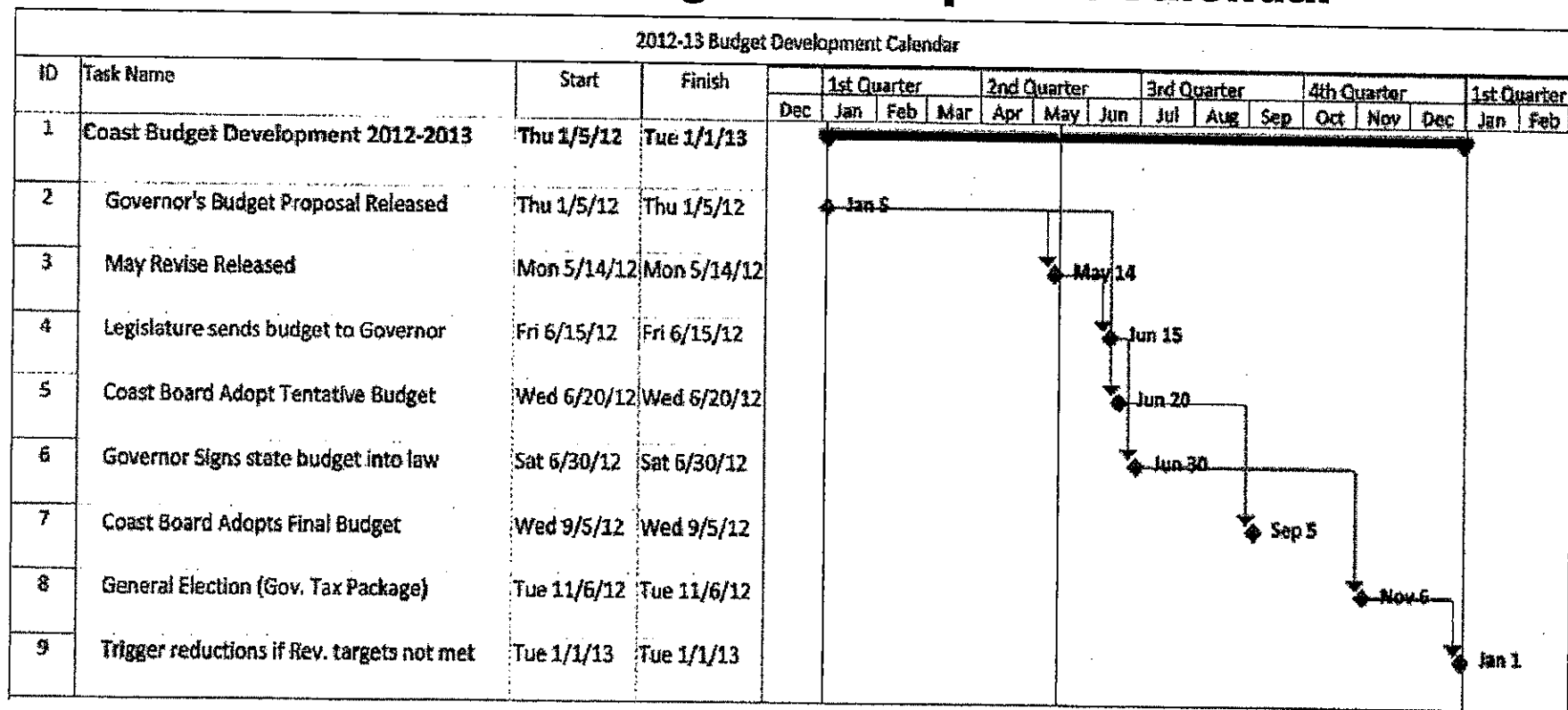
June 13: DOF and Legislature agree to hold CCC harmless re RDA backfill

RECOMMENDED ACTION

Title 5, California Code of Regulations, Section 58305, requires the following:

- ▶ On or before the 15th day of September, the governing board of each district shall adopt a final budget.
- ▶ On or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report (CCFS 311).
- ▶ On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the State Chancellor.

Critical Path Budget Development Calendar



What Risks Loom as We Look Ahead?

- ▶ Tax Measure
 - Voter willingness to pass November tax??
 - Munger vs. Brown – one could cancel the other!
- ▶ Revenues are highly variable, with or without tax measure
- ▶ Workload reduction of 7.3% will be decided in November
- ▶ Mid-year trigger unfolds January 1
- ▶ Cash Flow
 - Only 40% of apportionment revenue available through November
- ▶ Student fee shortfall
 - Increased BOG waivers as fees go to \$46/unit
- ▶ Enrollment declines possible in some districts, particularly rural colleges with a proposal to triple neighboring state student fees to \$138/unit

Site Detail - Unrestricted General Fund 2011-2012 Actual Expenses

		DCC (2)		GVC (3)		DCC (24)		Disappn. Office (11)		Disappn. N/A (6)		Total	
Description	Acct Code	General Purpose	Tot Exp %	General Purpose	Tot Exp %	General Purpose	Tot Exp %	General Purpose	Tot Exp %	General Purpose	Tot Exp %	General Purpose	Tot Exp %
Academic Salaries	1000	33,318,513	44.9%	18,631,797	43.5%	8,605,902	36.6%	7,422	0.1%	829,861	4.3%	61,393,495	35.8%
Academic Managers	1000	2,495,479	3.4%	1,583,610	3.7%	1,287,609	5.5%	980,870	8.3%	-	0.0%	6,347,568	3.7%
Classified Salaries	2000	14,605,772	19.7%	8,957,130	20.9%	5,387,251	22.9%	5,247,395	44.3%	620,118	3.2%	34,817,666	20.3%
Classified Managers	2000	1,845,354	2.5%	1,481,974	3.5%	1,005,604	4.3%	1,375,694	11.6%	68,136	0.4%	5,776,762	3.3%
Total Salaries		52,265,118	70.5%	30,653,711	70.3%	16,286,366	69.3%	13,731,481	100.0%	1,518,115	7.9%	103,547,942	63.1%
Employee Benefits	3000	16,552,600	22.3%	9,553,789	22.3%	4,836,830	20.6%	3,051,262	25.8%	12,038,255	62.5%	46,032,736	26.8%
Total Salaries & Benefits		68,817,718	92.8%	40,207,500	92.6%	21,123,196	90.0%	16,782,743	100.0%	27,176,370	100.0%	149,580,678	90.0%
Supplies and Materials	4000	921,347	1.2%	309,567	0.7%	97,046	0.4%	84,806	0.7%	238,286	1.2%	1,651,052	1.0%
Other Oper Exp & Svcs	5000	4,204,596	5.7%	1,978,122	4.7%	1,976,977	8.4%	1,066,941	9.0%	5,140,363	26.7%	14,366,999	8.4%
Capital Outlay	6000	124,718	0.2%	242,022	0.6%	279,639	1.2%	31,211	0.3%	231,696	1.2%	909,286	0.5%
Other Outgo	7000	153,221	0.2%	75,345	0.2%	56,326	0.2%	-	0.0%	89,620	0.5%	374,512	0.2%
Total Expenses		74,221,600	100.0%	42,816,856	100.0%	23,539,184	100.0%	19,845,601	100.0%	29,246,485	100.0%	171,670,075	100.0%

Comparison of Beginning Balance and Revenue 2008-2013

	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013
Beginning Balance *					
Federal Revenue					
State Revenue					
Local Revenue					
Other Financing					

*INCLUDES COLLEGE BEGINNING BALANCES

District Ending Balance	17,526,477
Entity Ending Balances	<u>5,957,301</u>
	23,483,778
2012-13 Reserve	10,600,000

Comparison of Expenses 2008-2013

	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Budget 2012-2013
Certificated Salaries	88,247,032	80,805,978	74,796,109	70,849,061	70,069,284
Classified Salaries	56,482,760	55,174,407	51,725,912	49,723,043	48,534,757
Staff Benefits	48,164,793	42,983,373	50,048,423	49,533,899	43,542,044
Books and Supplies	4,289,346	3,452,601	3,523,844	2,884,735	3,061,200
Other Operating Exp & Svcs	22,659,384	19,621,842	18,567,719	19,282,738	27,807,400
Capital Outlay	2,345,078	2,072,907	2,856,037	12,102,833	2,440,733
Student Aid & Other Outgo	4,174,515	2,963,061	5,012,655	2,967,707	1,532,400

SECTION IV
BUDGET ALLOCATION MODEL 2012-2013

ADOPTED BUDGET ALLOCATION 2012-2013

8/24/2012 11:15

ESTIMATED INCOME

UNRESTRICTED REVENUES

I. DISTRICTWIDE ENDING BALANCE (WITHOUT CAMPUS BALANCES)

17,526,477

DISTRIBUTION OF ENDING BALANCE

17,526,477

RESERVE FOR CONTINGENCY (5.5%)	10,600,000
RAINY DAY FUND	10,733,101
ELECTION	500,000
CONTRACTUAL CARRY OVER	325,000
CONTRACT/GRANT DEVELOPMENT	65,000
EFR/ENP PAYOUT	269,000
TRANSFER-IN FROM ENTITY RESOURCES	-2,217,101
TRANSFER-IN FROM RETIREE HEALTH FUND	-2,748,523

II. UNRESTRICTED REVENUES

164,630,295

A. FTE REVENUES +(DEFICIT CO EFFICIENT 3,726,384)

158,607,241

1) GENERAL	58,094,212
2) LOCAL PROPERTY TAXES	87,113,029
3) ENROLLMENT FEES (\$46/UNIT)	13,400,000

B. OTHER GENERAL REVENUES

6,023,054

1) STATE	5,063,554
a) LOTTERY INCOME @ \$120 PER FTE	3,893,959
b) 2% ENROLLMENT ADMINISTRATION	424,411
c) PART TIME FACULTY PARITY	745,184
2) LOCAL	959,500
a) INTEREST INCOME	180,000
b) JOINT USE DEVELOPMENT	210,000
c) LA HABRA RENTALS	69,500
d) KOCE DEBT PAYMENT	500,000

CURRENT YEAR ESTIMATED REVENUE

164,630,295

DISTRICTWIDE EXPENSES (ADMIN 9)

RELEASE TIME POSITIONS (94300X, 943209, 943010, 94380X, 94320)	1,150,974
LEGAL/CONSULTING FEES (96062X, 96092X)	763,600
DIS MAINTENANCE (963501, 966140, 967001)	2,203,043
DIS CAPITAL PROJECTS (963863)	311,201
DIS SYSTEM IMPROVEMENT (963801)	404,073
STUDENT RECRUITMENT / COUNCIL (969010, 969020, 969101)	14,300
D/W PRINTING (980630, 981630, 981635)	26,000
EMPLOYEE RECRUIT / HR STUDIES (9819XX, 982001)	153,600
D/W SERVICES (960720, 964520, 980610, 980611, 980620, 980900)	317,666
D/W SEWER (986900)	105,000
MEMBERSHIPS (980625)	120,000
FISCAL AUDIT (960610)	150,000
PROPERTY CASUALTY INSURANCE (980300)	1,285,000

EMPLOYEE MANDATES (981815, 981920)	46,500
PROF DEV / RETRN (982301, 982401, 982501, 98260X, 982701)	212,612
EMPLOYEE RECOGNITION/WELLNESS (960710, 982801, 98290)	48,526
STATE UNEMPLOYMENT INS - LOCAL	122,000
RETIREE HEALTH BENEFITS - CURRENT (982903)	11,396,200
RETIREE HEALTH BENEFITS - PAST SVC LIAB (983101)	0
FIXED ASSET MANAGEMENT (984501, 984502, 983701)	50,000
D/W PLANNING PROJ (986310, 986320)	5,000
ENVIRONMENTAL HEALTH & SAFETY (986600)	517,700
TRANSPORTATION & VEHICLE MAINT (987000)	124,651
STUDENT TRANSPORTATION (987800)	619,904
ED SERVICES INDIRECT EXPENSES (969505)	56,039
* HOLDING FOR PART TIME PARITY FUNDS (980710)	745,184
* HOLDING FOR CATEGORICAL TRANSFERS (980612)	654,126

FOR DISTRIBUTION

0

SUB TOTAL 7,004,457

SUB TOTAL 14,598,442

CURRENT YEAR TOTAL DISTRICTWIDE EXPENSE (ADMIN 9)

21,602,899

* HOLD FOR DISTRIBUTION TO COLLEGES

FIXED COSTS

	<u>ORANGE COAST</u>	<u>GOLDEN WEST</u>	<u>COASTLINE</u>	<u>DISTRICT</u>	<u>TOTAL</u>
CONTINUING FIXED COSTS	551,507	331,807	-1,106,388	13,071,401	12,848,327
TRANSFER TO FTES DISTRIBUTION	0	0	0	0	0
TRANSFER FROM FTES DISTRIBUTION	1,157,190	677,526	385,952	0	2,220,668
NET CONTINUING FIXED COSTS	1,708,697	1,009,333	-720,436	13,071,401	15,068,995
APPROVED NEW POSITIONS/TRANSFERS					
NEGOTIATED INCREASES					0
SALARY DECREASE	-467,471	-552,991	-274,425	-110,163	-1,405,050
LONGEVITY	-1,492	2,775	706	-1,426	563
ADJUNCT SALARY INCREASES					0
SABBATICAL / PROF DEVELOPMENT	200	-892	692	0	0
STEP AND COLUMN INCREASES	289,177	142,076	44,323	27,870	503,446
HEALTH & WELFARE BENEFITS	490,585	-76,499	-80,324	-122,758	211,004
STATUTORY CONTRIBUTION INCREASES	-248,298	-207,219	-121,208	-106,896	-683,621
NET CONTINUING FIXED COSTS	62,701	-692,750	-430,236	-313,373	-1,373,658
BUDGET REDUCTIONS	0	0	0	0	0
BASIC ALLOCATION	3,875,136	3,875,136	3,321,545	0	11,071,817
TOTAL	5,646,534	4,191,719	2,170,873	12,758,028	24,767,154

CURRENT YEAR FIXED COSTS

24,767,154

IN 1990 WHEN THE CURRENT MODEL WAS FIRST ADOPTED ACTUAL FACULTY SALARY EXPENDITURES, BOTH CONTRACT AND ADJUNCT, WERE CONSIDERED AS FIXED COSTS. SINCE THAT TIME, WHEN MONEY WAS AVAILABLE, THE NUMBER WAS INCREASED BY THE COST OF ALL SALARY AND HEALTH BENEFIT INCREASES.

FTES CALCULATIONS AND DISTRIBUTION

	<u>ORANGE COAST</u>	<u>GOLDEN WEST</u>	<u>COASTLINE</u>	<u>TOTAL</u>
2012-2013 TARGET CREDIT FTES				
NET NON-CREDIT FTES (@ 60.13% OF CREDIT)	16,834	9,862	5,447	32,143
ACTUAL NON-CREDIT FTES	28	10	177	215
	47	16	294	357
TOTAL FOR DISTRIBUTION	16,862	9,872	5,624	32,358
% OF TOTAL	52.11%	30.51%	17.38%	100.00%

PREVIOUS YEAR'S FTES DISTRIBUTION (INCLUDING GROWTH) 120,480,910

CURRENT YEAR FTES REVENUE DISTRIBUTION (SAME AS PREVIOUS YEAR)	120,480,910
WORKLOAD REDUCTION	
TRANSFER TO FIXED COST	-2,220,668
TOTAL AVAILABLE FOR DISTRIBUTION	118,260,242

**DISTRIBUTION EQUALS TOTAL TARGET FTES
DIVIDED INTO TOTAL AVAILABLE REVENUE AND
THEN MULTIPLIED BY COLLEGE TARGET FTES**

TOTAL AVAILABLE \$ DIVIDED BY
TOTAL FTES FOR DISTRIBUTION

118,260,242

32,358

3,655 \$ PER FTES

3,655

FTES REVENUE DISTRIBUTION

<u>ORANGE COAST</u>	<u>GOLDEN WEST</u>	<u>COASTLINE</u>	<u>TOTAL</u>
61,626,312	36,079,644	20,554,286	118,260,242

FTES REVENUE = FTES X 3,655

CURRENT YEAR TOTAL FTES DISTRIBUTION

118,260,242

TOTAL 2012-2013 BASE ALLOCATION

	<u>FIXED COSTS</u>	<u>FTES REVENUE</u>	<u>2012-2013 BASE FUNDING</u>	<u>% OF TOTAL UNREST REV</u>
ORANGE COAST	5,646,534	61,626,312	67,272,846	40.86%
GOLDEN WEST	4,191,719	36,079,644	40,271,362	24.46%
COASTLINE	2,170,873	20,554,286	22,725,160	13.80%
DISTRICT OFFICE	12,758,028		12,758,028	7.75%
DISTRICTWIDE (ADMIN 9)	21,602,899		21,602,899	13.12%
TOTAL	46,370,053	118,260,242	164,630,295	100.00%

FUNDING PER FTES

	<u>ALLOCATION</u>	<u>BASE ALLOCATION</u>	<u>BALANCE</u>	<u>FUNDING / FTES (WITHOUT BASE)</u>
OCC	67,272,846	3,875,136	63,397,710	3,760
GWC	40,271,362	3,875,136	36,396,226	3,687
CCC	22,725,160	3,321,545	19,403,615	3,450
	130,269,368	11,071,817	119,197,551	3,684

TOTAL FUNDING WITH ADMIN 9 ALLOCATION (INFORMATION ONLY)

	<u>TOTAL FUNDING</u>	<u>ADMIN 9 ALLOCATION</u>	<u>TOTAL ALLOCATION</u>	<u>FUNDING PER FTES</u>
OCC	67,272,846	10,160,910	77,433,756	4,592
GWC	40,271,362	6,082,598	46,353,961	4,695
CCC	22,725,160	3,432,415	26,157,574	4,651
DIST	12,758,028	1,926,976	14,685,004	

DEDICATED REVENUE

SOURCE	<u>ORANGE COAST</u>	<u>GOLDEN WEST</u>	<u>COASTLINE</u>	<u>TOTAL</u>
CONTRACT ED	30,000	0	0	30,000
COSMETOLOGY	0	70,000	0	70,000
SUBLEASE/RENTALS	1,300,000	1,190,000	140,000	2,630,000
EARLY CHILDHOOD	449,589	0	0	449,589
TRANSCRIPT FEES	50,000	60,000	70,000	180,000
NON-RESIDENT TUITION	4,350,000	1,300,000	510,000	6,160,000
CLASS AUDIT FEES	1,000	0	0	1,000
LIBRARY FINES	6,000	0	0	6,000
NON-RES APP FEE	10,000	6,000	1,000	17,000
BOOKSTORE	0	300,000	300,000	600,000
OTHER STUDENT FEES	0	13,000	0	13,000
TELECOURSE PRODUCTION	0	0	250,000	250,000
PARKING FINES	400,000	170,000	0	570,000
ENTERPRISE REIMBURSEMENTS	500,000	487,500	0	987,500
EXTENDED EDUCATION	0	0	0	0
OTHER INCOME	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
TOTALS	7,096,589	3,606,500	1,271,000	11,974,089

CURRENT YEAR TOTAL DEDICATED REVENUE

11,974,089

2012-2013 TOTAL GENERAL FUND ALLOCATION

ALL REVENUES AVAILABLE	
UNRESTRICTED REVENUE	164,630,295
DEDICATED REVENUE	11,974,089
CAMPUS ENDING BAL.	5,957,301
DISTRICT ENDING BAL.	<u>17,526,477</u>
TOTAL	200,088,162

UNRESTRICTED FUNDS AVAILABLE	164,630,295
AMOUNT NEEDED TO FULLY FUND BASE ALLOCATION	<u>164,630,295</u>
DIFFERENCE (IF NEG = TARGET REDUCTION)	0
DIFFERENCE (IF POSITIVE HOLD FOR DISTRIBUTION)	0

	2012-2013 BASE ALLOCATION	% OF TOTAL	% OF TOTAL WITHOUT DISTRICTWIDE	SHARE OF TARGET REDUCTION	ADJUSTED BASE ALLOCATION	DEDICATED REVENUE	TOTAL 2012-2013 ALLOCATION
ORANGE COAST	67,272,846	40.86%	47.03%	0	67,272,846	7,096,589	74,369,435
GOLDEN WEST	40,271,362	24.46%	28.16%	0	40,271,362	3,606,500	43,877,862
COASTLINE	22,725,160	13.80%	15.89%	0	22,725,160	1,271,000	23,996,160
DISTRICTWIDE (ADMIN 9)	21,602,899	13.12%		0	21,602,899		21,602,899
DISTRICT OFFICE	12,758,028	7.75%	8.92%	0	12,758,028		12,758,028
TOTAL	164,630,295	100.00%	100.00%	0	164,630,295	11,974,089	176,604,384

IF CURRENT YEAR UNRESTRICTED REVENUES ARE LESS THAN THE BASE ALLOCATION, THE DIFFERENCE WILL BE CUT PROPORTIONATELY FROM ALL DISTRICT ENTITIES. IF THE AMOUNT IS GREATER, IT WILL BE HELD FOR DISTRIBUTION.

TOTAL ALLOCATION PLUS POSITIVE FOR DISTRIBUTION EQUALS TOTAL REVENUES AVAILABLE.

DISTRICTWIDE ENDING BALANCE	17,526,477
TOTAL ENTITY BALANCES	5,957,301
TOTAL ALLOCATION	176,604,384
TOTAL BUDGET	200,088,162

ORANGE COAST
GOLDEN WEST
COASTLINE
DISTRICTWIDE (ADMIN 9)
DISTRICT OFFICE
RESERVE & TRANSFERS
TOTAL

2012-2013 ALLOCATION
74,369,435
43,877,862
23,996,160
21,602,899
12,758,028
<u>23,483,778</u>
200,088,162

SECTION V

HEALTH BENEFIT COMPARISON – 2011-2012 ACTUAL EXPENSES 2012-2013 PROJECTED INCREASES

CCCD HEALTH BENEFITS REPORT 2012-2013 ADOPTED BUDGET

MEDICAL PLANS										
MONTHS	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	DIFFERENCE 11-12 to 10-11	% (+ OR -)	PROJECTED % INCREASE FOR 2012-13	PROJECTED \$ TOTAL FOR 2012-13	PROJECTED \$ INCREASE FOR 2012-13
8/24/2012										
SELF INSURED MEDICAL PLAN CLAIMS										
JULY	\$705,041	\$716,138	\$868,178	\$1,263,274	\$745,308	(\$517,966)	-41.00%	0.00%	\$723,173	(\$22,135)
AUGUST	926,666	983,547	880,789	1,013,893	878,631	(\$135,262)	-13.34%	0.00%	\$852,536	(\$26,094)
SEPTEMBER	800,773	1,111,553	1,097,892	1,057,998	1,364,232	\$306,234	28.94%	0.00%	\$1,116,573	(\$247,658)
OCTOBER	970,851	932,191	810,021	731,743	788,675	\$56,932	7.78%	0.00%	\$765,252	(\$23,424)
NOVEMBER	880,450	724,117	827,418	1,344,263	807,112	(\$537,151)	-39.96%	0.00%	\$783,141	(\$23,971)
DECEMBER	423,536	376,407	389,983	684,845	481,428	(\$203,417)	-29.70%	0.00%	\$467,129	(\$14,298)
JANUARY	1,231,733	1,239,669	1,407,278	1,024,299	884,040	(\$140,259)	-13.69%	0.00%	\$857,784	(\$26,256)
FEBRUARY	1,547,630	757,328	762,132	709,443	779,772	\$70,329	9.91%	0.00%	\$756,613	(\$23,159)
MARCH	957,875	880,284	1,269,639	858,287	1,007,620	\$149,333	17.40%	0.00%	\$977,693	(\$29,926)
APRIL	912,723	1,013,496	779,900	1,017,645	1,249,311	\$231,666	22.76%	0.00%	\$1,212,207	(\$37,105)
MAY	951,760	924,605	894,693	991,586	829,605	(\$161,981)	-16.34%	0.00%	\$804,966	(\$24,639)
JUNE	792,134	1,105,839	813,522	840,094	1,000,293	\$160,199	19.07%	0.00%	\$970,584	(\$29,709)
EXCESS CLAIMS	-702,734	-406,977	-268,210	-485,524	-213,479	\$272,045	0.00%	0.00%	\$0	\$0
TOTAL	10,398,438	10,358,197	10,533,235	11,051,846	10,602,546	-449,300	-4.07%	0.00%	10,287,650	(\$314,896)
AVERAGE	866,537	863,183	877,770	920,987	883,545	-37,442	-4.07%	-2.97%	857,304	(\$26,247)
PRESCRIPTION DRUG PROGRAM										
12 MONTHS	5,088,954	5,644,419	6,514,966	6,607,767	6,848,527	\$240,760	3.64%	-2.97%	\$6,645,126	(\$203,401)
AVERAGE	424,080	470,368	542,914	550,647	570,711	\$20,063	3.64%	-2.97%	\$553,760	(\$16,950)
PRESCRIPTION ADMINISTRATIVE FEE										
12 MONTHS	20,509	12,366	13,890	15,897	17,998	\$2,101	13.22%	0.00%	\$17,998	\$0
STOP-LOSS INSURANCE										
12 MONTHS	835,358	940,620	928,026	710,670	619,494	(\$91,176)	-12.83%	4.70%	\$648,611	\$29,116
ADMINISTRATIVE FEE - PCA										
12 MONTHS	492,823	510,094	542,885	550,682	553,815	\$3,133	0.57%	10.80%	\$613,627	\$59,812
CONSULTANT FEE - DRIVER										
12 MONTHS	55,000	55,000	55,000	55,000	55,000	\$0	0.00%	0.00%	\$55,000	\$0
CONVERSION FEE										
12 MONTHS	6,387	6,217	5,968	5,399	4,832	(\$567)	-10.50%	0.00%	\$4,832	\$0
TOTAL SELF INSURED MEDICAL PLAN										
12 MONTHS	16,897,469	17,526,913	18,593,970	18,997,261	18,702,212	-295,049	-1.55%	-2.30%	\$18,272,847	(\$429,369)
# OF EMPLOYEES	1,398	1,390	1,367	1,330	1,305					
PER EMPLOYEE COST	12,087	12,609	13,602	14,284	14,331					
KAISER										
12 MONTHS	2,466,019	2,747,396	3,096,944	3,364,460	3,526,876	162,416	4.83%	17.62%	\$4,148,404	621,527
UNITED HEALTH CARE										
12 MONTHS	4,961,678	5,786,161	6,533,757	6,973,361	7,272,010	298,649	4.28%	3.80%	\$7,548,061	276,052
TOTAL HMO										
12 MONTHS	7,427,697	8,533,557	9,630,701	10,337,821	10,798,886	461,065	4.46%	8.31%	\$11,696,465	\$897,578
# OF EMPLOYEES	811	889	883	863	832					
PER EMPLOYEE COST	9,159	9,610	10,907	11,979	12,979					
TOTAL ALL MEDICAL PLANS										
12 MONTHS	24,325,166	26,060,470	28,224,671	29,335,082	29,501,098	166,016	0.57%	1.59%	\$29,969,309	\$468,211
# OF EMPLOYEES	2,200	2,278	2,250	2,193	2,137					
PER EMPLOYEE COST	11,012	11,440	12,544	13,377	13,805					

CCCD HEALTH BENEFITS REPORT 2012-2013 ADOPTED BUDGET

MONTHS	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	DIFFERENCE 11-12 to 10-11	% (+ OR -)	PROJECTED % INCREASE FOR 2012-13	PROJECTED TOTAL FOR 2012-13	PROJECTED % INCREASE FOR 2012-13
SELF INSURED DENTAL PLAN CLAIMS										
12 MONTHS	2,614,175	2,749,874	2,866,784	2,917,221	2,702,626	(\$214,595)	-7.36%	2.91%	\$2,781,286	78,660
# OF EMPLOYEES	2,076	2,110	2,088	2,025	1,953				11,953	
PER EMPLOYEE COST	1,259	1,303	1,373	1,441	1,384				1,424	
VISION SERVICE PLAN/VISION SERVICE PLAN ADMINISTRATIVE FEE										
12 MONTHS	388,259	384,770	381,394	367,522	357,641	-9,881	-2.69%	2.03%	\$364,919	7,277
# OF EMPLOYEES	1,985	1,978	1,944	1,857	1,776					
PER EMPLOYEE COST	198	195	196	198	201					
LIFE INSURANCE										
12 MONTHS	\$1,058,802	\$1,093,745	\$1,120,141	\$973,684	\$670,591	(\$303,093)	-31.13%	0.00%	\$670,591	\$0
LONG-TERM DISABILITY INSURANCE										
12 MONTHS	457,830	480,136	493,722	388,131	280,415	(\$107,716)	-27.75%	0.00%	\$280,415	\$0
CARE RESOURCES										
12 MONTHS	45,303	47,678	49,451	48,416	48,277	(\$140)	-0.29%	0.00%	\$48,277	\$0
MEDICARE REIMBURSEMENT										
12 MONTHS	319,294	331,791	347,943	409,927	407,770	(\$2,157)	-0.53%	0.00%	\$407,770	\$0
MISC.										
12 MONTHS	0	0	0	0	0	\$0	0.00%	0.00%	\$0	\$0
TOTAL OTHER	1,881,229	1,953,350	2,011,257	1,820,158	1,407,053	(\$413,105)	-22.70%	0.00%	\$1,407,053	\$0
TOTAL ALL PLANS	29,208,829	31,148,454	33,484,106	34,439,983	33,968,418	(\$471,565)	-1.37%	1.63%	\$34,522,566	\$554,148
REBATES	192,662	498,896	749,836	827,353	565,585	(261,768)	-31.64%	0.00%	\$565,585	0
EMPLOYEE CONTRIB	2,929,959	3,349,974	3,399,248	3,473,881	3,548,743	74,862	2.16%	7.38%	\$3,810,743	262,000
NET COST - ALL PLANS	26,086,208	27,299,594	29,335,022	30,138,749	29,854,090	(\$284,659)	-0.94%	0.98%	\$30,146,238	\$292,148
# OF EMPLOYEE	2,172	2,203	2,176	2,117	2,079					
PER EMPLOYEE COST	12,010	12,392	13,481	14,237	14,360	123	0.87%	0.98%	\$14,500	\$123

CCCD HEALTH BENEFITS REPORT 2012-2013 ADOPTED BUDGET

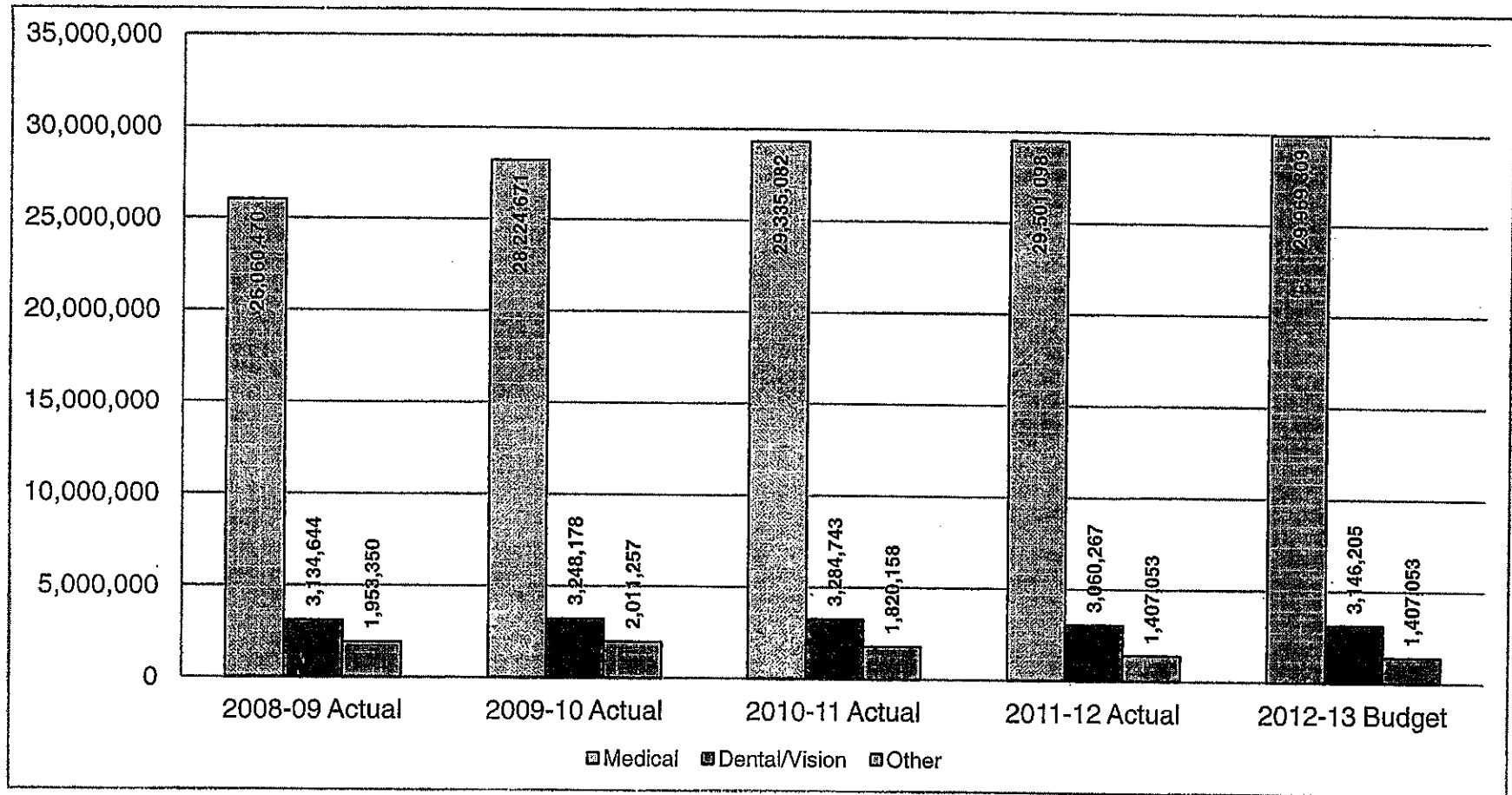
PROJECTIONS PROVIDED BY ALLIANT INSURANCE SVCS FOR 2012-2013 AS OF 7/25/12 BASED ON PAID CLAIMS.

MEDICAL	SINGLE	MONTHLY RATE	FAMILY	MONTHLY RATE	TOTAL
SELF INSURED	628	\$590.57	677	\$1,701.42	\$18,272,844
KAISER	117	\$551.71	196	\$1,434.44	\$4,148,404
UNITED HEALTH CARE	139	\$543.50	380	\$1,456.47	\$7,548,061
TOTAL	884		1,253		
TOTAL MEDICAL					\$29,969,309
DENTAL	668	\$118.68	1,285	\$118.68	\$2,781,286
VISION	598	\$16.38	1,259	\$16.38	\$364,919
OTHER INSURANCE					\$1,407,053

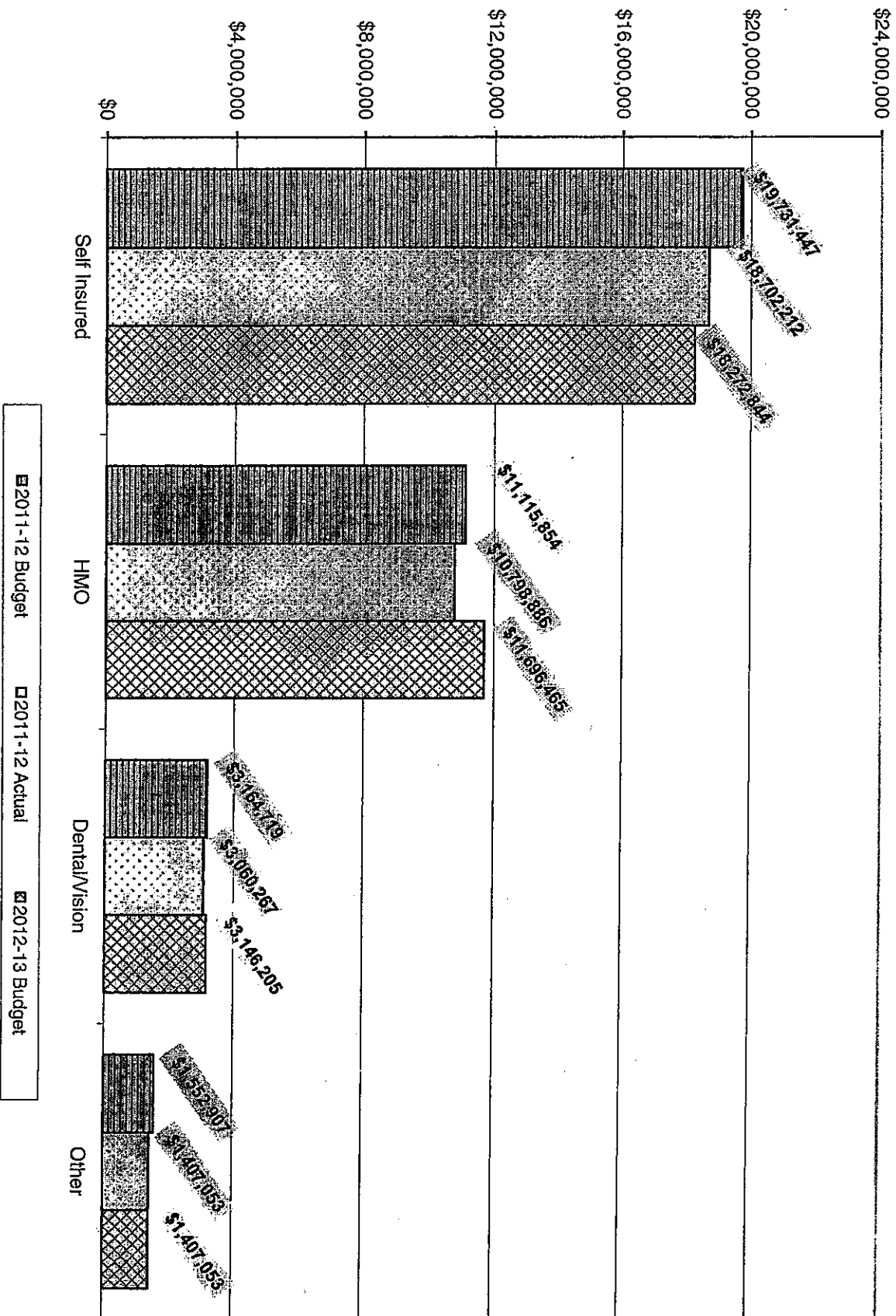
TOTAL PROJECTED WITHOUT RESERVE FOR RUNOUT CLAIMS	\$34,522,567
FUNDS AVAILABLE FROM EMPLOYEES, RETIREES & REBATES	\$4,376,328
GENERAL FUND CONTRIBUTION REQUIRED FOR HEALTH INSURANCE	\$30,146,239
# OF EMPLOYEES COVERED	2,079
PER EMPLOYEE COST FOR 2012-13	14,500
NET \$ INCREASE FROM ACTUAL 2011-12 TO PROJECTED COST FOR 2012-13	\$292,148
NET % INCREASE FROM ACTUAL 2011-12 TO PROJECTED COST FOR 2012-13	0.98%
NET \$ DECREASE FROM BUDGETED 2011-12 TO PROJECTED COST FOR 2012-13	(\$867,454)
NET % DECREASE FROM BUDGETED 2011-12 TO PROJECTED COST FOR 2012-13	-3.17%
AVAILABLE RESERVE AS OF 6/30/12 FOR RUNOUT CLAIMS	\$2,415,761
PROJECTED RESERVE REQUIRED FOR IBNR MEDICAL CLAIMS AS OF 6/30/12	\$2,251,778

DISTRICT ADMINISTRATION IS RECOMMENDING FUNDING OF \$ 14,500.00 PER EMPLOYEE

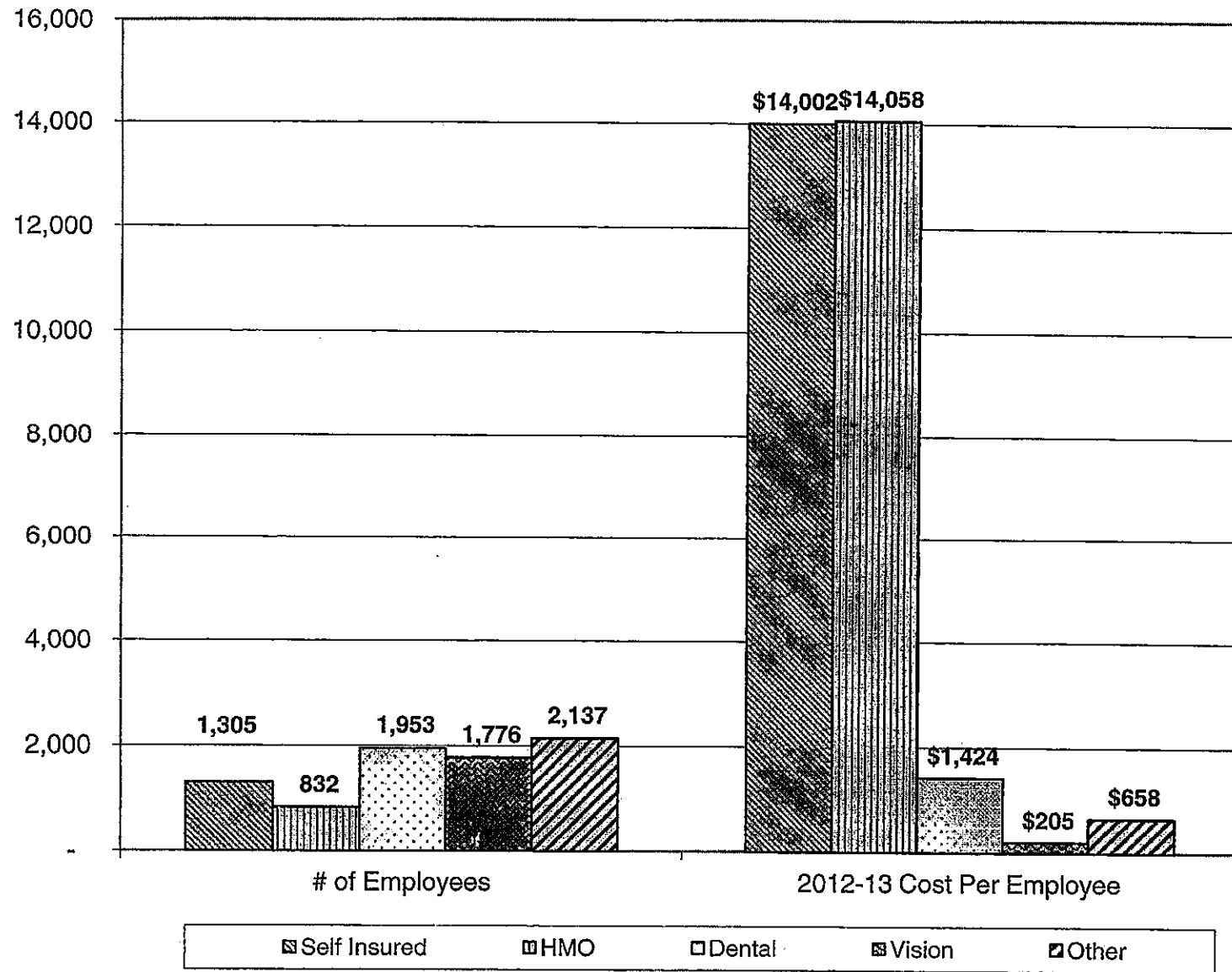
CCCD HEALTH BENEFITS COST COMPARISON 2008-09 THROUGH 2012-13



CCCD 2012-13 HEALTH BENEFITS



CCCD 2012-13 HEALTH BENEFITS



3. Informative Reports

Subject **3.01 - 3.09 Informative Reports**
Meeting **Sep 5, 2012 - Regular Meeting**
Category **3. Informative Reports**
Access **Public**
Type **Informative Reports**

3.01 Report from the Chancellor

Dr. Andrew Jones

3.02 Reports from the Presidents

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

3.03 Reports from the Presidents of Student Government Organizations

Juan Valenzuela, Coastline Community College
Kolby Keo, Orange Coast College
Dale Lendrum, Golden West College

3.04 Reports from the Academic Senate Presidents

Pedro Gutierrez, Coastline Community College
Vesna Marcina, Orange Coast College
Gregg Carr, Golden West College

3.05 Reports from the Presidents of Employee Representative Groups

Ann Nicholson, Coast Federation of Classified Employees (CFCE)
John Dunham, 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)
Thomas Selzer, Coast District Management Association (CDMA)

3.06 Reports from the Board of Trustees

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

3.07 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

Land Development Committee, September 18, 2012 at 9:00 a.m., Board of Trustees' Conference Room

Personnel Committee Meeting, September 20, 2012 at 1:00 p.m., Board of Trustees' Conference Room

Accreditation Committee Meeting, September 20, 2012 at 3:30 p.m., Board of Trustees' Conference Room

3.08 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 Fourth Quarter Financial Status Report ending June 30, 2012. 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.

3.09 Golden West College - Writing Center - President's Report to the Board of Trustees (See Attachment #2)

File Attachments

[Quarterly Financial Status Report.pdf \(241 KB\)](#)

[Writing Center Analysis Fall 2012.pdf \(150 KB\)](#)

4. Matters for Review, Discussion and/or Action

Subject 4.01 - 4.05 Matters for Review, Discussion and/or Action
Meeting Sep 5, 2012 - Regular Meeting
Category 4. Matters for Review, Discussion and/or Action
Access Public
Type Matters for Review, Discussion and/or Action

4.01 Board Meeting Dates

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

4.02 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)

September 21 - 22, 2012, Sacramento, CA, CCCT Board Meeting
November 15-17, 2012, Los Angeles, CA, CCLC Annual Convention & Partner Conference
January 26, 2013, Sacramento, CA, CCLC Board Chair Workshop
January 27-28, 2013, Sacramento, CA, CCLC Annual Legislative Conference
February 11-14, 2013, Washington, DC, ACCT National Legislative Summit
March 21-23, 2013, San Antonio, TX, ACCT Governance Leadership Institute
April 20-23, 2013, San Francisco, CA, AACC Annual Convention
May 3-5, 2013, Lake Tahoe, CA, CCLC Annual Trustees Conference
October 2-5, 2013, Seattle, WA, ACCT Annual Leadership Congress

4.03 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.

4.04 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 lighting, ceiling systems, flooring, casework, doors, and other finish work are ongoing and the building is noticeably nearer to completion on an daily, or even hourly, basis. The first

shipment of furniture is scheduled for 9/12.

On the exterior, the installation of glass panels on the west-facing facade, exterior flat-work, and metal panel siding is nearing completion. The landscaping and green roof will be completed in the coming weeks.

Lastly, the building ribbon-cutting ceremony has been scheduled for 10/3/12.

Orange Coast College Music Modernization

Architect: MVE Institutional

Construction Manager: Orange Coast College/District

DSA Approval: May 2012

Est. Construction Start: August 15, 2012

Est. Completion: April 30, 2013

Funding: Measure C G.O. Bond & State Capital Outlay Bond Program (50/50)

Project Status: The project team worked diligently to coordinate the transition from the existing utilities to the temporary systems. It was critical that this switchover be completed during the two weeks prior to the semester beginning in order to avoid any power, ventilation, and/or IT disruptions. With these critical provisions completed, demolition is underway on the project.

4.05 Opportunity for the Board of Trustees to Consider Position Letters

Attached are position letters for the Board's consideration on Assembly Bill 852 (Fong), Senate Bill 1280 (Pavley) and Senate Bill 1509 (Simitian). The Legislative Affairs Committee is recommending to the Board of Trustees that they authorize the Board President to send these letters to Governor Brown (if SB 1280 and AB 852 are passed by the Legislature prior to the August 31st legislative deadline and subsequently presented to the Governor). (See Attachment #3)

File Attachments

[September 5, 2012 Meeting.pdf \(75 KB\)](#)

[Legislative Letters.pdf \(190 KB\)](#)

[September 5, 2012 Meeting.pdf \(75 KB\)](#)



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.

5. Travel

Subject	5.01 DIS - Authorization for Administratively Approved Travel
Meeting	Sep 5, 2012 - Regular Meeting
Category	5. Travel
Access	Public
Type	Consent

These items are listed for Board ratification, having been previously approved by the Chancellor due to extreme hardship or substantial impairment to the District, pursuant to Board Policy 6972.

ADMINISTRATIVE APPROVALS **August 9 - September 29, 2012**

Jonathan W Arnold, Public Safety Training Coord (GWC), to attend the Association of Threat Assessment Professionals 22nd Annual Threat Management Conference, August 14-17, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$705, including a registration fee of \$705, to be paid from Student Health Fee funds. The reason for this revision is to change the name of the person attending.
Revised Admin. Approval: 8/9/2012

William B Avery, Dir Of Marine Pgrms (OCC), to attend the Boat Donation Inspection, August 9, 2012, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$485, including travel by Air Coach, to be paid from Foundation Account; request submitted after the fact due to last minute inspection request and late arrival of paperwork.
Administrative Approval: 8/21/2012

Robin R Bachmann, Assoc Dean/Director St Hlth Ct (GWC), to attend the Association of Threat Assessment Professionals 22nd Annual Threat Management Conference, August 14-17, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$705, including a registration fee of \$705, to be paid from Student Health Fee funds.
Administrative Approval: 8/7/2012

Shirley A Donnelly, Admin Dir Std Serv (GWC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds Banner networking and reference tools.
Administrative Approval: 8/21/2012

W. A Dunn III, Vice Chancellor (DIST), to attend the Community College Facility Coalition (CCFC) Board of Directors Meeting, August 6-8, 2012, Napa, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including travel by Air Coach, to be paid from Administrative Services Management Conferences. The reason for this revision is to increase reimbursement for air fare.
Revised Admin. Approval: 8/8/2012

Kyle M Kopp, Instructor (GWC), to attend the Water Polo Tournament at American River College, September 6-8, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.
Administrative Approval: 8/22/2012

Eva N Marinotti, Temp Instructor (GWC), to attend the National League for Nursing (NLN) Integrating Concepts into Simulations Online, April 5 - May 8, 2012, Huntington Beach, CA, without loss of salary, with

reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from IPD AFT funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/13/2012

Eva N Marinotti, Temp Instructor (GWC), to attend the National League for Nursing (NLN) Programming High Fidelity Simulation, April 5 - July 31, 2012, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from IPD AFT funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/13/2012

Eva N Marinotti, Temp Instructor (GWC), to attend the National League for Nursing (NLN) Evaluating Simulations Online, April 5 - August 7, 2012, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from IPD AFT funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/13/2012

Eva N Marinotti, Temp Instructor (GWC), to attend the National League for Nursing (NLN) Curriculum Integration Online, April 5 - August 7, 2012, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$69, including a registration fee of \$69, to be paid from IPD AFT funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/13/2012

Eva N Marinotti, Temp Instructor (GWC), to attend the National League for Nursing Education Summit, September 19-22, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$1,150, including a registration fee of \$1,050, to be paid from IPD AFT Conference funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/20/2012

Fabienne McPhail Naples, Vice President (GWC), to attend the Academic Senate for California Community Colleges Curriculum Institute, July 11 - 16, 2012, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1,200, including a registration fee of \$725, travel by Air Coach, to be paid from Office of Instruction Conference funds. The reason for this revision is to change the dates.
Revised Admin. Approval: 8/17/2012

Bernice J O'Connor, Hourly Instructor (GWC), to attend the Water Polo Tournament at American River College, September 6-8, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.
Administrative Approval: 8/22/2012

Evangelina Rosales, Instructor, Cosmetology (GWC), to attend the The Science and Practice of Trichology, May 5 - 8, 2012, Fairburn, GA, without loss of salary, with reimbursement for allowable expenses of \$2,400, including a registration fee of \$1500, travel by Air Coach, to be paid from CTE Division funds. The reason for this revision is to change the source of funds.
Revised Admin. Approval: 8/9/2012

Jose P Roxas, Inst Assoc-Based Cmp (GWC), to attend the 2012 College Net User Conference, July 7-15, 2012, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$2,083, including a registration fee of \$475, travel by Air Coach, to be paid from District funds. The reason for this revision is to increase the total cost and change the travel dates.
Revised Admin. Approval: 8/6/2012

William M Saichek, Instructor (OCC), to attend the Custom Electronic Design and Installation Association Expo, September 4 - 9, 2012, Indianapolis, IN, without loss of salary, with no reimbursement authorized from

District funds, to be paid by Sponsoring Organization.
Administrative Approval: 8/23/2012

Elizabeth E Sirchia, Staff Aide (GWC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds Banner networking and tools conference.
Administrative Approval: 8/21/2012

Subject	5.02 DIS - Authorization for Attendance at Meetings and/or Conferences
Meeting	Sep 5, 2012 - Regular Meeting
Category	5. Travel
Access	Public
Type	Consent

a. Authorization for Attendance at Meetings and/or Conferences

(1) Meetings for the Board of Trustees

Mary L Hornbuckle, Board Member (CCCD), to attend the Community College of California (CCLC) Annual Convention & Partner Conferences, November 15-17, 2012, Los Angeles, CA, with reimbursement for actual expenses, including a registration fee of \$550, to be paid from District Conference funds. Lodging is requested due to early morning meetings.

Mary L Hornbuckle, Board Member (CCCD), to attend The Community College League of California's Advisory Committee on Education Services (ACES), September 14, 2012, Newport Beach, CA, with no cost to the District.

Conrad J Moreno, Board Member (DIST), to attend the California Community College Trustees Board Meeting (CCCT) and Community College League of California (CCLC) Annual Convention and Partner Conferences, November 15-18, 2012, Los Angeles, CA, with reimbursement for actual expenses, including a registration fee of \$550, to be paid from District Conference Funds. The reason for this revision is to add the California Community College Trustees Board Meeting and to add lodging due to early morning meetings.

Conrad J Moreno, Board Member (CCCD), to attend the California Community College Trustees (CCCT) Board Meeting, September 21-23, 2012, Sacramento, CA, with no reimbursement authorized from District funds, including travel by Air Coach, to be paid by sponsoring organization.

(2) Meetings for Faculty and Staff

Loretta P Adrian, President (CCC), to attend the Accrediting Commission for Community and Junior Colleges Team Chair Campus Pre-Visit, September 11-15, 2012, Hilo, HI, without loss of salary, with no reimbursement authorized from District funds, including travel by Air Coach, to be paid by sponsoring agency.

Anh N Auduong, Fin Aid Accounting Analyst (CCCD), to attend the CASFAA (California Association of Student Financial Aid Administrators) 2012 Annual Conference, December 9-11 - 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$375, to be paid from Financial Aid Administrative.

Linda Bagatourian, Counselor (OCC), to attend the CSU Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$95, including a registration fee of \$65, to be paid from Transfer Center General Funds. The reason for this revision is to correct name and location of conference.

Kevin T Ballinger, Dean (OCC), to attend the California Community College Association for Occupational Education Fall Conference, October 17 - 19, 2012, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$520, including a registration fee of \$395, to be paid from Perkins Career Development State Advisory Grant.

Stephen G Barnes, Instructor (CCC), to attend the American Association for Paralegal Education, October 9 -

13, 2012, Savannah, GA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$425, travel by Air Coach, rental car and insurance, to be paid from VTEA grant funds.

Angela L Bell, EEO/Recruitment Coordinator (CCCD), to attend the Association of Chief Human Resource Officers (ACHRO) /EEO Training Institute, October 23 - October 26, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,000, including a registration fee of \$150, travel by Air Coach, to be paid from Diversity/EEO Funds.

Douglas R Benoit, Dean (OCC), to attend the California Community Colleges Association for Occupational Education, October 17 - 19, 2012, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$520, including a registration fee of \$395, to be paid from Perkins Career Development State Advisory Grant.

Hoai-Huong D Bush, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Mario G Dimas, Hrly/Temp Clerical (OCC), to attend the 43rd Annual California Community College EOPS Association Conference, October 9 - 12, 2012, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$1,100, including a registration fee of \$300, travel by Air Coach, to be paid from EOPS/CARE Categorical Funds.

Stephanie L Dumont, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

W. A Dunn III, Vice Chancellor (CCCD), to attend the Accrediting Commission for Community and Junior Colleges (ACCJC) Mandatory Team Training for accreditation visit to Kauai Community College, October 15-18, 2012, September 7, 2012, Oakland, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid by sponsoring agency.

W. A Dunn III, Vice Chancellor (CCCD), to attend the Association of Chief Business Officials (ACBO) Facilities Taskforce Meeting, September 13, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$400, including travel by Air Coach, to be paid from Administrative Services Management Conference Funds.

Ann S French, Staff Asst Sr (CCC), to attend the CA Community Colleges Banner User Group Conference 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn how to take advantage of Banner system features.

Patrick R Frohn, Athletic Trainer (GWC), to attend the Practical Applications in Sports Medicine Educational Conference and Workshop, June 1-3, 2012, Palm Springs, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$255, to be paid from Professional Development Funds. Request is submitted after the fact because the request to use CCA professional development funds was lost during the change of leadership..

Paula S Fullerton, Systems Analyst Specialist (CCCD), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn about new Banner updates.

Efren J Galvan, Dir Adm Rec & Enroll (OCC), to attend the CA Community Colleges Banner User's Group

2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To get critical updates on Banner 'CalB' functions and upgrades.

Tina K Gill, Hourly Instructor (CCC), to attend the Entrepreneurship in Education Conference 2012, September 13 - 15, 2012, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$900, including a registration fee of \$199, travel by Air Coach, to be paid from VTEA grant funds.

Fernando Gonzalez, Accounting/Fiscal Specialist (OCC), to attend the California Community College Association for Occupational Education Fall Conference, October 17 - 19, 2012, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$520, including a registration fee of \$395, to be paid from Perkins Career Development State Advisory Grant.

Nancy A Hill, Exec Asst To Vc (CCCD), to attend the Association of Chief Human Resource Officers (ACHRO)/EEO Fall Training, Oct. 23, - Oct. 26, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,000, including a registration fee of \$120, travel by Air Coach, to be paid from Confidential funds - Staff Development, Diversity/EEO Funds.

Deborah D Hirsh, Vice Chancellor (CCCD), to attend the Association of Chief Human Resources Officers (ACHRO)/EEO Fall Training Institute, Oct. 23 - 26, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$200, travel by Air Coach, to be paid from District Management Conference Funds.

Catherine S Hutchison, Staff Asst Sr (OCC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. Update skills for Banner curriculum and apply changes.

Daniel R Johnson, Athletic Facilitator (GWC), to attend the West Valley/American River/Cuesta Water Polo Tournament, September 13-15, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Daniel R Johnson, Athletic Facilitator (GWC), to attend the Water Polo Competition at University of the Pacific and West Valley College, October 12-13, 2012, Stockton/Saratoga, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Daniel R Johnson, Athletic Facilitator (GWC), to attend the Water Polo State Finals at DeAnza College, November 16-17, 2012, Cupertino, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Andrew C Jones, Chancellor (CCCD), to attend the Presidents' Round Table/Lakin Institute, October 24-28, 2012, Phoenix, AZ, without loss of salary, with reimbursement for actual expenses, including travel by Air Coach, to be paid from Chancellor's office conference funds.

Andrew C Jones, Chancellor (CCCD), to attend the Community College League of California Advisory Committee on Legislation, September 7, 2012, Sacramento, CA, without loss of salary, with reimbursement for actual expenses, including travel by Air Coach, to be paid from Chancellor's Conference Funds.

Andrew C Jones, Chancellor (CCCD), to attend the National Community College Hispanic Council (NCCHC) Leadership Symposium, September 21, 2012, Long Beach, CA, without loss of salary, with reimbursement for actual expenses, including a registration fee of \$205, to be paid from Chancellor's office conference funds.

Andrew C Jones, Chancellor (CCCD), to attend the Community College League of California Annual Convention, November 15-17, 2012, Los Angeles, CA, without loss of salary, with reimbursement for actual

expenses, including a registration fee of \$460, to be paid from Chancellor's office conference funds. Lodging is requested due to early morning meetings.

Nancy S Jones, Dean (CCC), to attend the Modesto Training, September 20 - 21, 2012, Modesto, CA, without loss of salary, with reimbursement for allowable expenses of \$950, including a registration fee of \$150, to be paid from VTEA grant funds.

Cheryl L Jupiter, Counselor (OCC), to attend the Transfer Centers Directors Regional Representatives Meeting, September 13 - 14, 2012, Sacramento, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid by sponsoring organization.

Mariam Khosravani, Exec Dir Cc Foundatn (CCC), to attend the Conference for Community College Advancement, October 3 - 5, 2012, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$750, to be paid from CDMA Professional and Staff Development Funds.

Kyle M Kopp, Instructor (GWC), to attend the Water Polo Tournament at Cuesta College, September 28-29, 2012, San Luis Obispo, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Kyle M Kopp, Instructor (GWC), to attend the Water Polo State Finals at DeAnza College, November 16-17, 2012, Cupertino, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Karen A Kuehner, Staff Assistant (GWC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn new and better ways to use Banner by networking with other colleges.

Janelle G Leighton, Supv, Intntl Student (GWC), to attend the Association of International Educators Webinar - Today's Chinese Student: What Really Matters, September 12, 2012, Huntington Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$189, to be paid from International Student Program funds.

Frederick J Lockwood, Instructor (CCC), to attend the Entrepreneurship in Education Conference 2012, September 13 - 15, 2012, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$1,050, including a registration fee of \$199, to be paid from VTEA grant funds.

Vinicio J Lopez, Dean (CCC), to attend the 2012 National Community College Hispanic Council's Annual Leadership Symposium, September 20 - 22, 2012, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$455, to be paid from Basic Skills Grant funds.

Earnest G Marchbank, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Carla R Martinez, Student Serv Coord (OCC), to attend the California Community College Student Affairs Association Student Leadership Conference, October 19 - 21, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$245, to be paid from ASOCC Ancillary Funds, to be reimbursed for lodging due to late night and early morning meetings.

Jennifer C Mc Donald, Dir Adm & Records (CCC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for

allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn more about Banner software.

Gena O Merrigan, Staff Asst Sr (GWC), to attend the NeoGov Encounter 2012 - 11th Annual User Conference, October 16-20, 2012, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$749, travel by Air Coach, to be paid from Professional Development Funds, EEO/Staff Diversity Funds.

Noelle A Milton, Hourly Instructor (CCC), to attend the WestEd Reading Apprenticeship Online for Community College Instructors, September 24 - November 2, 2012, Online, without loss of salary, with reimbursement for allowable expenses of \$742, including a registration fee of \$475, to be paid from Basic Skills Grant funds. Additional \$267.00 in the total reimbursement is the cost for the participant to receive three credits from California State University, East Bay.

Brian K Mims, Hourly Counselor (CCC), to attend the California State University Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$117, including a registration fee of \$65, to be paid from Extended Opportunity Programs and Services fund.

Brian K Mims, Hourly Counselor (CCC), to attend the University of California Counselor Conferences 2012, September 19, 2012, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$52, including a registration fee of \$40, to be paid from Extended Opportunity Programs and Services fund.

Melissa M Moser, Dir Financial Aid (OCC), to attend the College Board Institute on Financial Aid - Experienced Track, October 16 - 19, 2012, Providence, RI, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$450, travel by Air Coach, to be paid from Categorical Financial Aid Funds.

Vincent V Ngo, Student Fin Aid Spec (OCC), to attend the 2012 California Community College Banner User's Group, September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Categorical Financial Aid Funds.

Jimmy Nguyen, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Tri D Nguyen, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Madjid Niroumand, Dean (OCC), to attend the Benesse Study Abroad Fair 2012, October 6 - 10, 2012, Tokyo, Japan without loss of salary, with reimbursement for allowable expenses of \$4500, including travel by Air Coach, to be paid from International Center Ancillary Funds.

Bernice J O'Connor, Hourly Instructor (GWC), to attend the Water Polo Tournament at Cuesta College, September 28-29, 2012, San Luis Obispo, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Bernice J O'Connor, Hourly Instructor (GWC), to attend the Water Polo State Finals at DeAnza College, November 16-17, 2012, Cupertino, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Shannon M O'Connor, Mgr Recruit/Staf Anl (CCCD), to attend the Assoc of Chief Human Resources Officers (ACHRO)/EEO, October 23-26, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,000, including a registration fee of \$250, travel by Air Coach, to be paid from

Diversity/EEO Funds.

Charles A Oostdyk, Applic Syst Anlys (CCCD), to attend the CA Community Colleges Banner User Group Conference 2012 (3CBG), September 18, 2012, Newark, CA, without loss of salary, with reimbursement for allowable expenses of \$300, including travel by Air Coach, rental car and insurance, to be paid from Voyager Conference Funds Banner Mobile App Showcase Panelist.

Charles A Oostdyk, Applic Syst Anlys (CCCD), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, to be paid from Voyager Conference Funds Banner Mobile App Showcase Panelist.

Jennifer Ortberg, Dir Adm & Records (GWC), to attend the California Community Colleges Banner Users' Group (3CBG) Conference, September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from DIS funds.

Martha M Parham, Dist Dir Mark & Pub (CCCD), to attend the Community College League of California Advisory Committee on Legislation Meeting, September 7, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$350, including travel by Air Coach, to be paid from Public Info Management Conference Fund.

Richard L Patterson, Interim Adm Dir Dist Inf Svc (CCCD), to attend the DegreeWorks Symposium 2012, November 6- 8, 2012, Seattle, WA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$500, travel by Air Coach, rental car and insurance, to be paid from DIS Application Support CFCE Conference funds. To learn more about DegreeWorks to assist us in our setup.

Brenda A Perdue, Staff Asst Sr (CCC), to attend the CA Community Colleges Banner User Group Conference 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To increase knowledge of Banner features and updates. To network with other Banner users.

Daniel S Pittaway, Instructor (CCC), to attend the WestEd Reading Apprenticeship Online for Community College Instructors, September 24 - November 2, 2012, Online, without loss of salary, with reimbursement for allowable expenses of \$742, including a registration fee of \$475, to be paid from Basic Skills Grant funds. Additional \$267 in the total reimbursement is the cost for the participant to receive three credits from California State University, East Bay.

Joseph E Poshek, Dean (OCC), to attend the California Community College Association for Occupational Education Fall Conference, October 17 - 19, 2012, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$520, including a registration fee of \$395, to be paid from Perkins Career Development State Advisory Grant.

Glen A Profeta, Dir Web Services (OCC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds Peer networking for Banner system.

Edwina C Recalde, HR Specialist (OCC), to attend the Kaleidoscope Leadership Institute, November 28, 2012, Orange, CA, without loss of salary, with reimbursement for allowable expenses of \$950, including a registration fee of \$950, to be paid from Classified Professional Development Funds.

Helen M Rothgeb, Dir Of Fiscal Svcs (OCC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds California Users Group Updates.

Helen M Rothgeb, Dir Of Fiscal Svcs (OCC), to attend the National Association of College & University Business Officers 2012 Tax Forum, October 17 - 19, 2012, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$1700, including a registration fee of \$850, travel by Air Coach, to be paid from Ancillary Account.

Colleen D Rymas, Insur Claims Special (CCCD), to attend the Statewide Association of Community Colleges (SWACC) Underwriting and Member Services Committee Meeting, September 6-7, 2012, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Risk Services CFCE Conference Funds, airfare and lodging to be paid by sponsoring agency.

Colleen D Rymas, Insur Claims Special (CCCD), to attend the Statewide Association of Community Colleges (SWACC) Claims and Coverage Committee, October 7-8, 2012, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Risk Services CFCE Conference Funds, airfare and lodging paid by sponsoring agency.

Sallie A Salinas-Rumps, Adm Dir, Wrkforce Econ Dev (CCC), to attend the Entrepreneurship in Education Conference 2012, September 13 - 15, 2012, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$1,800, including a registration fee of \$399, travel by Air Coach, to be paid from WIA DW- North.

Michelle Y Sambrano, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Mette H Segerblom, Sailing Program Cord (OCC), to attend the Fall Aquatic Center Directors' Meeting, October 16 - 17, 2012, Dana Point, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$50, to be paid from Sailing Center Ancillary Funds.

Mette H Segerblom, Sailing Program Cord (OCC), to attend the US Sailing Annual Meeting, October 31 - November 3, 2011, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1170, including a registration fee of \$165, travel by Air Coach, to be paid from Sailing Center Ancillary Funds.

Dejah L Swingle, CTE Cmty Coll Grant Coord trmp (CCCD), to attend the Federal Compliance Training by Michael Brustein, 09/20/12 - 09/21/12, Modesto, CA, without loss of salary, with reimbursement for allowable expenses of \$750, including a registration fee of \$150, to be paid from Perkins UTEA 1-C.

Scott E Taylor, Instructor (GWC), to attend the West Valley/American River/Cuesta Water Polo Tournament, September 13-15, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Scott E Taylor, Instructor (GWC), to attend the Water Polo Competition at University of the Pacific and West Valley College, October 12-13, 2012, Stockton/Saratoga, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Scott E Taylor, Instructor (GWC), to attend the Water Polo State Finals at DeAnza College, November 16-17, 2012, Cupertino, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Russell A Terry, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference Funds.

Deborah A Tetnowski, Sys Analyst Special (CCC), to attend the CA Community Colleges Banner User Group

Conference 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn more about Banner software.

Mary K Thayer, Applic Project Coor (CCCD), to attend the DegreeWorks Symposium 2012, November 7- 9, 2012, Seattle, WA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$500, travel by Air Coach, rental car and insurance, to be paid from DIS Application Support CFCE Conference funds. To learn more about DegreeWorks to assist us in our setup.

Mary K Thayer, Applic Project Coor (CCCD), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds. To learn about new Banner updates.

Yvonne Valenzuela, Counselor (GWC), to attend the CSU Annual Counselor Conference, October 2, 2012, Pasadena, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$65, to be paid from IPD AFT Conference funds.

Yvonne Valenzuela, Counselor (GWC), to attend the UC Counselor Conference, September 19, 2012, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$40, to be paid from IPD AFT Conference funds.

Valerie A Venegas, Sup, Emegency Prep & Spcl Evnt (GWC), to attend the Alpha Gamma Sigma Fall Advisors' Meeting, October 5-7, 2012, Modesto, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Club funds.

Trevor F Wawrzynski, Hrly/Temp Tech (GWC), to attend the West Valley/American River/Cuesta Water Polo Tournament, September 13-15, 2012, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Trevor F Wawrzynski, Hrly/Temp Tech (GWC), to attend the Water Polo Competition at University of the Pacific and West Valley College, October 12-13, 2012, Stockton/Saratoga, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

Trevor F Wawrzynski, Hrly/Temp Tech (GWC), to attend the Water Polo State Finals at DeAnza College, November 16-17, 2012, Cupertino, CA, without loss of salary, with reimbursement for allowable expenses of \$600, to be paid from Trust funds.

James K West, Registration Supv (OCC), to attend the CA Community Colleges Banner User's Group 2012 (3CBG), September 20, 2012, Buena Park, CA, without loss of salary, with reimbursement for allowable expenses of \$70, including a registration fee of \$50, to be paid from Voyager Conference Funds To get critical updated on Banner 'CalB' functions and upgrades.

Stephen M Whitson, Hourly Instructor (CCC), to attend the Entrepreneurship in Education Conference 2012, September 13 - 15, 2012, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$900, including a registration fee of \$199, travel by Air Coach, to be paid from VTEA grant funds.

Geri E Wile, Mgr Benefits & Employ Svcs (CCCD), to attend the Association of Chief Human Resources Officers (ACHRO)/EEO Fall Training Institute, October 23 - 26, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1,300, including a registration fee of \$200, travel by Air Coach, to be paid from CDMA Professional and Staff Development Funds, District Management Conference Funds.

Tracy C Young, Int Audit Coordinator (CCCD), to attend the Community College Internal Auditors Fall 2012

Conference, October 3 - 5, 2012, Santa Ana, CA, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$85, to be paid from Internal Audit - CFCE Conferences.

6. Authorization for Student Trips

Subject	6.01 GWC - Student Trips
Meeting	Sep 5, 2012 - Regular Meeting
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.

TV Taping Fundraisers for Mi Casa Club

Location: Sony Studios, Paramount Studios, Los Angeles California

Date(s): October 5, November 9 & 30, 2012

Department: Student Activities

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

California State University, Fullerton AB540 Conference: Reaching the Dream Together

Location: California State University, Fullerton

Date(s): September 28, 2012

Department: Student Activities

Cost/purpose/funding source: \$8 parking for bus to be paid from Intercultural Program Funds.

California Community College Student Affairs Association Student Leadership Conference

Location: Los Angeles, California

Date(s): October 19-21, 2012

Department: Student Activities

Cost/purpose/funding source: \$6,500 for registration, food, lodging, and District transportation from Associated Students funds.

Puente Transfer Motivational Conference

Location: UC San Diego

Date(s): September 15, 2012

Department: Counseling - Puente Program

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

Board of Registered Nursing Discipline Meeting

Location: Ontario, California

Date(s): August 28, 2012

Department: GWC School of Nursing

Cost/purpose/funding source: No cost to college.

(Item is being submitted after the fact because the BRN website was down and instructors just recently became aware of the only local conference date.)

Softball Team Television Audience Fundraisers

Location: Los Angeles and Orange Counties, CA

Date(s): Fall 2012

Department: PE/Athletics

Cost/purpose/funding source: No cost to the college. Money raised varies per show/event.

Subject **6.02 OCC - Student Trips**

Meeting Sep 5, 2012 - Regular Meeting

Category 6. Authorization for Student Trips

Access Public

Type Consent

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

Sept. 29-30, 2012	PSCFA Warm-Up	Torrance, CA
October 5-7, 2012	California Double-Up Invitational	Azusa/Irvine, CA
Oct. 12-14, 2012	Concordia/IVC Swing	Irvine, CA
Oct. 27-28, 2012	Lancer Invitational	Pasadena, CA
November 3-4, 2012	L.E. Norton Memorial Tournament	Peoria, IL
November 9-11, 2012	Palomar/Griffin Swing	Grossmont, CA
Nov. 30-Dec. 2, 2012	PSCFA Fall Champs	Cerritos, CA
January 13-15, 2012	Hell Froze Over Swing	Peoria, IL
January 23-25, 2012	Winter Workshop	Encinitas, CA
January 12-13, 2013	Hell Froze Over Swing	Peoria, IL
January 13-15, 2013	Winter Workshop	Encinitas, CA
Feb 1, 2013	Southwestern Inv'l	San Diego, CA
Feb 2-3, 2013	Sunset Cliffs Invitational	Pt. Loma, CA
Feb. 9-10, 2013	Arizona Swing	Glendale, AZ
Feb. 15, 16, 17, 2013	Tabor-Venitsky Tournament	Cerritos, CA
Feb 22-24, 2013	PSCFA Spring Championships	Long Beach, CA
Mar 14-17, 2013	CCCFA State Championships	Woodland Hills, CA
April 5-14, 2012	Phi Rho Phi (PRP)	Schaumburg, IL
April 26-27, 2013	Interstate Oratory Tournament	Shreveport, LA
April 27-28, 2013	PSCFA Cool-Off	Saddleback, CA
May 4-5 and 11-12, 2013	Am Readers Theater Assn.	Walnut, CA

Department: Forensics – Literature and Languages

Cost/Purpose/Funding: Instructors Courtney Anderson, Ben Lohman, Erin McAlear, Shawn O'Rourke, and Roger Willis, Instructors in Communication Studies (OCC), to be paid appropriate salary rates, as applicable. Transportation, food, accommodations and other necessary expenses to be paid from ASOCC Funds. Cost is determined by location and number of participants.

Transportation: District Vehicles and commercial air travel where applicable.

Honors Program/Honors Student Council Activities

Location: Various locations within the local five-county area

Dates: July 2012 —June 2013

Department: Academic Honors

Cost/Purpose/Funding: Total Amount \$800 per event; for lodging, meals, admissions, fees, registrations, and other allowable expenses. To be paid from Ancillary Funds, ASOCC funds, club funds, fundraising, sponsorships, and student personal funds.

Transportation: District and personal vehicles.

Phi Theta Kappa Honor Society Meetings and Events– Beta Mu Alpha Chapter at OCC

Location: Various locations within the local five-county area

Dates: July 2012 —June 2013

Department: Academic Honors

Cost/Purpose/Funding: Total Amount \$800 per event; for lodging, meals, admissions, fees, registrations, and other allowable expenses. To be paid from Ancillary Funds, ASOCC funds, club funds, fundraising, sponsorships, and student personal funds.

Transportation: District and personal vehicles.

Alpha Gamma Sigma Honor Society – Alpha Kappa Chapter at OCC

Location: Various locations within the local five-county area

Dates: July 2012 —June 2013

Department: Academic Honors

Cost/Purpose/Funding: Total Amount \$800 per event; for lodging, meals, admissions, fees, registrations, and other allowable expenses. To be paid from Ancillary Funds, ASOCC funds, club funds, fundraising, sponsorships, and student personal funds.

Transportation: District and personal vehicles.

California-Nevada-Hawaii District of Circle K International Fall Training Conference

Location: Old Oak Ranch, Sonora, CA

Dates: November 2-4, 2012

Department: OCC Circle K

Cost/Purpose/Funding Source: Each student attending will pay \$112 registration fee (includes housing and meals except while driving). Partial support will be provided by the Kiwanis Club of Costa Mesa. There will be no cost to the District. This annual conference provides leadership training and skills for working in community service.

Transportation: District vans and/or private cars.

Annual National Convention Phi Theta Kappa Honor Society- Beta Mu Alpha Chapter

Location: San Jose, CA

Dates: April 4-6, 2013

Department: Academic Honors

Cost/Purpose/Funding: Total Amount \$7,500; individual recognition and awards; includes registration, airfare, ground transportation, lodging, meals, and other permitted expenses for up to fifteen students. An advisor will be present at all times. Ancillary funds, club funds, sponsorships, and personal funds.

Transportation: Commercial carriers and personal vehicles

Annual Regional Conference Phi Theta Kappa Honor Society - Beta Mu Alpha Chapter

Location: San Diego, CA

Dates: October 12-13, 2012

Department: Academic Honors

Cost/Purpose/Funding: Total Amount \$3,000; includes registration, lodging, meals, and other permitted expenses for up to fifteen students. An advisor will be present at all times. Ancillary funds, club funds, and personal funds.

Transportation: District transportation and personal vehicles

Head of the Charles Regatta

Date: October 18-21, 2012

Location: Boston, MA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: \$10,000 (Ancillary \$5,000 and rowers contribute additional \$5,000)

Transportation: Airlines/Rental Van

Row 4 the Cure

Date: October 28, 2012

Location: Mission Bay in San Diego, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: Ancillary \$500

Transportation: District Vehicles

Long Beach Fall Invitational

Date: November 10, 2012

Location: Alamitos Bay- Long Beach, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: Ancillary funds to an amount of \$500

Transportation: District Vehicles

San Diego Fall Classic

Date: November 11, 2012

Location: Mission Bay in San Diego, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: Ancillary \$500

Transportation: District Vehicles

Head of the Lagoon

Date: November 11, 2012

Location: Redwood City, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: Ancillary \$1,500

Transportation: District Vehicles

Head of the Harbor

Date: November 18, 2012

Location: USC Boathouse- LA Harbor- San Pedro, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: None

Transportation: District Vehicles

Long Beach Christmas Regatta

Date: December 1, 2012 or December 8, 2012- TBA

Location: LBRA Boathouse- Alamitos Bay- Long Beach, CA

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: Ancillary \$500 (Entry Fees)

Transportation: District Vehicles

Subject **6.03 CCC - Student Trips**
Meeting Sep 5, 2012 - Regular Meeting
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: Various Activities
Location: Indicated Below
Dates: Indicated Below
Department: Fairview Developmental Center
Transportation: Fairview Developmental Center Bus

September 10 – Huntington Beach Pier, Huntington Beach
September 17 – South Coast Plaza, Costa Mesa
September 24 – Roger's Gardens, Corona Del Mar
October 1 – Irvine Spectrum, Irvine
October 8 – Mile Square Park, Fountain Valley
October 15 – Bella Terra Mall, Huntington Beach
October 22 – Orange County Zoo, Orange
October 29 – Fashion Island, Newport Beach
November 5 – Central Library, Newport Beach
November 19 – Main Place Mall, Santa Ana
November 26 – Marconi Automotive Museum, Tustin
December 3 – IKEA, Costa Mesa
December 10 – Downtown Disney, Anaheim
January 7 – Westminster Mall, Westminster
January 14 – Santa Ana Zoo, Santa Ana

Conference/Activity: Orange County Museum of Art
Location: Newport Beach
Date: September 7, 2012
Department: Art
Transportation: Personal vehicles

7. Authorization for Special Projects

Subject **7.01 GWC - Special Projects**
Meeting Sep 5, 2012 - Regular Meeting
Category 7. Authorization for Special Projects
Access Public
Type Consent

Nursing Department NLN Accreditation Planning Workshops

Date(s): September 1, 2012 through August 30, 2013

Department: School of Nursing

Purpose: Faculty preparing for NLN Accreditation visit

Cost/purpose/funding source: \$1,200 for materials as needed for preparation and meals from Foundation Account funds.

CTE Advisory Committee Meetings

Date(s): September 10, 2012 – June 30, 2013

Department: Career & Technical Education

Purpose: Host various CTE program advisory meetings

Cost/purpose/funding source: \$1,000 for refreshments and supplies from VTEA funds.

All College Meeting & BBQ

Date(s): September 13, 2012

Department: President's Office

Purpose: To welcome back staff, faculty and students, welcome new faculty and staff, and kick off the new year.

Cost/purpose/funding source: \$1,000 for food and beverages, flowers, and supplies from discretionary funds.

Halloween Party

Date(s): October 31, 2012

Department: President's Office/Personnel

Purpose: Holiday activity for faculty and staff. Food trucks will be onsite for purchase of food and beverages.

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

C.E.R.T. Club Fall 2012 Meetings

Date(s): September 6 – December 31, 2012

Department: Student Activities

Purpose: Community Emergency Response Team (C.E.R.T.) Club meetings

Cost/purpose/funding source: \$100 for food, publicity, supplies, decorations, speakers, gift cards, raffle prizes, giveaways, and demonstrations from club funds.

Alpha Gamma Sigma Honor Society Fall 2012 Meetings

Date(s): September 6 – December 31, 2012

Department: Student Activities

Purpose: Club sponsored meetings

Cost/purpose/funding source: \$500 for food, publicity, supplies, decorations, speakers, gift cards, raffle prizes, giveaways, and demonstrations from club funds.

Digital Arts / Digital Media Student Art Show

Date(s): December 11, 2012

Department: Digital Arts / Digital Media

Purpose: End of the Fall Semester Digital Arts and Media student show. This event will showcase the graduating students' work along with the department's classes. The format of the show will have students from the advanced classes assigned a half table to show their work. Individual classes will also have tables and exhibits to showcase the students work. Graduating students will also be judged during the event by outside industry professionals and awarded prizes donated by sponsors.

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

Red Cross Blood Drive

Date(s): September 6, 2012

Department: Student Health Center

Purpose: Partnership with Red Cross for blood donations

Cost/purpose/funding source: No cost to the Campus

Project Page Turner

Date(s): October 12, 2012

Department: Student Activities

Purpose: Outreach event inviting local elementary students to tour the campus and have books read to them by GWC students

Cost/purpose/funding source: \$200 for food and supplies from ASGWC funds.

Golden West College Club Events 2012 - 2013

Date(s): September 6, 2012 – June 30, 2013

Department: Student Activities

Purpose: Officially registered Golden West College clubs in good standing are approved to sponsor a variety of activities and entertainment, including but not limited to musicians, speakers, food, awards, gift cards, raffle prizes, fundraisers, drives, conferences/travel, giveaways, community service, and demonstrations throughout the Fall 2012 and Spring 2013 semesters. Performances and activities will take place at pre-approved locations throughout Golden West College campus. The Student Activities Coordinator through the Student Activities Office will approve all special events. If necessary, the sponsoring program will pay all expenses and an advisor or designated staff will be present at all times.

Cost/purpose/funding source: \$15,000 for various expenses from Club account funds.

Golden West NFL Camps at OCC

Date(s): February 9-10, 2013

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.

Non-Traditional Season Softball Tournaments

Date(s): Fall 2012

Department: PE/Athletics

Purpose: Fall softball competition

Cost/purpose/funding source: \$500 for tournament umpires paid from softball trust accounts.

Softball Team Snack Bar

Date(s): Fall 2012

Department: PE/Athletics

Purpose: Softball team runs a snack bar for various softball tournaments and games as a fundraiser

Cost/purpose/funding source: Any costs incurred will be paid from collected funds.

Softball Team's Kids Softball Clinic

Date(s): Fall 2012

Department: PE/Athletics

Purpose: Fundraiser for women's softball team

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

Celebration of Life in Honor of Dolores Harper

Date(s): September 8, 2012

Department: President's Office

Purpose: Memorial service for Dolores Harper.

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

Roadtrip Nation Event

Date(s): August 29, 2012

Department: Career Center

Purpose: Introduce students to Roadtrip Nation as a free resource for self-discovery through their website, content, and programs. They will also give financial grants to 3-4 students.

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

(This item is being submitted after the fact because the department was contact by the vendor after the deadline for last Board agenda.)

Subject **7.02 OCC - Special Projects**
Meeting Sep 5, 2012 - Regular Meeting
Category 7. Authorization for Special Projects
Access Public
Type Consent

Constitution Day Celebration

Date(s): September 2012

Department: OCC - ASOCC

Purpose: Various events to celebrate Constitution Day.

Cost/Purpose/Funding: Total amount \$2,000 for supplies, meals, snacks, and miscellaneous expenses; to be paid from ASOCC funds.

Student Services Fairs

Date(s): September 2012 and February 2013

Department: OCC - ASOCC

Purpose: Resource fair highlighting Student Services departments and programs.

Cost/Purpose/Funding: Total amount \$3,000 for supplies, rentals, meals, snacks, prizes/giveaways, t-shirts, and miscellaneous expenses; to be paid from ASOCC funds.

ASOCC Promotional Items

Date(s): August 2012 – August 2013

Department: OCC - ASOCC

Purpose: Promotional items to give away at resource fairs, orientations, events, and meetings.

Cost/Purpose/Funding: Total amount \$3,000 for the design and production of promotional items and miscellaneous expenses; to be paid from ASOCC funds.

Various Student Government Meetings

Date(s): August 2012 – July 2013

Department: OCC - ASOCC

Purpose: Various student government meetings to conduct business, training, and planning.

Cost/Purpose/Funding: Total amount \$5,000 for supplies, refreshments, meals, and miscellaneous expenses; to be paid from ASOCC funds.

Student Senate Elections

Date(s): Spring 2013

Department: OCC - ASOCC

Purpose: Annual student government election to elect new student leaders.

Cost/Purpose/Funding: Total amount \$2,000 for supplies, refreshments, promotional and publicity items, giveaways, supplies and miscellaneous expenses; to be paid from ASOCC funds.

Transition Ceremony

Date(s): May 2013

Department: OCC - ASOCC

Purpose: Student government transitional ceremony and dinner.

Cost/Purpose/Funding: Total amount \$1,500 for dinner, supplies, decorations, and miscellaneous expenses; to be paid from ASOCC funds.

Student Senate for California Community Colleges Region 8 Meetings

Location: Various community colleges in Region 8
Date(s): August 2012 – August 2013
Department: OCC- ASOCC
Cost/Purpose/Funding: No cost to the college
Transportation: Student personal vehicles

California Community College Student Affairs Association Student Leadership Conference

Location: Los Angeles, CA
Date(s): October 19 – 21, 2012
Department: OCC- ASOCC
Cost/Purpose/Funding: \$6,500 for registration, ground transportation, lodging, meals, parking and miscellaneous expenses from ASOCC funds.
Transportation: District and personal vehicles

Forensics Team Performances, Competitions, Meetings and Events

Date: Sept 15, 2012 PSCFA Seminar, September 26, 2012 Public Performance, Oct. 11, 2012 Public Performance, Nov 15, 2011 Speech Showcase, Nov 16, 2012 Intramural Competition, Dec. 14, 2012 End of the Semester Event, January 19-20, 2013 OCC/Mt. Sac Invitational, February 19, 2013 Public Performance, March 20 & 21, 2013 Public Performances, May 10, 2013 Intramural Competition, May 19, 2013 Speech Banquet
Purpose: To host competitions, performances, and other events in support of the Speech and Debate Team competitive season.
Cost/Purpose/Funding Source: Cost is dependent on number of participants at each event. Food, trophies, advertising, travel, and other related expenses to be paid from ASOCC funds.

Green Coast Day

Date: April 17, 2013
Purpose: Student-centered event; open to the public
Cost/Purpose/Funding Source: Total cost \$12,000 for supplies, advertising, printing, postage, gifts, prizes, film licensing, speakers' fees and travel reimbursements, refreshments, decorations, equipment rental, photography/videography services, purchases of promotional/ logo items, and other allowable expenses to be paid from PTK ancillary funds, Honors Program ancillary funds, ASOCC funds, fund raising, registrations, sponsorships

Men's Crew Parent Meeting

Date: September 27, 2012
Department: OCC Kinesiology & Athletics
Purpose: To communicate year's activities with parents
Cost/Purpose/Funding Source: Ancillary \$100

Coast Crew Diamond Jubilee Dinner

Date: October 13, 2012
Department: OCC Kinesiology & Athletics
Purpose: To promote and fundraise for Crew team
Cost/Purpose/Funding Source: Foundation Fundraiser (\$3500)

Newport Autumn Rowing Festival

Date: November 4, 2012
Purpose: To participate in the festival and promote the program
Department: OCC Kinesiology & Athletics
Cost/Purpose/Funding Source: Ancillary \$1,500 (Entry Fees)

Newport 3k

Date: November 17, 2012 or December 8, 2012- TBA

Purpose: To participate in the festival and promote the program

Department: OCC Kinesiology & Athletics

Cost/Purpose/Funding Source: None

Transfer Center/TOP Events

Date: 2012-2013

Department: Transfer Center/Transfer Opportunity Program

Purpose: Transfer Fairs (11/14/12, 3/12/13): To offer students the opportunity to speak in an open format and in scheduled appointments with representatives from over 20 four-year institutions regarding transfer options. Transfer Workshops (various, summer and throughout fall): Provide crucial transfer information to OCC students on a variety of transfer topics including, but not limited to, transfer applications, application essays, UC TAGs, transfer preparedness. TOP Breakfast/Luncheon (TBD): Provide end of semester event for TOP students.

Cost/Purpose/Funding Source: \$2,000 combined for the above events for food, advertising, and miscellaneous expenses to be paid from ASOCC funds.

Transfer Day

Date: September 25, 2012

Department: Transfer Center

Purpose: To offer students the opportunity to speak in an open format and in scheduled appointments with representatives from over 65 four-year institutions regarding transfer options.

Cost/Purpose/Funding Source: \$3,500 for food, advertising, tent and table rental, and miscellaneous expenses; to be paid from ASOCC funds.

REVISIONS**A Light Lunch . Revised production A Final Countdown**

Date: Sept.7 -Sept. 16 2012. *Revised Dates are Sept. 7, 8, 9 2012*

Department: Visual and Performing Arts/ Theatre

Purpose: Student and Community Outreach

Cost/ Purpose/Funding: Total Amount \$2,000. Associated production expenses to be paid from ASOCC and ancillary funds: \$5 advance, \$7 door
(Original performance approved on Aug. 15 Board)

Subject **7.03 CCC - Special Projects**
Meeting Sep 5, 2012 - Regular Meeting
Category 7. Authorization for Special Projects
Access Public
Type Consent

Coastline Community College Art Gallery Wine Tasting

Date: November 10, 2012
Location: Coastline Art Gallery
Department: Art
Purpose: Fundraising exhibit
Cost/purpose/funding source: Ancillary funds

17th Annual Arab American Day Festival (Parking)

Date: September 28, 2012, 5:00 p.m. – 10:00 p.m.; September 29, 2012, 2:00 p.m. – 10:00 p.m.; September 30, 2012, 1:00 p.m. – 9:00 p.m.
Location: Garden Grove Center Parking Lot **Department:** Career and Technical Education
Purpose: Diversity/Community Relations; (Use of parking facilities only)
Cost/purpose/funding source: No cost to the College or District

Los Alamitos Area Chamber of Commerce and Joint Forces Training Base, 11th Annual Wings, Wheels, Rotors & Expo

Date: October 28, 2012
Location: Los Alamitos Army Airfield at the Joint Forces Training Base
Department: OC One – Stop Center
Purpose: Outreach to Veterans and local community
Cost/purpose/funding source: \$150, OC One-Stop Funds

Goodwill Fundraising Event

Date: October 21, 2012; 9:00 a.m. – 1:00 p.m.
Location: Costa Mesa Center
Department: Special Programs and Services for the Disabled
Purpose: Raise money for the Special Programs Foundation

Coastline Community College Foundation Named Gift Opportunities for Foundation Capital Campaign

Date: Various dates throughout the 5-year capital campaign
Location: Coastline Newport Beach Campus
Department: Foundation
Purpose: To establish various named gift opportunities for the Coastline Newport Beach Campus
Cost/purpose/funding source: Varying costs dependent on the number of named opportunities and recognition plaques, funded by Foundation Ancillary funds.

The following Coastline Community College Foundation named gift opportunities are available at the Newport Beach Campus:

The Newport Beach Campus - \$3,000,000 (includes name on exterior of building and recognition any time the campus is named in print.)

The Art Gallery - \$1,000,000 (includes name on entrance to gallery and recognition any time the gallery is

named in print.)

Roof Top Garden - \$1,000,000 (includes name on entrance to the roof top garden, and recognition any time the garden is named in print for an event.)

Courtyard - \$250,000

Veteran's Resource Center - \$250,000

Student Success Center - \$100,000

Walkway to the Future - \$100,000

Art Rooms (each) - \$50,000

Paralegal Reading Room - \$50,000

Activity/Multifunctional Room - \$50,000

Conference Rooms (each) - \$15,000

Reception Area - \$15,000

Benches (each) - \$10,000

Classrooms (each) - \$10,000

Computer Labs (each) - \$10,000

Science Labs (each) - \$10,000

Counselor's Office - \$5,000

Dean's Office - \$5,000

Faculty Office - \$5,000

Staff Offices - \$5,000

Steps (each) - \$1,500

8. Authorization to Apply for Funded Programs

Subject	8.01 DIS - Authorization to Apply for Funded Programs
Meeting	Sep 5, 2012 - Regular Meeting
Category	8. Authorization to Apply for Funded Programs
Access	Public
Type	Consent

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

Coastline College has received a grant titled "**Vocational Program Expansion.**" Vocational Program Expansion is a Community Program Development Grant from the California State Council on Developmental Disabilities (SCDD) to enhance and expand the Vocational Program (VP) now offered by the Special Programs and Services for the Disabled office at Coastline College, which aims to place intellectually disabled students in paying jobs in the community. The grant will fund curriculum redesign, employment of two Vocational Liaison specialists (new hourly positions), preparation of a brochure, and data collection and reporting.

Fiscal Impact: Coastline College will receive \$35,000 from November 1, 2012 through September 30, 2013, with potential for renewal for October 1, 2013 through September 30, 2014. No matching funds are required.

9. Authorization for Disposal of Surplus

Subject **9.01 DIS - Authorization for Disposal of Surplus**

Meeting **Sep 5, 2012 - Regular Meeting**

Category **9. Authorization for Disposal of Surplus**

Access **Public**

Type **Consent**

File Attachments

[090512Surplus.pdf \(20 KB\)](#)

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
ORANGE COAST COLLEGE				
Computer	9032880	ACT	40515	I
Computer	9031215	ACT	25769	I
Computer	9031309	ACT	99151	I
Computer	9031880	ACT	99112	I
Computer	90312--	ACT	99114	I
Computer	9031218	ACT	99109	I
Computer	9031321	ACT	99158	I
Computer	9031318	ACT	99064	I
Computer	9031330	ACT	99154	I
Computer	9031187	ACT	99132	I
Computer	9031319	ACT	99208	I
Computer	9031024	ACT	99135	I
Computer	9031229	ACT	99143	I
Computer	9032887	ACT	40516	I
Computer	9031339	ACT	99210	I
Computer	9071206	ACT	99061	I
Computer	9031237	ACT	99063	I
Computer	9031252	ACT	99066	I
Computer	9031303	ACT	99074	I
Computer	9031874	ACT	99188	I
Computer	9032883	ACT	40514	I
Computer	9032884	ACT	40518	I
Computer	9031334	ACT	99176	I
Computer	9031220	ACT	99174	I
Computer	9025528	ACT	27793	I
Computer	---	ACT	99156	I
Computer	---	ACT	---	I
Computer	---	ACT	99209	I
Computer	---	ACT	25820	I
Computer	---	ACT	99017	I
Computer	9015309	Clone	511371	I
Computer	---	Dell	8DL7108	I
Computer	---	3000CT	503460	I
Computer	---	Clone	10443858	I
Computer	---	Dell	40ZDJ01	I
Computer	---	L800R	J1RZ501	I
Computer	---	Clone	---	I

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Universal Power Supply	---	BE500U	BB01515004589	I
Universal Power Supply	---	BE500U	BB0515004541	I
Universal Power Supply	---	BE500U	BB0515003275	I
Computer	---	GX1	772A3	I
Computer	---	GX1	21ZFLJ	I
Computer	---	GX1	8CLAZ	I
Computer	---	GX1	4YUYZ	I
Printer	---	EN2750A	706A1016315	I
Printer	---	GE5250U	910A1073190	I
Printer	---	GE5250U	905A1017370	I
Printer	---	C2007	3134J108VC	I
Hub	9022304	3612TR	S06H7160G	I
Universal Power Supply	---	BE500U	BB0510020334	I
Printer (Trade-in)	9078343	FDM1600	6098	P
Scanner	9023260	M3093DE	48	P
Scanner	9033712	M3093DE	10753	P
Printer	9025020	4000 TN	USSC 034870	P
Otoscope	9034262	---	---	P
Laptop	---	---	---	P
Computer	9058829	---	---	P
Briefcase	---	---	---	P
File Cabinet	---	---	---	P
Projectors w/Carts (2)	---	---	---	P
Cabinets (2)	---	---	---	P
Tables (2)	---	---	---	P
Cart	---	---	---	P
Printer	9053207	---	---	P
Projector	---	---	---	P
Projector	9060879	---	---	P
Misc merchandising items (2 boxes)	---	---	---	P
Microscope	---	---	---	P
Chair	9047638	---	---	P
Chair	---	---	---	P
Chair	9047714	---	---	P
File Cabinet	---	---	---	P
Monitor	9058548	---	Y13422ZLNNF	P
Computer	9055359	iMac	W845207TPNX	P
Table	---	---	---	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Darkroom Sink	---	---	---	P
Camera Stand	---	---	---	P
Light Boom	9024162	---	---	P
Chair	---	---	---	P
Tripod	---	---	---	P
Tripod	---	---	---	P
Table	9041062	---	3612	P
Monitor	9013220	DX15F	MH204511091S	P
Computer	9053745	---	X8251053MXD	P
Monitor	9058677	---	MY-D8G157-47603-3B7-BGD4	P
Monitor	---	DR-1240	KMG71002766	P
Power Cables (1 box)	---	---	---	P
Computer	9058678	GX270	G698341	P
Computer	9030127	GX240	2V89411	P
Computer	9030122	GX240	6T89411	P
Tapes (2 boxes)	---	---	---	P
Computer	9056653	GX280	23ZKK51	P
Keyboards (3 boxes)	---	---	---	P
Metal Stand	---	---	---	P
Internal CD/DVD	---	TSH352	---	P
Internal CD/DVD	---	SC-148	---	P
Monitor	9030136	P793	KR-04D025-47602-1B6-D1V0	P
Printer	---	MultiPass C755	UTW31192	P
Computer	9030132	GX240	CS89411	P
Printer	9058602	PSA25L-301	---	P
Computer/Monitor	9025700	---	---	P
Projector	9033757	VPL-CS2	32131	P
Computer/Monitor	9056134	M5521	YM0418ECJWQ	P
Computer/Monitor	9040099	---	---	P
Covers	---	---	---	P
Computer Mouses	---	---	---	P
Hard Disk Drive	---	ST31275A	---	P
Speaker	---	---	---	P
Computer	9032807	---	XB0118J8J2S	P
TV	9015988	---	---	P
Printer	9055824	Phaser 3450	---	P
Automatic Line Switching	9053357	---	12202124	P
Automatic Line Switching	9053358	---	12193142	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Software/Books (3 boxes)	---	---	---	P
MotherBoard	---	---	---	P
Misc Cables, Etc (2 boxes)	---	---	---	P
Computer	---	PowerBook G4	---	P
Software (6 boxes)	---	---	---	P
Computer	9015037/ 9040828	PS Type	---	P
Monitor	9030139	P793	KR-04D025-47602-1B6-D1V5	P
Printer	9048392	990 Cxi	ES07R1D1M6	P
Docking Station	---	PD01X	CN-0R1631-48643-381-0706	P
Monitor Stands (2 boxes)	---	---	---	P
Speakers (1 box)	---	---	---	P
Printer	9060423	Phaser 3500	---	P
Printer	9045905	2550LN	CNGG809036	P
Electronic Connectors (1 box)	---	---	---	P
Projector	9060411	Ektagraphic III	---	P
Computer	9033621	PowerMac G4	X8111006KKS	P
Computer	---	PowerMac G5	XB3392HDNVB	P
Computer	9056146	PowerMac G5	XB4110BSNV9	P
TV	9017567	19H-M100S	327737	P
Monitor	9030469	P793	KR-04D025-47602-1B5-DOMX	P
Computer	9030124	GX240	GS89411	P
Computer	9058566	GX270	6CDFT31	P
Software (2 boxes)	---	---	---	P
Monitor	9078070	---	CY0520YMJPC	P
Monitor	9057438	---	N53440ULNNF	P
Monitor	---	---	2A35001MN NF	P
Monitor	9030140	---	KR-04D025-47602-1B5-DOMZ	P
Monitor	9047163	S7T008	HDF1K4000600	P
Printer	9045903	2550Ln	---	P
Monitor	9054299	---	N52050R7KPW	P
Computer	9055474	GX280	BW1HK61	P
Computer	9053154	PowerMac G4	X822111GAM1X	P
Monitor	9055337	---	W84510M8PNX	P
Monitor	9055334	---	W84520AGPNX	P
Monitor	9033723	---	CY1071VUJPC	P
Monitor	9055276	---	W8448DUUPP6	P
Monitor	9055336	---	W84510M7PNX	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Monitor	9055342	---	W84520BDPNX	P
Monitor	9055339	---	W84520AOPNX	P
Monitor	---	---	W845206PPNX	P
Computer	9058247	GX270	1RS7531	P
Computer	9055309	GX280	31L1961	P
Computer	9057239	GX270	FR3Y441	P
Monitor	9030144	P793	KR-04025-47602-1B5-D0NK	P
Extend Floppy Drive	9015039	123502	945C35021396	P
Disc Duplicator	9058532	C0R2-1000-06	ORO24295	P
Port Replicator	---	PA3508U	47033503-1PRP	P
Monitor	9030472	793	KR-04D025-47602-1B5-D0MR	P
Typewriter	---	11C	---	P
Computer	9058900	GX270	CTNR441	P
Printer	9032818	2100TN-C4172A	USGW055614(3-pieces)	P
Cassette Recorder	---	---	504616	P
Computer	9078450	GX240	FV89411	P
Monitor	9055549	1704FPVs	MY-0H6304-47603-4BQ-ANQY	P
Scanner	9033579	U9909-H7L0	HAR004A001258	P
Slide Carousels (3)	---	---	---	P
Computer	9057108	GX270	8BM51441	P
Computer	9057891	GX270	9G61441	P
Computer	9055269	PP08L	CN-0T4982-12981-4B5-3123	P
Computer	9030130	GX240	BT89411	P
Computer	9054981	GX270	CLXDM41	P
Computer	9054985	GX270	1MXDM41	P
Computer	9055478	GX280	982HK61	P
Computer	9030128	GX240	2T89411	P
Computer	9030129	GX240	7S89411	P
Monitor	9030141	P793	KR-04D025-47602-1B6-DIUL	P
Monitor	9060467	---	CN-0J6642-71618-SAM-AF21	P
Monitor	9055534	---	MY-0H6304-47603-4BQ-AKHX	P
Computer	9055108	GX270	7QPPF51	P
Monitor	9030142	P793	KR-04D025-47602-181-DIVI	P
Computer	9030135	GX240	6V89411	P
Computer	9030125	GX240	GT89411	P
Misc Parts (1 box)	---	---	---	P
Antennas (2)	---	---	---	P
Projector	9069995	PG-MB66X	---	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Projector	9060616	XG-MB70X	511936240	P
Projector	9064580	XG-MB70X	605952554	P
Monitor	9070068	1707FPC	CN-0CC352-64180-718-07MC	P
Monitor	9060549	1704FPVt	CN-056642-71618-5B1-AMYO	P
Projector	---	HP-L290	988678	P
Monitor	9030143	---	KR-04D025-47602-1B6-D1VM	P
Monitor	---	---	KR-04D025-47602-1B5-DON5	P
Monitor	9030474	P793	KR-04D025-47602-1B5-DON9	P
KeyBoards 2 boxes)	---	---	---	P
File Cabinet	---	---	---	P
Dell Printer	9079062	---	CN-OHK117-73190-838-2521	P
Computer	9055281	GX280	HR9N661	P
Computer	9055277	GX280	CS9N661	P
Computer	9055280	GX280	7S9N661	P
Computer	9055281	GX280	2S9N661	P
Computer	9054215	GX270	JDTBN41	P
Computer	9056647	GX280	DFMKR51	P
Computer	9056644	GX280	5GMRK51	P
Computer	9056646	GX280	3GMRK51	P
Computer	9056645	GX280	3GMRK51	P
Computer	9056643	GX280	JFMRK51	P
Computer	9056650	GX280	J32QK51	P
Computer	9056652	GX280	53ZQK51	P
Computer	9055397	GX280	D34HK61	P
Projector	9060615	XG-MB70X	511936249	P
Monitor Lift	---	---	---	P
Projector	9019498	EkTagraphic III ATS	---	P
Computer	9055105	GX270	5QPPF51	P
Computer	9055106	GX270	6QPPF51	P
Computer	9058522	GX270	JX9RS31	P
Computer	9055387	GX270	D34HK61	P
Computer	9057130	GX270	5F8HJ41	P
Monitor Lift	---	---	---	P
Floppy Disks (1 box)	---	---	---	P
Computer	9055107	GX270	DQPPF51	P
CD-R/W Drive	---	FWCDRV-V8	---	P
AC Adapter	---	CV-AC212	201740452	P
Transmitter	9023460	500-066	7690	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Closed Caption Decoder	---	V-7300	---	P
Monitor	---	1703FPt	CN02Y3157161183C9A624	P
Transmitter	9023462	500-066	7693	P
Projector	---	28A81A	---	P
Computer	9053241	---	43180	P
Computer	9053242	---	43179	P
Monitor	9057484	1703FPs	MX02Y3114760542HASN5	P
Computer	9055303	GX280	68S1961	P
Computer	9055396	GX280	844HK61	P
Computer	9054986	GX270	GLXDM41	P
Computer	9055398	GX280	644HK61	P
Computer	9055394	GX280	D44KH61	P
Computer	9055681	GX280	BC6HK61	P
Computer	9053823	GX280	9CG2L21	P
Monitor	9049733	---	MX-07R477-48323-3RF-05KS	P
Projector	9069993	PG-MB66X	---	P
Projector	9078759	PG-MB66X	---	P
Projector	9066998	PG-MB66X	---	P
Projector	9056170	PG-MB66X	---	P
Projector	9069994	PG-MB66X	---	P
Projector	9078536	PG-MB66X	---	P
Projector	9064584	XG-MB70X	605952570	P
Projector	9060610	XG-MB70X	511936359	P
Projector	9064581	XG-MB70X	605952553	P
Projector	9064582	XG-MB70X	605952555	P
Projector	9064589	XG-MB70X	605952548	P
Projector	9064588	XG-MB70X	605952552	P
Projector	9064586	XG-MB70X	605952572	P
Projector	9034569	XG-MB70X	605952547	P
Projector	9064587	XG-MB70X	695952562	P
Monitor Lift	---	---	---	P
Computer	9058746	GX270	59B1441	P
Computer	9058799	GX270	5K51441	P
Computer	9058743	GX270	4DB1441	P
Computer	9055219	GX280	520T361	P
Computer	9055312	GX280	52L1961	P
Computer	9057694	GX270	JGMY441	P
Computer	9058156	GX270	96S9B31	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Computer	9057696	GX270	CHMY441	P
Computer	9057700	GX270	8HMY441	P
CD/DVD Drives (2)	---	---	---	P
Internal Floppy Drives (2)	---	---	---	P
VCR	9021672	XA-505	511727794	P
Monitor	9024111	CT2786YD	LC81050143	P
Monitor	---	CT2784VY	MC52970416	P
Monitor	9070376	---	MX-0RT-280-46634-742-208U	P
Monitor	9025924	---	---	P
Monitor	9025706	---	---	P
Monitor	9025703	---	---	P
Monitor	9053533	---	---	P
Computer	9054698	GX270	9WX7P41	P
Computer	9056484	GX270	DM9G351	P
Computer	9056479	GX270	6H9G351	P
Printer	9033383	DocuPrint N2125	---	P
Computer	9055758	GX280	B9Q7P61	P
Monitor	---	---	46518	P
Enlarger Chassis	9041034	D5XL	---	P
Enlarger Chassis	9056109	D5XL	---	P
Enlarger Chassis	9056103	D5XL	---	P
Enlarger Chassis	9056107	D5XL	---	P
Enlarger Chassis	9056108	D5XL	---	P
Enlarger Chassis	9056106	D5XL	---	P
Enlarger Chassis	9041120	D5XL	---	P
Enlarger Chassis	9041044	D5XL	---	P
Enlarger Chassis	9056104	D5XL	---	P
Enlarger Chassis	9056102	D5XL	---	P
Enlarger Chassis (33)	---	D5XL	---	P
Safelight	---	---	---	P
Chassis Base Plates (1 box)	---	---	---	P
Misc Enlarger Parts (2 boxes)	---	---	---	P
Enlarger Chassis	9056110	D5XL	---	P
Enlarger Chassis	9056100	D5XL	---	P
Enlarger Chassis	9056099	D5XL	---	P
Enlarger Chassis	9056101	D5XL	---	P
Enlarger Chassis	9056105	D5XL	---	P
Enlarger Head	---	---	---	P

Surplus

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Enlarger	---	45MXT	EN77917	P
Enlarger	---	45MXII	EN65615	P
Enlarger	---	45MCRX	EN33805	P
Enlarger Head	2007382	---	---	P
Enlarger Head	---	---	---	P
Print Dryer	---	---	---	P
Cabinet	---	---	---	P
Computer Station	---	---	---	P
Enlarger Head	9040833	---	---	P
Enlarger Head	9041019	---	---	P
Enlarger Head	9040834	---	---	P
Enlarger Head	9041022	---	---	P
Enlarger Head	9041023	---	---	P
Enlarger Head	9041110	---	---	P
Enlarger Head	9041024	---	---	P
Enlarger Head	9041121	---	---	P
Enlarger Chassis	9056120	D5XL	---	P
Drying Cabinet	9041117	---	---	P
Film Processor	---	---	---	P
Enlarger Head	---	---	---	P
Light Table	---	---	---	P
Enlarger Head	---	---	---	P
Camera	9053967	---	---	P
Camera	9053963	---	---	P
Camera	9053961	---	---	P
Camera	9053964	---	---	P
Camera	9053965	---	---	P
Camera	9053962	---	---	P
Camera	9053968	---	---	P
Camera	9053969	---	---	P
Camera	9053966	---	---	P
Camera	9053970	---	---	P
Camera Body/Grip	9041188	---	---	P
Camera Body/Grip	9056453	---	---	P
Camera Body/Grip	9053984	---	---	P
Camera Body/Grip	9053986	---	---	P
Camera Body/Grip	9053985	---	---	P

10. Authorization to Enter Into Standard Telecourse Agreements

Subject	10.01 CCC - Authorization to Enter Into Standard Telecourse Agreements
Meeting	Sep 5, 2012 - Regular Meeting
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.

ASTRONOMY: OBSERVATIONS AND THEORIES

Nassau Community College (NY)

Term of Agreement: September 1, 2012 – August 31, 2013

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.

11. Approval of Clinical Contracts

Subject	11.01 GWC - Clinical Agreements
Meeting	Sep 5, 2012 - Regular Meeting
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.)

RENEWAL

Mental Health Association of Orange County- MHAOC Standard Clinical Affiliation Agreement
Orange, California
September 1, 2012 – August 31, 2017
Compensation – None

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

12. Approval of Standard Agreements

Subject	12.01 DIS - Standard Agreements
Meeting	Sep 5, 2012 - Regular Meeting
Category	12. Approval of Standard Agreements
Access	Public
Type	Consent

Authorization for Orange Coast College to Enter into a Standard Agreement with ACCENT Travel Contractor for a Summer 2013 Short-term Study Abroad Program in Paris, France.

After review by the Dean of Literature and Languages and the President of Orange Coast College, it is recommended by the Chancellor that authorization be given to enter into a standard travel contractor agreement to conduct a summer in Paris, France Study Abroad Program during summer 2013. All logistical arrangements will be handled by ACCENT (International Consortium for Academic Programs Abroad). Travel contractor will provide all required insurance and students will be covered under individual policies for the duration of the trip.

Lia Raileanu, Orange Coast College, will serve as faculty. Authorization to conduct the summer in Paris, France Study Abroad Program was given on May 2, 2012. It is recommended that the Chancellor or the Vice Chancellor, Administrative Services and the Vice Chancellor, Educational Services and Technology be authorized to sign the agreement.

Fiscal Impact: No replacement costs for faculty assigned to the program. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to CCCD for the total cost of the trip.

Authorization for Golden West College to Enter into a Standard Agreement with ACCENT Travel Contractor for a Summer 2013 Short-term Study Abroad Program in London, England.

After review by the Dean of Social Sciences and the President of Golden West College, it is recommended by the Chancellor that authorization be given to enter into a standard travel contractor agreement to conduct a summer in London, England Study Abroad Program during summer 2013. All logistical arrangements will be handled by ACCENT (International Consortium for Academic Programs Abroad). Travel contractor will provide all required insurance and students will be covered under individual policies for the duration of the trip.

Dave Moore, Golden West College, will serve as faculty. Authorization to conduct the summer in London, England Study Abroad Program was given on June 20, 2012. It is recommended that the Chancellor or the Vice Chancellor, Educational Services and Technology and the Vice Chancellor, Administrative Services be authorized to sign the agreement.

Fiscal Impact: No replacement costs for faculty assigned to the program. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to CCCD for the total cost of the trip.

Subject	12.02 CCC - Standard Agreements
Meeting	Sep 5, 2012 - Regular Meeting
Category	12. Approval of Standard Agreements
Access	Public
Type	Consent

Approve Agreement between the County of Orange and the Coast Community College District to Provide Workforce Investment Act (WIA) Approved Training.

1. Background: Since 2005, Coastline Community College (CCC) has been providing approved Workforce Investment Act (WIA) training programs to eligible participants as determined through the Coastline Career Center and Orange County One-Stop Delivery Center. The purpose of these training programs is to prepare eligible participants for entry or re-entry into the labor force through training for in demand occupations in Orange County. Currently, CCC has 13 approved programs listed on the State of California Eligible Training Provider List (ETPL), which provides comprehensive training programs for in demand occupations, which lead to a certificate, degree, credential, skill or competency. The WIA Training Provider Agreement outlines guidelines and requirements for the delivery of these programs to eligible participants referred by the Coastline Career Center, Orange County WIA One-Stop System and WIA Youth Providers.

2. Goal/Purpose: Provide training programs to eligible participants. Generate revenue for the college.

3. Comments (if any): The County accommodated one of the revisions to the agreement recommended by our legal department, however; the second recommendation, suggested by our legal department in Section 1 under "General Terms and Conditions, to change the language to "engage in unlawful discrimination" was not made because this paragraph is considered a 'standard' clause within County contracts.

4. Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Standard Agreement between the County of Orange and Coast Community College District to provide Workforce Investment Act (WIA) approved training. The term of the Agreement shall be from July 18, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See WIA ITA Training Provider Services – Attachment)

5. Fiscal Review and Impact: Gross income of \$1,053 - \$6,500 per program enrollment.

Approve District Standard Scope of Work #2012-81 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, it is recommended by the Chancellor that the Board approve the District Standard Scope of Work #2012-81 under the Master Services Agreement (Board Approved: 2/3/10) between Chevron Products Company and the Coast Community College District for Introduction to Blueprint Reading. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: \$7,250 income from Chevron Products Company payable in five equal payments based upon

completion of each of five project milestones.



Subject **12.03 GWC - Standard Agreements**
Meeting Sep 5, 2012 - Regular Meeting
Category 12. Approval of Standard Agreements
Access Public
Type Consent

Approve Amendment to Standard MOU between El Viento Foundation and the Coast Community College District to Create Educational Pathways for Students to Attend College

After review by the College President, it is recommended by the Chancellor that the Board approve the Standard MOU between El Viento Foundation and the Coast Community College District to create educational pathways for students from the Oakview community to attend Golden West College and other colleges or universities, from July 1, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: GWC will fund the benefit packages for the El Viento Foundation employees, paid from general funds, not to exceed \$10,800 per employee, totaling \$21,600 annually. This amount will be paid on July 1st of each year with the provision that if the contract is terminated at any time, the \$21,600 will be refunded on a prorated basis for the balance of the fiscal year.

(Amendment is to remove the clause that included transportation at the District's expense. Previous Board action: 8/15/12.)

13. Authorization for Purchase of Institutional Memberships

Subject **13.01 DIS - Institutional Memberships**

Meeting Sep 5, 2012 - Regular Meeting

Category 13. Authorization for Purchase of Institutional Memberships

Access Public

Type Consent

NEW

Name and Acronym: National Community College Hispanic Council (NCCHC)

Term of Membership: 2012-13

Cost: \$500.00

Purpose: An affiliate council of the American Association of Community Colleges, NCCHC is the premier organization for Hispanic leadership development in community colleges whose mission is to increase the number of successful Hispanic leaders in America's community colleges.

RENEWAL

Name and Acronym: National Council on Black American Affairs (NCBAA)

Term of Membership: 2012-2013

Cost: \$500.00

Purpose: Membership provides a collaborative voice that promotes the academic and professional success of African American students, faculty, staff and administrators.

Subject **13.02 GWC - Institutional Memberships**
Meeting Sep 5, 2012 - Regular Meeting
Category 13. Authorization for Purchase of Institutional Memberships
Access Public
Type Consent

RENEWAL

Name and Acronym: SoCal XC/Track Coaches Association

Term of Membership: July, 2012 – June, 2013

Cost: \$80

Purpose: Men's & Women's Cross Country Association dues pay for the assigning of officials, payments to the conference commission and other conference related expenses.

Name and Acronym: National Association of Schools of Public Affairs and Administration (NASPAA)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$600

Purpose: Allows the Vice President of Student Services to stay up-to-date on student and enrollment services, policies and procedures.

Name and Acronym: California Association of Community College Registrars and Admissions Officers (CACCRAO)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$200

Purpose: Membership provides update on legal mandates and legislation in regard to Title V and other important Academic regulations and procedures.

Name and Acronym: California College and University Police Chiefs Association (CCUPCA)

Term of Membership: August 20, 2012 – August 20, 2013

Cost: \$100

Purpose: Receive public safety training specifically for colleges and allows for networking.

Name and Acronym: Association for the Advancement of Sustainability in Higher Education (AASHE)

Term of Membership: October 1, 2012 – September 30, 2013

Cost: \$535

Purpose: This organization will provide the college with access to member-only resources to seek sustainability information, as well as discounts for conferences.

Name and Acronym: Orange County Training Managers Association (OCTMA)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$70

Purpose: Network with all Orange County Police Department Training Manager's promoting GWC academy classes, advance officer training, and continual professional training, while keeping informed with the latest standards and testing.

Name and Acronym: Orange County Chiefs' and Sheriffs' Association (OCCSA)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$125

Purpose: Allows former Chief and current CJTC Director, Ron Lowenberg to be an active member to a critical

decision making association directly involved in policing while developing strong and effective work relationships with the other Chiefs and Sheriffs throughout the county.

Name and Acronym: California Academy Directors Association (CADA)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$25

Purpose: Allows CJTC Director Ron Lowenberg to be an active member of an association addressing topics of concern specific to police recruit and academy training.

Name and Acronym: Huntington Beach Chamber of Commerce (HBCOC)

Term of Membership: September 1, 2012 – August 31, 2013

Cost: \$325

Purpose: Allows networking with city organizations.

Name and Acronym: California Community College Fastpitch Coaches Association (3CFCA)

Term of Membership: July 1, 2012 – June 30, 2013

Cost: \$100

Purpose: Allows access to regional and state tournaments; allows voting rights at conference and state meetings; allows access to 3CFCA statistics website; allows receiving of rule book and policy updates.

Subject **13.03 CCC – Institutional Memberships**
Meeting Sep 5, 2012 - Regular Meeting
Category 13. Authorization for Purchase of Institutional Memberships
Access Public
Type Consent

RENEWAL

Name and Acronym: Academic Senate for California Community Colleges (ASCCC)
Term of Membership: July 1, 2012 — June 30, 2013
Cost: \$1,218.90
Purpose: Membership provides important State-wide faculty participation of state policies on academic and professional matters.

14. Authorization for Off-Campus Assignments

Subject	14.01 DIS - Off Campus Assignment
Meeting	Sep 5, 2012 - Regular Meeting
Category	14. Authorization for Off-Campus Assignments
Access	Public
Type	Consent

Andrew C. Jones, Chancellor, to serve on the Community College League of California 2012-2013 Advisory Committee on Legislation, September 6, 2012 through June 30, 2013, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

15. Authorization for Community Activities

Subject	15.01 OCC - Community Activities
Meeting	Sep 5, 2012 - Regular Meeting
Category	15. 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 September 6, 2012 – June 30, 2013. 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.

INDEPENDENT CONTRACTOR

IC Name: Human Resource Marketing Services Inc.

Services: Presenter for FROM BEDSIDE TO BINARY: HEALTH IT CAREER TRANSITIONING FOR HEALTHCARE PROFESSIONALS online class, Fee: \$99. 3 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: September 6, 2012 – June 30, 2013

Source of Funding: Community Education registration fees

IC Name: Barbie Stowell

Services: Presenter for PASSPORT TO RETIREMENT class, Fee: \$59. 9 hours.

Payment Schedule/Compensation: Compensation equals 100% of the proceeds to be retained by Community Education.

Terms of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: Community Education registration fees

16. Authorization for Sailing Program

Subject **16.01 OCC - Sailing Program**
Meeting **Sep 5, 2012 - Regular Meeting**
Category **16. Authorization for Sailing Program**
Access **Public**
Type **Consent**

The following non-credit classes will be offered by the Marine Programs Office during the period of September 5, 2012 – June 30, 2013. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P)=percentage and (F) =flat rate.

INDEPENDENT CONTRACTORS

UNDER \$10,000

IC Name: Ocean Carpentry

Services: To provide carpentry, plumbing, electrical, build and install services as need on Nordic Star

Payment Schedule/Compensation: Total contract amount \$9,000 for the term of the contract to be paid upon submittal of invoice as work is completed.

Term of Agreement: Sept 6, 2012 - June 30, 2013

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

IC Name: Ullman Sails, Inc.

Services: To provide repair and maintenance to OCC Sailing vessels' sails.

Payment Schedule/Compensation: Total contract amount \$2,000 for the term of the contract to be paid upon submittal of invoice as work is completed.

Term of Agreement: Sept 6, 2012 - June 30, 2013

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

IC Name: Warren Muir/Muri Yacht Design

Services: To provide yacht design, engineering & consult services for USCG certification of OCC vessel Nordic Star

Payment Schedule/Compensation: Total contract amount \$9,000 for the term of the contract to be paid upon submittal of invoice as work is completed.

Term of Agreement: Sept 6, 2012 - June 30, 2013

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

REVISIONS TO PREVIOUS BOARD

INDEPENDENT CONTRACTOR

OVER \$10,000

IC Name: SS Metal Fabricators

Services: To provide repair and metal fabrication for OCC Sailing vessels, facility and Foundation donations

AMEND Payment Schedule/Compensation: To be paid upon submittal of invoice as work is completed. Contract amount \$18,000 for term of Contract. *Revision to increase contract amount BY \$9,000.*

Term of Agreement: July 1, 2012-June 30, 2013.

Source of Funding: To be paid from Foundation and Sailing Center Funds (Prior approval June 20, 2012)

17. Personnel Items

Subject	17.01 District
Meeting	Sep 5, 2012 - Regular Meeting
Category	17. Personnel Items
Access	Public
Type	Discussion

- a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations
- b. Authorization for Leaves of Absence
- c. Authorization for Pay Changes, Academic Staff
- d. Authorization for Contract Amendments Based upon Horizontal Salary Moves
- e. Authorization for Schedule Changes, Classified Staff
- f. Authorization for Professional Experts
- g. Authorization for Monthly Travel Allowances

File Attachments

[Open.pdf \(21 KB\)](#)

PERSONNEL ITEMS

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>	<u>Action</u>	<u>Effective Date</u>
Cervantes, Aureliano	OCC	Instr Assoc – Weld Machine	Promo	08/26/12
Komenda, Virginia	OCC	Instr Assoc- Success Center	Promo	05/31/12
Ngo, Michelle	GWC	Staff Assistant	Resign	06/15/12

b. Authorization for Leaves of Absence

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

Administrator

Mueller, Kathryn, OCC, Dean of Student Services, 100% LOA/wop for the period 09/16/12 to 12/13/13 to provide a Professional Development Opportunity to help meet the Coast Colleges District's goal to enhance international learning opportunities for staff, and to increase strategic alliances with global communities.

Classified

Puangco, Katherine, OCC, Student Financial Aid Specialist BFAP, LOA/wop under the Family and Medical Leave Act of 1993, for the period 08/16/12 to 10/10/12, not to exceed the equivalent of 12 weeks in a 12 month period.

c. Authorization for Pay Changes, Academic Staff

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

Administrator

Clark, Kristin, OCC, Vice President of Student Services, increase total contract to D-34-13+DOC due to receipt of doctorate, effective 08/15/12.

d. Authorization for Contract Amendments Based upon Horizontal Salary Moves

The following faculty members have completed requirements for horizontal salary moves in accordance with Board policies and procedures. It is recommended that revised appointments reflecting their new placement be authorized for the 2012-13 school year:

<u>Name</u>	<u>Campus</u>	<u>From Col/Step</u>	<u>To Col/Step</u>
Baker, Cheryl	OCC	IV 16	V 17
Campbell, Laurie	OCC	IV 14	V 15
Chaiyakal, Jennifer	OCC	IV 12	V 13
Pittaway, Daniel	CCC	II 07	III 08
Potts, Eva	GWC	II 12	III 13

e. 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 Hours Over Contract

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Benes, Bryce	OCC	Cook	10 mo	HOC	06/01/12	07/31/12
Jordan, Damien	GWC	Adm & Rec Tech 3	100%	60%	08/27/12	12/14/12

f. Authorization for Professional Experts

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

Professional Experts over \$10,000.00

Lao, Albert A., CCC, to provide programming and webpage redesign, for the period 09/06/12 to 06/30/13, to be paid by timecard at \$10.00 per unit, 59,523 units per week for 42 weeks, compensation to be \$25,000.00, funding source is General Fund.

Other Professional Experts

Basil, Trevor, OCC, to assist OCC aquatic teams during the Fall 2012 season/semester, for the period 09/06/12 to 12/15/12, to be paid by timecard at \$100.00 per unit, 0.66 units per week for 15 weeks, compensation to be \$1,000.00, funding source is Aquatics Ancillary Account.

Jereb, Claudia L., CCC, to provide ESL training for not-for-credit Contract Education programs, for the period 09/06/12 to 06/30/13, to be paid by timecard at \$100.00 per unit, 0.238 units per week for 42 weeks, compensation to be \$1,000.00, funding source is Ancillary Funded Program.

Shapiro, Lauren A., OCC, to provide mental health counseling for students, for the period 08/16/12 to 12/14/12, to be paid by timecard at \$100.00 per unit, 0.28 units per week for 18 weeks, compensation to be \$500.00, funding source is Health Fees.

Vasilik, Richard, GWC, to develop NATEF books for Auto-Tech faculty, for the period 10/10/12 to 06/09/13, to be paid by timecard at \$100.00 per unit, 0.606 units per week for 35 weeks, compensation to be \$2,121.28 including benefits, funding source is Perkins Funds.

Revision to Previous Board Action

Blair, Kimberly A., GWC, to assist with summer swim program, for the period 05/01/12 to 08/31/12, to be paid at \$100.00 per unit, 6.667 units per week for 18 weeks, increase compensation from \$8,500.00 to \$12,000.00 due to enrollment increase per agreement, funding source is Swim Trust Fund.

Gordon, Sherill A., GWC, to assist with summer swim program, for the period 05/01/12 to 08/31/12, to be paid at \$100.00 per unit, 7.555 units per week for 18 weeks, increase compensation from \$9,600.00 to \$13,600.00 due to enrollment increase per agreement, funding source is Swim Trust Fund.

Lapiér, Devon, GWC, to assist with summer swim program, for the period 05/01/12 to 08/31/12, to be paid at \$100.00 per unit, 7.222 units per week for 18 weeks, increase compensation from \$9,500.00 to \$13,000.00 due to increase in hours per week from 32 to 40, funding source is Swim Trust Fund.

g. Authorization for Monthly Travel Allowances

It is recommended that authorization be give for the following monthly travel allowances for staff members who use their personal cars regularly and frequently for college-related business:

District

Frazier-Mathews, Julie
Secretary of the Board

\$75 per month

18. Authorization for Independent Contractors

Subject **18.01 DIS - Independent Contractors**
Meeting **Sep 5, 2012 - Regular Meeting**
Category **18. 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: California ETEC

Services: To enhance, diversify, and grow international student programs at the Coast Colleges.

Payment Schedule/Compensation: \$25,000, to be paid by invoice based on agreed upon milestones.

Term of Agreement: September 6, 2012— December 31, 2013

Source of Funding: District General Fund

IC Name: Jayne Jones

Services: To research, prepare and submit funding requests for funding in fiscal year 2013-2014.

Payment Schedule/Compensation: \$21,000.00, to be paid by invoice based on agreed upon milestones.

Term of Agreement: September 6, 2012— July 31, 2013

Source of Funding: District General Fund

Subject **18.02 GWC - Independent Contractors**
Meeting Sep 5, 2012 - Regular Meeting
Category 18. 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: Carlton, Lucy

Services: Develop, produce, and facilitate POST pilot Dispatcher Supervisory Course and facilitator workshop training and instructor curriculum training guide

Payment Schedule/Compensation: \$11,170 to be paid: \$6,720 @ \$60/hour for pilot course and facilitator workshop, plus \$2,000 per transportation and lodging per diem, and \$2,450 @ \$70/hour for curriculum development, to be paid per invoice per completion of each project

Term of Agreement: October 1, 2012 – May 31, 2013

Source of Funding: CJTC Management and Development ancillary funds, to be reimbursed by POST at completion of entire project.

IC Name: Oliviera, Susan

Services: Develop, produce, and facilitate POST pilot Dispatcher Supervisory Course and facilitator workshop training and instructor curriculum training guide

Payment Schedule/Compensation: \$11,170 to be paid: \$6,720 @ \$60/hour for pilot course and facilitator workshop, plus \$2,000 per transportation and lodging per diem, and \$2,450 @ \$70/hour for curriculum development, to be paid per invoice per completion of each project

Term of Agreement: October 1, 2012 – May 31, 2013

Source of Funding: CJTC Management and Development ancillary funds, to be reimbursed by POST at completion of entire project.

IC Name: Innovative Event Solutions c/o Gavin Humes

Services: Provide auction services for Foundation fundraising events

Payment Schedule/Compensation: \$15,000, to be paid by invoice as needed

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: Foundation funds

IC Name: Imageworks

Services: Produce/direct for pre-production, production, and post production, including make-up services and b-roll compilation facilities for CA POST Legal Updates 2013

Payment Schedule/Compensation: \$18,000 to be paid \$9,000 at start of project and balance paid upon completion of project.

Term of Agreement: September 22, 2012 – March 31, 2013

Source of Funding: Funding provide by CA POST contract with GWC Criminal Justice Training Center

IC Name: Christ, Douglas F.

Services: Responsible for selection of laws and on-camera presentation CA POST Legal Updates 2013

Payment Schedule/Compensation: \$10,000 to be paid \$7,000 at start of project and balance paid upon completion of project.

Term of Agreement: September 22, 2012 – March 31, 2013

Source of Funding: Funding provide by CA POST contract with GWC Criminal Justice Training Center

IC Name: Ignatavicius, Donna

Services: Consulting services to Nursing faculty/program in preparation for NLNAC accreditation visit.

Payment Schedule/Compensation: \$13,000, to be paid per invoice upon completion of project.

Term of Agreement: July 19, 2012 – July 1, 2014

Source of Funding: Foundation Account funds

(Revision is to extend term to July 1, 2014. Previous Board action: 7/18/12.)

UNDER \$10,000

IC Name: Welch, Ray

Services: Develop, produce, and facilitate POST pilot Dispatcher Supervisory Course

Payment Schedule/Compensation: \$4,400, to be paid \$2,400 @ \$50/hour for workshop teaching plus \$2,000 per diem to include cost of transportation, food and lodging, per invoice upon completion of project.

Term of Agreement: October 1, 2012 – May 31, 2013

Source of Funding: CJTC Management and Development ancillary funds, to be reimbursed by POST at completion of entire project.

Subject **18.03 OCC - Independent Contractors**
Meeting Sep 5, 2012 - Regular Meeting
Category 18. 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

Cash Register Systems

Services: Service to the Captain's Table Cash Register System

Payment Schedule/Compensation: \$3,000 to be paid upon submittal of invoice as work is completed.

Term of Agreement: September 6, 2012 - June 30, 2013

Source of Funding: To be paid from Instructional Food Services Operation Funds

Subject **18.04 CCC – Independent Contractors**
Meeting Sep 5, 2012 - Regular Meeting
Category 18. 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: Linthicum, Steve

Services: Support California Business Collaborative (CalBC), review Request for Application (RFA) guidelines and evaluation criteria of mini-grants, select awards, monitor mini-grants awards and present at the conference.

Payment Schedule/Compensation: \$2,000 on October 26, 2012, \$2,000 on December 7, 2012, \$2,000 on March 1, 2013, and \$4,000 on May 17, 2013; dependent upon completion of the project's activities and submission of invoices for a total amount of \$10,000.

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: CTE-VTEA – IB Discipline/Industry Collaborative for Business Education (CalBC) grant

IC Name: Schulz, Amy

Services: Support California Business Collaborative (CalBC), develop a statewide research project addressing deficiencies and needs in Business Education, monitor mini-grants awarded, and present at the conference.

Payment Schedule/Compensation: \$2,000 on October 26, 2012, \$2,000 on December 7, 2012, \$2,000 on March 1, 2013, and \$4,000 on May 17, 2013; dependent upon completion of the project's activities and submission of invoices for a total amount of \$10,000.

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: CTE-VTEA – IB Discipline/Industry Collaborative for Business Education (CalBC) grant

IC Name: Yurtseven, Lale

Services: Support California Business Collaborative (CalBC), develop a statewide partnerships, monitor mini-grants awarded, and present at the conference.

Payment Schedule/Compensation: \$2,000 on October 26, 2012, \$2,000 on December 7, 2012, \$2,000 on March 1, 2013, and \$4,000 on May 17, 2013; dependent upon completion of the project's activities and submission of invoices for a total amount of \$10,000.

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: CTE-VTEA – IB Discipline/Industry Collaborative for Business Education (CalBC) grant

Revision to Previous Board Action

IC Name: Drye, David

Services: Marketing, Outreach and the Recruitment of new military students.

Payment Schedule/Compensation: Annual compensation is \$25,884, paid in monthly increments upon receipt and approval of invoices. (Revision is to increase the contract amount by \$3,672, for a total revised contract amount of \$25,884. Prior Board Approval: 6/20/2012)

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: Contract Education ancillary

UNDER \$10,000

IC Name: Carlson, Don

Services: Serve as the Business Education Statewide Advisory Committee (BESAC) Chair to assist with the delivery of objectives of the contract and provide statewide collaboration with the California Business Education (CalBC).

Payment Schedule/Compensation: \$1,200 on October 26, 2012, \$1,200 on March 1, 2013, and \$1,200 on May 17, 2013; dependent upon completion of the project's activities and submission of invoices for a total amount of \$3,600.

Term of Agreement: September 6, 2012 – June 30, 2013

Source of Funding: CTE-VTEA Business Education Statewide Advisory Committee contract

IC Name: Stephanie Ardrey

Services: Provide professional business counseling/presenter for finance and business development.

Payment Schedule/Compensation: \$500 paid as services rendered and upon receipt and approval of invoices for workshops and professional consultations.

Term of Agreement: September 15, 2012 – January 31, 2013

Source of Funding: Coastline Institute for Economic Development (CIED) / Southern California Edison

IC Name: Rakochy, Wendy A.

Services: Content development for the Coastline Website

Payment Schedule/Compensation: \$35/hour for a total contract of up to \$2,800, dependent upon number of hours worked.

Term of Agreement: September 6, 2012 – October 31, 2012

Source of Funding: Office of Learning & Information Technologies ancillary funds

IC Name: Wilcox, Susan A.

Services: Content development for the Coastline Website

Payment Schedule/Compensation: \$35/hour for a total contract of up to \$2,800, dependent upon number of hours worked.

Term of Agreement: September 6, 2012 – October 31, 2012

Source of Funding: Office of Learning & Information Technologies ancillary funds

IC Name: Kay, Michelle

Services: Provide instructional design services for the Chevron Products Company Master Services Agreement (Board Approved: 2/3/10), SOW #2012-81, Introduction to Blueprint Reading.

Payment Schedule/Compensation: \$3,750 upon completion of project deliverables broken down into five stages of completion.

Term of Agreement: September 6, 2012 – June 30, 2013

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

IC Name: Denise Cusano Instructional Design, Inc.

Services: Instructional Design Services for Chevron Products Company Master Services Agreement (Board Approved: 2/3/10), SOW #2012-81, Introduction to Blueprint Reading.

Payment Schedule/Compensation: \$2,000 upon completion of project deliverables broken down into five stages of completion.

Term of Agreement: September 6, 2012 – June 30, 2013

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

19. Authorization for Professional Development Program

Subject **19.01 DIS - Authorization for Professional Development**
Meeting **Sep 5, 2012 - Regular Meeting**
Category **19. Authorization for Professional Development Program**
Access **Public**
Type **Consent**

OPTION I - TUITION, BOOKS, AND FEES:

Name	Course/Seminar	Date	Amount
Claire Kyllingstad HR Specialist GWC	Math C008 Pre-Algebra Coastline Community College	8/27/12 – 12/16/12	\$410.00
Thomas J. Choe Adm. & Records Tech II OCC	PSYG 601-02 Clinical Foundations I	08/20/12 – 12/15/12	
	PSYG-604-01 Ethical & Legal Issues	08/21/12 – 12/15/12	\$3,250.00
	PSYG-614-02 Advanced Develop Psychology	08/22/12 – 12/15/12	

OPTION II SALARY DIFFERENTIAL:

Name	Course/Seminar	Date	Amount
Lim (Lynn) Schramm Div. Area/ Admin. Coord. GWC	ECNM 501 Advanced Topics: Economics	10/5/12 – 10/27/12	
	FINC 655 Financial Mgmt of the Firm	8/28/12 – 12/04/12	2.5%

Subject	19.02 CCC - Management Professional Development
Meeting	Sep 5, 2012 - Regular Meeting
Category	19. Authorization for Professional Development Program
Access	Public
Type	Consent

López, Vinicio, Dean of Instruction, Le-Jao Center, to attend Quantitative Data Analysis, Course Number EDEL 734B, Transforming Communities, Course Number EDEL 762, and Research Capstone Seminar, Course Number EDEL 787 at Pepperdine University, from May 4, 2012 through July 14, 2012. Reimbursement of tuition and books for Doctorate \$1,500 to be paid from Management Professional Development funds.

20. Approval of Purchase Orders

Subject **20.01 DIS - Purchase Orders**
Meeting Sep 5, 2012 - Regular Meeting
Category 20. Approval of Purchase Orders
Access Public
Type Consent

File Attachments

[PO Board List090512.pdf \(23 KB\)](#)

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0328385	PCN3 Inc Bid # 2009 Upgrade OCC Music Bldgs 3 & 4 (GOB) Board Date: 08/06/12	OCC-GB	6250	3,828,000.00
P0328114	Tangram Newport Beach Learning Center classroom & office furniture. (Capital Outlay) Board Date: 08/01/12	CCC	4312	758,206.81
P0328202	Follett Higher Education Group Inc #1094 Books & supplies for EOPS students	OCC	7601	200,000.00
P0328330	Tangram Fixtures & furnishing for Architectural classrooms. Board Date: 08/15/12	OCC	6401	150,632.10
P0328139	Scantron Corp Replacement of 12 campus testing scanners (GOB)	OCC-GB	6411	91,740.00
P0328156	ROI Networks Inc Three-year software support & maintenance for voicemail system District wide. Board Date: 07/18/12	DIS	5638	76,184.00
P0328391	Pro Photo Connection Inc Camera lens kits & accessories for Photography classes	OCC	6401	56,760.37
P0328159	Hewlett Packard classrooms	GWC	6412	54,403.69
P0328122	Follett Higher Education Group Inc #1180 EOPS student textbooks	CCC	7601	50,000.00
P0328133	Graybar Electric Open PO for cabling supplies for Newport Beach Learning Center (Capital Outlay)	CCC	6254	50,000.00
P0328188	Accurate Accounting Business Services LLC IC for accounting services	CCC	5112	48,000.00
P0328238	Dell Higher Education Desktop computer for Architectural classroom	OCC	6412	46,770.95
P0328352	Sea Clear Pools Inc Open PO for monthly pool maintenance	GWC	5899	40,800.00
P0328137	Community College League of Calif Renewal of annual membership. Board Date: 8/15/12	DIS	5320	36,976.00
P0328268	OCC Ancillary#1000-24750-8070 Open PO for bus passes for EOPS	OCC	7601	30,000.00
P0328228	Smarthinking Inc Annual fee for on-line tutoring services agmt	CCC	5699	25,982.00
P0328381	RJ's Coaching & Consulting IC to coordinate Career Development Collaborative Grant project	OCC	5899	25,000.00

Purchase Orders

P0328416	Waxie Sanitary Supply Maintenance & custodial supplies	CCC	4312	25,000.00
P0328155	MVE Institutional Inc RFQ # 2007 Architectural Services for OCC Gymnasium Acoustics. (GOB) Board Date: 07/18/12	OCC-GB	6204	21,100.00
P0328198	Education 4 Work Implementation of work-based collaborative grant objective	OCC	5899	20,000.00
P0328226	Construction Protective Services Inc Security services for Newport Beach Learning Center	CCC	5899	20,000.00
P0328267	Dept of Justice Open PO for live scan reimbursement for new hires	DIS	5899	20,000.00
P0328119	Embassy Suites Hotel Sacramento Riverfront Promenade Hotel for CalBC and BESAC conference	CCC	5899	19,274.79
P0328146	Nextel Communications Open PO for radios service for M & O	GWC	4312	19,255.00
P0328209	Follett Higher Education Group Inc #1180 Fall '12 Spring '13 textbooks for ECHS Students	CCC	6301	19,000.00
P0328152	DLT Solutions Inc Annual software service maintenance agreement	DIS	5638	17,298.15
P0328350	Hewlett Packard Desktop computers for Disabled Student Prog	GWC	6412	17,029.08
P0328236	CR & R Inc Collection & disposal of refuse at GWC	GWC	5510	17,000.00
P0328192	Bob's Shade & Linoleum Shades for Art Gallery at Newport Beach Learning Center	CCC	6254	16,782.06
P0328289	SVM LP Arco Gas Cards for EOPS students	OCC	7601	15,025.00
P0328422	Jobelephant.com Inc Open PO for job advertisement	DIS	5850	15,000.00
P0328390	PLATO Learning Software license fee for Math & Language Arts	GWC	5699	12,600.00
P0328241	Cash Register Systems of OC Cash register system for food services management	OCC	6411	12,534.18
P0328280	Cerritos Franchise Inc IC for graphic design work	DIS	5112	12,000.00
P0328389	Titan Environmental Solutions Inc OCC Music Mod Bldg #4 asbestos abatement project oversight (GOB)	OCC-GB	6250	11,800.00
P0328243	Kyoto Kagaku Co LTD Ultrasound exam training model for Sonography classroom	OCC	6401	11,701.00

Purchase Orders

P0328332	Board of Governors-CA Comm Colleges Chancellors Office Student right to know agreement/subscription. Board Date: 08/15/12	DIS	5877	11,700.00
P0328318	POM INC Parking meters for Campus parking lot	GWC	4312	11,130.57
P0328138	Bolo Productions OCC refurbish dance floor (Capital Outlay)	OCC	6250	10,000.00
P0328177	Total Recall Captioning Inc Open PO for real time captioning	CCC	5899	10,000.00
P0328200	Education 4 Work Coordination & reporting for career development collaborative grant	OCC	5899	10,000.00
P0328366	Calif Tool Welding Supply Open PO for Tech Division instructional supplies	OCC	4312	10,000.00
P0328244	Apple Computer Inc	OCC	6412	9,198.55
P0328190	Freedom Scientific	GWC	5699	9,114.58
P0328296	Kyoto Kagaku Co LTD	OCC	6401	8,777.75
P0328312	United Paving Co	GWC	5899	8,312.00
P0328402	MSC Industrial Supply Co	OCC	4312	8,000.00
P0328181	Southland Industries	GWC	5899	7,900.00
P0328275	Carter Brothers Fire & Life Safety	OCC-GB	6250	7,764.55
P0328328	Institute for the Study of Knowledge Mgmt in Edu	DIS	5899	7,500.00
P0328418	AT & T	CCC	5519	7,200.00
P0328364	Amico Scientific Corp	OCC	4312	7,000.00
P0328349	Nuance Communications Inc	GWC	5699	6,879.66
P0328116	Associated Soils Engineering Inc	OCC-GB	6250	6,680.00
P0328191	Harris Communications	GWC	4315	6,585.68
P0328290	Besam Entrance Solutions	OCC	5650	6,000.00
P0328224	People Admin Inc	DIS	5638	5,917.00
P0328278	Electro Systems Electric	OCC-GB	6250	5,893.00
P0328327	ControlWorks Inc	GWC	5650	5,585.22
P0328249	Elliott Pattison Sailmakers	OCC	4312	5,042.70
P0328172	Graybar Electric	GWC	4677	5,000.00
P0328256	On-Site LaserMedic Corp	CCC	4315	5,000.00
P0328340	Calif Tool Welding Supply	OCC	4312	5,000.00
P0328421	Preferred General Contracting & Exterminating	CCC	5638	5,000.00
P0328239	Embee Technologies	OCC	5899	4,982.58
P0328160	Xerox Education Services Inc	DIS	5899	4,800.00
P0328392	Siemens Industry Inc	OCC	5638	4,798.50
P0328279	Fontis Solutions	OCC	4321	4,697.90
P0328115	Metalclad Insulation Corp	OCC-GB	6250	4,600.00
P0328194	Xerox Education Services Inc	DIS	5899	4,500.00
P0328331	Apple Computer Inc	GWC	4315	4,257.05
P0328130	Medco Supply Co	GWC	4312	4,160.98
P0328165	Thomson West	CCC	4312	4,000.00

Purchase Orders

P0328168	JK Electronics Distributors Inc	GWC	4677	4,000.00
P0328298	Saddleback Golf Cars	OCC	5657	4,000.00
P0328301	OCC Food Services	OCC	4312	4,000.00
P0328377	Forensic Analytical Consulting Services Inc	DIS	5899	3,900.00
P0328180	Hoover Printing & Lithography Inc	GWC	4321	3,898.63
P0328343	Refrigeration Supplies Distrib	OCC	4312	3,750.00
P0328403	Allied Refrigeration Inc	OCC	4312	3,750.00
P0328371	GST	GWC	4315	3,717.38
P0328406	Gale Group Inc	OCC	6301	3,600.00
P0328396	Faronics Technologies USA Inc	DIS	5638	3,512.00
P0328140	Home Depot	GWC	4677	3,500.00
P0328166	Apexlamps	GWC	4401	3,500.00
P0328259	Follett Higher Education Group Inc #1094	OCC	7601	3,500.00
P0328260	Follett Higher Education Group Inc #1180	OCC	7601	3,500.00
P0328303	Follett Higher Education Group Inc #1181	OCC	7601	3,500.00
P0328307	Calif Tool Welding Supply	OCC	4312	3,300.00
P0328230	Getty Images (US) Inc	OCC	5699	3,247.50
P0328142	AACC	OCC	5850	3,150.00
P0328208	Nebraska Scientific	OCC	4312	3,065.53
P0328129	Amico Scientific Corp	OCC	4312	3,000.00
P0328258	Federal Express Corp	DIS	5831	3,000.00
P0328263	Follett Higher Education Group Inc #1094	OCC	7601	3,000.00
P0328337	DR McNatty & Assoc Inc	DIS	5899	3,000.00
P0328382	RJ's Coaching & Consulting	OCC	5899	3,000.00
P0328383	RJ's Coaching & Consulting	OCC	5899	3,000.00
P0328384	Follett Higher Education Group Inc #1180	CCC	7605	3,000.00
P0328176	Iron Mountain	GWC	5899	2,900.00
P0328314	Coast Fitness Repair Shop	OCC	5657	2,750.00
P0328320	GovConnection Inc	DIS	4315	2,598.00
P0328147	Office Depot	CCC	4312	2,500.00
P0328174	Par West Turf Services	GWC	4677	2,500.00
P0328178	Staples Advantage	CCC	4312	2,500.00
P0328216	Home Depot	GWC	4312	2,500.00
P0328222	OCC Food Services	OCC	5899	2,500.00
P0328304	Crop Production Services Inc	OCC	4312	2,500.00
P0328313	Dish Network Chicago	DIS	5522	2,500.00
P0328308	Henry Schein Inc	OCC	4312	2,465.94
P0328151	Vital Link OC	DIS	5899	2,430.00
P0328240	ePlus Technology inc	OCC	6412	2,348.15
P0328242	Dell Higher Education	OCC	6412	2,321.15
P0328388	Titan Environmental Solutions Inc	OCC-GB	6250	2,300.00
P0328334	Village Nurseries LP	OCC-GB	6124	2,278.18
P0328253	Benner Metals Corp	OCC	4312	2,275.00
P0328399	Wally Machinery & Tool Supply Inc	OCC	4312	2,200.00
P0328288	Steris Corp	CCC	5899	2,090.98

Purchase Orders

P0328161	Xerox Corp	DIS	5657	2,000.00
P0328162	Smardan Supply Co-Orange Coast	CCC	4312	2,000.00
P0328169	Greater Alarm Co Inc	GWC	4677	2,000.00
P0328170	Apex Audio Inc	GWC	4677	2,000.00
P0328183	Northcott Painting Co	GWC-GB	5899	2,000.00
P0328220	Ayres Hotel & Suites	OCC	5899	2,000.00
P0328221	Sheraton Grand Sacramento	OCC	5899	2,000.00
P0328407	Mettler-Toledo Inc	OCC	5657	2,000.00
P0328415	World-Wide Fire Inc	CCC	5899	2,000.00
P0328227	CDWG	GWC	4315	1,965.36
P0328254	Benner Metals Corp	OCC	4312	1,924.15
P0328201	Computerized Assess & Placement Programs Inc	CCC	5699	1,800.00
P0328324	lynda.com	OCC	5699	1,750.00
P0328277	Digital Networks Group Inc	OCC-GB	6411	1,682.36
P0328118	Partners Data Systems Inc	CCC	5699	1,646.00
P0328321	OC Dept of Education	DIS	4321	1,643.20
P0328397	Office Depot	OCC	4312	1,616.25
P0328144	NAFSA/Assn of Int'l Educators	OCC	5320	1,520.00
P0328173	Harland Technology Services	GWC	5657	1,500.00
P0328175	UPS Protection Inc	GWC	4677	1,500.00
P0328338	West Coast Turf	OCC	4312	1,500.00
P0328380	Hasson, Cathy	CCC	5112	1,500.00
P0328394	Office Depot	OCC	4312	1,500.00
P0328413	World-Wide Fire Inc	CCC	5650	1,500.00
P0328310	Calif Communication	GWC	6412	1,480.81
P0328247	MVAP Medical Supplies Inc	OCC	4312	1,466.83
P0328345	Society of Manufacturing Engineers	OCC	4312	1,424.03
P0328153	UC4 Software Inc	DIS	5899	1,400.00
P0328135	Hewlett Packard	CCC	6412	1,395.49
P0328286	KPSS Inc	GWC	4312	1,336.84
P0328262	OCC Food Services	OCC	4312	1,300.00
P0328400	Allied Refrigeration Inc	OCC	4312	1,300.00
P0328417	JW Pepper & Son Inc	GWC	4312	1,300.00
P0328187	Insight Media	OCC	4312	1,297.31
P0328333	Dell Higher Education	OCC	6412	1,278.02
P0328361	Fisher Scientific	OCC	4312	1,242.14
P0328274	Carter Brothers Fire & Life Safety	OCC-GB	6250	1,220.00
P0328132	StreamingMedia Hosting	GWC	5699	1,200.00
P0328401	Tom Black Service Center	OCC	5657	1,200.00
P0328356	LaserWerx	GWC	4312	1,170.00
P0328398	Hoover Printing & Lithography Inc	OCC	4321	1,131.38
P0328354	Great Western Sanitary Supply	GWC	4312	1,103.96
P0328285	KPSS Inc	GWC	4312	1,103.26
P0328149	Xirrus	DIS	5638	1,089.44
P0328281	KPSS Inc	GWC	4312	1,080.32

Purchase Orders

P0328357	UCLA Store	OCC	4312	1,072.69
P0328325	Odyssey Power Corp	OCC	5657	1,041.22
P0328128	Medco Supply Co	GWC	4312	1,032.44
P0328136	Ascent Elevator Services	OCC	5650	1,027.00
P0328167	Walters Wholesale Electric Co	GWC	4677	1,000.00
P0328171	Micro Center	GWC	4677	1,000.00
P0328185	Prudential Overall Supply Co	CCC	5510	1,000.00
P0328197	Office Depot	GWC	4312	1,000.00
P0328214	Smart & Final Stores LLC	GWC	4312	1,000.00
P0328251	Follett Higher Education Group Inc #1094	OCC	4312	1,000.00
P0328264	OCC Food Services	OCC	5879	1,000.00
P0328329	Home Depot	GWC	4312	1,000.00
P0328336	YouVisit LLC	OCC	5850	1,000.00
P0328341	Kelly-Wright Hardwoods Inc	OCC	4312	1,000.00
P0328358	Diamond Sports	GWC	4312	956.82
P0328369	CI Solutions	GWC	5699	895.00
P0328131	Xerox Corp	GWC	5638	890.00
P0328300	Dept of Social Services	OCC	5749	880.00
P0328203	Pyro-Comm Systems Inc	CCC	5638	840.00
P0328204	Pyro-Comm Systems Inc	CCC	5638	840.00
P0328205	Pyro-Comm Systems Inc	CCC	5638	840.00
P0328393	Dell Higher Education	OCC-GB	4315	827.46
P0328245	FVHS Football Boosters	OCC	5850	800.00
P0328255	Pocket Nurse	GWC	4312	800.00
P0328276	Tangram	OCC-GB	5899	800.00
P0328311	Regents of the Univ of Calif	OCC	5749	800.00
P0328353	Follett Higher Education Group Inc #1181	GWC	4312	800.00
P0328370	Xerox Corp	OCC	5638	800.00
P0328287	KPSS Inc	GWC	4312	754.93
P0328120	Tri-anim Health Services	OCC	4312	725.48
P0328148	Provantage Corp	DIS	4315	701.67
P0328125	Siemens Industry Inc	CCC	5682	700.00
P0328293	Xerox Corp	GWC	5638	700.00
P0328294	Office Depot	GWC	4312	700.00
P0328414	World-Wide Fire Inc	CCC	5638	700.00
P0328373	New Readers Press	OCC	4312	689.85
P0328412	Dept of Industrial Relations	CCC	5899	675.00
P0328232	ePlus Technology inc	OCC	6412	674.82
P0328344	Aircraft Spruce & Specialty Co	OCC	4312	627.79
P328282	KPSS Inc	GWC	4312	612.19
P0328157	Leonard Chaidez Tree Service	DIS	5899	600.00
P0328182	Smith Pipe & Supply Inc	GWC	4312	600.00
P0328211	Grainger	GWC	4312	600.00
P0328233	Office Depot	CCC	4312	600.00
P0328408	Baker & Taylor	OCC	6301	600.00

Purchase Orders

P0328351	Sparkletts	GWC	4312	580.00
P0328387	Titan Environmental Solutions Inc	DIS	5899	560.00
P0328283	KPSS Inc	GWC	4312	558.18
P0328363	Victory Custom Athletic Inc	GWC	4312	550.63
P0328121	Pyro-Comm Systems Inc	CCC	5899	540.00
P0328123	Pyro-Comm Systems Inc	CCC	5899	540.00
P0328124	Pyro-Comm Systems Inc	CCC	5899	540.00
P0328231	OCE' Financial Services Inc	GWC	5638	540.00
P0328386	Titan Environmental Solutions Inc	DIS	5899	530.00
P0328127	Medco Supply Co	GWC	4312	515.40
P0328154	Follett Higher Education Group Inc #1181	GWC	5831	500.00
P0328199	Office Depot	GWC	4312	500.00
P0328206	Storefront Door Repair	CCC	5665	500.00
P0328210	Calif Stage & Lighting	GWC	4312	500.00
P0328237	Office Depot	GWC	4312	500.00
P0328246	USA Mobility Inc	DIS	5682	500.00
P0328261	Follett Higher Education Group Inc #1094	OCC	4312	500.00
P0328269	Office Depot	DIS	4312	500.00
P0328355	Accent Florist	GWC	4312	484.88
P0328306	Blue Sky Outfitters	OCC	4312	477.34
P0328420	Ward's Natural Science	OCC	4312	475.19
P0328207	Sports Endeavors Inc	GWC	4312	474.09
P0328305	Odyssey Power Corp	OCC	4677	443.40
P0328196	Xerox Corp	OCC	5638	442.15
P0328299	Dept of Social Services	OCC	5749	440.00
P0328271	CDWG	OCC	4315	435.26
P0328150	Graybar Electric	DIS	4315	432.92
P0328379	OCLC Inc	OCC	5110	429.50
P0328347	Blick Art Materials	OCC	4312	421.04
P0328117	Follett Higher Education Group Inc #1180	CCC	5850	400.00
P0328215	Pacific Coast Entertainment	GWC	4312	400.00
P0328270	Office Depot	OCC	4312	400.00
P0328273	Office Depot	OCC	4312	400.00
P0328375	Follett Higher Education Group Inc #1181	GWC	4312	400.00
P0328284	KPSS Inc	GWC	4312	386.96
P0328141	NAFSA/Assn of Int'l Educators	CCC	5320	380.00
P0328395	Office Depot	OCC	4312	370.00
P0328378	OC Register	OCC	5306	353.00
P0328360	Ward's Natural Science	GWC	4312	334.68
P0328295	SoCal Office Technologies Inc	GWC	5638	320.88
P0328342	Battery Systems Inc	OCC	4312	317.88
P0328404	Calply	OCC	4312	312.59
P0328143	CCCCIO	OCC	5320	300.00
P0328145	Office Depot	GWC	4312	300.00
P0328163	United Rentals Northwest Inc	CCC	5682	300.00

Purchase Orders

P0328309	Follett Higher Education Group Inc #1094	OCC	4312	300.00
P0328319	Office Depot	GWC	4312	300.00
P0328409	Campus Solutions	CCC	5899	298.44
P0328315	Pharmco Products Inc	OCC	4312	269.51
P0328316	NAFSA Publications Center	CCC	5306	265.00
P0328193	R & L Medical Co	OCC	5638	260.00
P0328225	MicroAge	CCC	4315	259.98
P0328250	Columbia Dentoform Corp	OCC	4312	258.02
P0328346	OCC Food Services	DIS	5899	250.00
P0328411	Yale Chase Equipment & Services Inc	CCC	5899	244.79
P0328184	Xerox Corp	CCC	4312	235.19
P0328367	Hardy Diagnostics	OCC	4312	223.62
P0328291	Austin Hardwoods	OCC	4312	220.00
P0328179	CI Solutions	GWC	4312	210.30
P0328335	Office Depot	OCC	4312	210.00
P0328372	Office Depot	GWC	4315	203.00
P0328189	Office Depot	GWC	4312	200.00
P0328212	Apex Audio Inc	GWC	4677	200.00
P0328410	Accurate Termite & Pest Control	CCC	5638	199.00
P0328235	GovConnection Inc	DIS	6412	189.68
P0328272	Office Depot	OCC	4312	185.30
P0328376	Henry Schein Inc	OCC	4312	179.47
P0328186	Center for Academic Development - UMKC	OCC	4312	177.78
P0328219	Gaylord Bros Inc	OCC	4312	175.10
P0328419	Discount School Supply	CCC	4312	171.87
P0328368	GST	DIS	4312	169.68
P0328195	Office Depot	GWC	4312	161.52
P0328218	Demco Inc	OCC	4312	151.04
P0328126	On Deck Sports	GWC	4312	127.15
P0328164	Amazon.com	DIS	4312	124.99
P0328362	Key Scientific Products	OCC	4312	123.15
P0328229	Dell Higher Education	OCC	4312	118.51
P0328292	Mouser Electronics Inc	OCC	4312	108.74
P0328302	Amazon.com	OCC	4312	107.70
P0328323	Los Angeles Times	OCC	5306	103.90
P0328248	Follett Higher Education Group Inc #1094	OCC	4312	100.00
P0328317	Office Depot	GWC	4312	100.00
P0328252	Sign Concepts	OCC	4312	91.20
P0328297	Baudville Inc	OCC	4312	90.94
P0328359	TKH Design Inc	GWC	4312	86.03
P0328365	Environmental Sports Products LLC	GWC	4312	84.05
P0328339	Sporty's Pilot Shop	OCC	4312	37.69
P0328405	Hitt Marking Devices Inc	DIS	4312	23.64
P0328217	Label Source Inc	OCC	4312	18.10
	Total			<u>\$6,414,653.45</u>

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

21. Ratification / Approval of Checks

Subject **21.01 DIS - Ratification/Approval of Checks**

Meeting **Sep 5, 2012 - Regular Meeting**

Category **21. Ratification / Approval of Checks**

Access **Public**

Type **Consent**

File Attachments

[Check Approval 090512.pdf \(194 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT
171688	UnitedHealthcare of California Medical Premiums	603,796.60
171197	Ellucian Support Inc License and Service Agreement for Student	503,455.00
171569	OCC Associated Students OCC CSC Clearing	392,044.00
171770	Coast Community College Dist Medical Claims Districtwide	372,298.29
171687	Medco Health Solutions Inc Medical Prescription Claims	297,299.71
171771	Kaiser Foundation Health Plan Inc Medical Premiums Districtwide	284,011.78
171322	Medco Health Solutions Inc Medical Prescription Claims	230,566.28
171374	ACSIG Dental / Edge Dental Claims	203,464.90
171375	Coast Community College Dist Medical Claims Districtwide	168,892.70
171525	Coast Community College Dist Medical Claims Districtwide	166,589.66
171769	Coast Community College Dist Medical Claims Districtwide	166,109.97
171612	Coast Community College Dist Medical Claims Districtwide	164,819.21
171321	Keenan & Associates Protected Insurance Program	162,800.50
171261	Coast Community College Dist Medical Claims Districtwide	161,365.13
171552	Elavon July Merchant Fees	97,387.49
171371	Capital One Public Funding LLC Energy Conservation Power Sys for District Bldg	93,595.02
171193	Dell Higher Education Network Equipment for CCC	93,171.00
171604	WestEd Services for SB70 Evaluation Grant	91,958.57
171676	Southern Calif Edison Co Districtwide Electricity	90,319.64
171768	Advanced Communications Engineering CCC Disaster Preparedness	71,994.11
171262	Coast Community College Dist	70,282.77

171725	Medical Claims Districtwide Lew Edwards Group	66,980.00
171334	Professional Consulting Services Constellation NewEnergy Inc	56,646.71
171181	Electricity Districtwide Avalon Center at Garden Grove	45,484.83
171265	Lease Payment for One-Stop Westminster Reliastar Life Insurance Co	43,092.54
171263	Life Insurance Premiums Reliastar Life Insurance Co	39,661.82
171546	Life Insurance Premiums Community College League of Calif	38,476.00
171244	Annual Membership Dues for District The Irvine Co LLC	38,404.12
171443	Lease Payment for One-Stop Irvine SMS Systems Maintenance Services Inc	33,495.00
171271	Service Maintenance Agreement for District Burke Williams & Sorensen LLP	33,448.70
171608	District General Counsel Legal Service Xerox Corp	31,319.66
171377	Lease Agreement for OCC Reprographics Vision Service Plan	28,575.16
171466	Vision Plan Premiums Delta Health Systems	27,990.00
171250	Medical Administrative Feed Vital Link OC	27,200.00
171264	Services for Externship Event Reliastar Life Insurance Co	21,848.47
171272	Reliastar Life Insurance Co CCCD Student Refunds	21,341.90
171633	CCCD Student Refunds CCCD Student Refunds	21,020.84
171175	Accrediting Commission-CJC Accrediting Commission-CJC	20,326.00
171617	Accrediting Commission-CJC United States Postal Service	20,326.00
171247	United States Postal Service Pitney Bowes Reserve Account	20,000.00
171579	Pitney Bowes Reserve Account Southern Calif Edison Co	20,000.00
171233	Southern Calif Edison Co Ellucian Support Inc	19,150.98
171523	Ellucian Support Inc Mesa Consolidated Water Dist	17,370.00
171348	Mesa Consolidated Water Dist Anthem Blue Cross	17,357.83
171464	Anthem Blue Cross CCCD Student Refunds	16,981.30
171393	CCCD Student Refunds SVM LP	15,457.50
171743	SVM LP City of Huntington Beach	15,025.00
171705	City of Huntington Beach Trend Offset Printing	14,666.55
171453	Trend Offset Printing Vasquez & Co LLP	13,969.90
171362	Vasquez & Co LLP Vital Link OC	13,500.00
171307	Vital Link OC Strata Information Group	12,000.00
171237	Strata Information Group	11,979.26

171703	CCCD Student Refunds	11,702.00
171219	Mesa Consolidated Water Dist	11,304.74
171656	Mesa Consolidated Water Dist	11,198.52
171319	Graybar Electric	11,029.34
171570	OCC Food Services	10,400.00
171527	Accurate Accounting Business Services LLC	10,000.00
171504	Southern Calif Edison Co	9,685.08
171252	Waxie Sanitary Supply	9,354.31
171551	Economic Modeling Specialists Inc	8,750.00
171256	Xerox Corp	8,038.31
171733	Pelican Center LP	8,000.00
171448	Synegi Inc	7,956.00
171490	Lew Edwards Group	7,916.66
171547	Constellation NewEnergy Inc	7,777.10
171357	Southern Calif Edison Co	7,717.13
171238	Synegi Inc	7,488.00
171511	ThyssenKrupp Elevator Corp	7,242.00
171477	Comevo LLC	7,160.00
171729	Odyssey Power Corp	7,130.00
171351	OCC Food Services	7,012.04
171414	Hotcourses Inc	7,000.00
171476	Collegenet Inc	6,995.00
171203	GTC Systems	6,821.76
171240	Tangram	6,647.00
171300	Townsend Public Affairs Inc	6,550.00
171666	Pacific Parking Systems Inc	6,250.00
171636	CR & R Inc	6,031.07
171667	People Admin Inc	5,917.00
171433	ProEducation Solutions LLC	5,775.00
171216	Lynberg & Watkins	5,620.05
171311	Xerox Corp	5,221.14
171303	Union Bank	5,169.57
171432	Point & Click Solutions Inc	5,100.00
171258	Kenneth Yglesias	5,000.00
171478	Embassy Suites Hotel Sacramento Riverfront P	5,000.00
171220	Mobile Modular Management Corp	4,968.00
171564	Lynberg & Watkins	4,816.60
171373	Systems Technology Associates Inc	4,800.78
171367	Vital Link OC	4,500.00
171708	Commonwealth Annuity	4,376.89
171664	OCE'	4,358.00
171310	Xerox Corp	4,327.85
171622	Ascent Elevator Services	4,325.00
171259	GTC Systems	4,322.24

171401	Declues Burkett & Thompson LLP	4,250.00
171678	Terremark North America Inc	4,235.00
171562	Knorr Systems Inc	4,108.12
171304	Unisource Worldwide Inc	4,030.32
171486	HRMS Inc	4,000.00
171320	Care Resources Inc	3,819.00
171285	ii Fuels, Inc	3,714.64
171215	LRH Consulting	3,500.00
171450	The Gas Co	3,499.21
171318	Bundy-Finkel Architects Inc	3,464.71
171772	Kaiser Foundation Health Plan Inc	3,448.69
171702	CCC Contract Education	3,387.80
171613	Keenan & Associates	3,375.00
171651	Hewlett Packard	3,327.90
171463	ThyssenKrupp Elevator Corp	3,320.00
171718	Hewlett Packard	3,266.77
171555	Getty Images (US) Inc	3,247.50
171376	Genworth Life & Annuity Insurance Co	3,203.97
171378	AACC	3,150.00
171419	iXPLORE Universities LLC	3,000.00
171260	CCCD Workers Comp Trust Fund	2,966.17
171701	CCC	2,907.42
171744	The Gas Co	2,776.12
171189	Commonwealth Annuity	2,739.98
171468	Genworth Life & Annuity Insurance Co	2,726.73
171679	The Gas Co	2,623.47
171236	State of CA-Military Dept	2,601.78
171489	Leonard Chaidez Tree Service	2,595.00
171629	Carolina Biological Supply	2,586.88
171517	Verizon Wireless	2,524.04
171506	Strata Information Group	2,501.25
171214	Liebert Cassidy Whitmore	2,500.00
171458	Smart & Final Stores LLC	2,432.14
171530	Allscape	2,430.00
171246	Union Bank	2,429.73
171341	Hewlett Packard	2,355.85
171471	CCCD-Cash Clearing	2,335.44
171539	B & P Services Inc	2,334.63
171474	Coast Community College District	2,273.61
171519	VWR Int'l LLC	2,267.10
171330	Chem Pro Laboratory Inc	2,264.00
171657	Municipal Maintenance Equipment	2,252.82
171473	Kristin Clark	2,164.25
171396	City of Fountain Valley	2,120.60
171697	B & P Services Inc	2,120.00

171594	Time Dated Services	2,100.00
171535	AT & T	2,046.87
171495	Allen Nguyen	1,971.00
171365	Verizon Wireless	1,969.24
171420	Keenan & Associates	1,910.11
171218	Marsh Risk & Insurance Svcs	1,900.00
171426	NAFSA/Assn of Int'l Educators	1,900.00
171333	Community Lock & Safe Service	1,889.00
171637	Crop Production Services Inc	1,821.51
171655	Long Beach Internal Medical Group Inc	1,800.00
171494	Nextel Communications	1,758.92
171619	All Pro Building Maintenance Inc	1,758.00
171586	Evangelina Rosales	1,722.34
171717	Graybar Electric	1,687.37
171457	Xerox Corp	1,642.62
171413	Hoover Printing & Lithography Inc	1,619.48
171415	Geoffrey Hurst	1,554.92
171440	Quartermaster OC	1,524.51
171387	BJ Bindery Inc	1,519.24
171241	TechRoom Inc	1,500.00
171278	Eberhard Equipment Inc	1,495.85
171672	SC Signs & Supplies LLC	1,483.72
171430	Office Depot	1,411.47
171226	Professional Personnel Leasing Inc	1,401.00
171550	Eberhard Equipment Inc	1,400.92
171513	UC4 Software Inc	1,400.00
171553	Daniel Exley	1,400.00
171445	Spicers Paper Inc	1,366.13
171266	Unum Ltc	1,355.90
171614	3M Co	1,345.00
171465	CCCD Workers Comp Trust Fund	1,312.16
171696	Atkinson Andelson Loya Ruud & Romo	1,305.00
171498	Presidents' Round Table	1,250.00
171230	Rutan & Tucker LLP	1,245.00
171722	Home Depot	1,201.17
171742	StreamingMedia Hosting	1,200.00
171302	tw telecom holdings Inc	1,188.62
171442	Siemens Industry Inc	1,180.00
171540	Calif Dept of Health Services	1,180.00
171267	Andtech Corporation	1,176.17
171337	Kimberly Garrison	1,167.22
171409	Hardy Diagnostics	1,160.80
171398	CR & R Inc	1,158.65
171565	MailFinance Inc	1,148.06
171509	The Gas Co	1,123.33

171481	Pedro Gutierrez	1,104.91
171425	Rachel Martinez	1,080.00
171188	Coast Community College Dist	1,078.00
171609	Xerox Education Services Inc	1,066.11
171372	South Coast Air Quality Mgmt District	1,061.96
171225	Postmaster	1,060.00
171384	B & P Services Inc	1,060.00
171182	B & P Services Inc	1,059.17
171301	Turf Tire Distributors	1,045.71
171446	Storefront Door Repair	1,038.90
171711	Dept of Justice	1,024.00
171281	Grainger	1,015.94
171634	Cerritos Franchise Inc	1,000.00
171635	ControlWorks Inc	1,000.00
171746	TreeCare Arborists	1,000.00
171596	Time Warner Cable	986.13
171595	Time Warner Cable	978.60
171329	Carter Brothers Fire & Life Safety	963.88
171245	Time Warner Cable	944.75
171684	Xerox Corp	941.34
171472	City of Fountain Valley	941.12
171753	Xerox Education Services Inc	940.03
171452	Time Warner Cable	940.00
171740	Spicers Paper Inc	934.06
171418	Irvine Pipe & Supply	926.52
171410	Hewlett Packard	917.54
171204	Anna Hanlon	914.03
171239	TALX Corp	913.50
171668	Phoenix Group Info Systems	909.87
171299	The Gas Co	906.81
171412	Home Depot	905.80
171492	Marina Landscape Inc	895.00
171518	Verizon Wireless	890.77
171561	Iron Mountain	865.28
171470	Caston Office Solutions	855.45
171336	Eberhard Equipment Inc	850.47
171689	Airgas West Inc	839.22
171686	CCCD Workers Comp Trust Fund	823.55
	Board of Governors-CA Comm Colleges	
171627	Chancell	823.00
171645	Jarren Gonzales	822.92
171732	Pacific Parking Systems Inc	801.87
171502	Robert Schneiderman	800.00
171747	UC Regents	800.00
171709	CR & R Inc	782.60

171207	Hewlett Packard	774.51
171366	Village Nurseries LP	759.64
171391	Calvary Chapel HS Football	750.00
171397	Corona Del Mar Touchdown Club	750.00
171683	Son Vo	750.00
171294	Smith Pipe & Supply Inc	737.23
171444	Teresa Speakman	733.60
171499	Professional Personnel Leasing Inc	700.50
171217	Francisco Magallanes	700.00
171515	Verizon California	692.41
171202	Grainger	687.17
171406	Ganahl Lumber Co	683.22
171673	Sign-Mart	668.27
171713	Fisher Scientific	667.49
171235	Star Microwave Service Corp	664.75
171346	MailFinance Inc	655.47
171728	Nextel Communications	650.91
171343	Johnstone Supply	646.88
171221	OCC Cafeteria #200-5245-0000	640.30
171279	Enterprise Fleet Mgmt	637.88
171641	Enterprise Fleet Mgmt	637.88
171589	Sign-Mart	637.41
171483	Home Depot	631.50
171438	Public Economics Inc	629.99
171459	Stater Bros Markets	620.24
171427	Newport Harbor Football Boosters	600.00
171390	Calif Resource Recovery Assn	599.00
171646	Grainger	591.31
171360	Unisource Worldwide Inc	570.42
171467	First Health	564.00
171274	Coast Community College Dist	562.00
171723	Irvine Pipe & Supply	559.77
171591	Smith Pipe & Supply Inc	555.87
171493	Marsh Risk & Insurance Svcs	532.02
171662	OC Treasurer-Tax Collector	531.50
171395	Cintas First Aid & Safety	526.50
171428	Nextel Communications	525.44
171730	Office Depot	522.49
171286	Office Depot	514.64
171211	Home Depot	505.28
171715	GovConnection Inc	502.57
171402	Estancia Athletics	500.00
171403	Estancia HS Football Boosters	500.00
171424	Lisa Lee	500.00
171429	Ocean View HS Football Boosters	500.00

171449	The Bank of New York Mellon	500.00
171691	Amazon.com	499.71
171741	Staples Advantage	499.01
171462	Graybar Electric	474.63
171190	Computerland of Silicon Valley	474.00
171508	The Gas Co	470.21
171585	Refrigeration Supplies Distrib	469.67
171335	Displays2Go	465.04
171700	Black Box Resale Services	460.00
171194	Dept of Industrial Relations	450.00
171587	RP Group Inc	450.00
171671	RP Group Inc	450.00
171566	MKH Electronics Inc	440.00
171507	T-Mobile USA	437.82
171556	Graybar Electric	434.88
171573	Office Depot	432.39
171408	Great Western Sanitary Supply	431.00
171574	On-Site LaserMedic Corp	427.22
171331	City of Westminster	426.97
171706	City of Newport Beach	425.66
171630	CASFAA	425.00
171649	GWC Associated Students	421.68
171386	Bio-Rad Laboratories Inc	414.34
171324	Allied Refrigeration Inc	414.15
171603	VS Athletics	407.53
171739	Southern Calif Edison Co	406.61
171308	Waxie Sanitary Supply	404.92
171394	Chem Pro Laboratory Inc	388.00
171405	FranklinCovey	387.52
171716	Grainger	383.91
171541	Caston Office Solutions	380.92
171451	Thomson West	378.30
171745	Thomson West	378.30
171631	CASFAA	375.00
171642	Federal Express Corp	374.40
171521	Waterline Technologies Inc	370.16
171469	BJ Bindery Inc	368.66
171496	Office Depot	368.30
171421	Kelly Paper	358.28
171416	Ipswitch Inc	345.00
171379	ActiveCare Inc	343.00
171665	Office Depot	339.04
171510	The Shredders	335.00
171724	Kelly Paper	330.37
171283	Home Depot	327.35

171248	Verizon California	324.53
171524	CCCD Workers Comp Trust Fund	319.74
171643	Ann French	317.60
171714	Ganahl Lumber Co	316.07
171257	Xerox Corp	312.11
171628	Brink's Inc	307.01
171648	Greenwood & Hall	304.00
171201	Fountain Valley Chamber of Commerce	303.00
171345	Karen Kuehner	300.93
171392	CCCCIO	300.00
	CCC Chief Student Services Admin Assn	
171542	(CCCCS	300.00
171615	ACBO	285.00
171616	ACBO	285.00
171726	Main Electric Supply Co	284.47
171355	Safety 1st Pest Control Inc	283.50
171253	West Payment Center	282.87
171423	Cathy Le	278.00
171275	Daniels Tire Service	277.23
171712	Dish Network Chicago	273.04
171663	OC Treasurer-Tax Collector	272.00
171698	Battery Systems Inc	271.43
171198	Elmco Duddy	270.46
171349	Newport Exterminating	269.50
171185	Chem Pro Laboratory Inc	268.00
171597	Turf Star Inc	260.55
171340	Grainger	255.47
171497	Omid Pourzanjani	253.60
171411	Home Depot	250.22
171618	ACHRO/EEO	250.00
171297	Storefront Door Repair	243.50
171231	Security Signal Devices	241.00
171276	Rena Drake	238.21
171632	Caston Office Solutions	236.90
171485	Home Depot	236.45
171209	Home Depot	235.46
171176	Ace Business Machines Inc	225.00
171475	College Board	225.00
171177	Loretta Adrian	222.52
171447	Suburban Water Systems	218.55
171501	Quartermaster OC	218.10
171251	Waterline Technologies Inc	217.61
171479	FRS Environmental	214.50
171350	Mary O'Connor	214.23
171254	Nancy Wilkey	212.00

171559	Home Depot	207.80
171234	Staples Advantage	205.91
171720	Home Depot	204.33
171284	Home Depot	201.47
171699	Besam Entrance Solutions	200.22
171184	Calif Resource Recovery Assn	200.00
171580	Prince Enterprises Inc	199.58
171332	Codework Inc	199.00
171484	Home Depot	195.26
171751	Xerox Corp	191.37
171290	Cynthia Reber-Bonhall	188.65
171526	AA Equipment	188.35
171222	Office Depot	185.31
171437	Prudential Overall Supply Co	184.45
171736	Prudential Overall Supply Co	184.45
171431	Pitney Bowes Inc	183.16
171653	Kelly Paper	182.25
171738	Refrigeration Supplies Distrib	180.16
171291	Sign-Mart	179.94
171537	AT & T	177.74
171212	Iron Mountain Records Mgmt	175.45
171434	Prudential Overall Supply Co	175.19
171435	Prudential Overall Supply Co	175.19
171436	Prudential Overall Supply Co	175.19
171358	State Industrial Products Corp	175.03
171273	CCPRO	175.00
171487	Iron Mountain Records Mgmt	173.71
171707	James Cline	170.50
171704	City of Fountain Valley	170.02
171326	Aramark Uniform Services	169.95
171514	Unisource Worldwide Inc	165.50
171344	Ken's Locksmithery	165.40
171658	Mutual Liquid Gas & Equipment	163.07
171277	Dunn-Edwards Corp	159.95
171229	Psychological Solutions Inc Deborah Silveria	159.00
171548	CR & R Inc	157.83
171325	Andtech Corporation	156.17
171417	Iron Mountain Records Mgmt	153.92
171560	Hub Auto Supply	150.81
171183	Bee Busters Inc	150.00
171328	Bee Busters Inc	150.00
171661	OC Business Council	150.00
171584	Meelynda Rayford	147.02
171754	Home Depot	144.51
171305	Verizon Wireless	144.29

171690	Alan's Lawnmower & Garden Ctr Inc	137.38
171439	Pyro-Comm Systems Inc	135.00
171583	Pyro-Comm Systems Inc	135.00
171480	Graybar Electric	134.69
171534	AT & T	133.95
171749	Jocelyn Wang	132.83
171674	Smardan Supply Co-Orange Coast	130.92
171670	Quartermaster OC	129.83
171681	Verizon California	128.73
171249	Village Nurseries LP	125.96
171280	Federal Express Corp	123.27
171400	Daniels Tire Service	123.22
171364	Verizon California	120.09
171512	Triarch Inc	116.37
171545	City of Westminster	115.00
171734	Postmaster	114.08
171196	Eberhard Equipment Inc	111.37
171363	Verizon California	110.52
171187	City of Westminster	110.00
171385	Battery Systems Inc	106.84
171354	Rhino Electric Supply	106.39
171422	Lakin Tire West Inc	106.13
171199	Eversoft	104.42
171488	Konica Minolta Business Solutions	103.74
171543	Shufei Chen	101.23
171549	Celestino De Castro	101.23
171563	Yiqian Li	101.23
171576	Josh Pham	101.23
171605	Susan Willis	101.23
171606	Elleni Wolde	101.23
171592	Staples Advantage	100.78
	Amer Backflow Prevention Assoc So Calif	
171380	Chap	100.00
	Amer Backflow Prevention Assoc So Calif	
171381	Chap	100.00
171721	Home Depot	99.66
171558	Home Depot	96.85
171544	City of Huntington Beach	95.72
171660	OC Business Council	95.00
171611	Xerox Corp	94.91
171577	Tuan Pham	93.95
171644	Fry's Electronics	91.58
171441	Security Signal Devices	89.85
171624	AT & T	89.21
171306	Verizon Wireless	87.87

171652	Home Depot	86.54
171206	Lorraine Henry	86.00
171621	Antimite Termite & Pest Control	85.00
171268	Jonathan Arnold	84.93
171243	The Gas Co	82.59
171389	C2 Reprographics	79.84
171522	Stater Bros Markets	79.68
171610	Stater Bros Markets	79.28
171750	Lois Wilkerson	77.42
171626	AT & T	76.86
171327	Lisa Becker	76.00
171338	Claudia Goodwin	76.00
171369	Frank Woodard	76.00
171186	Chronicle of Higher Education	75.00
171669	Pocket Nurse	74.95
171270	AT & T	73.50
171538	AT & T	73.24
171456	Xerox Corp	72.21
171752	Xerox Corp	70.60
171755	Stater Bros Markets	69.10
171532	Art Culinaire	68.00
171342	Home Depot	67.89
171710	Dell Higher Education	66.70
171575	Orkin Pest Control	65.00
171638	CSU Northridge	65.00
171639	CSU Northridge	65.00
171407	Grainger	63.93
171359	Theodore Robins Ford	62.86
171588	Loren Sachs	61.22
171282	Great Western Sanitary Supply	60.55
171503	Thomas Snyder	60.00
171455	Ward's Natural Science	58.87
171520	Ward's Natural Science	57.80
171382	Aramark Uniform Services	56.65
171531	Aramark Uniform Services	56.65
171296	Southern Calif Edison Co	55.86
171179	AT & T	55.09
171180	AT & T	55.09
171192	Dakota Backflow Co	55.00
171295	South Beach Media Inc	54.82
171640	Dunn-Edwards Corp	53.82
171500	Prudential Overall Supply Co	52.21
171232	Smog & Gas of Costa Mesa	50.00
171620	Amazon.com	49.95
171491	Liquidware Labs Inc	48.00

171650	Mireille Halley	47.79
171292	Sims-Orange Welding Supply Inc	46.93
171735	Powertron Battery Co	46.29
171293	Sims-Orange Welding Supply Inc	46.05
171533	Art Supply Warehouse	45.23
171682	Verizon California	44.28
171255	Susan Winterbourne	43.75
171677	Spectrum Gas Products Inc	43.50
171571	OCC Petty Cash	42.63
171298	The Gas Co	42.08
171737	PSS World Medical Inc	41.75
171590	Sims-Orange Welding Supply Inc	41.54
171598	UC Regents	40.00
171599	UC Regents	40.00
171600	UC Regents	40.00
171516	Verizon California	39.50
171528	Darian Aistrich	39.28
171731	On-Site LaserMedic Corp	38.79
171536	AT & T	38.15
171625	AT & T	37.40
171213	Landauer Inc	36.40
171529	William Allen	36.19
171557	Hardy Diagnostics	35.45
171505	Staples Advantage	34.36
171581	Prudential Overall Supply Co	34.30
171582	Prudential Overall Supply Co	34.30
171719	Home Depot	32.23
171568	OCC Ancillary #1000-24750-5120	31.23
171567	Mutual Liquid Gas & Equipment	30.00
171339	Marcia Gordon	29.95
171356	Security Signal Devices	29.95
171383	Arrowhead Mountain Spring Water	29.85
171601	USA Mobility Inc	29.58
171748	USA Mobility Inc	29.58
171602	Verizon California	29.29
171223	Terry Otto	28.08
171195	Dunn-Edwards Corp	27.95
171347	Main Electric Supply Co	27.69
171685	Stater Bros Markets	27.53
171208	Hitt Marking Devices Inc	26.59
171242	The Gas Co	26.25
171654	Konica Minolta Business Solutions	25.41
171224	Pitney Bowes Presort Services Inc	24.42
171675	SoCal Office Technologies Inc	24.31
171680	The Gas Co	24.10

171361	USA Mobility Inc	22.42
171454	USA Mobility Inc	22.42
171388	Business Properties Partnership No 15	22.28
171227	Prudential Overall Supply Co	21.96
171353	Prudential Overall Supply Co	21.96
171578	Pitney Bowes Presort Services Inc	21.00
171228	Prudential Overall Supply Co	20.93
171288	Prudential Overall Supply Co	20.93
171289	Prudential Overall Supply Co	20.93
171352	Prudential Overall Supply Co	20.93
171210	Home Depot	19.97
171309	Jeffrey Wong	18.78
171659	Linda Newman	18.00
171191	Crown Ace Hardware	17.74
171200	Federal Express Corp	17.51
171623	AT & T	15.91
171692	AT & T	15.78
171205	Health Products For You	15.00
171727	Medical Arts Press	15.00
171593	The Gas Co	14.87
171482	Home Depot	13.60
171554	Federal Express Corp	13.44
171404	Federal Express Corp	13.09
171368	Waxie Sanitary Supply	11.68
171178	AT & T	11.12
171269	AT & T	11.11
171572	Oce' Imagistics Inc	11.00
171287	Pitney Bowes Presort Services Inc	7.94
171647	Graybar Electric	6.89
171323	Medco Health Solutions Inc	6.35
171694	AT & T	6.09
171399	Crown Ace Hardware	5.38
171693	AT & T	0.86
171695	AT & T	0.70

Total	5,934,243.49
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22. Check List for General Obligation Bond Fund

Subject **22.01 DIS - General Obligation Bond Fund**
Meeting Sep 5, 2012 - Regular Meeting
Category 22. Check List for General Obligation Bond Fund
Access Public
Type Consent

File Attachments

[CheckApprovalBond090512.pdf \(13 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
171370	CW Driver CCC Newport Beach Lrng Ctr	73,686.00	420894
171313	Climatec Building Technologies Group OCC Energy Efficient Management	66,877.50	420292
171760	Hill Partnership Inc OCC Planetarium	53,248.00	420208
171763	TB Penick & Sons Inc CCC Newport Beach Lrng Ctr	35,866.00	420894
171756	Allscape OCC Capuswide Landscape Project	30,982.50	420283
171766	UCMI Inc CCC Newport Beach Lrng Ctr	29,280.00	420894
171316	Tangram	20,542.97	420247
171767	Willdan Geotechnical	17,224.00	420894
171762	Mobile Modular Management Corp	11,811.56	420297
171314	CSI Electrical Contractors Inc	6,335.00	420247
171764	TB Penick & Sons Inc	5,610.00	420894
171761	ISEC	5,205.00	420207
171759	Ganahl Lumber Co	2,204.81	420283
171461	LPA Inc	2,080.12	420894
171765	TB Penick & Sons Inc	1,654.00	420894
171758	Digital Networks Group Inc	1,544.16	420297
171315	Digital Networks Group Inc	1,453.57	420204
171460	Glumac	856.50	420894
171317	Village Nurseries LP	770.41	420283
171312	C2 Reprographics	215.50	420202
171757	Dell Higher Education	61.76	420204
	Total	367,509.36	

23. Authorization for Special Payments

Subject	23.01 OCC - Special Payments
Meeting	Sep 5, 2012 - Regular Meeting
Category	23. Authorization for Special Payments
Access	Public
Type	Consent

Payment of \$2,501 from Phi Theta Kappa Honor Society/Beta Mu Alpha Chapter ancillary account to Office Depot for the purchase of school supplies to be donated by the honor society to the Adams Elementary School, Costa Mesa, CA.



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.

24. Approval of Agreements

Subject	24.01 DIS - Approval of Employment Agreement, Acting Dean, Career and Technical Education, GWC
Meeting	Sep 5, 2012 - Regular Meeting
Category	24. Approval of Agreements
Access	Public
Type	Discussion

Approval of Employment Agreement, Acting Dean, Career and Technical Education, GWC

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve the Employment Agreement with Claudia Lee Saddul, GWC, to serve as Acting Dean, Career and Technical Education, commencing on August 30, 2012 and ending on June 30, 2013. Compensation to be \$533 per duty day worked, based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees (See Attachment #4)

File Attachments

[Contract - Acting Dean CTE \(GWC\).pdf \(19 KB\)](#)

Subject	24.02 DIS - Approval of Employment Agreement, Acting Dean, Military/Contract Education, CCC
Meeting	Sep 5, 2012 - Regular Meeting
Category	24. Approval of Agreements
Access	Public
Type	Discussion

Approval of Employment Agreement, Acting Dean, Military/Contract Education, CCC

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve the employment agreement with William Kerwin, CCC, to serve as Acting Dean, Military/Contract Education, commencing on September 6, 2012 and ending on the day prior to the commencement of employment of the successor to this position, or on June 30, 2013, whichever is earlier. Compensation to be \$498 per duty day worked, based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees (See Attachment #5)

File Attachments

[Contract - Acting Dean Military Contract Ed \(CCC-Kerwin\) REVISED.pdf \(19 KB\)](#)

Subject **24.03 DIS - Approval of Employment Agreement, Acting Dean, Student Services, OCC**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approval of Employment Agreement, Acting Dean, Student Services, OCC

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve the employment agreement with Carla Martinez, OCC, to serve as Acting Dean, Student Services, commencing on September 17, 2012 and ending on June 30, 2013. Compensation to be \$434 per duty day worked, based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees (See Attachment #6)

File Attachments

[Contract - Acting Dean Student Services \(OCC-Martinez\).pdf \(19 KB\)](#)

Subject **24.04 DIS - Approval of the Renewal of the Amendment between ellucian (formerly SunGard Higher Education Inc.) and the Coast Community College District for Mobile Connection ActionLine Support Services**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approval of the Renewal of the Amendment between ellucian (formerly SunGard Higher Education Inc.) and the Coast Community College District for Mobile Connection ActionLine Support Services.

1. Background: On September 21, 2005, Coast Community College District Board of Trustees approved entering into a Master Software Licenses and Services Agreement with then SunGard SCT - Bid #1896. On April 4, 2012, the Board approved an Amendment to add Mobile Connect ActionLine Support Services to the Master agreement. In March 2012, the District deployed its first mobile applications for its students.

2. Goal/Purpose:

Approve the annual renewal as required by the Amendment entered into on April 4, 2012, between Coast Community College District and ellucian for Mobile Connection ActionLine Support Services. Board approval will provide the District with Mobile Connect support and software updates through September 30, 2013.

3. Comments (if any):

4. Recommendation Statement: After review by the Interim Administrative Director, District Information Services, Vice Chancellor of Education Services and Technology, and District General Counsel, it is recommended by the Chancellor that the Board approve the renewal of the Amendment between ellucian and Coast Community College District. The Amendment outlines the responsibilities of both parties.

The Board President, or designee, is authorized to to sign the Amendment and any related documents, indicating approval by the Board of Trustees. (See Attachment #7)

5. Fiscal Review and Impact: \$23,800 from general funds.

File Attachments

[SCT Mobile Connect Board Item 2012-13.docx \(37 KB\)](#)

[Mobile Connect Renewal Notice 12-13.PDF \(26 KB\)](#)

[Mobile Connect Signed Copy.PDF \(76 KB\)](#)

Subject **24.05 DIS - Approval of the Renewal of the Agreement between Coast Community College District and the XAP Corporation for Online Student Admissions and Board of Governors Fee Waiver Applications**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approval of the Renewal of the Agreement between Coast Community College District and the XAP Corporation for Online Student Admissions and Board of Governors Fee Waiver Applications

1. Background: On September 7, 2005, the Board of Trustees approved the original Agreement with the XAP Corporation. During November 2005, the District implemented XAP's CCC Apply Student Online Admissions Application. Then, in May 2007, the District implemented XAP's Board of Governors Fee Waiver (BOGW) Online Application.

2. Goal/Purpose:

Approve the Agreement between Coast Community College District and the XAP Corporation to provide online applications for student admissions and BOGW for a year renewal with two optional years for a total of up to three years. By approving this renewal, the District will be able to continue providing the same online admissions and BOGW experience our students have used over the past seven years.

3. Comments (if any):

4. Recommendation Statement: After review by the Vice Chancellor of Educational Services and Technology, Interim Administrative Director, District Information Services, and District General Counsel, it is recommended by the Chancellor that the Board approve the renewal Agreement between Coast Community College District and the XAP Corporation. The Agreement outlines the responsibilities of both parties.

The Board President, or designee, is authorized to sign the Agreement, indicating approval by the Board of Trustees. (See Attachment #8)

5. Fiscal Review and Impact: \$109,173 General Funds (over 3 years).

File Attachments

[XAP Board Item 2012-15.docx \(40 KB\)](#)

[XAP Coast CCD CCCApply Agreement 2012-2013.docx \(41 KB\)](#)

Subject **24.06 DIS - Approve Non-Standard Software License and Support Agreements Between SARS Software Products, Inc. and the Coast Community College District for Counseling Scheduling Software at Each College**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Non-Standard Software License and Support Agreements Between SARS Software Products, Inc. and the Coast Community College District for Counseling Scheduling Software at Each College

1. Background

Orange Coast, Golden West, and Coastline Community College have used SARS software for the scheduling of counseling services with students for at least the past six years. The prior SARS Software License and Support Agreements were developed for each individual college, and they have expired.

2. Goal/Purpose

The Goal/purpose of the proposed Software License and Support Agreements is to create single umbrella agreements between the District and SARS for the software license and for support services needed during the term of the software use. Each college's specific software needs are set forth in a Software Order Schedule attached to the Software License Agreement.

3. Comments

District General Counsel has reviewed the proposed Software License and Support Agreements and has noted concerns with Sections 10.1 and 10.2 of the Software License Agreement, and Sections 8.1 and 8.2 of the Software Agreement. SARS Software Products, Inc. declined to adopt General Counsel's recommended changes.

4. Recommendation Statement

After negotiation with SARS by Risk Services and legal review by the District General Counsel, it is recommended by the Chancellor that the Board approve the Non-Standard Software License and Support Agreements between SARS Software Products, Inc. and the Coast Community College District for the purpose of maintaining licensed counseling scheduling software and support services at all three college campuses.

5. Fiscal Review and Impact

The fiscal impact for the SARS Software License and Service/Support during the term of this Agreement is \$11,800 for Licenses and 1st year support services, and up to \$5,940 for support services in the 2nd year, as follows:

Orange Coast College:	\$6,440.00
<i>(not including 2nd year support services at \$2,700 and up to 10% increase)</i>	
Golden West College:	\$2,700.00
<i>(not including 2nd year support services at \$2,700 and up to 10% increase)</i>	
Coastline Community College:	\$2,700.00

(not including 2nd year support services at \$2,700 and up to 10% increase)

To be paid from college funds with SARS invoicing college directly for the above costs. (See Attachment #9)

File Attachments

[SARS Software License Agreement.pdf \(966 KB\)](#)

Subject 24.07 GWC - Approve Non-Standard Agreement between County of Orange and the Coast Community College District for WIA ITA Training Provider Services

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Non-Standard Agreement between County of Orange and the Coast Community College District for WIA ITA Training Provider Services

1. Background Information: Under the Workforce Investment Act (WIA), Title I-B training services for adults and dislocated workers will be provided through Individual Training Accounts (ITAs). Individuals are expected to take an active role in managing their employment future through the use of ITAs. Adults and dislocated workers receiving training under this approach will receive information they need (e.g., skills assessment, labor market conditions and trends, training vendor performance) to make a self-informed choice about their own employment future and the training to support their decision.

2. Goal/Purpose: To prepare eligible participants for entry or re-entry into the labor force by providing training for demand occupations in Orange County.

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 County of Orange and the Coast Community College District for WIA ITA Training Provider Services, from September 6, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees. (See County of Orange Agreement, Attachment #10)

5. Fiscal Impact: No cost to the College

File Attachments

[County of Orange Agreement.pdf \(629 KB\)](#)

Subject **24.08 GWC - Approve Non-Standard Agreement between Jackrabbit Technologies, Inc. and the Coast Community College District to use the Online Registration Program for GWC Summer Swim Lessons**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Non-Standard Agreement between Jackrabbit Technologies, Inc. and the Coast Community College District to use the Online Registration Program for GWC Summer Swim Lessons

1. Background Information: The Athletic Department is requesting to use Jackrabbit Technologies web based program/software to manage swim lesson classes and attendees. The agreement enables the Athletic Department to streamline the process and to provide swim lesson clients with a web-based system of online registration.

2. Goal/Purpose: Provide the Athletic Department the necessary program/software to effectively run the summer swim lesson program.

3. Comments (if any): Legal counsel had concerns regarding liability, term and consent of the agreement, and location. However, the College President feels that the risk to the District is minimal and that the value received from this web service warrants that risk.

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 Jackrabbit Technologies, Inc. and the Coast Community College District to the use the online registration program for GWC Summer Swim Lessons. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees. (See Jackrabbit Technologies Agreement, Attachment #11)

5. Fiscal Impact: \$4,000 to be paid from revenue collected from Summer Swim Lessons.

File Attachments

[Jackrabbit Technologies Agreement.pdf \(50 KB\)](#)

Subject **24.09 GWC - Approve Non-Standard Agreement between Academic Works and the Coast Community College District for Scholarship Application, Reporting and Committee Review Software**

Meeting **Sep 5, 2012 - Regular Meeting**

Category **24. Approval of Agreements**

Access **Public**

Type **Discussion**

Approve Non-Standard Agreement between Academic Works and the Coast Community College District for Scholarship Application, Reporting and Committee Review Software

1. Background Information: With the recent reorganizational changes, consolidation of departments and move of the scholarship program to Special Events Supervisor, the College is looking to streamline the scholarship application process. The program allows access to students on and off campus and furthers the College's goal to "Go Green."

2. Goal/Purpose: The goal of this program is to make scholarship management more efficient and to expand the opportunities for students to receive scholarships, awards and grants at Golden West College.

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 Academic Works and the Coast Community College District for the scholarship application program, from September 6, 2012 through September 5, 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees. (See Academic Works Agreement, Attachment #12)

5. Fiscal Impact: \$11,000 to be paid from GWC Campus Technology Support funds.

File Attachments

[Academic Works Agreement.pdf \(62 KB\)](#)

Subject **24.10 OCC - Approve Memoranda of Understanding between U.S. Department of State, Bureau of Education and Cultural Affairs Represented by Madison Area Technical College (Madison College) the "Awarding Institution" and Orange Coast College, the Selected "Participant Institution", for Participation in the 2013 Cohort of the Madison College, Capacity Building for Study Abroad: Two-Year College Consortium for Expanding Study Abroad.**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Memoranda of Understanding between U.S. Department of State, Bureau of Education and Cultural Affairs Represented by Madison Area Technical College (Madison College) the "Awarding Institution" and Orange Coast College, the Selected "Participant Institution", for Participation in the 2013 Cohort of the Madison College, Capacity Building for Study Abroad: Two-Year College Consortium for Expanding Study Abroad.

Background: Madison College is the Project Lead for Prime Award #S-ECAAE-10-GR-172(MJ), Capacity Building for Study Abroad: Two-Year Consortium for Expanding Study Abroad in Engineering and Technical Fields, which competitively selected 23 additional colleges nationwide to participate in a Community College Sustainable Development Network (CCSDN) for the purposes of expanding institutional capacity for study abroad, increasing study abroad programs in non-traditional fields of study with a specific emphasis on sustainable development, engineering, and technical fields, and strengthening relationships with partner institutions in Costa Rica and the greater Central American and Caribbean region. Faculty member Rose Anne Kings has committed to be the Selected Participant, having written the grant proposal and verifying that the training and workshop dates do not conflict with her teaching duties and she is committing to perform the needed work.

Awarding Institution to provide:

- Expenses for OCC faculty member to participate in 10-day Costa Rica training in January 2013 and planning workshop in Madison, WI in March 2013.
- \$1,000 stipend for curriculum development.
- Mentoring and program development support and opportunity to apply for additional funds to expand program sites.

Participant Institution pledges to:

- Participate in training, workshop, and curriculum development for CCSDN.
- Collaborate with other participating institutions to allow cross-enrollment and participation in shared study abroad programs as part of CCSDN.
- Participate in program surveys and student assessments, allow faculty member to participate, and provide information for grant reporting purposes.

Goal/Purpose: OCC Architectural Technology applied to be a participating institution for the purpose of supporting student Global Awareness, as well as supporting Program Learning Outcomes by preparing students to design, develop, analyze, promote and participate in sustainable environmental design practices and projects.

Comments: Reviewed by Risk Services and General Counsel.

Recommendation Statement: After review by the OCC College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Memoranda of Understanding between the Program Participant (Rose Anne Kings), Participating Institution Representative (OCC), and the Awarding Institution Representative (Dr. Geoff Bradshaw, Madison College) for the purpose of expanding institutional capacity for study abroad in the area of sustainable development. 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: No direct fiscal impact.

File Attachments

[MOU_2013-RKing-OrangeCoastCollege-CostaMesaCA.docx \(32 KB\)](#)

Subject **24.11 CCC - Approve Memorandum of Agreement between the Joint Forces Training Base (JFTB) Los Alamitos, California, a Federal Installation, and the Coast Community College District (Coastline Community College) for the Orange County One-Stop Center to Provide On-site Veteran Support Services for Recently Separated Veterans through the Workforce Investment Act.**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Memorandum of Agreement between the Joint Forces Training Base (JFTB) Los Alamitos, California, a Federal Installation, and the Coast Community College District (Coastline Community College) for the Orange County One-Stop Center to Provide On-site Veteran Support Services for Recently Separated Veterans through the Workforce Investment Act.

1. Background: After review by the College President and District General Counsel, it is recommended by the Chancellor that authorization be given to enter into a Memorandum of Agreement to provide on-site veteran support services at the Joint Forces Training Base for recently separated veterans utilizing the Workforce Investment Act veterans' funds. The term of the agreement shall be from July 1, 2012 through June 30, 2013. Recent deployments at the JFTB have delayed the finalization of this Agreement.

2. Goal/Purpose: To provide Workforce Investment Act Veteran Services to Recently Separated Veterans and their spouses that will promote the effective transition of veterans to civilian life, including providing veterans with training opportunities, support services and job search services.

3. Comments (if any): None

4. Recommendation: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Memorandum of Agreement between the Joint Forces Training Base (JFTB) Los Alamitos and the Coast Community College District. This Memorandum of Agreement sets forth the responsibilities of both parties for the operation of the Veterans Services Center operated by the Orange County One-Stop Centers. The Board President, or designee, is authorized to sign this Agreement and any related documents, indicating approval by the Board of Trustees. (See MOA Joint Forces Training Base - Attachment #14)

5. Fiscal Review and Impact: \$2,992 for the period of July 1, 2012 through June 30, 2013. Funding Source – WIA Orange County One – Stop.

File Attachments

[MOA Joint Forces Training Base.pdf \(574 KB\)](#)

Subject **24.12 DIS - Approve Renewal of Non-Standard Master Services Agreement and Two Addenda – Addendum for Tuition Payment Plan Services and Addendum for Refund Disbursement Services - Between Sallie Mae Campus Solutions and the Coast Community College District.**

Meeting Sep 5, 2012 - Regular Meeting

Category 24. Approval of Agreements

Access Public

Type Discussion

Approve Renewal of Non-Standard Master Services Agreement and Two Addenda – Addendum for Tuition Payment Plan Services and Addendum for Refund Disbursement Services - Between Sallie Mae Campus Solutions and the Coast Community College District.

1. Background

Orange Coast College, Golden West College, and Coastline Community College have used Sallie Mae Campus Solutions to provide students with tuition payment plan and refund disbursement services. The prior Master Services Agreement has expired. In addition, Sallie Mae Campus Solutions has revised the fee structure and lowered the fees applicable to the District.

2. Goal/Purpose

The goal/purpose of the proposed revised Master Services Agreement and the two Addenda is to provide for renewal of the Master Services Agreement and implement the improvement in services and lower fee rates charged to the District and ensure continuity of service to our students.

3. Comments

District General Counsel has reviewed the proposed Master Services Agreement and the two Addenda and has noted a concern about having a contractual cap on liability.

4. Recommendation Statement

After negotiation with Sallie Mae Campus Solutions by Risk Services and legal review by District General Counsel, it is recommended by the Chancellor and the Vice Chancellor of Educational Services and Technology that the Board approve the Master Services Agreement and Two Addenda – Addendum for Tuition Payment Plan Services and Addendum for Refund Disbursement Services - between Sallie Mae Campus Solutions and the Coast Community College District for the purpose of maintaining these critical services for our students.

5. Fiscal Review and Impact

The fiscal impact for the use of these services is based on the number of transactions that Sallie Mae Campus Solutions is processing for each college under the categories noted in the Pricing Attachment included. To be paid from college funds with Sallie Mae Campus Solutions invoicing the District directly for the above costs. (See Attachment #15)

File Attachments

[CCCD Sallie Mae Agreement v3 8-29-2012.pdf \(204 KB\)](#)

25. Buildings and Grounds Approvals

Subject 25.01 DIS - Bid Tabulations and Award of Contract: Orange Coast College Photo Lab Remodel; Bid No. 2011

Meeting Sep 5, 2012 - Regular Meeting

Category 25. Buildings and Grounds Approvals

Access Public

Type Discussion

Bid Tabulations and Award of Contract: Orange Coast College Photo Lab Remodel; Bid No. 2011

1. Background:

This project will remodel the current photography "dark room" lab into a digital photography lab. The scope of work for this project will largely involve the demolition of non-structural walls, refinishing wall surfaces, relocation and construction of new casework, addition of outlets/lighting for computer workstations, and paint/finish in the new space. It is anticipated that the project will commence on September 17, 2012 and be completed by November 23, 2012.

2. Goal/Purpose:

Renovation of the Orange Coast College Photo Lab to accommodate the increasing demand for the digital photography.

3. Comments:

None

4. Recommendation Statement:

Notices were published on July 10, 2012 and July 17, 2012 in the newspaper as well as in trade journals requesting bids. The bids were opened on August 2, 2012 for the Orange Coast College Photo Lab Remodel, Bid No. 2011.

After review by Campus Project Team, Risk Services Manager, and the Senior Director of Facilities and Planning, it is recommended by the Chancellor that a contract be awarded to the lowest responsible bidder as shown below. The Board President, or designee, is authorized to sign the contract, and any related documents, indicating approval by the Board of Trustees.

	<u>Base Bid</u>
1. Dennis Patrick Contracting 2103 El Camino Real #104-B Oceanside, CA 92054	\$ 79,500
2. Riviera Building & Development, Inc., Newport Beach, CA 92660	\$ 94,777
3. New Dimension General Construction Anaheim Hills, CA 92808	\$112,700

4. Optima RPM, Inc., Irvine, CA 92614 \$125,000
5. H.C. Olsen Construction, Co., Inc, Monrovia, CA 91016 \$135,999
6. Avi-Con, Inc. dba CA Construction, Riverside, CA
Riverside, CA 92507 \$142,000
7. Fast Track Construction Corporation, Culver City, CA \$151,600

Fiscal Impact: \$79,500 (Measure C – General Obligation Bond Funds)
Master Plan Approved Project
OCC Upgrade Photo Lab

26. General Items of Business

Subject	26.01 DIS - Approval for the County of Orange Registrar of Voters to use Coast Community College District Office Board Room as a Polling Place
Meeting	Sep 5, 2012 - Regular Meeting
Category	26. General Items of Business
Access	Public
Type	Discussion

Approval for the County of Orange Registrar of Voters to use Coast Community College District Office Board Room as a Polling Place

After review by the Vice Chancellor of Finance and Administrative Services, it is recommended that authorization be given for the County of Orange Registrar of Voters to use the Coast Community College District Office Board Room as a polling place for the General Election to be held on Tuesday, November 6, 2012. This voting site will provide registered voters in this voting precinct an opportunity to cast their ballots at the District site with minimal impact to regular District operations.

Fiscal impact: The polling site will be operated by the Orange County Registrar of Voters at no cost to the District.

Subject	26.02 DIS - Authorization to Participate in Mandate Block Grant
Meeting	Sep 5, 2012 - Regular Meeting
Category	26. General Items of Business
Access	Public
Type	Discussion

1. Background

The final 2012-13 Fiscal Year (FY) State Budget Act included the mandate block grant which simplifies the process of mandate reimbursement and includes \$200 million in current-year funding.

Participating in the Block Grant program means that districts that elect to accept the flat-rate block grant will be funded in the current year for their claims. The block grant will become subject matter for the annual independent audit. Districts that do not opt into this program will have to continue to bear the expense of preparing claims, being subject to special claim-by-claim audits by the State Controller's office and wait for their cash.

The block grant option is effective for mandated activities starting in 2012-13 FY. Mandated activities that took place in the 2011-12 FY will still follow the pre-existing claims submission process.

2. Goal/Purpose

Minimize administrative burden and expense, including that of a special consultant, that has assisted Coast with mandated claims in the past and increase the certainty of receiving funding.

3. Comments

The block grant program is structured as an annual opt-in choice. Each district is required to notify the State Chancellor's office, by September 30, as to the direction they wish to take.

4. Recommendation Statement

Authorize the Vice Chancellor of Finance and Administrative Services to notify the State Chancellor's office that Coast will opt-in to the Mandate Block Grant program for the 2012-13 FY.

5. Fiscal Review & Impact

The 2012-13 FY block grant amount is \$28/FTES. This represents approximately \$908 thousand for Coast. In stark contrast, Coast has averaged only \$11/FTES in mandated cost reimbursements in recent years.

Subject **26.03 DIS - Appointments to Citizens' Oversight Committee to Fill Vacant Positions**

Meeting Sep 5, 2012 - Regular Meeting

Category 26. General Items of Business

Access Public

Type Discussion

Appointments to Citizens' Oversight Committee to Fill Vacant Positions

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

Based on the bylaws, the following committee members shall be re-appointed to serve in the following positions: (1) Taxpayer Association, (2) Senior Citizens Organization, (3) Business Organization, and (4) Student.

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

- (1) Blake Rose, Taxpayer Association representative, ending March 2014.
- (2) Evelyn Hart, Senior Citizen representative, March 2014.
- (3) Frances Nguyen, Business Organization representative, March 2014.
- (4) Cody Joe Torre, Student representative, March 2013.

Fiscal impact: None to the District

Subject **26.04 DIS - Approval of Contractors for FY 2012-2013**
Meeting Sep 5, 2012 - Regular Meeting
Category 26. General Items of Business
Access Public
Type Discussion

Approval of Contractors for FY 2012-2013 Pursuant to District's Standard Annual Agreement for Contractor Services

It is requested the Board approve the following contractors for the performance of a variety of contractor services throughout the District, on an as needed basis for FY 2012-2013. These contractors have or will complete the District's Standard Annual Agreement for Contractor Services prior to the performance of services. Prior to authorizing these services, the District will obtain competitive pricing quotes from the contractor(s). If selected to perform the quoted services, the contractor will send an invoice to the District based upon the agreed-upon price.

The Board President, or designee be authorized to sign the member agreement and any related documents, indicating approval by the Board of Trustees.

C.I. Services, Inc.
26861 Trabuco Rd #353
Mission Viejo, CA 92691

Dugmore & Duncan
1260 Graphite Dr
Corona, CA 92881

H.C. Olsen Construction Co., Inc.
710 E. Los Angeles Avenue
Monrovia, CA 91016

Christopher Carranza
9621 Adeline
Garden Grove, CA 92641

Subject **26.05 GWC - Approve Golden West College Mission Statement**
Meeting Sep 5, 2012 - Regular Meeting
Category 26. General Items of Business
Access Public
Type Discussion

Approve Golden West College Mission Statement

In preparation for our college Self Study related to ACCJC Eligibility Requirement 2. Mission, and Standard 1.A.2., the College was unable to find evidence in Board minutes documenting a specific Board action to approve the College Mission Statement that was revised in Feb 2008. The College was able to provide evidence of numerous reports to the Board and several Board subcommittees the progress it was making during the two year process when it reviewed and modified the College Statement of Mission, College Vision Statement, and College Values statements, building the ground work for new the College Goals, which finally culminated in the College Educational Master Plan, which was presented to the Board of Trustees for their approval on July 20, 2011. Since the College cannot document the approval of a separate Board item for the College Mission, it is now asking the Board to approve the College's revised Statement of Mission as required in the Accreditation Standards.
(See GWCMissionVisionValues, Attachment #16)

File Attachments

[GWCMissionVisionValues.pdf \(92 KB\)](#)

27. Resolutions

Subject	27.01 Resolution #12-30 in Support of Opposing Proposition 32 "Special Exemption Act"
Meeting	Sep 5, 2012 - Regular Meeting
Category	27. Resolutions
Access	Public
Type	Discussion

Resolution #12-30 in Support of Opposing Proposition 32 "Special Exemption Act" in the November 2012 General Election (See Attachment #17)

File Attachments

[Resolution 12-30 Prop 32.pdf \(350 KB\)](#)

Subject **27.02 Resolution #12-31 Authorizing Signatures - Orange County Department of Education**

Meeting **Sep 5, 2012 - Regular Meeting**

Category **27. Resolutions**

Access **Public**

Type **Discussion**

Resolution #12-31 Authorizing Signatures - Orange County Department of Education (See Attachment #18)

File Attachments

[Resolution 12-31 Authorizing Signatures.pdf \(184 KB\)](#)

Subject **27.03 Resolution #12-32 Adopting the Board of Trustees' Meeting Schedule for Calendar Year 2013**

Meeting Sep 5, 2012 - Regular Meeting

Category 27. Resolutions

Access Public

Type Discussion

Resolution #12-32 Adopting the Board of Trustees' Meeting Schedule for Calendar Year 2013 (See Attachment #19)

File Attachments

[Resolution 12-32 Adopting Meeting Schedule 2013.pdf \(274 KB\)](#)

28. Policy Implementation

Subject 28.01 DIS - Adoption of Amended Board Policies 6701, 6702, 6964, 6965, 6966, 6970, 6971, 6972, 6973, and 6974

Meeting Sep 5, 2012 - Regular Meeting

Category 28. Policy Implementation

Access Public

Type Discussion

Adoption of Amended Board Policies 6701, 6702, 6964, 6965, 6966, 6970, 6971, 6972, 6973, and 6974

The Board of Trustees had the opportunity to review the amended Policies and Administrative Procedures listed below at their Regular Meeting of August 15, 2012. It is recommended by the Chancellor that the Board adopt these policies and Administrative Procedures.

1. Board Policy 6701, now Board Policy 6700, Use of Facilities and Co-sponsored Events
2. Board Policy 6702, now Administrative Procedure 6700, Usage Fees for Facilities and/or Equipment for Coastline, Golden West, and Orange Coast Colleges
3. Board Policy 6964, now Board Policy 6550, Disposition of District Policy
4. Board Policy 6965, now Board Policy 6551, Sale or Lease of Real Property
5. Board Policy 6966, now Board Policy 6552, Land utilization/Joint Use Development
6. Board Policy 6970, now Board Policy 6531, Transportation Regulations
7. Board Policy 6971, now Board Policy 7131, Mileage Reimbursement
8. Board Policy 6972, now Board Policy 7401, Attendance at Meetings, Conferences, and Conventions
9. Board Policy 6973, now Board Policy 2716(A), Participation in Events that Include a Charitable Contribution or Political Donation
10. Board Policy 6974, now Board Policy 7132, Participation in Overnight Athletic Events

Numbering is changed to reflect the number system used by the Community College League of California.

The policies with the recommended modifications are attached to each Trustee's Agenda. Deletions are noted by ~~striketrough~~ and additions are noted in **bold**. (See Attachment #20)

File Attachments

[Amended Board Policies for 9-5-2012.pdf \(648 KB\)](#)

29. Approval of Minutes

Subject **29.01 DIS - Approval of Minutes**
Meeting Sep 5, 2012 - Regular Meeting
Category 29. 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 meeting(s) be approved:

Regular Board Meeting of August 1, 2012
Special Board Meeting of August 6, 2012
Regular Board Meeting of August 15, 2012
Special Board Meeting of August 15, 2012
Special Board Meeting of August 17, 2012

File Attachments

[Min 8-1-12 Regular Meeting.pdf \(106 KB\)](#)

[Min 8-6-12 Special Meeting.pdf \(22 KB\)](#)

[Min 8-15-12 Regular Meeting.pdf \(655 KB\)](#)

[Min 8-15-12 Special Meeting.pdf \(14 KB\)](#)

[Min 8-17-12 Special Meeting.pdf \(15 KB\)](#)



30. Close of Meeting

Subject	30.01 - 30.01 Close of Meeting
Meeting	Sep 5, 2012 - Regular Meeting
Category	30. Close of Meeting
Access	Public
Type	Action

30.01 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 Progress P = Pending
	August 6, 2012 SM	Mr. Patterson	Chancellor	Provide a report, with assistance of District General Counsel, regarding contract signatures, specifically clarifying how the District knows who is signing contracts on behalf of vendors and how do we verify that these individuals are authorized to sign the contracts.		P
1	July 18, 2012	Mr. Patterson 2nd Ms. Hornbuckle	Risk Services	At next renewal of agreement with Keenan and Associates, the Board would like a report on the open and active self insured claims.	July 2013	P
2	June 20, 2012	Mr. Patterson 2nd Mr. Grant	Chancellor	Provide a plan for use of the \$200,000 dividend distribution from the Coast Community College Enterprise Corporation	September 19, 2012	P
3	June 20, 2012	Ms. Hornbuckle 2nd Dr. Prinsky	Chancellor	Bi-annual report on the progress of programs with U.S. College Compass and Coastline Community College.		P
4	June 20, 2012	Mr. Patterson 2nd Mr. Moreno	Chancellor (Dr. Hirsh and Mr. Dunn)	Internal report on items the Board should consider that the District has done, or may do, inadvertently or otherwise, that allow pensions to be driven upward or spiked.	October 2012	P
5	June 20, 2012	Mr. Moreno 2nd Ms. Hornbuckle	Chancellor	Report on legislation that is being considered regarding pension reform and the impact it may have on any of our employee groups.	January 16, 2013	P
6	May 16, 2012	Mr. Patterson 2nd Mr. Moreno	Board	Annual review of the Board of Trustees' Code of Ethics Policy, BP 2715	July 2013	P
7	May 16, 2012	Mr. Patterson 2nd Dr. Prinsky	Chancellor/College President	Provide a report on revenue issues at the Golden West College Writing Center.	September 5, 2012	P
8	March 7, 2012	Jerry Patterson 2nd Mary Hornbuckle	Chancellor	Provide periodic updates on the progress of the Lanzhou University US Foundation partnership.	January 16, 2013	P
10	Feb 2, 2011		District Foundation Directors	Provide an annual report on the Foundations.	February each year	P

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I= In Progress P=Pending
11	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.	Annual Report September 19, 2012	P

Regular Meeting/Study Session

Board of Trustees

Coast Community College District

District Board Room

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

Wednesday, August 1, 2012

MINUTES*

A Regular Meeting/Study Session of the Board of Trustees of the Coast Community College District was held on August 1, 2012 in the Board Room at the District Office.

1. Call to Order

President Moreno called the meeting to order at 5:01 p.m.

2. Roll Call

Trustees Present: Moreno, Hornbuckle, Prinsky and Grant.
Student Trustee Torre joined the meeting at 6:30 p.m.
Trustees Absent: Patterson

3. Opportunity for Public Comment (Closed Session)

There were no requests to address the Board at this time.

4. Recess to Closed Session

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

The Board recessed to Closed Session at 5:05 p.m. to discuss the following:

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

Position: Chancellor

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
Public Employment Relations Board Case No. LA-CE-5436-E
Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case
No. 30-2011-00445563
William Miles vs. Golden West College et al., Orange County Superior Court
Case No. 30-2011-00504551
Coast Federation of Classified Employees vs. Coast Community College District,
PERB Case No. LA-CE-5682-E
Janet Redding vs. California Community Colleges, et al., Sacramento County
Superior Court Case No. 34-2012-00120487
Coast Community College Association vs. Coast Community College District Public
Employment Relations Board Case No. LA-CE-5714-E

c. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "b" of *Government Code*
Section 54956.9. Two Cases:

1. Claim by Jerry Spiratos
2. Claim by Vector Resources, Inc.

d. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor and 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 (CCCA-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

5. Reconvene Regular Meeting

The meeting was reconvened by Board President Moreno at 6:30 p.m.

6. Pledge of Allegiance - Trustee Jim Moreno

Trustee Moreno led the Pledge of Allegiance.

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

Interim Board Secretary, Daryl Betancur, reported that for Item b. Conference with Legal
Counsel: Existing Litigation, in the case of Damien Rodriguez vs. George Phan et al, on

a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board denied the application for leave to file a late claim against the Coast Community College District filed by Mr. Phan.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky and Grant
Noes:	None
Absent:	Trustees: Patterson and Torre
Abstain:	None

Additionally, Mr. Betancur reported that, for **Item c. Conference with Legal Counsel: Anticipated Litigation**, the claims of Jerry Spiratos and Vector Resources, Inc. were denied.

8. Public Comment (Open Session)

Board President Moreno announced that Agenda Item #10 would be pulled at the request of staff.

At this time, Mr. Woo Lim, President of Ca-City Construction and Mr. Mark Feldman, attorney for Cal-City Construction, addressed the Board regarding Agenda Item #10 Bid Tabulations and Award of Contract: Orange Coast College Music Modernization Project: Bid No. 2009.

9. Authorization to Contract with Tangram Business Interiors, Inc. for the Coastline College Newport Beach Learning Center for Fixtures and Furnishing for Classrooms and Offices Using the California State University Contract 11Z03183 for Contract Pricing.

On a motion by Trustee Hornbuckle and seconded by Trustee Prinsky, the Board voted to authorize the District to purchase furniture and installation for the Coastline College Newport Beach Learning Center from Tangram Business Interiors, Inc., utilizing the CSU contract pricing 11Z03183.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	None

10. Bid Tabulations and Award of Contract: Orange Coast College Music Modernization Project; Bid No. 2009

This item was pulled earlier in the meeting.

11. Study Session - Accreditation

Dr. Andrew Jones, Chancellor, addressed the Board regarding the District's upcoming visits for re-affirmation of accreditation in March 2013. He recapped that each college had formed a comprehensive team with representatives from all constituent groups, and they

had documented the responses to the standards that the Accrediting Commissions require. He indicated that each college is independently accredited, but the District has an overall responsibility.

The District-wide Accreditation Workgroup has been working to ensure a consistent approach across the three colleges relative to Standards IV.B.1 and IV.B.3 which deal with the Board of Trustees and the District Office. He further stated that the colleges have been working diligently on their reports and that there are still issues that need to be addressed. Additionally, he commented that one of the main areas of emphasis for this accreditation cycle is Student Learning Outcomes.

Dr. Serban indicated that the following items would be discussed:

1. Analysis on aligning existing Board Policies with Community College League of California (CCLC) chapter structure and numbering system.
2. Topics that require some level of detail in the minutes of Board meetings in order to have required evidence for accreditation reports and visits, and compliance with various legal requirements.
3. Review of most recent drafts of the three Institutional Accreditation Self-Evaluations.
4. Proposed Revision of Board Policy 2745 Board Self Evaluation and Development of Associated Administrative Procedure.
5. ACCJC most recent actions on colleges, June 2012
6. ACCJC 7-6-2012 press release related to City College of San Francisco.

She indicated that, with the exception of Items 5 and 6, these had been discussed at the Board Accreditation Committee meeting on June 27, 2012. She further indicated that Item 1 had been updated since June 27th and the attachment provided for this meeting reflected the additional work done since; that Item 2 was a follow up as there had been previous discussions relating to the need to have more detailed minutes on various topics as evidence of dialogue, and that for Item 3, the updated versions of the colleges' self studies did not yet incorporate feedback received from several Board members because of summer schedules and difficulty in scheduling another meeting of the District-wide Standard IV.B Accreditation Workgroup. However, the next meeting of the work-group is scheduled for August 24th, at which time they would further review the Board's feedback and discuss how to revise current drafts to reflect the Board's input and feedback. In terms of Item 4, this had been discussed by the Board Accreditation Committee regarding the need to develop an Administrative Procedure relating to Board Policy 2745, or add to the policy itself. With respect to Items 5 and 6, these were informational items, showing recent action taken by the ACCJC.

1. Analysis on aligning existing Board Policies with Community College League of California (CCLC) chapter structure and numbering system.

Dr. Serban indicated that in order to align with the CCLC chapter structure, numbering and naming, we need to restructure our chapters and our numbering system; that in some instances, we just need to change the policy title, while others are more complex. She suggested a three step approach: 1) for those policies where renumbering or placing in a different chapter is needed, those simple revisions can be made first; 2) that those policies that require discussion or substantive revision can be moved to the correct chapter and be put on a schedule for revisions, following the process outlined in AP 2410; 3) for those policies that are more complex such as the Human Resources policies which will require

more discussion and significant realignment, that, based on discussion with the Vice Chancellor of Human Resources, it is recommended to have outside assistance to help with this area. Dr. Serban commented that all of these issues need to be addressed before the March 2013 time-frame to avoid sanctions, as we were already given this recommendation in 2007. Some items would need discussion with Dr. Lipton, and all substantive revisions (other than changing a number or title) would be brought to Chancellor's Cabinet. Additionally, she indicated that we need our Board Policies to reflect what we do and some of them have never been implemented. Dr. Lipton commented that, apart from the accreditation issue, some of the Board Policies need to be updated to be in legal compliance.

It was indicated that Board members had held previous discussions regarding policies, and there had also been discussion on policies in Board Accreditation Committee meetings.

After discussion by the Board, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to authorize Dr. Serban, Vice Chancellor of Educational Services, to move forward to make the necessary changes in conjunction with the Board Clerk and Staff, and also directed Dr. Serban to consult with District General Counsel on what policies should be addressed immediately. Additionally, Dr. Serban was directed to forward all policies to Dr. Lipton for his review prior to them being sent to Board for approval.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	None

2. Topics that require some level of detail in the minutes of Board meetings in order to have required evidence for accreditation reports and visits.

It was reported that the level of detail in minutes of Board meetings had been discussed by the Board Accreditation Committee and at Board Meetings. During extensive dialogue by the Board, it was noted that there is a definite need, when specific topics are discussed, for additional detail to be included in the minutes to show engagement of the Board relative to student success and measurement of performance. Board members agreed that action minutes fail to show that discussion took place.

It was requested that a list of items requiring additional information be provided to the Board Office for guidance. Further, it was clarified that we need to capture the essence of a conversation, not verbatim transcripts, but a summary to include discussion by the Board and not just report the action taken. Additionally, it was suggested that the minutes include clear topics, any suggestions for action, points discussed and/or any action taken as well as the specific direction given to staff on these items. It was reported that the Board Audit and Budget Committee was planning to review suggestions and work on a basic outline of the items needed, particularly for action and accreditation items. Dr. Lipton suggested this be memorialized in a Board policy or procedure, or have a practice when one of these items is on the agenda, that an asterisk be added to the agenda item to indicate that it would contain expanded minutes. This suggestion was discussed by the Board, and will be reviewed further by the Audit and Budget Committee.

3. Review of most recent drafts of the three Institutional Accreditation Self-Evaluations.

Dr. Serban pointed out that the colleges were working very diligently on this matter and indicated there are some areas that may present challenges in March 2013. Further, she indicated that we still have time to intensify our efforts in dealing with ways to make these areas better; that one concern and possible potential for getting a recommendation or sanction is Student Learning Outcomes (SLOs). She indicated that the colleges should not have only defined and collected data for SLOs, but have analyzed the data and used it for improvement. Even though much work has been done, she said we may not be ready to meet requirements fully in this area. Dr. Serban referenced a report from the ACJC regarding their expectation that all colleges submit a detailed report showing specific evidence and examples with outcome data analysis and descriptions of how the results are used. It was requested that Dr. Serban provide a copy of this report to all Board members for their review.

Following Dr. Serban's comments, a lengthy discussion took place between the Trustees and College Presidents regarding reaching proficiency levels and SLOs, and where the colleges stand regarding the SLO process, and it was noted that the Board Accreditation Committee recognized the deadline was rapidly approaching and that the colleges were working on SLOs. Dr. Serban indicated the minimum that could be done would be to revise the evaluation process and tool to identify SLOs as part of the evaluation process for faculty. It was noted by the Board that this seemed to be a change from what had previously been expected, and stressed that it is important for us to document what we have done, where we are, what we plan to do and what our goals are, and show how we are moving in the right direction.

Dr. Serban added that, according to the Accreditation Commission, regardless of the college's budget, it is the responsibility of the institution to adjust their operations and to have the capacity to serve students and offer programs that will be well served within existing resource boundaries. She stated that it is something we need to assess carefully to make certain that there is sufficient administrative capacity and staffing capacity to conduct business at the colleges and District.

4. Proposed Revision of Board Policy 2745 Board Self Evaluation and Development of Associated Administrative Procedure.

The Board commented that there have been discussions in Accreditation Meetings regarding Board self evaluation and similar topics, and that it had been suggested that these discussions, as recorded in the minutes, could be used to show Board involvement with the accreditation process.

Dr. Serban indicated that there is a proposed change in #7 of this policy. Depending on the results of the Board self-evaluation and identified areas of improvement as discussed in various meetings, the Board could then decide on a timeline and a process to address them; if the minutes of Board Sub-Committee meetings include discussion, this could then also be utilized as evidence of these discussions. There was discussion about how these minutes could be made available for all parties to review before they are presented for approval.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to refer this policy to the next Board Meeting for approval, with the inclusion in paragraph #7

of the word "primarily" so that the sentence reads "Upon identification of areas of improvement as result of this self-evaluation, the Board primarily through the Board Accreditation Committee, will devise a process and appropriate measures to address these areas....".

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	None

5. ACCJC most recent actions on colleges, June 2012.

Dr. Serban indicated that this was being provided as an informational item to the Board.

6. ACCJC 7-6-2012 press release related to City College of San Francisco.

Dr. Serban indicated that this press release had also been provided as an informational item. The Board commented that this press release and letter received by City College of San Francisco are instructive for everyone and questioned whether this type of information could be circulated more widely at the campuses, specifically through the Academic Senates.

Dr. Serban outlined that the next steps in the accreditation process would be a meeting of the District-wide Standard IV.B Accreditation Workgroup scheduled for August 24th, and the Board Accreditation Committee was planning to meet on September 20th. The goal is that the self studies will then be revised for all three colleges based on input from these meetings. She stated that during the third week of October, the latest institutional self-study reports will be brought back to the Board and this will be last opportunity for Board input, as the colleges will then need to finalize and publish the reports; they will be brought back to the Board again for approval at a meeting in November if possible. She stressed that this will be the final version and will come for final approval. No changes can be made to this final version. She indicated that the reports need to be sent to the Accreditation Commission in December. Dr. Serban also added that, because self studies will have a time lag between the submittal of the reports and the actual visit, it is customary for the College Presidents to provide an update to the Chair of the Accreditation team and team members of what has been accomplished that self studies couldn't capture because of timing. It was suggested by the Board that Dr. Jones present a district-wide update.

The Board noted that there was mention of a Resolution on page 355 of Golden West College's report that needed clarification; specifically that this Resolution was revised and unanimously approved by the Board. It was requested that the Board's actions be described as being attentive to the needs of the District, budget responsibility and of the voting public.

The Trustees commented on the cooperative spirit that exists at the campuses, and thanked everyone for their hard work on this process.

At this time, Ann Holliday, Coastline Community College faculty member, addressed the Board on behalf of the Coast Federation of Educators, regarding SLOs and faculty members' evaluations. She pointed out that when a faculty member is evaluated on following the course outline of record, this does include SLO's.

12. Adjournment

There being no further business, on a motion by Trustee Moreno and seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 8:04 p.m. in memory of Mr. Jack Roberts.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	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.*

Special Meeting
Board of Trustees
Coast Community College District

Board Room

4:00 p.m.

Monday, August 6, 2012

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on August 6, 2012 in the Board Room at the District Office, located at 1370 Adams Avenue, Costa Mesa, CA 92626.

1. Call to Order

Board President Moreno called the meeting to order at 4:00 p.m.

2. Roll Call

Trustees Present: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Trustees Absent: Student Trustee Torre was excused

3. Opportunity for Public Comment

There were two requests to address the Board at this time from Babak (Brian) Abghari of PCN3, Inc. and Mitchell Hannah, Attorney at Law, regarding Agenda Item 7. Award of Contract for the Orange Coast College Music Modernization Project: Bid No. 2009.

4. Recess to Closed Session

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

The Board recessed to Closed Session at 4:10 p.m. to discuss the following items:

a. Conference with Labor Negotiator
(Pursuant to Government Code 54957.6)

Agency Negotiators: Dr. Andrew Jones, Chancellor and 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 (CCCA-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

5. Reconvene to Open Session

The Board reconvened to Open Session at 6:10 p.m.

6. Report of Action from Closed Session

Mr. Daryl Betancur, Interim Secretary of the Board, reported that there was no reportable action from Closed Session. For the record, it was reported that Trustee Grant left the Closed Session at 5:30 p.m.

7. Bid Tabulations and Award of Contract: Orange Coast College Music Modernization Project: Bid No. 2009

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to waive any irregularities in the bid process, and to award the contract for the Orange Coast College Modernization Project, Bid No. 2009, to PCN3, Inc, contingent upon the approval and release of funding by the State Department of Finance, The President of the Board of Trustees, or designee, is authorized to sign the contract documents.

Fiscal Impact: \$3,828,000 (Measure C - General Obligation Bond Funds)
Master Plan Approved Project
OCC Upgrade Auditorium/Music Complex
(50% Reimbursement by State Capital Outlay)

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky and Patterson
Noes:	None
Absent:	Trustee Grant and Student Trustee Torre
Abstain:	None

8. Approval of Standard Agreement for Independent Contractor

Chancellor Jones addressed the Board briefly regarding the Standard Agreement for the Institute for the Study of Knowledge Management in Education (ISKME), to be hired for the Chancellor's Cabinet Retreat on August 9-10, 2012, and Dr. Serban, Vice Chancellor of Educational Services, also provided background information on the company.

On a motion by Trustee Hornbuckle and seconded by Trustee Prinsky, the Board voted to approve the Standard Agreement for ISKME.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Prinsky and Patterson
Noes: None
Absent: Trustee Grant and Student Trustee Torre
Abstain: None

Trustee Patterson requested that Staff and General Counsel report back with information on how the District knows who is signing a contract on behalf of the vendor, and how we verify that this person is authorized to sign the contract on behalf of the company.

The Board recessed back to Closed Session at 6:24 p.m.

The Board reconvened to Open Session at 6:38 p.m. Mr. Betancur, Interim Secretary of the Board, reported that there was no reportable action out of Closed Session.

9. Adjournment

There being no further business, on a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 6:40 p.m. in memory of the victims of the Sikh Temple Massacre in Wisconsin.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Prinsky and Patterson
Noes: None
Absent: Trustee Grant and Student Trustee Torre
Abstain: 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.*



Regular Meeting
Board of Trustees
Coast Community College District
District Board Room

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

Wednesday, August 15, 2012

MINUTES*

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on August 15, 2012 in the Board Room at the District Office.

1.00 Preliminary Matters

1.01 Call to Order

President Moreno called the meeting to order at 5:08 p.m.

1.02 Roll Call

Trustees Present: Moreno, Hornbuckle, Patterson, Prinsky and Grant.
Student Trustee Torre joined the meeting at 6:30 p.m.
Trustees Absent: None

1.03 Public Comment (Closed Session - Items on Agenda)

There were no requests to address the Board at this time.

1.04 Recess to Closed Session

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

The Board recessed to Closed Session at 5:12 p.m. to discuss the following items:

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

Positions: Chancellor, Presidents and Vice Chancellors

b. Public Employment (Pursuant to Government Code Section 54957 (b)(1))

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

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators
Acting Dean, Career and Technical Education
6. Classified Management
Payroll Systems Manager
7. Classified Staff
Custodian
Secretary

Extension of Temporary Position

CTE Community College Grant Coordinator

8. Reclassification and Reorganization/Reassignment
Information Systems Tech 2
Div/Area Office Coordinator
Information Systems Tech, Sr.
Health Program Assistant
Instructional Associate
Systems Network Analyst
Systems Network Analyst 1
9. Classified Temporary Assignments
Special Assignment
Military Contract Educ Staff Aide
Accounting Tech II
Military Contract Educ Tech III
Education & Grant Service Coordinator
10. Hourly Staff
11. Substitute Classified
12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

**c. Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code Section 54957)**

d. 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

Public Employment Relations Board Case No. LA-CE-5436-E

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

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

Coast Federation of Classified Employees vs. Coast Community College District,
Public Employment Relations Board Case No. LA-CE-5682-E

Janet Redding vs. California Community Colleges, et al., Sacramento County
Superior Court, Case No. 34-2012-00120487

Coast Community College Association vs. Coast Community College District Public
Employment Relations Board Case No. LA-CE-5714-E

e. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "b" of Government Code
Section 54956.9. Two Cases:

1. Construction Delays
2. Claim by Rikki Selby

f. Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor and 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 (CCCA-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

The Board recessed from Closed Session at 5:45 p.m.

1.05 Reconvene Regular Meeting

The meeting was reconvened by Board President Moreno at 6:30 p.m.

1.06 Pledge of Allegiance - Trustee Jerry Patterson

Trustee Patterson led the Pledge of Allegiance.

1.07 Report of Action from Closed Session (if any)

Mr. Daryl Betancur, Interim Secretary of the Board of Trustees, reported that on a motion by
Trustee Prinsky, seconded by Trustee Hornbuckle, on **Item 1.04 b. Public Employment**, the

Board voted to approve all personnel items, including the appointment of Claudia Lee Saddul as Acting Dean, Career Technical Education, at Golden West College. (See Appendix pages 19-53)

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

Additionally, it was reported that on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, on **Item 1.04 d. Conference with Legal Counsel: Existing Litigation**, the Board voted to approve the settlement agreement in William Miles vs. Golden West College et al., Orange County Superior Court Case No. 30-2011-00504551, and the accompanying Worker's Compensation Appeals Board Case No. ADJ7932911. Copies of the settlement agreement are available through the Board of Trustees' Office.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

Finally, Mr. Betancur reported that on a motion by Trustee Patterson, seconded by Mr. Grant, on **Item 1.04 e. Conference with Legal Counsel: Anticipated Litigation**, the Board voted to deny the claim by Rikki Selby.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

1.08 Public Comment (Open Session)

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

1.09 Presentations and Ceremonial Resolutions

1.09.01 Acceptance of Retirements

The Board expressed appreciation and congratulations to the following retiree with 10 or more years of service to the Coast Community College District:

Faculty:

Galvery, William, OCC, Instructor, retirement effective 5/28/12.

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to accept this retirement.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

2.00 Informative Reports

2.01 Report from the Chancellor

Dr. Andrew Jones, Chancellor Jones, provided a report to the Board.

2.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Wes Bryan, President of Golden West College
Dr. Dennis Harkins, President of Orange Coast College
Dr. Lori Adrian, President of Coastline College

2.03 Reports from the Presidents of Student Government Organizations

The following representatives provided reports to the Board on behalf of the student government organizations:

Dale Lendrum, Golden West College
Kolby Keo, Orange Coast College

2.04 Reports from the Academic Senate Presidents

The following Academic Senate Presidents provided reports to the Board:

Pedro Gutierrez, Coastline Community College Academic Senate President
Gregg Carr, Golden West College Academic Senate President
Vesna Marcina, Orange Coast College Academic Senate President

2.05 Reports from the Presidents of Employee Representative Groups

The following representatives provided reports to the Board on behalf of Employee Representative Groups:

Tom Selzer, Coast District Management Association (CDMA) President

2.06 Reports from the Board of Trustees

The Board members provided individual reports at this time. Trustee Hornbuckle indicated that the Accreditation Committee members had been discussing making changes to meeting minutes, and that there would be further review of the Board of Trustees' Code of Ethics policy to verify that the policy has clear statements regarding

conflict of interest. On behalf of the Board, Trustee Moreno acknowledged Vice Chancellor of Education Services, Dr. Serban's, feedback regarding accreditation issues, Vice Chancellor of Administrative Services, Mr. Andy Dunn's, budget update, and the work being done at the District and campuses to make sure we are headed in the right direction for success.

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

The Board reviewed the dates of the upcoming Board Committee meetings, and provided updates on committee activities and meetings.

2.08 Update on Coastline Community College Education Bound United States (CCC-EBUS)

Dr. Lori Adrian, President of Coastline Community College, gave the Board a presentation on the EBUS program that is in line with the District's goal to increase our international student program. It is a unique international program modeled after the Early College High School Program, that we have in partnership with Newport Mesa. It is an early college program conducted overseas in collaboration with a high school in another country, or a university with a high school component.

Board Members discussed the presentation, questioned the cost, and asked whether there were any plans to look at any Latin or Central American countries that could also benefit from this program. Dr. Adrian provided clarification and explained it was a matter of marketing, finding business partners and getting approval of WASC.

2.09 Final Budget Draft Presentation

Vice Chancellor of Administrative Services, Mr. Andrew Dunn, gave a detailed Power Point presentation on a draft of the final budget. The Trustees discussed the presented material and requested clarification on some of the slides, including cash-flow projections, and the Munger and Brown Measures.

3.00 Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

The Board reviewed the scheduled Board Meeting dates for FY 2012/2013 as presented in the August 15, 2012 Agenda.

3.02 Discussion of Proposed Quarterly Board Retreats

The Board discussed at length the Chancellor's proposal for quarterly Board Retreats and it was decided that they would prefer to have one or two retreats each year, and include short study sessions with regular Board Meetings as needed. Possible topics suggested for these study sessions were public policy issues, budgets, the Brown Act, financial reports and educational effectiveness.

On a motion by Trustee Moreno, seconded by Trustee Prinsky, it was moved by the Board that the Regular Board Meeting of September 19, 2012 would be scheduled to begin at 4:00 p.m. to include a review of the Brown Act, presented by District General Counsel.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

3.03 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).

The Board reviewed the meetings and conferences of the AACC, ACCT, CCLC and CCCT.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

3.04 The Board Directives Log

The Board reviewed and discussed the Board Directives Log. The following updates were presented to the Board from the Chancellor:

- Item 2 - the agenda due date set for September 19, 2012
- Item 3 - the bi-annual report was presented at today's meeting
- Item 4 - the assignment was given to Dr. Hirsh and Mr. Dunn, with an agenda due date of October 2012
- Item 5 - the agenda due date set for January 23, 2013
- Item 7 - the agenda due date set for September 5, 2012
- Item 8 - the agenda due date set for January 23, 2013
- Item 9 - the agenda due date revised to October 17, 2012
- Item 11 - the agenda due date revised to September 19, 2012

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve these changes to the Board Directives Log with clarification that all reports/presentations need to be submitted as agenda items on the appropriate agenda.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

3.05 Buildings and Grounds Reports

The Board reviewed the Buildings and Grounds reports as presented.

3.06 Opportunity for the Board of Trustees to Review Proposed Revisions to Board Policies, and Administrative Procedures.

The Board reviewed the following policies and administrative procedures:

BP 6701, renumber BP 6700, Use of Facilities and Co-Sponsored Events
BP 6702, renumber AP 6700, Usage Fees for Facilities and/or Equipment (CCC, GWC, OCC)
BP 6964, renumber BP 6550, Disposition of District Property
BP 6965, renumber BP 6551, Sale or Lease of Real Property
BP 6966, renumber BP 6552, Land Utilization/Joint Use Development
BP 6970, renumber BP 6531, Transportation Regulations
BP 6971, renumber BP 7131, Mileage Reimbursement
BP 6972, renumber BP 7401, Attendance at Meetings, Conferences and Conventions
BP 6973, renumber BP 2716(A), Participation in Events that include a Charitable Contribution or Political Donation
BP 6974, renumber BP 7132, Participation in Overnight Athletic Event

The Board discussed these policies and administrative procedures at length and requested some revisions be made before their return to the Action pages of the September 5, 2012 agenda. Administrative Procedure 6700 is currently titled as a Board Policy. Clarification was requested for "Restricted Use of District Services, Facilities, or Equipment by District Employees" under the section "During Staffed Hours" as there is currently no information listed. It was also requested that the rental fees for parking lots be clarified to ensure that we are charging the correct fees to bring maximum revenue to the District while decreasing tax liability of the Enterprise. Clarification was also provided to the Board regarding the clean-up fees. Lastly, it was requested that on Board Policy 2716(A), the words "for the" be removed from the last sentence.

Vice Chancellor Dunn indicated that these changes would be made before being returned for Board approval and ratification.

CONSENT CALENDAR (Items 4 -22)

Trustee Hornbuckle requested that two items be removed from the Consent Calendar for further discussion. The first on page 50, **Item 7.01 Authorization to Apply for Funded Programs**, regarding CTE Transitions, and the second on page 57, **Item 11.01 Approve Standard MOU with El Viento Foundation to Create Educational Pathways for Students to Attend College.**

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve the balance of the Consent Calendar.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

The Board discussed at length **Item 7.01 Authorization to Apply for Funded Programs**, and received clarification from Vice Chancellor of Educational Services, Dr. Andreea Serban, regarding the grant. She indicated that this was actually a renewal of

grant monies that had already been received by the District, and funding over the years has been close to \$2 million and had benefited more than 11,000 high school students. The Board requested that in the future more background information be included in the Board item and the verbiage be adjusted to reflect the appropriate action required of the Board.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the acceptance of the funds and authorization to participate in the program.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

The Board also discussed **Item 11.01 Approve Standard MOU with El Viento Foundation to Create Educational Pathways for Students to Attend College**, stressing what a great impact this program has had on the Oakview community for some time, creating educational pathways for students and their families.

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the Agreement.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

DISCUSSION CALENDAR

23.00 Approval of Agreements

At the request of Chancellor Jones, the following items were pulled from the agenda:

Item 23.01 Approval of the Extension of Employment Agreement , Vice Chancellor of Human Resources

Item 23.02 Approval of the Extension of Employment Agreement, President, Coastline Community College

Item 23.03 Approval of the Extension of Employment Agreement, President, Golden West College

Item 23.04 Approval of the Extension of Employment Agreement, Vice Chancellor of Finance and Administrative Services

Item 23.05 Approval of the Extension of Employment Agreement, President, Orange Coast College

23.06 GWC - Approve Non-Standard Agreement between California State University Long Beach and the Coast Community College District for Placement of Social Work Interns in the Golden West College Student Health Center to Provide Services to GWC Students

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve the Agreement between California State University Long Beach and the Coast Community College District for placing graduate student social work interns in the GWC Student Health Center to provide social services to GWC students, from August 16, 2012 through October 31, 2015. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: No cost to the college.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.07 GWC - Approve Non-Standard Agreement between Orange County Department of Education and the Coast Community College District for Participation in the Medical Administrative Activities (MAA) Program

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between the Orange County Department of Education and the Coast Community College District for participation in the MAA program, from August 16, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: 4.5% support fee to be paid from Student Health Services funds.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.08 GWC - Approve Amendment to Non-Standard Agreement between Commission on Peace Officers and Standards Training and the Coast Community College District for Legal Update Training of California Law

On a motion by Trustee Prinsky, seconded by Student Trustee Torre, the Board voted to approve the Amendment to the Agreement between Commission on Peace Officers and Standards Training and the Coast Community College District for legal update training of California law from July 1, 2011 through June 30, 2012. The Board President, or designee, is authorized to sign the amendment and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: Additional \$12,500 of income to the college.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.09 OCC - Approve Non-Standard Agreement between Orange Coast College and RideLinks, Inc. for the Purpose of Buying Mobile Source Emission Reduction Credits to Comply with South Coast Air Quality Management District Rule 2202

After receiving clarification from Vice Chancellor Dunn, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between RideLinks, Inc. and the Coast Community College District for the purpose of buying Mobile Source Emission Reduction Credits to comply with South Coast Air Quality Management District Rule 2202. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal impact: District to fund \$11,241.09 from Ride Share Budget # 110001-279910-1497-677000 and 110001-279910-2397-677000.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.10 OCC - Approve Non-Standard Agreement for Lance Segars, Independent Contractor, to be Hired to Provide Evaluation Services to the Orange County Health Care Agency Grant Awarded to the Orange Coast College Student Health Center: Alcohol Prevention Services on Community College Campuses

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between Lance Segars and the Coast Community College District for the purpose of providing evaluation services for the Alcohol Prevention Services Grant through the Orange Coast College Student Health Center. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: This contract is to be paid through the Orange County Health Care Agency grant awarded to the OCC Student Health Center: Alcohol Prevention Services On Community College Campuses. There is no use of district funds. The amount of payment is \$8,000.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.11 OCC - Approve Non-Standard Agreement between the University of California, Irvine Department of Campus Recreation and the Outdoor Adventures Program and the Coast Community College District for the Purpose of Providing an Opportunity for Associated Students of Orange Coast College Student Leaders to Participate in the Team Up! Program

On a motion by Student Trustee Torre, seconded by Trustee Prinsky, the Board voted to approve the Agreement between University of California, Irvine Department of Campus Recreation and the Outdoor Adventures program (Team Up!) and the Coast Community College District for the purpose of providing a teambuilding program for Associated Students of Orange Coast College students. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: Orange Coast College to fund \$2,925 from ASOCC Budget # 1050-586270

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.12 OCC - Approve Non-Standard Agreement for Richard McGaffigan, Independent Contractor, to be Hired to Provide Evaluation Services to the Orange County Health Care Agency Grant Awarded to the OCC Student Health Center: Alcohol Prevention Services On Community College Campuses

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Agreement between Richard McGaffigan and the Coast Community College District for the purpose of providing evaluation services for the Alcohol Prevention Services Grant through the Orange Coast College Student Health Center. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Review and Impact: This contract is to be paid through the Orange County Health Care Agency grant awarded to the OCC Student Health Center: Alcohol Prevention Services on Community College Campuses. There is no use of District funds. The amount of payment is \$12,000.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.13 CCC - Approve an Amendment to an Agreement between Cengage Learning and the Coast Community College District to Publish the Fifth Edition of the Telecourse Student Guide for Astronomy: Observations and Theories.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Amendment to the Agreement between Cengage Learning and the Coast Community College District to revise and publish the fifth edition of the Student Guide for Astronomy: Observations and Theories 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.

Fiscal Review and Impact: Publisher grant to Coast District of \$4,000.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.14 CCC - Approve Agreement between The Eduwin Consulting Partners and the Coast Community College District to Provide the Education Bound United States (EBUS) Program to Include English Language Assessment, Counseling, and Instruction.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between The Eduwin Consulting Partners and the Coast Community College District (Coastline Community College) to provide the EBUS Program to foreign Educational Partners. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Review and Impact: Gross income to District based on costs identified in the Program Services Proposal.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.15 CCC - Approve Subgrant Agreement between the League for Innovation in the Community College and the Coast Community College District to Develop a Pilot Online Learning Model for a 1+2+1 Partner Articulation and Concurrent Enrollment Degree Program.

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between the League for Innovation in the Community College and the Coast Community College District to develop a Pilot On-line Learning Model for a 1+2+1 partner articulation and concurrent enrollment degree program. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Review and Impact: Gross Income of \$65,900 through a sub-grant from the League of Innovation in the Community College.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

23.16 CCC - Approve Memorandum of Understanding (MOU) between the Employment Development Department (EDD) and Coast Community College District in Providing Reemployment Eligibility Assessments – Emergency Unemployment Compensation (REA – EUC) and Specific Related Services to Selected Unemployment Insurance (UI) Claimants.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the MOU between the Employment Development Department (EDD) and Coast Community College District to provide Reemployment Eligibility Assessments – Emergency Unemployment Compensation (REA – EUC) and specific related services to selected Unemployment Insurance (UI) claimants. The MOU outlines the responsibilities of both partners and all of the objectives to be met. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Review and Impact: No fiscal impact as existing staff will support these efforts.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.00 Buildings and Grounds Approvals

24.01 DIS - Authorization to Contract with Tangram Business Interiors, Inc. for Orange Coast College for Fixtures and Furnishing for the Architectural Classrooms using the California State University Contract 11Z03183 for Contract Pricing.

On a motion by Trustee Hornbuckle, seconded by Student Trustee Torre, the Board authorized using Tangram Business Interiors, Inc. for procurement and installation, utilizing the CSU contract pricing, of furniture and fixtures for the Architectural classrooms at Orange Coast College. It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign any related documents.

Fiscal Impact: \$150,633.00 (Perkins Grant Funds).

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.02 DIS - Approval of Contractors for FY 2012-2013 Pursuant to District's Standard Annual Agreement for Contractor Services

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board approved contractors for the performance of a variety of contractor services throughout the District, on an as needed basis for FY 2012-2013. These contractors have or will complete the District's Standard Annual Agreement for Contractor Services prior to the performance of services. Prior to authorizing these services, the District will obtain competitive pricing quotes from the contractor(s). If selected to perform the quoted services, the contractor will send an invoice to the District based upon the agreed-upon price. The list of contractors is on file in the Board of Trustees' Office.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

25.00 Resolutions

25.01 Resolution #12-28 To Allow the County Superintendent of Schools to Make Budget Transfers, as Needed, at the Close of Coast Community College District's Fiscal Year 2011-2012 and During Fiscal Year 2012-2013

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #12-28 to allow the County Superintendent of Schools to make Budget Transfers, as needed, at the close of Coast Community College District's Fiscal Year 2011-2012 and during Fiscal Year 2012-2013.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

25.02 DIS - Adoption of Resolution #12-29 Authorizing Payment to Trustee Absent from Board Meeting

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt Resolution #12-29 authorizing payment to Trustee Patterson who was absent from the Regular Meeting/Study Session of August 1, 2012 due to hardship deemed acceptable by the Board.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

26.00 Approval of Minutes

26.01 Approval of Minutes

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to approve the Minutes of the Regular Meeting of July 18, 2012, and the Special Meeting of July 25, 2012.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

27.00 Policy Implementation

27.01 DIS - Code of Professional Ethics for all Employees of the Coast Community College District

The Board discussed policy and verified with Dr. Hirsh, Vice Chancellor of Human Resources, that an Administrative Procedure would also be developed and presented to the Board for ratification. It was stressed that ethics training should be provided for all employees, and the Institute for Local Government was suggested as a possible resource for this type of training.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Code of Professional Ethics for all Employees of the Coast Community College District.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

27.02 DIS - Ratification of Revised Administrative Procedure AP 5030 Student Fees and Charges Schedule.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify the revised Administrative Procedure AP 5030 Student Fees and Charges Schedule.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

27.03 DIS - Adoption of Revised Board Policy 2745, Board Self Evaluation

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt revised Board Policy 2745, Board Self Evaluation.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

27.04 DIS - Adoption of Revised Board Policies BP 4225, BP 4235, BP 4240, and Ratification of Administrative Procedures AP 4225, AP 4235 and AP 4240.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve revised Board Policies BP 4225, 4235 and 4240, and to ratify Administrative Procedures AP 4225, 4235 and 4240.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

28.00 Close of Meeting

28.01 Adjournment

There being no further business, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 9:10 p.m.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	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.*

APPENDIX

Pages

A. Public Employment.....	19-53
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1. Faculty Special Assignments

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

COASTLINE COLLEGE**DATA CENTER RELOCATION**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Chen, Eric	08/16/12	12/31/12	EXH	\$29.46

INSTRUCTIONAL UNIT ASSISTANT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Barnes, Stephen	08/27/12	12/16/12	IUM	\$1514.00	Law
Bauman, Jane	08/27/12	12/16/12	IUM	\$1514.00	Visual Arts
Chambers, Malcolm	08/27/12	12/16/12	IUH	\$1514.00	Real Estate
Fry, Marilyn	08/27/12	12/16/12	IUH	\$1514.00	English/Humanities
Godfrey, Donald	08/27/12	12/16/12	IUH	\$1514.00	Construction Tech
Gutierrez, Pedro	08/27/12	12/16/12	IUM	\$1514.00	Science
Johnson, Daniel	08/27/12	12/16/12	IUM	\$1514.00	Social Sciences
Kuntzman, Linda	08/27/12	12/16/12	IUM	\$1514.00	ESL
Lee, Lisa	08/27/12	12/16/12	IUM	\$1514.00	Mathematics
Leighton, Kenneth	08/27/12	12/16/12	IUM	\$1514.00	English/Humanities
Lockwood, Frederick	08/27/12	12/16/12	IUM	\$1514.00	Business
Lovig, Margaret	08/27/12	12/16/12	IUH	\$1514.00	Law
Miller, Rosemary	08/27/12	12/16/12	IUH	\$1514.00	International Lang
Proppe, Jean	08/27/12	12/16/12	IUH	\$1514.00	Performing Arts
Ryan, Celeste	08/27/12	12/16/12	IUM	\$1514.00	Special Education
Sampson, Kevin	08/27/12	12/16/12	IUH	\$1514.00	Emergency Mgt
Secord, Debra	08/27/12	12/16/12	IUM	\$1514.00	Gerontology
Warner, Michael	08/27/12	12/16/12	IUM	\$1514.00	Computer Science

HOLISTIC GRADING

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Davis, Scott	08/27/12	12/16/12	EXM	\$43.55
Pittaway, Daniel	08/27/12	12/16/12	EXM	\$43.55
Rosen, Lugene	08/27/12	12/16/12	EXM	\$43.55

BASIC SKILLS WORKSHOP

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Desmond, Deborah	08/27/12	12/31/12	EXM	\$43.55
Feldon, Fred	08/27/12	12/31/12	EXM	\$43.55
Hernandez, Marcela	08/27/12	12/31/12	EXH	\$29.46
Lee, Lisa	08/27/12	12/31/12	EXM	\$43.55
Leighton, Kenneth	08/27/12	12/31/12	EXM	\$43.55
Lieu, Thanhuy	08/27/12	12/31/12	EXH	\$29.46
Montague, Judy	08/27/12	12/31/12	EXM	\$43.55
Nguyen, Ailene	08/27/12	12/31/12	EXM	\$43.55
Pittaway, Daniel	08/27/12	12/16/12	EXM	\$43.55
Ryan, Mutsuno	08/27/12	12/16/12	EXH	\$29.46
Tran, Chau	08/27/12	12/31/12	EXH	\$29.46
Tsutsumida-Krampe, L.	08/27/12	12/31/12	EXM	\$43.55
Walker, Lynn	08/27/12	12/31/12	EXH	\$29.46

EDUCATION BOUND U.S. PROGRAM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Ellis, Altis	08/27/12	12/14/12	MTR	\$44.36
Satow, Jingfang	08/27/12	12/16/12	EXH	\$29.46

PART-TIME COUNSELING -SUMMER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Do, Anh	08/16/12	12/16/12	UNT	\$73.94
Lopez, Rachelle	08/16/12	12/16/12	UNT	\$57.44
McClure, Helen	08/16/12	12/16/12	UNT	\$73.94
Nguyen, Lien	08/16/12	08/26/12	UNT	\$69.66
Powell, Rita	08/16/12	12/16/12	UNT	\$73.94
Primich, Sue	08/16/12	12/16/12	UNT	\$73.94
Yaron, Sharon	08/16/12	12/16/12	UNT	\$73.94
Yeh, Lauren	08/16/12	08/26/12	UNT	\$61.88
Zuniga, Desiree	08/16/12	08/26/12	UNT	\$57.44

PART-TIME COUNSELING - FALL

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hernandez, Marcela	08/27/12	12/16/12	UNT	\$73.94
Lopez, Rachelle	08/27/12	12/16/12	UNT	\$61.88
Mims, Brian	08/27/12	12/16/12	UNT	\$73.94
Nguyen, Lien	08/27/12	12/16/12	UNT	\$73.94
Nguyen, Steven	08/27/12	12/31/12	UNT	\$73.94
Yeh, Lauren	08/27/12	12/16/12	UNT	\$69.66
Zuniga, Desiree	08/27/12	12/16/12	UNT	\$61.88

TRANSCRIPT EVALUATIONS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hernandez, Marcela	08/16/12	12/16/12	EXH	\$29.46

STUDENT LEARNING OUTCOMES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Terry, Brenda	07/01/12	08/31/12	EXH	\$29.46

Justification: Late determination by the department to assist summer faculty

MEETINGS, TRAININGS, CONFERENCES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Do, Anh	08/16/12	12/16/12	EXH	\$29.46
Lopez, Rachelle	08/16/12	12/16/12	EXH	\$29.46
McClure, Helen	08/16/12	12/16/12	EXH	\$29.46
Mims, Brian	08/16/12	12/30/12	EXH	\$29.46
Nguyen, Lien	08/16/12	12/16/12	EXH	\$29.46
Nguyen, Steve	08/16/12	12/30/12	EXH	\$29.46
Powell, Rita	08/16/12	12/16/12	EXH	\$29.46
Primich, Sue	08/16/12	12/16/12	EXH	\$29.46
Yaron, Sharon	08/16/12	12/16/12	EXH	\$29.46
Yeh, Lauren	08/16/12	12/16/12	EXH	\$29.46
Zuniga, Desiree	08/16/12	12/30/12	EXH	\$29.46

ACADEMIC SENATE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Fry, Marilyn	08/27/12	12/16/12	ASH	\$1514.00
Johnson, Daniel	08/27/12	12/16/12	ACS	\$1514.00
Leighton, Kenneth	08/27/12	12/16/12	ACS	\$1514.00
Lockwood, Frederick	08/27/12	12/16/12	ACS	\$1514.00
Loving, Margaret	08/27/12	12/16/12	ASH	\$1514.00
Warner, Michael	08/27/12	12/16/12	ACS	\$1514.00

PART-TIME COUNSELING – STAR PROGRAM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Zuniga, Desiree	08/16/12	08/26/12	UNT	\$57.44
Zuniga, Desiree	08/27/12	12/31/12	UNT	\$61.88

MILITARY CONTRACT EDUCATION

The following CCC Administrator, Full Time and Part Time Instructors to provide instructional opportunities for Navy Onshore and NCPACE for Military Contract Education during Fall semester

Full Time Instructor

Feldon, Fred
 Gutierrez, Pedro
 Johnson, Daniel
 Lee, Lisa
 Leighton, Kenneth
 Lockwood, Frederick
 Marcus, Ted
 Secord, Debra
 Shelley, Karen
 Warner, Michael
 Warwick, Randall
 Wild, Michelle

Part Time Instructor

Amitoelau, Sylvia
 Aubry, Michael
 Bailly, Jennifer
 Baitoo, Hilda
 Barnes, Ralph
 Basford, Sean
 Behr, George
 Boehler, Connie
 Brock, Marilyn
 Bund, Stefan
 Candelaria, Patricia
 Carlucci, Michael
 Caterina, Amy
 Chow, Brian
 Cratty, William
 Curtis, Michael
 Daniel, Marion
 Davis, Penny
 DeVoe, Todd
 DeWitt, Stanley
 Diaz-Brown, William
 Dietrich, Phillip
 Doyle, John
 Eber, Lorie
 Everett, Michael
 Forbes, Junko
 Freeman, William
 Gill, Tina
 Go, Marianne
 Godfrey, Donald
 Hart, John
 Henry, Charles
 Hogan, Mikel
 Irvin, Teresa
 Isbell, Donald

Jereb, Claudia
 Kabaji, Noha
 Kerwin, William
 Khan, Mahbubur
 Kroll, Stephen
 Kurz, Sally
 Letterman, Bryce
 Long, Barbara
 Lopez, Ellen
 Lui, Edward
 Mann, Claire
 Marahaj, Peter
 Matar, Fadi
 McLucas, Karen
 McManus, Paul
 Menzing, Todd
 Morin, Linda
 Najera, Michael
 Ondracek, Theodore
 Ostrowski, Kenneth
 Parent, Nancy
 Quast, Gerald
 Richter, Otto
 Riley, Kevin
 Rogoff, Meri
 Ruppert, Kelly
 Sampson, Kevin
 Schindelbeck, Judy
 Talmage, Dorrie
 Taylor, Krista
 Terry, Brenda
 Terry, Ladd
 Thaler, Timothy
 Villalobos, Jose
 Wahba, Remon
 Walker, Heather
 Waller, Ellis
 Walling, Dianne
 Wegter, Rachel
 Windsor, Adrian
 Worden, Mark

GOLDEN WEST COLLEGE

TUTORING CENTER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Carr, Gregg	08/27/12	12/16/12	OVR	\$72.00

MATH ASSESSMENT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Bouzar, Pete	08/27/12	12/16/12	EXM	\$43.55
Lloyd, Douglas	08/27/12	12/16/12	EXM	\$43.55

STUDENT LEARNING OUTCOME COORDINATOR (Per Article XI CFE Agreement)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Brady, Joyce	08/27/12	12/16/12	EXM	\$43.55
Moore, Sacha	08/27/12	12/16/12	EXM	\$43.55

STUDENT LEARNING OUTCOME COORDINATOR (Per Article XI CFE Agreement)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Brady, Joyce	01/30/12	05/27/12	EXM	\$43.55
Cassens, Treisa	01/30/12	05/27/12	EXM	\$43.55
Lavarini, Teresa	01/30/12	05/27/12	EXM	\$43.55
Moore, Sacha	01/30/12	05/27/12	EXM	\$43.55

Justification: Received MOU late

NURSING PROGRAM SUPPORT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hils-Williams, Jacqueline	08/27/12	12/16/12	EXM	\$43.55
Miyadi, Barbara	08/27/12	12/16/12	EXM	\$43.55

INSTRUCTIONAL UNIT ASSISTANT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Best, Amanda	08/27/12	12/16/12	IUM	\$1514.00	Visual Arts
Bouzar, Pete	08/27/12	12/16/12	IUM	\$1514.00	Math
Boyer, Nancy	08/27/12	12/16/12	IUM	\$1514.00	ESL
Carr, Gregg	08/27/12	12/16/12	IUM	\$1514.00	College Success
Cassens, Treisa	08/27/12	12/13/12	IUM	\$1514.00	Library
Chapman, Nina	08/27/12	12/16/12	IUM	\$1514.00	Sociology
Chu, Alice	08/27/12	12/16/12	IUM	\$1514.00	Accounting
Hausey, Collette	08/27/12	12/16/12	IUM	\$1514.00	Music
Hinton, Karen	08/27/12	12/13/12	IUM	\$1514.00	Counseling
Johnson, Leilani	08/27/12	12/16/12	IUM	\$1514.00	Physical Education
Jones, Barbara	08/27/12	12/16/12	IUM	\$1514.00	Computer Bus
Kelly, Darla	08/27/12	12/16/12	IUM	\$1514.00	Life Sciences
Lopez-Rodriguez, A.	08/27/12	12/16/12	IUM	\$1514.00	World Languages
Moore, David	08/27/12	12/16/12	IUM	\$1514.00	History
Quiros, Victor	08/27/12	12/16/12	IUM	\$1514.00	Criminal Justice
Ram Engle, Martha	08/27/12	12/16/12	IUM	\$1514.00	Theater & Dance
Reyna, Edward	08/13/12	12/16/12	IUM	\$1514.00	Cosmetology
Sekins, Denise	08/27/12	12/16/12	IUM	\$1514.00	Nursing
Speakman, Teresa	08/27/12	12/16/12	IUM	\$1514.00	Physical Science
Tarango, Abraham	08/26/12	12/16/12	IUM	\$1514.00	English
Wolzinger, Renah	08/27/12	12/16/12	IUH	\$1514.00	Digital Arts
York, Linda	08/27/12	12/16/12	IUM	\$1514.00	Counseling

ACADEMIC ADVISEMENT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Dickerson, Karen	06/01/12*	06/30/12	SMM	\$87.90
Fong, Nancy	08/20/12	08/20/12	SMH	\$61.88

*Justification: Employee accepted overload opportunity after the Board deadline

ACADEMIC ADVISEMENT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Dickerson, Karen	07/01/12	08/24/12	SMM	\$87.90
Dumont, Stephanie	07/01/12	08/24/12	SMM	\$94.55
Hinton, Karen	07/01/12	08/24/12	SMM	\$97.88
Nguyen, Jimmy	07/01/12	08/24/12	SMM	\$72.95
Nguyen, Tri	07/01/12	08/24/12	SMM	\$104.53
Olson, Tarin	07/01/12	08/24/12	SMM	\$104.53
Valenzuela, Yvonne	07/01/12	08/24/12	SMM	\$90.28

Justification: Division Coordinator position vacant due to promotion

ASSESSMENT CENTER - MATH

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Bouzar, Pete	06/04/12	08/24/12	EXM	\$43.55

Justification: Summer assignment overlooked

ASSESSMENT FOR SPANISH CHALLENGE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Alvarez, Veronica	06/21/12	08/24/12	EXH	\$29.46

Justification: The need for assessment for student language course challenges cannot be known prior to the student request

BASIC SKILLS INITIATIVE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Almy, James	02/02/12	03/23/12	EXM	\$43.55

Justification: Miscommunication between Committee and Division as to the preparation of PAF request

COSMETOLOGY COORDINATOR (Per Article XI CFE Agreement)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Reyna, Edward	08/16/12	12/16/12	EXM	\$43.55

PEACE ACADEMY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Farazdaghi, Farzane	08/27/12	12/16/12	EXH	\$29.46

AUTO SHOP COORDINATOR (Per Article XI CFE Agreement)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Kramer, Bryan	08/27/12	12/31/12	EXM	\$43.55

PART-TIME COUNSELING - FALL

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Bonilla, Katia	08/27/12	12/16/12	UNT	\$57.44
Fong, Nancy	08/27/12	12/16/12	UNT	\$65.55
Jeffries, Christine	08/27/12	12/16/12	UNT	\$73.94
Jordan, Damien	08/27/12	12/16/12	UNT	\$65.55
Ngo, Michelle	08/27/12	12/16/12	UNT	\$73.94
Rapp, Paula	08/27/12	12/16/12	UNT	\$73.94

LIBRARIAN REFERENCE SERVICES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Garcia, Gonzalo	08/27/12	12/16/12	OVR	\$72.00
Le, Cathy Kim-Van	08/27/12	12/16/12	OVR	\$66.06

PART-TIME LIBRARIAN REFERENCE SERVICES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Augugliaro, Mary	08/27/12	12/16/12	UNT	\$57.44
Krause, Alana	08/27/12	12/16/12	UNT	\$73.94
Morales, Irma	08/27/12	12/16/12	UNT	\$61.88
Oberlin, Masumi	08/27/12	12/16/12	UNT	\$73.94
Palmer, Leslie	08/27/12	12/16/12	UNT	\$73.94
Siddiqui, Catherine	08/27/12	12/16/12	UNT	\$73.94

STUDENT SUCCESS CENTER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Kamphuis, Jacqueline	08/26/12	12/16/12	OVR	\$72.00

ACADEMIC ADVISEMENT – ACE STUDENTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Bon, Denise	08/27/12	12/16/12	UNT	\$73.94

ACADEMIC ADVISEMENT – RE-ENTRY/CALWORKS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Duenas, Yolanda	08/27/12	12/16/12	UNT	\$73.94
Timpson, Natalie	08/27/12	12/16/12	UNT	\$61.88

READER/EVALUATOR – ASSESSMENT CENTER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Alvarez, Veronica	08/27/12	12/16/12	EXH	\$29.46
Armendaris, Francesca	08/27/12	12/16/12	EXH	\$29.46
Barrett, David	08/27/12	12/16/12	EXM	\$43.55
Barua, Dibakar	08/27/12	12/16/12	EXM	\$43.55
Boyer, Nancy	08/27/12	12/16/12	EXM	\$43.55
Cosand, Keisha	08/27/12	12/16/12	EXM	\$43.55
Galassi, Cecelia	08/27/12	12/16/12	EXM	\$43.55
Hodjera, Eva	08/27/12	12/16/12	EXH	\$29.46
Jones, Ryane	08/27/12	12/16/12	EXM	\$43.55
Lavarini, Teresa	08/27/12	12/16/12	EXM	\$43.55
Lopez-Rodriguez, A.	08/27/12	12/16/12	EXM	\$43.55
Moore, Sacha	08/27/12	12/16/12	EXM	\$43.55
Remsburg-Shiroshi, E.	08/27/12	12/16/12	EXM	\$43.55
Tarango, Abraham	08/27/12	12/16/12	EXM	\$43.55
Tayyar, Paul	08/27/12	12/16/12	EXM	\$43.55
Tran, Tammie	08/27/12	12/16/12	EXM	\$43.55
Ulrich, Richard	08/27/12	12/16/12	EXM	\$43.55

AUDIO-VISUAL PRESENTATION – CHEMISTRY 180

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Almy, James	08/27/12	12/16/12	EXM	\$72.00

LEGAL UPDATES FOR P.O.S.T. CASE LAW

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Lazarus, Robert	08/27/12	12/30/12	EXM	\$43.55

SCU NETWORKING PARTNERSHIP GRANTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Farazdaghi, Farzane	08/27/12	12/16/12	EXH	\$29.46

SOUTHERN CALIFORNIA REGIONAL TRANSIT TRAINING CONSORTIUM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Kramer, Bryan	08/27/12	12/31/12	EXM	\$72.00

ORANGE COAST COLLEGECOACH'S STIPEND

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Sport</u>
Cutenese, Charles	08/27/12	12/16/12	EXM	\$4511.00	Women's Volleyball
Iacopetti, Anthony	11/01/12	11/30/12	EXM	\$4511.00	Women's Waterpolo
Knox, John	11/01/12	11/30/12	EXM	\$4511.00	Cross Country
Ochoa, Marco	11/01/12	11/30/12	EXM	\$4511.00	Cross Country
Smith, Carl	11/01/12	11/30/12	EXM	\$4511.00	Football
Smith, Kevin	11/01/12	11/30/12	EXM	\$4511.00	Women's Soccer
Smith, Kevin	11/01/12	11/30/12	EXM	\$4511.00	Men's Soccer

ACCREDITATION CO-WRITER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Peters, Jennifer	08/27/12	12/14/12	EXH	\$29.46

INTERNSHIP ACADEMY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Amaral, Christina	08/16/12	08/30/12	EXM	\$72.00
Broberg, Scott	08/16/12	08/30/12	EXH	\$73.94
Castano, Robert	08/16/12	08/30/12	EXM	\$72.00
Cottrell, Lynne	08/16/12	08/30/12	EXM	\$72.00
Cox, Steven	08/16/12	08/30/12	EXM	\$72.00
Gordon, Lee	08/16/12	08/30/12	EXM	\$72.00

Kubiak, Renee	08/16/12	08/30/12	EXM	\$72.00
Labounty, Jennifer	08/16/12	08/30/12	EXH	\$61.88
Lawell, Cheri	08/16/12	08/30/12	EXM	\$72.00
Reed, Charlene	08/16/12	08/30/12	EXM	\$72.00
Sabori, Sibley	08/16/12	08/30/12	EXH	\$73.94
Skeie, Leon	08/16/12	08/30/12	EXM	\$72.00
Tsutsumida, Damian	08/16/12	08/30/12	EXH	\$73.94
Young, Richard	08/16/12	08/30/12	EXM	\$72.00
Zombek, Mark	08/16/12	08/30/12	EXM	\$72.00

LIBRARIAN- REFERENCE DESK-NON DUTY DAY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Della Marna, Jodi	09/01/12	09/22/12	LOV	\$97.88
Morgan, Carleton	09/01/12	12/16/12	LOV	\$97.88
Oviatt, Vinta	10/01/12	10/30/12	LOV	\$97.88

LIBRARIAN – REFERENCE DESK

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Eutimio, Alfredo	08/27/12	12/16/12	UNT	\$73.94
Schmidt, Valerie	08/27/12	12/16/12	UNT	\$73.94

PHOTO GALLERY EXHIBITIONS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Fletcher, Jonathan	09/02/12	12/15/12	EXH	\$29.46
Kraft, Richard	09/01/12	12/15/12	EXM	\$43.56

REGIONAL COLLABORATIVE GRANT - ARCHITECTURE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Fuchs, Steven	08/16/12	08/30/12	EXM	\$43.56

PHOTOGRAPHY EQUIPMENT PURCHASE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Gillisen, Blade	09/01/12	12/16/12	EXM	\$43.56

PART-TIME COUNSELING - EOPS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Montooth, Carisa	08/13/12	12/16/12	UNT	\$69.66
Tran, Julie	08/13/12	12/16/12	UNT	\$69.66

Justification: Late paperwork from department

The following Administrators, to teach for the period **08/27/12 to 12/16/12** for CCC, GWC and OCC, payment to be \$72.000/hr (based on Col. IV, Step 6 placement on the CFE/AFT Local 1911 Faculty Unit Contract). This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE indicated below:

GWC

<u>Name</u>	<u>LHE</u>
Pourzanjani, Omid	6.000

COUNSELOR OVERLOADS

Overload assignments for the following evening counselors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period **08/27/12 to 12/16/12** for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

GWC

<u>NAME</u>	<u>LHE</u>
Dickerson, Karen	0.888
Dumont, Stephanie	3.000
Hinton, Karen	2.666
Lane, Andrea	0.444
Nguyen, Jimmy	2.222
Nguyen, Tri	3.000
York, Linda	1.777

FACULTY OVERLOAD

Overload assignments for the following instructors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period **08/27/12 to 12/16/12** for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

CCC

<u>Name</u>	<u>LHE</u>
Basabe, Sandra	5.000
Bauman, Jane	1.500
Berggren, Gayle	3.000
Desmond, Deborah	1.125
Devine, David	2.750
Feldon, Fred	6.500
Gutierrez, Pedro	6.000
Henry, Deborah	3.250
Jenkins, Nancy	3.000
Lee, Lisa	6.500
Leighton, Kenneth	3.375
Lockwood, Frederick	3.000
Marcus, Ted	6.000
Nguyen, Ailene	3.000
Nguyen, Christina	6.000
Pittaway, Daniel	2.000
Preciado, Anita	3.375
Ryan, Celeste	2.990
Secord, Debra	3.000
Shelley, Karen	3.250
Tsutsumida-Krampe, L.	1.125
Warwick, Randall	6.000
Wild, Michelle	1.000
Winterbourne, Susan	3.000

GWC

<u>Name</u>	<u>LHE</u>
Almy, James	8.670
Amen, Tom	4.800
Barrett, David	2.670
Barua, Dibakar	5.670
Bennett, Jaima	1.000
Best, Amanda	4.800
Bouzar, Pete	6.000
Bowlby, Margot	7.500
Boyer, Nancy	0.800
Brownell, Beverley	5.610

Broyles, Zhenghong	4.690
Call, Gail	2.000
Carmel, Diana	6.000
Carr, Gregg	1.000
Carter, Warren	0.440
Chambliss, Tasha	2.090
Chapman, Nina	4.500
Ching, Berlynn	4.860
Chovan, Maria	4.500
Christie, Joan	2.710
Chu, Alice	7.500
Cosand, Keisha	3.000
Crescimanno, Annamaria	4.500
Egan, Catherine	6.000
Fiorane, Michele	1.160
Galassi, Cecilia	1.000
Garcia, Gonzalo	2.000
Goldstick, Deborah	0.670
Green, Katherine	2.670
Hamilton, Christopher	9.000
Harelson, Karen	2.810
Hashimoto, Rumi	2.810
Hausey, Collette	8.500
Hersh, Thomas	2.000
Hoang, Antony	7.000
Holland, Jon	0.070
Isonio, Steven	1.500
Jaramillo, Eli	5.000
Johnson, Leilani	1.500
Jones, Barbara	5.000
Jones, Ryane	3.000
Kamphuis, Jacqueline	3.000
Kasabian, John	3.070
Kelly, Darla	6.170
Kirchen, Deanna	9.000
Kramer, Bryan	5.920
LaMantia, MaryLynne	6.750
Lavarini, Theresa	3.500
Lervold II, John	9.000
Lewis, Lindsay	5.000
Lloyd, Douglas	2.670
Lopez-Rodriguez, Americo	3.000
Marino, David	3.670
Marinotti, Eva	2.110
McClain, Sunshine	1.500
Miller, Stephen	4.000
Mitchell, Nicholas	1.000
Miyadi, Barbara	1.330
Moore, David	1.500
Moore, Sacha	0.500
Nguyen, Jimmy	1.000
Nielsen, Donavan	5.220
Pascoe, Kimberly	3.000
Pham, Diep	1.670
Pizano, Veronica	3.000
Plaster, Nikki	1.000
Potts, Eva	2.110
Racataian, Cristian	1.000
Ramm Engle, Martha	8.400

Rangel, Amy	0.670
Remsburg-Shiroishi, Elizabeth	4.000
Restelli, Diane	2.110
Rosales, Evangelina	3.020
Sambrano, Michelle	2.000
Sekins, Denise	2.360
Shaughnessy, Michael	1.500
Smith, Jane	4.270
Stein, Konrad	11.00
Sykes, Elizabeth	5.330
Tarango, Abraham	5.000
Taylor, Scott	0.080
Tayyar, Paul	4.000
Ternes, Linda	4.000
Terry, Russell	3.000
Thach, Amy	3.860
Tortolano, James	0.300
Tran, Jamie	3.860
Tran, Tammie	3.000
Ulrich, Richard	7.330
Vail, Travis	1.670
Valenzuela, Yvonne	6.000
Villarreal, Roberto	1.330
Wight, Greg	0.670
Wilcox, Jennifer	4.000
Wilkinson, Ronald	2.000
Wood, Rose	0.500

OCC

<u>Name</u>	<u>LHE</u>
Abernathy, Dean	4.500
Alabi, Jessica	3.000
Altobelli, John	1.610
Amaral, Christina	3.330
Anderson, Courtney	6.000
Appel, Matthew	1.830
Arismendi-Pardi, Eduardo	5.000
Arnold, Herrick	1.500
Avetisian, Sonia	6.000
Baker, Karen	2.000
Barber, William	1.500
Barvarz, Parnian	4.330
Beard, Daniel	2.400
Beau, Leslie	6.000
Behr, Laura	3.080
Bellah, Geoffrey	1.000
Bender, Edward	6.000
Bialecki, Michael	0.330
Blair, Jamie	4.400
Blake, Elizabeth	0.580
Bloomfield, Lisa	1.800
Bosich, Jill	3.670
Boyer, Derek	2.330
Breece, William	3.000
Cabanel-Bleuer, Denise	3.000
Campbell, Laurie	0.500
Carroll, Kathy	3.000

Castano, Robert	1.000
Cervantes, Aureliano	4.170
Chaiyakal, Jennifer	1.000
Coaty, Patrick	6.000
Coco, Felicia	3.000
Coleman, David	1.000
Congleton, John	3.270
Conner, Greg	5.000
Contopoulos, Nicholas	5.000
Cooley, Timothy	6.000
Cooper, Barbara	4.330
Corley, Cynthia	2.000
Cottrell, Lynne	4.000
Costas, Jose	1.950
Cox, Steven	4.200
Cutenese, Charles	0.580
Desurra, Christopher	3.000
Dowling, Thomas	0.900
Drew, Rendell	6.000
Drum, Stephen	6.250
Ernsberger, Gabriela	5.000
Faridi, Abbas	6.660
Foster, Rodney	1.000
Frechen, Richard	2.830
Fuchs, Steven	2.670
Funez-Gonzalez, Juani	4.500
Gilbert, Stephen	4.630
Gillisen, Blade	6.800
Golson, Christopher	4.800
Golson, Daniel	2.000
Gonzales, Jarren	6.000
Gonzales, Shirley	5.670
Gould, Brian	4.500
Guerra, Arnold	6.670
Hall, William	0.600
Harlow, Richard	4.500
Hassapis, Phylcia	2.920
Hidden, Marta	3.000
Hoffman, Glynis	1.000
Hollander, Gena	1.500
Holt, Kelly	0.130
Hunter, Amelie	1.400
Hussain, Syed	4.000
Hutchison, Richard	4.000
Iacopetti, Anthony	0.310
Ibranossian, Agatha	6.600
Isaac, Darryl	6.830
Johnson, Doug	4.500
Kagawa, Akemi	5.000
Kelly, Dennis	0.830
Kennedy, Patrick	1.000
Kings, Rose	6.210
Knox, John	2.780
Koines, Andrew	5.000
Kraft, Richard	1.800
Kubiak, Renee	1.330
Kuo, Daniel	6.000
Laux, John	0.670
Lawell, Cheri	4.000

Legacy, Dara	0.070
Lerma, Maria	3.000
Livingston, Tab	6.500
Lohman, Benjamin	6.000
Loren, Davi	1.000
Luckering, Eve	1.400
Maekawa, Naoko	5.000
Maher, Deborah	4.500
Malaty, Martha	1.500
Maran, Janice	0.610
Maughan, Helen	3.000
Maurer, Ernest	4.000
McCall, Leslie	6.000
McClanahan, Anne	5.500
McClure, William	4.500
McComb, Helen	6.000
Means, Leland	0.010
Melrose, Charlene	6.000
Milliken, Evan	6.000
Monahan, Georgie	3.000
Moore, Arthur	6.000
Moore, Greg	6.000
Morgan, Arabian	0.500
Morgan, Dennis	4.500
Mucciari, Thomas	3.170
Muir, Robert	6.000
Murphy, Timothy	3.000
Myers, Joy	5.250
Myers, Kevin	0.900
Naesse, Irene	1.500
Nauta, Dale	5.000
Neil, Jeanne	3.000
Norling, Marcella	3.000
Obstfeld, Loretta	1.000
Obstfeld, Raymond	1.000
Ochoa, Marco	1.330
O'Connor, Robin	1.080
Ortiz, Oscar	3.330
Parker, Peter	1.000
Perez Stable Cox, Olga	4.500
Perkins, Marc	3.000
Peters, Timothy	4.970
Pettus, Candice	6.000
Pham, Lien	6.000
Polk, Sherana	6.000
Pringleau, Karen	0.330
Raileanu, Lia	4.000
Rangno, Erik	4.000
Reed, Charlene	2.670
Rickerson, Irini	3.000
Riggia, Alison	0.070
Rodriguez, David	1.330
Russell, Gregory	1.000
Sachs, Loren	2.750
Saichek, William	1.170
Salinger, Joan	0.900
Sam, Thinh	6.500
Savage, Jennier	6.000
Scane, Danielle	6.000

Shannon, Kevin	1.000
Simpson, Melissa	0.870
Skeie, Leon	6.000
Smith, Carl	2.750
Smith, Kevin	1.670
Smolin, James	4.000
Sogo, Lisa	2.330
Soto, Ricardo	3.000
Spencer, Steven	1.670
Stuart, John	1.330
Sugden, James	3.000
Taylor, Michael	0.170
Topping, Holly	0.900
Vieau, Arlene	1.830
Voicu, Mariana	4.000
Watson, Maryann	6.000
Weatherford, Leigh	1.000
Wheaton, Dana	5.400
Whitridge, Roger	0.900
Young, Richard	1.000
Zellerbach, Charles	3.000
Zitter, Jeremy	5.000
Zombek, Mark	5.500
Zuidervaat, Genevieve	1.000

2. Substitute Faculty

Full time Faculty Substitutes

It is recommended that the following individuals perform substitute assignments, and subject to Board policies governing such appointments, to be compensated at the overload rate.

Coastline College

Henry, Deborah

Golden West College

Holland, Jon

Rosales, Evangelina

Orange Coast College

Appel, Matthew

Part time Faculty Substitutes

It is recommended that the following individuals be appointed as substitutes, as defined by California Ed Code 87480, appointments not to exceed 20 working days, and subject to Board policies governing such appointments, to be paid \$44.36/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered the 2012-13 academic year.

Coastline College

Ahlman, Mary

Armendariz, Patricia

Beaver, Dorothy

Dalbey, Elizabeth

Davis, Loretta

Do, Anhvy

Don, Rachel

Gandall, Beverly

Gustaveson, Valerie

Jones, Julie

Kepler, Marc
 Loester, Karen
 Man, Georgina
 Maynard, Linda
 McGeoch, Norma
 Mendoza, Jaime
 Mohr, Cheryl
 Mozell, Harold
 Nguyen, Ky
 Seyster, Barry
 Sleep, Katherine
 Takacs, Marcia
 Walker, Lynn
 Yue, Amy

Golden West College

Abella, Dori
 Augugliaro, Mary
 Cooper, Paz Graceiela
 Krause, Alana
 Morales, Irma
 Oberlin, Masumi
 Palmer, Leslie
 Peacock, Joyce
 Russell, Bruce
 Siddiqui, Catherine

Orange Coast College

Bandaruk, Theodore
 Ellis, Robert
 Eutimio, Alfredo
 Khizhnyak, Aleksandra
 Kilkenny, Kathleen
 Knauer, Mary
 Noriega, Keith
 Raskin, Debra
 Sanchez, Sandra
 Schmidt, Valerie
 Smith, Ward
 Thayer, Karen
 Vanry, Mike

3. Full time Faculty

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Salary placement may be revised upon presentation of evidence of additional education and/or experience:

Revise Placement Due to Additional Education

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Date</u>	<u>Plcmt</u>
Levin, Noah	GWC	Instructor, Philosophy	08/27/12	A-V-07*
Quinn, Christopher	OCC	Instructor, Geography	08/27/12	A-III-08*

*from Column II

Summer Assignments

Assignments to be paid 1/1000th of salary placement on the CFE/AFT Local 1911, Faculty Unit salary schedule and are not to exceed 26.25 hours per week, based on an 8 week session. Assignments exceeding 26.25 hours per week have been administratively approved.

Coastline College

For the period **06/11/12-08/11/12**

Faculty

<u>Name</u>	<u>Wkly/Hrs</u>
Obstefeld, Raymond	8.000

Justification: Dean failed to submit request for payment.

4. Part time FacultySummer Assignments

Assignments to be paid in accordance with the current salary part time faculty schedule and not to exceed 26.25 hours per week, based on an 8 week session. Assignments exceeding 26.25 hours per week have been administratively approved.

Orange Coast College

For the period **06/11/12-08/11/12**

<u>Name</u>	<u>Wkly/Hrs</u>
Mayor, Jeffrey	3.000

Justification: Late paperwork to department.

FALL

Assignments during the period **08/27/12-12/16/12** for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency.

Coastline College

<u>Name</u>	<u>LHE</u>
Ahlman, Mary	8.000
Akamine, Karen	5.500
Allen, Stacey	3.000
Alweheiby, Julie	7.575
Amitoe'lau, Sylvia	3.750
Anderson, Rachel	6.000
Armendariz, Patricia	8.000
Bailly, Jennifer	6.000
Barnes, Ralph	8.500
Barragan, Valeria	3.000
Beaver, Dorothy	8.000
Belanger, Albert	4.000
Boddie, Richard	8.250
Boehler, Connie	6.000
Borcoman, Kelvin	9.000
Brock, Marilyn	9.000
Candelaria, Patricia	5.250
Cao, Thomas	9.375
Carlucci, Michael	4.000
Carpenter, Linda	3.000
Cemo, James	7.500

Chang, Yu-An	7.000
Chapman, Cheryl	7.500
Chase, Suzanne	8.000
Chhun, Surya	5.250
Chow, Brian	5.000
Cisneros, Mark	6.000
Cooper, Brian	5.500
Covert, Robert	9.000
Crowley, Debra	4.250
Cummins, Megan	4.500
Curtis, Michael	6.000
Dalbey, Elizabeth	8.000
Daniel, Marion	7.500
Davis, Georgette	8.000
Davis, Loretta	3.000
Davis, Penny	8.000
DeWitt, Stanley	4.500
Diaz-Brown, William	3.000
Dietrich, Phillip	6.000
Do, Anhvy	8.000
Don, Rachel	8.000
Doren, Ricia	8.000
Doyle, John	9.000
Eber, Lorie	3.000
Escobar, Amy	8.250
Fauce, Steven	7.500
Feiner, Henri	6.375
Flores, Robert	1.000
Forbes, Junko	4.000
Freeman, William	3.000
Fry, Marilyn	3.375
Fuller, Brent	5.000
Fuller, David	1.750
Gandall, Beverly	8.000
Gardea, Serena	6.000
Garvin, Timothy	3.000
Giancarlo, Jennifer	9.500
Godfrey, Donald	6.500
Goldman, Meghan	3.000
Gundy, Afaf	7.000
Gustaveson, Valerie	8.000
Hall, Leva	3.375
Hart, John	4.500
Ho-Chen, Jennifer	5.250
Hogan, Mikel	9.000
Jaber, Jihad	7.500
James, Scott	3.000
Jarmin, Margie	8.000
Johnson, Jeffrey	4.000
Jones, Julie	6.000
Keefer, Sherry	9.000
Kelsey, David	9.000
Kempe, Gladys	8.000
Kepler, Marc	8.000
Khan, Mahbubur	7.500
Kurz, Sally	5.125
Lee, David	3.000
Lee, Sheryl	8.000
Lembke, Phyllis	3.000

Lieu, Thanhthuy	7.000
Litman, Todd	3.000
Livingston, Lisa	4.500
Loester, Karen	9.000
Lovig, Margaret	1.750
Maccoun, Wendy	6.000
Magrann, Tracey	6.500
Man, Georgina	8.000
Mann, Claire	3.000
Maynard, Linda	8.000
McGoech, Norma	6.000
McLucas, Karen	3.000
McNamara, John	6.250
Mefford, Christopher	8.000
Mendoza, Jaime	8.000
Menzing, Todd	4.500
Mihatov, Steven	7.500
Miller, Rosemary	5.475
Milton, Noelle	4.000
Montooth, Carisa	3.000
Morehouse, Karen	3.000
Najera, Michael	5.250
Nichols, Kristen	9.000
Nguyen, David	5.000
Nguyen, Diem	4.000
Nguyen, Ky	8.000
Nguyen, Linda	3.000
Nguyen, Scott	6.500
Ostrowski, Kenneth	3.250
Ozbiir, Katherine	9.750
Palmer, Catherine	9.000
Parent, Nancy	7.500
Parra, Georgina	3.000
Petri, Michael	3.000
Petropoulos, Mary	4.000
Pirino, Giorgia	7.500
Pourreza, Atousa	9.750
Proppe, Jean	3.000
Quast, Gerald	6.000
Ratzlaff, Duane	8.000
Reisch, Carla	3.000
Reyes, Jesus	5.250
Rietveld, Liza	3.000
Rives, Nicky	5.000
Rogoff, Meri	9.000
Rosales, Anna	3.000
Rosen, Eugene	3.000
Ruhle, James	2.250
Ruppert, Kelly	4.500
Rutledge, Darius	3.000
Ryan, Mutsuno	7.375
Sak, Kathleen	8.750
Salvi, Lisa	6.000
Satow, Jingfang	5.000
Schindelbeck, Judy	7.500
Scoggin, Sally	8.000
Seyster, Barry	8.000
Shi, Nigie	5.000
Shibata, Sharon	8.000

Shiring, Richard	9.375
Sidhu, Rajinder	6.500
Siefkes, Ashlie	9.000
Sleep, Katherine	8.000
Sliff, Robert	3.000
Smith-Clark, Colin	3.000
Snetsinger, Peter	6.000
Steddum, Michelle	3.000
Strauss-Thacker, Esther	9.000
Sullivan, Mary	5.250
Sutherland, Corine	3.000
Syed, Erum	9.750
Takacs, Marcia	8.000
Talmage, Dorrie	3.000
Taylor, Krista	3.000
Terry, Ladd	9.000
Torrini, Lynn	8.500
Tovar, Ana	3.000
Tran, Chau	10.00
Tran, Dung	7.500
Tran, Tim	3.000
Vayo, Sunshine	3.000
Villalobos, Jose	5.000
Wahba, Remon	7.500
Walker, Heather	4.500
Walker, Lynn	9.750
Waller, Ellis	6.000
Washington, Warren	4.500
Watson, Katherine	5.000
Watts, Susan	3.000
Wegter, Rachel	3.000
Wen, Zhong	7.000
Whitson, Stephen	10.00
Windsor, Adrian	9.000
Woodruff, Sandra	8.000
Xu, May	4.000
Yaron, Sharon	7.375
Yeh, Lauren	3.000
Yeh, Ning	3.667
Yu, Amy	3.000

Golden West College

<u>Name</u>	<u>LHE</u>
Abella, Dori	8.520
Acker, Lauren	4.500
Agnew, Cassandra	4.500
Al-Shawa, Ahmad	4.500
Alexander, Shawnee	3.000
Altobelli, Melissa	4.500
Alvarez, Veronica	9.750
Amerian, Stephanie	9.000
Anderson, Jennifer	3.000
Anderson, Joan	4.500
Anderson, Perry	4.000
Anderson, Terry B.	5.000
Anderson, Terry P.	8.000
Armendaris, Francesca	7.000
Atherton, Anthony	4.000

Babb, Susan	7.170
Baker, Frank	9.000
Baumgartner, Bern	9.000
Baumheckel, Kenneth	7.000
Becker, Craig	9.000
Bedard, Barton	5.000
Benneman, Bud	9.000
Bergman, Martha	8.000
Berry, Debra	7.500
Bhandari, Harleen	8.000
Birnie, Deborah	6.750
Bornemann, Chung	7.700
Bowers, Elizabeth	9.000
Brady, Kenneth	8.000
Bravek, Lester	10.00
Brazney, Suzanne	3.250
Brennan, Peter	8.000
Brown, Zachary	6.000
Bui, Minh	5.000
Burger, Alice	4.830
Calderon, Araceli	5.750
Cantus, Jason	1.170
Cast, Steven	9.000
Castro, William	5.750
Cavin, Andre	10.00
Centeno, Deborah	4.000
Chan, Dennis	6.500
Chandra, Jyoti	8.250
Chang, Wayne	7.500
Chao, Iris	8.000
Christensen Jr., Walter	5.250
Cohen, Herbert	10.00
Cooper, Paz	4.900
Cordiero, Judy	5.130
Cowan, Rory	4.500
Crough, Deborah	4.500
Cucurny, Marius	5.750
Cummins, Megan	4.500
Cunningham, Christopher	7.330
Daniels, Karen	8.670
Davidson, Tina	8.670
Dees, Lauren	5.330
Dinh, June	3.000
Drover, Christopher	6.000
Eagle, Ryan	6.750
Ebert, Darrell	5.330
Eck, Brian	6.000
Elgindi, Isaac	6.000
Evanshine, Sharon	9.000
Farazdaghi, Farzane	6.000
Farnham II, Paul	5.000
Fernandez, Juan	4.500
Fey, Robert	4.500
Fitzpatrick, Denise	4.500
Folayan, Elaine	8.000
Follin, Stella	3.000
Foster, Ed	5.330
Foster, Lara	6.000
Frame, Stewart	9.000

Franklin, Robert	3.000
Fraser, Mark	8.500
Frohn, Patrick	3.000
Gagne, Patrick	7.330
Gergens, Bridget	3.000
Gerstein, Sharon	9.000
Gimenez, Alejandro	8.130
Gittleman, Charlotte	4.500
Glassford, Guy	9.670
Glumace, Sean	9.170
Golbuff, Kimberly	2.000
Gomez-Holbrook, Angela	8.170
Gorrie, Kirk	8.000
Graves, Buchansha	6.770
Greenwood, Richard	5.250
Grimes, Pierre	3.000
Hagemann, Matthew	3.000
Hanania, Karen	8.000
Hansbury, Edward	7.330
Harlow, Megan	4.500
Harrington Jr., Odell	5.000
Harwell, Kasey	3.000
Hawk, Jennifer	8.000
Henderson, Heather	4.500
Heneks, Kasara	7.500
Hobgood, John	5.250
Hodjera, Eva	6.250
Hollow, Anthony	8.500
Hooshmand, Mitra	4.500
Hostetter, Darren	3.670
Huerta, Nicolas	5.000
Huges, Mary-Linn	5.330
Huntoon, Walter	3.830
Huxley, Dawn	5.330
Hyde, William	9.000
Iwanski, Erik	4.500
Janke, Kelly	9.000
Jara, Ricardo	6.000
Jazayeri, Jennifer	9.000
Jensen, Sherene	3.000
Jenson, Jamie	7.500
Jereb, Claudia	4.000
Jimmons, Charlotte	8.170
Johnson, Daniel	3.750
Johnson, Timothy	7.500
Jordan, Damien	3.000
Josifek, Jami	8.000
Kabaji, Noha	8.000
Kaiser, Mifanwy	8.000
Kaliski, Lucy	7.500
Karpenski, Joseph	9.000
Keep, Ryan	9.000
Kelly, Aaron	3.000
Khakbazan, Maryam	10.00
Kim, Ellen	2.000
Krogfoss, William	4.500
Kubis, Jon-Michael	4.250
Langdon, Spencer	6.750

Le, Thien	9.630
Leipzig, G.V.	7.500
Lindsay, Donald	4.500
Liu, Shin	10.00
Lujan, George	4.500
Luong, Tu Thanh	2.250
Mack, Joelene	2.000
Marten, Connie	3.000
Mase, Michael	4.500
Mathias, Richard	3.000
McCallum, Douglas	8.670
McGovern, Donna	9.250
McKeachie, Ryan	6.000
Medina, Moises	9.000
Mendoza, Jan	9.000
Menzing, Todd	4.500
Moore, Andrew	3.000
Moriarty, Kathleen	6.000
Murray, Tanya	5.250
Mushet, Linda	2.000
Muzic, Renee	4.500
Nason, Jesse	8.000
Nelson, Terence	3.000
Nguyen, Hang	7.500
Nobles, Stephanie	8.500
Ontiveros, Manuel	4.500
Orme, Denise	4.500
Ormes, Guy	3.000
Orrill, Deborah	6.000
Orwig, Bernice	3.750
Pacheco, Pamela	6.000
Paison, Erik	4.500
Parikh, Jalpa	4.500
Pawson, Gail	9.380
Pawson, John	3.750
Pliska, Janine	6.000
Pourzanjani, Omid	5.250
Pratt, Jennifer	3.000
Rae, Caroline	8.670
Rasmussen, Myrna	9.000
Reck, James	6.000
Reck, Richard	3.000
Robinson, David	7.500
Robles, Diana	4.500
Rose, Sanford	3.000
Rudd, Marty	5.250
Ruiz, Raul	8.130
Sahebifard, Hanna	3.000
Salazar, Yvonne	7.700
Scardina, Thomas	9.000
Schebsted, Penny	9.630
Schubert, Mark	7.500
Schult Roman, Catherine	9.000
Shields, Nicole	8.670
Shoar, Peggita	4.500
Siebert, Paul	7.000
Simpson, Matthew	8.130
Sineri, Loretta	3.670

Smith, Ronald	3.000
Snedeker, Mary (Marde)	6.070
Somoano, Miriam	3.000
Souto, Mark	4.500
Spiniello-Duran, Paula	9.000
Stansbury, Charles	7.500
Sullivan, Maureen	4.500
Sutherland, Corine	4.500
Swendson, Paul	9.000
Switzer, Barbara	8.670
Tagaloa, Faasamala	5.500
Tan, Jennifer	6.750
Taylor, Lisa	9.000
Tenno, Milton	5.000
Thompson, Chris	3.000
Thoreson, Kristen	6.250
Tran, Le	7.500
Tran, Thi	6.500
Turnbull, Don	4.000
Tyberg, John	9.500
Valinluck, Michael	6.750
Vasilik, Richard	9.310
Vlachos, Dino	6.000
Vu, Nam	9.000
White, Carol	2.630
Wimmer, Ronda	9.000
Wolzinger, Renah	9.670
Woo, Mai Ying	3.000
Yoon, Amiee	9.000
Zawahreh, Luai	7.500
Zeighami, Farrid	5.250

Orange Coast College

<u>Name</u>	<u>LHE</u>
Adams, Rebecca	3.000
Adelmann, Daniel	2.220
Ali, Susan	3.500
Anderson, Dennis	2.500
Anglin, Marie	5.000
Arakaki, Christine	2.000
Area, Sheryl	3.000
Areta, Daphne	1.750
Armstrong, Robin	8.000
Asad, Raymound	2.000
Aubin, Todd	1.625
Avina, Teresa	3.500
Ayad, Nada	8.000
Bahti, Cynthia	3.000
Balding, Diane	8.250
Baltes, Christine	3.500
Bandaruk, Theodore	4.500
Barrett, Charles	8.666
Barton, Elizabeth	8.000
Basile, Carol	6.000
Bayes, Chauncey	5.333
Beale, Michael	5.872
Bednarski, Christina	3.000

Bell III, John	6.000
Bennett, Jane	6.000
Benson, Kyla	5.000
Bereiter, Sarah	4.000
Bertheaud, Stanley	3.250
Bianchi, Erin	1.500
Bierlich, Susan	3.000
Bishop, Dennis	3.000
Blanc, George	3.000
Blasius, Mary	6.750
Borton, Robert	6.000
Bourouis-Benyassine, Aisha	5.000
Bowman, David	2.438
Bresnock, Anne	3.000
Brewer, Justin	8.000
Briere, Tiffany	8.000
Briet, Craig	3.000
Bright, Daniel	6.000
Bright, Lynn	7.500
Broberg, Scott	1.625
Brunner, Janelle	4.000
Bullard, Barbara	6.000
Callum, Oceana	8.000
Carey, Michael	1.000
Carlander, David	8.000
Caron, Lionel	7.000
Carter, John	8.063
Causey, Desiree	3.000
Chan, Robert	10.00
Chavez Jr., Hernando	3.000
Chow, Brian	2.750
Christian, Jessica	3.000
Chung, Phoebe	4.000
Civen, Isobel	5.500
Clarke, Bret	5.000
Clough, Brian	6.750
Collins, Sean	2.438
Contos, Aristi	4.000
Cordova, Joan	5.000
Crachiolo, Sarah	3.000
Craig, Sandra	3.000
Dahl, Wendy	5.500
Dang, Peter	2.031
Davidson, Matthew	6.000
Decker, Dawn	9.990
DeJong-Pombo, Teresa	8.999
Delgado, Adrian	4.063
DellaMarna, Loren	3.250
Demello, Michael	3.000
Dickens, Donna	7.500
Dinger, Michelle	3.000
Douglas, Leslie	9.000
Dowling, Lisa	8.000
Doyle, Dana	9.000
Durand, Evonne	8.350
Dzida, Andrew	6.000
Echols, David	4.500
Egan, James	4.500

El Soudani, Nabawia	4.500
Ellis, Robert	4.500
Ellison, Monti	1.750
Ely, Cynthia	7.500
Evans, Tracy	5.250
Fagundes, Michelle	8.000
Farmer, Ashley	8.000
Farrell, Daniel	3.000
Fazeli, Farimah	4.000
Ferzacca, John	6.833
Fetchko, Lisa	8.000
Fletcher, Huong	3.000
Fletcher, Jonathan	7.666
Flowers, Carol	7.500
Forssell, Erik	9.985
Foster, Amy	9.000
Fratantaro, Edward	7.500
Fricker, Norman	6.000
Fritzler, Amythst	1.750
Frohman, Deborah	9.000
Fueger, Mary Ann	5.750
Fuller, Brent	5.000
Fullmer, Stephen	7.719
Garrison, Kimberly	4.410
Genoway, Kristi	5.250
Gibbs, Tim	4.000
Giffen, Ryan	10.00
Gillette, Laurie	5.250
Gitlin, Phyllis	3.833
Gleason, Patrick	4.063
Go, Jane	9.000
Go, Marianne	9.000
Godfrey, Scott	6.000
Golden, Jill	6.250
Gonzalez, Denyee	3.000
Gonzalez, Julian	8.125
Gonzalez, Nathan	3.000
Goracke, Michelle	5.250
Gordan, Matthew	3.500
Gorsuch, Eric	3.000
Graham, Vicki	6.000
Gray, Jeffrey	4.000
Grane, Barbara	7.125
Grech, Elida	5.250
Green, Gladys	0.500
Green, Ulrike	6.000
Gressier, Pamela	4.000
Grey, Gene	7.500
Grooms, Mark	6.000
Grossman, Sheila	6.000
Guerr, Jorge	5.000
Gulu, Michelle	4.500
Habel, Lowell	3.000
Haduong, Thang	6.000
Haeri, Shadi	6.750
Haghighat, Shayma	3.000
Hanlon, Barbara	3.000
Hansen, Beth	1.833

Hardy, Charles	3.000
Harlow, Megan	7.500
Hart, John	9.000
Hayes, Laird	3.250
Healy, Mitchell	6.000
Hearlson, Kenneth	3.000
Hellman, Amy	5.625
Henderson, Karl	7.250
Henry, Lorraine Ann	3.000
Herman, Allen	3.750
Hesse, Lisa	8.188
Hietschold, Julia	5.938
Hitchner, Thomas	8.000
Hoang, Thanh	4.000
Hoffman, Gary	8.000
Hoffman, Jack	6.000
Holland, Michael	3.000
Holt, Lorinda	3.000
Hopkins, Dustin	8.000
Hosseini, Mansour	3.000
Hostetler, Sheila	9.000
Huang, Eleanor	3.750
Hulstrom, Kirk	9.973
Hung, Emily	8.916
Hurtado, Arleen	1.750
Ito, Manami	5.000
Itzen, Jana	1.000
Itzen, William	7.000
Ivey, Marilyn	3.000
Jackson, Mary	3.500
Jensen, Karen	2.625
Jewett, Britt	0.875
Jones, Christianne	7.500
Jones, Kristin	7.500
Kahn, Kathy	5.250
Kaufman, Bret	4.000
Kaufmann, Laura	4.000
Keller, Patrick	4.000
Kelly, James	3.000
Kemmerer, Marcus	5.250
Kennedy, Sandra	3.000
Kerins, John	9.230
Ketcham, Christopher	5.281
Kimball, Donald	5.250
Khizhnyak, Aleksandra	4.000
King, Yesenia	4.500
Klammer, Karen	6.000
Klemek, Julia	5.250
Knauer, Mary	4.500
Komine, Justin	2.633
Koontz, Jennifer	9.750
Krallman, Keith	3.000
Krucli, Thomas	8.000
Kumar, Kunaal	0.500
Kuznetsov, Kira	4.000
LaBounty, Jeniffer	3.000
Larnard, Howard	1.500
Larson, Mary	3.000

Law, Jerry	9.000
Lazzara, Nunzio	8.000
Ledbetter, Jaclyn	8.000
Lee, Adam	4.063
Lee, Judy	1.833
Lee, Robin	2.250
Lenanton, John	7.250
Leonard, Norman	8.000
Lewis, Brian	4.000
Lindleaf, Kenneth	6.000
Lindquist, Robert	6.000
Lorigan, James	5.250
Madsen, Brenda	9.000
Malaya, Kira	10.00
Margolin, Cathryn	5.000
Mariahazy, Laszlo	6.750
Markle, Gwynn	3.000
Martin, Lawrence	4.000
Martin, Shana	3.000
Martinez, Matthew	2.000
Martinez, Rachel	4.117
Mayor, Jeffrey	6.000
McAlear, Erin	9.000
McClure, Kristen	8.000
McComb, James	9.000
McFarr, Justin	8.000
McGaughey, Christen	4.000
McHugh, Denise	4.000
McLaren, Shane	3.000
McLaughlin, Jane	7.500
McNeillis, Erin	4.000
Meadows, Arnold	5.000
Measures, Jonathan	9.500
Menaker, Shana	2.625
Meola, Frank	4.000
Milner, Jeffrey	5.000
Mofid, Kevin	6.000
Monge, Michael	6.000
Moniz, Pamela	4.500
Moore, Carrie	3.000
Murdy, David	7.500
Nelson, Louella	8.000
Nemeth, Angelika	3.500
Nerad, Patrick	7.625
Nguyen, Catherine	4.000
Nguyen, Huy	4.000
Nguyen, Kelly	5.000
Nguyen, Pierre	9.000
Nguyen, Son	4.000
Nielsen, Christopher	9.000
Ninh, Joseph	6.000
Norris, Thomas	6.000
Norris, Trevor	5.250
Nowroozi, Nakisa	9.000
Ochwatt, Jodie	6.500
Odasso, Dave	3.000
Ogrady, Jennifer	4.000
Okhandiar, Vazi	3.000

Orourke, Shawn	9.000
Ott, Torii	6.666
Ottley, Rachelle	4.250
Otwell, Charles	9.000
Oxenham, Gwendolyn	8.000
Paez, Gabriel	4.000
Palmer, Jeffrey	5.939
Pankhurst, Paul	6.000
Parra, Jennifer	1.750
Pettit, Adam	4.499
Pham, Anh Mai	4.000
Phan, Kristoffer	3.060
Phan, Sang	3.000
Pifer, Heather	4.500
Pile, Randal	8.750
Place, Donna	3.000
Pliska, Janine	9.000
Plunkett, Angela	5.250
Podraza, Courtney	8.000
Popovich, Steven	6.501
Prewitt, Dezzie	4.500
Prioleau, Paul	8.125
Pullman, Lori	9.969
Radford, Shirley	2.125
Rafferty, Jennifer	5.375
Rafferty, Michael	0.525
Raskin, Debra	6.000
Rawles, Dennis	3.500
Ray, Robert	3.000
Reagan, Evette	6.000
Rehm, Guenter	2.250
Reinemann, Christine	3.000
Reynolds, Michael	6.500
Rhines, Linda	7.125
Rhodehamel, Johanna	5.250
Ridnor, Rachel	3.000
Riggins, Lawrence	6.833
Robinson, Karen	3.000
Robles, Diana	0.500
Roby, Janice	2.500
Rocha Milatovic, Giselle	4.000
Rodriguez, Veronika	1.125
Roessler, Mark	6.000
Rothschild-Boros, Monica	6.000
Rozak, Richard	4.000
Sahay, Vrunda	4.000
Salessi, Susana	5.000
Sanchez, Sandra	7.500
Sapp, Daniel	4.875
Scaglione, David	6.333
Scagliotti, Patricia	3.000
Scarfone, Patricia	5.000
Schachat, Carol	3.000
Schank, Richard	7.000
Scholz, Suzanne	3.000
Schriefer, Cheryl	5.250
Schumacher, Stephen	3.000
Seilo, John	8.000

Sereno, Adrienne	5.000
Silva, Francis	3.000
Silva, Juan	4.000
Sloate, Barbara	1.000
Smelser, Nadia	8.832
Snapp, Kevin	2.438
Snyder, Lisa	7.500
Sparkuhl, Patrick	5.250
Stanton, Jordan	9.000
Stebbins, John	3.500
Stern, Frank	3.000
Stewart, Sue	1.750
Stickel, Karl	5.500
Stoneking, Joyce	6.000
Strachan, Glenn	8.125
Suh, Daniel	7.500
Surfas, Lesley	7.500
Sweeney, Elizabeth	4.500
Taba, Khalil	4.000
Tangen, Kenneth	6.000
Tate, Peter	8.000
Taylor, Hiba	4.000
Taylor, Joshua	3.000
Tennant, Wayne	9.500
Thomas, Noah	5.250
Thornton, Michael	6.501
Tierney, James	9.000
Townsend, Toby	4.500
Tran, Ben	7.250
Tran, Duy	6.501
Tran, Hoa	3.000
Treglia, Jessica	8.000
Tress, Marguerite	10.00
Tsutsumida, Damian	5.000
Turner, Travis	2.438
Ulrich-Schlumbohn, Gwendolyn	4.500
Urie, Walter	7.500
Valley, Stephen	9.750
Vandervis, Melinda	6.000
Varry, Mike	2.250
Vena, Laura	8.000
Villegas Bonno, Patricia	5.000
Vulich, Richard	3.000
Wakim, Salena	6.000
Walls, Laura	5.000
Walsh, Erin	4.000
Webb, Debbie	10.00
Weber, Daniel	3.000
Wells, Julie	6.750
Westbrook, Nathan	9.000
Wikes, Nancy	2.625
Williams, Ann	3.000
Williams, Bethany	2.375
Williams, Patrick	5.250
Williams, Sherry	8.000
Willis, Roger	9.000
Wilson, Audrey	1.750
Wilson, Michael	6.000
Wittenberg, Joel	9.344

Wolfson, Sandra	5.250
Wood, Joshua	4.000
Woodward, Gerald	4.000
Wynne, Ann	9.000
Young, John	9.791
Zachweija, Thomas	8.375
Ziemer, William	4.000

SPRING

Assignments during the period **01/30/12-05/27/12** for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency.

Golden West College

<u>Name</u>	<u>LHE</u>
Magula, Kevin	1.000

Justification: Delay in completing new hire paperwork

The following GWC Part-time Police Academy Instructors to be paid hourly rates based on the Administration of Justice "C" salary schedule. Assignments are for the 2012-13 school year for the period 08/16/12 to 06/30/13, not to exceed 498 hours:

Villwock, Jordan

5. Educational Administrator

In accordance with Board policies and procedures, the following academic administrative staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed.

Appointment to Acting Position

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>
Claudia Lee	GWC	Acting Dean, Career & Technical	08/16/12	D-32
Saddul		Education		

6. Classified Management

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

New Hires

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy #</u>
Aguilar, Rosie	DIST	Payroll Systems Manager	08/27/12	G-24	D-001-13
TBA	DIST	Secretary of the Board	TBA	G-26	D-002-13

7. Classified Staff

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

New Hires

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Reason</u>
Severiano Vinalay, Miguel	CCC	Custodian	07/01/12*	E-38-01	Exceeded 160 days
Justification: Campus didn't realize employee worked over 160 days until after Board deadline					

Revise Start Date for Transfer Position

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>
Bernard, Becky	GWC	Secretary 10 mo	08/01/12*	E-42-05

*Revise from 07/19/12

Extension of End Dates for Temporary Position

The following DIST, Classified, temporary, specially funded, full time, 12 mo position, extend end dates from 06/30/12 to 06/30/13. These positions may be extended, modified or eliminated based on changes from the funding source.

Swingle, Dejah CTE Community College Grant Coordinator

8. Reclassification and Reorganization/Reassignment

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

ReclassificationClassified

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Brahmbhatt, J.	OCC	Inform Sys Tech 1 E-52	Inform Systems Tech 2 E-59	07/01/12
Carrizo, Michael	GWC	Staff Aid E-48	Div/Area Office Coordinator E-49	07/01/12
Cotter, Ray	OCC	Inform Sys Tech 2 E-59	Inform Systems Tech, Sr E-64	07/01/12
McLaughlin, Jane	OCC	Allied Hlth Prog Asst E-49	Health Program Assistant E-52	07/01/12
Sharp, Diana	OCC	Staff Aide E-48	Instructional Associate E-48	07/01/12
Soedjono, Eng	GWC	Inform Sys Tech, Sr E-64	Systems Network Analyst E-69	07/01/12
Vu, Phukhanh	OCC	Inform SysTech, Sr E-64	Systems Network Analyst 1 E-65	07/01/12
Wong, Mike	OCC	Inform Sys Tech 2 E-59	Inform Systems Tech, Sr E-64	07/01/12

Justification: The delay was due to additional time needed for deliberation to make recommendations to the Vice Chancellor of HR by the Reclassification committee.

9. Classified Temporary Assignments

It is recommended that authorization be given for the following changes for Classified Staff working temporarily Out of Class (minimum of 7.5% differential):

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
Capoccia-White, Rozanne	CCC	Mgr, Cont Ed Operations	Special Assignment	08/16/12	10/31/12	G-22-07
Harrison, Nathaniel	CCC	Coord, cont Educ Instr Serv	Special Assignment	08/16/12	10/31/12	G-18-04
O'Connor, Shannon	DIST	Mgrm Recruit & Staff Analysis	Special Assignment	07/01/12*	09/30/12	G-24-07
Perdue, Brenda	CCC	Staff Assist, Sr	Special Assign	06/21/12**	09/30/12	G-54-05
Wang, Jocelyn	CCC	Spec Project Budget Clerk	Special Assignment	07/01/12***	09/30/12	E-42-05
Wile, Geri	DIST	Mgr Emp Svce & Benefits	Special Assignment	07/01/12*	09/30/12	G-24-07

*Justification: Unexpected delay in Adm Dir HR recruitment

**Justification: Miscommunication between Interim VP & Student Services

***Justification: Department submitted the assignment late

Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>Plcmt</u>
Daniel, Marion	CCC	Mil Cont Educ Tech	Mil Cont Educ Staff Aide	Extend from 08/31/12 to 11/30/12	E-48-05
Denunno, Maria	OCC	Acctng Tech	Acctng Tech II	Extend from 08/31/12 to 11/30/12	E-52-05
Guray, Minerva	CCC	Mil Cont Educ Tech	Mil Cont Educ Tech III	Extend from 08/31/12 to 11/30/12	E-48-05
Mensah, Araba	CCC	Mil Cont Educ Tech, Intern	Mil Cont Educ Tech III	Extend from 08/31/12 to 11/30/12	E-48-05
Rose, Lynn	CCC	Mil Cont Educ Tech	Special Assignment	Extend from 08/31/12 to 11/30/12	E-44-05
Schulte, Rita	OCC	Account Fiscal Specialist	Special Assignment	Extend from 08/31/12 to 11/30/12	E-52-05
Stewart, Kerry	CCC	Cont Educ Prog Analyst Asst	Special Assignment	Extend from 08/31/12 to 11/30/12	E-54-05
Swingle, Dejah	DIST	CTE Cmty Coll Grant Cood	Educ & Grant Serv Coord	Extend from 08/31/12 to 11/30/12	E-64-04

10. Short Term Hourly Staff

It is recommended that authorization be given for the following hourly personnel appointments in the performance of noncertificated duties which directly support administrative, classified, or student services and special projects, or are fulfilling noncertificated substitute services for classified employees temporarily absent, no assignment to exceed 160 working days pursuant to provisions of AB500 and the Agreement between the Coast Community College District and the Coast Federation of Classified Employees. (Please note: Budget numbers 110+ are General Fund; 12+ are Categorical or Grant Funds and 8+ indicates Ancillary Funds.)

EXTEND is noted when an already approved assignment has an extended end date.

Hourly/Temporary/Clerical/Secretarial, to provide clerical support including handling correspondence, maintaining files, answering phones, preparing reports and responding to public inquiries in one or more of the following campus and/or division offices: Instruction, Student Services or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Castro, Diego	GWC	08/20/12	06/30/13	124044-359301	M,T,W,TH,F
Duran Jr., Michael*	CCC	07/23/12	06/30/13	124077-851254	M,T,W,TH,F
Firth, Zachary	OCC	08/16/12	06/30/13	124044-259300	M,T,W,TH,F
Grant, Michael*	CCC	07/23/12	06/30/13	124077-851254	M,T,W,TH,F
Grunbaum, Andrew	GWC	08/20/12	06/30/13	124044-359301	M,T,W,TH,F
Mosqueda Plancarte, M.	GWC	08/16/12	06/30/13	813015-381401	M,T,W,TH,F
Nguyen, Erika	GWC	08/27/12	12/14/12	110001-347001	M,T,W,TH,F
Nguyen, Kenny	OCC	08/16/12	06/30/13	812035-285802	M,T,W
Nguyen, Leyna	OCC	08/27/12	12/16/12	110001-247001	M,W
Pham, Nguyet	GWC	08/27/12	12/14/12	110001-347001	M,T,W,TH,F
Rodriguez, Diana	GWC	08/16/12	06/30/13	110001-380503	M,T,W,TH,F
Salera II, Maximo	CCC	08/16/12	06/30/13	120010-850101	M,T,W,TH,F
Siu, Anna	CCC	08/16/12	06/30/13	120010-850101	M,T,W,TH,F
Sonz, Phyllis*	CCC	07/30/12	06/30/13	124077-851254	M,T,W,TH,F
Stewart, Karen*	CCC	07/20/12	06/30/13	124077-851254	M,T,W,TH,F
Tran, Emylie	OCC	08/16/12	06/30/13	124030-254601	M,T,W,TH,F
Tran, Yen	GWC	08/27/12	06/30/13	110001-349101	M,T,W,TH,F
Wall, Susan	GWC	08/16/12	06/30/13	813020-381301	M,T,W,TH,F
Wright, Ausha*	CCC	07/23/12	06/30/13	124081-851261	M,T,W,TH,F

*Justification: WEX (Work Experience) Program for the One-Stop Center

Hourly/Temporary/Instructional/Research Assistant, to provide instructional support services to faculty and instructional divisions by assisting with pre-class preparations, maintaining various school records, scoring tests, tutoring, and coordinating instructional materials or equipment in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Archibald, Melissa	GWC	08/16/12	06/30/13	813005-381203	M,T,W,TH,F
Ardinger, Charles	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Avalos, Ronald	OCC	08/20/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	08/20/12	06/30/13	110001-201591	M,T,W,TH,F
	OCC	08/20/12	06/30/13	120176-251045	M,T,W,TH,F
	OCC	08/20/12	06/30/13	124028-256041	M,T,W,TH,F
Bastyr, Christine	GWC	08/16/12	12/16/12	120070-314125	M,T,W,TH,F
Battistone, Michael	GWC	08/16/12	06/30/13	813005-381203	M,T,W,TH,F
Bertanian, Narin	GWC	08/16/12	12/16/12	120070-314125	M,T,W,TH,F
Cobb, Emily	CCC	08/16/12	06/30/13	124002-856201	M,T,W,TH,F
	CCC	08/16/12	06/30/13	124007-856101	M,T,W,TH,F
Do, Anh	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Harris, Norene	CCC	08/16/12	06/30/13	124002-856201	M,T,W,TH,F
	CCC	08/16/12	06/30/13	124007-856101	M,T,W,TH,F
Lai, Bich	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Liu, Wanda	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Long, Chelsea	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Ly, Michael	GWC	08/16/12	06/30/13	110001-304502	M,T,W,TH,F
Mancino, Raymond	CCC	08/16/12	06/30/13	110001-801301	M,T,W,TH,F
Neff, Donna	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F
Potter, Jordan	OCC	08/20/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	08/20/12	06/30/13	110001-201591	M,T,W,TH,F
	OCC	08/20/12	06/30/13	120176-251045	M,T,W,TH,F
	OCC	08/20/12	06/30/13	124028-256041	M,T,W,TH,F
Ramirez, Ashley	OCC	08/16/12	06/30/13	812035-210402	M,T,W,TH,F
Ryan, Lisa	GWC	08/16/12	12/16/12	120070-314125	M,T,W,TH,F
Santorimin, Renamie	GWC	08/16/12	12/16/12	120070-314125	M,T,W,TH,F
Townsend, Diana	CCC	08/16/12	06/30/13	124002-856201	M,T,W,TH,F
	CCC	08/16/12	06/30/13	124007-856101	M,T,W,TH,F
Truong, Ngu	GWC	08/16/12	06/30/13	110001-324104	M,T,W,TH,F
Williams, Ann	GWC	08/16/12	12/16/12	120070-314125	M,T,W,TH,F
Williams, Leonora	CCC	08/27/12	06/30/13	124028-856041	M,T,W,TH,F

Hourly/Temporary/Professional (Non Faculty) to perform skilled technical duties such as athletic training duties, production of student newspaper, maintain online classes, provide real time captioning (in-class text) for deaf students or assist with associated student programs in one or more of the following campus departments and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Garcia, Lourdes*	OCC	08/06/12	06/30/13	812020-205403	M,T,W,TH,F
Ramos, Lorena	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F

*Justification: Department did not realize assignment needed Board approval

Hourly/Temporary/Service/Maintenance, to perform a variety of semi-skilled maintenance, janitorial and repair work on campus buildings, equipment and facilities in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Barandiaran, Guillermo	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F
Gomez, Noe	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
Ishikawa, Chiharu	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F
Jeannis, Christopher	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
	OCC	08/16/12	06/30/13	812020-205403	M,T,W,TH,F

Lu, John	OCC	08/16/12	06/30/13	812020-205402	M,T,W,TH,F
Luong, Loren	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F
Matus, Beverly	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F
Nguyen, Tiger	OCC	08/16/12	06/30/13	127005-258900	M,T,W,TH,F
	OCC	08/16/12	06/30/13	812015-263750	M,T,W,TH,F
Ramirez, Ismael*	OCC	06/18/12	06/30/13	812015-263750	M,T,W,TH,F
Sanchez, Betsy	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
Sanchez, Paola	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
	OCC	08/16/12	06/30/13	812020-205403	M,T,W,TH,F
Trejo, Edwin	OCC	08/16/12	06/30/13	812020-205404	M,T,W,TH,F
	OCC	08/16/12	06/30/13	812020-205401	M,T,W,TH,F

*Justification: Submitted late by department

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Bracamonte, Jessica	GWC	08/27/12	06/30/13	813001-317102	M,T,W,TH,F
Ortiz, Joseph	OCC	08/20/12	06/30/13	124005-256101	M,T,W,TH,F
Snowden, Paula	GWC	08/20/12	06/30/13	127002-361404	M,T,W,TH,F
Tripp, Erin*	OCC	07/30/12	06/30/13	812020-205401	M,T,W,TH,F
West, Christopher*	OCC	07/10/12	06/30/13	124044-259300	M,T,W,TH,F

*Justification: Submitted late by department

Hourly/Temporary Substitutes, pursuant to Section 7.2(A) of the Agreement between the Coast Community College District and the Coast Federation of Classified Employees, to take the place of a bargaining unit employee who is ill or on leave of absence for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Le, Steven	CCC	08/30/12	11/01/12	110001-880601	M,T,W,TH,F
Ramirez, Jorge	GWC	07/10/12	06/30/13	110001-380502	M,T,W,TH,F

11. Substitute Classified

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

Orange Coast College

Estrada, Vanessa

12. Clinical Advisors/Summer

None.

13. Medical Professional Hourly Personnel

Fiedler, Stacy, GWC

14. Student Workers

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

Golden West College

Doan, Bao
Nguyen, Tram

Orange Coast College

Alexander, Kaitlyn
Alford, Erika
Anderson, Christian
Boyd, Ashley
Bransky, Kevin
Carroll, Khalilah
Castillo, Jerri
Cerde, Miguel
Dam, Thu
Edge, Jaime
Espiritu, Marah
Ho, Ha
Ho, Hang
Ho, Hoai
Holder, Crystal
Jaimes, Michelle
Jeong, Hyuon
Le, Binh
Le, Chau
Montes, Jennifer
Munasinghe Withanage, Roshen
Nguyen, Binh
Nguyen, Candice
Nguyen, Duc
Nguyen, Long
Nguyen, Thuvan
Phan, Tien
Tran, Edward
Tran, Oanh
Tran, Quynh
Tran, Y. Nhu

Special Meeting
Board of Trustees
Coast Community College District
Board Conference Room

3:00 p.m.

Wednesday, August 15, 2012

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on August 15, 2012 in the Board Conference Room at the District Office, located at 1370 Adams Avenue, Costa Mesa, CA 92626.

1. Call to Order

Board President Moreno called the meeting to order at 3:02 p.m.

2. Roll Call

Trustees Present: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Trustees Absent: Student Trustee Torre was excused

3. Opportunity for Public Comment

There were no requests at this time to address the Board.

4. Recess to Closed Session

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

The Board recessed to Closed Session at 3:03 p.m. to discuss the following item:

a. Public Employment (Pursuant to Government Code 54957(b)(1))

Position: Secretary of the Board

5. Reconvene to Open Session

The Board reconvened to Open Session at 5:05 p.m.

6. Report of Action from Closed Session

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted unanimously to appoint Carmen Avalos as Board Secretary, to commence no later than September 17, 2012.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

7. Adjournment

There being no further business, on a motion by Trustee Prinsky and seconded by Ms. Hornbuckle, the Board voted to adjourn the meeting at 5.06 p.m.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	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.*

Special Meeting
Board of Trustees
Coast Community College District
Board Conference Room

3:00 p.m.

Friday, August 17, 2012

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on August 17, 2012 in the Board Conference Room at the District Office, located at 1370 Adams Avenue, Costa Mesa, CA 92626.

1. Call to Order

Board President Moreno called the meeting to order at 3:00 p.m.

2. Roll Call

Trustees Present: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Trustees Absent: Student Trustee Torre was excused

3. Opportunity for Public Comment

There were no requests at this time to address the Board.

4. Recess to Closed Session

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

The Board recessed to Closed Session at 3:02 p.m. to discuss the following item:

- a. Public Employment (Pursuant to Government Code 54957(b)(1))

Position: Secretary of the Board

5. Reconvene to Open Session

The Board reconvened to Open Session at 4:15 p.m.

6. Report of Action from Closed Session

It was reported out from Closed Session that on a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted unanimously to rescind the Board's prior action regarding the appointment of the Board Secretary, primarily based on the applicant's potential time conflicts.

Additionally, on a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted unanimously to appoint Julie Frazier-Mathews as Board Secretary, effective September 4, 2012.

7. Adjournment

There being no further business, on a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 4:17 p.m.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Patterson and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	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.*

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
4200	OTHER BOOKS	21,250	10,846
4300	INSTRUCTINL SUPPLIES	4,925,764	2,474,995
4400	MEDIA SUPPLIES	46,315	29,962
4600	FUEL, OIL & REPAIR PARTS	399,305	368,933
4900	OTHER SUPPLIES	0	0
Sub Total	4000 BOOKS, SUPPLIES & MATERIALS	5,392,634	2,884,736
5000	INDIRECT EXPENSE CHARGEBACK	355,729	64,689
5100	PERSONAL AND CONSULTANT SERVICES	643,193	513,599
5200	TRAVEL AND CONFERENCES	689,991	361,363
5300	DUES AND MEMBERSHIP	387,105	333,346
5400	INSURANCE	1,537,851	1,402,456
5500	UTILITIES	4,789,549	4,281,887
5600	RENT, LEASES AND REPAIRS	7,538,605	6,225,931
5700	LEGAL, ELECTION AND AUDIT EXPENSES	1,546,151	1,643,398
5800	OTHER OPERATING EXPENSES AND SERVICES	7,077,124	4,449,208
5900	OTHER	920,442	6,910
Sub Total	5000 CONTRACT SERVICES, OPERATING EXPENSES	25,485,740	19,282,787
6100	SITE IMPROVEMENTS	22,000	0
6200	BUILDING IMPROVEMENTS	31,032	10,474
6300	BOOKS (NEW)	88,713	107,456
6400	EQUIPMENT AND LEASE PURCHASE	3,819,748	1,985,903
Sub Total	6000 CAPITAL OUTLAY	3,961,493	2,103,833
7300	INTERFUND TRANSFER OUT	3,447,759	6,973,126
7500	STUDENT FINANCIAL AID	107,338	177,920
7600	OTHER PAYMENTS TO OR FOR STUDENTS	918,272	810,661
7900	RESERVE FOR CONTINGENCIES (BUDGET ONLY)	21,691,690	0
Sub Total	7000 OTHER OUTGO & RESERVES	26,165,059	7,961,707
	TOTAL EXPENDITURES	235,834,556	202,329,123

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
1100	INSTRUCTORS REG CONTRACT	34,502,613	33,194,855
1200	NON-INSTRUCTNL REG CONTRACT	14,148,784	13,930,386
1300	INSTRUCTORS HOURLY	21,688,370	21,193,195
1400	NON-INSTRUCTNL HOURLY	2,834,198	2,530,624
Sub Total	1000 CERTIFICATED SALARIES	73,173,965	70,849,060
2100	NON-INSTR CLASSIF REG CONTRACT	42,553,376	39,528,368
2200	INSTR CLASSIF REG CONTRACT	3,346,164	3,143,284
2300	NON-INSTRUCTIONAL, HOURLY	4,775,828	5,614,353
2400	INSTRUCTIONAL HOURLY	1,265,176	1,436,888
Sub Total	2000 CLASSIFIED SALARIES	51,940,544	49,722,893
3000	EMPLOYEE BENEFITS	3,243,351	0
3100	STRS-STATE TEACHERS RETIREMENT	3,709,124	4,937,417
3200	PERS-PUBLIC EMPLOYEES RETIREMENT	5,184,471	5,325,633
3300	OASDI-OLD AGE/SURVIVORS/DISABILTY INS	4,301,253	4,697,653
3400	HEALTH & WELFARE BENEFITS	18,779,694	19,133,228
3500	STATE UNEMPLOYMENT INS	1,520,384	2,013,475
3600	WORKERS COMPENSATION INS	1,608,444	2,048,301
3700	LOCAL RETIREMENT SYSTEM	11,368,400	11,368,400
3900	OTHER BENEFITS	0	0
Sub Total	3000 STAFF BENEFITS	49,715,121	49,524,107

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8874	ENROLLMENT FEES	16,200,000	13,426,260
8876	HEALTH FEES	1,780,887	1,543,828
8877	INSTRUCT MATERIAL FEES	745,606	485,857
8879	STUDENT RECORDS	200,000	259,694
8880	NON RESIDENT TUITION	7,585,000	6,391,853
8881	PARKING FEES	1,846,452	1,556,487
8889	OTHER STUDENT FEES	41,000	18,190
8892	TELECOURSE REVENUE	400,000	0
8893	PARKING FINES	692,684	663,494
8899	OTHER LOCAL INCOME	2,226,175	2,287,439
Sub Total	8800 LOCAL REVENUE	122,172,304	113,547,164
8912	SURPLUS PROPERTY SALES	500,000	505,598
8914	GAIN ON SALE OF ASSESTS	0	0
8981	INTERFUND TRANSFERS	0	3,000,000
Sub Total	8900 OTHER FINANCING SOURCES	500,000	3,505,598
	TOTAL REVENUE	208,545,366	198,533,582

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8120	HIGHER EDUCATION ACT	2,206,521	1,527,292
8130	WORKFORCE INVESTMENT ACT	5,884,900	4,709,622
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	123,569	123,569
8170	VOC&APPLIED TECH EDUCATION ACT	1,787,682	1,749,829
8199	OTHER FEDERAL REVENUE	581,784	248,443
Sub Total	8100 FEDERAL REVENUE	10,584,456	8,358,755
8612	STATE GENERAL APPORTIONMENT	55,800,000	55,726,652
8619	OTHER GENERAL APPORTIONMENTS	927,184	961,493
8622	EXTENDED OPPORTUNITY PROG &SVS	1,920,023	1,920,025
8623	DISABLED STUDENTS PROGRAMS&SVS	1,728,872	1,726,757
8624	CALWORKS	399,438	392,913
8625	TELE TECH INFRASTRUCTURE PROG TTIP	35,088	2,000
8629	OTHER CATEGORICAL APPORTIONMT	8,371,484	6,331,801
8659	OTHER CATEGORICAL PROGRAMS	487,416	201,285
8672	HOMEOWNERS PROPERTY TAX RELIEF	700,000	722,615
8681	STATE LOTTERY PROCEEDS	4,919,101	5,135,962
8682	STATE MANDATED COSTS	0	4,609
8699	OTHER STATE INCOME	0	-4,047
Sub Total	8600 STATE REVENUE	75,288,606	73,122,065
8811	DISTRICT TAXES - SECURED ROLL	78,900,000	80,920,692
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	1,000,000	513,811
8813	DISTRICT TAXES-UNSECURED ROLL	3,000,000	3,336,256
8816	DISTRICT TAXES-PRIOR YEAR	4,000,000	1,892,610
8817	EDU REVENUE AUGUMENTATION FUND	0	-5,769,395
8818	REDEVELOPMENT PROPERTY TAXES	400,000	2,132,724
8831	CONTRACT INSTRUCTION	30,000	91,872
8840	SALES	100,000	70,695
8850	RENTALS	2,294,500	3,085,363
8861	INTEREST & INVESTMENT INCOME	250,000	174,312
8862	GAIN LOSS	0	10,340
8871	CHILD DEVELOPMENT SERVICES	480,000	454,782

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9711	NON-DESIGNATED FUND BALANCE	27,289,190	0	27,289,190
9712	YEAR END APPROPRIATIONS	0	0	0
9713	ACCOUNTS RECEIVABLE ADJUSTMTS	0	0	0
9714	ACCOUNTS PAYABLE ADJUSTMENTS	0	0	0
		<u>27,289,190</u>	<u>0</u>	<u>27,289,190</u>
	Fund Balance as of July 1, 2011			27,289,190
	Plus Total Revenues			198,533,582
	Less Total Expenditures			202,329,123
9910	Plus Suspense Clearing			0
9918	Less Suspense A Payroll			0
9919	Less Suspense B Payroll			0
	Fund Balance as of June 30, 2012			<u>23,493,649</u>

Coast Community College District Financial Status Report

Fourth Quarterly Report Fiscal Year 2011-2012

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9110	CASH IN COUNTY TREASURY	16,941,631	-4,891,652	12,049,979
9120	CASH IN BANKS	789,336	-224,152	565,184
9125	CASH COLLECTN AWAITG DEPOSIT	505,703	94,473	600,176
9130	REVOLVING CASH FUND	241,141	3,358	244,499
9150	INVESTMENTS	79	0	79
9160/9169	ACCOUNTS RECEIVABLE	23,650,670	3,713,203	27,363,873
9170	DUE FROM OTHER FUNDS	540,356	-36,332	504,025
9220	PREPAID EXPENSES	415,877	-395,837	20,040
9230	PREPAID EXPENSE/MID-MONTH	0	0	0
Total Assets		43,084,793	-1,736,937	41,347,856

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9510	ACCOUNTS PAYABLE	923,939	151,303	1,075,242
9511	MISC ACCRUALS YR-END	6,369,234	172,755	6,541,989
9514	ACCRUED PAYROLL PAYABLES	156,362	104,145	260,507
9519	ACCTS PAYABLE ACCRUALS	10,354	22,178	32,532
9520	DUE TO OTHER FUNDS	1,646,677	2,352,568	3,999,245
9540	DEFERRED INCOME	5,920,638	-744,296	5,176,342
9550	SUMMER PAY WITHHELD	25,443	-141	25,302
9552	CALIF USE TAX PAYABLE	1,499	92	1,591
9555	CA NON-RESIDENT W/H PAYABLE	0	0	0
9571	ACCRUED VACATION	741,457	0	741,457
Total Liabilities		15,795,603	2,058,604	17,854,207

b. 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.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

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

VII. Does the district have significant fiscal problems that must be addressed? **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 a \$5.4 million budget imbalance for the 2012/13 FY. The 2012-13 Tentative Budget reflected a balanced budget with respect to revenue and expense; however, the Tentative Budget plan was not structurally balanced as approximately \$4 million in solutions were one-time in nature.

The 2012/13 FY state budget assumes passage of a tax measure in November 2012. If this measure fails Coast will experience a \$10.7 million base cut effective January 1, 2013. Coast's budget however contains a designated one-time Rainy Day fund that will be drawn down to see the district through the balance of the 2012/13 FY. This base cut coupled with re-emerging one time prior year solutions and new expenses will result in an estimated \$16 million imbalance for the 2013/14 FY.

H.1	Cash, excluding borrowed funds				
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	31,675,672	18,816,848	16,941,631	13,909,470

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	178,159,368	178,200,000	171,059,329	96%
I.2	Other Financing Sources (Object 8900)	500,000	500,000	3,505,598	701.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	178,659,368	178,700,000	174,564,927	97.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	178,921,881	180,952,453	171,285,956	94.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,257,276	3,304,415	7,074,512	214.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	182,179,157	184,256,868	178,360,468	96.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-3,519,789	-5,556,868	-3,795,541	
L.	Adjusted Fund Balance, Beginning	27,289,190	27,289,190	27,289,190	
L.1	Fund Balance, Ending (C. + L.2)	23,769,401	21,732,322	23,493,649	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13%	11.8%		

V. Has the district settled any employee contracts during this quarter?**NO****If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q4) Jun 30, 2012

District: (830) COAST

As of June 30 for the fiscal year specified

Line	Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	190,567,016	186,702,880	189,510,650	171,059,329
A.2	Other Financing Sources (Object 8900)	3,075	17,461	512,511	3,505,598
A.3	Total Unrestricted Revenue (A.1 + A.2)	190,570,091	186,720,341	190,023,161	174,564,927
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,053,827	185,988,908	178,547,034	171,285,956
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,020,556	1,819,367	3,884,747	7,074,512
B.3	Total Unrestricted Expenditures (B.1 + B.2)	193,074,383	187,808,275	182,431,781	178,360,468
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,504,292	-1,087,934	7,591,380	-3,795,541
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	23,493,649
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.9%	10.5%	15%	13.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	37,299	36,103	35,186	33,772
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year

	2008-09	2009-10	2010-11	2011-2012
		18,816,848	16,941,631	13,909,470

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2011-2012
Quarter Ended: (Q4) Jun 30, 2012

District: (830) COAST

Your Quarterly Data is Certified for this quarter.

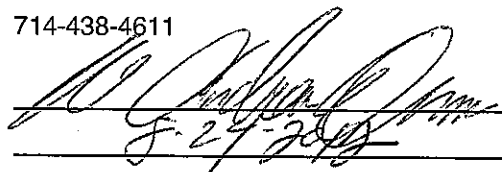
Chief Business Officer

CBO Name: Andy Dunn

CBO Phone: 714-438-4611

CBO Signature:

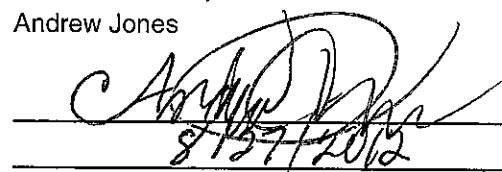
Date Signed:


8/27/2012

Chief Executive Officer Name: Andrew Jones

CEO Signature:

Date Signed:


8/15/2012

Electronic Cert Date: 08/24/2012

District Contact Person

Name: Daniela Thompson

Title: Admin. Director, Fiscal Affairs

Telephone: 714-438-4654

Fax: 714-438-4874

E-Mail: dthompson@cccd.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

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Attachment 1



Golden West College - Writing Center – President's Report to the Board of Trustees.

August 28, 2012 – Draft

The first and most important point the Administration wants to convey in this report is our ongoing support for student success and the recognition for the important role the Writing Center plays in enabling GWC students to be more successful in developing their skills as writers. It has always been our intention to continue to provide these essential support services. The College was, however, unable to provide the English Department with the kinds of funding and staffing guarantees they were requesting at the end of last year in light of fiscal realities the College and District face. The inability to make those agreements fostered a climate of fear and misunderstanding, at the end of a very difficult year.

The College did protect the English Department, as well as the Writing Center, for the last two years while other departments took disproportional reductions in their course offerings. It did so due to the recognition that students needed to progress in both English and Math to be successful in other courses and meet their transfer and/or certificate requirements. Additionally, the College provided additional technology support and resources so that the center could improve record keeping and automate scheduling.

Planning for the next academic year was interrupted when the previous Writing Center Director resigned at the end of the academic year. This was unfortunate and has required the College Administration to take a stronger lead in preserving the services of the Writing Center. The Administration and English Department are continuing to work on these matters. In the meanwhile, two part-time instructors will provide the following for the Writing Center mini-courses: the registration of students, student advising, and implementing grades.

The attached report provides the Board with a comparison of services provided and cost for both the previous academic year 2011-12 and the next academic year 2012-13. The primary differences are the potential for closing the Center 1 hour earlier (7pm instead of 8pm) and the loss of 3 hourly employees who have been replaced by a permanent, part-time classified employee. The other change is that the Coordinator position was not replaced; however, two part-time instructors have been hired to provide some support for the mini-courses.

We anticipate that these changes will continue to provide support for the same number of students per day and the same number of students per year. Furthermore, we have the opportunity to find ways to utilize technology to increase efficiencies and identify new ways to serve our students.



Finally, it seems important to clarify the information about costs and income provided to the Board of Trustees.

First the calculation for the amount per FTES received by the College was misunderstood. While the District does receive \$4,500 per FTES, the amount distributed to the Colleges is \$3,818 per FTES, and only 50% of that amount is for instructional costs. So the corrected FTES income for the Writing Center would be 77 FTES X \$3,818 for a total College income of \$293,986. However, only 50% of these funds are available for instructional costs. This confirms funding in the amount of \$146,993 for the year. While the English Department provided a cost estimate of \$239,498, the analysis we have provided suggests that the costs are closer to \$320,128. Either way, the College clearly expends more on this support service than the Center generates in FTES income.

This is not inconsistent with most student support services. The College recognizes that these kinds of support services are important programs for student success and has no expectation that they are self-funded. It does, however, place a burden on the College to make these operations cost effective, efficient and employ strategies that will ensure their sustainability. If one divides the number of students served per year (1,600) by an estimated cost of \$320K it would equate to a per-student cost of \$200.00.

In times of fiscal constraint the College must find ways to contain costs and shift resources. These are difficult discussions and often create a certain amount of uncertainty and fear. Finding ways to reduce our per-student cost for services can be interpreted as without educational merit, or it may be viewed as a necessary step to protect what one values. Protecting one student support service, such as the Writing Center, means the College does not have those funds for other demonstrated needs. At an average cost of \$4,500 per class, \$350K could purchase about 77 additional 3 unit sections. An additional 77 sections with an average of 36 students would serve a total of 2,700 students for a total of 277 FTES. The Arts & Letters Division has had to make significant class reductions in the last several years. And there may be more reductions on the horizon. It is understandable why the English Department is worried, and it is equally understandable why the College must wrestle with finding ways to reduce cost. We view this as a work in progress and ask for the Board of Trustees' support during these difficult times.



Writing Center Analysis

	ACADEMIC YEAR 2011-12			ACADEMIC YEAR 2012-13	
Weekly/Term	Fall 2011	Spring 2012		Fall 2012	Spring 2013
Hrs of Operation	Monday - Thursday 9:00 AM – 8:00 PM Friday 9:00 AM – 1:00 PM	Monday - Thursday 9:00 AM – 8:00 PM Friday 9:00 AM – 1:00 PM		Monday - Thursday 9:00 AM – 8:00 PM Friday 9:00 AM – 1:00 PM	Monday - Thursday 9:00 AM – 8:00 PM Friday 9:00 AM – 1:00 PM
Hrs of Faculty 1 to 1	31 hrs per week	NONE		NONE	NONE
Hrs of Faculty Group	NONE	31 hrs per week		31 hrs per week	31 hrs per week
Hrs of Grad. Tutors	31 hrs per week	31 hrs per week		31 hrs per week	31 hrs per week
# Student Contact Hrs.	12,705	13,545		TBD	TBD
Classified staff Hrs.	1 @ 40 HPW	1 @ 40 HPW		1 @ 40 HPW + 1 @ 20 HPW	1 @ 40 HPW + 1 @ 20 HPW
** 3 (Three) – 160 Hourly	Average 60 hpw	Average 60 hpw		NONE	NONE
Coordinator Hrs	8 HPW	8 HPW		Duties of Coordinator – RESIGNED 5/26/2012	Duties of Coordinator – RESIGNED 5/26/2012



Costs	ACADEMIC YEAR 2011-12				ACADEMIC YEAR 2012-13			
	Fall 2011		Spring 2012		Fall 2012		Spring 2013	
	SALARY	BENEFITS	SALARY	BENEFITS	SALARY	BENEFITS	SALARY	BENEFITS
Coordinator	\$ 5,040	\$655	\$ 5,040	\$655	COORDINATOR DUTIES RE-ASSIGNED		COORDINATOR DUTIES RE-ASSIGNED	
Faculty 1 to 1 (\$72/hr)	\$35,712	\$2,398	\$0	\$0	\$0	\$0	\$0	
Faculty @ 16 hpw (13.01% Benefit Rate)		\$2248						
Faculty @ 15 hpw (15.01% Benefit Rate)								
Faculty Group	\$0	\$0	\$35,712		\$35,712		\$35,712	
Faculty @ 16 hpw (13.01% Benefit Rate)				\$ 2,398	Faculty @ 16 hpw (12.50% Benefit Rate)	\$ 2,304	Faculty @ 16 hpw (12.50% Benefit Rate)	\$ 2,304
Faculty @ 15 hpw (15.01% Benefit Rate)				\$ 2,248	Faculty @ 15 hpw (14.50% Benefit Rate)	\$ 2,505	Faculty @ 15 hpw (14.50% Benefit Rate)	\$ 2,505
Grad. Tutors	\$ 9,305	\$ 563	\$ 9,305	\$ 563	\$ 9,305	\$ 511	\$ 9,305	\$ 511
Classified staff Hrs.	\$61,498	\$14,687	\$61,498	\$14,687	\$61,498 (Full-Time)	\$14,679	\$61,498 (Full-Time)	\$14,679
Health & Welfare		\$14,650		\$14,650	Health & Welfare	\$14,500	\$16,815 (10 Month)	\$14,500
					\$16,815 (10 Month) Health & Welfare	\$ 4,013 \$ 7,250		\$ 4,013 \$ 7,250
** 3 (Three) – 160 Hourly	\$11,605	\$ 703	\$11,605	\$ 703	\$0	\$0	\$0	\$0
Supplies	\$ 1,000	\$0	\$ 1,000	\$0	\$ 1,000	\$0	\$ 1,000	\$0
SEMESTER TOTALS	\$124,160	\$35,904	\$124,160	\$35,904	\$124,330	\$45,762	\$124,330	\$45,762
YEARLY TOTALS	\$320,128				\$340,184			

**** 160 Hourly employees represent the only category that has been eliminated.**

2011-12 Benefit Rates:

Part-Time Faculty: 13.01%

Full-Time Faculty: 15.01

Classified: 23.883%

Hourly / Grad Assistants: 6.06%

2011-12 Health & Welfare

75% - 100% FTE: \$14,650/year

50% - 74% FTE: \$7,325/year

2012-13 Benefit Rates:

Part-Time Faculty: 12.50%

Full-Time Faculty: 14.50%

Classified: 23.87%

Hourly / Grad Assistants: 5.50%

2012-13 Health & Welfare

75% - 100% FTE: \$14,650/year

50% - 74% FTE: \$7,325/year



Division of Duties – Faculty Coordinator (*take each duty from last year's job description and place one on each line – take those that are absolute faculty tasks – example mini-courses and show those as being assigned to part-time faculty, all others are to be reassigned to staff or management. If we are electing not to refill – faculty coordinator position for at least the fall semester.*)

Duties	Academic Year 2011-12	Academic Year 2012-13
Overseeing, managing, and coordinating the daily operations of the Writing Center	Hudson / Cosand / Montes	Ascencio / Montes / Nguyen
Schedules for English instructors and tutors in the Writing Center	Hudson / Cosand	Hudson / Tarango
Hiring and training of graduate-student tutors	Hudson / Cosand	Hudson / Tarango / TBD
Organizing information and responsible for Writing Center Program Review	Cosand / Hudson	Hudson / Tarango / TBD
Data Entry	Cosand	Tarango / Full-Time Faculty Assigned to Center
Promotion and representation of the Writing Center across campus	Cosand / Hudson	Tarango / Hudson
Faculty meetings and keeping faculty informed of the Writing Center business	Cosand	Tarango / TBD
Collaboration with the Classified and Hourly Staff concerning operations and organization	Cosand / Hudson	Ascencio / Faculty Referral
Advising students regarding course choices in the Writing Center (Note: Referrals from Faculty)	Cosand	Ascencio / Montes / Nguyen
Training, orientation, and assisting students in the Writing Center	Cosand / Montes / Nguyen	Montes / Nguyen / Online Support
Providing outreach by conducting orientations for English, ESL, Learning Skills, and Student Success courses	Cosand	Online Support / Ascencio
Updating Writing / Reading Center materials to assure that information is current, accurate, and relevant	Cosand	English Department Courses
Keeping records of student contacts, FTES, tally grade averages for each course, preparation of statistics for the Dean	Cosand / Montes / Nguyen	Montes / Nguyen / Ascencio / TBD



September 5, 2012

The Honorable Jerry Brown
State Capitol
Sacramento, CA 95814

RE: AB 852 (Fong): Public postsecondary education: community colleges: temporary faculty; **Request for Veto**

Dear Governor Brown:

On behalf of the Coast Community College District's Legislative Affairs Committee, I would like to request that you veto AB 852 (Fong). AB 852 would require that the issue of earning and retaining annual reappointment rights by any person employed as a temporary or part time faculty to include terms of implementation and be negotiated fully.

Currently, most community colleges have collective bargaining agreements that include some form of preference rights for temporary faculty. The specifications, details, and processes by which preference rights are earned vary widely across the agreements. The agreements are unique to district conditions and local needs. It is important that districts remain in control of these negotiations.

AB 852 mandates that Districts negotiate these rights, even if the affected collective bargaining units have no desire to. This creates a one-size-fits-all system that limits the flexibility of both community college districts and collective bargaining units to locally manage an increasingly dire fiscal environment. It also presents a significant administrative hardship on multi-college districts like Coast Community College District as we have multiple impacted agreements spread amongst each campus.

Thank you for your consideration.

Sincerely,

President Jim Moreno
Coast Community College District Board of Trustees

September 5, 2012

The Honorable Jerry Brown
State Capitol
Sacramento, CA 95814

RE: SB 1280 (Pavley) – Request for Signature

Dear Governor Brown:

On behalf of the Coast Community College District Legislative Affairs Committee, I would like to request your signature of SB 1280 (Pavley). SB would, until January 1, 2018, allow a community college district, when contracting for the purchase of equipment, materials, supplies, or services -- except construction services and repairs including maintenance -- to select the lowest responsible bidder on the basis of "best value" which includes the most advantageous balance of price, quality, service, performance, and other elements pursuant to policies and procedures adopted by the governing board.

Best value contracting has generally been recognized as a viable alternative for construction projects and for the acquisition of technology, telecommunications and related equipment. This bill proposes best value contracting for the acquisition of goods and services. Coast Community College District should have the flexibility to choose contractors based on this more complex formula than the one currently in law because it will be more cost-effective in the long run and thus save money while obtaining services/products which will meet the needs of the District better and/or last longer.

Coast Community College District would like to thank you for your consideration of our concerns, and request your signature of SB 1280 (Pavley).

Sincerely,

President Jim Moreno
Coast Community College District

September 5, 2012

The Honorable Jerry Brown
State Capitol
Sacramento, CA 95814

RE: SB 1509 (Simitian) – Request for Signature

Dear Governor Brown:

On behalf of the Coast Community College District's Legislative Affairs Committee, I would like to request your signature of SB 1509 (Simitian). SB 1509 extends the sunsets authorizing kindergarten through grade 12 (K-12) and California Community Colleges (CCC) districts to utilize design-build contracts for the design and construction of education facilities, from January 1, 2014, to January 1, 2020.

Currently, a school district's governing board has the authority to enter into a design-build contract for the design and construction of a school facility for projects costing over \$2,500,000 if, after evaluating traditional design-bid-build and design build processes in a public meeting, the board finds that use of the design-build process on a specific project will either reduce comparable project costs, expedite the project's completion, or provide features not achievable through the traditional design-bid-build method. Current law sunsets this necessary authority for school board facility projects on January 1, 2014 and SB 1509 extends the sunset, allowing for many more important projects to start design-build contracts.

Coast Community College District has successfully used the design-build process on numerous district projects with great success. We strongly support the extension of the design-build authority as it will continue to help the District complete our long-term facilities goals. We respectfully urge you to sign SB 1509.

Thank you for your consideration.

Sincerely,

President Jim Moreno
Coast Community College District Board of Trustees



**COAST COMMUNITY COLLEGE DISTRICT
ACTING EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Coast Community College District ("District") and Claudia Lee Saddul ("Administrator") hereby enter into this Acting Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."

2. **Position.** The District hereby employs Administrator as Acting Dean, Career and Technical Education.

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. **Duties and Responsibilities.** Administrator agrees to perform the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the President of Golden West College, the Chancellor, or the Board of Trustees.

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing on August 30, 2012 and ending on June 30, 2013. This Agreement is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the Education Code.

6. **Salary.** Administrator shall be paid a salary of \$533 per duty day worked.

7. **Expenses.** District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.

8. **Termination of Agreement.** The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.

9. **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.

10. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

11. **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.

Jim Moreno
President, Board of Trustees

Date

Dr. Claudia Lee Saddul
Administrator

Date

**COAST COMMUNITY COLLEGE DISTRICT
ACTING EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Coast Community College District ("District") and William Kerwin ("Administrator") hereby enter into this Acting Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."

2. **Position.** The District hereby employs Administrator as Acting Dean, Military/Contract Education.

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. **Duties and Responsibilities.** Administrator agrees to perform the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the President of Coastline Community College, the Chancellor, or the Board of Trustees.

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing on September 6, 2012 and ending on the day prior to the commencement of employment of the successor to this position, or on June 30, 2013, 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 DD, step 5, range 32.

7. **Expenses.** District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.

8. **Termination of Agreement.** The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.

9. **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.

10. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

11. **Prior Position.** If Administrator was employed by the District in a permanent position prior to employment in this acting position, then Administrator shall return to the prior position, upon termination or expiration of this Agreement.

12. **Health and Welfare Benefits.** District shall provide Administrator with all health and welfare benefits that are granted to other District administrators.

13. **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.

Jim Moreno
President, Board of Trustees

Date

William Kerwin
Administrator

Date

**COAST COMMUNITY COLLEGE DISTRICT
ACTING EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Coast Community College District ("District") and Carla Martinez ("Administrator") hereby enter into this Acting Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** The District hereby employs Administrator as Acting Dean, Student Services.
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. **Duties and Responsibilities.** Administrator agrees to perform the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the President of Orange Coast College, the Chancellor, or the Board of Trustees.
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing on September 17, 2012 and ending on June 30, 2013. This Agreement is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the Education Code.
6. **Salary.** Administrator shall be paid a salary of \$434 per duty day worked.
7. **Expenses.** District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.
8. **Termination of Agreement.** The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.
9. **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.
10. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

11. **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.

Jim Moreno
President, Board of Trustees

Date

Carla Martinez
Administrator

Date

ellucian.

May 16, 2012

Jim Moreno
President, Board of Trustees
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626

Dear Jim: RE: Mobile Connection ActionLine Support Services Renewal Quote

This letter is being sent in connection with the ActionLine Support Services Order Form signed by your Institution with a Commencement date of March 15, 2012.

As you are aware, the Order Form was for the period of March 15, 2012 to September 30, 2012, thereafter renewing on an annual basis, if Coast Community College District so desires. If you choose to renew for the annual period beginning October 1, 2012, the annual fee will be \$23,800. To help avoid an unintended non-renewal, we are providing this letter to confirm that Coast Community College District intends to renew for the upcoming annual period.

Ellucian requests that Coast Community College District sign and return this letter to Ellucian by not later than August 31, 2012, indicating as provided for below, the institution's intent to renew maintenance for the upcoming annual period. You may fax your signed letter to (610) 578-3300 or send via regular mail to the address listed below:

Return Address: Ellucian
4 Country View Road
Malvern, PA 19355
Attention: Tony Yanni, General Manager, Maintenance Programs

Should Coast Community College District elect to not renew the Mobile Connection ActionLine Support Services or not return this letter, Mobile Connection ActionLine Support Services for your institution will cease on September 30, 2012.

Thank you for your consideration. Please contact us should you have any questions.

Ellucian



Tony Yanni
General Manager, Maintenance Programs

_____ Yes, please renew Mobile Connection ActionLine Support Services.

_____ No, please do not renew Mobile Connection ActionLine Support Services.

Coast Community College District

By: _____

Name and Title: _____

4 Country View Road
Malvern, PA 19355, USA
Toll Free: +1 800.223.7036

Attachment 7



**ACTIONLINE SUPPORT SERVICES AMENDMENT TO
MAINTENANCE AGREEMENT**

SOPHIA HIGHER EDUCATION INC.
4 Country View Road, Malvern, Pennsylvania 19355
FAX Number (610) 578-3700
("ActionLine Provider")

and

COAST COMMUNITY COLLEGE DISTRICT
("Licensee")

This ActionLine Support Services Amendment ("Amendment") amends the parties' latest Maintenance Agreement, or Technical Currency Agreement as applicable, as thereafter amended (the "Maintenance Agreement").

Licensee desires to engage ActionLine Provider to provide ActionLine Support Services for the Mobile Connection software as provided for in this Amendment.

Accordingly, Licensee and ActionLine Provider, intending to be legally bound, agree as follows:

1. **Defined Terms.** Each defined term in the Maintenance Agreement has the meaning given to that term in the Maintenance Agreement whenever the term is used in this Amendment. Other terms used in this Amendment are defined below:

ActionLine Support Services means providing Licensee with Operational Support related to Licensee's on-premise operational use of the Mobile Connection software. ActionLine Support Services will be provided during the hours defined in attached Exhibit 1. All ActionLine Support Services are provided to Licensee on a remote basis.

Commencement Date means the date specified in Exhibit 1 as the Commencement Date, and is the date on which the ActionLine Support Services will begin.

Expiration Date means the date upon which this Amendment ends. For the purposes of this Amendment the Expiration Date will be one (1) year following the Commencement Date of the Amendment unless Licensee elects to continue the ActionLine Support Services for a subsequent one (1) year period in accordance with Section 4 (Term) below.

Notification means a communication to ActionLine Provider's ActionLine by means of: (i) ActionLine Provider's Customer Support Center; (ii) the placement of a telephone call; or (iii) the sending of an e-mail, in each case, in accordance with ActionLine Provider's then-current policies and procedures for submitting such communications.

Operational Support means providing technical and functional assistance with production problems or questions regarding the operation and intended use of the Mobile Connection software. The annual fee includes an unlimited number of service requests. The ActionLine will provide answers and assistance with the production operation and intended uses of the Mobile Connection software. Examples include solving system startup problems, answering questions about configuration options, and troubleshooting if/when the Mobile Connection software is not functioning in accordance with its documentation, including scenarios when it is not functioning correctly with Licensee built extensions. Assistance developing and implementing new Mobile Connection software extensions and applications created by the Licensee is not included in the ActionLine Support Services, but can be contracted separately with ActionLine Provider consulting services.

Priority One Notification means a Notification in which Licensee reports that it believes that a Documented Defect has caused a full failure of the Mobile Connection software which prevents Licensee from performing critical operations on the day on which the alleged Documented Defect is reported.

Priority Two Notification means a Notification in which Licensee reports that it believes that a Documented Defect has caused a partial failure of the Mobile Connection software which significantly hinders its ability to perform critical operations on the day on which the alleged Documented Defect is reported.

Priority Three Notification means a Notification in which Licensee reports that it believes that a Documented Defect has caused an intermittent failure of, or problem with the Mobile Connection software that causes a significant delay in Licensee's ability to perform operations on the day on which the alleged Documented Defect is reported, but where the processing is not critical to Licensee's operations.

Priority Four Notification means a Notification in which Licensee reports that it believes that a Documented Defect has caused a problem with the Mobile Connection software that does not significantly affect critical operations.

Support Year means each one (1) year period beginning on the Commencement Date or the anniversary of the Commencement Date.

Targeted Response Time means the duration of time within in which ActionLine Provider will strive to respond to ActionLine Notifications.

2. **ActionLine Support Services, Generally.** For the fees provided for in attached Exhibit 1, ActionLine Provider will provide ActionLine Support Services for the Mobile Connection software during the one (1) year period following the Commencement Date. Attached Exhibit 1 specifies the hours during which ActionLine Provider will provide the ActionLine Support Services. For the avoidance of doubt, the Mobile Connection software is not a Baseline Component System and the ActionLine Support Services provided are only those outlined in this Amendment and the accompanying Exhibit 1.

3. **Certain Licensee Obligations.** Licensee must follow the policies and procedures of ActionLine Provider's ActionLine (such as the dialing of a particular phone number, the categorization of a particular problem, etc.) when submitting its Notification.

4. **Term.** ActionLine Support Services Amendment to Maintenance Agreement (the "Agreement") shall terminate by operation of law on September 30, 2012, unless Licensee signs and returns a renewal quotation to ActionLine Provider at least thirty (30) days prior to the expiration of this Agreement. Upon the expiration of this Agreement, ActionLine Provider shall have no further obligation to provide ActionLine Support Services to Licensee. Should Licensee desire to renew ActionLine Support Services for the upcoming Support Year, Licensee must sign and return the ActionLine Provider-issued quotation at least thirty (30) day prior to the expiration of this Agreement. ActionLine Provider will then invoice Licensee for the ActionLine Support Services at the annual fee specified in the signed and returned quotation.

(Continued on the following page)

5. Integration Provision. Except as expressly modified by this Amendment, the Maintenance Agreement remains unchanged and in full force and effect and constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. By the signatures of their duly authorized representatives below, ActionLine Provider and Licensee, intending to be legally bound, agree to all of the provisions of this Amendment and all Exhibits, Supplements, Schedules, Appendices, and/or Addenda to this Amendment. Both the transaction provided for in and the fees due under this Amendment are non-cancelable, and the amounts paid under this Amendment are nonrefundable, except as provided in this Amendment. By the execution of this Amendment, each party represents and warrants that it is bound by the signature of its respective signatory.

ActionLine Provider

BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE SIGNED: _____

Licensee

BY: J. Mann

PRINT NAME: _____

PRINT TITLE: _____

DATE SIGNED: APR 10, 2012

EXHIBIT 1

Licensee: Coast Community College

Commencement Date: ActionLine Support Services will be provided for the initial term of **March 15, 2012, to September 30, 2012**. Thereafter, beginning on **October 1, 2012**, the ActionLine Support Services will renew on a Support Year-to-Support Year basis in accordance with Section 4 of this Amendment.

ActionLine Support Services Fee: \$12,891

ActionLine Support Services Hours: Five (5) days per week, Monday through Friday, excluding US national holidays and ActionLine Provider observed holidays, from 8:00 AM to 8:00 PM (Eastern US Time).

ActionLine Provider will use reasonable efforts to respond to Notifications in accordance with the following guidelines, with the time period to be measured beginning with the first ActionLine Provider ActionLine business hour occurring after ActionLine Provider's receipt of the Notification:

Priority One Notifications –two (2) hours or less.

Priority Two Notifications – four (4) hours or less.

Priority Three Notifications – twenty-four (24) hours or less.

Priority Four Notifications – seventy-two (72) hours or less.

For purposes of the above targets, a "response" will mean as an initial contact from a ActionLine Provider representative to Licensee to begin evaluation of the question or problem reported under one of the categories of calls identified above.

**INSTITUTION AGREEMENT
BETWEEN
COAST COMMUNITY COLLEGE DISTRICT
AND
XAP CORPORATION**

This Institution Agreement ("Institution Agreement") between the **Coast Community College District** (the "INSTITUTION"), having offices at 1370 Adams Avenue, Costa Mesa, CA 92626 and **XAP Corporation** ("XAP"), having offices at 3534 Hayden Avenue, Culver City, California 90232, is made and entered as of the **1st day of July, 2012** (the "Effective Date") with respect to the INSTITUTION's participation in an online electronic admission application system for the California Community College System ("CCC"), known as CCCApply (the "System"), operated by XAP,.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the INSTITUTION and XAP do hereby agree as follows:

1. XAP operates the System for CCC colleges and districts pursuant to a Design, Development, Operation and Maintenance Agreement dated September 1, 2003 between Butte-Glenn Community College District acting for CCC and XAP (the "Butte-Glenn Agreement"), as amended. The System presents an electronic online common admission application (the "Common Application") for California Community Colleges participating in the System, which XAP will update annually pursuant to the Butte-Glenn Agreement. In addition, California Community Colleges participating in the System may have a college-specific electronic online admission application supplement (a "Supplement") created utilizing XAP's supplemental application building utility included as part of the System. The INSTITUTION agrees to participate in the System, and XAP shall provide the supplemental application building utility to the INSTITUTION and shall make provision for an INSTITUTION-specific Supplement to be included as part of the System.

From time to time, CCC has engaged XAP to design and develop additional electronic online applications ("Additional Applications") that are then made available for use in connection with the System by CCC colleges and districts for an additional fee. At the present time, three such Additional Applications are available: an online electronic Board of Governors Fee Waiver Application (the "BOG Fee Waiver Application"), an International Application (the "International Application") which may be coupled with XAP's Process Manager (the "Process Manager"), utilizing one process, for organizing the workflow associated with processing applications from potential students residing outside the United States, and a Spanish language version of the Common Application (the "Spanish Application"). If the INSTITUTION decides to use any of these Additional Applications or other Additional Applications that may be made available on the same basis in the future, such usage arrangements shall be either reflected in Section 3 hereof or memorialized in an addendum to this Institution Agreement which, at a minimum, shall include identification of the Additional Application or Applications to be utilized by the INSTITUTION and the additional consideration to be paid by the INSTITUTION to XAP in connection therewith and shall be executed by the INSTITUTION and XAP. The Common Application (including the Supplement) and such Additional Applications, if any, used by the INSTITUTION are referred to herein collectively as the "Selected Applications".

2. XAP shall make technically competent personnel and appropriate equipment available for the purpose of maintaining and updating the Selected Applications,

maintaining the supplemental application building utility, and operating and maintaining the System in accordance with the professional standards of the software and application service provider industries.

XAP will provide three levels of System User support:

- Frequently Asked Questions
- Electronic Mail
- Toll-Free Voice Hotline

Responses to a series of Frequently Asked Questions will be maintained on the System and will be available to all System Users.

XAP's customer support staff will respond to inquiries submitted by electronic mail. XAP will utilize its best efforts to respond to e-mail received prior to 3:00 PM, Pacific Time, on a day XAP is open for business during the same day it is received and to respond to e-mail received after 3:00 PM or on holidays, weekends or other non-business days during the next business day following the day of receipt.

XAP will provide a toll-free telephone number for customer support calls. Customer support representatives shall be available to answer calls on business days during the hours from 6:30 AM to 6:30 PM, Pacific Time.

XAP will assign a client services manager (the "Client Services Manager") who serves as the single point of contact for the INSTITUTION. The Client Services Manager will answer questions, provide training and otherwise assist the INSTITUTION in its understanding of, integration into, and use of the System.

3. The INSTITUTION shall pay to XAP fees for the operation and maintenance of the Selected Applications with respect to the INSTITUTION as follows:

Coastline Community College

Common Application (including Supplement)

<u>Period</u>	<u>Fee</u>
July 1, 2012– June 30, 2013	\$9,957.00
July 1, 2013 – June 30, 2014	\$10,156.00
July 1, 2014 – June 30, 2015	\$10,359.00

BOG Fee Waiver Application

<u>Period</u>	<u>Fee</u>
July 1, 2012 – June 30, 2013	\$1,936.00
July 1, 2013 – June 30, 2014	\$1,972.00
July 1, 2014 – June 30, 2015	\$2,011.00

Golden West College

Common Application (including Supplement)

<u>Period</u>	<u>Fee</u>
July 1, 2012– June 30, 2013	\$9,957.00
July 1, 2013 – June 30, 2014	\$10,156.00
July 1, 2014 – June 30, 2015	\$10,359.00

BOG Fee Waiver Application

<u>Period</u>	<u>Fee</u>
July 1, 2012 – June 30, 2013	\$1,936.00
July 1, 2013 – June 30, 2014	\$1,972.00
July 1, 2014 – June 30, 2015	\$2,011.00

Orange Coast College

Common Application (including Supplement)

<u>Period</u>	<u>Fee</u>
July 1, 2012– June 30, 2013	\$9,957.00
July 1, 2013 – June 30, 2014	\$10,156.00
July 1, 2014 – June 30, 2015	\$10,359.00

BOG Fee Waiver Application

<u>Period</u>	<u>Fee</u>
July 1, 2012 – June 30, 2013	\$1,936.00
July 1, 2013 – June 30, 2014	\$1,972.00
July 1, 2014 – June 30, 2015	\$2,011.00

**Pricing if the optional periods as outlined in Section 3 of Amendment No. 2 to Butte-Glenn Agreement are exercised.*

In the event the INSTITUTION participates in the System for only a portion of an operation and maintenance period specified above, the price for operation and maintenance during such period shall be pro-rated on a linear basis for such period either through invoicing of a reduced amount or refund of amounts previously paid, based on a year composed of twelve (12) months of thirty (30) days each. The fee for operation and maintenance shall be paid on an annual basis. With respect to each annual period (or a portion thereof) ending on a June 30, XAP shall invoice the Institution following the commencement of such period, with payment due thirty (30) days after the date of the invoice.

4. The term of this Agreement shall commence on the date first above stated and shall continue for as long as the Butte-Glenn Agreement is in effect.

Either party to this Institution Agreement may terminate this Agreement by notice to other party in the event the other party has committed a material breach of this Agreement and the party committing the breach has failed to cure such breach within thirty (30) days of notice of such breach given by the party not committing such breach. Upon termination, the INSTITUTION shall forthwith pay XAP for operation and maintenance through the date of termination, but such payment shall not affect the right of the party terminating this Institution Agreement to seek damages for breach of contract. The provisions of Sections 9 and 10 of this Institution Agreement shall survive termination and remain binding on the parties and enforceable against them in accordance with the terms thereof.

5. The INSTITUTION shall accept and process each of the Selected Applications maintained on the System as an official application for the purpose for which it is being submitted. The INSTITUTION shall establish and maintain one or more Links from its website to the System.

6. The INSTITUTION shall at regular intervals no less frequent than semi-annually review the information regarding the INSTITUTION maintained on the System and, to the extent necessary, update such information in order to keep it accurate. The INSTITUTION shall review the Supplement no less frequently than annually to determine whether the INSTITUTION desires to revise the Supplement.

7. XAP and the INSTITUTION shall treat the data entered into the System by members of the public who access the System ("System Users") in accordance with (i) each System User's expressed directions, and (ii) all applicable laws governing the privacy of such information. Students providing data over the System in connection with a Selected Application will not be presented any offers to utilize other services while completing, reviewing or submitting such Selected Application, unless these offers have been explicitly approved by the CCC Chancellor's Office. Should the CCC Chancellor's Office desire to make data entered into the System transferable directly from the System to other student services systems designed, developed operated or maintained by XAP, such as CSUMentor®, XAP may be permitted to facilitate such transfer under arrangements established with the CCC Chancellor's Office. Users of other student services systems designed, developed, operated or maintained by XAP shall be permitted to access, complete and submit to the INSTITUTION any of the Selected Applications residing on the System and to view the INSTITUTION specific information (including that presented through "Key Facts") residing on the System. System Users who independently log-on to other student services systems designed, developed, operated or maintained by XAP may be able on such other systems to utilize data initially entered on the System provided they employ the usernames and passwords associated with the account employed when the data was entered.

8. The Office of Civil Rights of the United States Department of Justice has determined that Admissions and Records personnel at the California Community Colleges can neither view nor have access to certain sensitive data about applicants until after the admission action with respect to such applicants is taken. At the present time, these sensitive fields are (i) marital status from the Residency screen and (ii) Disabled Student Programs and Services (DSPS) data from the Needs and Interests screen. In addition, the Office of Civil Rights has specified that only DSPS personnel can have access to DSPS data. To implement the solution approved by the Office of Civil Rights, XAP will set up XAP Control Center accounts for designated individuals at the INSTITUTION. Full access privileges will be provided to a "Data Center Account Holder", who will be designated by an

authorized representative of the INSTITUTION in a written notice to XAP. The Data Center Account Holder's account privileges will enable the Data Center Account Holder to view and download all fields in Selected Applications to the INSTITUTION and to determine what fields can be viewed or downloaded by the other INSTITUTION account holders. The INSTITUTION will cause the Data Center Account Holder to set up the projects for download and viewing for the other account holders at the INSTITUTION so that (i) account holders in the Admissions and Records offices will not have access to the sensitive fields until after the applicant is admitted and then may have access only to marital status and (ii) only account holders who are DSPS personnel will have access to DSPS data.

If the INSTITUTION fails to cause its Data Center Account Holder to act in accordance with the foregoing provisions regarding access to sensitive data, the INSTITUTION may be cited by the Steering Committee for CCCApply and may also be reported by the Steering Committee for CCCApply to the CCC Chancellor's Office for appropriate action by the Chancellor's Office. If the INSTITUTION is directed by the Steering Committee or the Chancellor's Office to comply with said provisions regarding access to sensitive data but fails to comply within thirty (30) days of the issuance of the direction, the INSTITUTION's participation in the System may be terminated by the Chancellor's Office. Upon termination of its participation in the System, the INSTITUTION agrees that upon the request of the Chancellor's Office, the INSTITUTION will destroy all personally identifiable data received through CCCApply in whatever form, including electronic, such data is then held by the INSTITUTION.

9. The information, ideas, concepts, content, know-how, technologies and other intellectual property developed by XAP and utilized in connection with the creation of the Selected Applications and all other aspects of the design, development, operation and maintenance of the System, including but not limited to the source code, object code (software code), data processing, original artwork, graphic design, trademarks, and the specialized tools utilized to develop and maintain the software utilized in connection with the System, shall under all circumstances be and remain the sole property of XAP. The INSTITUTION is not authorized for any reason whatsoever to perform reverse engineering of such software by any means, including disassembly, decomposition, or any other means or mechanism, and the INSTITUTION agrees not to engage, directly or indirectly, in any such reverse engineering. Nothing herein shall preclude the INSTITUTION from acquiring and using any such information, ideas, concepts, content, know-how, technologies or other intellectual property from publicly available sources or through private arrangements with the owners thereof.

XAP shall indemnify and defend the INSTITUTION from any and all claims of infringement or violation through operation of the System and any other activities conducted by XAP pursuant to this Agreement of the rights of any holder of copyright, trademark, or patent interests and rights in any products provided or used by XAP in the performance of this Agreement. XAP shall have no such obligation to indemnify and defend with respect to any claim unless the INSTITUTION (i) promptly notifies XAP of such claim in writing, (ii) tenders control of the defense of such claim to XAP, and (iii) provides XAP with such cooperation and assistance as XAP may reasonably request. XAP shall not settle any such claim under terms that impose any obligation upon the INSTITUTION without the prior written consent of the INSTITUTION, which consent shall not be unreasonably withheld.

10. The information, data, content and other intellectual property provided by the INSTITUTION and utilized in connection with the creation of the Supplement and all other aspects of the design, development, operation and maintenance of the System shall under all circumstances be and remain the property of the INSTITUTION. Nothing herein shall preclude XAP from acquiring and using any such information, data, content, or other intellectual property from publicly available sources or through private arrangements with the owners thereof.

11. In performance of this Agreement, XAP is acting as an independent contractor. XAP and any officer, employee, subcontractor or agent of XAP shall neither be or be deemed to be employees or agents of the INSTITUTION nor considered to be entitled to any benefits provided to employees of the INSTITUTION. XAP shall have no right or authority to enter into agreements on behalf of, or otherwise bind, the INSTITUTION, and the INSTITUTION shall have no right or authority to enter into agreements on behalf of, or otherwise bind, XAP.

12. The parties agree to comply with all applicable national, state and local laws and regulations in the performance of their obligations under this Institution Agreement including, but not limited to, the observance of all laws and regulations relating to the privacy of information provided by System Users.

13. Failure by either party at any time to enforce any obligation of the other party, to claim a breach of any term of this Institution Agreement, or to exercise any right or power arising hereunder will not be construed as a waiver of that or any other obligation, breach, right or power and, in particular, will not affect any subsequent breach and will not prejudice either party with regard to any subsequent action.

14. Each of the parties represents, respectively, that (i) it has all requisite power, authority, and capacity to enter this Institution Agreement and to perform its obligations hereunder; (ii) the execution and delivery of this Institution Agreement by such party and the consummation of the transactions contemplated hereby by such party have been duly and validly authorized by all necessary action, including all approvals and consents required from any other person or governmental authority; (iii) this Institution Agreement constitutes a valid, legally binding agreement of such party, enforceable against such party in accordance with its terms; and (iv) the execution, delivery, and performance of this Institution Agreement by such party, its compliance with the terms hereof, and the consummation by it of the transactions contemplated hereby will not violate, conflict with, result in a breach of or constitute a default under its charter instrument, by-laws, or any instrument or agreement to which it is a party or by which it is bound, any state or federal law, rule or regulation, or any judicial or administrative decree, order, ruling or regulation applicable to it.

15. This Institution Agreement shall be construed in accordance with the laws of the State of California.

16. This Institution Agreement constitutes the entire agreement between XAP and THE INSTITUTION with respect to the subject matter hereof and supersedes any and all prior oral or written communications or contemporaneous oral communications relating to the subject matter hereof.

17. Any notice or other communication required under this Institution Agreement shall be given in writing and shall be deemed given when actually delivered, one business day after it is entrusted to a courier service of national reputation promising overnight delivery service, or three (3) business days after deposited in the United States Mail for delivery by registered or certified mail, return receipt requested, with any postage or other delivery charges prepaid, addressed as follows:

If to XAP:

XAP Corporation
3534 Hayden Avenue
Culver City, California 90232
Attn: Peter Knepper

If to THE INSTITUTION:

Coast Community College District
1370 Adams Ave
Costa Mesa, CA 92626
Attn: Richard Patterson

Either party may change the address to which notices and other communications shall be delivered by notice thereof to the other party given the manner provided above.

18. In the event that any one or more of the provisions of this Institution Agreement shall for any reason be declared unenforceable, such provision shall, if possible, be deemed modified to the minimum extent necessary in order for it to be enforceable. The invalidity or unenforceability of any provision of this Institution Agreement will not affect the validity or enforceability of any other provision.

19. Both parties acknowledge that the provisions of Sections 9 and 10 are necessary and reasonable to protect proprietary information, other intellectual property and goodwill, that the proprietary information and other intellectual property is unique, and that the loss or disclosure of the proprietary information or other violation of Section 9 or 10 will cause a party irreparable harm for which it will have no adequate remedy at law. Therefore, in addition to any other rights and remedies that an aggrieved party may have, such a party shall be entitled to obtain, without posting any bond, as to which the other party agrees not to oppose a request, injunctive and other equitable relief to prevent a breach or continued breach of Section 9 or 10. Each party acknowledges that its obligations under Sections 9 and 10 shall be specifically enforceable.

20. This Institution Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

21. All rights, obligations, covenants and agreements of the parties contained in this Institution Agreement shall, except as otherwise provided herein, be binding upon and inure to the benefit of the parties' respective successors and assigns.

22. The terms "herein," "hereof," and similar internal references refer to this Institution Agreement as a whole and, except as specifically stated to the contrary, not to any particular section or portion of this Institution Agreement. As used herein, the singular includes the plural and *vice versa*; and each gender of pronouns shall be deemed to include the others.

23. Each of the parties hereto acknowledges that the form of this Institution Agreement was negotiated by CCC, representing the interests of the California Community Colleges, XAP and their respective counsel; that the use of this form of Institution

Agreement is mandated by the Butte-Glenn Agreement; and that CCC, XAP and their respective counsel have been involved in and are chargeable with the drafting of this Institution Agreement. Accordingly, this Institution Agreement shall be interpreted based on the language contained herein and any relevant facts and circumstances other than those relating to the drafting of this Institution Agreement or specific portions hereof. No rule of contract interpretation or construction that resolves uncertainties against the party drafting particular language shall apply to the interpretation of this Institution Agreement or any dispute hereunder.

24. Except as hereinafter provided, neither XAP nor the INSTITUTION will be liable under this Institution Agreement for any special, incidental, consequential or exemplary damages, including damages for loss of use or loss of or damage to data or information of any kind, arising out of or in connection with this Institution Agreement, even if XAP or the INSTITUTION, as the case may be, has been advised of the possibility of such damages. In no event will the liability of XAP for any claim relating to this Institution Agreement other than an indemnity claim arising under Section 9 hereof, whether in contract, tort or any other theory of liability, exceed the amounts paid by the INSTITUTION to XAP hereunder.

In Witness Whereof, the parties hereto have executed this Institution Agreement as of the date first above written.

XAP Corporation

By: _____
Peter Knepper, CEO

Coast Community College District

By: _____
Name: _____
Title: _____
Date: _____

SARS Software Products, Inc.

Software License Agreement

SARS-GRID Order No. 97017 (re-issued) (Orange Coast College)
SARS-CALL Order No. 07068 (re-issued) (Orange Coast College)
SARS-ALRT Order No. 08214 (re-issued) (Orange Coast College)
SARS-GRID Order No. 05021 (re-issued) (Coastline Community College)
SARS-GRID Order No. 05005 (re-issued) (Golden West College)

Customer Name and Mailing Address:

Coastline Community College District
(Orange Coast College)
(Coastline Community College)
(Golden West College)
1370 Adams Avenue
Costa Mesa, CA 92626

Terms and Conditions

SARS Software Products, Inc. (SSP) will license to Customer the Software identified on the License Order-Schedule(s) attached to this license agreement subject to the terms and conditions set forth below:

1. Definitions

- 1.1 **Customer** means the entity named on the individual License-Order Schedule(s).
- 1.2 **Documentation** means the on-line help file and printed materials supplied by SSP with the Software.
- 1.3 **New Release** means a new version of the Software. A New Release, as opposed to an Update, is a major change to the Software, involving major changes to the system, added features, and database structural changes, as well as any on-screen help Documentation changes, and improvements to correct errors and defects.
- 1.4 **Proprietary Information** means Software, Documentation, including printed materials, and any other information confidential to SSP or its licensors.
- 1.5 **Principal Period of Maintenance ("PPM")** means 8:30 am to 5:00 p.m. PST/PDT, Monday through Friday, excluding SSP designated holidays.
- 1.6 **Professional Services** means technical, consulting or other services provided by SSP which are outside the scope of the Support Agreement.
- 1.7 **Software** means the object code version of computer programs, including the on-line help file, and any related Documentation for the Software identified in the License Order -Schedule(s). Unless otherwise indicated, Software includes Updates and New Releases.
- 1.8 **Support Service** means the software support services described in the Support Agreement, section 4.
- 1.9 **Support Agreement** means the Support Agreement between the parties.
- 1.10 **SSP** means SARS Software Products, Inc.
- 1.11 **Then-Current Charges** means SSP then-current hourly rate for such services, including any travel time to and from Customer site, plus out-of-pocket expenses incurred, including but not limited to travel, meals, lodging, and miscellaneous necessary supplies.
- 1.12 **Update** means a minor change to the current release of the Software. An Update is issued to maintain the operational quality of the Software and may contain patches, modules, corrections or new features that are small.

2. Effective Date

This Agreement will become effective when signed by both parties and will continue in effect unless terminated in accordance with the provisions set forth in this Agreement.

3. Software

- 3.1 SSP will provide one set of the Software that is the most current on the date that the Software is provided.
- 3.2 SSP will provide all Updates and New Releases of the Software as long as the Support Agreement is in effect.

4. Payment

- 4.1 Customer will pay the license fee set forth in the License-Order Schedule(s), which will be invoiced when the Software is provided.
- 4.2 Customer will pay charges for Support Service, as applicable, which will be invoiced in advance annually.
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- 4.3 Customer will pay charges for Support Services provided during times other than the PPM and for Professional Service at Then-Current Charges, which will be invoiced as the services are performed.
- 4.4 All charges must be paid no later than 30 days from the date of the invoice. SSP may impose a late payment charge equal to the lesser of (a) 1-1/2 % per month or (b) the maximum rate allowed by law.
5. **Taxes**
Customer will pay any tax SSP becomes obligated to pay by virtue of this Agreement, exclusive of taxes based on the net income of SSP.
6. **Protection of Proprietary Information**
- 6.1 Customers will keep in confidence and protect Proprietary Information from disclosure to third parties and restrict its use as provided in this Agreement. Customer acknowledges that unauthorized disclosure of Proprietary Information may cause substantial economic loss to SSP or its licensors. All materials containing Proprietary Information will be marked with "Proprietary", "Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information will not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for Customer's authorized use. Each copy, including its storage media, will be marked by Customer with all notices which appear on the original.
- 6.2 Upon termination or cancellation of any license granted under this Agreement, Customer will destroy (and certify destruction in writing) or return to SSP all copies of the Software the license for which has been so terminated or canceled, and any other related Proprietary Information in Customer's possession.
- 6.3 Any ideas, concepts, know-how, data processing techniques, Software, Documentation, printed materials, diagrams, schematics or blueprints developed by SSP personnel (alone or jointly with Customer) in connection with any services provided to Customer will be the exclusive property of SSP. SSP grants to Customer a non-exclusive, royalty-free license to use any of the foregoing in accordance with the terms of this Agreement.
- 6.4 This Section 6 will survive termination or cancellation of this agreement.
7. **License**
- 7.1 SSP grants to Customer a personal, non-exclusive, non-transferable and limited license to use the Software and related Documentation according to the terms and conditions of this Agreement, solely for Customer's internal data processing requirements. Customer is authorized to use as many copies of the Software as are licensed. Customer's use of Software will also be governed by any additional conditions which SSP may provide on or prior to SSP providing the Software.
- 7.2 Customer may use the Software for the purpose of developing and running other software programs for its internal use only. Customer shall not market or sublicense the Software, or any software program developed with the Software. Customer may combine Software with other programs or materials to form an updated work provided that upon discontinuance or termination of the license, the Software will be removed from the updated work and returned to SSP. Customer shall not use the Software in service bureau mode or to provide consulting services.
- 7.3 Customer will not decompile, disassemble, reverse engineer or modify any Software provided under the Agreement. Customer will make and maintain no more than one archival copy (for backup purposes) of the Software which will contain all legends and notices and will be subject to the same conditions and restrictions as the original.
- 7.4 This Agreement does not transfer to Customer title to any intellectual property contained in any Software, Documentation or Proprietary Information.
- 7.5 Customer shall not be entitled to use any Software unless Customer has a valid written license to use the Software and all applicable charges for the use of the Software have been paid.
8. **Support and Professional Services**
- 8.1 During the initial term of the Support Agreement, and each renewal term for which Customer pays the applicable renewal fee, SSP shall provide Support Services to Customer as set forth in the Support Agreement.
- 8.2 SSP, in its sole discretion, may provide Professional Services ordered by the Customer at SSP's Then-Current Charges. SSP will endeavor to provide such Professional Services on a timely basis, subject to availability of qualified personnel and the difficulty and scope of the services to be provided. SSP may assign, reassign and substitute personnel at any time, and may provide the same or similar services to other customers.
9. **Warranties and Disclaimers**
- 9.1 SSP warrants that the Software in unaltered form will perform in substantial conformance with the Documentation for a period of twelve (12) months from the date that SSP provides the original version of the Software. In the event the Software fails to perform as warranted, as Customer's sole and exclusive remedy, SSP, at its option, will either (a) make reasonable efforts to correct such errors reflecting significant deviations from the Documentation as are reported to SSP by Customer during the warranty period, or (b) terminate this Agreement and refund the license fees paid.
- 9.2 This warranty is void if failure of the Software has resulted from accident, alteration, misuse or misapplication. SSP does not warrant that (a) the functions contained in the Software will meet Customer's requirements, (b) the Software will operate in combinations selected for use by Customer, or (c) the Software will operate uninterrupted or error free. Customer is solely responsible for verifying the correctness and accuracy of all data and calculations.
- 9.3 **EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE. SSP DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AS TO ALL SSP SOFTWARE. SSP WARRANTIES EXTEND SOLELY TO CUSTOMER.**

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10. Limitation of Liability

- 10.1** Unless further limited elsewhere in this Agreement, the entire liability of SSP and Customer's exclusive remedy for damages from any cause related to or arising out of this Agreement, regardless of the form of action, whether in contract or in tort, will not exceed the charges paid by Customer to SSP for the Software which is the subject matter of or directly related to the causes of action asserted.
- 10.2** In no event will SSP be liable for (a) any incidental, indirect, special or consequential damages including, but not limited to, loss of use, revenues, profits or savings, even if SSP knew or should have known of the possibility of such damages, (b) claims, demands or actions against Customer by any person, except as provided in Section 11, or (c) loss or damage to Customer's data from any cause.
- 10.3** SSP shall not be liable for any damages arising out of the use of software products developed by Customer utilizing the Software.
- 10.4** SSP may direct Customer to third parties having products which may be of interest to Customer for use in conjunction with the Software. Notwithstanding any SSP recommendation, referral or introduction, Customer will independently investigate and test third party products and services and will have sole responsibility for determining suitability for use of third party products and services. SSP has no liability with respect to claims relating to or arising from use of third party products and services.

11. Patent, Copyright and Trade Secret Indemnification

- 11.1** SSP, at its own expense, will defend and indemnify Customer against claims the Software infringes a United States patent or copyright or misappropriate trade secrets protected under United States law, provided Customer (a) gives SSP prompt written notice of such claims, (b) permits SSP to defend or settle the claims, and (c) provides all reasonable assistance to SSP in defending or settling the claims.
- 11.2** In addition to the rights and duties under Section 11.1, as to any Software which is subject to a claim of infringement or misappropriation, SSP may elect to (a) obtain the right of continued use of such Software for Customer, (b) replace or modify the Software to avoid such claim, or (c) if neither alternative is available on commercially reasonable terms, terminate this license and refund a prorata share of the license fee paid by Customer based upon the number of days that Customer licensed the Software and a total Software life of five years. For example, if SSP terminates the license after 548 days (18 months), SSP shall refund 70 percent of the license fee ($\text{Refund Percentage} = 1 - 548/(365 \times 5)$).
- 11.3** SSP will not defend or indemnify Customer if any claim of infringement or misappropriation (a) is asserted by a parent, subsidiary or affiliate of Customer, (b) results from Customer's alteration or modification of the Software, (c) results from use of the Software in combination with non-SSP software, or (d) results for the use of an earlier version of the Software when the claim could have been avoided by Customer's installing an Update or a New Release.
- 11.4** This Section 11 states the entire liability of SSP and Customer's sole and exclusive remedies for patent or copyright infringement and trade secret misappropriation.

12. Termination and Cancellation

- 12.1 Without prejudice to other remedies, SSP may cancel this Agreement or any order placed under it for default and repossess the Software if, upon written notice, Customer fails to (i) make any payment identified as delinquent within ten (10) days or (ii) cure any default relating to Sections 6 or 7 within thirty (30) days.
- 12.2 Termination or cancellation of this Agreement will not affect any rights or duties arising under it with respect to Proprietary Information.

13. Other Provisions

- 13.1 All risk of loss or damage to Software passes to Customer upon receipt.
- 13.2 Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- 13.3 Any failure or delay by either party in exercising any right or remedy will not constitute a waiver.
- 13.4 With respect to the Software and other materials provided hereunder, including Documentation and Proprietary Information, Customer acknowledges that it is familiar with and agrees to comply with the export laws and regulations of the United States of America and any other country in which it operates.
- 13.5 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA.
- 13.6 This Agreement and the Support Agreement constitutes the entire agreement between the parties with respect to the Software provided hereunder and supersedes all prior proposals and agreements, both oral and written, and all other written and oral communications between the parties. The terms and conditions of this Agreement will supersede all other terms and conditions submitted by the Customer, including any preprinted terms on any Customer purchase orders.
- 13.7 SSP may assign this Agreement without Customer's consent. Any such assignment, however, will not change the obligations of SSP to Customer. Customer will not assign or transfer its rights or obligations under this Agreement without prior written consent of SSP. Any assignment or transfer prohibited by this provision will be void.
- 13.8 This Agreement can be modified only by a writing signed by a duly authorized representative of SSP.

13.8 This Agreement can be modified only by a writing signed by a duly authorized representative of SSP.

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13.9 No legal action or proceeding, regardless of its form, related to or arising out of this Agreement, may be brought by either party more than two (2) years after the cause of action first occurred.

13.10 Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions will remain in full force and effect.

Customer acknowledges it has read and understands this Agreement (including all attached schedules, addenda, and amendments) and is not entering into this Agreement on the basis of any representations not expressly set forth in it.

Agreed and Accepted:
SSP
SARS Software Products, Inc.

Agreed and Accepted:
Customer
Coastline Community College District
(Orange Coast College)
(Coastline Community College)
(Golden West College)

Joanne Fields Doty
(Signature)

(Signature)

Joanne Fields Doty
(Printed/Typed Name)

(Printed/Typed Name)

President
(Title)

(Title)

August 20, 2012
(Date)

(Date)

SARS Software Products, Inc.

Support Agreement

SARS·GRID Order No. 97017 (re-issued) (Orange Coast College)
SARS·CALL Order No. 07068 (re-issued) (Orange Coast College)
SARS·ALRT Order No. 08214 (re-issued) (Orange Coast College)
SARS·GRID Order No. 05021 (re-issued) (Coastline Community College)
SARS·GRID Order No. 05005 (re-issued) (Golden West College)

Customer Name and Mailing Address:

Coastline Community College District
(Orange Coast College)
(Coastline Community College)
(Golden West College)
1370 Adams Avenue
Costa Mesa, CA 92626

Software Terms and Conditions

SARS Software Products, Inc. (SSP) will provide Support Services to Customer for the Software identified on the License Order-Schedule of the Software License Agreement subject to the terms and conditions set forth below:

1. Definitions

- 1.1 **Customer** means the entity named on the individual License-Order Schedule(s).
- 1.2 **Documentation** means the on-line help file and printed materials supplied by SSP with the Software.
- 1.3 **License Agreement** means the License Agreement between the parties.
- 1.4 **New Release** means a new version of the Software. A New Release, as opposed to an Update, is a major change to the Software, involving major changes to the system, added features, and database structural changes, as well as any on-screen help Documentation changes, and improvements to correct errors and defects.
- 1.5 **Off-Hours** means all hours other than the PPM.
- 1.6 **Other Software** means any software other than the most current version of the Software.
- 1.7 **Principal Period of Maintenance ("PPM")** means 8:30 am to 5:00 p.m. PST/PDT, Monday through Friday, excluding SSP designated holidays.
- 1.8 **Software** means the object code version of computer programs, including the on-line help file, and any related Documentation for the Software identified in the License Order -Schedule(s). Unless otherwise indicated, Software includes Updates and New Releases.
- 1.9 **Support Maintenance Fee** means the annual fee that the Customer pays to SSP for the services described in Section 4.
- 1.10 **Support Services** means the software Support Services described in Section 4.
- 1.11 **Then-Current Charges** means SSP then-current hourly rate for services, including any travel time to and from Customer site, plus out-of-pocket expenses incurred, including but not limited to travel, meals, lodging, and miscellaneous necessary supplies.
- 1.12 **Update** means a minor change to the current release of the Software. An Update is issued to maintain the operational quality of the Software and may contain patches, modules, corrections or new features that are small.

2. Term

- 2.1 Unless otherwise specified on the License Order-Schedule, the initial term for Support Services will be twelve months and will commence on the date SSP provides the Software. Following the initial term, support will continue on an annual renewal basis unless terminated or canceled by either party with 60 days written notice prior to the expiration of the current term.

3. Support Maintenance Fee

- 3.1 Customer shall pay SSP an annual Support Maintenance Fee for the services described in Section 4. For the initial term of this Agreement, the annual Support Maintenance Fee is included as part of the license fee paid pursuant to the License Agreement between the parties. For any renewal term of this Agreement, the annual Support Maintenance Fee shall be the annual fee that SSP charges to customers for the services described in Section 4.

4. Software Support Description

The specific Support Services are described below:

- 4.1 **Telephone or Electronic-Mail Services.** SSP personnel will provide assistance by voice or electronic communication during the PPM by answering questions regarding the use of the Software and helping Customer identify, verify, and resolve problems with the Software.

- 4.2 **Software Error Resolution Services.** SSP will make reasonable efforts to correct any material errors in the Software which are reported in writing to SSP by Customer and which can be reproduced and adequately documented. Customer will install all error corrections.
- 4.3 **Software Updates.** SSP may periodically update current releases of Software. SSP will notify Customer of the Update which will be made available via the Internet. Customer will install all Updates.
- 4.4 **Software New Releases.** SSP will provide Customer with any standard New Releases of the Software which are released by SSP on a general basis. Customer will install all New Releases. Any custom modifications to such New Releases which are required to meet Customer's specific requirements or to incorporate prior modifications made for Customer shall be subject to SSP Then-Current Charges and conditions.
- 4.5 **Software On-Site Support.** SSP will provide on-site service if a Software problem remains unresolved only after Customer has utilized telephone or electronic mail Services as prescribed in Section 4.1.
- 4.6 **Additional Support.** SSP will provide additional telephone and e-mail support, provided the frequency and length of calls is reasonable, as determined by SSP in its sole discretion.
5. **Support Limitations and Exclusions**
 - 5.1 Support Services will be provided for SSP's most current release of Software only. SSP will make reasonable efforts to fix errors reflecting material deviations from the Documentation as are reported to SSP by Customer, unless such failure has resulted from accident, misuse, alteration, or misapplication of the Software.
 - 5.2 Commencing 60 days after a New Release, SSP shall have no obligation to provide Support Services for any version of the Software other than that New Release.
 - 5.3 SSP shall have no obligation to provide any Support Services on Customer's site, except in cases where SSP is unable to provide the Support Services from its own service center. If SSP provides Support Services on Customer's site and determines that any apparent problem with the Software which is reported to SSP by Customer is due to (a) hardware problems, (b) Other Software problems, (c) improper treatment or use or operation of the Software, (d) failure to perform any tests or procedures recommended by SSP for the purpose of identifying and/or resolving any problems, (e) use by unqualified personnel, (f) alterations of the Software by Customer or any third party without SSP's prior written approval or any damage caused thereby, (g) use of any version of the Software other than the most recent New Release, or (h) failure to comply with the terms and conditions of this Agreement or any other agreement with SSP, such support effort shall be billed by SSP at the Then-Current Charges, and paid by Customer.
 - 5.4 Support Services provided by SSP at Customer request during Off-Hours may be subject to SSP Then-Current Charges.
 - 5.5 SSP shall have no obligation to provide installation, support, maintenance, diagnostics, or repair for any hardware or associated operating system. Hardware maintenance is the sole responsibility of Customer.
 - 5.6 SSP shall have no obligation to provide, install, or support any network component or wiring. Network maintenance is the sole responsibility of the Customer.
 - 5.7 PPM hours of service are subject to change at any time with no less than three (3) days notice by SSP.
 - 5.8 SSP shall have no obligation to provide (a) specification changes requested by Customer, customization of the Software, or development of data input, or (b) support for Customer-written applications. Any such services are not covered by this Agreement.
6. **Customer Responsibilities**
 - 6.1 During Support Service, Customer must provide any and all passwords for the network client workstations, file server, or any other server or client workstation. It is the responsibility of the Customer to then change all passwords after support has been provided.
 - 6.2 Backup of Software data files on a regular basis is the sole responsibility of Customer. In the event of system failure, and without required backup, SSP will make a "best effort" attempt at recovery of said binary information at SSP Then-Current Charges.
 - 6.3 Customer will designate one contact to serve as liaison with SSP for support requests. SSP may impose an additional fee if Customer elects to designate additional contacts. Customer may change its contact personnel by written notice to SSP.
7. **Taxes**
 - 7.1 Customer will pay any tax SSP becomes obligated to pay by virtue of this Agreement, exclusive of taxes based on the net income of SSP.
8. **Limitation of Liability**
 - 8.1 Unless further limited elsewhere in this Agreement, the entire liability of SSP and Customer's exclusive remedy for damages from any cause related to or arising out of this Agreement, regardless of the form of action, whether in contract or in tort, will not exceed the charges paid by Customer to SSP for the Software which is the subject matter of or directly related to the causes of action asserted.
 - 8.2 In no event will SSP be liable for (a) any incidental, indirect, special or consequential damages including, but not limited to, loss of use, revenues, profits or savings, even if SSP knew or should have known of the possibility of such damages, (b) claims, demands or actions against Customer by any person, or (c) loss or damage to Customer's data from any cause.
9. **Termination and Cancellation**
 - 9.1 This Agreement shall terminate upon termination of the License Agreement.
10. **Other Provisions**
 - 10.1 Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
 - 10.2 Any failure or delay by either party in exercising any right or remedy will not constitute a waiver.
 - 10.3 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA.
 - 10.4 This Agreement and the License Agreement constitutes the entire agreement between the parties with respect to the Support Services provided hereunder and supersedes all prior proposals and agreements, both oral and written, and all other written and oral communications between the parties. The terms and conditions of this Agreement will supersede all other terms and conditions submitted by the Customer, including any preprinted terms on any Customer purchase orders.

- 10.5 SSP may assign this Agreement without Customer's consent. Any such assignment, however, will not change the obligations of SSP to Customer. Customer will not assign or transfer its rights or obligations under this Agreement without prior written consent of SSP. Any assignment or transfer prohibited by this provision will be void.
- 10.6 This Agreement can be modified only by a writing signed by a duly authorized representative of SSP.
- 10.7 No legal action or proceeding, regardless of its form, related to or existing out of this Agreement, may be brought by either party more than two (2) years after the cause of action first occurred.
- 10.8 Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions will remain in full force and effect.

Customer acknowledges it has read and understands this Agreement (including all attached schedules, addenda, and amendments) and is not entering into this Agreement on the basis of any representations not expressly set forth in it.

Agreed and Accepted:
SSP
SARS Software Products, Inc.

Agreed and Accepted:
Customer
Coastline Community College District
(Orange Coast College)
(Coastline Community College)
(Golden West College)

Joanne Fields Doty
(Signature)

(Signature)

Joanne Fields Doty
(Printed/Typed Name)

(Printed/Typed Name)

President
(Title)

(Title)

August 20, 2012
(Date)

(Date)

SARS Software Products, Inc.

License Order - Schedule

SARS-GRID Order No. 97017 (re-issued)

SARS-CALL Order No. 07068 (re-issued)

SARS-ALRT Order No. 08214 (re-issued)

This is not an Invoice

Software Licenses and Support Services Charges

List Products Applicable to This Agreement

Item Number	Description	Quantity	Software Licenses Charge	Support Maintenance Fee	Other Charges
1	(One) Annual Renewal of SARS-GRID Software Support Term: 7/1/2012 – 6/30/2013	1		2,700.00	
2	(One) Annual Renewal of SARS-CALL Software Support Type: Email + Call & Standard 4-Ports Term: 7/1/2012 – 6/30/2013	1		1,890.00	
3	(One) Annual Renewal of SARS-CALL Support Upgrade Type: 4 Additional Ports @ \$500 per 4-Ports Term: 7/1/2012 – 6/30/2013	1		500.00	
4	(One) Annual Renewal of SARS-ALRT Software Support Term: 2/25/2013 – 2/24/2014	1		1,350.00	

Total \$6,440.00

Special Terms and Conditions:

Software License Agreement

1. Except as set forth below, the Software License Agreement that accompanies this order states the terms and conditions that apply to the Software that SSP has already provided to Customer.
2. The following paragraphs of the Software License Agreement that accompanies this order are amended to read as follows:
 - 1.4 **Proprietary Information** means Software, Documentation, including printed materials, and any other information confidential to SSP or its licensors. Proprietary Information also means information confidential to Customer, including records protected under state or federal law, such as FERPA and HIPAA.
 - 6.1 SSP and Customer will keep in confidence and protect the other parties' Proprietary Information from disclosure to third parties and restrict its use as provided in this Agreement. SSP and Customer acknowledge that unauthorized disclosure of the other parties' Proprietary Information may cause substantial economic loss to Customer, SSP or their licensors. All materials containing Proprietary Information will be marked with "Proprietary", "Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information will not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for Customer's or SSP's authorized use. Each copy, including its storage media, will be marked by Customer or SSP with all notices which appear on the original. Customer may disclose the Software License Agreement, the Support Agreement, and this License Order – Schedule to the extent required by state or federal law, including California's "Brown Act" and Public Records Act.
 - 7.1 SSP grants to Customer a personal, non-exclusive, non-transferable and limited license to use the Software and related Documentation according to the terms and conditions of this Agreement, solely for Customer's internal data processing requirements. Customer is authorized to use as many copies of the Software as are licensed. Customers' use of Software will also be governed by any additional conditions which SSP may provide on or prior to SSP providing the Software. Customer may use the Software at Orange Coast College, and not at any other college. Customer may use the SARS-CALL Software on only one computer, but certain features of that software can be accessed from other computers.

12.1 Without prejudice to other remedies, SSP may cancel this Agreement or any order placed under it for default and repossess the Software if, upon written notice, Customer fails to (i) make any payment identified as delinquent within ten (10) days or (ii) cure any default relating to Sections 6 or 7 within thirty (30) days. Without prejudice to other remedies, Customer may cancel this Agreement or any order placed under it if upon written notice, SSP fails to cure any breach of the warranty provided by Section 9 within thirty (30) days.

13.5 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA. VENUE FOR ANY ACTION UNDER THIS AGREEMENT SHALL BE ORANGE COUNTY.

3. Paragraph 13.9 of the Software License Agreement is deleted.

Support Agreement

1. The Support Agreement that accompanies this order states the terms and conditions that apply to the Support Services that SSP has provided and will provide to Customer.
2. The following paragraphs of the Support Agreement that accompanies this order are amended to read as follows:
 - 2.1 The initial term for Support Services will be twenty-four (24) months and will commence for each product on the date set forth in the License Order-Schedule for that product. The current annual Support Maintenance Fee is set forth in the License Order-Schedule. Customer shall pay this fee for the first twelve (12) months upon commencement of the first twelve (12) months. The annual Support Maintenance Fee for the second twelve (12) months shall be the annual Support Maintenance Fee that SSP charges its Customers for Support Services at the commencement of the second twelve (12) months. Customer shall pay that annual Support Maintenance Fee upon the commencement of the second 12 months. SSP may not raise the Support Maintenance Fee by more than 10 percent for the second twelve (12) months. Following the twenty-four (24) month term, SSP will not provide Support Services unless SSP and Customer agree in writing that SSP will provide and Customer will accept those services.
 - 5.2 Commencing 60 days after a New Release and distribution to Customer, SSP shall have no obligation to provide Support Services for any version of the Software other than that New Release.

10.3 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA. VENUE FOR ANY ACTION UNDER THIS AGREEMENT SHALL BE ORANGE COUNTY.

3. Paragraph 10.7 of the Support Agreement is deleted.

Agreed and Accepted:
SSP
SARS Software Products, Inc.

Joanne Fields Doty
(Signature)

Joanne Fields Doty
(Printed/Typed Name)

President
(Title)

August 20, 2012
(Date)

Agreed and Accepted:
Customer
Coast Community College District
(Orange Coast College)

(Signature)

Jim Moreno
(Printed/Typed Name)

President, Board of Trustees
(Title)

(Date)

SARS Software Products, Inc.

License Order - Schedule

SARS-GRID Order No. 05021 (re-issued)

This is not an Invoice

Software Licenses and Support Services Charges

List Products Applicable to This Agreement

Item Number	Description	Quantity	Software Licenses Charge	Support Services Charge	Other Charges
1	(One) Annual Renewal of SARS-GRID Software Support Term: 9/30/2012 – 9/29/2013	1		2,700.00	

Total **\$2,700.00**

Special Terms and Conditions:

Software License Agreement

1. Except as set forth below, the Software License Agreement that accompanies this order states the terms and conditions that apply to the Software that SSP has already provided to Customer.
2. The following paragraphs of the Software License Agreement that accompanies this order are amended to read as follows:
 - 1.4 **Proprietary Information** means Software, Documentation, including printed materials, and any other information confidential to SSP or its licensors. Proprietary Information also means information confidential to Customer, including records protected under state or federal law, such as FERPA and HIPAA.
 - 6.1 SSP and Customer will keep in confidence and protect the other parties' Proprietary Information from disclosure to third parties and restrict its use as provided in this Agreement. SSP and Customer acknowledge that unauthorized disclosure of the other parties' Proprietary Information may cause substantial economic loss to Customer, SSP or their licensors. All materials containing Proprietary Information will be marked with "Proprietary", "Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information will not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for Customer's or SSP's authorized use. Each copy, including its storage media, will be marked by Customer or SSP with all notices which appear on the original. Customer may disclose the Software License Agreement, the Support Agreement, and this License Order – Schedule to the extent required by state or federal law, including California's "Brown Act" and Public Records Act.
 - 7.1 SSP grants to Customer a personal, non-exclusive, non-transferable and limited license to use the Software and related Documentation according to the terms and conditions of this Agreement, solely for Customer's internal data processing requirements. Customer is authorized to use as many copies of the Software as are licensed. Customers' use of Software will also be governed by any additional conditions which SSP may provide on or prior to SSP providing the Software. Customer may use the Software at Coastline Community College, and not at any other college.
 - 12.1 Without prejudice to other remedies, SSP may cancel this Agreement or any order placed under it for default and repossess the Software if, upon written notice, Customer fails to (i) make any payment identified as delinquent within ten (10) days or (ii) cure any default relating to Sections 6 or 7 within thirty (30) days. Without prejudice to other remedies, Customer may cancel this Agreement or any order placed under it if upon written notice, SSP fails to cure any breach of the warranty provided by Section 9 within thirty (30) days.
 - 13.5 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA. VENUE FOR ANY ACTION UNDER THIS AGREEMENT SHALL BE ORANGE COUNTY.
3. Paragraph 13.9 of the Software License Agreement is deleted.

Support Agreement

1. The Support Agreement that accompanies this order states the terms and conditions that apply to the Support Services that SSP has provided and will provide to Customer.
2. The following paragraphs of the Support Agreement that accompanies this order are amended to read as follows:
 - 2.1 The initial term for Support Services will be twenty-four (24) months and will commence for each product on the date set forth in the License Order-Schedule for that product. The current annual Support Maintenance Fee is set forth in the License Order-Schedule. Customer shall pay this fee for the first twelve (12) months upon commencement of the first twelve (12) months. The annual Support Maintenance Fee for the second twelve (12) months shall be the annual Support Maintenance Fee that SSP charges its Customers for Support Services at the commencement of the second twelve (12) months. Customer shall pay that annual Support Maintenance Fee upon the commencement of the second 12 months. SSP may not raise the Support Maintenance Fee by more than 10 percent for the second twelve (12) months. Following the twenty-four (24) month term, SSP will not provide Support Services unless SSP and Customer agree in writing that SSP will provide and Customer will accept those services.
 - 5.2 Commencing 60 days after a New Release and distribution to Customer, SSP shall have no obligation to provide Support Services for any version of the Software other than that New Release.
 - 10.3 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA. VENUE FOR ANY ACTION UNDER THIS AGREEMENT SHALL BE ORANGE COUNTY.
3. Paragraph 10.7 of the Support Agreement is deleted.

Agreed and Accepted:
SSP
SARS Software Products, Inc.

Joanne Fields Doty
(Signature)

Joanne Fields Doty
(Printed/Typed Name)

President
(Title)

August 20, 2012
(Date)

Agreed and Accepted:
Customer
Coast Community College District
(Coastline Community College)

(Signature)

Jim Moreno
(Printed/Typed Name)

President, Board of Trustees
(Title)

(Date)

SARS Software Products, Inc.

License Order - Schedule

SARS-GRID Order No. 05005 (re-issued)

This is not an Invoice

Software Licenses and Support Services Charges

List Products Applicable to This Agreement

Item Number	Description	Quantity	Software Licenses Charge	Support Services Charge	Other Charges
1	(One) Annual Renewal of SARS-GRID Software Support Term: 8/6/2012 – 8/5/2013	1		2,700.00	

Total \$2,700.00

Special Terms and Conditions:

Software License Agreement

1. Except as set forth below, the Software License Agreement that accompanies this order states the terms and conditions that apply to the Software that SSP has already provided to Customer.
2. The following paragraphs of the Software License Agreement that accompanies this order are amended to read as follows:
 - 1.4 **Proprietary Information** means Software, Documentation, including printed materials, and any other information confidential to SSP or its licensors. Proprietary Information also means information confidential to Customer, including records protected under state or federal law, such as FERPA and HIPAA.
 - 6.1 SSP and Customer will keep in confidence and protect the other parties' Proprietary Information from disclosure to third parties and restrict its use as provided in this Agreement. SSP and Customer acknowledge that unauthorized disclosure of the other parties' Proprietary Information may cause substantial economic loss to Customer, SSP or their licensors. All materials containing Proprietary Information will be marked with "Proprietary", Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information will not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for Customer's or SSP's authorized use. Each copy, including its storage media, will be marked by Customer or SSP with all notices which appear on the original. Customer may disclose the Software License Agreement, the Support Agreement, and this License Order – Schedule to the extent required by state or federal law, including California's "Brown Act" and Public Records Act.
 - 7.1 SSP grants to Customer a personal, non-exclusive, non-transferable and limited license to use the Software and related Documentation according to the terms and conditions of this Agreement, solely for Customer's internal data processing requirements. Customer is authorized to use as many copies of the Software as are licensed. Customers' use of Software will also be governed by any additional conditions which SSP may provide on or prior to SSP providing the Software. Customer may use the Software at Golden West College, and not at any other college.
 - 12.1 Without prejudice to other remedies, SSP may cancel this Agreement or any order placed under it for default and repossess the Software if, upon written notice, Customer fails to (i) make any payment identified as delinquent within ten (10) days or (ii) cure any default relating to Sections 6 or 7 within thirty (30) days. Without prejudice to other remedies, Customer may cancel this Agreement or any order placed under it if upon written notice, SSP fails to cure any breach of the warranty provided by Section 9 within thirty (30) days.
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 - 5.2 Commencing 60 days after a New Release and distribution to Customer, SSP shall have no obligation to provide Support Services for any version of the Software other than that New Release.
 - 10.3 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA. VENUE FOR ANY ACTION UNDER THIS AGREEMENT SHALL BE ORANGE COUNTY.
3. Paragraph 10.7 of the Support Agreement is deleted.

Agreed and Accepted:
SSP
SARS Software Products, Inc.

Joanne Fields Doty
(Signature)

Joanne Fields Doty
(Printed/Typed Name)

President
(Title)

August 20, 2012
(Date)

Agreed and Accepted:
Customer
Coast Community College District
(Golden West College)

(Signature)

Jim Moreno
(Printed/Typed Name)

President, Board of Trustees
(Title)

(Date)

AGREEMENT # 12-28-629617

BETWEEN

COUNTY OF ORANGE

AND

**COAST COMMUNITY COLLEGE DISTRICT
dba
GOLDEN WEST COLLEGE**

FOR

WIA ITA TRAINING PROVIDER SERVICES

CFDA:

17.258 WIA Adult Programs

17.278 WIA Dislocated Worker Formula Grants

17.259 WIA Youth Activities

Funding Agency:

Department of Labor

Department of Labor

Department of Labor



CONTRACT

Table of Contents.....	2
Recitals.....	5

ARTICLES

ADDITIONAL TERMS AND CONDITIONS

1. Coordination/Administration of Contract	6
2. Purpose.....	6
3. Approved Training Programs.....	6
4. Term of Contract	7
5. Contingency of Funds.....	7
6. Program Income.....	7
7. Fiscal Appropriations.....	7
8. Fiscal Accountability	7
9. Non-Supplantation of Funds	8
10. Adjustments – Approved Training Programs.....	8
11. Amendments – Changes/Extra Work.....	8
12. Nondiscrimination and Compliance Provisions	8
13. Modifications/Change Orders	9
14. Programs and Instructors	10
15. Participants	10
16. Other Requirements	11
17. Payments	11
18. Pell Grants/HEA Title V	13
19. Performance Standards.....	13
20. Plans and Procedures	13
21. Satisfactory Work	13
22. Access and Records.....	13
23. Breach of Contract.....	15
24. CONTRACTOR - Change in Ownership	15
25. Conditions Affecting Work	16
26. Conflict of Interest – CONTRACTOR's Personnel	16
27. Conflict of Interest – COUNTY Personnel.....	16
28. Consulting Contract – Follow On Work.....	16
29. Contingent Fees.....	16
30. CONTRACTOR Bankruptcy/Insolvency.....	16
31. CONTRACTOR Personnel – Reference checks	17
32. CONTRACTOR's Project Manager and Key Personnel.....	17
33. County of Orange Child Support Enforcement.....	17
34. Data – Title To.....	17
35. Disputes – Contract.....	18
36. Complaint Handling Procedures	18
37. EDD Independent CONTRACTOR Reporting Requirements.....	18
38. Gratuities.....	19
39. Sectarian Activities	19
40. Drug Free Workplace	19
41. Debarment	19
42. Lobbying.....	19
43. Fraud.....	19

44. Standards of Conduct.....	20
45. News / Information Release.....	20
46. Notices	20
47. Literature / Publicity.....	21
48. Ownership of Documents	21
49. Precedence	21
50. Project Manager, COUNTY	21
51. Reports/Meetings	21
52. Termination Orderly.....	22
53. Publication.....	22
54. Errors and Omissions	22

GENERAL TERMS AND CONDITIONS

A. Governing Law and Venue	22
B. Entire Contract	23
C. Amendments	23
D. Delivery	23
E. Acceptance/Payment.....	23
F. Warranty.....	23
G. Patent/Copyright Materials/Proprietary Infringement.....	23
H. Assignment or Sub-Contracting	23
I. Non-Discrimination	24
J. Termination	24
K. Consent to Breach Not Waiver	24
L. Remedies Not Exclusive.....	24
M. Independent CONTRACTOR	24
N. Performance.....	24
O. Insurance.....	24
P. Changes.....	27
Q. Change of Ownership.....	27
R. Force Majeure	27
S. Confidentiality.....	27
T. Compliance with Laws	27
U. Pricing	27
V. Waiver of Jury Trial.....	27
W. Terms and Conditions	28
X. Headings.....	28
Y. Severability	28
Z. Calendar Days	28
AA. Attorney Fees	28
BB. Interpretation	28
CC. Authority.....	28
DD. Employee Eligibility Verification.....	28
EE. Mutual Indemnification.....	29
Signature Page	30

ATTACHMENTS/EXHIBITS

Attachment A – General Program Requirements
Attachment B – Approved Training Programs
Attachment C – Performance Standards
Attachment D – Pell Grants
Exhibit A – Child Support Enforcement Provision
Exhibit B – Drug Free Workplace Certificate
Exhibit C – Debarment and Suspension Certificate
Exhibit D – Certificate Regarding Lobbying
Exhibit E – Disclosure Form to Report Lobbying
Exhibit F – EDD Independent Contractor Reporting Requirements

This Agreement # 12-28-629617, hereinafter referred to as "CONTRACT" is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California; hereinafter referred to as "COUNTY," and Coast Community College District dba Golden West College with a place of business at 1370 Adams Avenue, Costa Mesa, CA 92626-5429, hereinafter referred to as "CONTRACTOR," with COUNTY and CONTRACTOR sometimes referred to as "PARTY", or collectively as "PARTIES."

RECITALS

WHEREAS, Congress has enacted the "Workforce Investment Act of 1998," hereinafter referred to as "the Act", to provide workforce investment activities through a One-Stop Service Delivery System, increase employment retention and earnings, empower individuals through information and access to training resources through Individual Training Accounts, reduce welfare dependency and increase accountability thereby improving the quality of the workforce and enhancing 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, July 17, 2012 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 set aside funds for the purpose of engaging CONTRACTOR to provide tuition-based occupational training upon completion of training; and

WHEREAS, COUNTY'S OC Community Resources Director or designee (hereinafter referred to as "DIRECTOR"), shall administer this CONTRACT as is necessary or reasonable to comply with or implement the grant funds received by COUNTY and as required by law or applicable regulations; and

WHEREAS, CONTRACTOR, in order to receive grant funds, is agreeable to the terms and conditions hereinafter set forth;

WHEREAS, OC Community Resources – OC Community Services/Community Investment Division PROJECT MANAGER is responsible for the coordination of WIA ITA Training Provider services under CONTRACT Number 12-28-629617; and

NOW, THEREFORE, the PARTIES mutually agree as follows:

ARTICLES

Additional Terms and Conditions:

1. **Coordination/Administration of Contract:** COUNTY's OC Community Resources Director or designee (hereinafter referred to as "DIRECTOR"), and OC Community Services/Community Investment Division WIA ITA Training Providers Services project coordinator (hereinafter referred to as "PROJECT MANAGER") shall assume responsibilities through coordinating the grant under the Act, its Regulations, and the WIA ITA Training Providers services provided by the COUNTY. The County's Contract Manager (hereinafter referred to as "CONTRACT MANAGER") shall administer this CONTRACT as is necessary or reasonable to comply with COUNTY policies.
2. **Purpose:** The purpose of the program funded by this CONTRACT is to prepare eligible participants for entry or re-entry into the labor force by providing training for demand occupations in Orange County. CONTRACTOR shall ensure compliance with this purpose.
3. **Approved Training Programs:** This CONTRACT is based upon the information and representations contained in Attachment B, CONTRACTOR'S Approved Training Programs. CONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this CONTRACT. The 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 listed in Attachment B hereto. Training to be provided hereunder shall be restricted to those classes and programs described in Attachment B hereto for which at least one participant is enrolled.
 - A. **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 Attachments "A", "B", "C" and "D" 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 Attachments "A", "B", "C" and "D".
 - B. **Modification of Program Components and Services Levels:** The PARTIES agree that those program components, and service levels detailed in Attachments "A", "B", "C" and/or "D" may be modified upon mutual written agreement of the CONTRACT MANAGER and CONTRACTOR. Should the State of California modify any program component and/or service level detailed in Attachments "A", "B", "C" and/or "D" then the COUNTY shall have the right to unilaterally modify this CONTRACT to meet such requirements. The PARTIES hereto agree that those program descriptions and costs detailed in Attachment B Approved Training Programs may be modified upon mutual written agreement of the CONTRACT MANAGER and CONTRACTOR so long as the information matches CONTRACTOR information on the Eligible Training Provider List (hereinafter referred to as "ETPL") and the basic goals and objectives of the CONTRACT are not altered.

4. **Term of Contract:** This CONTRACT shall be effective from July 18, 2012 through June 30, 2013, unless otherwise terminated by the COUNTY. This CONTRACT is subject to the provisions of Paragraphs J and 23 of this CONTRACT; however, CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to obligations with respect to indemnification, audits, reporting and accounting.
5. **Contingency of Funds:** CONTRACTOR acknowledges that the obligations of COUNTY under this CONTRACT are contingent upon the availability of Federal and/or State funds as applicable and inclusion of sufficient funds for the services hereunder remains in effect or operation. The decision of CONTRACT MANAGER shall be binding on CONTRACTOR. CONTRACT MANAGER shall provide CONTRACTOR with written notification of such determination. CONTRACTOR shall immediately comply with DIRECTOR's or CONTRACT MANAGER's decision.
6. **Program Income:** COUNTY's maximum obligation herein shall be reduced by the amount of any program income earned by CONTRACTOR, from sources other than COUNTY, as a result of this CONTRACT or the services provided by CONTRACTOR pursuant to this CONTRACT.
7. **Fiscal Appropriations:** This CONTRACT is subject to and contingent upon applicable budgetary appropriations being approved by the County of Orange Board of Supervisors for each fiscal year during the term of this contract. If such appropriations are not approved, the contract will be terminated this CONTRACT, reduce COUNTY's maximum obligation, or modify the CONTRACT, without penalty to the COUNTY.
8. **Fiscal Accountability:**
 - a. Financial Management System: 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:
 1. Information pertaining to tuition rates, payments, and educational assistance payments;
 2. Source documentation to support accounting records; and
 3. Proper charging of costs and cost allocation.
 - b. CONTRACTOR's Record: CONTRACTOR's records shall be sufficient to:
 1. Permit preparation of required reports;
 2. Permit 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 limitation.

- c. Costs Charged: Cost shall be charged to this CONTRACT only in accordance with the following:

1. the Act;
2. 20 C.F.R. Part 667; and
3. State implementing legislation

9. **Non-Supplantation of Funds:** Funds provided under this CONTRACT shall only be used for activities which are in addition to those which would otherwise be available in the absence of such funds. CONTRACTOR shall not render services under this CONTRACT to any participant whose cost of training is otherwise paid for by any other person or entity. CONTRACTOR agrees that it shall not use fund received pursuant to this CONTRACT, either directly or indirectly, as a contribution or compensation for the purposes of obtaining Federal, State, or COUNTY, funds under any Federal, State, or COUNTY, program without prior written approval from COUNTY CONTRACT MANAGER.
10. **Adjustments – Approved Training Programs:** No adjustments made to the Approved Training Programs will be authorized without prior written approval of the COUNTY assigned PROJECT MANAGER.
11. **Amendments – Changes/Extra Work:** The CONTRACTOR shall make no changes to this CONTRACT without the COUNTY's written consent. In the event that there are new or unforeseen requirements, the COUNTY with the CONTRACTOR's concurrence has the discretion to request official changes at any time without changing the intent of this CONTRACT.

If COUNTY-initiated changes or changes in laws or government regulations affect price, the CONTRACTOR's ability to deliver services, or the project schedule, the CONTRACTOR shall give the COUNTY written notice no later than seven (7) calendar days from the date the law or regulation went into effect or the date the change was proposed by the COUNTY and the CONTRACTOR was notified of the change. Such changes shall be agreed to in writing and incorporated into a CONTRACT Amendment; said Amendment shall be issued by the COUNTY CONTRACT MANAGER, shall require the mutual consent of all PARTIES, and may be prohibit the CONTRACTOR from proceeding with the work as set forth in this CONTRACT.

12. **Nondiscrimination and Compliance Provisions:**

- a. CONTRACTOR shall comply fully with the nondiscrimination and equal opportunity provisions; 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.
- b. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (California Government Code, Section 12900 et seq.) and the regulations promulgated there under (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 CONTRACT by reference and made a part hereof as if set forth in full.

- c. In the performance of this CONTRACT, CONTRACTOR and its subcontractors shall not deny the CONTRACT'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.
- d. CONTRACTOR will include the non-discrimination and compliance provisions of this Paragraph of the CONTRACT in all subcontracts to perform work under this CONTRACT.
- e. CONTRACTOR will give written notice of its obligations under this Paragraph of the CONTRACT to labor organizations with which CONTRACTOR has a collective bargaining or other CONTRACT.
- f. CONTRACTOR shall furnish any and all information requested by DIRECTOR and shall permit DIRECTOR access, during business hours, to books, records and accounts in order to ascertain CONTRACTOR's compliance with the above non-discrimination requirements.

13. Modifications/Change Orders:

- a. CONTRACT MANAGER may at any time, by written order to CONTRACTOR, make changes within the general scope of this CONTRACT, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions. Such change orders may be made when necessitated by changes in the Orange County One-Stop System operations or performance, the operations or performance of CONTRACTOR, or changes in applicable statutes, regulations or State of California or Federal mandates or directives. CONTRACTOR may submit a program or budget modification request in response to change orders which significantly alter CONTRACTOR's Approved Training Programs.

CONTRACTOR and CONTRACT MANAGER shall make a good faith effort to reach an agreement with respect to change orders, which affect the price of services under the CONTRACT. 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 Paragraph 35 of this CONTRACT. Notwithstanding the foregoing, the price of services under this CONTRACT shall not be increased except by written modification of this CONTRACT indicating the new services and price of this CONTRACT 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 CONTRACT.

- b. CONTRACTOR may request changes in the scope of performance or services under this CONTRACT, by submitting a written request to CONTRACT MANAGER describing the request and its impact on CONTRACTOR's Proposal, Approved Training Programs. CONTRACT MANAGER 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 MANAGER's decision whether to approve the request or request Board of Supervisors' approval shall be final. CONTRACT MANAGER may approve a request that meets all of the following criteria:

1. It does not materially change other terms of this CONTRACT, and
2. 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.

14. Programs and Instructors:

- a. All programs, courses or classes provided by CONTRACTOR pursuant to this CONTRACT shall be approved by and/or comply with all applicable requirements of the State Department of Education, and/or any other governmental or private entity that controls entry into or the practice of the trade or profession for which said program or classes are designed to train.
- b. All programs, courses or classes shall remain listed on the ETPL in good standing; failure to remain on the ETPL shall result in termination of this contract.
- c. CONTRACTOR shall ensure that every instructor involved in the training of participants hereunder shall be qualified to instruct in the program or training component in which he/she acts as an instructor, and that every instructor required to be certified or licensed is appropriately certified or licensed by the State or other licensing or certifying authority.

15. Participants

- a. Eligibility. Only participants who have been determined to meet all federal eligibility requirements to receive training hereunder shall be enrolled by CONTRACTOR in any occupational training. Determinations that participants meet federal eligibility requirements shall be made by One-Stop Centers funded by COUNTY, and, when applicable, by WIA Youth Service Providers.
- b. Benefits. Benefits shall be provided to participants in accordance with the standards and requirements set forth in the Act (20 CFR, Part 663).
- c. Rights and Privileges. All participants enrolled in courses pursuant to the CONTRACT shall be entitled to all the rights and privileges to which other CONTRACTOR students are entitled, including, but not limited to, special instruction, use of facilities on CONTRACTOR'S premises such as the libraries and learning centers, counseling, student body activities, and veterans' benefits. CONTRACTOR'S representatives will provide academic counseling for participants and inform them of CONTRACTOR'S services available to them.
- d. Labor Standards. CONTRACTOR shall adhere to the Labor Standards described in the Act, including Section 181 of the Act, and all other applicable codes and regulations.

- e. Compliant Handling Procedures. CONTRACTOR shall comply with the "Complaint Handling Procedures" under the Act, a copy of which is available from the DIRECTOR. 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 DIRECTOR 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.

16. Other Requirements:

In its performance under this CONTRACT, CONTRACTOR shall fully comply with the requirements of the following, whether or not otherwise referred to in this CONTRACT:

- 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 CONTRACT, including Exhibits and Attachments.

If any of the foregoing requirements are enacted, amended, or revised, CONTRACTOR will comply with such changes or will notify DIRECTOR in writing within thirty (30) days after enactment or modification that it cannot so comply. COUNTY may thereupon terminate this CONTRACT, if necessary.

17. Payments:

- a. Tuition Rates. Compensation for the services provided by CONTRACTOR hereunder shall be at a rate that is less than or equal to CONTRACTOR'S published tuition rate in accordance with the State of California Eligible Training Provider List, and shall be disbursed in accordance with the tuition rates set forth in Attachment B, Approved Training Programs. COUNTY shall pay to CONTRACTOR the tuition rate only upon receipt of written verification satisfactory to DIRECTOR that the participant has completed the training program in which he/she was enrolled hereunder. Payments to CONTRACTOR hereunder shall be made in accordance with WIA directives and OCWIB policies.
- b. Educational Assistance. Notwithstanding the foregoing, CONTRACTOR shall timely either (1) deduct from invoices submitted to COUNTY the amounts of such Pell or other Educational Assistance received. At DIRECTOR'S sole option,

COUNTY may negotiate the use of Pell or other Educational Assistance awards to meet the social service need(s) of participant(s), or (2) refund to COUNTY an amount equivalent to any Pell Grant or other Educational Assistance payments received by CONTRACTOR for or on account of any participants enrolled hereunder whose full or partial costs of training are covered by this CONTRACT.

- c. Documentation. CONTRACTOR shall be required to submit the following documentation to DIRECTOR in order to be eligible to receive payment hereunder:
1. Upon enrollment of a participant hereunder, a voucher with an original copy of the referring training voucher for said participant and a copy of the CONTRACTOR'S Enrollment Agreement Form for the participant signed by both the participant and an authorized representative of CONTRACTOR;
 2. To be eligible to receive payment of the rate specified herein, verification satisfactory to the DIRECTOR that the participant completed the training program.
 3. To be eligible to receive payment for training not completed by an enrolled participant, verification of the total number of hours of training actually completed by the participant, as evidenced by time sheets, attendance records signed by the participant, or such other documentation as may be deemed satisfactory proof by DIRECTOR and proof of CONTRACTOR'S tuition refund policy in effect at the time this CONTRACT is executed;

In addition to the foregoing, the County's PROJECT MANAGER shall verify receipt of the participant's WIA Application/Registration Form and WIA Enrollment Form prior to making any payment to CONTRACTOR hereunder.

- d. Total Expenditure. In no case shall the amount of expenditure by COUNTY under this CONTRACT exceed the sum of \$6,500 for tuition, books, supplies and registration fees per participant training in the occupations described in Attachment B.
- e. Withholding Payment. COUNTY reserves the right to withhold or refuse payment for late submission of forms including, but not limited to evidence of insurance as described in Paragraph O hereof and invoices required from CONTRACTOR and/or any referring entity. COUNTY reserves the right to withhold or refuse payment for any portion of services or consideration not rendered by CONTRACTOR and/or received by participant as required hereby.
- f. Compensation Payments. COUNTY also reserves the right to make compensation payments to CONTRACTOR at any time during the period of this CONTRACT. The payment structure may include:
1. Full payment after start date of the training program upon written verification of attendance, or
 2. 50% payment after start date of the training program upon written verification of attendance. The remaining 50% will be paid upon written verification that participant has successfully completed the training program.
 3. In the event the participant does not complete said training, CONTRACTOR will be paid by COUNTY in an amount not exceeding the

lesser of (1) the amount that any other student of CONTRACTOR would be required to pay for uncompleted training in accordance with CONTRACTOR'S tuition refund policy in effect at the time this CONTRACT is made, or (2) the percentage of the full cost to COUNTY of completed training that is equivalent to the percentage of the training program actually completed by the participant. Payments to CONTRACTOR hereunder shall be made in accordance with WIA directives and OCWIB policies.

- g. Placement Services. Failure of CONTRACTOR to provide to any participant the placement services following completion of training that are described herein shall be a material breach of this CONTRACT, for which COUNTY may seek all remedies against CONTRACTOR specified in Paragraph 23 hereof, notwithstanding COUNTY'S earlier payment to CONTRACTOR of the full amount specified herein for such participant.
 - h. Total Cost. The amount specified in Paragraph 17d hereof shall include all costs associated with training and placement services to be provided by CONTRACTOR pursuant to this CONTRACT. CONTRACTOR shall make no additional claims for costs, charges or fees. Unless otherwise specified herein, CONTRACTOR shall not receive additional payment or any form of additional compensation from COUNTY, OCWIB, individual participants or any other PARTIES for costs associated with any participant's training or placement.
18. **Pell Grants/HEA Title IV:** If CONTRACTOR provides any services under this CONTRACT to applicants for or recipients of Pell Grants or awards pursuant to Title IV of the Higher Education Act, CONTRACTOR shall cooperate with COUNTY's PROJECT MANAGER 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 COUNTY's PROJECT MANAGER 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 CONTRACT.
19. **Performance Standards:** CONTRACTOR shall ensure that at least 75% of all clients receiving any training under this CONTRACT shall complete training, hereinafter called the COMPLETION RATE and shall obtain employment, hereinafter called the ENTERED EMPLOYMENT RATE. COUNTY reserves the right to suspend referrals to CONTRACTOR at any time the COMPLETION RATE or ENTERED EMPLOYMENT RATE falls below 75%.
20. **Plans and Procedures:** CONTRACTOR shall monitor its program for compliance with the provisions of this CONTRACT. CONTRACTOR shall also comply with all applicable parts of COUNTY's WIA Policies and Procedures for recruitment, intake, assessment and referral, copies of which are available from COUNTY PROJECT MANAGER. Said Policies and Procedures may be modified by COUNTY PROJECT MANAGER upon ten (10) days written notice to CONTRACTOR.
21. **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.
22. **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 CONTRACT. CONTRACTOR shall insert this condition in each CONTRACT between CONTRACTOR and a SUBCONTRACTOR that is pursuant to this CONTRACT 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 DIRECTOR 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 CONTRACT shall be kept available at CONTRACTOR's office or place of business for the duration of this CONTRACT 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 CONTRACT; or (2) costs and expenses of this CONTRACT 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. Liability. 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 CONTRACT.
- d. Without prejudice to any other Paragraph of this CONTRACT, 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 audits, examinations, monitoring and verification of reports submitted by CONTRACTOR, costs incurred and services rendered hereunder.
- e. CONTRACTOR shall require all of its employees, agents, subcontractors and volunteer staff who may provide services to CONTRACTOR under this CONTRACT 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 CONTRACT or to those specified in this CONTRACT 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 CONTRACT, and as otherwise permitted by law.

- f. The State of California Information Practices Act of 1977 sets forth certain requirements and safeguards regarding records pertaining to individuals, including the rights of access by the subject individual and by third parties. The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code and CONTRACTOR Policies Applying to the Disclosure of Information and Student Records. It is the purpose of these policies to provide reasonable interpretations of those laws and to protect the student's right to privacy. The Federal Family Educational Rights and Privacy Act (FERPA) is a U.S. federal law that protects the privacy of student records. Generally, this law states schools must have written permission from the student in order to release any information from a student's education record.

The CONTRACTOR shall be guided by the following principles: (1) the release of any personally identifiable student information to any third parties shall be managed in ways that are in compliance with FERPA and (2) the information in the student's file should be disclosed to the student upon request. Therefore, CONTRACTOR shall procure the written consent from students enrolled through the COUNTY allowing CONTRACTOR to disclose to the participants' employer, County of Orange, State of California, or U.S. Department of Labor student information such as grades, academic disputes and other matters related to a student's status as a student. Such consent shall be obtained materially in the form, titled *Family Educational Rights and Privacy Act (FERPA) Authorization to Release Information to a Designated Third Party*.

- g. CONTRACTOR agrees that any and all subcontracts entered into shall be subject to the confidentiality requirements of this CONTRACT.

23. Breach of Contract: The failure of the CONTRACTOR to comply with any of the provisions, covenants or conditions of this CONTRACT shall be a material breach of this CONTRACT. In such event the COUNTY may, and in addition to any other remedies available at law, in equity, or otherwise specified in this CONTRACT:

- a. Terminate the CONTRACT immediately, pursuant to Paragraph J herein;
- b. Afford the CONTRACTOR written notice of the breach and ten calendar days or such shorter time that may be specified in this CONTRACT within which to cure the breach;
- c. Discontinue payment to the CONTRACTOR for and during the period in which the CONTRACTOR is in breach; and
- d. Offset against any monies billed by the CONTRACTOR but yet unpaid by the COUNTY those monies disallowed pursuant to the above.

24. CONTRACTOR – Change in Ownership: The CONTRACTOR agrees that if there is a change in ownership prior to completion of this contract, the new owner will be required, under terms of sale, to assume this contract and complete it to the satisfaction of the COUNTY.

25. **Conditions Affecting Work:** The CONTRACTOR shall be responsible for taking all steps reasonably necessary, to ascertain the nature and location of the work to be performed under this CONTRACT; and to know the general conditions which can affect the work or the cost thereof. Any failure by the CONTRACTOR to do so will not relieve CONTRACTOR from responsibility for successfully performing the work without additional cost to the COUNTY. The COUNTY assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this CONTRACT, unless such understanding or representations by the COUNTY are expressly stated in the CONTRACT.
26. **Conflict of Interest – CONTRACTOR's Personnel:** The CONTRACTOR shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the COUNTY. This obligation shall apply to the CONTRACTOR; the CONTRACTOR's employees, agents, and relatives; sub-tier CONTRACTORS; and third PARTIES associated with accomplishing work and services hereunder. The CONTRACTOR's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the COUNTY.
27. **Conflict of Interest – COUNTY Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The CONTRACTOR shall not, during the period of this contract, employ any COUNTY employee for any purpose.
28. **Consulting Contract – Follow-On Work:** No person or firm or subsidiary thereof who has been awarded a consulting services contract or a contract which includes a consulting component may be awarded a contract for the provision of services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the consulting services contract. Therefore, any consultant that contracts with a COUNTY agency/department to develop a feasibility study or to provide formal recommendations is precluded from contracting for any work recommended in the study or included in the recommendations.
29. **Contingent Fees:** The CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this CONTRACT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of the CONTRACTOR or bona fide established commercial or selling agencies maintained by the CONTRACTOR for the purpose of securing business.
- For breach or violation of this warranty, the COUNTY shall have the right to terminate this contract in accordance with the termination clause and at its sole discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee from the CONTRACTOR.
30. **CONTRACTOR Bankruptcy/Insolvency:** If the CONTRACTOR should be adjudged bankrupt or should have a general assignment for the benefit of its creditors or if a receiver should be appointed on account of the CONTRACTOR's insolvency, the COUNTY may terminate this CONTRACT.

31. **CONTRACTOR Personnel – Reference Checks:** The CONTRACTOR warrants that all persons employed to provide service under this CONTRACT have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this CONTRACT. CONTRACTOR's employees assigned to this project must meet character standards as demonstrated by reference checks, coordinated by the agency/department issuing this CONTRACT.

32. **CONTRACTOR's Project Manager and Key Personnel:** CONTRACTOR shall appoint a PROJECT MANAGER to direct the CONTRACTOR's efforts in fulfilling CONTRACTOR's obligations under this CONTRACT. This PROJECT MANAGER shall be subject to approval by the COUNTY and shall not be changed without the written consent of the COUNTY's PROJECT MANAGER, which consent shall not be unreasonably withheld.

The CONTRACTOR's PROJECT MANAGER shall be assigned to this project for the duration of this CONTRACT and shall diligently pursue all work and services to meet the project time lines. Key personnel are those individuals who report directly to the CONTRACTOR's PROJECT MANAGER.

33. **COUNTY Of Orange Child Support Enforcement:** In order to comply with the child support enforcement requirements of the County of Orange, within ten (10) days of notification of selection of award of CONTRACT but prior to official award of CONTRACT, the selected CONTRACTOR agrees to furnish to the CONTRACT MANAGER, the Purchasing Agent, or the agency/department deputy purchasing agent:

- a. In the case of an individual CONTRACTOR, his/her name, date of birth, Social Security number, and residence address;
- b. In the case of a CONTRACTOR doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity;
- c. A certification that the CONTRACTOR has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- d. A certification that the CONTRACTOR has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

Failure of the CONTRACTOR to timely submit the data and/or certifications required may result in the CONTRACT being awarded to another CONTRACTOR. In the event a CONTRACT has been issued, failure of the CONTRACTOR to comply with all federal, state, and local 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 the CONTRACT. Failure to cure such breach within sixty (60) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

34. **Data – Title To:** All materials, documents, data or information obtained from the COUNTY data files or any COUNTY medium furnished to the CONTRACTOR in the performance of this contract will at all times remain the property of the COUNTY. Such data or information may not be used or copied for direct or indirect use by the CONTRACTOR after completion or termination of this contract without the express written consent of the COUNTY. All materials, documents, data or information, including copies, must be returned to the COUNTY at the end of this contract.

35. Disputes – Contract:

- a. The PARTIES shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this CONTRACT is not disposed of in a reasonable period of time by the CONTRACTOR's PROJECT MANAGER and the COUNTY's PROJECT MANAGER, such matter shall be brought to the attention of the COUNTY CONTRACT MANAGER by way of the following process:
 1. The CONTRACTOR shall submit to the agency/department assigned CONTRACT MANAGER a written demand for a final decision regarding the disposition of any dispute between the PARTIES arising under, related to, or involving this CONTRACT, unless the COUNTY, on its own initiative, has already rendered such a final decision.
 2. The CONTRACTOR's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the CONTRACT, the CONTRACTOR shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the CONTRACTOR believes the COUNTY is liable.
- b. Pending the final resolution of any dispute arising under, related to, or involving this CONTRACT, the CONTRACTOR agrees to diligently proceed with the provision of services under this CONTRACT. The CONTRACTOR's failure to diligently proceed shall be considered a material breach of this CONTRACT.

Any final decision of the COUNTY shall be expressly identified as such, shall be in writing, and shall be signed by the County's CONTRACT MANAGER. If the COUNTY fails to render a decision within ninety (90) days after receipt of the CONTRACTOR's demand, it shall be deemed a final decision adverse to the CONTRACTOR's contentions. Nothing in this Paragraph shall be construed as affecting the COUNTY's right to terminate the CONTRACT for Cause or Terminate for Convenience as stated in Paragraph J herein.

- 36. Complaint Handling Procedures:** CONTRACTOR shall comply with the "Complaint Handling Procedures", a copy of which is available from the PROJECT MANAGER. CONTRACTOR shall advise participants of their right to file complaints and of the procedures for resolution of any complaints. CONTRACTOR shall follow COUNTY's procedures for handling complaints which is available from the PROJECT MANAGER for alleging a violation of regulations, grants or other agreements. Any decision of the COUNTY, the State or the Federal government relating to the complaint shall be binding on CONTRACTOR.
- 37. EDD Independent CONTRACTOR Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file federal Form 1099-Misc for services received from a "service provider" to whom the COUNTY pays \$600 or more or with whom the COUNTY enters into a contract for \$600 or more within a single calendar year attached hereto as Exhibit "F" and incorporated herein by this reference. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term "service provider" is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as "an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state." The

term is further defined by the California Employment Development Department to refer specifically to independent CONTRACTORS. An independent CONTRACTOR is defined as "an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California."

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at www.edd.ca.gov/txcr.htm.

38. **Gratuities:** The CONTRACTOR warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the CONTRACTOR or any agent or representative of the CONTRACTOR to any officer or employee of the COUNTY with a view toward securing the CONTRACT or securing favorable treatment with respect to any determinations concerning the performance of the CONTRACT. For breach or violation of this warranty, the COUNTY shall have the right to terminate the CONTRACT, either in whole or in part, and any loss or damage sustained by the COUNTY in procuring on the open market any services which the CONTRACTOR agreed to supply shall be borne and paid for by the CONTRACTOR. The rights and remedies of the COUNTY provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.
39. **Sectarian Activities:** CONTRACTOR certifies that this CONTRACT does not aid or advance any religious sect, church or creed for a purpose that is sectarian in nature, nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination.
40. **Drug Free Workplace:** CONTRACTOR shall execute and abide by the Drug Free Workplace Certification attached hereto as Exhibit "B" and incorporated herein by this reference.
41. **Debarment:** CONTRACTOR shall execute and abide by the Debarment & Suspension Certification, attached hereto as Exhibit "C" 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. **Lobbying:**
 - a. CONTRACTOR shall execute and abide by the terms of the "Certification Regarding Lobbying," which is attached hereto as Exhibit "D" and incorporated herein by this reference. CONTRACTOR shall complete and immediately forward to the PROJECT MANAGER the "Disclosure Form to Report Lobbying," a copy of which is attached hereto as Exhibit "E" and 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 office, employee, elected official or agency with respect to this CONTRACT or funds to be received by CONTRACTOR pursuant to this CONTRACT.
 - 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.
43. **Fraud:** CONTRACTOR shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this CONTRACT.

44. 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 CONTRACT will be administered in an impartial manner, free from efforts to attain personal, financial or political gain. CONTRACTOR, its officers and employees, in administering this CONTRACT, 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. Employment of Former State or COUNTY Employees. CONTRACTOR will ensure that any of its employees who were formerly employed by the State of California or COUNTY, in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this CONTRACT, will not be assigned to any part or phase of the activities conducted pursuant to this CONTRACT for a period of not less than two years following the termination of such employment.
- c. Conducting Business Involving Relatives. 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. Conducting Business Involving Close Personal Friends and Associates. 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 CONTRACT, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for CONTRACTOR to conduct business with a friend or associate of an executive or employee of CONTRACTOR or an elected official in the area or a staff person or consultant who is a member or officer of the Board of Directors or other official governing body of CONTRACTOR, a permanent record of the transaction will be retained.
- e. Avoidance of Conflict of Economic Interest. No executive or employee of CONTRACTOR, elected official in the area, or any staff person or consultant who is a member or officer of the Board of Directors or other official governing body of CONTRACTOR 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.

- 45. News/Information Release:** The CONTRACTOR agrees that it will not issue any news releases in connection with either the award of this contract or any subsequent amendment of or effort under this CONTRACT without first obtaining review and written approval of said news releases from the COUNTY through the COUNTY's PROJECT MANAGER.

- 46. Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the PARTIES' PROJECT MANAGERS' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail,

return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the PARTIES hereto may designate by written notice from time to time in the manner aforesaid.

For COUNTY:
County of Orange
OC Community Resources
1770 North Broadway
Santa Ana, CA 92706

For CONTRACTOR
Coast Community College District
dba Golden West College
15744 Goldenwest Street
Huntington Beach, CA 92647-5421

47. **Literature / Publicity:** Any literature distributed by CONTRACTOR for the purpose of apprising businesses, participants, or the general public of its programs under this CONTRACT shall state that its program, wholly or in part, is funded through COUNTY, State and Federal government funds; 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."
48. **Ownership of Documents:** The COUNTY has permanent ownership of all directly connected and derivative materials produced under this CONTRACT by the CONTRACTOR. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remains the sole property of the COUNTY and may be used by the COUNTY as it may require without additional cost to the COUNTY. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the CONTRACTOR without the express written consent of the COUNTY.
49. **Precedence:** The CONTRACT documents consist of this CONTRACT and its exhibits and attachments. In the event of a conflict between or among the CONTRACT documents, the order of precedence shall be the provisions of the main body of this CONTRACT, i.e., those provisions set forth in the recitals and articles of this CONTRACT, and then the exhibits and attachments.
50. **Project Manager, COUNTY:** The COUNTY shall appoint a PROJECT MANAGER to act as liaison between the COUNTY and the CONTRACTOR during the term of this contract. The COUNTY's PROJECT MANAGER shall coordinate the activities of the COUNTY staff assigned to work with the CONTRACTOR.
- The COUNTY's PROJECT MANAGER shall have the right to require the removal and replacement of the CONTRACTOR's PROJECT MANAGER and key personnel. The COUNTY's PROJECT MANAGER shall notify the CONTRACTOR in writing of such action. The CONTRACTOR shall accomplish the removal within 14 calendar days after written notice by the COUNTY's PROJECT MANAGER. The COUNTY's PROJECT MANAGER shall review and approve the appointment of the replacement for the CONTRACTOR's PROJECT MANAGER and key personnel. Said approval shall not be unreasonably withheld.
51. **Reports/Meetings:** The CONTRACTOR shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this CONTRACT. The COUNTY's PROJECT MANAGER and the CONTRACTOR's PROJECT MANAGER will meet on reasonable notice to discuss the CONTRACTOR's performance and progress under this CONTRACT. If requested, the CONTRACTOR's PROJECT MANAGER and other project personnel shall attend all meetings. The CONTRACTOR shall provide such information that is requested by the COUNTY for the purpose of monitoring progress under this CONTRACT.

52. **Termination – Orderly:** After receipt of a termination notice from the County of Orange, the CONTRACTOR shall submit to the COUNTY a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than sixty (60) days from the effective date of the termination, unless one or more extensions in writing are granted by the COUNTY upon written request of the CONTRACTOR. Upon termination COUNTY agrees to pay the CONTRACTOR for all services performed prior to termination which meet the requirements of the CONTRACT, provided, however, that such compensation plus previously paid compensation shall not exceed the total compensation set forth in the CONTRACT. Upon termination or other expiration of this CONTRACT, each PARTY shall promptly return to the other PARTY all papers, materials, and other properties of the other held by each for purposes of execution of the CONTRACT. In addition, each PARTY will assist the other PARTY in orderly termination of this CONTRACT and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each PARTY.
53. **Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this CONTRACT, are to be released by CONTRACTOR and/or anyone acting under the supervision of CONTRACTOR to any person, partnership, company, corporation, or agency, without prior written approval by the COUNTY, except as necessary for the performance of the services of this CONTRACT. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the COUNTY unless otherwise agreed to by both PARTIES.
54. **Errors and Omissions:** All reports, files and other documents prepared and submitted by CONTRACTOR shall be complete and shall be carefully checked by the professional(s) identified by CONTRACTOR as PROJECT MANAGER and key personnel attached hereto, prior to submission to the COUNTY. CONTRACTOR agrees that COUNTY review is discretionary and CONTRACTOR shall not assume that the COUNTY will discover errors and/or omissions. If the COUNTY discovers any errors or omissions prior to approving CONTRACTOR's reports, files and other written documents, the reports, files or documents will be returned to CONTRACTOR for correction. Should the COUNTY or others discover errors or omissions in the reports, files or other written documents submitted by CONTRACTOR after COUNTY approval thereof, COUNTY approval of CONTRACTOR's reports, files or documents shall not be used as a defense by CONTRACTOR in any action between the COUNTY and CONTRACTOR, and the reports, files or documents will be returned to CONTRACTOR for correction.

General Terms and Conditions:

- A. **Governing Law and Venue:** This CONTRACT 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 CONTRACT, 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.

- B. Entire Contract:** This CONTRACT, including Attachments A, B, C and D and Exhibits A, B, C, D, E, and F which are attached hereto and incorporated herein by this reference, when accepted by the CONTRACTOR either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire CONTRACT between the PARTIES with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing. Electronic acceptance of any additional terms, conditions or supplemental contracts by any COUNTY employee or agent, including but not limited to installers of software, shall not be valid or binding on COUNTY unless accepted in writing by County's CONTRACT MANAGER.
- C. Amendments:** No alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the PARTIES; no oral understanding or agreement not incorporated herein shall be binding on either of the PARTIES; and no exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing.
- D. Delivery:** Time of delivery of services is of the essence in this CONTRACT. COUNTY reserves the right to refuse any services and to cancel all or any part of the descriptions or services that do not conform to the prescribed Scope of Services. Delivery shall not be deemed to be complete until all services have actually been received and accepted in writing by COUNTY.
- E. Acceptance/Payment:** Unless otherwise agreed to in writing by the COUNTY, 1) acceptance shall not be deemed complete unless in writing and until all the services have actually been received to the satisfaction of COUNTY, and 2) payment shall be made in arrears after satisfactory acceptance.
- F. Warranty:** CONTRACTOR expressly warrants that the services covered by this CONTRACT are fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon CONTRACTOR's part to indemnify, defend and hold COUNTY and its indemnities as identified in paragraph "O" and "EE" below, and as more fully described in Paragraph "O", harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by COUNTY by reason of the failure of the services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- G. Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this CONTRACT, CONTRACTOR shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this CONTRACT. CONTRACTOR warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. CONTRACTOR agrees that, in accordance with the more specific requirement contained in Paragraph "O" and "EE" below, it shall indemnify, defend and hold COUNTY and COUNTY Indemnities harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- H. Assignment or Sub-Contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the PARTIES. Furthermore, neither the performance of this CONTRACT nor

any portion thereof may be assigned or sub-contracted by CONTRACTOR without the express written consent of COUNTY. Any attempt by CONTRACTOR to assign or sub-contract the performance or any portion thereof of this CONTRACT without the express written consent of COUNTY shall be invalid and shall constitute a breach of this CONTRACT.

- I. **Non-Discrimination:** In the performance of this CONTRACT, CONTRACTOR agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subCONTRACTORS to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. CONTRACTOR acknowledges that a violation of this provision shall subject CONTRACTOR to all the penalties imposed for a violation of Section 1720 et seq. of the California Labor Code.
- J. **Termination:** In addition to any other remedies or rights it may have by law, COUNTY has the right to terminate this CONTRACT without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of CONTRACT, any misrepresentation or fraud on the part of the CONTRACTOR. Exercise by COUNTY of its right to terminate the CONTRACT shall relieve COUNTY of all further obligations.
- K. **Consent to Breach Not Waiver:** No term or provision of this CONTRACT shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- L. **Remedies Not Exclusive:** The remedies for breach set forth in this CONTRACT are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this CONTRACT does not preclude resort by either party to any other remedies provided by law.
- M. **Independent CONTRACTOR:** CONTRACTOR shall be considered an independent CONTRACTOR and neither CONTRACTOR nor its employees; nor anyone working under CONTRACTOR shall be considered an agent or an employee of COUNTY. Neither CONTRACTOR nor its employees; nor anyone working under CONTRACTOR shall qualify for workers' compensation or other fringe benefits of any kind through COUNTY.
- N. **Performance:** CONTRACTOR shall perform all work under this CONTRACT, taking necessary steps and precautions to perform the work to COUNTY's satisfaction. CONTRACTOR shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services furnished by the CONTRACTOR under this CONTRACT. CONTRACTOR shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of COUNTY required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by sub-CONTRACTORS.
- O. **Insurance:**

Insurance Provisions

Prior to the provision of services under this contract, the CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense and to deposit with the

COUNTY Certificates of Insurance, including all endorsements required herein, necessary to satisfy the COUNTY that the insurance provisions of this contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the COUNTY during the entire term of this contract. In addition, all SUBCONTRACTORS performing work on behalf of CONTRACTOR pursuant to this contract shall obtain insurance subject to the same terms and conditions as set forth herein for CONTRACTOR.

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 the CONTRACTOR fails to maintain insurance acceptable to the COUNTY for the full term of this contract, the COUNTY may terminate this contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) or have a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**

If the insurance carrier is not an admitted carrier in the state of California and does not have an A.M. Best rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the CONTRACTOR shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned, and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Professional Liability Insurance	\$1,000,000 per claims made or per occurrence
Sexual Misconduct Liability	\$1,000,000 per occurrence

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

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.
- 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.

All insurance policies required by this contract 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 appointment or employment.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement 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.

All insurance policies required by this contract shall give the County of Orange 30 day 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.

If CONTRACTOR's Professional Liability policy is a "claims made" policy, CONTRACTOR shall agree to maintain professional liability coverage for two years following completion of contract.

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).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the CONTRACTOR fails to provide the insurance certificates and endorsements within seven (7) days of notification to OC Community Resources/Contract Development & Management, award may be made to the next qualified CONTRACTOR.

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.

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.

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.

- P. Changes:** CONTRACTOR shall make no changes in the work or perform any additional work without the COUNTY's specific written approval.
- Q. Change of Ownership:** CONTRACTOR agrees that if there is a change or transfer in ownership of CONTRACTOR's business prior to completion of this CONTRACT, the new owners shall be required under terms of sale or other transfer to assume CONTRACTOR's duties and obligations contained in this CONTRACT and complete them to the satisfaction of COUNTY.
- R. Force Majeure:** CONTRACTOR shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this CONTRACT caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided CONTRACTOR gives written notice of the cause of the delay to COUNTY within thirty-six (36) hours of the start of the delay and CONTRACTOR avails himself of any available remedies.
- S. Confidentiality:** CONTRACTOR agrees to maintain the confidentiality of all COUNTY and COUNTY-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this CONTRACT. All such records and information shall be considered confidential and kept confidential by CONTRACTOR and CONTRACTOR's staff, agents and employees.
- T. Compliance with Laws:** CONTRACTOR represents and warrants that services to be provided under this CONTRACT shall fully comply, at CONTRACTOR's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by COUNTY in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by COUNTY. CONTRACTOR acknowledges that COUNTY is relying on CONTRACTOR to ensure such compliance, and pursuant to the requirements of Paragraph "O" and "EE" above, CONTRACTOR agrees that it shall defend, indemnify and hold COUNTY and COUNTY Indemnities harmless from all liability, damages, costs, and expenses arising from or related to a violation of such laws.
- U. Pricing:** The CONTRACT bid price shall include full compensation for providing all required goods in accordance with required specifications, or services as specified herein or when applicable, in the Approved Training Programs attached to this CONTRACT, and no additional compensation will be allowed therefore, unless otherwise provided for in this CONTRACT.
- V. Waiver of Jury Trial:** Each PARTY acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each PARTY, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any PARTY hereto against the other (and/or

against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this CONTRACT and /or any other claim of injury or damage.

- W. Terms and Conditions:** CONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this CONTRACT.
- X. Headings:** The various headings and numbers herein, the grouping of provisions of this CONTRACT into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- Y. Severability:** If any term, covenant, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- Z. Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- AA. Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this CONTRACT, or where any provision hereof is validly asserted as a defense, each party shall bear its own attorney's fees, costs and expenses.
- BB. Interpretation:** This CONTRACT has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this CONTRACT. In addition, each PARTY has been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each PARTY further acknowledges that they have not been influenced to any extent whatsoever in executing this CONTRACT by any other PARTY hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this CONTRACT against the PARTY that has drafted it is not applicable and is waived. The provisions of this CONTRACT shall be interpreted in a reasonable manner to affect the purpose of the PARTIES and this CONTRACT.
- CC. Authority:** The PARTIES to this CONTRACT represent and warrant that this CONTRACT has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- DD. 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, consultants and subCONTRACTORS 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 employee, consultants and subCONTRACTORS 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.

EE. Mutual Indemnification:

1. 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.
2. 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.
3. 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.

THE REMAINDER OF THE PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the PARTIES hereto certify that they have read and understand all the terms and conditions contained herein and have hereby cause this CONTRACT to be executed.

**Coast Community College District
dba Golden West College**

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

*For CONTRACTORS that are corporations, signature requirements are 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, the person who has authority to bind the CONTRACTOR to a contract, must sign on one of the lines above.

COUNTY OF ORANGE

A Political Subdivision of the State of California

By: _____

Dated: _____

STEVE FRANKS

Orange County Community Resources
Director

**APPROVED AS TO FORM
COUNTY COUNSEL**



GENERAL PROGRAM REQUIREMENTS

The General Program Requirements have been designed to provide the framework wherein the Contractor will provide training services to participants who are referred by the Orange County Workforce Investment Act (WIA) One-Stop System and WIA Youth Providers.

1. Governance

Contractor agrees to comply, remain informed, and deliver services consistent with the provisions of the Workforce Investment Act (WIA), Orange County Workforce Investment Board Policy, Orange County Workforce Investment Area's Strategic Five-Year Plan, applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, negotiated Memoranda of Understanding, federal and state governance documents and/or any other appropriate statutes or requirements, related to the services provided in this Agreement. Where local policy has not been set, Contractor agrees to adhere to state or federal policy, as appropriate.

- A. Workforce Investment Act of 1998
- B. Department of Labor, Employment and Training Administration, 20 CFR Part 652 et al. Workforce Investment Act; Final Rules.
- C. State of California Employment Development Department, WIAD06-15 Workforce Investment Act Eligible Training Provider List Policy and Procedures, and any subsequent updates.
- D. Information Bulletins, Directives and any other federal and state guidance documents pertaining to the WIA.
- E. All actions, directives, and policy and procedures issued by OC Community Services/Community Investment Division/Orange County Workforce Investment Board (OCWIB) or staff.

2. Approved Training Partner Directory

- A. The WIA requires states to establish a list of training providers that are eligible to receive the WIA funds for training services [WIA Section 122 and 20 CFR 663.500]. Section 134 of the WIA requires that local boards establish a listing of training services and programs that are directly linked to the demand occupations for that area.
- B. The State of California Eligible Training Provider List (ETPL) identifies approved training programs. Using the ETPL, the COUNTY has established the Approved Training Partner Directory (ATPD).
- C. Training programs listed on the ATPD are specifically selected as those that provide comprehensive training programs in demand occupations and which lead to a certificate, degree, credential, skill or competency.
- D. Contractor may add new training programs on the ATPD so long as the training programs are listed on the ETPL and meet the demand occupation criteria for Orange County. New training programs will be listed on the following month's ATPD.
- E. Training programs that are de-listed from the ETPL will be de-listed from the ATPD.

3. Referrals

- A. Training referrals by the One-Stop System and WIA Youth Providers are based on customer choice.
- B. Participants who are eligible to receive training services under the WIA as determined by the One-Stop System or WIA Youth Provider shall have an Individual Training Account (ITA) established in their name.
- C. Contractor shall not permit a participant to begin training until the ITA has been approved and Contractor has received official notification from the County.

4. Program Costs

- A. The program costs shall be the same costs listed on the ETPL and ATPD.
- B. Program costs shall not be updated on the ATPD and the Approved Training Programs (Attachment B) until the ETPL has been modified.
- C. Tuition increases shall not be applied to WIA participants enrolled in the training program at the time of the increase.
- D. The training provider will not be compensated for participants who attended less than 7 business days of the training program.

5. Placement Services

- A. Contractor shall assist students with job placement services.
- B. Job placement services may include, but are not limited to career counseling; résumé writing; job search assistance; information about or hosting job fairs; interviewing techniques; and job postings.

6. Insurance

- A. Contractor must submit all insurance documentation within 30 days of the expiration date, in accordance with Paragraph O of this Agreement.
- B. Failure to submit all required insurance documentation may result in the suspension of referrals and tuition payments.

7. Payments

- A. To receive payments for participants who completed their training program, Contractor must submit:
 - 1. Invoice signed by approved school official.
 - 2. Transcripts, copy of certificate, or written verification attached from registrar or other school official verifying participant has completed training.
- B. To receive payments for participants who attended 8 or more business days of the training program, but did not complete the program. Contractor must submit:
 - 1. Attendance records which verify the number of training hours completed or written verification attached from registrar or other school official verifying last date of attendance.
 - 2. Invoice signed by approved school official.



APPROVED TRAINING PROGRAMS

All programs approved for referrals from the Orange County One-Stop Center and Youth Employment Programs must fulfill the following provisions:

1. Training programs will be listed on the Eligible Training Providers List (ETPL).
2. Training programs must meet the local demand occupation criteria to be included in the Approved Training Providers Directory (ATPD).
3. Price increases or decreases must be listed on the ETPL prior to modifying ATPD. Any cost or program changes will not become effective until they occur on ATPD, which is published monthly. It is the responsibility of the Contractor to notify the County/OCWIB of any changes made to ETPL.
4. Compensation for the services provided by Contractor hereunder shall be at a rate that is less than or equal to Contractor's published tuition rate on the List (ETPL). The County will provide compensation based on the Total Cost published in the ATPD at the time the County approves a participant to attend the training course and shall not exceed \$6,500.00 per participant after deduction of Pell or other Education Assistance received.
5. Programs, courses or classes will remain listed on the ETPL in good standing; failure to remain on the ETPL shall result in removal from the ATPD.
6. Training must appear on the ATPD to be eligible for compensation.
7. ATPD is the reference for this scope of work and is updated monthly.



PERFORMANCE STANDARDS

20 CFR 663.535(2)(e) allows local boards to implement performance levels for the local training provider list. The following outlines the performance policy for training providers listed on the Approved Training Partner Directory (ATPD).

1. Quarterly Training Provider Performance

- A. Contractor must have a cumulative quarterly Completion Rate of 75% and a cumulative Entered Employment Rate of 75% for WIA participants for all approved training programs.
- B. The Completion Rate is determined by the number of participants who completed or dropped out of the program divided by the number of participants who completed the program.
- C. The Entered Employment Rate the number of students who completed the training program divided by the number of participants who were employed in training related employment within 180 days of completing the training program.
- D. If Contractor fails to meet the 75% criteria for both the Completion Rate and the Entered Employment Rate for two consecutive quarters, Contractor may be suspended from receiving referrals until the Completion Rate and Entered Employment Rate meets performance levels. County will complete an administrative review to determine the cause for not meeting performance and determine if suspension of referrals is required.

2. Annual Training Provider Performance

- A. Annual Performance for Completion Rate and Entered Employment Rate will be calculated at the end of each Program Year for all WIA participants.
- B. If Contractor falls below the 75% Completion Rate and Entered Employment Rate shall be de-listed from the OCWIB Approved Training Partner Directory.



PELL GRANTS

1. CONTRACTOR'S Financial Aid Officer shall inform COUNTY of the amounts and disposition of all Higher Education Act (HEA) Title IV awards and other types of financial aid to WIA participants.
2. If Pell or HEA Title IV funds are available to a participant whose training is funded pursuant to this agreement, the additional regulations set forth in the Department of Labor, Employment and Training Administration, 20 CFR Part 652 et al. Workforce Investment Act Final Rule are applicable and CONTRACTOR shall abide by all said regulations.
3. WIA Regulations 20 CFR Part 663.320 specifically requires that WIA funds are not to be used to pay for the cost of training when Pell Grant funds or other grant assistance is available.
4. WIA participants may enroll in a training program with WIA funds while an application for Pell Grant funds is pending.
5. WIA Regulations 20 CFR Part 663.320 requires that the local workforce investment area (the COUNTY) be reimbursed for the amount of the Pell Grant used for training if the participant's Pell Grant application is approved.
6. Any participant awarded a Pell Grants must be a party to an Agreement between the COUNTY and the CONTRACTOR indicating the portion of the grant to be applied to participant shall be valid.

COUNTY OF ORANGE CHILD SUPPORT ENFORCEMENT**CERTIFICATION REQUIREMENTS**

In order to comply with child support enforcement requirements of the County of Orange, within ten (10) days of award of CONTRACT, the successful CONTRACTOR must furnish to the CONTRACT Administrator, Purchasing Agent or the agency/department Deputy Purchasing Agent:

1. In the case of an individual CONTRACTOR, his/her name, date of birth, Social Security number, and residence address;
2. In the case of a CONTRACTOR doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of 10 percent or more in the contracting entity; A certification that the CONTRACTOR has fully complied with all applicable federal and state reporting requirements regarding its employees; and
3. A certification that the CONTRACTOR has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

The certifications will be stated as follows:

"I certify that Coast Community College District dba Golden West College is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of CONTRACT 629617 with the County of Orange. I understand that failure to comply shall constitute a material breach of the CONTRACT and that failure to cure such breach within ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders and for no other purposes and will be held confidential by those agencies.

Failure of the 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 the CONTRACT. Failure to cure such breach within ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

The successful CONTRACTOR may use the forms supplied herein, to furnish required information listed above.

**County of Orange Child Support Enforcement
Certification Requirements**

(blank form)

- A. In the case of an individual CONTRACTOR, his/her name, date of birth, Social Security number, and residence address:

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

- B. In the case of a CONTRACTOR doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity:

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

(Additional sheets may be used if necessary)

- C. A certification that the CONTRACTOR has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- D. A certification that the CONTRACTOR has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

"I certify that Coast Community College District dba Golden West College is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of CONTRACT 629617 with the County of Orange. I understand that failure to comply shall constitute a material breach of the CONTRACT and that failure to cure such breach within ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

Authorized Signature

Print Name

Title

DRUG FREE WORKPLACE CERTIFICATION*Coast Community College District dba Golden West College***Company/Organization Name**

The Contractor or grant recipient named above hereby certifies compliance with Government Code 8355 in matters relating to providing a drug-free workplace. The above named Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions to be taken against employees for violations of the prohibitions, as required by Government Code Section 8355(a).
2. Establish a Drug Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - A. The dangers of drug abuse in the workplace,
 - B. The person's or organization's policy of maintaining a drug-free workplace,
 - C. Any available drug counseling, rehabilitation and employee assistance programs, and
 - D. Penalties that may be imposed upon employees for drug abuse violations
3. Provide as required by Government code Section 8355I that every employee who works on the proposed contract or grant
 - A. Will receive a copy of the company's drug-free policy statement described in paragraph (1) above, and
 - B. Will agree to abide by the terms of the company's statement as a condition of employment in the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification.

Official's Name_____
Orange_____
Date Executed_____
Executed in the County of_____
Contractor or Grantee Recipient Signature and Title

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Coast Community College District dba Golden West College
Grantee/Contractor Organization

Name

Title

Authorized Signature

Date

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF LLL-A Continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying is and has been secured to influence the outcome of a covered action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient.
Identify the tier of the subawardee, e. g. the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report, in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include congressional district, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e. g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP DE 90 09."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the primary entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in kind contribution, specify the nature and value of the in kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted and the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF LLL A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348 0046) Washington D.C., 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose activities pursuant to 31 U.S.C 1352

1. Type of Federal Actions: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Actions: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For material change only: Year: _____ Quarter: _____ Date of last report: _____
4. Name and Address of Reporting Entity Prime Subawardee Tier _____ if known Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee: Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department / Agency:	7. Federal Program Name/Description	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheets SF-LLL-A, if necessary)	10b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Amount of Payment (check all that apply): \$ Actual Planned	13. Type of Payment (check all that apply) a. retainer b. one-time free c. commission d. contingent fee e. deferred f. other specify: _____	
12. Form of Payment (check all that apply): a. cash b. in-kind: specify: nature: _____ value: _____		
14. Enter Description of Services performed or to be Performed and date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated on item 11:		
15. Continuation sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<div style="display: flex;"> <div style="flex: 1;"> 16. Information requested through this form authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. An person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. </div> <div style="flex: 1; padding-left: 20px;"> Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____ </div> </div>		

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMS - 0348-0046

Reporting Entity: _____

Page _____ of _____

BILLING CODES 3410-01 -C; 6450-01-C; 6890-01 ;6025-01-C; 7510-01-C , 35 1 0-FE-C; 8120-01 -C; 4710-24-C, 6116-01 -C,

EDD INDEPENDENT CONTRACTOR REPORTING REQUIREMENTS

Effective January 1, 2001, the County of Orange is required to file federal Form 1099-Misc for services received from a "service provider" to whom the County pays \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term "service provider" is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as "an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a Contract for services performed for that service recipient within or without the state." The term is further defined by the California Employment Development Department to refer specifically to independent contractors. An independent Contractor is defined as "an individual who is not an employee of the.....government entity for California purposes and who receives compensation or executes a Contract for services performed for that....government entity either in or outside of California."

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at www.edd.ca.gov/txicr.htm.

To comply with the reporting requirements, County procedures for contracting with independent contractors mandate that the following information be completed and forwarded to the contracting agency/department immediately upon request:

First name, middle initial and last name
Social Security Number
Address
Start and expiration dates of Contract
Amount of Contract

N/A EXEMPT

First Name & Middle Initial	Last Name
Social Security No.	
Contract Number	\$ Dollar Value of Contract
Start Date	Expiration Date

Subscription Agreement

1. **LICENSE GRANT.** Subject to the terms and conditions of this Agreement, JACKRABBIT TECHNOLOGIES grants to Subscriber and Subscriber accepts from JACKRABBIT TECHNOLOGIES, a non-transferable, non-exclusive license to access the Software via the Service solely for internal business purposes by the number of licensed users specified in Pricing Schedule for which the license fees set forth therein have been paid.

2. **RESTRICTIONS ON USE.** Subscriber may not: (i) modify, translate, reverse engineer, decompile, disassemble, upload, post or create derivative works based on the Software or Service; (ii) assign, rent, lease, grant a security interest in, or otherwise transfer any rights to the Software or Service; or (iii) remove or alter any trademark, logo, copyright or other proprietary notices, legends, symbols or labels in the Software or Service. In addition, Subscriber agrees not to make any attempt to gain unauthorized access to databases of any other subscriber using the Service.

3. **FEES.** Subscriber shall pay to JACKRABBIT TECHNOLOGIES the installation and configuration fee and monthly subscription fees set forth in Pricing Schedule for access to the Software via the Service. Subscriber is responsible for all charges incurred while its account and password(s) are being used. All charges for the Software and Service shall be in accordance with the then current fee schedule set forth in Pricing Schedule hereto. Subscriber agrees to pay all fees (including applicable taxes) on account of use of the Software and Service. JACKRABBIT TECHNOLOGIES reserves the right to change its fees for the Software and Service at any time. JACKRABBIT TECHNOLOGIES will notify Subscriber in writing of any such changes. Subscriber shall bear sole responsibility for the payment of any taxes imposed on Subscriber's use of the Software and Service by the national and/or local jurisdictions of and within the country of Subscriber's use.

4. OWNERSHIP/DATA

(a) JACKRABBIT TECHNOLOGIES holds all right, title and interest in and to the Software (including without limitation, copyrightable or patentable subject matter, trade secrets or other intellectual property rights). All modifications, adaptations, revisions, changes, enhancements, translations, abridgements, condensations, expansions, conversions, upgrades or additions made to the Software shall be the sole and exclusive property of JACKRABBIT TECHNOLOGIES and shall be considered a part of the Software, including all applicable rights to patents, copyrights, trademarks and trade secrets inherent therein and appurtenant thereto. Subscriber acknowledges that JACKRABBIT TECHNOLOGIES owns all United States and international copyrights in the Software and any portions thereof. Subscriber shall not do anything to infringe upon, harm, or contest the validity of any intellectual property rights of JACKRABBIT TECHNOLOGIES. Subscriber shall not remove or obscure JACKRABBIT TECHNOLOGIES proprietary rights notices or fail to reproduce them on all copies of the Software in any form.

(b) Any data entered by Subscriber, including family, student and financial data, and

Subscriber information generated by the Software ("Subscriber Data") shall remain the sole property of Subscriber and will be held in confidence in accordance with Section 5 of this Agreement.

(c)Subscriber acknowledges and agrees that its use of the Software and Service, and any data or information accessed using the Software and Service will be at Subscriber's own risk. Subscriber acknowledges and accepts that JACKRABBIT TECHNOLOGIES shall not be responsible in any manner whatsoever for any errors in the Subscriber Data, or in the accuracy or timeliness thereof or in the use of any such information. The Subscriber and each authorized user shall make and rely on their own independent investigation of the truth, completeness, accuracy and suitability of the data provided by Subscriber and each authorized user. Subscriber accepts and agrees that JACKRABBIT TECHNOLOGIES is not liable for loss of Subscriber Data.

5. CONFIDENTIALITY

(a)Subscriber acknowledges that the Software is a confidential and proprietary product and process, that it embodies valuable trade secrets of JACKRABBIT TECHNOLOGIES and that JACKRABBIT TECHNOLOGIES has certain intellectual property rights in and to the Software including, but not limited to, patents, copyrights, trade secrets, trademarks and service marks. Subscriber agrees to retain and treat the Software, Software specifications and all supporting documentation in confidence, and shall not provide, disclose or otherwise make available the Software, or any part thereof, in any form to any person or entity, other than its employees or authorized third party consultants, without the prior written consent of JACKRABBIT TECHNOLOGIES. Subscriber shall prevent and not allow any of such information or materials to be disclosed, used, sold, assigned, leased, sub-licensed, commercially exploited or marketed in any way or matter by Subscriber or its employees, agents or representatives to any third parties. Subscriber shall use its best efforts to safeguard the confidentiality of the Software, shall take steps to advise its employees of the confidential nature of the Software and will ensure that they abide by the restrictions and requirements of this Section 5. Further, Subscriber shall immediately advise JACKRABBIT TECHNOLOGIES of any suspected breaches by such third parties.

(b)JACKRABBIT TECHNOLOGIES acknowledges that the Subscriber Data is confidential and JACKRABBIT TECHNOLOGIES agrees to retain and treat the Subscriber Data in confidence, and shall not provide, disclose or otherwise make available the Subscriber Data, or any part thereof, in any form to any person or entity, without the prior written consent of Subscriber. JACKRABBIT TECHNOLOGIES shall not use the Subscriber Data except to support such data or in the course of providing the Service to Subscriber. JACKRABBIT TECHNOLOGIES shall use its best efforts to safeguard the confidentiality of the Subscriber Data, shall take steps to advise its employees and other involved parties of the confidential nature of the Subscriber Data and will ensure that they abide by the restrictions and requirements of this Section 5. Further, JACKRABBIT TECHNOLOGIES shall immediately advise Subscriber of any suspected breaches by third parties.

(c)FRANCHISEES. If the Subscriber is a Franchisee and the Franchisor has signed a Franchise Subscription agreement with JACKRABBIT TECHNOLOGIES, then the Subscriber agrees to allow JACKRABBIT TECHNOLOGIES to provide the Franchisor access to all of the Subscriber data.

6. EQUIPMENT. Subscriber shall, at its own expense, acquire the compatible hardware and accessories needed to gain access to the Software by means of the Service. Subscriber shall be responsible for obtaining and maintaining all telephone, computer hardware and other equipment needed for access to and use of the Software and Service.

7. SUPPORT.

(a)From the Effective Date of this Agreement, JACKRABBIT TECHNOLOGIES shall provide Licensee with Technical Support Service for the Software and for any active Revisions, Updates, Enhancements or New Major Releases provided to and in use by Subscriber. The monthly Technical Support Service fee shall be as set forth in Pricing Schedule on a monthly basis following the Effective Date. Thereafter, the monthly support fee shall be at JACKRABBIT TECHNOLOGIES's standard prevailing rate which is subject to change upon notice by JACKRABBIT TECHNOLOGIES. For purposes of this Section 7, Technical Support Service shall be defined to be (i) correction of unacceptable software errors, as determined by JACKRABBIT TECHNOLOGIES; (ii) all Revisions, Updates, and Enhancements (as such terms are defined below) to the Software and revised Software documentation, if any, that corresponds to such Revision, Update or Enhancement; and (iii) telephone support between the hours of 8:00 AM and 5:00 PM, Eastern Standard Time, not including Federal Holidays, to be provided to a single individual designated by Subscriber as specified in Pricing Schedule. The words "Revisions," "Updates," or "Enhancements" shall be defined as error corrections, modifications and all changes and/or improvements to the Software that relate to operating performance but do not alter the basic function of the Software as determined by JACKRABBIT TECHNOLOGIES.

(b)Additional support, including engineering consulting, customization, modification and data migration services may be made available to Subscriber, upon Subscriber request and as agreed upon by JACKRABBIT TECHNOLOGIES. Such additional services shall be provided to Subscriber at JACKRABBIT TECHNOLOGIES's standard prevailing rate, plus JACKRABBIT TECHNOLOGIES's reasonable out-of-pocket expenses incurred to provide such services.

(c)JACKRABBIT TECHNOLOGIES reserves the right to interrupt Service, as necessary, to perform routine maintenance or error corrections, modifications or other changes. JACKRABBIT TECHNOLOGIES agrees to notify Subscriber via e-mail and shall not interrupt the Service, except outside of normal business hours.

8. PASSWORD. JACKRABBIT TECHNOLOGIES shall provide one user-ID and a password to allow on-line access from any site by an authorized user for up to the number of user licenses purchased by Subscriber. An authorized user of Subscriber

must be 1) Subscriber, if Subscriber is an individual, 2) a person employed by Subscriber or 3) a person approved by Subscriber. Subscriber shall maintain its user-ID and password(s) in strict confidence. Subscriber agrees to monitor and require each authorized user's strict compliance with this Agreement. Subscriber may create additional user-IDs and passwords for up to the number of user licenses purchased by Subscriber, subject to JACKRABBIT TECHNOLOGIES's policies and fees then in effect. All terms and conditions of this Agreement are applicable to all passwords issued under this Agreement and Subscriber agrees to assume sole responsibility for compliance therewith, for all charges incurred for each and every password and for maintaining the security of each and every password. Subscriber shall be liable for all use of the Software and Service if such use is via Subscriber's password(s) and user ID. JACKRABBIT TECHNOLOGIES reserves the right to modify or suspend access to the Software or Service at any time for any reason without notice or refund.

9. INTEREST CHARGES. Subscriber acknowledges that the monetary obligations of Subscriber to JACKRABBIT TECHNOLOGIES hereunder constitute a commercial account. Subscriber shall pay, in addition to all other amounts owed to JACKRABBIT TECHNOLOGIES, interest calculated at 1 and 1/2 percent per month on all amounts that have been due and payable by Subscriber to JACKRABBIT TECHNOLOGIES for 30 days or longer. If JACKRABBIT TECHNOLOGIES employs any legal process to recover any amount due and payable from Subscriber hereunder, Subscriber shall pay all costs of collection and reasonable attorneys' fees.

10.NO WARRANTY. THE SOFTWARE AND SERVICE ARE PROVIDED TO SUBSCRIBER "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, OR ANY OTHER WARRANTY, CONDITION, GUARANTY OR REPRESENTATION, WHETHER ORAL, WRITTEN OR IN ELECTRONIC FORM, INCLUDING BUT NOT LIMITED TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION THEREIN OR PROVIDED BY THE SERVICE.

11.DISCLAIMERS

(a)JACKRABBIT TECHNOLOGIES shall not be liable for any damages to, or viruses that may infect Subscriber's computer equipment or other property on account of Subscriber's access or use of the Software or Service. Subscriber acknowledges and agrees that the Software accessed through the Service, as well as the medium Subscriber may use to gain access to such services, are not fault-tolerant and may suffer from service outages, bottlenecks and similar internet system failures. Subscriber agrees that JACKRABBIT TECHNOLOGIES shall have no liability for such failures and that its only recourse shall be limited to terminating this Agreement pursuant to Section 15.

(b)JACKRABBIT TECHNOLOGIES disclaims any and all loss or liability resulting from, but not limited to: a) loss of data; b) loss of software or hardware; c) loss or liability resulting from access delays or access interruptions; d) loss or liability resulting from

computer viruses; e) loss or liability resulting from the non-delivery or misdelivery of data; f) loss or liability resulting from any errors, omissions or misstatements in any and all information obtained on or through the Software or Service; g) loss or liability resulting from disclosure of confidential data; and h) loss or liability resulting from acts of God.

12.EXCLUSION OF DAMAGES. NEITHER JACKRABBIT TECHNOLOGIES NOR ANY OTHER PARTY INVOLVED IN CREATING, PRODUCING, OR DELIVERING THE SERVICE AND/OR DATABASE CONTENT IS LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING IN WHOLE OR IN PART TO SUBSCRIBER'S ACCESS TO, OR USE OF, OR INABILITY TO USE, THE SERVICE AND/OR THE DATABASE CONTENT, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS OR GOODWILL, LOSS OF PROFITS, WORK STOPPAGE, COMPUTER FAILURE OR MALFUNCTION, ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSSES, LITIGATION, OR SIMILAR DAMAGES, UNDER ANY CIRCUMSTANCES, OR LEGAL THEORY, WHETHER BASED ON BREACH OF CONTRACT, BREACH OF WARRANTY, TORT, INCLUDING NEGLIGENCE, PRODUCT LIABILITY OR OTHERWISE, EVEN IF JACKRABBIT TECHNOLOGIES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS.

13.LIMITATION OF LIABILITY. WITHOUT LIMITING THE FOREGOING, SUBSCRIBER UNDERSTANDS THAT ITS EXCLUSIVE REMEDY AND THE CUMULATIVE LIABILITY OF JACKRABBIT TECHNOLOGIES FOR ANY AND ALL CLAIMS RELATING TO THE SOFTWARE OR SERVICE PROVIDED BY JACKRABBIT TECHNOLOGIES, IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL AMOUNT OF THE BASIC SUBSCRIPTION FEES PAID TO JACKRABBIT TECHNOLOGIES FOR SERVICES WITHIN THE PRIOR YEAR. THE LIMITATION OF DAMAGES SET FORTH HEREIN ARE FUNDAMENTAL ELEMENTS OF THE BASIS OF THE BARGAIN BETWEEN SUBSCRIBER AND JACKRABBIT TECHNOLOGIES. THE SOFTWARE AND SERVICE WOULD NOT BE PROVIDED WITHOUT SUCH LIMITATIONS.

14.INDEMNIFICATION. JACKRABBIT TECHNOLOGIES shall indemnify and hold Subscriber harmless from any third party claim, expense, liability or damage arising out of or in connection with the Subscriber's use of the Software or Service.

15.TERM AND TERMINATION.

(a) This Agreement shall commence on the Effective Date and shall continue for one (1) month and shall automatically renew for successive one month terms thereafter [upon payment of the subscription fee on or before the renewal date], provided that the Agreement shall be terminated if either party provides written notice within thirty (30) days from the end of the current one month term of its intention not to renew this Agreement or unless terminated earlier in accordance with this Section 15. Subscriber agrees to have a valid credit card or a valid debit card acceptable to JACKRABBIT TECHNOLOGIES with an appropriate logo ("Card") or sufficient funds in a checking or

savings account to cover an electronic debit of the fees to obtain access to the Services. The payment information Subscriber provides must be accurate, current and complete, and Subscriber agrees to notify JACKRABBIT TECHNOLOGIES promptly of any change in the payment information. Subscriber understands JACKRABBIT TECHNOLOGIES stores this information for billing purposes.

(b) Either party may terminate this Agreement by providing thirty (30) days notice of the party's intent to terminate the Agreement. In addition, JACKRABBIT TECHNOLOGIES may, at its option, terminate the subscription for the Service effective immediately in the event of nonpayment or other breach of the Agreement. Upon any termination of this Agreement, JACKRABBIT TECHNOLOGIES's sole obligation to Subscriber will be to return to Subscriber the Subscriber Data.

16.ASSIGNMENT. Subscriber shall not assign or transfer its rights, or delegate its rights or responsibilities under this Agreement, without the prior written consent of JACKRABBIT TECHNOLOGIES. Any purported assignment or delegation in violation of this Section shall be null and void and of no force or effect. JACKRABBIT TECHNOLOGIES may assign this Agreement and/or payments due hereunder without requirement for Subscriber permission or approval.

17.GOVERNING LAW/ACTIONS. This Agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina, without giving effect to its conflicts of law provision. No action arising out of the license of the Software or otherwise under this Agreement may be brought by either party more than one year after the cause of action arises, except that an action for non-payment may be brought at any time within one year of the date of the last payment made hereunder.

18.ARBITRATION. Any dispute, controversy or claim arising out of or related to this Agreement or the breach thereof, shall be resolved by arbitration substantially in accordance with the Commercial Arbitration Rules of the American Arbitration Association, in Charlotte, North Carolina. Judgment upon any arbitration award may be entered into any court having jurisdiction, the parties hereby consenting to the jurisdiction of such courts for this purpose. Each party shall be entitled, under the supervision of the Arbitrator, to the amount of pre-arbitration discovery deemed reasonable by the Arbitrator. The discovery period shall not exceed sixty (60) days. The Arbitrator shall give full effect to Sections 10 , 11, 12 and 13 and shall not deviate therefrom.

19.NOTICES. Any notices required or permitted under this Agreement shall be in writing and shall be effective when delivered in person or sent by registered or certified mail (return receipt requested, with proper postage affixed) or by personal courier to the address set forth in this Agreement or any more recent address of which the sending party has been apprised.

20.AMENDMENT. No modification, amendment or other change in this Agreement shall be effective for any purpose unless specifically set forth in writing signed by the party to

be bound thereby. Either party may at any time insist upon strict compliance with these terms and conditions notwithstanding any previous custom or practice to the contrary.

21.ENTIRE AGREEMENT. This Agreement and its Exhibits, which are attached hereto and incorporated herein, constitutes the entire agreement between the parties in connection with the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties.

22.BINDING EFFECT. This Agreement shall be binding upon both parties hereto, their respective heirs, personal representatives, successors, and assigns, and without limitation, any corporate successor by merger, consolidation or other corporate reorganization.

23.NO WAIVER. Neither party's failure to exercise any of its rights under this Agreement shall constitute or be deemed to constitute a waiver or forfeiture of such rights or of any preceding or subsequent breach or default. The section headings used herein are for convenience only and shall not be given any legal import.

24.SEVERABILITY. If any term or provision of this Agreement is found to be invalid or unenforceable or illegal under applicable law, such provision shall be narrowly construed to such an extent as is necessary to make it enforceable or, if such narrow construction is not possible, deemed to be deleted with the validity or enforceability of the remainder of this Agreement not effected thereby.



Customer Name Coast Community College District			
Street Address 15744 Goldenwest St.	City Huntington Beach	State CA	Zip 92647

In this Service Agreement (the "Agreement") dated effective _____ (the "Effective Date"), Customer refers to the organization named above and "AcademicWorks" refers to AcademicWorks, Inc., 1609 Shoal Creek, Suite 200, Austin, Texas 78701. AcademicWorks offers software on a fully hosted basis to assist in automating the application, review, selection, and awarding processes related to scholarships and other forms of student aid.

Customer agrees to contract for use of the software, subject to the terms of this Agreement. In consideration of the mutual rights and obligations in this Agreement, the parties agree as follows:

1) SERVICES. Customer contracts with AcademicWorks to perform the services described in the attached Exhibit A (the "Services"). Customer authorizes AcademicWorks to provide the Services and agrees to pay the associated fees.

2) TERM OF AGREEMENT. This Agreement shall extend for twelve (12) months (the "Initial Term") from the Effective Date of this Agreement (as specified above) and shall automatically renew for subsequent 12-month periods (each, a "Renewal Term"). Either party may terminate this Agreement, for any reason, with at least 30 days written notice to the other party. Termination does not affect Customer's obligation to pay for Services already provided by AcademicWorks. Upon early termination, AcademicWorks will provide a pro-rated refund of the Service Fee (as defined in Exhibit A). The Implementation Fee (as defined in Exhibit A) is not refundable after Customer's first implementation meeting with AcademicWorks.

3) GENERAL PROVISIONS.

a) **Confidential Information.** "Confidential Information" means any proprietary or confidential information as such terms are most broadly defined under common or other applicable law, including Customer's student information, scholarship and other student aid applicant information, scholarship and other student aid award data, scholarship and other student aid award opportunity requirements, AcademicWorks's forms, and AcademicWorks's software. Each party agrees that it (i) will not copy or use any of the other party's Confidential Information in any way, except as permitted by this Agreement or as required to achieve the purposes of this Agreement, (ii) will not disclose any of the other party's Confidential Information to any third party, except as required by law, including in writings that Customer is required to release as a matter of law, to that party's attorneys and accountants as reasonably necessary, or to the extent it is reasonably necessary for Customer to include such information as part of a Board of Trustees agenda packet, and (iii) will protect the other party's Confidential Information reasonably and at least as well as it protects its own. Information is not Confidential Information if a party can clearly show that it (i) became known to the receiving party prior to receipt from the disclosing party, (ii) has become publicly known, except through breach of this Agreement, or (iii) is independently developed without reference to Confidential Information.

b) **FERPA Information.** AcademicWorks acknowledges that certain information about the Customer's students is contained in records maintained by AcademicWorks and that this information can be confidential by reason of the Family and Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) unless valid consent is obtained from the Customer's students or their legal guardians. Both parties agree to consider such information "Confidential Information" under the terms of this Agreement and to use commercially reasonable efforts to protect these records in accordance with FERPA. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

c) **Intellectual Property.** Except as otherwise provided herein, AcademicWorks has all right, title, and interest to all types of intellectual property, including but not limited to new forms and form modifications, software, trademarks, and other inventions or technical know-how protectable under patent, copyright, and/or trade secret law ("Intellectual Property"), conceived, discovered, and/or developed, in whole or in part, by AcademicWorks in the performance of this Agreement.

d) **Limited License.** Subject to the terms of this Agreement, AcademicWorks grants Customer a limited, non-exclusive, non-transferable license to use AcademicWorks's relevant Intellectual Property during the term of this Agreement solely for Customer's own internal purposes. Customer shall not sell, market, rent, or re-license any

Exhibit A

- 1) **PRIMARY CONTACT.** The primary Customer contact for this Service is:

Customer Contact Name	Phone	E-mail
Valerie Venegas	(714) 895-5117 ext. 55117	vvenegas@gwc.cccd.edu

- 2) **SERVICE.** AcademicWorks will provide the following services for the Customer, collectively the "AcademicWorks System":

- a. Scholarship Module. AcademicWorks will establish and maintain an automated Internet based system (the "Scholarship Module") for accepting and processing Customer scholarship and other student aid applications. AcademicWorks will provide and maintain the systems established to provide this service, including maintenance of all computer hardware and software. The Scholarship Module shall provide the following functions: a.) allow students to complete and submit a scholarship or other student aid application on-line; b.) allow student applicants to review the status of their application on-line; c.) allow staff to electronically screen applicants for minimum qualifications using scholarship or other student aid award specific qualification questions; d.) allow Customer's staff to electronically assign applicants to appropriate reviewers; e.) allow scholarship or other student aid managers to create scholarship or other student aid opportunities on-line; f.) allow staff and other appropriate reviewers to review applications and other documents submitted by applicants on-line; and g.) allow student applicants to review requirements for and accept scholarship or other student aid awards on-line.

- 3) **TECHNICAL SUPPORT.** AcademicWorks will provide e-mail and toll-free telephone technical support for up to 4 individuals specified by the Customer. Normal technical support hours will be 9:00 am - 5:00 pm central time, Monday-Friday, excluding certain nationally recognized holidays. Additionally, a 24-hour, 7-day a week toll free telephone number will be available for the reporting of emergency situations.

- 4) **TRAINING.** AcademicWorks will provide training in the use of the AcademicWorks System as follows:

- a. Scholarship Module Training. AcademicWorks will provide a comprehensive one-time training session in the use and maintenance of the Scholarship Module for up to 4 members of Customer's staff. This one-time training will be conducted remotely via web conference.
- b. Onsite Training. Upon request, AcademicWorks will conduct Customer's one-time training at Customer's location for approximately one (1) day. If Customer requests onsite training, a one-time Onsite Training Fee of \$2,500, which includes all costs associated with this training (travel, meals, materials, etc.), will be due upon execution of this Agreement. This is an optional service.
- c. Cancellation. If Customer cancels any confirmed onsite appointment within three weeks of the scheduled date, the Customer must reimburse AcademicWorks all associated travel costs already incurred (including airfare).

- 5) **APPLICANT PROFILE INFORMATION IMPORTS.** Under the terms of this Agreement and in exchange for the annual Service Fee specified below, Customer will have the ability to import applicant profile information from Customer's student information system into the AcademicWorks System for each student who logs into the AcademicWorks System and verifies his or her account. Upon request and at no additional charge to Customer, AcademicWorks will create an automated data import routine to import this applicant profile information from Customer's student information system into the AcademicWorks System. If Customer utilizes an automated data import routine, Customer will be responsible for providing AcademicWorks with a data file that has no more than one hundred and fifty (150) columns of data in CSV (comma separated values) format prior to the execution of the routine. Regardless of whether Customer imports applicant profile information manually or through an automated data import routine, Customer may import a file of applicant profile information that has no more than one hundred and fifty (150) columns of data into the AcademicWorks system no more than one time per calendar day. If requested, AcademicWorks can provide Customer with the ability to import applicant profile information into the AcademicWorks System for Customer's entire student population without requiring that each student must log into the AcademicWorks System to verify his or her account. Upon Customer's request for this additional service, AcademicWorks will determine an adjusted annual Service Fee based on the size of Customer's student population.
- 6) **IMPLEMENTATION.** The Scholarship Module implementation process will consist of a series of telephone conference calls between the Customer and AcademicWorks. The total cost of the implementation process is included in the Implementation Fee specified below.

- 7) **DATA DOWNLOAD.** Anytime within thirty (30) days after the effective date of termination of this Agreement, upon Customer's request, AcademicWorks will make available to Customer a complete file of Customer's data.
- 8) **FEES.** A one-time Implementation Fee of \$6,000 covering implementation of the Scholarship Module and an annual Service Fee of \$6,500 covering service for the Initial Term are due upon execution of this Agreement. An annual Service Fee, to be determined by AcademicWorks, will be due for each Renewal Term no later than 30 days before the first day of such Renewal Term. AcademicWorks will submit an invoice to Customer at least 60 days before the expiration of the Initial Term or any Renewal Term for the annual Service Fee for the Renewal Term following such expiration. This Agreement is void unless executed by Customer and delivered to AcademicWorks on or before September 28, 2012.
- 9) **OTHER TERMS AND CONDITIONS.** If Customer returns an executed copy of this Agreement to AcademicWorks on or before September 28, 2012, the Implementation Fee specified above will be reduced by \$1,500.



Memorandum of Understanding
Awarding Agency: U.S. Department of State, Bureau of Education and Cultural Affairs
Project Title: Capacity Building for Study Abroad: Two-Year College Consortium for Expanding Study Abroad in Engineering and Technical Fields
Prime Award Number: S-ECAAE-10-GR-172(MJ)
Awarding Institution: Madison Area Technical College (Madison College) Address: 1701 Wright Street Madison, WI 53704
Awarding Institution Contact: Name: Dr. Geoff Bradshaw Email: gbradshaw@MadisonCollege.edu Phone: 608-246-6165
Participant Institution: Coast Community College District (Orange Coast College) Address: Orange Coast College 2701 Fairview Road, P.O. Box 5005 Costa Mesa, CA 92628-5005
Selected Participant: Name: Rose Anne Kings Email: rkings@occ.cccd.edu Phone: 714.494-5020 - cell

Whereas the Participant Institution has been selected for participation in the 2013 cohort of the Madison College, Capacity Building for Study Abroad: Two-Year College Consortium for Expanding Study Abroad and;

Whereas the goals of this program are to:

1. Expand the institutional capacity of two year colleges to offer study abroad by
 - strengthening study abroad capacity at selected participating institutions;
 - creating study abroad advocates at consortium colleges, and;
 - strengthening relationships with partner institutions in Costa Rica and the greater Central American and Caribbean region.
2. Expand Student Opportunity for study abroad by
 - increasing the number of non-traditional students participating in study abroad;
 - increasing the number of study abroad programs in non-traditional fields of study with a specific emphasis on sustainable development, engineering, and technical fields;
 - and broadening the number of community and technical college study abroad offerings taking place in non-traditional countries.

Be it resolved that the awarding institution agrees to provide the following benefits to the participating institution:

1. Funding for airfare, local transportation, and lodging for selected individual to participate in a 10-day training on Renewable Energy for International Development conducted by Solar Energy International (SEI) in rural Costa Rica in early January 2013.
2. Mileage, lodging and per diem to participate in a three-day workshop in March 2013 in Madison, WI on new study abroad program development and content and pedagogy for the development of new study abroad curriculum.
3. A stipend of \$1,000, payable to the participant for the development of new study abroad course curriculum. Disbursed after college/participant has successfully developed and implemented the new study abroad course.
4. Mentoring and program development support from colleagues with established study abroad programs.
5. Participants may apply for additional funds to visit and explore new program sites in Central America or the Caribbean as part of the development of education abroad offerings. Funds are available only on a limited basis and will require matching support from individual and/or institution.
6. No direct sub-award of funds will be made to the participant institution. Funding for participation will be through an after-the-fact reimbursement based on actual costs documented by participant's receipts.

Be it also resolved that the participant institution agrees to comply with the following responsibilities:

1. Selected participants must commit to full participation in all stages of the project including:
 - participation in a 10-day Costa Rica training January 2-11, 2013;
 - participation in a 3-day March 2013 best practices workshop in Madison, WI, and;
 - All related electronic and phone discussions and activities related to new program development and implementation.
2. Participants agree to comply with all specified rules and procedures related to reimbursement of travel expenses (specific instructions and frequently asked questions documents will be provided to participants).
3. Selected institutions commit to the development of a new credit-bearing study abroad course by June 2014 (either by themselves or in partnership with other institutions) in the target subject areas of engineering, renewable energy, sustainable development, technical education or broadly related fields.
4. Institutions pledge their intent to collaborate with other participating institutions both to allow cross-enrollment and participation of students in shared study abroad programs with other grant awardees as part of the Community college Sustainable Development Network (CCSDN). The goal of this effort is to help colleges reach a sufficient pool of students interested and able to participate in study abroad to sustain shared programs and allow colleges to offer students a

broader portfolio of opportunities than they could sustain alone. Specific consortium agreements will be negotiated at the completion of the cohort year

5. Participants and institutions agree to participate in grant-related assessments of new programs including surveys of student participants.
6. Where possible, colleges will release or otherwise allow the faculty member to devote 10% of their workload for one year to participation in this project. Colleges that allow such release will be asked to provide time and labor documentation for inclusion in grant reporting.
7. Participating individuals or institutions which fail to comply with the terms of this agreement, may be required to return funds used for travel reimbursement and training.

Signatures:

Participating Institution:

Coast Community College District (Orange Coast College)

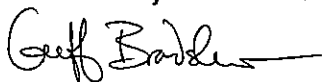
Jim Moreno
President, Board of Trustees

Date

Awarding Institution Representative:

Name: Geoff Bradshaw

Title: Project Director, Capacity Building For Study Abroad Award



Signature

8/14/13
Date



MOA Between JFTB and Coast Community College District (Coastline Community College – Orange County One Stop Center (1Jul12 – 30Jun13))

**MEMORANDUM OF AGREEMENT
BETWEEN
THE JOINT FORCES TRAINING BASE
AND
COAST COMMUNITY COLLEGE DISTRICT (COASTLINE COMMUNITY COLLEGE –
ORANGE COUNTY ONE STOP CENTER (CCCD-OSC)
(1 July 2012 – 30 June 2013)**

I. PREAMBLE

WHEREAS:

The Joint Forces Training Base (JFTB), Los Alamitos, CA, a federal installation has processed a Report of Availability and the supporting environmental documentation to license the Coast Community College District (Coastline Community College – Orange County One Stop Center (CCCD-OSC), hereafter referred to as CCCD-OSC, and that license is pending; and

There is a continued need to provide veterans' services to military veterans and their families in the greater Los Angeles and Orange Country area, and the Joint Forces Training Base (JFTB), located at 4522 Saratoga Ave., Los Alamitos, California, 90720, is regionally situated in the center of high density area of military veterans; and;

The CCCD-OSC is federally funded by the Workforce Investment Act, and with the Coast Community College District has been selected as the operator of the Orange County One Stop Centers. CCCD-OSC has been provided a grant to provide services to "Recently Separated Veterans" and their spouses that will transition veterans to civilian life including training opportunities provide support services and provide job search services; and;

THEREFORE

The JFTB and CCCD-OSC further agree as follows:

II RESPONSIBILITIES:

a. JFTB shall provide the following facilities, utilities and service at the JFTB:

(1) Provide approximately 336 square feet of office space to CCCD-OSC as indicated on the attached floor plan. (See Attachment I)

(2) Maintenance and facility operations, fire protection, facility maintenance and repair, refuse services, parking, and road maintenance within the identified area on a direct cost reimbursable basis.

(3) Ensure CCCD-OSC is in compliance with Army Regulation 210-22, Private Organizations on Department of the Army Installations.

(4) Allow all employees and persons participating in CCCD-OSC programs reasonable access to the premises.

b. CCCD-OSC agrees to:

MOA Between JFTB and Coast Community College District (Coastline Community College—
Orange County One Stop Center (1Jul12 – 30Jun13)

(1) Provide personnel to work within the Veterans' Service Center on a full-time basis. CCCD-OSC shall strive to schedule its personnel such that coverage includes those periods when veterans are available to seek assistance.

(2) Reimburse the JFTB for all costs incurred by its use of utilities, including but not limited to electricity, refuse, water, and natural gas. Reimburse the JFTB for security, environmental and fire support provided for the Veterans' Service Center and all work orders requesting maintenance and repairs to their agreed upon space. The billing cycle will be on the State Fiscal Year (1 July – 30 Jun). State Military Department Comptroller's Office will invoice/bill CCCD-OSC quarterly for these costs. The formula for billing is based on square footage. **The 1-Year Cost Summary is at Attachment II.**

(3) The use of the JFTB's internet provider (IP) service will not be allowed due to security limitations. CCCD-OSC will obtain internet/cable services through the local area cable provider.

(4) Maintain the licensed space in a clean, orderly, attractive and professional manner. Ensure that no safety or fire hazards exist.

(5) Building 244 is covered under an existing pest control contract. CCCD-OSC will be charged its equitable share for the service. Equitable share is equal to CCCD-OSC square footage (336 sf)% of Bldg 244 (8184 sf); CCCD-OSC will be charged the % sf = % of bill (.04%).

(6) Permit the Commander of the JFTB, the Building Manager, Fire Department, or the delegated representative of the Commander to inspect the provided space to ensure compliance with all Agreement-related, health and safety requirements.

(7) Not modify the licensed space without written authorization of the JFTB Commander or designated representative prior to initiation of work.

(8) Not sublet any aspect of the licensed space.

(9) Attend periodic JFTB tenant board meetings, and provide JFTB Operations a point of contact to represent CCCD-OSC at tenant board meetings.

(10) Comply with all environmental compliance requirements. Immediately report any hazardous spills to the Environmental Office, the Fire Department, and the Security Office.

(11) Provide an Emergency Locator Roster of key employees and telephone numbers to the Operations Office.

(12) Ensure all personnel comply with the speed limits at the JFTB and other security regulations. All persons entering the JFTB shall render proof of identification upon request by Security personnel. All drivers must have a valid driver's license and proof of insurance. Upon request of the JFTB Commander or designated representative, remove from the JFTB any employee or member whose conduct interferes with proper service and discipline.

(13) Arrange for mail services through the Los Alamitos Post Office.

(14) On a monthly basis, not later than the 4th of the Month, provide JFTB Form 311, Strength Report Form, to the JFTB Operations Officer.

MOA Between JFTB and Coast Community College District (Coastline Community College – Orange County One Stop Center (1Jul12 – 30Jun13))

c. Building Manager

(1) The Family Readiness Coordinator is the Building Manager for Bldg 244 and will serve as the Key Custodian. This representative appointed by the JFTB Commander is accountable for keys issued to CCCD-OSC. Replacement keys will be charged at a cost of labor plus materials.

(2) Utilization of the large conference room in Bldg 244 for classes and or counseling groups directly provided to veterans and or their dependents will be scheduled through the Building Manager and will be at no cost the CCCD-OSC; use of this conference room for purposes outside the prescribed services of this MOA will be scheduled through JFTB Operations via a Day license on a cost reimbursed basis. Utilization of other classrooms, training areas, etc., will also be scheduled through the JFTB Operations Officer via a day license on a cost reimbursable basis.

(3) Utilization of training areas and/or classrooms located elsewhere at the JFTB will also be scheduled through the JFTB Operations via a day license on a cost reimbursable basis.

III. INDEMNITY

The United States, State of California, California Military Department, Joint Forces Training Base, Los Alamitos and their respective personnel shall not be responsible for damages to property, injuries to persons, or financial responsibilities regardless of cause that may arise from and/or be incident to CCCD-OSC in the conduct of their activities, actions, or operations. CCCD-OSC shall hold harmless the United States, State of California, JFTB, and the California Military Department and their respective personnel from any and all claims arising and incident to CCCD-OSC that are not the fault or negligence of the United States, State of California, JFTB, the California National Guard and their respective personnel.

IV. INSURANCE Unless Self Insured;

a. The CCCD-OSC covenants at its own expense to maintain and keep in force for the mutual benefit of JFTB and CCCD-OSC an insurance policy for claims against bodily injury, death, personal property damage, theft, fire, storm, flood, and damage or destruction through any other force of nature to relieve the JFTB from any liability arising from such theft, loss, damage, or destruction occurring in, on or about the premises and to insure the condition of the real property. The insurance shall afford protection to the limit of not less than \$1,000,000 combined single limit liability coverage.

b. CCCD-OSC shall furnish JFTB with certification showing such insurance to be in force at all times throughout the term of this Agreement. No policy shall be amended or canceled without thirty (30) days prior written notice to JFTB, and each policy shall so be provided. Except for JFTB's negligence and/or breach of express warranties, CCCD-OSC shall indemnify, protect, defend and hold harmless the premises, the JFTB, from and against any and all claims, loss of rents and/or damages, costs, liens, judgments, penalties, permits, attorney's and consultant's fees, expenses and/or liabilities arising out of, involving, or dealing with the occupancy of the premises by CCCD-OSC, the conduct of CCCD-OSC business, an act, or omission or neglect of CCCD-OSC, its agents, contractors, or employees.

c. The foregoing shall include but not limited to the defense or pursuit of any violation or any action or proceeding involved therein, whether or not in the case of claims made against the JFTB, litigated and or reduced judgment, whether well founded or not. If any such action or proceeding is brought against the JFTB by reason of any of the foregoing matters, CCCD-OSC, upon notice from JFTB, shall defend the same at CCCD-OSC expense, by counsel mutually agreeable to the parties. Nothing herein shall require JFTB to first pay any such claim in order to be indemnified by CCCD-OSC.

MOA Between JFTB and Coast Community College District (Coastline Community College – Orange County One Stop Center (1Jul12 – 30Jun13)

V. SEVERABILITY

Neither party intends to obligate the other party to enter into any agreement or take any action that would constitute a violation of any law, regulation or contract applicable to the other party. If any provision of this Agreement is for any reason found to be ineffective, unenforceable or illegal by any court having jurisdiction, that condition shall not affect the validity or enforceability of any of the remaining portions of this Agreement; provided, further, that the parties shall negotiate in good faith to replace any ineffective, unenforceable or illegal provisions as soon as is practical. In the event of a conflict between any provisions of this Agreement both parties agree to resolve all conflicts at the lowest level possible.

VI. NOTICES

a. Unless otherwise specified herein, all notices required or permitted to be given under this Agreement shall be in writing and shall be valid and sufficient delivered by overnight courier, with proof of receipt, or via a facsimile transmission with proof of transmission, party may change its address by a notice given to the other party in the manner set forth addressed as follows:

(1) If to CCCD-OSC AND CCC: Ms Sallie Salinas, 5405 Garden Grove Blvd, Suite 100, Westminster, CA 92683. Email at: ssalinas@coastline.edu. Invoices are to be addressed to Elaine Colvin.

(2) If to JFTB: Commander, Joint Forces Training Base, Attn: Resource Manager, 4522 Saratoga Ave., Bldg 15, Los Alamitos, CA 90720. Email at: Geraldine.Bourgeois@us.army.mil

VII. TERMINATION

a. This Memorandum of Agreement is automatically terminated if the JFTB is dissolved.

b. Termination of this agreement shall occur on 30 June 2013. The California Military Department, JFTB or CCCD-OSC can cancel this MOA provided it provides the other party with sixty (60) days written notice and has good cause to do so. Good cause includes a material violation of any aspect of Section II.

c. This memorandum of Agreement is terminated if the County of Orange terminates the CCCD-OSC contract, or if Workforce Investment Act changes and or causes the One-Stop Centers to be dissolved. CCCD-OSC agrees to provide JFTB at a minimum of 30 days advanced notice of such termination of agreement.

d. At termination of this Agreement CCCD-OSC will yield up the premises furnished in good order and condition as when CCCD-OSC began operation therein, with the exception of ordinary wear and tear. If CCCD-OSC abandons equipment or personal property at its licensed space, the JFTB may cause such property to be removed at CCCD-OSC's expense, or consider the property abandoned and dispose of it.

e. The JFTB can unilaterally terminate this Agreement in the event of emergency requiring immediate re-utilization of the Veteran's Service Center. The State of California Military Department reserves the right to reclaim and reoccupy premises upon ten (10) days written notice when necessitated by an actual National or State emergency and/or military mobilization. Military Department agrees to consult and cooperate with CCCD-OSC AND CCC to mitigate any adverse effects suffered by CCCD-OSC AND

MOA Between JFTB and Coast Community College District (Coastline Community College – Orange County One Stop Center (1Jul12 – 30Jun13)

CCC and to arrange for re-delivery of the premises to CCCD-OSC AND CCC upon conclusion of the emergency and/or mobilization.

f. Extensions of this Agreement are authorized to the extent that a Report of Availability (ROA) and Environmental Condition of Property (ECOP) have been processed to request the USACE issue a new five year license. During the period that the parties are waiting on the issuance of license, the JFTB may extend the contract for one (1) year at a time.

IN WITNESS THEREOF each party hereto has caused this Agreement to be executed by an authorized official as set forth below.

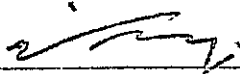
ATTACHMENTS

- I Building layout
- II 1 Year Summary Cost Data Sheet

FRED A DELUCCHI (Date)
LTC, USAR, Ret
Deputy USPFO for Real Property

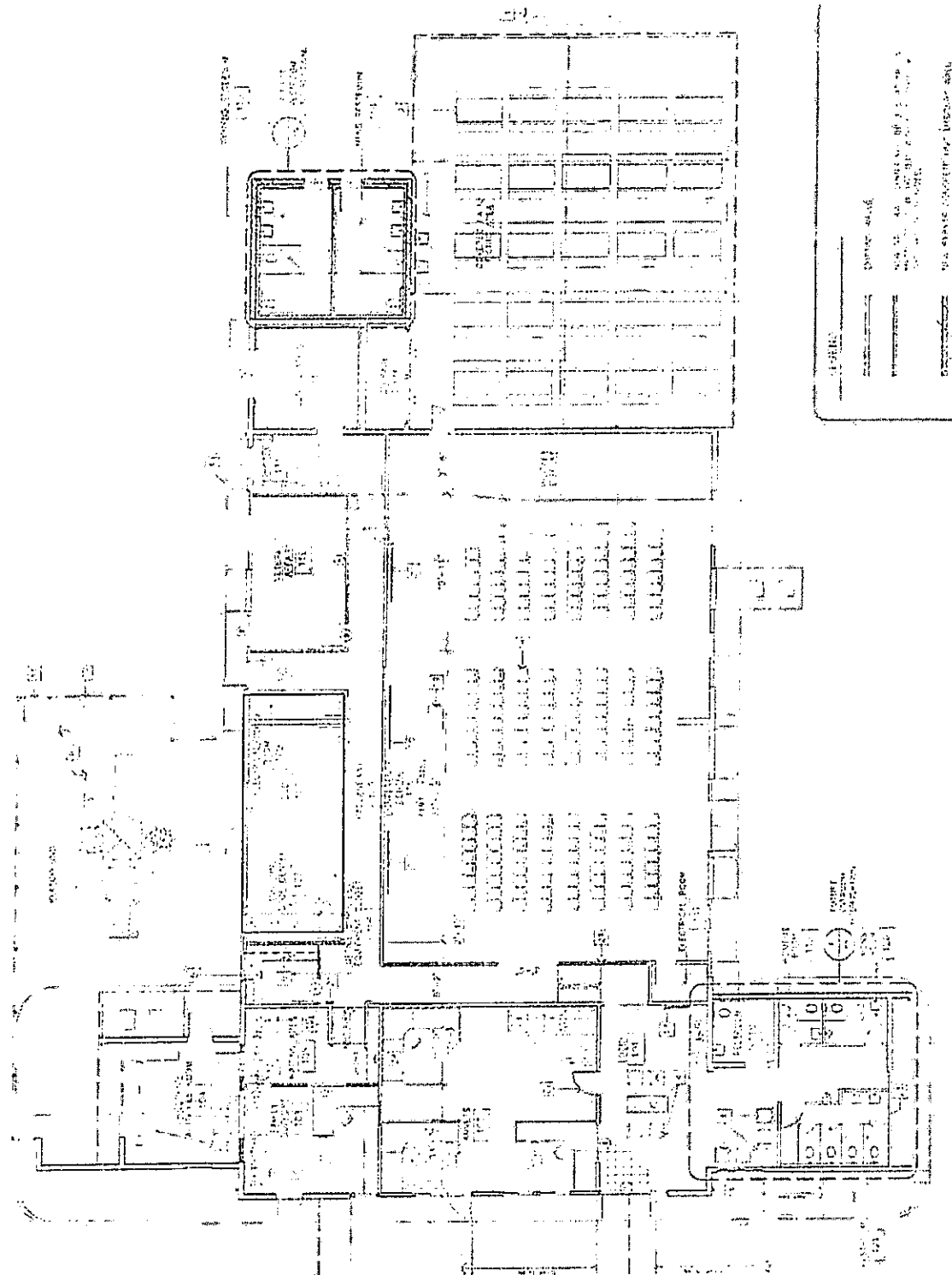
SUSAN E. RUSSELL (Date)
Lieutenant Colonel
Commander JFTB

JIM MORENO (Date)
Board President
Coast Community College District (Coastline Community College – Orange County One Stop Centers)

 8/13/12

DWIGHT D. STERLING (Date)
Major
Staff Judge Advocate

Attachment 1 to MOA Between JFTB and OCOSC/EDD and CCC (336 sf)



Attachment II to
MOS BETWEEN JFTB AND CCCD-OSC
5 YEAR SUMMARY COST DATA SHEET
1 July 2012 - 30 June 2017

Category of Support	FY 12-13 (Baseline)	FY13-14 (2.10% CPI)	FY 14-15 (2.10% CPI)	FY 15-16 (2.10% CPI)	FY 16-17 (2.10% CPI)
Command Element	Projected Costs	Projected Costs	Projected Costs	Projected Costs	Projected Costs
Resource Management	\$ 383	2.20% \$ 391	2.20% \$ 400	2.20% \$ 409	2.20% \$ 418
Facility Operations					
Custodial	\$ 160	2.20% \$ 164	2.20% \$ 167	2.20% \$ 171	2.20% \$ 175
Entomology	\$ 41	2.20% \$ 42	2.20% \$ 43	2.20% \$ 44	2.20% \$ 45
Environmental	\$ 123	2.20% \$ 126	2.20% \$ 128	2.20% \$ 131	2.20% \$ 134
Facility Maintenance & Repair*	\$ 1,718	2.20% \$ 1,756	2.20% \$ 1,794	2.20% \$ 1,834	2.20% \$ 1,874
Security	\$ 176	\$ 180	\$ 184	\$ 188	\$ 192
F&ES	\$ 59	2.20% \$ 60	2.20% \$ 62	2.20% \$ 63	2.20% \$ 64
Utility Services :					
Electric	\$ 149	2.20% \$ 152	2.20% \$ 156	2.20% \$ 159	2.20% \$ 163
ESPC	\$ -	2.20% \$ -	2.20% \$ -	2.20% \$ -	2.20% \$ -
Gas	\$ -	2.20% \$ -	2.20% \$ -	2.20% \$ -	2.20% \$ -
Water	\$ 84	2.20% \$ 86	2.20% \$ 88	2.20% \$ 90	2.20% \$ 92
Refuse	\$ 78	2.20% \$ 80	2.20% \$ 81	2.20% \$ 83	2.20% \$ 85
Sewage	\$ 21	2.20% \$ 21	2.20% \$ 22	2.20% \$ 22	2.20% \$ 23
Total Estimated Annual Charges	\$ 2,992	\$ 3,058	\$ 3,125	\$ 3,194	\$ 3,264
Total Estimate for Five Year Agreement					\$ 15,633
* Facility M&R will be charged against Work Orders requested from tenant.					



MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT is made as of September 6, 2012 (the "Effective Date") by and between **COAST COMMUNITY COLLEGE DISTRICT** (the "Client") and **SALLIE MAE CAMPUS SOLUTIONS**, a division of Sallie Mae, Inc., a Delaware corporation ("Solutions").

WHEREAS, the Client desires to utilize certain of Solutions' services pursuant to the terms and conditions set forth in this Master Services Agreement ("MSA") and as set forth more specifically in any relevant Addendum that may be executed herewith or in the future;

NOW, THEREFORE, in consideration of the mutual covenants set forth in this MSA, and other good and valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the parties hereto agree as follows:

1 GENERAL

1.1 Definitions.

"Business Days" shall mean Monday through Friday, excluding Commonwealth of Virginia public holidays.

"Client Customer" means Client's employees, members, students, or student applicants as applicable.

"Documentation" shall mean all documentation and other supporting technical information, manuals, guides, guidelines, qualifications and materials for the Services.

"eCommerce Solution" as used herein refers to the Products and Services proposed by Solutions and selected by Client pursuant to an Addendum.

"Intellectual Property Rights" shall mean worldwide statutory and common law rights associated with: (a) patents and patent applications; (b) works of authorship, including copyrights, copyright applications, copyright registrations, and "moral rights"; (c) the protection of trade and industrial secrets and confidential information; (d) Trademarks; and (e) divisions, continuations, renewals, and reissuances of any of the foregoing.

"MSA" means this Master Services Agreement.

"Pricing Attachment" means the attachment to this MSA labeled 'Pricing Attachment' and which sets forth the fees and costs applicable to each eCommerce Solution available under this MSA.

"Products" as used herein refers to deliverables such as computer systems, materials, software, program listings, programming tools, data, modules and their components, whether in tangible or intangible form required to implement and support the eCommerce Solution selected by Client in accordance with this MSA.

"Services" means any activity or activities which includes but not limited to hosting, maintenance, consulting and training to be performed by Solutions within the terms of this MSA, any applicable Addendum(s), or as otherwise agreed to in writing between Client and Solutions.

"Addendum" means an Addendum that may be executed herewith or in the future by Client and Solutions which sets forth the specific Products and Services that constitute the eCommerce Solution to be provided pursuant to the Addendum.

"Trademarks" shall mean: (a) the trademarks, trade names, and service marks used by a party, whether registered or unregistered; (b) the respective stylistic marks and distinctive logotypes for such trademarks, trade names, and service marks; and (c) such other marks and logotypes as either party may designate from time to time in writing.

1.2 Services. Client requests that Solutions provide the Services, Products and eCommerce Solutions pursuant to the terms and conditions of this MSA and as set forth more fully in the applicable Addendum(s) and the Pricing Attachment. Except as specified in any Addendum(s) or as otherwise agreed to in writing, all Services and Products provided hereunder shall be subject to the general terms and conditions described herein. All applicable Addendum's and the effective date for each Addendum that have been executed by the parties shall be set forth in Attachment A which shall itself be dated and signed by the parties. The parties shall also sign and date the pricing Attachment that is applicable to the Addendums. If the parties agree to add any additional Addendum(s) or extend the term of an Addendum already in existence, they shall execute a replacement Attachment A and a new Pricing Attachment that contains the relevant information for all Addendums between Client and Solutions that have not terminated as of the date that the replacement Attachment A and the Pricing Attachment are signed by the parties.

1.3 Pricing. The fees and charges for each eCommerce Solution are set forth in the Pricing Attachment. Such fees and charges are subject to change at any time (i) without the prior approval of

Client for reasonable changes resulting from a change in law or regulation that increases the costs to Solutions of providing the eCommerce Solution and (ii) in all other situations subject to the Client's prior approval, which shall not be unreasonably withheld. Notwithstanding the foregoing, any changes to the fees and charges associated with a debit card are subject to change at any time without Client's consent.

1.4 General Payment Terms. Solutions shall submit an invoice to the Client each month, covering the fees and charges for the previous month. Except as otherwise specifically provided in any Addendum, or an Exhibit or Addendum thereto, all charges shall be due and payable 30 days from the invoice date or the delivery date, whichever is later. All payments made shall be in United States currency and shall be made without deductions based on any taxes or withholdings. Any amounts payable by the Client hereunder or under any Addendum(s) which remain unpaid after the due date shall be subject to a late charge equal to 1.5% per month from the due date until such amount is paid.

1.5 Taxes.

1.5.1 End-Users Taxes. The Client shall promptly provide Solutions with a properly executed certificate of exemption for all foreign, federal, state, county and local taxes and fees (if any) and shall be responsible for the collection of all applicable end-user taxes and fees and the remittance of such taxes and fees to the relevant governmental authority.

1.5.2 Sales Taxes. The fees and charges listed in this MSA, the Pricing Attachment or any Addendum do not include taxes. If Solutions is required to pay sales, use, property, value-added, or other taxes based on the licenses or Services granted or provided under this MSA, then such taxes shall be billed to and paid by the Client, on a monthly basis. This shall not apply to taxes based on Solutions' income.

1.6 Exclusive Provider. During the Term, Solutions shall be Client's exclusive provider for the eCommerce Solution or any services and products substantially similar to the eCommerce Solutions, and Client shall not contract with any third party to provide the eCommerce Solutions or services substantially similar to the eCommerce Solutions.

1.7 Customer Services and Support. Solutions shall provide customer service and technical support to the Client in connection with the

eCommerce Solutions as set forth in this MSA and, as applicable, any Addendum.

1.8 Sub-Contracting. Solutions shall provide the eCommerce Solutions, Services, and Products, in accordance with the terms and conditions set forth in the Addendum(s) and as otherwise set forth in this MSA. Solutions may perform any of its duties under this MSA or any Addendum either directly or by and through agents, contractors or sub-contractors (collectively, "Sub-Contractors") and Solutions shall be responsible for the acts, errors or omissions of its Sub-Contractors.

1.9 Updates, Implementation, Maintenance, Security and Support. Solutions shall implement Updates to improve the eCommerce Solutions when they are implemented with respect to services provided to any of its other customers, as well as implementation and set-up assistance, maintenance, security and support, in accordance with the terms and conditions set forth in Addendum(s) and as otherwise set forth in this MSA. Any Update made available by Solutions hereunder shall be deemed part of the applicable eCommerce Solution and shall be subject to the terms and conditions of this MSA and applicable Addendum(s). To the extent Solutions licenses some or all of the components of the eCommerce Solutions from third party vendors ("Vendors"), such Vendors shall be responsible for creating Updates and making them available to Solutions for installation or distribution (such updates, "Vendor Updates"). All Vendor Updates shall be implemented to improve the eCommerce Solutions made available to Client and Members promptly after they are implemented with respect to services provided to any of Solutions' other customers; such Vendor Updates shall be deemed part of the eCommerce Solutions, and shall be subject to the terms and conditions of this MSA.

1.10 Restrictions. Except as otherwise provided in this MSA, Solutions hereby reserves all rights in the eCommerce Solutions (including the Products and Services) and the Documentation and nothing set forth in this MSA shall be deemed to grant any license therein. Except as otherwise provided in this MSA, Client shall not, without the prior written consent of Solutions: (a) copy all or any portion of the eCommerce Solutions; or (b) decompile, disassemble or otherwise reverse engineer the eCommerce Solutions or the Services.

1.11 Marketing.

1.11.1 Marketing Materials and Marketing Campaign. Client and Solutions shall cooperate in the marketing of the eCommerce Solution(s) selected by Client under this Agreement. Materials to be used for marketing of the eCommerce Solutions selected by Client ("Marketing Materials") may include email campaigns, posters, pamphlets and other forms of marketing relating to the eCommerce Solution(s) that Solutions has designed and customized, as applicable, for Client. Solutions, at its discretion, also may provide Client with a suggested marketing campaign ("Campaign") setting forth the types and timing of marketing efforts that Solutions reasonably believes should be used to market the eCommerce Solutions based on its experience. The Campaign shall be subject to Client's approval which shall not be unreasonably withheld, however, Client shall not be required to approve any Campaign that Client reasonably believes is offensive or contrary to applicable law or regulation. Client agrees to cooperate with Solutions in implementing the suggested Campaign and understands and acknowledges that the pricing provided for the eCommerce Solution(s) is contingent on Client's reasonable cooperation in, and approval of, the Campaign.

1.11.2 [Intentionally Omitted]

2 PROPRIETARY RIGHTS

2.1 Solutions' Proprietary Rights. As between Solutions and Client, Solutions and its licensors own and shall retain all right, title, and interest, including, without limitation, all Intellectual Property Rights, in and to Solutions' Trademarks, the eCommerce Solution and the Documentation, including any portion(s) thereof and Updates thereto. Client shall have only those rights in and to Solutions' Trademarks, the eCommerce Solution, the Documentation, and Updates thereto as are expressly granted to it under this MSA.

2.2 Client Materials and Grant of License in Client Materials. Client hereby grants to Solutions a worldwide, non-exclusive, nontransferable right and license, during the Term, to store, host, reproduce, and maintain the data, information, content, reports and other materials prepared or submitted by Client or a Client Customer through the use of, stored by Client in connection with, or transmitted by or to Client by or through, the eCommerce Solutions (the "Client Materials") solely for purposes of making

the eCommerce Solutions available to Client, and for no other purpose.

2.3 Client's Proprietary Rights. As between Client and Solutions, Client owns and shall retain all rights, title, and interest, including, without limitation, all Intellectual Property Rights, in and to Client's Trademarks, the Client materials, and any portions thereof. Solutions shall have only those rights in and to Client's Trademarks and the Client materials as are expressly granted to it under this MSA.

2.4 License to Solutions. Client hereby grants a non-exclusive worldwide license to Solutions to use Clients' trademarks, service marks, internet domain names, and other intellectual property solely as needed to perform the Services being provided hereunder and under any Addendum, and for no other purpose.

2.5 Solutions Trademarks.

2.5.1 Solutions Trademarks. Trademarks and service marks adopted by Solutions to identify the products and services belong to Solutions. The Client will have no rights in such marks except as expressly set forth herein and as specified in writing from time to time. The Client's use of Solutions' trademarks shall be under Solutions' trademark policies and procedures in effect from time-to-time. The Client agrees not to use the trademark "Sallie Mae Campus Solutions" or any mark beginning with "Sallie Mae", or any other mark likely to cause confusion with the "Sallie Mae" or "Sallie Mae Campus Solutions" as any portion of the Client's tradename or trademark for any products of the Client, or trademark for any portion of the Client's internet addresses or domain names. The Client agrees, with respect to the foregoing trademarks of Solutions, that advertisement, brochure, or other such use of the trademark containing such trademark shall be approved in writing by Solutions prior to its first use and to include in each advertisement, brochure, or other such use of the trademark, the symbol "TM" and the following statement: "Sallie Mae Campus Solutions" is a trademark of Sallie Mae Campus Solutions, a division of Sallie Mae, Inc., and "Sallie Mae" is a registered trademark of the SLM Corporation. SLM Corporation and its subsidiaries are not sponsored by or agencies of the United States of America.

2.5.2 Solutions Sub-Contractor Trademarks. To the extent that Solutions provides any Services under this MSA through a Sub-Contractor, the

Trademarks and service marks adopted by Sub-Contractor to identify the products and services provided by such Sub-Contractor belong to Sub-Contractor. Client will have no rights in such marks and Client's use of Sub-Contractor's trademarks shall be under Sub-Contractor's trademark policies and procedures in effect from time-to-time. Client agrees, with respect to the foregoing trademarks of Sub-Contractor, that advertisement, brochure, or other such use of the trademark containing such trademark shall be approved in writing by Sub-Contractor prior to its first use and to include in each advertisement, brochure, or other such use of the trademark.

3 CONFIDENTIAL INFORMATION

3.1 Confidential Information of Client. Solutions acknowledges that, in the course of providing the Services to Client, it may obtain Client Materials and other confidential information relating to Client, a Client Customer, business, suppliers, current and future products and services, and other Client matters ("**Client Confidential Information**"). Client Confidential Information shall, as between Client and Solutions, belong solely to Client.

3.2 Confidential Information of Solutions. Client acknowledges that in the course of this MSA Client may receive Confidential Information of Solutions, including but not necessarily limited to certain information about the eCommerce Solutions, Services, Products or Solutions' other products or services, pricing, trade secrets, know-how, inventions (whether or not patentable), techniques, processes, programs, ideas, algorithms, formulas, schematics, testing procedures, software design and architecture, computer code, internal documentation, design and functional specifications, product requirements, problem reports, performance information, documents, and other technical, business, product, marketing, third party customer, and financial information, plans, and data ("**Solutions Confidential Information**"). Additionally, to the extent that Client gains access, accidentally or otherwise, to information about members employees applicants, or other customers of other clients for whom Solutions provides services, Client agrees that all such information shall be deemed to be Solutions Confidential Information. All Solutions Confidential Information shall, as between Client and Solutions, belong solely to Solutions.

3.3 Use and Disclosure Restrictions. Except as otherwise required by California state laws, including the California Public Records Act and

Brown Act, each party hereby acknowledges and agrees that the other party's Confidential Information constitutes and contains valuable proprietary information and trade secrets of that party, and embodies substantial creative efforts and confidential information, ideas, and expressions. Each party agrees: (a) to protect the Confidential Information of the other party from unauthorized dissemination and use, using the standard of care it uses to protect its own Confidential Information, which shall be no less than reasonable care; (b) to use the Confidential Information of the other party only for the performance of a party's obligations and in connection with the exercise of a party's rights hereunder; (c) not to disclose any of the other party's Confidential Information, or any part or parts thereof, to any of its employees, agents, or contractors other than those employees, agents or contractors who are aware of the confidentiality obligations imposed by this Section 3, and have agreed to comply with confidentiality obligations set forth in this Section 3; (d) to undertake whatever action is necessary to prevent or remedy any breach of a party's confidentiality obligations set forth herein or any other unauthorized disclosure of any of the other party's Confidential Information by its current or former employees, agents, or contractors; and (e) not to remove or destroy any proprietary or confidential legends or markings placed upon or contained within any of the other party's Confidential Information.

3.4 Exclusions. The foregoing restrictions pertaining to either party's Confidential Information shall not apply with respect to any Confidential Information that: (a) was or becomes publicly known through no fault of the receiving party; (b) was known by the receiving party before receipt from the disclosing party, as evidenced by the receiving party's written records; (c) becomes known to the receiving party without confidential or proprietary restriction from a source other than the disclosing party that does not owe a duty of confidentiality to the disclosing party with respect to such Confidential Information; or (d) is independently developed by the receiving party without the use of the Confidential Information, as evidenced by the receiving party's written records. In addition, the receiving party may use or disclose the other party's Confidential Information to the extent the receiving party is legally compelled to disclose such Confidential Information; provided, however, prior to any such compelled disclosure the receiving party shall cooperate fully with the disclosing party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information.

3.5 Equitable Relief. The receiving party acknowledges and agrees that, due to the unique nature of the other party's Confidential Information, there can be no adequate remedy at law to compensate the disclosing party for the breach of this Section 3; that any such breach shall allow the receiving party or third parties to compete unfairly with the disclosing party resulting in irreparable harm to the disclosing party that would be difficult to measure; and, therefore, that upon any such breach or threat thereof, the disclosing party shall be entitled to injunctive and other appropriate equitable relief (without the necessity of proving actual damages or of posting a bond), in addition to whatever remedies it may have at law, hereunder, or otherwise.

4 REPRESENTATIONS/WARRANTIES

4.1 Mutual Representations. Each party represents and warrants to the other party that the execution, delivery and performance of this MSA: (a) is within its corporate powers; (b) has been duly authorized by all necessary corporate action on such party's part; and (c) does not and shall not contravene or constitute a default under, and is not and shall not be inconsistent with, any judgment decree or order, or any contract, agreement, or other undertaking, applicable to such party or by which it is bound.

4.2 Warranty. Solutions represents, warrants, and covenants that: (a) Solutions has the right to grant the rights and licenses contemplated by this MSA and any Addendum, without the need for any licenses, releases, consents, approvals, or immunities not yet granted; (b) the eCommerce Solutions shall operate substantially in accordance with the Documentation and specifications; (c) Solutions has used commercially available virus-detection software to protect the eCommerce Solutions from, and has not knowingly introduced into any of the eCommerce Solutions, any viruses, worms, Trojan horses, web bugs, time bombs, "spyware," or other harmful or invasive code or components; (d) Solutions recognizes that Client is an educational institution subject to the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232[g], et seq., and that Solutions is familiar with the requirements of FERPA and the federal regulations promulgated therein, and Solutions is in compliance with such requirements; (e) Solutions is in compliance with the relevant rules and requirements of National Automated Clearing House Association (NACHA), the Gramm-Leach-Bliley Act, the Sarbanes-Oxley Act and the Office of Foreign Asset Control (OFAC), and (f) Solutions is compliant with the PCI (Payment

Card Industry) Standards and receives regular certification to maintain its compliance with the PCI Standards.

4.3 Disclaimer of Warranty. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES (AND EACH PARTY HEREBY EXPRESSLY DISCLAIMS) ANY OTHER REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, QUIET ENJOYMENT, AND SYSTEMS INTEGRATION, AND ANY WARRANTIES THAT MAY ARISE FROM COURSE OF PERFORMANCE, COURSE OF DEALING, OR USAGE OF TRADE.

4.4 Exclusive Remedies. For any breach of the warranties contained in Section 4.2 above, Client's exclusive remedy, and Solutions' entire liability, shall be:

4.4.1 For Products: To perform a correction of program errors that caused the breach of the warranty, or if Solutions is unable within thirty (30) days to make the program operate as warranted, Solutions shall promptly refund to Client the fees paid to Solutions for the use of the eCommerce Solution, or affected portion thereof, during the period that such program was not in compliance with the warranty.

4.4.2 For Services. The satisfactory re-performance of the Services, or if Solutions is unable to perform or provide the Services as warranted or within any agreed upon schedule for performance, Solutions shall promptly refund to Client the fees paid to Solutions for the eCommerce Solution, or portion thereof, that was not in compliance with the warranty.

5 INDEMNIFICATION

5.1 Indemnity by Solutions. Solutions shall indemnify, defend and hold harmless Client, its directors, officers, employees, and Members (the "Client Indemnitees") from and against any third-party claim, suit, or proceeding, and any damages, costs, losses, or liability (including attorneys' fees and related costs) (collectively, "Claims") related to or resulting there from, arising out of or resulting from any allegation that an eCommerce Solution violates or infringes upon the Intellectual Property

Rights of a third party, in each event subject to Section 4.2; provided that foregoing indemnification obligation shall not apply to the extent that such Claims arise out of or result from Client's combination, operation or use of the eCommerce Solution (i) with any product, service or data not provided by Solutions; or (ii) in violation of the other terms and conditions in this MSA or applicable Addendum.

5.2 Indemnity Procedure. If Client seeks indemnification under Section 5.1 Client shall: (i) provide prompt notice of the commencement of the claim, suit, or proceeding for which indemnification is sought; (ii) cooperate with Solutions, and (iii) allow Solutions to control the defense and settlement; provided, however: (1) Client may, at its option and expense, participate in such claim, suit, or proceeding; and (2) Solutions may not settle a claim, suit, or proceeding without approval of the Client, which approval shall not be unreasonably withheld or delayed, except where such settlement does not involve any admission of guilt or fault on the part of the Client, and requires the payment solely of money damages that are indemnified in full pursuant to this Section 5.

5.3 Infringement Remedies. Without limiting the foregoing indemnification obligations of Solutions, if there is a material, bona fide claim (or threat of a claim) of infringement, misappropriation, or violation of any Intellectual Property Right or other right of any third person in connection with the eCommerce Solution, Solutions shall promptly: (i) procure for Client the right to continue accessing and using the eCommerce Solutions; or the Services, as applicable; or (ii) replace or modify the eCommerce Solutions or Services to make them non-infringing; or (iii) if Solutions is unable to provide either (i) or (ii) within a commercially reasonable time period, to promptly refund to Client any prepaid fees for Services that Client has not yet received.

6 LIMITATION OF LIABILITY

6.1 LIMITED REMEDY. TO THE EXTENT ALLOWED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, OR INTERRUPTION OF BUSINESS, OR FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY KIND ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SUBJECT

MATTER HEREOF, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, HOWEVER CAUSED.

6.2 Maximum Liability. Except for the indemnification obligations under Section 5 which shall not be limited by this Section 6.2, a party's entire liability arising from or relating to this MSA and under any Addendum or the subject matter hereof, under any legal theory (whether in contract, tort or otherwise), shall not exceed \$500,000.

7 TERM AND TERMINATION

7.1 Term. The term of this MSA (the "Term") shall commence on the Effective Date and continue so long as any Addendum is still in effect. Unless otherwise specified in an Addendum, each Addendum shall be effective for a period of three (3) years.

7.2 Termination for Default. If either party materially defaults in any of its obligations under this MSA, the non-defaulting party, at its option, shall have the right to terminate this MSA by written notice to the other party unless, within thirty (30) calendar days after written notice of such default, the defaulting party remedies the default, or, in the case of a default which cannot with due diligence be cured within a period of thirty (30) calendar days, the defaulting party institutes within the thirty (30) day period substantial steps necessary to remedy the default and thereafter diligently prosecutes the same to completion. Notwithstanding anything herein to the contrary, in the event Solutions breaches Section 4 of this MSA, Client may immediately terminate this MSA upon notice to Solutions. Solutions shall notify Client as soon as reasonably practicable following Solutions' becoming aware of any breach (other than by Client) of the terms and conditions of this MSA, including, without limitation, any breach of Section 4.

7.3 Termination for Bankruptcy. Either party may terminate this MSA if the other party: (a) becomes insolvent; (b) fails to pay its debts or perform its obligations in the ordinary course of business as they mature; (c) is declared insolvent or admits by means of a publicly available press release its insolvency or inability to pay its debts or perform its obligations as they mature; or (d) becomes the subject of any voluntary or involuntary proceeding in bankruptcy, liquidation, dissolution, receivership, attachment, or composition, or makes a general assignment for the benefit of creditors, provided that,

in the case of an involuntary proceeding, the proceeding is not dismissed with prejudice within sixty (60) days after the institution thereof.

7.4 Effect of Termination. Within fifteen (15) days after any termination or expiration of this MSA: (a) Client shall, at its sole expense, cease using the eCommerce Solutions, and return to Solutions (or destroy, at Solutions' sole election) all Documentation and Products (and all copies and extracts thereof) then in the possession or under the control of Client and Client shall, at its sole expense, immediately return to Solutions all Solutions Confidential Information then in the possession or under the control of Client and its employees or agents; and (b) Solutions shall, at its sole expense, immediately return to Client all Client materials and other Client Confidential Information then in the possession or under the control of Solutions and its employees or agents. Termination of this MSA by either party shall not act as a waiver of any breach of this MSA or Addendum and shall not act as a release of either party from any liability for breach of such party's obligations under this MSA or any Addendum. Neither party shall be liable to the other for damages of any kind solely as a result of terminating this MSA in accordance with its terms. Neither party's termination of this MSA, nor any remedy sought by either party in connection with this MSA, shall be without prejudice to any other right or remedy that such party may have at law or in equity. No termination of this MSA shall relieve either party of breaches occurring prior to the effective date of such termination. The provisions of Sections 1.1 ("Definitions"), 3 ("Confidential Information"), 4 ("Proprietary Rights"), 5 ("Indemnification"), 6 ("Limitation of Liability"), 7 ("Term and Termination"), and 8 ("Miscellaneous Provisions") shall survive the expiration or any termination of this MSA.

8 MISCELLANEOUS PROVISIONS

8.1 Notices. Any notice, request, demand, or other communication required or permitted hereunder shall be in writing, shall reference this MSA, and shall be deemed to be properly given: (a) when delivered personally; (b) when sent by facsimile, with written confirmation of receipt; (c) seven (7) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (d) two (2) business days after deposit with a nationally recognized private industry express courier (e.g.,

Federal Express or DHL), with written confirmation of receipt. All notices shall be sent to the address set forth below (or to such other address as may be designated by a party by giving written notice to the other party pursuant to this Section 8.1):

If to Solutions:

Sallie Mae Campus Solutions
11100 USA Parkway MD M480
Fishers, IN 46037
Attention: Chris Warren,
Manager, Client Services

with a copy to:

General Counsel
Sallie Mae, Inc.
2001 Edmund Halley Drive
Reston, VA 20191

If to Client:

Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
Attention: Andreea M. Serban, Ph.D.
Vice Chancellor Educational Services & Technology

8.2 [Intentionally Omitted]

8.3 Assignment. This MSA may not be assigned, in whole or part, whether voluntarily, by operation of law, or otherwise, by either party without the prior written consent of the other party, except that Solutions may assign this MSA to any affiliate of Solutions that takes over substantially all of the assets or business to Solutions. Subject to the preceding sentence, the rights and liabilities of the parties hereto are binding on, and shall inure to the benefit of, the parties and their respective successors and permitted assigns. Any attempted assignment other than in accordance with this Section 8.3 shall be null and void.

8.4 Governing Law, Jurisdiction, and Venue. This MSA shall be governed by and construed in accordance with the laws of the State of California, U.S.A., without reference to its conflicts of law provisions. Any dispute regarding this MSA shall be subject to the exclusive jurisdiction of the state courts in and for Orange County, California or, if there is federal jurisdiction, the United States District Court for the Central District of California, and the parties hereby irrevocably agree to submit to the personal and exclusive jurisdiction and venue of such courts. This MSA shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods nor the Uniform Computer Information Transactions Act (UCITA), the application of which is hereby expressly excluded.

8.5 Construction. This MSA has been negotiated by the parties and their respective counsel. This MSA shall be interpreted fairly in accordance with its terms and without any construction in favor of or against either party.

8.6 Waiver. The waiver by either party of a breach of or a default under any provision of this MSA, shall be in writing and shall not be construed as a waiver of any subsequent breach of or default under the same or any other provision of this MSA, nor shall any delay or omission on the part of either party to exercise or avail itself of any right or remedy that it has or may have hereunder operate as a waiver of any right or remedy.

8.7 Severability. If the application of any provision of this MSA to any particular facts or circumstances shall be held to be invalid or unenforceable by an arbitration panel or a court of competent jurisdiction, then: (a) the validity and enforceability of such provision as applied to any other particular facts or circumstances and the validity of other provisions of this MSA shall not in any way be affected or impaired thereby; and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

8.8 Relationship of the Parties. Nothing contained in this MSA shall be deemed or construed as creating a joint venture, partnership, agency, employment, or fiduciary relationship between the parties. Neither party, nor either party's agents, have any authority of any kind to bind the other party in any respect whatsoever, and the relationship of the parties is, and at all times shall continue to be, that of independent contractors.

8.9 Force Majeure. Neither party shall be responsible or have any liability for any delay or failure to perform to the extent due to unforeseen circumstances or causes beyond its reasonable control, including, without limitation, acts of God, earthquake, fire, flood, embargoes, labor disputes and strikes, riots, war, and acts of civil and military authorities; provided that such party gives the other party prompt written notice of the failure to perform and the reason therefore and uses its reasonable efforts to limit the resulting delay in its performance.

8.10 Other Documents. Each party agrees to execute, in connection with this MSA such other documents and certificates as may be reasonably requested by the other party.

8.11 Captions and Section Headings. The captions and Section and paragraph headings used in this MSA are inserted for convenience only and shall not affect the meaning or interpretation of this MSA.

8.12 Records. Solutions agrees to maintain adequate books and records in connection with the activities and the Services that are being conducted under this MSA. Such records shall include, without limitation, retention of all payment, fee and billing-related records, reports and data as described and identified in this MSA. Client may audit the relevant books and records of Solutions and any such audit shall be conducted during regular business hours at Solutions' office. Audits shall be conducted only after five (5) business days prior written notice. Audits shall also be conducted so as not to interfere unreasonably with Solutions' business activities and audits shall be made no more than twice a calendar year. This Section 8.12 shall survive termination or expiration of the MSA for a period of two (2) years following said termination or expiration.

8.13 Counterparts. This MSA may be executed in one or more counterparts, with the same effect as if the parties had signed the same document. Each counterpart so executed shall be deemed to be an original, and all such counterparts shall be construed together and shall constitute one MSA.

8.14 Modification; Order of Precedence. No amendment or modification of any provision of this MSA shall be effective unless in writing and signed by a duly authorized signatory of Solutions and Client. To the extent that the terms and conditions of any Addendum(s) annexed hereto differ from those in the main body of this MSA, the terms and conditions in the Addendum(s) shall control and take precedence.

8.15 Entire MSA; Amendment. This MSA, including Attachment A, the Pricing Attachment and any Addendum(s) attached hereto, constitutes the entire agreement between the parties concerning the subject matter hereof, and supersedes: (a) all prior or contemporaneous representations, discussions, proposals, negotiations, conditions, agreements, and communications, whether oral or written, between the parties relating to the subject matter of this MSA; and (b) all past courses of dealing and industry custom. This MSA may be amended only pursuant to an amendment, in writing, signed by both parties.

8.16 Client Services. Solutions shall provide customer service and technical support to the Client in connection with any Services as set forth in this MSA and, as applicable, any Addendum.

8.17 Other Documents. The Client hereby agrees to execute, in connection with any Services, such other documents and certificates as may be reasonably requested by Solutions and necessary for solutions to provide Services.

8.18 Chargebacks. Client agrees to reimburse and hold Solutions harmless for the actual amount of any charge, fee or expense that Solutions incurs as the result of (i) a dispute or chargeback of any payment to or from Client imposed pursuant to applicable credit card association rules, (ii) any stopped or voided check or other payment paid by or payable to Client, or (iii) charges incurred by Solutions because Client's debits (refunds) were greater than Client's credits (payments) for any type of credit cards.

8.19 SOLUTIONS' PRODUCTS ARE NOT IN ANY WAY LINKED TO OR CONTINGENT ON THE CLIENT SELECTING SALLIE MAE OR A SALLIE MAE LENDER PARTNER ON THE CLIENT'S PREFERRED LENDER LISTS(S) OR IN RETURN FOR LOAN VOLUME OR APPLICATIONS.

8.20 Third Party Servicing MSAs. Notwithstanding any other provision of this MSA or any Addendum, if Solutions is providing eCommerce Solutions under this MSA or under any Addendum to Client for the administration of any aspect of Client's participation in any Title IV, Higher Education Act (HEA) program, then the following required provisions apply to such Services. Solutions hereby agrees to: (i) comply with all statutory provisions of or applicable to Title IV of the HEA and all regulations thereunder and all special arrangements, agreements, limitations suspensions and terminations entered into under such authorities, including the requirement to use any funds that Client administers and interest or other earnings thereon solely for the purposes specified in and in accordance with such program; and (ii) refer to the Office of Inspector General of the U.S. Department of Education for investigation any information indicating there is reasonable cause to believe that the Client might have engaged in fraud or other criminal misconduct in connection with the Client's administration of any Title IV, HEA program or an applicant for Title IV, HEA program assistance might have engaged in fraud or criminal misconduct in connection with his or her application; and (iii) if Solutions or the Client terminates this MSA, or if Solutions stops providing Services for the administration of a Title IV, HEA program, goes out of business, or files a petition in bankruptcy, then return to Client all records in its

possession pertaining to Client's participation in the program or programs for which Services are no longer provided, and return Title IV and HEA program funds received from or on behalf of Client or Client Customers for programs for which Services are no longer provided.

If Solutions is disbursing funds under Title IV HEA programs for Client or delivering Federal Stafford Loan program proceeds to a student, Client agrees to (i) confirm the eligibility of the student before making the disbursement or delivering such proceeds, including any applicable required records and (ii) calculate and return any unearned Title IV,

HEA program funds to the Title IV, HEA program accounts and the student's lender, as appropriate, in accordance with the provisions of 34 CFR 668.21 and 22, and applicable program regulations.

Solutions and Client hereby agree to be jointly and severally liable to the Secretary of the U.S. Department of Education for any violation by Solutions of any statutory provisions of or applicable to Title IV of the HEA and all regulations thereunder and all special arrangements, agreement or limitation entered into under such authorities.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have executed this MSA as of the day and year first written above.

COAST COMMUNITY COLLEGE DISTRICT

By: _____
Name: _____
Title: _____
Date: _____

SALLIE MAE CAMPUS SOLUTIONS,
a division of Sallie Mae, Inc.

By: _____
Name: Kelly Christiano
Title: Senior Vice President
Date: _____

ATTACHMENT A
List of Addendums

eCommerce Solution/Addendum Name	Effective Date
Tuition Payment Plan Services	September 6, 2012
Refund Disbursement Services	September 6, 2012

COAST COMMUNITY COLLEGE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

SALLIE MAE CAMPUS SOLUTIONS,
a division of Sallie Mae, Inc.

By: _____

Name: Kelly Christiano

Title: Senior Vice President

Date: _____

PRICING ATTACHMENT

Tuition Payment Plan Service		Fees	
Service	Sallie Mae Processing Fee to School	School Authorized Fee to Participants**	Net Fee to School**
Semester Plan Application Fee	\$25.00	\$25.00	--
Annual Plan Application Fee	\$50.00	\$50.00	--
Late Payment Fee*	\$10.00	\$10.00	--
NSF/Return Payment Fee*	\$25.00	\$25.00	--
Re-Application Fee	\$25.00	\$25.00	--
Credit Card Processing Fee	Tiered	Tiered	--
* Late and NSF Fees subject to change based on state regulations.			
**Assumes school chooses to assess fees to consumers that are equal to Sallie Mae's fees. The school can choose to assess a different fee than that quoted. If the school assesses fees higher or lower than Sallie Mae's, the balance will be remitted or billed to the school.			

Refund Disbursement Service	Fees
Refunds Disbursement Service One-Time Implementation Fee	No Charge
Pre paid Debit Card Disbursement	No Charge
Electronic (ACH) Disbursement	\$0.35
Paper Check disbursement	\$0.35 + postage*
Debit Card Correction Off-loads	\$15.00
Electronic Disbursement Return	\$15.00
Electronic Disbursement Reversal	\$15.00
Paper Check Void/Stop Payment	\$15.00
Paper Check Void/Check Returned to Sallie Mae	\$1.00
*Postage is subject to change in accordance with changes in US postage rates	

Post Implementation Development Fees	Fee
Hourly Charge for Post Implementation Development Work	\$150.00

This pricing schedule will remain in effect for 90 days from the date of issue and is subject to change unless a contract is executed prior to the end of the 90 day period. Pricing is contingent upon your school's willingness to cooperate with Sallie Mae's proposed marketing campaign

COAST COMMUNITY COLLEGE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

SALLIE MAE CAMPUS SOLUTIONS,
a division of Sallie Mae, Inc.

By: _____

Name: Kelly Christiano

Title: Senior Vice President

Date: _____

**Addendum For
Tuition Payment Plan Services**

THIS Addendum for Tuition Payment Plan services ("TPP Addendum") is made by and between COAST COMMUNITY COLLEGE DISTRICT (the "Client") and SALLIE MAE CAMPUS SOLUTIONS, a division of Sallie Mae, Inc., a Delaware corporation ("Solutions").

WHEREAS, the Client and Solutions have executed a MSA (the "MSA"), dated September 6, 2012; and

WHEREAS, Client desires to utilize Tuition Payment Plan services pursuant to the terms and conditions set forth in the MSA and as set forth more specifically herein;

NOW, THEREFORE, in consideration of the mutual covenants set forth in the MSA and in this TPP Addendum, and other good and valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the parties hereto agree as follows:

1. Solutions hereby agrees to provide Tuition Payment Plan services to the Client, which will provide Client with back-office services necessary to originate and service Retail Installment Contracts between Client, as the seller in a Retail Installment transaction, and students or other third-parties, as buyers in such Retail Installment transactions. Specifically, Solutions shall perform the following services for Client:

1.1. Assisting Client in developing the following:(a) applications for enrollment in a Tuition Payment Program; (b) Retail Installment Contracts; (c) monthly billing statements; and (d) other student-directed communications regarding the Tuition Payment Plan.

1.2. Hosting a web page branded to the Client by which interested students or third parties may obtain information about the Client's Tuition Payment Plan offerings, enroll in a Tuition Payment Plan, and make payments towards existing Tuition Payment Plans.

1.3. Originating and servicing Client's Retail Installment contracts pursuant to Client's specifications regarding acceptable number, frequency and methods of student's tuition payments, invoice and remittance file formats, and links to other information on the Client's web-site.

2. Tuition Payment Plan requirements. Tuition Payment Plans shall meet all of the following requirements:

2.1. Solutions shall allow students and third-parties to enroll in Tuition Payment Plans based on eligibility criteria established by Client, except that no student shall be enrolled in a Tuition Payment Plan if such student is in default of such student's monetary obligations to Client such that a student is not allowed to enroll or attend classes. Client acknowledges and agrees that it is prohibited from discriminating in any way in establishing eligibility criteria for enrollment in and the servicing of Tuition Payment Plans on any prohibited basis, including but not limited to, race, color, religion, sex, national origin, and mental or physical disability.

2.2. No Tuition Payment Plan will provide for payment by students of any interest and/or finance charges. Application fees, late fees, returned payment fees, and all other fees and charges, if any, shall be determined by Client.

2.3. No Tuition Payment Plan shall have a repayment term of more than 12 months.

3. Additional representations. Client makes the following additional representations and warranties:

3.1. Client designates Solutions as its agent for the sole purpose of signing and/or executing Client's Retail Installment Contracts, and for no other purpose.

3.2. To the extent that Solutions is providing any sample or form documents for use by Client, including, but not limited to, applications for enrollment in a Tuition Payment Plan, Retail Installment Contracts, and/or monthly billing statements, Client understands and acknowledges that Solutions makes no representations or warranties regarding the compliance of any such form document being provided to Client with any applicable law, rule or regulation. Client has had the opportunity to consult legal counsel of its own choosing regarding such documents and expressly authorizes and approves of their use by Solutions in connection with the Tuition Payment Plan services.

4. Client expressly requests and authorizes Solutions to assess and collect on Client's behalf convenience fees in accordance with written instructions to be provided to Solutions by Client.

5. Remittance to Client of payments due and collected by Solutions from Plan participants shall be made on a monthly basis, commencing 30 days after the initial payment date for each Plan. Solutions shall remit all payments due that have been collected from the Plan participants, excluding fees and service charges collected for the account of Solutions. In the event that the disbursement due date falls on a weekend or holiday, said remittance to Client shall be

made on the next business day. The standard Solutions summary reports shall be provided simultaneously with the remittance of funds.

6. Solutions shall maintain complete and accurate records relating to the Plan, and will provide copies of such records and such other information and materials relating to the Plan as Client may from time to time reasonably request.

7. Client agrees to pay fees for Tuition Payment Plan Services as set forth in the Pricing Attachment.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have executed this TPP Addendum as of the day and year first written below.

COAST COMMUNITY COLLEGE DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

SALLIE MAE CAMPUS SOLUTIONS,
a division of Sallie Mae, Inc.

By: _____

Name: Kelly Christiano

Title: Senior Vice President

Date: _____

Addendum For Refund Disbursement Services

THIS Addendum for Refund Disbursement services ("Refund Disbursement Addendum") is made by and between COAST COMMUNITY COLLEGE DISTRICT (the "Client") and SALLIE MAE CAMPUS SOLUTIONS, a division of Sallie Mae, Inc., a Delaware corporation ("Solutions").

WHEREAS, the Client and Solutions have executed a MSA (the "MSA"), dated September 6, 2012; and

WHEREAS, Client desires to utilize Refund Disbursement services pursuant to the terms and conditions set forth in the MSA and as set forth more specifically herein;

NOW, THEREFORE, in consideration of the mutual covenants set forth in the MSA and in this Refund Disbursement Addendum, and other good and valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the parties hereto agree as follows:

1. Solutions hereby agrees to provide its Refund Disbursement Services to the Client. Solutions' Refund Disbursement Services includes three options for disbursement of funds ("Disbursement Methods") as specified below. Client must indicate below the Disbursement Methods that Client would like Solutions to provide to Client which Client may, in turn, offer to its students (more than one may be selected):

- ☐ payments by automated clearing house ("ACH");
- ☐ payments by paper check; and/or
- ☐ payments via prepaid debit card that is issued by Sallie Mae or a Sub-Contractor performing such services on Solutions' behalf ("Debit Card").

2. All Disbursement Methods, which are each individually described below, are provided through a web-based system hosted by Solutions for fulfillment of credit disbursements. To initiate credit disbursements, Client is required to provide Solutions with a disbursement file with the information necessary for Solutions to complete the disbursements which will be specified to Client by Solutions ("Disbursement File"). Upon receipt of a Disbursement File from Client, Solutions will initiate and process disbursements via the Disbursement Method specified by the Client in the Disbursement File in accordance

with Solutions' usual and customary processes and procedures.

A. ACH Transfer by Solutions for the Amount of the Disbursement. Solutions will initiate an ACH debit, for next business day settlement to Solutions' designated bank account for the amount of the Refund Disbursement file. Should this debit not be received by Solutions or returned as unpaid for any reason, Client understands that it will be obligated to compensate Solutions for its cost of funds at the Federal Reserve Effective rate as posted in the Wall Street Journal for the days that Solutions is out the funds.

B. Debit Card. Client acknowledges that federal law requires schools offering a debit card product to their students to confirm that a fee free automated teller machine is located on or immediately adjacent to the school's campus and that Client is solely responsible or determining that this requirement is satisfied. If Client elects to distribute refunds via a Debit Card, Solutions shall provide a means for students to apply for a Debit Card in the amount of the refund. In the event that a Debit Card has already been issued to a student, future refunds will be applied to the card previously issued. In the event that student does not qualify for a Debit Card, or the student does not take the necessary actions to initiate the refund to the Debit Card, Solutions shall issue a check to such student for their refund.

If Client intends to use the Debit Card to pay students work-study earnings, Client acknowledges that federal law imposes certain requirements on schools paying work study wages using debit cards (for example, that the school must obtain a separate written authorization to disburse work-study funds via debit card) and that client is solely responsible for complying with such laws.

If Client intends to use the Debit Card to make payroll payments other than federal work-study, Client acknowledges that Solutions makes no representation or warranty as to any compliance with relevant state payroll laws and that Client is responsible for compliance in this regard. The Debit Card is not intended for payroll disbursements, and Client acknowledges that neither Solutions nor its Debit Card subcontractor makes any representations or warranties as to compliance by such product with laws applicable to the payment of wages. Client further acknowledges that withdrawals are not always free.

3. For Clients using any of Solutions refund or disbursement services, Client hereby agrees to pay to Solutions all funds that Solutions is obligated to pay with regard to any and all checks, ACH transfers or other transfer that (i) Solutions issued to students of Client, (ii) that Client stopped, voided or canceled, but (iii) where such check, ACH transfer or other transfer was nonetheless negotiated (transferred or sold to a third party and thus Solutions was obligated to honor), withdrawn or otherwise obtained by the student despite Solutions's reasonable attempts to prevent such negotiation, transfer or withdrawal. As an example, if Solutions issues a refund check to Student B for \$500 and Client stops such check after it has been issued, but Student B negotiates such check by cashing it at a check cashing store, then Client will pay Solutions

\$500 because Solutions is required to honor the \$500 check.

4. Client hereby grants a non-exclusive worldwide license to Solutions to use Clients' trademarks, service marks, internet domain names, and other intellectual property solely as needed to perform the Refund Disbursement Services and this license shall also extend to any sub-contractor of Solutions solely as needed to perform any portion of the Refund Disbursement Services that are provided by sub-contractor.

5. Client agrees to pay fees for Refund Disbursement services as set forth in the Pricing Attachment.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have executed this Refund Disbursement Addendum as of the day and year first written below.

COAST COMMUNITY COLLEGE DISTRICT

SALLIE MAE CAMPUS SOLUTIONS,
a division of Sallie Mae, Inc.

By: _____

By: _____

Name: _____

Name: Kelly Christiano

Title: _____

Title: Senior Vice President

Date: _____

Date: _____

Exhibit 1

The individuals listed below are the only authorized representatives that may request (i) debit card or ACH reversals for disbursement errors, or (ii) stop checks issued by Solutions. For checking account and ACH reversal, Client must submit the reversal request in writing and state that the payment was submitted in error. Any request received by 4 (four) p.m. EST will be processed that day. All fees as described in the price quote apply. In the event that a person is no longer authorized to provide this information, it is the responsibility of Client to update this information.

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____

By: _____

Name: _____

Title: _____

E-mail: _____



Mission, Vision, and Values

Mission

Golden West College's mission is to create an intellectually and culturally stimulating learning environment for students and the community. Our students improve their basic skills, develop and enhance career opportunities, and/or prepare for transfer to a four-year institution as they become productive citizens and lifelong learners.

Vision

Golden West College is committed to excellence and endeavors to provide an optimum teaching and learning environment. This will be demonstrated by innovation which embraces demographic and technological changes.

Values

Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community. The following ten ideals (in alpha order) represent the foundation for our mission. They guide us in our daily decisions, as well as inspire and motivate us to accomplish our goals.

Access and Equity. We value and strive to ensure open access to our college and equitable opportunities for all the residents of our community.

Campus Environment. We value and support "Spirit of Place" through which the people, buildings, and grounds all serve to convey to our students that they are welcome and that our college is a special place of learning.

Collaborative Climate. We support active participation based on trust, openness, consistency, and respect in the college's decision-making process. We encourage students, faculty, and staff to work together to solve problems by listening to one another, by speaking honestly, and by demonstrating ethical behavior and responsibility for the good of the college.

Excellence and Innovation. We work to provide a quality educational environment for students by embracing a culture of assessment and continual improvement. We are inspired by our founding president's dictum to "Let Change Be the Tradition," to encourage innovation, creative problem solving, and to welcome changes that will enhance the College's ability to fulfill its mission.

Inclusiveness and Diversity. We value diversity and recognize the contributions of all individuals. We support the free and open exchange of thoughts and ideas in an environment that embraces mutual respect and civility.

Leadership. We promote active leadership for students, faculty, and staff at all levels of the institution and through partnerships with the community at large. We embrace our responsibility to clearly communicate, inspire, and proactively respond to the changing needs of our students and community.

Learning. We aspire to high academic standards and support the personal growth of all our students. We are committed to student learning that culminates in identified student outcomes.

Stewardship and Sustainability. We are responsible for utilizing and developing our human, environmental, and fiscal resources efficiently and effectively and in a manner consistent with the principles of health and sustainability.

Teaching. We value the primary role that faculty play in providing students with a dynamic and challenging environment that maximizes learning. We also acknowledge the important roles that classified staff and managers perform in support of students and their learning.

Technology. We value the role that technology plays in reducing barriers to learning, increasing access to educational opportunities, creating new ways of addressing students' learning needs, and enhancing the administrative aspects of serving students and faculty.



RESOLUTION # 12-30

A Resolution of the Board of Trustees of the Coast Community College District in Support of Opposing Proposition 32 "Special Exemption Act" in the November 2012 General Election

WHEREAS, the hidden agenda behind Proposition 32, the Special Exemptions Act, is to silence the voice of teachers, nurses, firefighters, and other middle-class workers in speaking up for students and everyday Californians; and

WHEREAS, the Special Exemptions Act purports to be about stopping special interest money in politics, when in reality, it will not curb billionaire businessmen and Super PACs from continuing to infuse massive amounts of money into swaying the electorate; and

WHEREAS, corporations already outspend unions by more than 15 to 1 in politics; and

WHEREAS, this measure allows corporations to continue to make political contributions without restrictions; and

WHEREAS, this initiative will virtually prevent teachers from being able to advocate for such issues as state funding initiatives; class size reduction; art, music, and sports programs; and school health and safety improvements; and

WHEREAS, this initiative will also have major implications for teachers in being able to advocate locally for parcel taxes, school bonds, and community improvement ballot measures; and

WHEREAS, California's teachers are the first to stand up for students and fight to protect their future; and

WHEREAS, this initiative could make it impossible for teachers to continue that advocacy; and

WHEREAS, if the voices of teachers and the middle class are restricted from speaking on important local, state and national issues, it will have serious consequences for the future of public education, our communities, and our state.

NOW THEREFORE BE IT RESOLVED that the Coast Community College District Board of Trustees supports the rights of teachers, school and public employees, and labor unions to make their voices heard politically; and

BE IT FURTHER RESOLVED that the Coast Community College District Board of Trustees does not support the Special Exemptions Act and urges voters to oppose the Special Exemption Act and to cast a "NO" vote on Proposition 32 in the November 2012 General Election.

I, Julie Frazier-Mathews, Secretary of the Board of Trustees of Coast Community College District hereby certify that on September 5, 2012 this Resolution was adopted by the Board by a vote of ____.

Ayes:

Noes:

Absent:

Abstain:

Julie Frazier-Mathews, Board Secretary, Board of Trustees

RESOLUTION # 12-31

A Resolution of the Board of Trustees of the Coast Community College District Authorizing Signatures - Orange County Department of Education

WHEREAS, it is necessary for the District to update signature authorizations for the Orange County Department of Education. Therefore, it is recommended by the Board Clerk that the following Resolution be adopted and made effective September 5, 2012; and

THEREFORE, BE IT RESOLVED, that the following persons be authorized to certify as true and correct copies and excerpts of Board Minutes, Resolutions, Contracts and other official documents:

Julie Frazier-Mathews, Secretary of the Board

Jane Burton, Secretary Pro Tem

Fiscal Impact: None

I, Jim Moreno, President of the Board of Trustees at Coast Community College District hereby certify that on September 5, 2012 this Resolution was adopted by the Board by a vote of ____.

Ayes:

Noes:

Abstain:

Absent:

Jim Moreno, Board President



RESOLUTION # 12-32

A Resolution of the Board of Trustees of the Coast Community College District Adopting the Board of Trustees' Meeting Schedule for Calendar Year 2013

WHEREAS, Regular Meetings of the Board of Trustees of the Coast Community College District will be set annually by Resolution and be held on the first and third Wednesday of each month, except for January, June, July, and December, which will be monthly; and

WHEREAS, Regular Meetings shall commence at 6:30 p.m. when a Closed Session is not scheduled. Regular meetings with a Closed Session will commence at 5:00 p.m. for the Closed Session, with the open portion of the Meeting reconvening at 6:30 p.m.; and

WHEREAS, the Board conducts Study Session Regular Meetings in March, August, and October. The March Study Session is devoted primarily to budget matters, and the August and October Study Sessions are open for topics which will be established by the Board; and

WHEREAS, Special Meetings may be called by the President of the Board or by a written request by a majority of members, stating the business to be transacted. Special Meetings also may be convened at any time with majority consent of the Board, with at least twenty-four hours notice in compliance with the provisions of the Ralph M. Brown Act; and

WHEREAS, the President of the Board will preside at all meetings. In the absence of the President, the Vice President or other Board Member as designee shall preside. The Board shall use Sturgis Rules of Order to conduct meetings, unless otherwise determined by the Board. A majority of the Board shall constitute a quorum for the transaction of all business, and a majority of the membership of the Board shall be necessary to take action on any motion unless otherwise provided by law. All Open Session votes of the Board of Trustees shall be public; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby adopt the following schedule of meetings for Calendar Year 2013:

January 16, 2013	Regular Meeting	July 17, 2013	Regular Meeting
February 6, 2013	Regular Meeting	August 7, 2013	Regular/Study Session
February 20, 2013	Regular Meeting	August 21, 2013	Regular Meeting
March 6, 2013	Regular Meeting	September 4, 2013	Regular Meeting
March 20, 2013	Regular/Study Session	September 18, 2013	Regular Meeting
April 3, 2013	Regular Meeting	October 2, 2013	Regular Meeting
April 17, 2013	Service Awards	October 16, 2013	Regular/Study Session
May 1, 2013	Regular Meeting	November 6, 2013	Regular Meeting
May 15, 2013	Regular Meeting	November 20, 2013	Regular Meeting
June 19, 2013	Regular Meeting/ Budget Study Session	December 11, 2013	Regular Meeting

I, Julie Frazier-Mathews, Secretary of the Board of Trustees of Coast Community College District hereby certify that on September 5, 2012 this Resolution was adopted by the Board by a vote of _____.

Ayes:

Noes:

Abstain:

Absent:

Julie Frazier-Mathews, Board Secretary, Board of Trustees

Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 67040 Use of Facilities and Co-sponsored Events

Education Code 82537, 82542

The use of college facilities, including fee schedules for **commercial and non-profit** District and ~~Non-District~~ **facility** users, shall be governed by rules and regulations established by the Board of Trustees in accordance with the Education Code. **The Chancellor shall establish administrative procedures consistent with this policy.**

The District and its colleges may co-sponsor the use of its facilities for activities that provide a clear benefit to the District. The Chancellor and/or College President shall authorize all co-sponsorship activities. The District Offices and each College shall maintain records of co-sponsored activities and shall submit an annual report of such co-sponsored activities to the Vice Chancellor, Finance and Administrative Services, by no later than June 30th of each year. This report shall set forth the estimated amount of rental fees the District Offices and/or the Colleges may have realized had the co-sponsorship of the activity not occurred.

The District's specific adherence to the Civic Center Act can be found in BP/AP 3903, Free Speech.

Adopted September 3, 1986
Revised February 16, 2011
Replaces CCCD Policy 040-2-1, Fall 2010
Revised **September 5, 2012**



**Coast Community College District
ADMINISTRATIVE PROCEDURE**

**Chapter 4
Business Operations**

**ABP 67002 Usage Fees for Facilities and/or Equipment for
Coastline, Golden West, —and Orange Coast Colleges**

Education codes 81550-81553

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

CLASSROOMS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Up to 50	\$25.00	\$35.00
Up to 100	\$35.00	\$45.00
Up to 150	\$40.00	\$45.00
Up to 210	\$50.00	\$65.00
Up to 400	\$130.00	\$175.00
Lab Classroom	\$40.00	\$50.00
Computer Center/Lab	\$80.00	\$105.00

PARKING LOTS (4 hour minimum)

Per Space	\$5.00	\$7.00
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GYMNASIUM & RELATED

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	\$150.00	\$235.00
Dance Room	\$50.00	\$90.00
Strength/Fitness Studio	\$75.00	\$140.00
Foyer Area	\$35.00	\$45.00
Weight Room	\$75.00	\$140.00
Locker Room (per room)	\$45.00	\$80.00
Aerobics Room	\$45.00	\$80.00
Cardio Lab	\$45.00	\$80.00
Biddle Field	\$45.00	\$80.00

ATHLETIC FIELDS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	\$75.00	\$140.00
Practice Soccer	\$45.00	\$80.00
Softball Fields	\$115.00	\$165.00
Utility Fields	\$45.00	\$80.00
Baseball Field (90 min + \$40.00)	\$115.00	\$165.00
Par Course	\$115.00	\$165.00
Practice Football	\$45.00	\$80.00

TENNIS/OUTDOOR COURTS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	\$35.00	\$45.00
Handball (GWC only, per court)	\$15.00	\$20.00

POOL	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided		
Certified Lifeguard required	\$80.00	\$115.00

OTHER FEES – ATHLETICS

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

- | | |
|------------------|------------|
| 1. Microphone | \$10.00/hr |
| 2. P.A./Stereo | \$40.00/hr |
| 3. Scoreboard | \$40.00/hr |
| 4. Event Markers | \$40.00/hr |

LEBARD STADIUM (4 hour minimum)	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
(No services)		
School games	\$400.00	
CIF Playoffs	\$600.00	
Non-profit Use	\$750.00	
Football Practice	\$275.00	
Commercial Use		\$1,500.00

Locker Rooms, Utility Fields, Strength lab, Handball 101 (classroom) and Training Room additional fees.

- Staffing at \$40 per person per hour.
- Lighting \$250

LEBARD STADIUM PARTIAL DAY USE RATES

(One rate for both Non-Profit and Commercial)

Stadium and Field House

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)
 - a. First hour \$400
 - b. Each additional hour \$180 (not to exceed 3 hours)
 - c. Labor costs not included Staffing at \$40 per person per hour.

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)

- a. First hour: \$180
- b. Each additional hour \$60 (not to exceed 3 hours)
- c. Labor costs not included Staffing at \$40 per person per hour.

OCC HORTICULTURE GARDENS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Garden	\$90.00	\$120.00
OCC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
OCC STUDENT CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Rooms	\$15.00	\$20.00
Lounge	\$90.00	\$120.00
Main cafeteria Floor Area	\$135.00	\$190.00
Captain's Table	\$90.00	\$120.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Cafeteria (4 hours min)		
Meetings and Seminars	\$115.00	\$165.00
Dances	\$150.00	\$235.00
College Center Patio	\$35.00	\$45.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room 102 (Dining Room)	\$35.00	\$75.00
With Kitchen Fee	\$15.00	\$20.00
OCC DRAMA LAB	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lab	\$165.00	\$235.00
OCC ART GALLERY	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Main Gallery	\$100.00	\$165.00
Children's Gallery	\$50.00	\$75.00
OCC ART CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.00 ¹	\$165.00
OCC FACULTY HOUSE	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
GWC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
GWC AMPHITHEATER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

GWC THEATER (4 hour minimum)

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$200.00	\$300.00
Rehearsal	\$100.00	\$150.00

Basic usage fees include:

1. Main floor (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required-performance only)
5. (30) lights-flat lighting plot
6. (2) dressing rooms-men's/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

Other fees not included in basic usage fee:

1. Technical Coordinator (required) \$45.00/hr
2. Fly crew person \$35.00
3. Lighting instruments \$10.00/instrument
4. Wireless microphone system \$450.00/day
5. Sound technician \$40.00/hr
6. Lighting technician \$40.00/hr
7. Stage technician \$35.00/hr
8. Spot light technician \$30.00/hr
9. Cashier \$25.00/hr
10. Spot Light \$100.00/4hrs
11. Stage Manager (required to be provide by renter)
12. Usher (4 required to be provided by renter)

GWC STAGE WEST

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract, **and to** -determineing the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$100.00	\$145.00
Rehearsal	\$75.00	\$80.00

Basic usage fees include:

1. Full use of facility
2. 4-hour use of house
3. (1) technician

Other fees not included in basic usage fee:

1. Additional Staff
2. Custodial(hourly basic)

GWC RECORDING STUDIO

In no case will the Recording Studio be used without employing GWC Studio Engineers. The Recording Studio will be available only to in-district and non-profit groups.

Usage fee for in-district use and other schools in the community, including Studio Engineer's fee:

Studios A and B \$80.00/hr

Usage fees for non-profit groups only (not available for commercial use):

Studio A \$100.00/hr

Studio Engineer \$50.00/hr

Studio B \$75.00/hr

Studio Engineer \$50.00/hr

ROBERT B. MOORE THEATRE/OCC

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract, **and to determine** the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC LECTURE	\$150.00	\$225.00
1. Mid stage, apron		
2. House (916 seats)		
3. One technician		
4. Six (6) lighting instruments		
5. One (1) dressing room (if available)		
6. Ticket booth		
7. Two (2) microphones, stands, cables, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC-SMALL BAND	\$250.00	\$350.00
1. Mid stage		
2. House (916) seats)		
3. Two (2) technicians		
4. Sixty-two (62) lighting instruments		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		
7. Sixteen (16) microphones, stands and cable, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps, etc.)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC ORCHESTRA	\$300.00	\$450.00
1. Full stage		
2. House (916 seats)		
3. Two (2) technicians		
4. Sixty (60) lighting instruments		
5. Orchestra shell		
6. Chairs, stands, platforms		
7. Two (2) dressing rooms (if available)		
8. Ticket booth		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC DANCE CONCERT/VARIETY SHOW	\$300.00	\$450.00

1. Full Stage
2. House (916 seats)
3. One hundred twenty-eight (128) lighting instruments
4. Two (2) technicians
5. Two (2) dressing rooms (if available)
6. Ticket booth
7. Six (6) microphones, stand and cables, tape or CD playback
8. House sound system (Board, EQ, speakers, amps, etc.)

FEES NOT INCLUDED IN BASIC USAGE FEES

- | | |
|--------------------------------|------------------------|
| 1. Staff Technician (overtime) | \$45.00/hr |
| 2. One hour manager (overtime) | \$35.00/hr |
| 3. Lighting instruments | \$10.00 per instrument |
| 4. Wireless microphone system | \$60.00 per channel |
| 5. Spotlight | \$100.00/4 hrs |

EQUIPMENT RENTAL CHARGES-PER DAY CCC-GWC-CCC

Overhead	\$10.00
Caramate	\$15.00
Lecternette	\$15.00
Microphone/Cable	\$10.00
Data Projector	\$75.00
25" Color TV/VHS Cart	\$40.00
Stereo Cassette Player	\$10.00
PA System/Portable Speak Mic	\$50.00
LCD Projector	\$100.00
Pianos (Requires tuning each way (one for stage and one for rental paid by user)	
Upright	\$150.00 or current cost of tuning
Grand	\$200.00 or current cost of tuning

Extra Charges - Prevailing hourly rates (minimum \$40 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands-special set-ups
10. Food service workers
11. Any other school employees required to work

BOATHOUSE RENTAL FEES/OCC	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Entire Facility -full day	\$2,000.00	\$5,000.00
Entire Facility-half day	\$1,500.00	\$2,000.00

Ground level areas including 100 linear feet of dock space (excluding lower bays)		
Ground Level-full day	\$600.00	\$1,000.00
Ground level-half day	\$400.00	\$750.00

Upstairs bay view classroom maximum (50) persons day/eves		
Upstairs-full day	\$250.00	\$500.00
Upstairs-half day	\$155.00	\$350.00
Upstairs bay view classroom maximum (125) persons day/eves		
Upstairs-full day	\$450.00	\$650.00
Upstairs-half day	\$300.00	\$450.00

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Room-Water View (12) people		
Conference room-full day	\$200.00	\$400.00
Conference room-half day	\$125.00	\$250.00
Kitchen usage-half day	\$50.00	
Kitchen usage-full day	\$75.00	

NOTE: Half day is four hours or less; anytime between 7:00 a.m. and 5:00 p.m.
 Full day is more than four hours; anytime between 7:00 a.m. and 5:00 p.m.
 Evening is anytime between 5:00 p.m. and 11:00 p.m.
 Weekend and weekday rates are the same

District Conference/Board Rooms (4 hours minimum)	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room A (A120-02) - Seats 14	\$120.00	\$150.00
Room D (B230-06) - Seats 8	\$100.00	\$125.00
Room E (B220-01) - Seats 14	\$120.00	\$150.00
Room F (B200-01) - Seats 16	\$140.00	\$175.00
Room G (B210-06) - Seats 8	\$100.00	\$125.00
Room H (B200-07)* - Seats 20	\$160.00	\$200.00
Room I (C310-07) - Seats 20	\$140.00	\$175.00
Board Room* - Seats 180 **	\$600.00	\$750.00

All conference rooms and Board room are available only during District business hours between 8:00 a.m. and 5:00 p.m. Rooms are not available on weekends or District holidays.

* Projector and screen available for use in these rooms. Additional staffing charges will apply.

** Arrangement must be made a minimum of ten (10) business days in advance of the event to execute a contract, and to-determine what the technical assistance is needed.

RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administrator in charge of that college, **who has determined that the use as making a contribution to the college's educational programmission**, or unless the employee is enrolled in a the program as a student **which requires the use of the shop, lab, or equipment**. Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or service performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION FACILITY USAGE BY DISTRICT EMPLOYEES

During Staffed Hours:

District and college staff may use OCC or GWC physical education facilities during staffed hours, but only with the advance approval of the division dean or assigned department staff.

During Non-Staffed Hours:

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

Adopted September 18, 1985

Revised September 7, 1989

Revised April 5, 1994

Revised September 11, 1996

Revised June 25, 1997

Revised August 17, 2005

Revised February 16, 2011

Replaces CCCD Policy 040-2-1.1, Spring 2011

Revised as Administrative Procedure Revision September 5, 2012

Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 6964550 Disposition of District Property

Education Code 81360-81380, 81450-81459

The Board shall adhere strictly to **the requirements** procedures prescribed by the Education Code in ~~when the sale~~ **selling or** ~~or leasing~~ of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment that are no longer suitable for District purposes. The Board authorizes the Chancellor or designee to dispose of such supplies and equipment in ~~conformance~~ **compliance** with ~~state~~ the law and District procedures.

Adopted September 3, 1986
Replaces CCCD Policy 040-2-3, Fall 2010
Revised **September 5, 2012**



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP ~~69656551~~ Sale or Lease of Real Property

Education Code 81370, 81371, 81372

The District's Board of Trustees authorizes the Vice Chancellor, Finance and Administrative Services, or its designee, to perform any required actions under Education Code Sections 81370 and 81371. The Vice Chancellor, Finance and Administrative Services, or the **Board's** designee, shall receive all oral bids or sealed proposals for matters relating to the sale or lease of real property. The Vice Chancellor, Finance and Administrative Services, or **the Board's** designee, shall provide the Board, or its designated committee, with periodic updates concerning the sale or lease of Real Property within the District. No sale or lease of real property shall be conducted without prior Board approval.

Adopted November 20, 1985
Replaces CCCD Policy 040-2-12
Revised **September 5, 2012**



**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

Chapter 4
Business Operations

BP 69666552 Land Utilization/Joint Use Development

The Board of Trustees endorses the concept of joint use development of surplus **and non-surplus** parcels of property owned by the Coast Community College District. ~~in considering an for such development of any parcel, the resolution shall also specify the intended usage of any proceeds derived bearing in mind the needs of the District and its campuses and facilities.~~ **Any enabling** resolution presented to the Board for the development of any land parcel shall also specify the intended usage of the parcel, and the compatibility of the intended use with any ~~proceeds derived bearing in mind the needs of the District, and its campuses, and the neighboring community, and facilities.~~

Adopted November 18, 1987
Replaces CCCD Policy 040-2-13, Fall 2010
Revised September 5, 2012



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 69706531 Transportation Regulations

Education Code 82305.6

Transportation of students and District personnel on District-authorized field trips and overnight trips ~~is provided~~ **shall be provided consistent with state law, board policy, and administrative regulations as** established by the Chancellor.

Adopted June 15, 1988

Revised February 21, 1996

Replaces CCCD Policy 040-5-1, Spring 2011

Revised September 5, 2012



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 69717131 Mileage Reimbursement

Education Code 72423, 87032

Board Members and District Employees shall be reimbursed ~~at by a mileage rate the prevailing mileage rate to be established by the Internal Revenue Service, unless the employee is otherwise compensated by a monthly mileage stipend for the particular travel relating to the requested reimbursement.~~ ~~Board of Trustees.~~

Any ~~Such reimbursement shall be for travel by private vehicle on District business~~ **must be** approved by specified action of the Board of Trustees, ~~or by the designated District or College official authority.~~ **Claims for mileage reimbursement must be submitted by no later than the end of the month following accrual.**

Adopted June 20, 1984
Revised January 20, 1999
Replaces CCCD Policy 040-5-2, Spring 2011
Revised September 5, 2012



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP ~~6972~~ 7401 Attendance at Meetings, Conferences, and Conventions

Education Code 72423, 7032

The Board may authorize attendance at meetings, conferences, and conventions when such attendance bears a direct and vital interest to the District. Requests for attendance at meetings, conferences, and/or conventions should contain evidence setting forth the basis on which the District would benefit as the result of such attendance. This Policy shall be implemented consistent with existing collective bargaining agreements.

Regulations governing District employee attendance and participation in off-campus meetings, conferences, and conventions with Board approval shall be established by the Chancellor. Attendance at meetings and conferences shall be approved by the Board of Trustees, however the Chancellor is authorized to exercise judgment in the event of hardship, need, or substantial impairment to the District. The District shall not unreasonably deny an employee such authorization.

Adopted October 16, 1985
Revised November 5, 1986
Revised December 7, 1988
Revised May 2, 1990
Revised September 18, 1991
Revised November 16, 2005
Replaces CCCD Policy 040-5-3, Spring 2011
Revised **September 5, 2012**



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 69732716(A) Participation in Events That Which Include a Charitable Contribution or Political Donation

The Board of Trustees stands opposed to **funding** the participation of by Board members or employees in **at** events or conferences **if** the price of the dinner or admission **to the event or conference** includes in part, or in whole, a charitable contribution or a political donation. **This policy is not intended to prohibit the District from paying for Board members attendance for a dinner or admission at the event or conference when the event's proceeds are raised for the benefit of the District, its colleges, or District foundations.**

Adopted November 5, 1986
Replaces CCCD Policy 040-5-3.1, Spring 2011
Revised September 5, 2012



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 69747132 Participation in Overnight Athletic Events

Coaches who accompany students on Board approved overnight trips for **California** Commission on Athletics approved sports **events or activities** shall be reimbursed a **daily** flat rate of \$80 without receipts, or up to \$125 with appropriate ~~itemized~~ receipts, ~~for~~per overnight stay to cover lodging and meals.

Bus drivers who provide transportation for events for students or District employees will be reimbursed for lodging and meals at an amount not to exceed Board approved District-wide conference allowances.

Adopted January 17, 1989
Revised February 21, 1996
Revised November 18, 1998
Replaces CCCD Policy 040-5-4, Spring 2011
Revised September 5, 2012

