

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Tuesday, May 27, 2014
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago 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, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note 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.

1.5 Approval of Minutes – Regular meeting of May 12, 2014

Action

1.6 Approval of Consent Calendar

Action

Agenda items designated as part of the consent calendar are considered by the board of trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the board votes on them. The board retains the discretion to move any action item listed on the agenda into the Consent Calendar. **The consent calendar vote items will be enacted by one motion and are indicated with an asterisk (*).**

An exception to this procedure may occur if a board member requests a specific item be removed from the consent calendar consideration for separate discussion and a separate vote.

1.7 Recognition of Classified Staff by Board of Trustees

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Accreditation
- 2.2 Reports from College Presidents
 - Accreditation
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings
- 2.6 Informational Presentation on the Budget

3.0 INSTRUCTION

- *3.1 Approval of Facility Agreement - El Sol Science and Arts Academy of Santa Ana Action

The administration recommends approval of the facility agreement with El Sol Science and Arts Academy of Santa Ana.
- *3.2 Approval of New Pharmacy Technology Agreement – Regents of University of California Action

The administration recommends approval of the agreement with Regents of the University of California in Irvine, California.
- *3.3 Approval of New Pharmacy Technology Agreement – Pacific Pharmacy Action

The administration recommends approval of the agreement with Pacific Pharmacy in Westminster, California.
- *3.4 Approval of Speech-Language Pathology Assistant Agreement Renewal - Anaheim Union High School District Action

The administration recommends approval of the agreement with Anaheim Union High School District in Anaheim, California.
- 3.5 Receive for First Reading – Santa Ana College (SAC) Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation Information

The SAC self evaluation report is presented for first reading as an informational item.

* Item is included on the Consent Calendar, Item 1.6.

- 3.6 Receive for First Reading – Santiago Canyon College (SCC) Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation Information
The SCC self evaluation report is presented for first reading as an informational item.
- *3.7 Acceptance of Mr. Timo Budarz’s Sabbatical Leave Report Action
The administration recommends acceptance of Mr. Budarz’s Sabbatical Leave Report.
- *3.8 Acceptance of Dr. Laney Wright’s Sabbatical Leave Report Action
The administration recommends acceptance of Dr. Wright’s Sabbatical Leave Report.
- *3.9 Approval of Travel Tour Service Agreement with Good Times Travel Action
The administration recommends approval of the Travel Tour Service Agreement with Good Times Travel to provide educational travel tours including renewals as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of April 2014.
- *4.3 Approval of Consulting Services – The Dolinka Group Action
The administration recommends approval of additional consulting services of the Dolinka Group as presented.
- *4.4 Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC Action
The administration recommends approval of the legal services agreement with Bergman Dacey Goldsmith, PLC to provide legal services on construction and real estate related matters through June 30, 2015, as presented.
- *4.5 Approval of Public Hearing – 2014-2015 Tentative Budget Action
The administration recommends the board hold a public hearing on the 2014-2015 Tentative Budget on June 9, 2014.

* Item is included on the Consent Calendar, Item 1.6.

- *4.6 Approval of Amendment to Agreement with Bernards Management Services for Close Out of Bid Packages 1, 2, and 3 at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Bernards Management Services for time only for the close out of Packages 1, 2, and 3 projects at SAC as presented.
- *4.7 Rejection of all Bids for Bid #1227 – Roof Repairs for Buildings C, H, N, P, and R at Santa Ana College Action
The administration recommends rejecting all bids for Bid #1227 – Roof Repairs for Buildings C, H, N, P, and R at SAC as presented.
- *4.8 Ratification of Award for Bid #1230 – Child Development Center (CDC) Re-Roofing Project at Santiago Canyon College Action
The administration recommends ratification of the award of Bid #1230 to Best Contracting Services as presented.
- *4.9 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period of April 10, 2014, through May 10, 2014.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Child Development Training Consortium (SAC/SCC) - \$1,175
Augmentation
- *5.2 Approval of Sub-Agreement between RSCCD and Santa Clarita Community College District/College of the Canyons for Deputy Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and Cabrillo Community College District for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

* Item is included on the Consent Calendar, Item 1.6.

- *5.4 Approval of Sub-Agreement between RSCCD and Los Angeles Valley College Foundation/IDEAS for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.6 Approval of Sub-Agreement between RSCCD and Coast Community College District/Orange Coast College for Youth Entrepreneurship Program Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.7 Approval of Agreement with rSmart Action
The administration recommends approval of the agreement with rSmart as presented.
- 5.8 Board Member Comments Information

RECESS TO CLOSED SESSION

Conducted in accordance with applicable sections of California law. Closed sessions are not open to the public. (RSCCD)

Pursuant to Government Code Section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or the acquisition of land or facilities. (OCDE)

The following item(s) will be discussed in closed session:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Associate Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

* Item is included on the Consent Calendar, Item 1.6.

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

Completion of the information on the form is voluntary. Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note 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.

6.0 HUMAN RESOURCES

- 6.1 **Management/Academic Personnel** Action
 - Approval of Appointments
 - Ratification of Resignations/Retirements
 - Approval of Part-time Hourly New Hires/Rehires
 - Approval of Non-paid Instructors of Records
 - Approval of Non-paid Interns Services
- 6.2 **Classified Personnel** Action
 - Approval of Hourly On Going to Contract Assignments
 - Approval of Temporary to Contract Assignments
 - Approval of Return to Regular Assignments
 - Approval of Changes in Positions
 - Approval of Changes in Salary Placements
 - Approval of Out of Class Assignments
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Temporary to Hourly On Going Assignments

6.2 Classified Personnel – (cont.)

- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District Action

It is recommended that the board schedule a public hearing for June 9, 2014.

6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579 Action

It is recommended that the board receive and file the district's initial bargaining proposal to CSEA and schedule a public hearing for June 9, 2014.

6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action

It is recommended that the board receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for June 9, 2014.

6.6 Presentation of Faculty Association of Rancho Santiago Community College District Initial Bargaining Proposal to Rancho Santiago Community College District Action

It is recommended that the board schedule a public hearing for June 9, 2014.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on June 9, 2014.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway, #107
Santa Ana, CA 92706

Board of Trustees (Regular meeting)

Monday, May 12, 2014

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. Jose Solorio. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Mr. Yuh Hwan Ko.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Mendoza Yanez, Member, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Administration of Oath of Allegiance to Yuh Hwan Ko, May 2014 Interim Student Trustee

Mr. Yarbrough administered the Oath of Allegiance to Mr. Yuh Hwan Ko. The board welcomed him as the May 2014 student trustee.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to remove Item 4.11 (Bid #1227 for Roof Repairs at Santa Ana College [SAC]), and approve a revised page and addendum for Item 6.1 (Management/Academic Personnel) and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

1.5 Public Comment

Ms. Victoria Williams, President, California School Employees Association, Chapter 579, thanked board members for adopting a resolution to honor classified school

1.5 Public Comment – (cont.)

employee week on May 18-24, 2014 at its December 2013 meeting. On behalf of the board, Mr. Hanna read Resolution No. 14-19 and thanked classified staff for their service to the district.

1.6 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held April 28, 2014. Ms. Alvarez read the following correction into the record:

Ms. Alvarez recognized SAC's dire need for additional parking spaces at this time, and as such, the land will be developed into a parking lot as recommended by staff. However, Trustee Alvarez expressed a desire that IF it is to be a parking lot for now, that it is nicely developed aesthetically given recent improvements to Bristol Street and its proximity to the Washington Square neighborhood.

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

1.7 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

3.1 Approval of Agreement between California State University Fullerton's (CSUF) Auxiliary Services and RSCCD for Research Evaluation of SAC's ENGAGE in STEM Grant Funded Project

The board approved the agreement between CSUF's Auxiliary Services and RSCCD on behalf of SAC to allow CSUF's Center for Educational Access and Research office to conduct its evaluation of the ENGAGE in STEM grant project.

3.2 Approval of Speech-Language Pathology Assistant Program (SLPA) Agreement Renewal – San Jacinto Unified School District

The board approved the agreement renewal with San Jacinto Unified School District in San Jacinto, California.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.7 Approval of Consent Calendar – (cont.)

4.2 Adoption of Resolution No. 14-17 Regarding Expenditure Transfers to Permit Payment of Obligations

The board adopted Resolution No. 14-17 regarding expenditure transfers as presented.

4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended March 31, 2014

The board approved the CCFS-311Q for the period ending March 31, 2014, as presented.

4.5 Approval of Lease Agreement with Vara Media

The board approved the lease agreement with Vara Media and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

4.6 Approval of Change Order #1 – De La Riva Construction, Building R Exterior Guardrail Panel Replacement Project at Santa Ana College

The board approved change order #1 for De La Riva Construction for Building R exterior guardrail panel replacement project at SAC as presented.

4.7 Approval of Notice of Completion for Resolution 13-33 – Contract with De La Riva Construction for Building R Exterior Guardrail Panel Replacement Project at Santa Ana College

The board approved the Notice of Completion with De La Riva Construction for Building R exterior guardrail panel replacement at SAC as presented.

4.8 Ratification of Agreements with De La Riva Construction, Inc., KDC Construction, Sun Environmental Engineering, Rodriguez Engineering, PC Associates, CEM Lab, and Executive Environmental for Emergency Repair of Russell Hall Panels and Guardrails at Santa Ana College

The board ratified the agreements with De La Riva Construction, Inc., KDC Construction, Sun Environmental Engineering, Rodriguez Engineering, PC Associates, CEM Lab, and Executive Environmental for emergency repair of Russell Hall panels and guardrails at SAC as presented.

4.9 Approval of Agreement with RBF Consulting for Storm Water Pollution Prevention Plan (SWPPP) Consulting Services for Dunlap Hall Renovation Project at Santa Ana College

The board approved the contract with RBF Consulting Group for SWPPP Consulting Services for the Dunlap Hall renovation project at SAC as presented.

1.7 Approval of Consent Calendar – (cont.)

4.10 Approval of Agreement with Westberg+White, Inc. for Architectural Services for Package 3 – Phase 1 and Phase 2 and Off-Site Work adjacent to Parking Lots 6 and 7 at Santa Ana College

The board approved the contract with Westberg+White, Inc. for Package 3 – Phase 1 and Phase 2 and off-site miscellaneous work adjacent to parking lots 6 and 7 at SAC as presented.

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- AB 86 Adult Education Consortium Planning Grant (SAC/SCC) \$326,047

5.2 Approval of Sub-Agreement between RSCCD and City College of San Francisco for Information Communications Technology/Digital Media Sector Navigator Grant

The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.3 Approval of Sub-Agreements between RSCCD and South Orange County Community College District and Orange County Superintendent of Schools for Youth Entrepreneurship Program

The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter into related contractual agreements on behalf of the district.

1.8 Public Hearing – Rancho Santiago Community College District (RSCCD) Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA)

There were no public comments.

1.9 Presentation on Santa Ana College's (SAC) Welding Program

Mr. George Moreno, Associate Professor, Welding, Santa Ana College, gave a presentation to the board on the welding technology program at SAC. Board members received clarification on the information presented.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

Mr. Vázquez reported that Dr. Henry Yong, President, Evergreen Valley College, will be the team leader for the accreditation team visiting the college in October.

Mr. Vázquez indicated that he and Dr. Aracely Mora plan to meet with Dr. Young before Mr. Vázquez retires. Mr. Vázquez stated that a link to the second draft of the self-evaluation report had been given to board members.

Dr. Martinez reported that the first draft of the self-evaluation report had been given to board members.

Mr. Vázquez and Dr. Martinez indicated the final drafts for each college will be presented to board members at the May 27, 2014, board meeting.

2.3 Report from Student Trustee

Mr. Yuh Hwan Ko, Interim Student Trustee, provided a report to the board, which included a report as Student President, Santiago Canyon College .

2.4 Reports from Student Presidents

Mr. Jorge Sandoval, Student President, Santa Ana College, provided a report to the board.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

3.0 INSTRUCTION

All items were approved as part of Item 1.7 (Consent Calendar).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, and 4.5 through 4.10 were approved as part of Item 1.7 (Consent Calendar). Item 4.11 was removed from the agenda during the approval of Item 1.4 (Additions or Corrections to Agenda).

4.4 Quarterly Investment Report as of March 31, 2014

The quarterly investment report as of March 31, 2014, was presented as information.

5.0 GENERAL

Items 5.1, 5.2, and 5.3 were approved as part of Item 1.7 (Consent Calendar).

5.4 Approval of Privileges for Student Trustee

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to approve the following privileges for the student trustee:

- The privilege to make and second motions;
- The privilege to attend closed sessions on matters relating to student discipline;
- The privilege to receive the same compensation as the other members of the board;
- The privilege to serve on board committees.

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

5.5 Adoption of Resolution No. 14-18 and Order of Biennial Trustee Election 2014 and Specifications of Election Order

It was moved by Ms. Barrios and seconded by Ms. Mendoza Yanez to adopt Resolution No. 14-18 and Order of Biennial Trustee Election and Specifications of the Election Order. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

5.6 Approval of Board Legislative Committee Recommendation

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommendation of the Board Legislative Committee regarding SB 850 (Block) – Public Postsecondary Education: Community College Districts: Baccalaureate Degree Pilot Program. Ms. Alvarez gave a report on the Board Legislative Committee which met prior to the board meeting. She indicated the committee recommended support of SB 850; therefore, she urged board members to support SB 850. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko's advisory vote was aye.

5.7 Reports from Board Committees

Mr. Labrado provided a report on the May 8, 2014, Board Facilities Committee meeting.

Ms. Barrios did not provide a report on the May 1, 2014, Orange County Community College Legislative Task Force meeting since she was unable to attend the meeting.

5.8 Board Member Comments

Mr. Ko and Mr. Solorio thanked Ms. Mendoza Yanez for requesting a presentation on the SAC Welding Technology Program.

Mr. Ko expressed his appreciation for the opportunity to serve as student trustee for May 2014.

Ms. Barrios and Ms. Alvarez reported that they attended the 164th Basic Fire Academy Graduation on May 3 and Ms. Alvarez congratulated Ms. Mendoza Yanez' son on his completion of the fire academy program and the award that was presented to him during the ceremony.

Board members thanked Mr. Sandoval for serving as student trustee for April 2014.

Board members welcomed Mr. Ko as student trustee for May 2014.

Mr. Yarbrough reported he attended the Board Legislative Committee meeting held prior to the board meeting and expressed appreciation for those that participated in discussing and supporting a bill regarding a baccalaureate degree pilot program.

Ms. Alvarez and Mr. Hanna thanked Mr. Sandoval for his input at the Board Legislative Committee meeting prior to the board meeting. Ms. Alvarez expressed appreciation for Mr. Sandoval's offer to research the students' recommendations regarding a baccalaureate degree pilot program. Mr. Hanna indicated that discussion occurred regarding increasing communication relating to legislation between ASG leaders and the Board Legislative Committee.

Mr. Hanna provided a report on the Community College League (CCLC) of California's Excellence in Leadership & Governance conference in Newport Beach on May 2-3, 2014. He attended the following sessions: Accreditation Skills Workshop, Brown Act Training, Best Practices in Board Self-Evaluation, Baccalaureate Degrees and Senate Bill 850, and Excellence in Trusteeship. Mr. Hanna provided board members with handouts relating to the baccalaureate degree pilot program and plans to provide a handout from the Brown Act Training session at a future date. Mr. Hanna explained the Excellence in Trusteeship program offered by CCLC and stated that the Board Policy Committee plans to review this program at a future meeting.

5.8 Board Member Comments – (cont.)

Mr. Hanna gave a report on the CCLC Advisory Committee on Legislation meeting he participated in via telephone on May 9. Mr. Hanna's report included comments regarding the Fair Accreditation for California Community Colleges Act (AB 1942) introduced by Assemblymember Rob Bonta.

Mr. Hanna asked that the Board President send a congratulatory letter to Ms. Toni G. Atkins as the new Speaker of the California State Assembly on behalf of the board.

Ms. Mendoza Yanez thanked Mr. George Moreno for the presentation on the SAC Welding Technology Program and Mr. Bryan Lara for representing the welding students at the board meeting.

Ms. Mendoza Yanez commended the fire academy on its excellent program and expressed pride in her son for completing the strenuous program. She thanked board members who attended the graduation.

Ms. Mendoza Yanez encouraged board members to attend the Nurse Pinning Ceremony on June 7th.

Mr. Labrado reported that he recently read an article regarding a boot camp course offered at SAC and thanked Dr. Sara Lundquist for her comments in the article.

Mr. Solorio informed staff that Mr. Arnaldo Avalos, a newly appointed member of the Board of Governors, is planning to be in town on June 2 and asked staff to extend an invitation to him to tour one of the RSCCD campuses.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:29 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

5. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Property Address: 4540 E. Riverdale Avenue, Anaheim, California
Negotiating Parties: Orange Unified School District
Under Negotiation: Sale of Property

RECONVENE

The board reconvened at 7:24 p.m.

Closed Session Report

Ms. Alvarez reported the board discussed public employment, anticipated litigation, contract negotiations, and public employee discipline. Ms. Alvarez reported that the board took action to ratify the mediation settlement with Dynalectric in the amount of \$700,000 with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio. Mr. Yarbrough was absent and did not vote on this action.

Mr. Yarbrough left the meeting during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio. Student Trustee Ko's advisory vote was aye.

- Approve Appointments
- Approve Change of Titles
- Approve Rehiring of Temporary Employees
- Approve 2013-2014 Contract Extension Days
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio. Student Trustee Ko’s advisory vote was aye.

- Approve New Classifications
- Approve New Appointments
- Approve Out-of-Class Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant List

6.3 Adoption of Rancho Santiago Community College District’s Initial Bargaining Proposal to Continuing Education Faculty Association

It was moved by Mr. Labrado and seconded by Ms. Alvarez to adopt the district’s initial bargaining proposal to the Continuing Education Faculty Association. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Ko’s advisory vote was aye.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, May 27, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 7:25 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 27, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College School of Continuing Education**

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Facility Agreement with El Sol Science and Arts Academy of Santa Ana	
Action: Request for Approval	

BACKGROUND

El Sol Science and Arts Academy of Santa Ana is a charter school which in collaboration with the Merage Foundation provides a variety of social services to parents and other community members in the city of Santa Ana.

ANALYSIS

Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education proposes to continue a partnership with El Sol Science and Arts Academy of Santa Ana to offer English as a Second Language, Family Literacy, Parent Education, Adult Basic Education, Citizenship, and computer courses at their facility located at 1010 N. Broadway, Santa Ana, California 92701. This Facility Agreement has been reviewed by college staff and accepted by program leaders from both institutions.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Facility Agreement on behalf of Santa Ana College School of Continuing Education with El Sol Science and Arts Academy of Santa Ana.

Fiscal Impact:	\$3.50/Instructional hour up to 9,000 hours/Fiscal Year	Board Date: May 27, 2014
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

FACILITY AGREEMENT

THIS FACILITY AGREEMENT (hereinafter “Agreement”) is entered into between **Rancho Santiago Community College District** on behalf of Santa Ana College School of Continuing Education (hereinafter called "College") and **El Sol Science and Arts Academy of Santa Ana**.

BASIS AND PURPOSE OF AGREEMENT

WHEREAS, the College provides adult education classes that improve language and workforce skills, increase civic involvement, and promote lifelong learning.

WHEREAS, El Sol Science and Arts Academy of Santa Ana has suitable facilities and classroom space available to accommodate these classes for the College.

NOW, THEREFORE, the District and El Sol Science and Arts Academy of Santa Ana do covenant and agree as follows:

1. **Description of Services.** El Sol Science and Arts Academy of Santa Ana shall provide facilities and classroom space suitable to hold the number of adult education classes as mutually agreed to by the El Sol Science and Arts Academy of Santa Ana and the College. The College will hire instructors according to its existing policies and procedures to teach the following classes at these facilities:
 - English as a Second Language, Family Literacy, Parenting, Adult Basic Education, Citizenship, and computer classes.
 - The College will evaluate the instructors at regular intervals and add additional classes as needed.
 - The College will keep an accurate account of all class hours.
2. **Compensation.** El Sol Science and Arts Academy of Santa Ana shall be compensated by College at the rate of \$3.50 per class hour for a maximum of 9,000 hours per fiscal year.
3. **Payment.** Payment of fees as outlined in this Agreement shall be payable by College upon receipt of El Sol Science and Arts Academy of Santa Ana invoice.
4. **Term.** This Agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by 30 days written notice of either party.

5. **Insurance.** Each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Proof of insurance coverage shall be furnished to either party upon written request.
6. **Indemnification.** All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
7. **Entire Agreement.** This document contains the entire Agreement of the parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended except by an agreement in writing signed by the party against whom enforcement of any amendment is sought.
8. **Notices.** Except as otherwise provided in the Agreement, all notices or other communications hereunder shall be in writing and delivered to the addresses below the signatures to this Agreement. Such addresses may be changed by notice given by either party to the other pursuant to this Section or by other form of notice agreed to by the parties.
9. **Severability.** If any provision of this Agreement is invalid or unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in such jurisdiction and shall be liberally construed in order to effectuate the purpose and intent of this Agreement, and the invalidity or unenforceability of any provision of this Agreement in any jurisdiction shall not affect the validity or enforceability of any such provision in any other jurisdiction.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

EL SOL SCIENCE AND ARTS ACADEMY OF SANTA ANA

Signature:

Date:

Monique Davis, Executive Director
El Sol Science and Arts Academy of Santa Ana
1010 N. Broadway
Santa Ana, CA 92701
(714) 543-0023

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: May 27, 2014
Re: Approval of New Pharmacy Technology Agreement – Regents of the University of California	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a new agreement.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect for two (2) years or until terminated by either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Regents of the University of California in Irvine, California.

Fiscal Impact:	None	Board Date: May 27, 2014
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

**ALLIED HEALTH SCIENCES EDUCATION AGREEMENT BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
AND
SANTA ANA COLLEGE
PHARMACY TECHNOLOGY PROGRAM**

This Agreement is made and entered into this 1st day of July 2014, in the State of California between Rancho Santiago Community College District on behalf of Santa Ana College, Orange County, California, hereinafter called "AFFILIATE", and The Regents of the University of California, a California Corporation, hereinafter referred to as "UNIVERSITY".

WITNESSETH

WHEREAS, UNIVERSITY owns and operates the University of California, Irvine, School of Medicine, fully accredited for training graduate and undergraduate students, hereinafter referred to as "SCHOOL"; and

WHEREAS, UNIVERSITY owns and operates the University of California, Irvine Medical Center, a fully accredited and duly licensed acute care hospital facility, hereinafter referred to as "MEDICAL CENTER"; and

WHEREAS, the AFFILIATE conducts approved programs in health sciences education which require clinical experiences for students enrolled in said programs; and

WHEREAS, it is to the benefit of both AFFILIATE and UNIVERSITY that students enrolled in AFFILIATE's health sciences programs have opportunities for clinical experience to enhance their capabilities;

NOW, THEREFORE, the AFFILIATE and UNIVERSITY do covenant and agree as follows:

I. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE MEDICAL CENTER AND SCHOOL

- A. The Associate Executive Vice Chancellor is authorized to approve Allied Health Programs to be conducted at the MEDICAL CENTER upon the recommendation of the Dean of the SCHOOL, except in areas of authority delegated to the Academic Senate by the Standing Orders of the Regents.
- B. Each program will have a UNIVERSITY staff member, approved by his/her supervisor, who will function as Education Coordinator for use of MEDICAL CENTER facilities for clinical experience of AFFILIATE's health sciences students, including joint planning with representatives of all involved services. Responsibilities of coordinator will also include scheduling of student rotations, and in cases where not provided by AFFILIATE, supervision and instruction while at the MEDICAL CENTER.

- C. The SCHOOL faculty and staff may participate in the educational program, (i.e., clinical instruction) on request of the AFFILIATE's instructor and approval of appropriate SCHOOL supervisor.
- D. Students enrolled in AFFILIATE's health sciences educational programs conducted at the MEDICAL CENTER will be permitted to use such MEDICAL CENTER supplies and equipment as are determined by MEDICAL CENTER to be made available to perform the patient care services which are necessary to meet the clinical experience requirements of the student's educational program.
- E. Service facilities (i.e., conference rooms, parking and cafeteria) at the MEDICAL CENTER will be made available to AFFILIATE's health sciences students and faculty at such times and to the extent approved by the MEDICAL CENTER's authorized officer.
- F. Educational facilities of the SCHOOL will be made available to AFFILIATE's health sciences students and faculty at such times and to the degrees approved by the Dean of the SCHOOL, and in accord with established policy of the MEDICAL CENTER.
- G. In his/her sole discretion, the Director of the MEDICAL CENTER may refuse access to clinical areas in the MEDICAL CENTER to AFFILIATE's health sciences student(s) or faculty in the event that AFFILIATE's health science student(s) or faculty member(s) violate UNIVERSITY or MEDICAL CENTER rules and regulations.
- H. UNIVERSITY has the right to request that the AFFILIATE withdraw from the MEDICAL CENTER any student who the UNIVERSITY and AFFILIATE determine is not performing satisfactorily or is not complying with the UNIVERSITY's policies, procedures, or regulations. Such request must be in writing and include a detailed statement of the reasons why the UNIVERSITY requests that the student be withdrawn. The AFFILIATE shall comply with all requests within five (5) days of receipt. Notwithstanding the foregoing provision, in the event of an emergency or if any student represents a threat to patients' safety or fails to meet UNIVERSITY standards for health, safety, cooperation or ethical behavior, the UNIVERSITY may immediately exclude the student from the clinical areas of the MEDICAL CENTER until final resolution of the matter with the AFFILIATE.

II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AFFILIATE

- A. The AFFILIATE will assume full responsibility for offering health science education programs accredited by the appropriate accrediting body.
- B. Compensation paid by AFFILIATE for teaching and/or other services to paid faculty members of the SCHOOL shall be reported to the Dean of the SCHOOL as required under the school Compensation Plan. All compensation paid as either a salary or professional fee must be reported by AFFILIATE by January 31st of each year for the preceding calendar year.
- C. The AFFILIATE will initiate the development of an instructional program acceptable to both the AFFILIATE and the UNIVERSITY for using the MEDICAL CENTER and/or SCHOOL faculty, staff, resources, and facilities to meet the educational goals of the prescribed curriculum. The program will be made available to the Education Coordinator at a time agreed upon by said coordinator and the designated representative of the AFFILIATE not less than ninety (90) days prior to the beginning of the proposed program. The proposed program will be revised at the request of the MEDICAL CENTER's Director or SCHOOL's Dean in instances of conflict with MEDICAL CENTER's patient care responsibilities and/or SCHOOL's education, research and training programs.
- D. Prior to the beginning of each training period, the AFFILIATE or a designated representative shall provide the Education Coordinator with a list of the student's names and addresses for that training period.
- E. The AFFILIATE will provide the Education Coordinator with a copy of the approved curriculum for each course of study covered by this Agreement prior to the start of the clinical experience.
- F. The AFFILIATE will provide a member of the AFFILIATE faculty who is both a qualified teacher and a competent, licensed (where applicable) practitioner in the applicable health sciences field to coordinate the clinical education program with UNIVERSITY faculty and staff.
- G. Both parties will cooperate in providing orientation for AFFILIATE's faculty members to familiarize them with MEDICAL CENTER policies, practices, and facilities before assigning AFFILIATE's to institutional duties at the MEDICAL CENTER.

- H. The AFFILIATE'S faculty will be responsible for learning and observing the regulations of both AFFILIATE and MEDICAL CENTER as they apply to the circumstances of clinical teaching.
- I. The AFFILIATE will provide name badges designating student status and assure that patients are made fully aware of the student status.
- J. The AFFILIATE shall have the privilege of regularly scheduled meetings with appropriate MEDICAL CENTER and/or SCHOOL staff, including both selected floor personnel and administrative representatives for the purpose of interpreting, discussing, and evaluating the educational program in the applicable clinical experience.
- K. AFFILIATE shall certify to UNIVERSITY at the time each student first reports to the MEDICAL CENTER that the student complies with the AFFILIATE's requirements for immunizations and tests, including, but not limited to, an annual health examination, rubella, DT, tuberculin skin test and chest x-ray if determined appropriate by the AFFILIATE. AFFILIATE shall certify to UNIVERSITY that each student has completed JCAHO and HIPAA training requirements.

III. STATUS OF HEALTH SCIENCES STUDENTS

- A. AFFILIATE's health sciences students shall have the status of learners and shall not be considered to be UNIVERSITY employees, nor shall they be intended to replace MEDICAL CENTER staff. Clinical experience will be conducted as a laboratory learning experience.
- B. Health sciences students are subject, during their clinical experience assignment, to applicable UNIVERSITY regulations and must conform to the same standards as are set for UNIVERSITY employees in matters relating to the welfare of patients and general MEDICAL CENTER operation.
- C. UCI requires a background check via LiveScan. The results must be sent to the UCI Department Director responsible for your program.

IV. PERIOD OF AGREEMENT

A. This Agreement shall be effective July 1st, 2014 and shall continue in effect for a maximum of two years unless terminated by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before six months after receipt of said notice, except that this Agreement may be terminated at any time upon written mutual consent by the AFFILIATE and the UNIVERSITY.

B. The specifics for the period of July 1, 2014 through July 1, 2016 for the program is specified in the attached addendum which is made a part hereof. The specific terms covering each program for the following years shall be added yearly or as needed and shall become a part of this Agreement.

V. INDEMNIFICATION

A. AFFILIATE shall defend, indemnify and hold UNIVERSITY, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising from the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of AFFILIATE, its officers, agents, or employees.

B. UNIVERSITY shall defend, indemnify and hold AFFILIATE, its officers, employees, students, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UNIVERSITY, its officers, agents, or employees.

VI. INSURANCE

A. AFFILIATE at its sole cost and expense, shall cover its activities and maintain insurance and/or program of self-insurance in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. Comprehensive or Commercial Form General Liability Insurance (contractual liability included)

with limits as follows:

- | | | |
|-----|--|-------------|
| (a) | Each Occurrence | \$1,000,000 |
| (b) | General Aggregate (Not applicable to the Comprehensive form) | \$3,000,000 |

However, if such insurance is written on a claims-made form following termination of this Agreement coverage shall survive for a period of not less than three years. Coverage shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

2. Professional Medical and Hospital Liability Insurance with limits as follows:

- | | | |
|-----|-------------------|-------------|
| (a) | Each Occurrence | \$1,000,000 |
| (b) | General Aggregate | \$3,000,000 |

If such insurance is written on a claims made form, following termination of the agreement, coverage shall survive for the maximum reporting period available from insurance sources. Coverage shall also provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.

3. Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles

with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.

4. Workers' Compensation and Employers Liability Insurance in a form and amount covering

AFFILIATE'S full liability under the Workers' Compensation Insurance and/or a program of self-insurance and Safety Act of the State of Utah as amended from time to time.

5. Such other insurance in such amounts which from time to time may be reasonably required by the

mutual consent of UNIVERSITY and AFFILIATE against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section A.(1), (2) (3) shall not in any way limit the liability of AFFILIATE. The coverages referred to under (1), of this Section A. shall be endorsed to include UNIVERSITY as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of AFFILIATE, its officers, agents, employees. AFFILIATE upon the execution of this Agreement shall furnish UNIVERSITY with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for advance written notice to UNIVERSITY of any modification, change or cancellation of any of the above insurance coverages.

B. Students of the AFFILIATE will be covered by professional liability/malpractice insurance which each student must maintain as a prerequisite for participating in the clinical training program at the Medical Center. This insurance shall be considered primary. Students must provide certificates of insurance verifying coverage and limits before participating in the program.

C. UNIVERSITY at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. General Liability Self-Insurance Program with limits as follows:

- | | | |
|-----|-------------------|-------------|
| (a) | Each Occurrence | \$1,000,000 |
| (b) | General Aggregate | \$3,000,000 |

2. Professional Medical and Hospital Liability Insurance with limits as follows:

- | | | |
|-----|-------------------|-------------|
| (a) | Each Occurrence | \$1,000,000 |
| (b) | General Aggregate | \$3,000,000 |

If such insurance is written on a claims made form, following termination of the agreement, coverage shall survive for the maximum reporting period available from insurance sources. Coverage shall also provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.

3. Business Automobile Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.

4. Workers' Compensation and Employers Liability equivalent Self-Insurance Program covering UNIVERSITY's full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of AFFILIATE and UNIVERSITY against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section B.(1), (2) and (3) shall not in any way limit the liability of UNIVERSITY. The coverages referred to under (1), of this Section B. shall be endorsed to include AFFILIATE as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of UNIVERSITY, its officers, agents, employees. UNIVERSITY upon the execution of this Agreement shall furnish AFFILIATE with Certificates of Self-Insurance evidencing compliance with all requirements. Certificates shall further provide for advance written notice to AFFILIATE of any modification, change or cancellation of any of the above insurance coverages.

VII. REQUIRED NOTICES

Any notice required to be given pursuant to this Agreement shall be in writing and shall be served by personal service or first class mail. When served by first class mail, service shall be conclusively deemed effective three (3) days after deposit thereof in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as herein provided:

- A. Notice to the AFFILIATE shall be addressed and mailed as follows:

KC Huynh, Pharm.D.
Santa Ana College
Pharmacy Technology Program
1530 West 17th Street
Santa Ana, CA 92706-3398

- B. Notice to UNIVERSITY shall be addressed and mailed as follows:

Rebecca Brusuelas
Associate Dean of Finance and Administration
c/o Director, Contracts and Grants
University of California, Irvine
School of Medicine
270 Irvine Hall
Irvine, CA 92697-3950

VIII. INTEGRATION CLAUSE

This Agreement states the entire contract between the parties in respect to subject matter of this Agreement and supersedes any oral or written proposals, statements, discussions, negotiations, or other Agreements before or contemporaneous to this Agreement. The parties acknowledge that they have not been induced to enter into this Agreement by any oral or written representations or statements not expressly contained in this Agreement. This Agreement may be modified, or any provisions waived, only by a writing signed by the parties.

IX. NON ASSIGNMENT CLAUSE

The parties hereto shall not have either the power or the right to assign this agreement or any part thereof to any person or party for any reason, and any attempt to do so shall be void and of no legal effect.

A. UNIVERSITY hereby represents and warrants that the person executing this Agreement for UNIVERSITY is an authorized agent who has actual authority to bind UNIVERSITY to each and every term, condition and obligation set forth in this Agreement and that all requirements of UNIVERSITY have been fulfilled to provide such actual authority.

B. AFFILIATE warrants that the person executing this Agreement is an authorized agent who has actual authority to bind AFFILIATE to each and every term, condition and obligation set forth in this Agreement and that all requirements of AFFILIATE have been fulfilled to provide such actual authority.

XI. ADDENDUM

A yearly addendum for each program in the health sciences detailing the specifics of the program will be added to this Agreement and will be made a part thereof. All terms of the Agreement shall apply to the programs specified in the Addenda.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of that date first appearing hereinabove, and this Agreement shall become effective as of that commencement date specified in Paragraph I.

UNIVERSITY:
REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California, Irvine
School of Medicine
270 Irvine Hall
Irvine, CA 92697-3950

By: _____
Richard L. Coulon
Director, Materiel & Risk Management
University of California, Irvine

Date: _____

AFFILIATE:
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

By: _____
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Date: _____

ADDENDUM #1 FOR THE PERIOD OF July 1st 2014 to July 1st, 2016
to the
ALLIED HEALTH SCIENCES EDUCATION AGREEMENT
between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
and
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF SANTA ANA COLLEGE

WHEREAS, the parties have entered into the Allied Health Sciences Education Agreement (hereinafter referred to as "AGREEMENT"), between The Regents of the University of California, (hereinafter referred to as "UNIVERSITY") and Rancho Santiago Community College District on behalf of Santa Ana College (hereinafter referred to as "AFFILIATE"); and

WHEREAS, the AGREEMENT contemplates that the clinical experience of the specific programs to be provided pursuant to said AGREEMENT and any costs thereof are to be set forth in an addendum; and

NOW THEREFORE, THE PARTIES HERETO ENTER INTO THIS ADDENDUM FOR THE PERIOD OF July 1st 2014 THROUGH July 1st 2016 TO SPECIFY THE DETAILS OF THE PHARMACY TECHNOLOGY PROGRAM AND AGREE AS FOLLOWS:

- I. Name of the program: Pharmacy Technology Program
- II. Term of the program: July 1st 2014 through July 1st 2016
- III. Purpose of the program: See attached application.
- IV. Maximum number of students in the program: See attachments/application
- V. Physical facilities to be used and costs thereof, if any: N/A
- VI. Time of facility availability: NA
- VII.. Name of supervisor from the affiliate: KC Huynh, Pharm.D.
- VIII. Name of UCIMC coordinator: Sam Ho, Pharm.D.
- IX. Program costs to be paid to University: N/A
To Affiliated Agency: N/A
No exchange of funds: None

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: May 27, 2014
Re: Approval of New Pharmacy Technology Agreement – Pacific Pharmacy	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a new agreement.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect for two (2) years or until terminated by either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Pacific Pharmacy in Westminster, California.

Fiscal Impact:	None	Board Date: May 27, 2014
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into on the 28th day of May, 2014 by and between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 N. Broadway, Santa Ana, CA 92706-1640 and Pacific Pharmacy ("Clinical Facility"), located at 9898 Bolsa Avenue, Westminster, CA 92683.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts the program(s) described and identified in this Agreement (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

For purposes of this Agreement, the following definitions shall apply:

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Clinical Facility" shall refer to Pacific Pharmacy, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs as identified and described in this Agreement; and

NOW, THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

TERMS

1. **Clinical Experience Rotation.** Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation (“Rotation”), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. **Development of Curriculum.** College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program’s written objectives.
3. **Exposure to Bloodborne Pathogens.** Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the “Regulations”), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. **Applicable Procedure; Acceptance.** College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. **Nondiscrimination.** The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.
6. **Academic Year.** The academic year consists of Fall and Spring semesters, Summer session and Winter break intersession.
7. **Rotation Schedule.** The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance With Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, polices, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the Instructor of record assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision, evaluation and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Advisor (Clinical Facility) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility rules, regulation, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise provided under any approachable policies, procedures, rules regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and

competency to ensure safe and continuous health care during the term of this Agreement.

16. **Student Evaluation.** In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Instructor (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Instructor evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Instructor. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. **Ongoing Communication.** College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. **Materials.** College agrees to provide students with all educational material required during the clinical program.
19. **Access to Clinical Facility's Services/Facilities.** Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first aid where the Clinical Facility has those types of services/facilities available during its normal business hours.
20. **No Payments or Other Remuneration.** College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.
21. **No Right To Employment.** The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. **Insurance Carried by the District.** District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term

hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.

23. Insurance Carried By Clinical Facility. Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall provide workers' compensation coverage for each of its employees.

24. Student Health Records. Any student participating in a rotation shall provide verification of annual T.B. screening. This record shall be maintained in the Department of Pharmacy Technology at the College.
25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. Confidentiality of Student Records. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.
27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the

the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. **Indemnification.** All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees or volunteers. The provision of the Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the no-indemnifying party or any of its agents or employees.
29. **Governing Law.** This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. **Assignment.** Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. **Effective Date Termination.** This Agreement shall become effective on **May 28, 2014**, and shall remain in effect until **May 27, 2016**, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. **Notices.** Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:
Pacific Pharmacy
9898 Bolsa Avenue
Westminster, CA 92683
Attn: Owner/Pharmacist

To College:
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Pharmacy Technology

With a copy to:
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services

33. Accreditation. The Clinical Facility shall be accredited by the appropriate organization, i.e., the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee on Quality Assurance.
34. Adequate Facilities. The Agency shall have adequate facilities to carry out services that meet, when applicable for pharmacy technician extern training, the intent of the "American Society of Health-System Pharmacist (ASHP) Guidelines: Minimum Standard for Pharmacies in Institutions" or "ASHP Guidelines on Pharmaceutical Services for Ambulatory Patients".
35. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

Pacific Pharmacy

Rancho Santiago Community College District

By: _____

By: _____

Printed Name: _____

Printed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor
Business Operations and Fiscal Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of SLPA Agreement Renewal – Anaheim Union High School District	
Action:	Request for Approval	

BACKGROUND

The Speech-Language Pathology Assistant was introduced in the Fall of 2001. Speech-Language Pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

ANALYSIS

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Anaheim Union High School District in Anaheim, California.

Fiscal Impact:	None	Board Date: May 27, 2014
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman , Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into on May 28, 2014 by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, ANAHEIM UNION HIGH SCHOOL DISTRICT, hereinafter called the "Agency".

PART I.

BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Speech-Language Pathology Assistant Program education for the benefit of students and to meet community needs.

WHEREAS, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for students, hereafter called "**Students**", enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical needs of the District Speech-Language Pathology Assistant Program.

WHEREAS, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

NOW, THEREFORE, the District and Facility do covenant and agree as follows:

PART II.

GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board

2. For Student Workers' Compensation

The District shall carry Workers' Compensation Insurance on Students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workers' Compensation Insurance Fund.

- 3. The District will designate the students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the agency in such numbers as are mutually agreed upon by both parties.**
- 4. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the agency, provided however, that the responsibility for service to the client remain with the Agency.**
- 5. The District will keep academic and clinical experience records of students participating in said program.**
- 6. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.**
- 7. The District will be responsible for the supervision and control of the students in the activities of their clinical experience under the general supervision and delivery of service framework of the Agency.**
- 8. The District will agree that the student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.**
- 9. The District will require District's Speech-Language Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:**
 - a. Student Speech-Language Pathology Assistant schedules.**
 - b. Placement of student in clinical experience assignments.**
 - c. Changes in clinical experience assignments.**

10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.
11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.

8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency's staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

B. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

C. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance coverage shall be furnished to either party upon written request.

PART V STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

- A. Speech-Language Pathology Assistant Program students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.
- C. Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.

- D. The District will be responsible for assuring the Speech-Language Pathology Assistant students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI PERIOD OF AGREEMENT

- A. This agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before one year after receipt of said notice. This Agreement may be modified or revised at any time by mutual consent.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

*Rancho Santiago Community
College District
2323 N. Broadway
Santa Ana, Ca 92706*

*Anaheim Union High School District
501 Crescent Way
Anaheim, CA 92803*

District

Agency/Facility/Location

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Russell Lee-Sung
Assistant Superintendent
Human Resources

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College

To:	Board of Trustees	Date: May 27, 2014
Re:	Receive for First Reading – Santa Ana College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation	
Action:	Information	

BACKGROUND

Santa Ana College has prepared a comprehensive Self Evaluation Report of Educational Quality and Institutional Effectiveness in support of reaffirmation of accreditation, as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). The Report will be submitted to the ACCJC in August.

ANALYSIS

The Self Evaluation Report of Educational Quality and Institutional Effectiveness is presented to the Board of Trustees for a first reading. The second reading and request for approval will be submitted to the RSCCD Board of Trustees on Monday, June 9, 2014.

RECOMMENDATION

This item is provided for information only – first reading.

Fiscal Impact:	None	Board Date: May 27, 2014
Prepared by:	Bonita Nahoum Jaros, Ph.D., Accreditation Liaison Officer Linda D. Rose, Ed.D., Vice President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph. D., Chancellor, RSCCD	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College

To: Board of Trustees	Date: May 27, 2014
Re: Receive for First Reading – Santiago Canyon College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation	
Action: Information	

BACKGROUND

Santiago Canyon College has prepared a comprehensive Self Evaluation Report of Educational Quality and Institutional Effectiveness in support of reaffirmation of accreditation, as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). The report will be submitted to the ACCJC in August.

ANALYSIS

The Self Evaluation Report of Educational Quality and Institutional Effectiveness is presented to the Board of Trustees for a first reading. The second reading and request for approval will be submitted to the RSCCD Board of Trustees on Monday, June 9, 2014.

RECOMMENDATION

This item is provided for information only – first reading.

Fiscal Impact: None	Board Date: May 27, 2014
Prepared by: SCC Accreditation Steering Committee: Corinna Evett, Academic Senate President/English Professor Aracely Mora, Vice President of Academic Affairs/Accreditation Liaison Officer Craig Rutan, Curriculum & Instruction Council Chair/Physics Professor Aaron Voelcker, Assistant Dean, Assessment & Institutional Effectiveness	
Submitted by: Juan Vázquez, President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College****Academic Affairs**

To: Board of Trustees	Date: May 27, 2014
Re: Acceptance of Dr. Timo Budarz's Sabbatical Leave Report	
Action: Accept	

BACKGROUND

In spring 2014, Santa Ana College Professor of Physics, Dr. Timo Budarz, returned from a spring 2013/fall 2014 Independent Research Sabbatical Leave.

ANALYSIS

The Sabbatical Leave Committee received and reviewed Dr. Timo Budarz's Sabbatical Leave Report, which included an explanation of his activities to account for 864 hours of work, a report of the curriculum developed, open education resource materials developed in conjunction with course kit, and laboratory experiments developed. After careful consideration, the Committee unanimously accepted and approved Dr. Budarz's Sabbatical Leave Report and materials.

RECOMMENDATION

It is recommended that the Board accept Dr. Budarz's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: May 27, 2014
Prepared by: Linda Rose, Ed.D., Vice President, Academic Affairs	
Submitted by: Erlinda, J. Martinez, Ed.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Sabbatical Committee:

Let me first thank you for approving my sabbatical leave. It was a time of great learning and expanding of my horizons. To me that is renewal and refreshment. Besides my sabbatical work, which I'll get to in a minute, I had several opportunities that were only possible because of the leave you granted me. Three big ones stick out in my mind and I'd like to mention them.

I enrolled in an online Machine Learning course offered through Stanford. Machine learning is the discipline in which you program computers to learn. That might sound odd, but rather than traditional programming in which you give computers explicit instructions for each conceivable case it may encounter, machine learning algorithms allow the computer to take what it calculates to be the best way to proceed in any scenario, and can also learn from its mistakes. Machine learning is applied in many places – among them autonomous vehicle navigation, and Netflix movie suggestions. I loved the course, and earned every point of regular and extra credit available. I had interest in this area before my sabbatical was granted, but had no real time to invest in it. Thank you for the opportunity.

Second, I had the chance to not only attend, but to play classical guitar at my sister-in-law's wedding this past summer – an opportunity that required two weeks of concentrated practice and rehearsal onsite in Indiana. I played the whole ceremony from the seating of guests to the bride walking down the aisle (where I was accompanied by two violins). It had been a long time since I'd had enough time to practice enough to play for an occasion like this. Thank you.

Lastly, I became my youngest sister-in-law's summer cross country coach. My wife was an all American cross country runner in college, and it seems her sister (a senior in HS) has the same talent. I have a national level cycling background and in general love to read scientific studies on human performance. My impression was that my sister-in-law's cross country coach wasn't using scientific principles to train the team. My father-in-law removed her from practice with the team and I had her from mid-May until mid-August. I ran with her during workouts (more running than I'd done since high school). End result was that she set the school record in the 5k at the second meet, and was offered a division 1 scholarship to ISU near the season's end. I like to think I had a small part in that... and all the running got me in great shape. Probably more important than the running success was the fact that I had many hours to get to know my wife's youngest sister on the many runs we took together. That was priceless. Thank you for that opportunity.

LOG OF HOURS

My log of hours was simple because the time was very structured. My wife and I decided that the only way it'd get the project completed was for me to pretend to "go" to work. I separated myself from the family from after breakfast until dinner every weekday until it was done. The exceptions to this rule were the weeks preparing for the wedding and two weeks during which I was very ill and was admitted to the hospital – another story, but one which I'd much rather forget than tell. I also took my wife to DC for one week in May. A few random days (like my 40th birthday) were also exceptions to the rule.

As a family we traveled until January 31st. I began work on February 2nd (2013) and “went” to work until the end of August. That’s 34-5 = 29 weeks of 5 days of 7-10 hours per day... no exaggeration on the hours per day. This is conservatively 1000 hours. It became easier and easier to spend the time when I realized how long it was taking to get things done – and also because in spite of the great labors involved, I was enjoying myself! At the end of August, I had functional software, had selected hardware sensors to use with the software, and had sketched out lab experiment ideas.

After that, with a much less structured schedule I learned to use a 3D printer I’d acquired and made CAD designs of housings for the raw sensors that I’d chosen to be part of the kit. I estimate that this has taken 20-25 hours thus far – the learning, designing of housings and converting of files. This is ongoing.

Another 20-25 was spent creating new and modifying old lab documents compatible with the new lab hardware and software. The perfecting of these documents and new ideas that come along will also be an ongoing effort.

Full work days between Feb 2, 2013 and August 30, 2012 = 170

Days missed during this period due to illness, wedding preparation or special occasions = 25

Days worked during this period = 145

Hours per day = 7-10

Hours worked Feb 2- Aug 30 = 1050-1450 (I will use **1000** as a very conservative estimate)

Hours for CAD/Housings = **20-25**

Hours for document preparation and modification = **10-15**

TOTAL HOURS = 1000+20+10= 1035

PROJECT ACCOMPLISHMENTS

By far, and as expected, the vast majority of my hours were spent writing software. Part of the software was written to run onboard the microcontroller, which is the little computer that lies at the heart of the hardware box that sits on the table into which all the sensors are plugged. The other software was written to run on the PC side to receive the real time data stream coming from that hardware box via USB connection, and then to display the data on the PC.

Microcontroller software

Software on the microcontroller is nothing I can really show in this report – short of printing out the actual code. It is written in the “C” programming language and sits onboard the microcontroller indicating how to handle the incoming sensor signals, how to format them, how to send them out, and when and under what conditions to do so. Without this part of the software, there would be nothing received by the PC, once the two are connected via USB cable. Depending on the sensor, sometimes the microcontroller needs to send out messages to the sensor prompting it for info, or other various things.

PC software

The job of the PC software is to do the following:

- Scan for available hardware boxes, and if found, make contact with it and set up a connection.
- Provide the user with controls to start data acquisition from the various connected sensors through the hardware box, in real time, or as discrete data points upon clicking the appropriate icon.
- After (or during) acquisition of data, view statistics about the data (or any portion thereof the user chooses), or do curve fitting to the data, or simply view list of data points.
- Allow the user to easily zoom (x and y separately) and pan around the data via mouse-only interactions.
- Allow the export of the data (CSV file) for further manipulation in another program.
- Many other viewing and analysis options.

The PC software was written in the python programming language. I started writing it in Java for a few weeks, and then due to certain issues with scientific toolboxes that I would be using, I decided to switch to python. Although not yet tested on a Mac or Linux operating system, the software is designed to run on all three major platforms natively without any additional software dependencies.

I spent a lot of hours looking at existing scientific software packages already out there and tried to incorporate best practices in the design of my user interface (the look and feel of the software from the user’s perspective). The user interface had to be designed in a separate language and environment (QT) and then linked to the python code. I used the same design environment that has been used for

programs as varied as Skype, Mathematica (famous mathematics software) and Walt Disney Animation Studios. I had to learn how to use this development environment to write this program.

Regarding the user interface design, I went through a bunch of revisions, got input from scientist friends, and settled on the current design. For example, at first I had a bunch of drop down menus, but found they were getting too messy – just too much content to navigate easily. Then I made it so that if I wanted a spreadsheet I had to open a new subwindow for one, and for a new plot, etc.

Ultimately I modified the design to incorporate icons with graphical descriptions of functionality. I think this tends to feel intuitive since smartphones are icon driven. I designed my own icon images in Gimp (an open source alternative to Adobe Photoshop), and incorporated them in the user interface along the left hand side of the display. The rest of the interface is a tabbed set of various viewing options of the data. One tab option is the graphical view of the incoming data, one is a statistical view of the incoming data, and one is a spreadsheet view. The last tab is the setup view for establishing connection to hardware and choosing sensors, etc. I have provided screen shots below – along with descriptions - since pictures do a better job than words at conveying what the software looks like, and can do.



Figure 1: A view of plotted data that I acquired using my finger to press periodically on a force sensor.

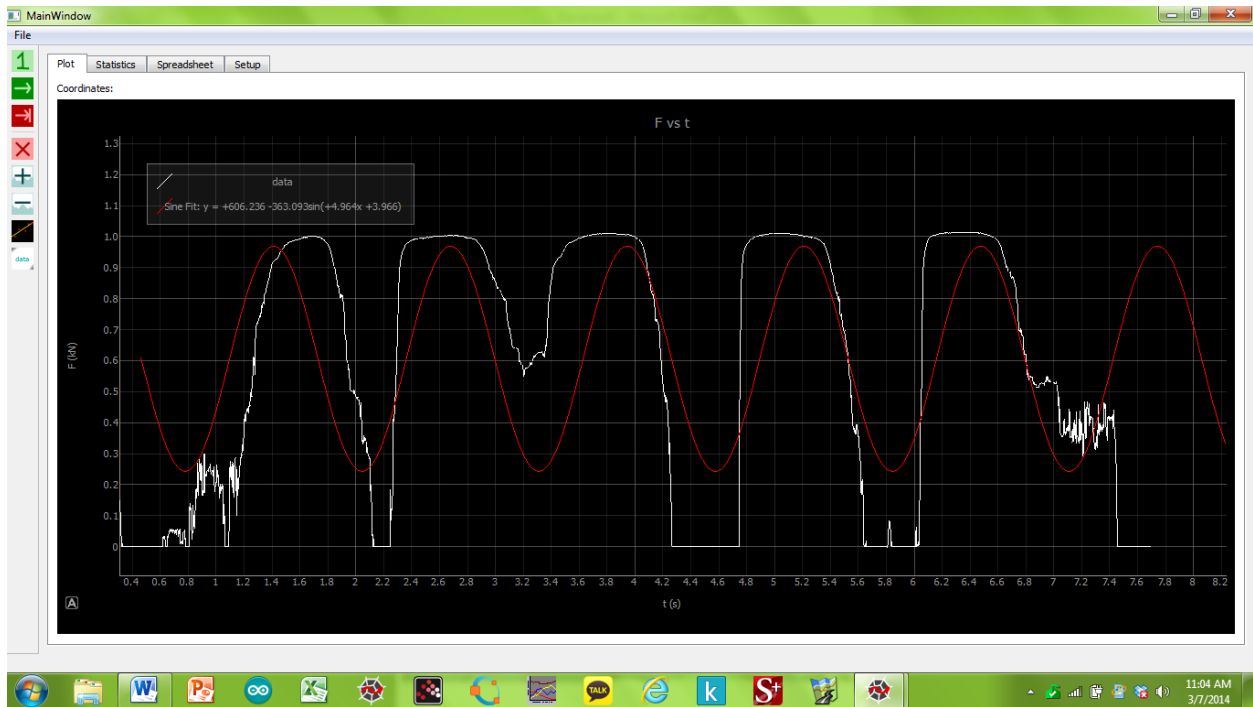


Figure 2: The same data fitted with a sine wave. I had intentionally tapped somewhat rhythmically so that there would be an associated period, and thus a reason to fit with a sine wave so that I could show how the curve fitting works. I wrote all the curve fitting algorithms and am proud to say that for certain curve types that are hard for an algorithm to fit without guidance, that my algorithms work better than our current ones in the DataStudio suite we have in lab. Note that the equation of the curve fit shows in the legend.

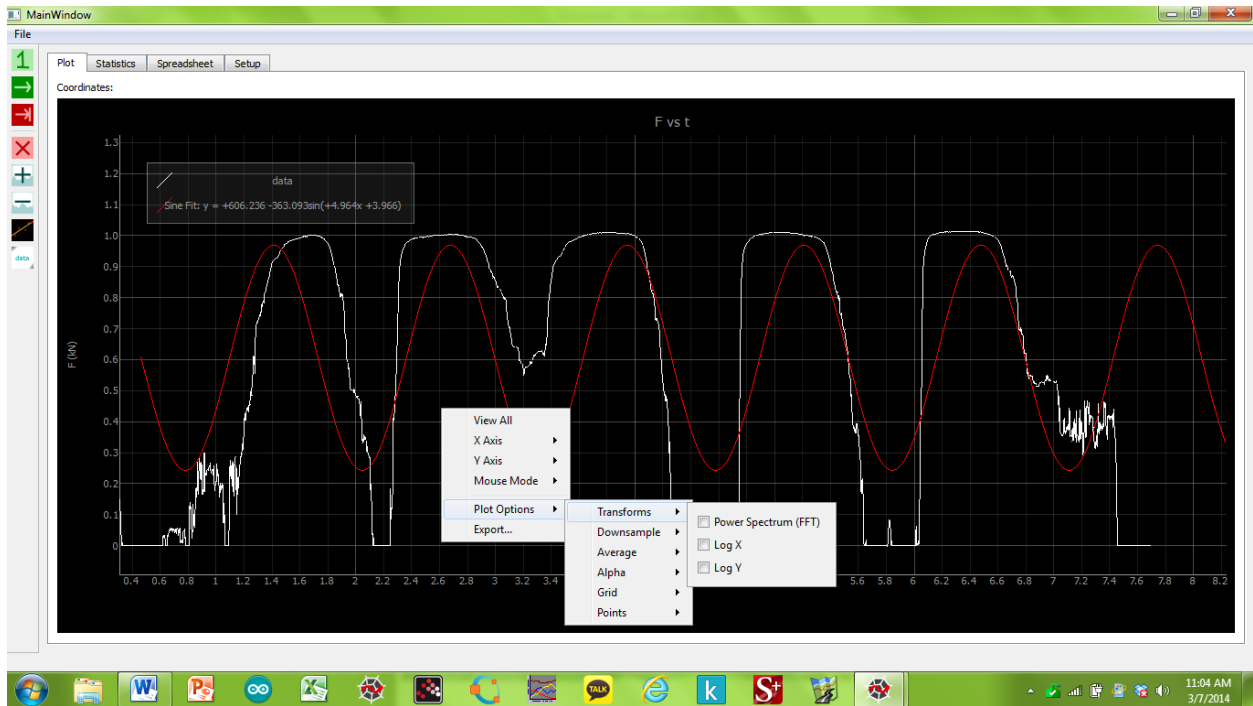


Figure 3: There are options to view the data in the frequency domain rather than the time domain by using the Power Spectrum (via Fast Fourier Transform), which is useful for periodic signals. Among many other options is the ability to export to MS Excel format so that if there is some type of data manipulation that I haven't included in the software, it can be done in a spreadsheet environment. Any program capable of reading CSV (comma separated value) files will be able to import the data, so the user doesn't need Excel, but can use an open source alternative as well.

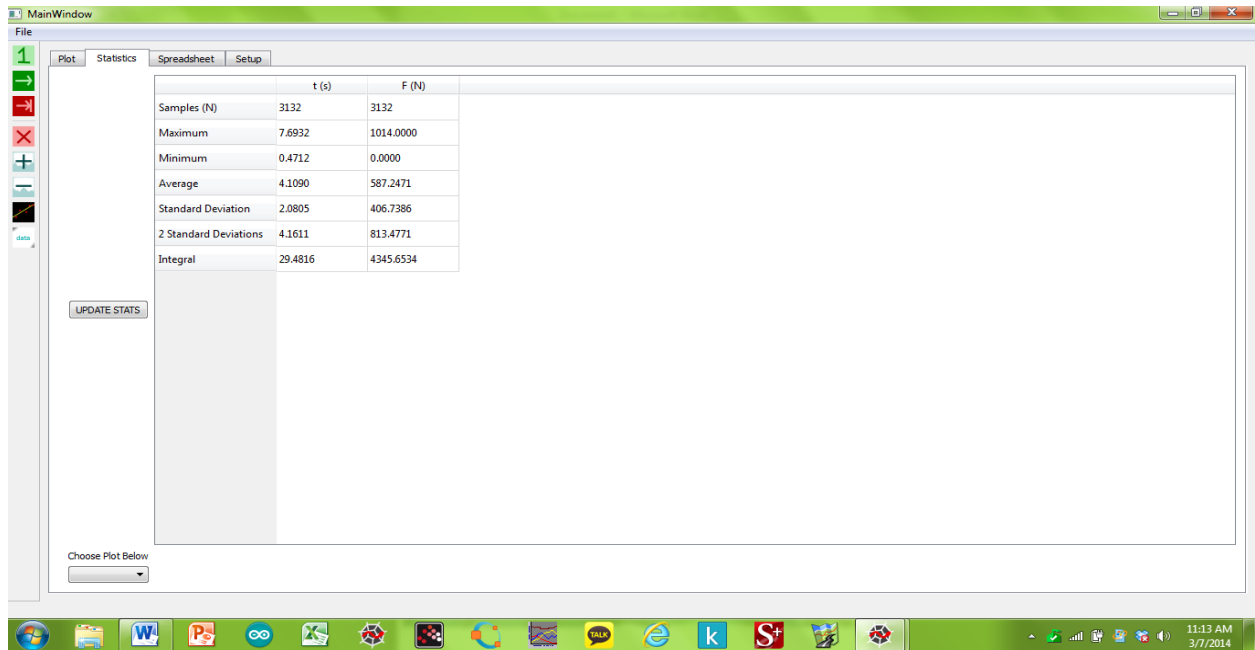


Figure 4: This is the statistics view. It provides information about the number of data points (samples) received from the sensor, max, min, and other data that is useful to laboratory analysis. If one wants to zoom in on a specific portion of the data plot (easy to do with the mouse), and then presses “Update Stats” in this window, the stats will be restricted to the chosen part of the plot.

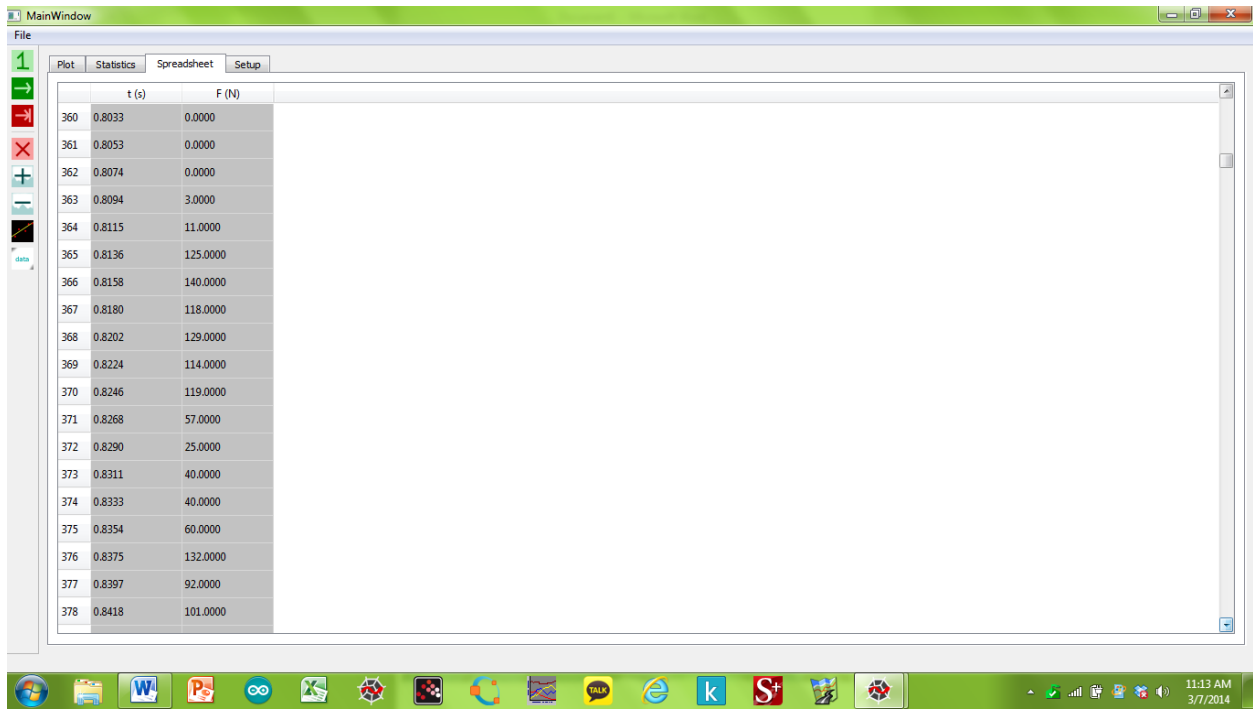


Figure 5: This is the spreadsheet view. If a student wants a list of numerical values of the data points, they are here. As mentioned above, these can also be exported.

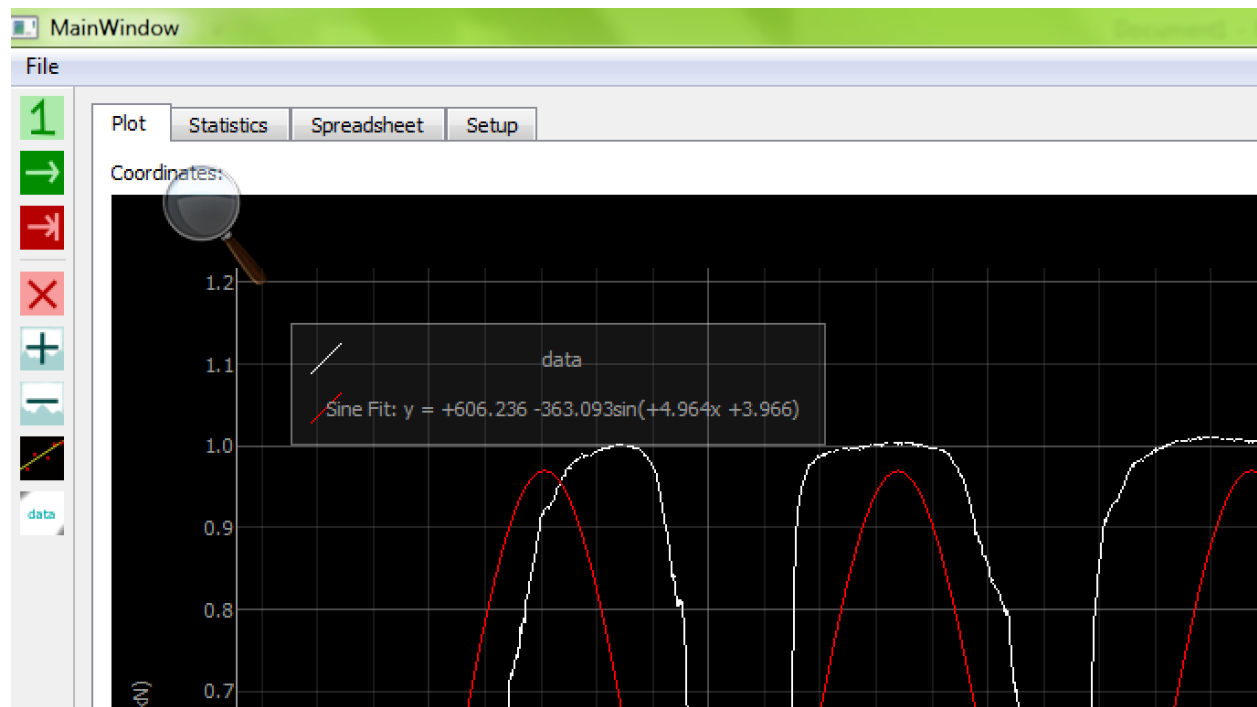


Figure 6: A zoomed in view of the icons which allow (in order from top to bottom): single datum capture, start continuous data capture, stop data capture, delete data (just from view, but not permanently), add a subplot (second plot viewed below first one), delete a subplot, add a curve fit, view previous data runs. Along the top you can see the tabbed layout of views.



Figure 7: In case the user forgets what the icons do, all they have to do is hover the mouse over the icon for a few seconds and the functionality will be displayed – as seen in this zoomed in view of the screen.

All in all, I am happy with the software. As can be seen in the statistics view, I'm getting over 400 samples per second from the analog sensor used for this demo, and the data gets plotted in real time. As satisfied as I am with the software, I will want to modify little things over time, such as:

- Maybe redesign the icons to be more intuitive... or get an art student to do it for me.
- Smooth data better from noisy signals, which plays into viewing derivatives of the data, etc.
- Change colors (or make them user-selectable) so that for people with visual impairments, they would be able to better see plots and icons.
- Add code for a few new sensor types that I've thought could be useful.
- Make appropriate mount/housing so I can use the force sensor and amplifier as an accurate lab scale. In testing it easily matches the accuracy and precision of \$300-\$500 scales for around \$8!

Hardware:

The hardware I chose to work with is based on a very well-known and inexpensive microcontroller platform called Arduino, an open source hardware project out of Italy. Arudinos run Atmel processors and allow for both analog and digital signal inputs, as well as serial communication (over USB cable). These capabilities, along with a good price point were all I needed. I also like Arduino because it has a strong community of support, and replacements are readily available, and likely will be for a long time. The housing for the microcontroller and most of the sensors were ordered from China. After five weeks of shipping (and hoping that the order would arrive at all), I was pleased to find great value for my dollar (I used my own money for test sensors, etc.)

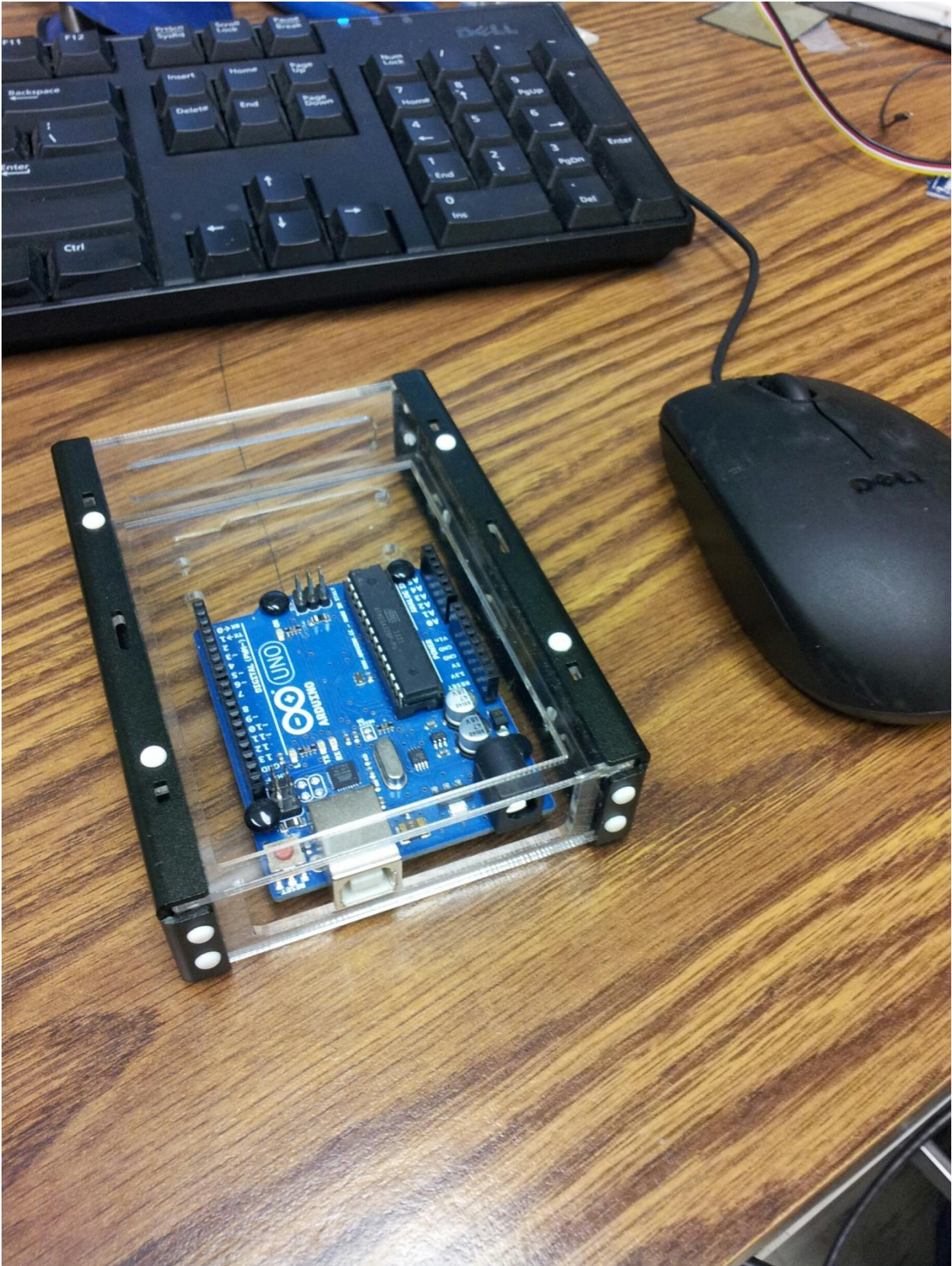
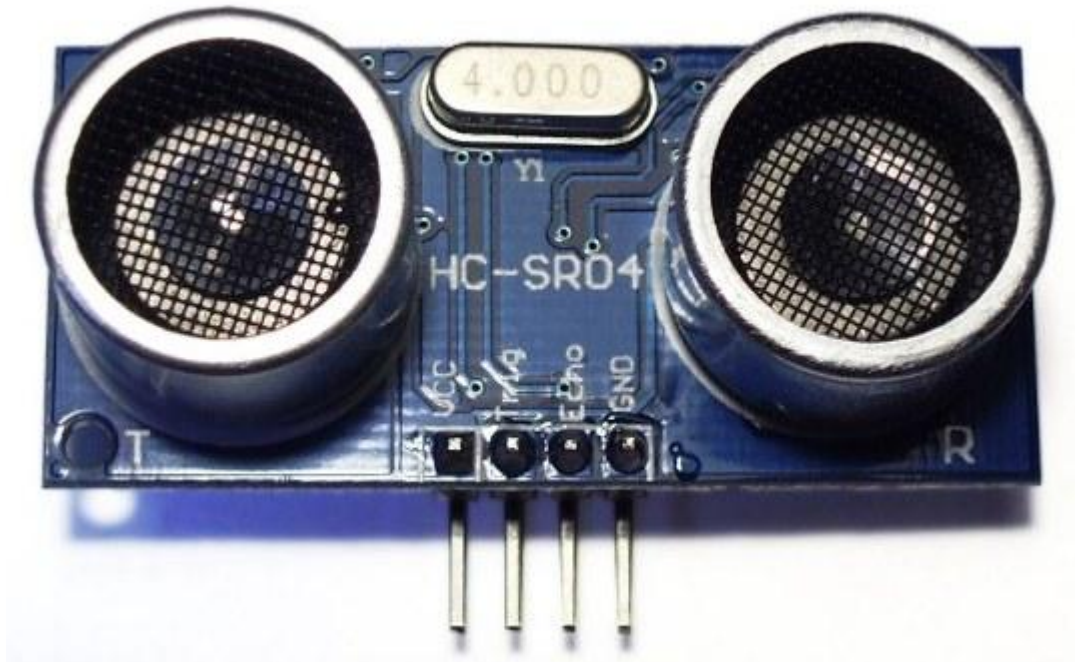


Figure 8: The microcontroller in a Chinese enclosure, without attached sensors, sitting next to my mouse for size comparison.

Testing of Hardware:

Regarding the testing of hardware, what I did was purchase a few of my options for each sensor type, and then tried them out as if I was conducting an experiment. For example, we use ultrasound based distance measuring devices in labs where we study motion. These labs address topics of position, velocity, acceleration, momentum, etc. The crucial aspect of the sensor is that it has an accurate ability to measure distance, a reasonably large range between shortest and longest distance measurable, and the ability to detect fairly small or curved objects. So what I did was set up each sensor in turn on a table, and used two objects (a book and a golf ball) as the easiest and hardest case to detect, and measured the range over which each sensor could detect each object. The three sensor candidates chosen ranged in cost from around \$3 to \$30. The middle one cost around \$15. As it turned out, the most expensive was only slightly better at detecting at short range than the cheapest model, and both the most expensive and the cheapest models easily out-performed the middle cost sensor in all other aspects. It was a no-brainer to choose the HC-SR04 (\$3) sensor for the kit.



I performed similar experiments with barometers, accelerometers, etc. The most amazing piece of hardware I found for under \$4 from Hong Kong was an amplifier circuit. What it allowed me to do (among other things) was the following: I placed two bare wires on my chest, while the other end of the wires ran into the amplifier and then into the microcontroller. The sensitivity and noise reduction built are so good that when my wife (a nurse) saw the output on the screen she knew immediately that it was my EKG she was seeing – with all the wave aspects clearly visible! This was without electrodes, just bare copper wire that I licked.

I have a chosen set of sensors for the kit to measure the following:

- Position (also can infer velocity, acceleration)

- Acceleration (directly rather than inferred, and therefore cleaner signal)
- Force
- Pressure (atmospheric)
- Temperature
- Light intensity

Kit Content and Cost (rounded up to whole dollars):

In the third column I have indicated the cost of the commercial equivalent that we've been using.

PART	COST	PASCO EQUIVALENT COST
Arudino Uno Microcontroller	\$25	~\$300 (see note below)
HC-SR04 Ultrasonic Sensor	\$3	\$80
Grove 3-axis accelerometer	\$10	\$169
Grove Light Sensor	\$3	\$55
Grove Temperature Sensor	\$3	\$30
BMP 800 Barometric Sensor	\$10	\$89
Piezo Force Sensor + Amplifier	\$9	\$145
Project Skeleton Enclosure	\$10	n.a.
USB Cable	\$2	n.a.
Software I wrote	Free	\$649 per seat
DIN Connectors	\$15	
TOTAL COST	\$89	\$1517

NOTE: The Pasco interface boxes come in different versions. Mine is more capable than their \$139 model, but less capable than their next highest priced (\$995) current model. They have older versions (out of production) that are a close equivalent to what I made, still available for \$300 while supplies last.

CAD and 3D Printer:

I found that the hype regarding 3D printing and how easy it is to just print out objects on your desktop is a bit exaggerated. The printer has no sense of things like gravity and will often just lay plastic onto thin air among other impracticalities – not to mention the fixes that need to often be made to files after being converted from CAD format to one readable by the printer. In any case I have provided an example of a housing I made in this way. Some housings are still being designed and prototyped, and will be for a while. It's nice to design and print my own parts so that over time they can be continually improved. I suppose it also allows for the possibility of allowing students to do extra credit design projects.

An example of a housing designed using Sketchup – a program used by architects and engineers for design purposes – is shown below. The actual part after converting the file, using an online utility to clean up the file, and then printing, is shown also. Lastly, the ultrasonic motion sensor is shown installed in the housing. I still have to go out and buy the rubber feet to go in the holes to prevent it from sliding around on the table.

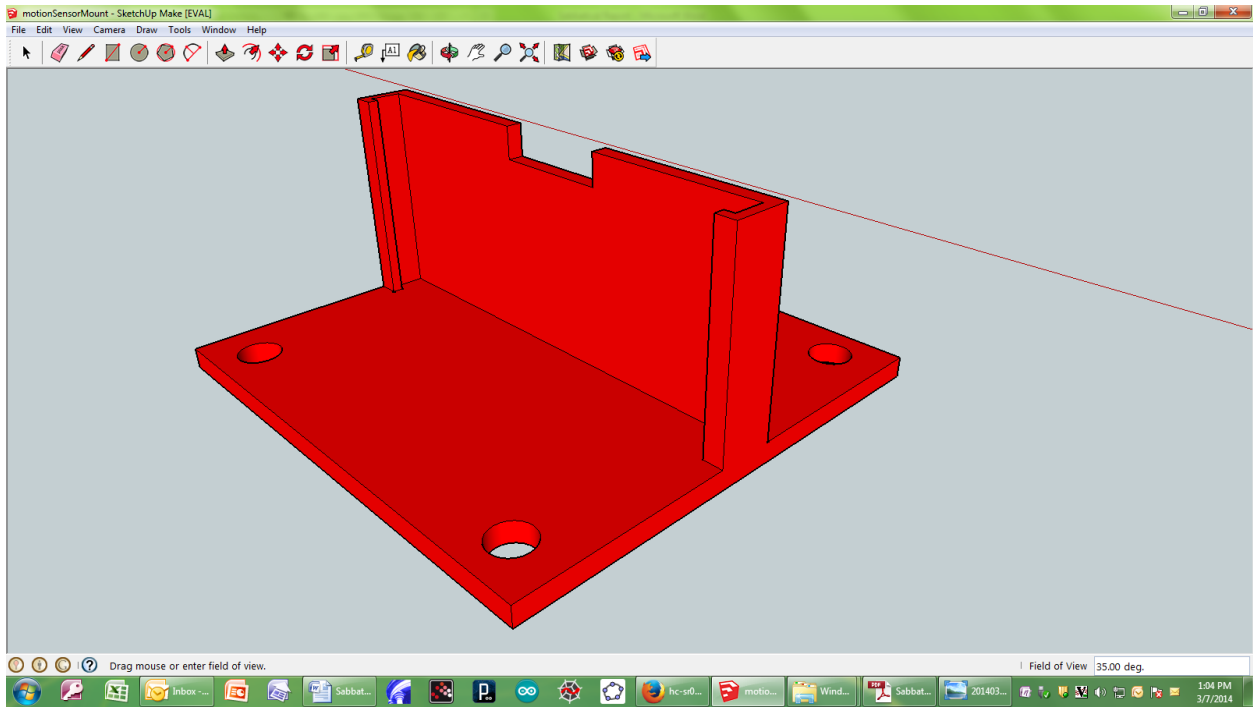


Figure 9: Sketchup model I designed to hold the ultrasonic motion sensor. Holes are for rubber “feet”.

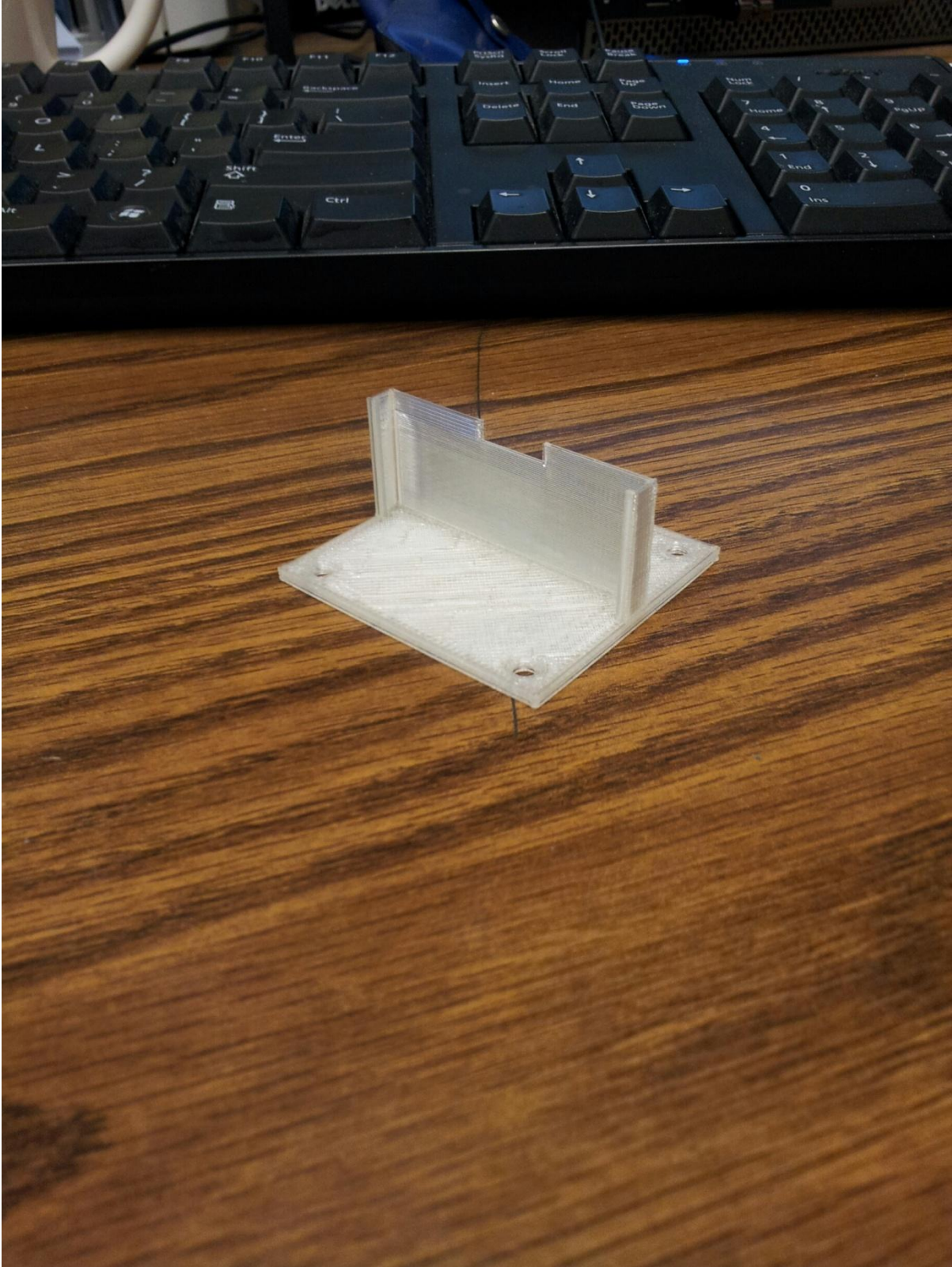


Figure 10: Actual housing printed in lowest resolution to save time and plastic (you wouldn't see texture at highest resolution)



Figure 11: All of the sensitive electronics on the back of the board are covered by the plastic so that only connectors are exposed.

Course Documentation:

In practice, many of the labs I have developed over the years for use with my old lab hardware and software are still perfectly compatible with my new hardware and software since the functionality is all still present. I have created documents on how to get the hardware side up and running, and a description of the software for students. They will do the assembly part. These documents were sent as separate files.

Type and Frequency of Student Interaction:

I have put much thought into ways to guarantee that the student's lab work is their own. As far as lab data goes, it cannot be faked. My software outputs the data with a timestamp that is unique, and could (but does not presently) include a unique hardware ID (MAC Address) for their machine. In that sense I could at least know that each lab was done individually by each person submitting a lab experiment. There could not be online sharing of data, for instance.

Regarding further interaction besides the laboratory aspect for an online physics course, I would need to meet the students in person once at the beginning of the course, and then three times (minimum) during the semester for written exams. I have considered further options for meeting to get help with hardware, etc, but in light of new information I became aware of at the beginning of this semester upon my return, it seems I have time to work out the online course details.

I found out recently that I will need to go through a course offered at SAC in order to be eligible to teach online. I expect that whatever ideas I have now will be hashed out and improved upon once I have a chance to enroll in, and complete that course – something that I hope will be possible by the fall semester at the latest. My name currently sits on a waiting list for people wishing to take the course.

Articulation Discussions:

Update as of 5/8/14:

I have met with faculty from both Cal Poly Pomona and Cal State Long Beach to discuss my project and get their input on it.

I met with Dr. Steven McCauley at Cal Poly Pomona on 5/7/14. He is the physics department chair and a biophysicist (as am I). We sat and discussed the goals and implications of my sabbatical work. I brought a working sample to demonstrate to him in his office. He was immediately impressed and wanted to tinker with it like a physicist would. We discussed possible articulation for a fully online physics course offered at SAC that would use my hardware/software for the lab component. He was receptive to the idea, and mentioned how also at CPP there is a strong drive to create fully-online course offerings. All in all, it was a very positive meeting that led me to believe that there would be real possibility of articulation happening after going through the appropriate official channels. That is good news since they are our number one transfer institution for engineering physics. Dr. McCauley suggested I share the project with the wider physics community at one of the annual Southern California Association of Physics Teachers meetings that bring together both high school and college faculty.

I met with Dr. Prashanth Jaikumar at Cal State Long Beach on 4/30/14. Dr. Jaikumar is a theoretical astrophysicist who teaches the equivalent of our engineering physics course sequence. I was also very warmly received by him. I brought a working sample to demonstrate to him in his office. At some point, although I thought I'd made my intentions clear about the purpose for our meeting, I felt like a salesman. He suggested that they may be interested in adopting my systems for use in their labs. I didn't want to say that that wasn't my goal. I suppose that means he liked the project.

Regarding his perspective on the fully-online physics course, it wasn't quite as positive as at CPP. The lab part wasn't the problem. He just seemed to feel that students need more contact to learn physics than they could expect to receive in a fully-online environment. Regarding the lab and my sabbatical work, it didn't seem to be the reservation for him. Naturally I understand some of his objections, and I myself will have a better feel for whether his cautions and reservations are warranted once I see the state of technologies available to facilitate online learning after taking our Certification Program for Online Teaching here at SAC. I am currently signed up to do so in the fall.

Please let me know if you have further questions or comments about my sabbatical work or anything else that you might feel should have been included in this document.

Getting Started

This document is meant to guide you through the process of assembling, and setting up the hardware and software necessary for the experiments. This will break down into three separate processes:

1. Loading software onto the microcontroller
2. Physical assembly of the equipment
3. Loading software onto your PC/Mac/Linux computer

There is no constraint on the order in which you perform these steps. While they are in that sense unrelated, naturally all of them need to be completed in order for your equipment to work.

Step 1

In order to load software onto the microcontroller you must first download a copy of the Arduino Interactive Development Environment (IDE) from the following link:

<http://arduino.cc/en/Main/Software>

Next you must download the lab-specific software that will run on the microcontroller from the SAC physics site at the following link:

<http://future/link/to/obtain/my/micorcontrollerSoftware>

Open the Arduino IDE and choose file/open, and select the location where you saved the SAC software. Once that is completed, connect the USB cable to your computer and the microcontroller.

Next, load the sketch onto the Arudino microcontroller by pushing the button that looks like an arrow to the right (near the top of the Arduino IDE window). You will see the little LEDs on the board flash if all is going well. If it seems you are having problems making the connection, please see the troubleshooting portion of the Arduino site:

<http://arduino.cc/en/Guide/HomePage>

This completes step one.

Step 2:

You will find a bunch of sensors, wires, plastic housings, an enclosure (in parts at the moment), a USB cable and various rubber feet and connectors in your lab kit.

Start by wiring nodes 1-4 on the DIN connectors with consistently colored wires. Use pin #1=white, #2=red, #3=black, #4=yellow. Do this for all DIN connectors.

Next please screw in all of the DIN connectors to the rectangular plastic panel provided as it will be tough to do once the panel is installed. Next build the enclosure for the Arduino board according to the

provided instructions (in its box), but don't use the provided panel opposite the Arduino, but rather the custom-printed opaque plastic one that has all the DIN connectors now. Wire the DIN connectors into the pins on the Arduino board as labeled in the instructions provided (I need to make instructional diagram as the DIN wiring is still being decided upon)

Each sensor provided has a corresponding plastic housing with a label printed on it corresponding to the sensor type. Please mount the sensors into the housings as seen in the illustrations provided. (These housings are still being developed.)

This completes step two.

Step 3:

Go to the following SAC physics link, and download a copy of our open-source lab software for your choice of operating system (Windows/Mac/Linux):

<http://future/link/to/obtain/my/labSoftware>

Once installed, double click on the icon and the software will start.

This completes step three.

What's next?

At this point you are ready to connect sensors to the DIN connectors and, and to acquire lab data. What you have in front of you is equivalent to nearly \$2000 in hardware and software if purchased through commercial vendors. The capabilities of doing sophisticated physics labs are just the same, and in some cases both the sensors and the analysis exceeds the commercial equivalents. My hope is that you will be inspired to use your new "toys" not just for mandatory experiments, but for whatever comes to mind. Contact me if you have questions about additional sensors not provided in the kit to do experiments of your own invention. There are, after all, lots and lots of possibilities out there! This is just a small sampling that related directly to physics you will do this semester, but it would be fairly trivial to measure things like:

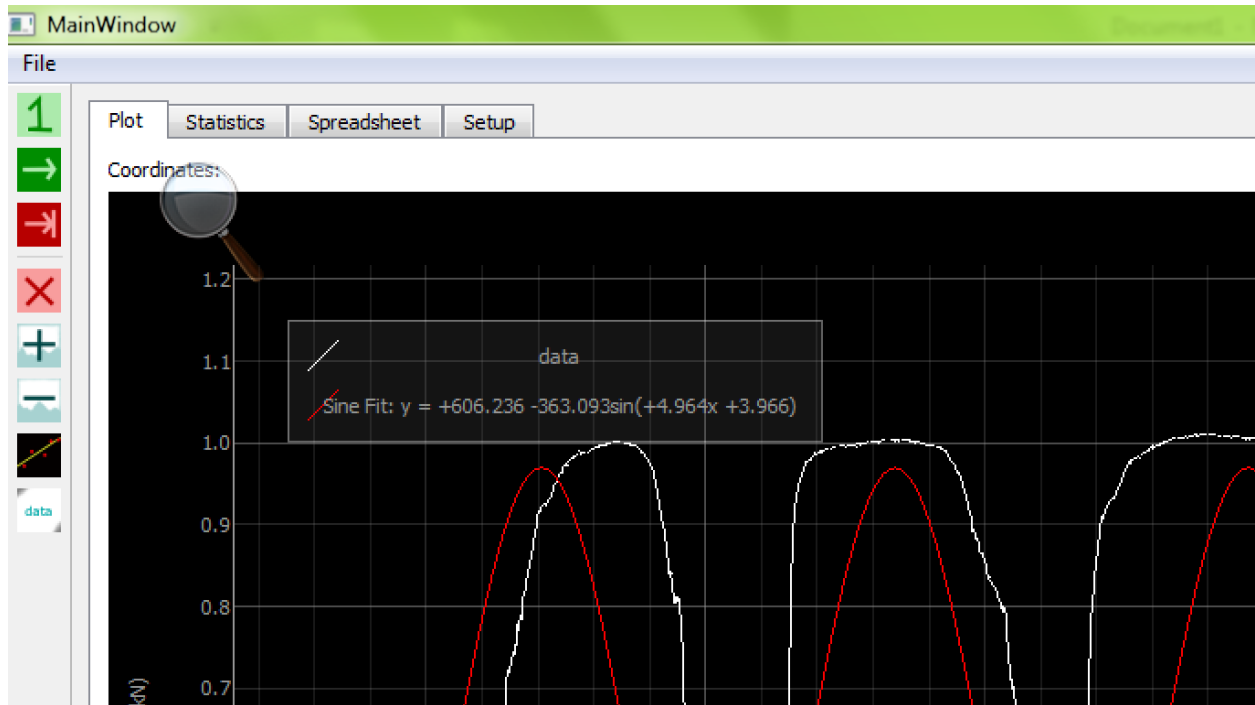
- Air quality
- Gas levels (natural gas, NO, propane)
- Soil moisture
- Humidity
- Electrical current (always know what you're doing here!)
- GPS location/speed/heading
- Many, many more

In the worst case, it might cost you an additional \$50 to do any of these.

If you are actually trying to acquire data and it does not seem to be working, check if the Arduino IDE is still running. If it is, the lab software will not be able to connect. This is because USB connections can only ever be 1-to-1. If the microcontroller is connected to Arduino IDE, it cannot connect to the lab software at the same time. To remedy this, close the Arduino IDE. You will only ever need it if firmware updates are posted to the SAC physics software site. Until then you will only need the lab software to run experiments.

Lab Software Tutorial

This document is intended to serve as a tutorial on the lab software. I think you will find the software to be very user-friendly. A lot of time went into the UI (user-interface) design, and I hope it shows. The layout should look familiar in the sense that it is largely icon driven. Along the left side of the screen you see a series of eight icons as seen in the illustration below, as well as four tabs along the top:



In order from top to bottom, these icons perform the following functions:

- single datum capture
- continuous data capture
- stop continuous data capture
- delete data (just from view, but not permanently)
- add a subplot (second plot viewed below first one)
- delete a subplot
- add a curve fit to data plot
- view previous data runs (ones deleted from view)

Along the top you can see the tabbed layout of views. These allow you to view the same data in different ways:

- As a plot
- Statistically (number of points, average value, etc.)
- As a spreadsheet of values

The fourth tab is for setting up a connection to your lab hardware box to actually perform an experiment.

Connecting to hardware:

By default, when you open the lab software you will find yourself in the “Setup” tab. If you didn’t have your hardware box plugged in when you started the software, you will have to press the “Refresh List” button so the computer can look for your Arduino. If you did have the USB connected, then there is an entry like COM3 (or some other number) in the drop down menu next to the label reading “Choose Port Number”. The computer automatically recognizes all of your USB devices, which one is the Arduino, and you shouldn’t need to play with the port number.

Next choose the sensors you have connected to the Arduino in the “Connected Sensors” section. Add them to the list, and specify the port numbers to which they are connected. If you get this wrong (due only to accident or carelessness), your data will not stream, or it may stream incorrectly and give you crazy readings. Please do this step mindfully.

Once this is completed, click “Connect” on the top left of this “Setup” window. If the status says “Connected”, you are in business. If not, please close the software and try the preceding steps once again.

Acquiring Data:

You probably want to click the “Plot” tab to acquire data, although there is no rule that says you can’t look at the stats instead. Personally, I like seeing the graphical representation coming in.

Single Datum capture:

Clicking the top button will acquire a single datum. Each time you click it, another point will be added to the plot, and correspondingly to the statistics and the spreadsheet views.

This is most useful when you don’t need time stamped data. This can be useful if you just intend on measuring a value like temperature to record, but don’t care about time in seconds, or don’t care to have multiple readings in time. It can also be useful if you want to measure something like light intensity versus distance from a light source (and not versus time). In this case you would put the light sensor at some distance from the source (being read by the distance sensor), and click the top button to acquire a datum. Then move the sensor and acquire another datum, etc. Finally, you could choose to

plot the data with the y-axis being light intensity, and the x-axis being distance from source (rather than time, which is the default).

Continuous Data:

The next button down acquires continuous data. It is set up by default to do so at a maximum rate based on the particular sensor. Some sensors like the force sensor can give readings more than 400x per second (400 Hz), but others like the ultrasonic ranging sensor must actually send out a pulse of sound and wait for its echo off some object. This takes a finite amount of time, and actually limits the data rate to around 40Hz.

Regardless, clicking the second button down will acquire a constant stream of data. You will see it on the plot as well as in the statistics and spreadsheet views.

The third button down will stop that continuous data acquisition.

Deleting Data From View:

The fourth button down is for deleting a data run from view. All runs will be stored in memory until you close the program, so nothing will ever be accidentally lost, but you only get to see one run at a time. To choose the run you want to see, choose the last (eighth icon labeled "DATA"). A drop down menu will be produced from which you can choose a run.

The light blue icon with a "+" sign on it is for adding additional plots in the window. In principle, you can plot as many views of as many sensor data streams as you want. However, given the finite screen real-estate, that's probably not wise. Two to three plots seems to be the practical limit. You can close one plot using the corresponding "-" icon, and open a new one for the same data set if you'd like.

Please note that plots can be custom configured to give raw data values on the y-axis, or derivatives, or second derivatives of those values both with respect to time as well as with respect to any other data coming in! This means we can have sensor data for light intensity while also receiving distance to that light sensor, and then choose to plot the derivative of intensity (I) with respect to distance (x), and perhaps learn something from that shape. Naturally, this would be denoted dI/dx in calculus class.

Lastly, for any data you have shown in the plot window, you can do curve fitting. There is a choice of functional forms for those curve fits offering the following:

- Linear fit
- Quadratic fit
- 3rd-5th degree polynomial fit
- Inverse linear ($a+b/x$) fit, where "a" is some constant
- Inverse square ($a+b/x^2$) fit, where "a" is some constant
- Power law (ax^b)
- Exponential decay ($a+be^{-c}$)
- Sinusoidal fit

Additional functionality:

Please note that if you right click in the plot window that there are numerous viewing options available to you. These include options to:

- Manually adjust axes (probably won't need to, but you can)
- Choose your mouse type (one button for Mac)
- Transform your data to a power spectrum (a topic we'll discuss when the lab arises)
- Transform one or both axes to logarithmic scales
- Average the data
- Export the data as a CSV file for use in other software
- Link the axes of two plots (if you made 2 or more), so that as you zoom and pan one of the plots, the other moves along with it.
- Get rid of or darken the grid in the plot window
- Downsample the data (which means only displaying every n^{th} value) in order to simplify the display (noise issues usually).

The File Menu (at the top of the window):

Under the file menu you will find three options. You may close the program by either using the shortcut ctrl+q, or go to the file menu. Saving data and opening saved data files also exist in that file menu.

Any more sophisticated uses of the software that might not have been mentioned here will be mentioned as need arises in the context of specific lab reports. Until then, enjoy playing around with your new hardware and software!

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
Academic Affairs

To: Board of Trustees	Date: May 27, 2014
Re: Acceptance of Dr. Laney Wright's Sabbatical Leave Report	
Action: Accept	

BACKGROUND

In fall 2013, Santiago Canyon College Professor of Mathematics, Dr. Laney Wright, returned from a fall 2012/spring 2013 Independent Research Sabbatical Leave.

ANALYSIS

The Sabbatical Leave Committee received and reviewed Dr. Wright's Sabbatical Leave Report, which included a log of her activities to account for 864 hours of work, and a link to the videos she created during her sabbatical. After careful consideration, the Committee unanimously accepted and approved Dr. Wright's Sabbatical Leave Report and materials.

RECOMMENDATION

It is recommended that the Board accept Dr. Wright's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: May 27, 2014
Prepared by:	Aracely Mora, Ed.D., Vice President, Academic Affairs
Submitted by:	Juan A. Vázquez, President
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

**Sabbatical Leave Report
Academic Year 2012-2013
Kelley "Laney" Wright**

Sabbatical Leave Committee:

I first want to thank you for allowing me the opportunity to create these tutorial videos during a sabbatical leave. I learned a great deal not only about the various recording software and the taping process, but also about my own teaching style.

At the start of this venture, I researched a multitude of computer application and hardware choices. Based on capabilities, learning curve and cost, I chose to use the following software and equipment: FilmicPro, PowerPoint, Camtasia, Final Cut Pro, iMovie, iPhone 4s, Fujitsu tablet (16:9 HD format), and softboxes for lighting.

Although Camtasia is a popular application for voice-over video capturing, my former DSPS and math-anxious students did not care for this format alone. They felt the "talking hand" didn't offer the personal support and mathematical guidance they needed. Students with Math Anxiety generally require more of a personal touch. Thus, I used my iPhone 4s to video tape my lessons while using Camtasia and PowerPoint to illustrate. FilmicPro is an inexpensive video application that allowed me to adjust focus and aperture, as opposed to the video app that comes with the iPhone 4s that has no options whatsoever.

As my primary editing tool, I used Final Cut Pro (FCP), which is an expensive video editing program that requires time to master, but has more options for multiple video feeds than other editing applications. iMovie was used to correct synchronization issues with audio and video feeds. The learning curve for most of the applications used is not steep. More time was spent learning the appropriate settings for each application than the application itself. For example, there are various video and audio setting to choose from when saving the final project for public viewing. Many of the settings you choose depend on the device that will be used to watch the videos (e.g. TV, computer, tablets or mobile device). Since the viewing device varies, it took some more research (and trial and error) to find the best ones to implement.

I also became familiar with the website YouTube.com where I uploaded the videos for free public access. You are allowed to upload videos more than 15 minutes long, but you have to request it and your account must be in good standing. Also, they provide closed captioning for the videos. Unfortunately, YouTube uses voice recognition instead of a transcript for their closed captioning. So, even though they are still ADA compliant, the cc on the videos are not ideal.

I also learned for continuity sake, I needed to wear the same outfit for every video. This really helped when mistakes were caught or glitches were found on the videos. I was able to record the pick-ups without the extra hassle of what did I wear that day. (The hair was a different story. Don't ask!)

I originally intended the videos to be an average of 5 minutes long. This only allowed me to give 2-3 examples with very little, if any, conceptual explanation. My target audience needs reasoning! Therefore, the videos are 15 minutes long on average. They each include a mini-lesson on the topic at hand, a "Now You Try" slide with practice problems and a segment

where I go over the practice problems. I had a few former students in Math 060 and Math 080 last year who were more than happy to be my guinea pigs during this process. They found this format to be the most helpful.

The most challenging part was trying to create a sequence of videos that built on one another, yet could still stand alone when watched out of order. Every time I looked back at a "completed" video, I would find something I wanted to change or re-word in order to maintain its autonomy. Also what often sounded good on paper or went over well in a live class, didn't have the same impact on the video. I re-recorded quite a few things as I went along, but soon realized that I would never finish if I kept going back to make improvements. It was tough to walk away. I was compelled, however, to go back and correct certain mistakes, like when I said " $10 \div 5 = 1$." (It was a long day. Don't judge me.)

Links to the videos on YouTube and the worksheets have been sent to the Mathematics Departments, the Counseling Offices and the Disabled Students Program and Services at both Santiago Canyon College and Santa Ana College. I am extremely appreciative for the wonderful feedback I have received from both schools including ideas of how they would like to implement the videos.

The faculty and staff at DSPS plan to share the videos with their students and make them available during their tutorial sessions. Counseling would like to make them available as a resource for repeating students, as well as offer them as preparation for students taking the math placement test.

When I demonstrated the videos and worksheets to our department at SCC, we discussed the various ways the department and the individual instructors could use them (e.g. Math Lab assignments, Blackboard/Online assignments, review sessions, course redesign, etc.).

They are currently being used as lab assignments for our Math 083L course, and a few teachers are piloting them in their Math N48L, 060L, and 080L courses as well. Therefore, a link to the videos on YouTube as well as the worksheets has been uploaded to the computers in the Math Study Hall at SCC. I had hoped to upload the videos directly on the computers instead of an internet link to YouTube in order to avoid over-consumption of internet bandwidth (and thus slow connections), but apparently the videos would take up too much room on the server.

My objective for this sabbatical was to produce a resource that would help students be successful in algebra and ultimately reach their academic goals. Although I am nervous thinking about my videos being out there for all to criticize, I am proud of the fact that I created something that is being used and hopefully are found to be helpful. It would break my heart to think I spent my entire sabbatical creating something that no one but the sabbatical committee would see. Thank you again for this amazing opportunity.

Sincerely,

K. Laney Wright, Ph.D.

3.8 (3)

Link to Dr. Wright's Math Videos:
http://www.youtube.com/watch?v=o2wcqw4Ctn4&list=PL9GCFY15psFcZdo8K_Ec1eieU1hY15rWL

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Travel Tour Service Agreement with Good Times Travel	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. As such, the SCC Community Services Program offers various educational and personal growth opportunities to the community through various courses and travel tours. The programs and courses offered are fee-based, non-apportionment, and provide another option for lifelong learning to community members.

An agreement is necessary to allow the continuation of these various educational tours; therefore, requiring Board approval.

ANALYSIS

This agreement will allow SCC's Community Services Program to schedule educational travel tours with the current vendor, Good Times Travel on an as needed basis to meet community demand. The term of this agreement will be effective from the day of execution of the agreement through June 30, 2015 with an option to renew for four (4) additional one (1) year terms.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Travel Tour Service Agreement with Good Times Travel to provide educational travel tours including renewals as presented.

Fiscal Impact: \$4,500-\$5,000 of revenue per fiscal year	Board Date: May 27, 2014
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: Juan Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Rancho Santiago Community College District
TRAVEL TOUR SERVICE AGREEMENT**

This Agreement is entered into on the 22nd day of April , 2014 by and between Rancho Santiago Community College District on behalf of Santiago Canyon College - Community Services, hereinafter referred to as "District", and Good Times Travel, hereinafter referred to as "Contractor".

The District and the Contractor, for the consideration hereinafter named, mutually agrees as follows:

1.0 SCOPE OF SERVICE

1.1 The Contractor shall furnish and maintain an established system to provide travel tour services for the District's Community Services Program at such times and places as may be specified by the District and on any day during the term of the Agreement.

Scope of Service to include but not limited to:

- Responsibility for recruiting, screening, hiring, training, and supervision of Contractor's staff (i.e. tour guides, bus drivers).
- Reserving all venues and handling all travel needs.
- Providing for all transportation required for each particular tour.
- Providing the District with confirmation information prior to each tour.
- Informing the District of any changes or updates related to tour details and scheduling.
- Returning tour rosters and signed waivers after each tour.
- Submitting an invoice after each tour.

2.0 TERM OF CONTRACT

2.1 The term of this Agreement will be effective from the day of execution of the agreement until June 30, 2015, with an option to renew for four (4) additional one (1) year terms. Renewal consideration will be contingent upon the Contractor's performance during the previous years of service on this Agreement, including conformance with all aspects of this Agreement and any amendments thereto.

3.0 VOLUME

3.1 The District does not guarantee Contractor any minimum or maximum amount of business during the term of this Agreement.

4.0 PAYMENT AND COST

4.1 The District and Contractor shall agree upon the cost of each tour and the District shall pay in full the Contractor at the completion of each tour and upon receipt of invoice in a timely manner.

5.0 TRIP CANCELLATION BY DISTRICT

5.1 The District reserves the right to cancel a tour by giving three (3) business days prior verbal or written notice without penalty charges should the following conditions arise: (a) the agreed minimum number or participants fail to register; (b) due to causes

beyond reasonable control including, but not limited to, acts of God, fire, flood, strikes, epidemics, war, riots, sabotage or any other circumstances of like character.

6.0 TARDINESS AND ADDITIONAL EXPENSES

- 6.1 Should Contractor arrive more than one (1) hour behind schedule, all charges connected with alternate arrangements, either made by DISTRICT personnel or Contractor, will be the responsibility of Contractor.
- 6.2 Contractor shall be responsible for any additional costs incurred by DISTRICT due to Contractor's failure to provide the services in accordance with this Agreement, including but not limited to, breach of any warranty or representation in Section 7 below, mechanical failure, or tardiness.

7.0 CONTRACTOR RESPONSIBILITIES AND REPRESENTATIONS

Contractor warrants the following:

- 7.1 That all buses are well maintained and cleaned inside and out as necessary including restrooms, all interior areas such as seats, storage areas etc. and repairs to visible body damage, inside and out shall be made immediately after such damage occurs. Regular preventive maintenance, as approved by the bus manufacturer shall be practiced on all buses. Contractor shall be responsible to furnish all equipment fuels and lubricants for such buses and all maintenance repairs. All equipment in the buses be fully operational at the time of service.
- 7.2 That all buses meet the safety specifications of the U.S. and California Department of Transportation, Department of Motor Vehicles and the Highway Patrol at all times during the term of the contract period.
- 7.3 If requested, Contractor shall provide an ADA (Americans with Disabilities Act) compliant wheelchair access vehicle.
- 7.4 The Contractor, his/her employees, agents and subcontractors shall secure and maintain valid certifications, permits and licenses that are required by law for the execution of this Agreement.
- 7.5 That all driving staff provided have been drug tested in compliance with any applicable laws, rules and regulations of any authority having jurisdiction.
- 7.6 That all driving staff provided conform to all applicable requirements for motor carrier drivers.
- 7.7 That all driving staff provided are prepared with accurate routing information.
- 7.8 That all driving staff must be thoroughly professional in both conduct and attire. Driving staff must be in good health at all times when driving buses in service for the District.
- 7.9 That all of the services to be performed by the Contractor under or pursuant to this Agreement shall be of the standard and quality which prevail among similar businesses and organizations of superior knowledge and skill engaged in providing similar services under the same or similar circumstances.

7.10 Contractor shall provide properly trained and certified tour guides and bus drivers on the agreed upon days and times.

7.11 That Contractor has all necessary corporate power and has received all necessary corporate approvals to execute and deliver this Agreement, and the individual executing the Agreement on behalf of Contractor has been duly authorized to act for and bind the company.

8.0 DISTRICT RESPONSIBILITIES

8.1 The District's Community Service Coordinators along with the Contractor will determine which tours will be offered each calendar year.

8.2 The District shall handle all registration aspects and pay the agreed portion to Contractor upon completion of the tour and upon receipt of invoice in a timely manner.

8.3 The District shall include tour information in their Community Services schedule of classes/programs and websites for each semester.

8.4 The District shall provide each tour guide with a roster of attendance, contact numbers, and release waivers to be completed and signed by all participants and returned to the District at the completion of each tour by the tour guide.

8.5 The District shall contact all participants of any changes or updates related to tour details and scheduling.

9.0 INDEPENDENT CONTRACTOR

9.1 Contractor recognizes that it is engaged as an independent contractor and covenants and agrees that it shall conduct itself consistent with such status, that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of DISTRICT by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer, partner, employee or agent of DISTRICT.

10.0 TERMINATION

10.1 The District shall have the right to terminate the Agreement with or without cause without penalty, at any time giving thirty (30) days prior written notice to the Contractor. Upon notice of termination, Contractor shall be required to fulfill all outstanding obligations for scheduled tours. In the event of any such termination, the District shall secure the required services from another Contractor.

11.0 COMPLIANCE WITH LAW

11.1 Contractor warrants that all laws, rules and regulations of duly constituted authorities having jurisdiction over its activities shall be complied with by the Contractor and its drivers.

12.0 LIMITATION OF LIABILITIES

12.1 Except for the obligation of DISTRICT to pay Contractor pursuant to the terms of this contract, DISTRICT shall have no liability to Contractor or to anyone claiming

through or under Contractor by reason of the execution or performance of this contract.

13.0 INDEMNIFICATION

13.1 To the fullest extent permitted by law, contractor shall and does hereby agree to indemnify, protect, defend, and hold harmless the District, its officers, agents, employees, and volunteers from and against all damages, losses, liens, causes of action, suits, judgments, expenses (including reasonable attorney's fees), and other claims of any natures, kind, or descriptions (collectively "claims") by any person or entity, arising out of, caused by, or resulting from contractor's performance under this Agreement and which are caused in whole or in part by any negligent act, negligent omission or willful misconduct of contractor, anyone directly or indirectly employed by contractor, or anyone for whose acts contractor may be liable. Contractor further agrees to waive all rights of subrogation against the District.

14.0 INSURANCE

14.1 Contractor, consistent with its status as an independent contractor will carry **and will cause its subcontractors to carry**, at least the following insurance from companies having an A.M. Best Rating of A-:IV or better, in the form and in the amounts as DISTRICT require:

- Workers' Compensation Insurance as required under California State Law.
- Commercial General Liability Insurance/Property Damage with limits of not less than a combined single limit of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage and \$2,000,000 general aggregate.

Any bus companies hired by Contractor shall have the following insurance:

- Workers' Compensation Insurance as required under California State Law.
- Commercial General Liability Insurance/Property Damage with limits of not less than a combined single limit of \$2,000,000 per occurrence for bodily injury, personal injury, and property damage.
- Commercial Automobile Liability Insurance covering all owned, non-owned or hired automobiles, with coverage for at least \$5,000,000 Combined Single Limit Bodily Injury and Property Damage. Coverage shall not exclude passengers.

14.2 General and auto liability insurance policies shall be endorsed to name the District as an additional insured. The certificate must read as follows: "Rancho Santiago Community College District, its Board of Trustees, officers, agents, directors, and employees, are named as additional insured under this policy".

14.3 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereunder and delivered to DISTRICT satisfactory of all insurance required under this Agreement. Policies will not be cancelled until after thirty (30) days' unconditional written notice to District.

15.0 GENERAL PROVISIONS

15.1 ASSIGNMENT

This Agreement is a personal service contract for the services of Contractor, and Contractor's interest in this Agreement, duties hereunder and fees due hereunder may not be subcontracted, assigned or delegated to any party without the prior written approval of DISTRICT and any attempt to do so shall be void and of no effect.

15.2 ENTIRE AGREEMENT; MODIFICATIONS

This Agreement supersedes all prior agreements, written or oral, between Contractor and District and shall constitute the entire agreement and understanding between the parties with respect to the subject matter hereof. That this Agreement and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by District and Contractor. In the event any form of Contractor's agreement is made a part of this Agreement, the terms and conditions of this Agreement shall prevail in the event of any inconsistency in terms.

15.3 FORCE MAJEURE

Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

15.4 GOVERNING LAW

This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of California.

15.5. NON-DISCRIMINATION

Contractor agrees that, during activities described in this Agreement, no person will be excluded from participation in, denied the benefits of, or otherwise subject to discrimination on the basis of race, color, religion, national origin, age, sex, disabilities, marital status or any other basis forbidden by law.

15.6 BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

15.7 SEVERABILITY

In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year above written.

Company Name

Signature

Printed Name

Title

Date

Rancho Santiago Community College District
District Name

Signature

Peter J. Hardash

Printed Name

Vice Chancellor, Business Operations/Fiscal Svc

Title

Date

Sabbatical Leave Time Log

	DATE	Software	Script/Film	Workbook	Editing	Upload	Total
Week 1	Aug 13-17	3.5	20.75				24.25
Week 2	Aug 20-24		23.5				47.75
Week 3	Aug 27-31		24				71.75
Week 4	Sept 3-7		17.5				89.25
Week 5	Sept 10-14	4.5	16.25				110
Week 6	Sept 17-21	6	13				129
Week 7	Sept 24-28		25.25				154.25
Week 8	Oct 1-5	18					172.25
Week 9	Oct 8-12	27					199.25
Week 10	Oct 15-19	17.25					216.5
Week 11	Oct 22-26	12.75	13.75				243
Week 12	Oct 29-2		25				268
Week 13	Nov 5-9		26.5				294.5
Week 14	Nov 12-16		20.75				315.25
Week 15	Nov 19-21		14.5				329.75
Week 16	Nov 26-30		29				358.75
Week 17	Dec 3-7		15	7			380.75
Week 18	Dec 10-14		26.25				407
Week 19	Dec 17-21		26.25				433.25
	Dec 24-28						433.25
	Dec 31-4						433.25
	Jan 7-11						433.25
Week 20	Jan 14-18		21.5				454.75
Week 21	Jan 21-25	6	27		3		490.75
Week 22	Jan 28-1		26.75				517.5
Week 23	Feb 4-8		23		3		543.5
Week 24	Feb 11-15		18.25				561.75
Week 25	Feb 18-22		19				580.75
Week 26	Feb 25-1		23		3		606.75
Week 27	Mar 4-8		16.5		13.5		636.75
Week 28	Mar 11-15	4.25	16.5		12		669.5
Week 29	Mar 18-22		18		15.5		703
Week 30	Mar 25-29		12.25		20		735.25
Week 31	Apr 1-5		10.25		21.25		766.75
Week 32	Apr 8-12		10	3	18		797.75
Week 33	Apr 15-19		10	3	18		828.75
Week 34	Apr 22-26		10	6.5	18		863.25
Week 35	Apr 29-3			3	27.5		893.75
Week 36	May 6-10			23	3		919.75
Week 37	May 13-17			24	3		946.75
Week 38	May 20-24			15	3		964.75
Week 39	May 27-31			10	12	5	991.75
Week 40	June 3-7					15	1006.75
Week 41	June 10-14					15	1021.75
	TOTAL	99.25	599.25	94.5	193.75	35	1021.75

Rancho Santiago Comm Coll District
Bank Code: 92 District Funds

Board Meeting of 05/27/14
Check Registers Submitted for Approval
Checks Written for Period 04/30/14 Thru 05/12/14

AP0020
Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59382	General Fund Unrestricted	1,839.00	0.00	1,839.00	92*0387190	92*0387195
59383	General Fund Unrestricted	706.00	0.00	706.00	92*0387196	92*0387196
59385	General Fund Unrestricted	10,526.87	0.00	10,526.87	92*0387200	92*0387200
59386	General Fund Unrestricted	2,484.80	0.00	2,484.80	92*0387201	92*0387201
59388	General Fund Unrestricted	376,153.27	0.00	376,153.27	92*0387207	92*0387207
59391	General Fund Unrestricted	1,637,627.71	0.00	1,637,627.71	92*0387216	92*0387217
59393	General Fund Unrestricted	99,777.46	0.00	99,777.46	92*0387219	92*0387221
59394	General Fund Unrestricted	906.29	0.00	906.29	92*0387225	92*0387225
59397	General Fund Unrestricted	1,534.50	0.00	1,534.50	92*0387235	92*0387241
59401	General Fund Unrestricted	84,801.87	0.00	84,801.87	92*0387245	92*0387344
59402	General Fund Unrestricted	87,953.00	0.00	87,953.00	92*0387345	92*0387444
59403	General Fund Unrestricted	96,713.00	0.00	96,713.00	92*0387445	92*0387544
59404	General Fund Unrestricted	101,713.00	0.00	101,713.00	92*0387545	92*0387644
59405	General Fund Unrestricted	99,348.00	0.00	99,348.00	92*0387645	92*0387744
59406	General Fund Unrestricted	103,582.00	0.00	103,582.00	92*0387745	92*0387844
59407	General Fund Unrestricted	101,590.00	0.00	101,590.00	92*0387845	92*0387944
59408	General Fund Unrestricted	101,900.55	0.00	101,900.55	92*0387945	92*0388044
59409	General Fund Unrestricted	112,781.00	0.00	112,781.00	92*0388045	92*0388144
59410	General Fund Unrestricted	102,558.00	0.00	102,558.00	92*0388145	92*0388244
59411	General Fund Unrestricted	102,341.00	0.00	102,341.00	92*0388245	92*0388344
59412	General Fund Unrestricted	100,211.16	0.00	100,211.16	92*0388345	92*0388444
59413	General Fund Unrestricted	102,276.04	0.00	102,276.04	92*0388445	92*0388544
59414	General Fund Unrestricted	114,477.43	0.00	114,477.43	92*0388545	92*0388655
59415	General Fund Unrestricted	84,231.65	0.00	84,231.65	92*0388656	92*0388746
59416	General Fund Unrestricted	86,820.00	0.00	86,820.00	92*0388747	92*0388846
59417	General Fund Unrestricted	94,345.00	0.00	94,345.00	92*0388847	92*0388946
59418	General Fund Unrestricted	80,631.29	0.00	80,631.29	92*0388947	92*0389046
59419	General Fund Unrestricted	94,320.00	0.00	94,320.00	92*0389047	92*0389146
59420	General Fund Unrestricted	93,408.50	0.00	93,408.50	92*0389147	92*0389246
59421	General Fund Unrestricted	99,372.00	0.00	99,372.00	92*0389247	92*0389346
59422	General Fund Unrestricted	105,701.00	0.00	105,701.00	92*0389347	92*0389446
59423	General Fund Unrestricted	104,612.00	0.00	104,612.00	92*0389447	92*0389546
59424	General Fund Unrestricted	94,170.00	0.00	94,170.00	92*0389547	92*0389646
59425	General Fund Unrestricted	107,375.00	0.00	107,375.00	92*0389647	92*0389746
59426	General Fund Unrestricted	111,159.10	0.00	111,159.10	92*0389747	92*0389846
59427	General Fund Unrestricted	112,826.00	0.00	112,826.00	92*0389847	92*0389946
59428	General Fund Unrestricted	101,722.00	0.00	101,722.00	92*0389947	92*0390046
59429	General Fund Unrestricted	102,410.01	0.00	102,410.01	92*0390047	92*0390146
59430	General Fund Unrestricted	113,058.00	0.00	113,058.00	92*0390147	92*0390246
59431	General Fund Unrestricted	108,997.00	0.00	108,997.00	92*0390247	92*0390346
59432	General Fund Unrestricted	104,153.00	0.00	104,153.00	92*0390347	92*0390446

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59433	General Fund Unrestricted	109,607.00	0.00	109,607.00	92*0390447	92*0390546
59434	General Fund Unrestricted	109,867.00	0.00	109,867.00	92*0390547	92*0390646
59435	General Fund Unrestricted	103,011.00	0.00	103,011.00	92*0390647	92*0390746
59436	General Fund Unrestricted	111,784.00	0.00	111,784.00	92*0390747	92*0390846
59437	General Fund Unrestricted	108,852.00	0.00	108,852.00	92*0390847	92*0390946
59438	General Fund Unrestricted	115,957.00	0.00	115,957.00	92*0390947	92*0391046
59439	General Fund Unrestricted	111,129.00	0.00	111,129.00	92*0391047	92*0391146
59440	General Fund Unrestricted	109,416.00	0.00	109,416.00	92*0391147	92*0391246
59441	General Fund Unrestricted	109,429.00	0.00	109,429.00	92*0391247	92*0391346
59442	General Fund Unrestricted	109,558.00	0.00	109,558.00	92*0391347	92*0391446
59443	General Fund Unrestricted	108,491.00	0.00	108,491.00	92*0391447	92*0391546
59444	General Fund Unrestricted	108,916.00	0.00	108,916.00	92*0391547	92*0391646
59445	General Fund Unrestricted	106,410.00	0.00	106,410.00	92*0391647	92*0391746
59446	General Fund Unrestricted	104,699.50	0.00	104,699.50	92*0391747	92*0391846
59447	General Fund Unrestricted	87,130.81	0.00	87,130.81	92*0391847	92*0391941
59449	General Fund Unrestricted	264.16	0.00	264.16	92*0391943	92*0391943
59455	General Fund Unrestricted	159.00	0.00	159.00	92*0391973	92*0391973
59456	General Fund Unrestricted	2,850.90	0.00	2,850.90	92*0391974	92*0391979
59457	General Fund Unrestricted	7,757.12	0.00	7,757.12	92*0391980	92*0391981
59458	General Fund Unrestricted	2,496.59	0.00	2,496.59	92*0391986	92*0391993
59459	General Fund Unrestricted	129.93	0.00	129.93	92*0391997	92*0391997
59460	General Fund Unrestricted	2,496.80	0.00	2,496.80	92*0392004	92*0392005
59461	General Fund Unrestricted	4,121.09	0.00	4,121.09	92*0392008	92*0392014
59462	General Fund Unrestricted	3,117.73	0.00	3,117.73	92*0392015	92*0392019
59463	General Fund Unrestricted	7,955.77	0.00	7,955.77	92*0392021	92*0392023
59464	General Fund Unrestricted	3,531.68	0.00	3,531.68	92*0392024	92*0392026
59475	General Fund Unrestricted	13,002.92	0.00	13,002.92	92*0392071	92*0392083
59476	General Fund Unrestricted	27,138.79	0.00	27,138.79	92*0392084	92*0392096
59477	General Fund Unrestricted	8,175.50	0.00	8,175.50	92*0392097	92*0392107
59478	General Fund Unrestricted	2,292.50	0.00	2,292.50	92*0392108	92*0392112
59479	General Fund Unrestricted	4,582.37	0.00	4,582.37	92*0392113	92*0392117
59485	General Fund Unrestricted	989.72	0.00	989.72	92*0392146	92*0392146
59486	General Fund Unrestricted	9,532.55	0.00	9,532.55	92*0392153	92*0392154
59498	General Fund Unrestricted	93.49	0.00	93.49	92*0392540	92*0392540
59500	General Fund Unrestricted	2,832.61	0.00	2,832.61	92*0392549	92*0392553
59502	General Fund Unrestricted	1,654.63	0.00	1,654.63	92*0392563	92*0392567
59503	General Fund Unrestricted	3,137.37	0.00	3,137.37	92*0392568	92*0392574
59504	General Fund Unrestricted	1,703.13	0.00	1,703.13	92*0392576	92*0392583
59507	General Fund Unrestricted	3,288.71	0.00	3,288.71	92*0392596	92*0392603
59508	General Fund Unrestricted	1,824.22	0.00	1,824.22	92*0392604	92*0392608
59513	General Fund Unrestricted	552.00	0.00	552.00	92*0392628	92*0392628

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59517	General Fund Unrestricted	9,755.52	0.00	9,755.52	92*0392645	92*0392654
59518	General Fund Unrestricted	4,750.88	0.00	4,750.88	92*0392655	92*0392662
59522	General Fund Unrestricted	1,419.19	0.00	1,419.19	92*0392675	92*0392680
59528	General Fund Unrestricted	4,135.30	0.00	4,135.30	92*0392690	92*0392703
59530	General Fund Unrestricted	4,213.04	0.00	4,213.04	92*0392709	92*0392712
59531	General Fund Unrestricted	21,514.18	0.00	21,514.18	92*0392713	92*0392718
59533	General Fund Unrestricted	1,499.00	0.00	1,499.00	92*0392724	92*0392724
59535	General Fund Unrestricted	384.00	0.00	384.00	92*0392740	92*0392740
Total Fund 11 General Fund Unrestricted		<u>\$7,120,723.20</u>	<u>\$0.00</u>	<u>\$7,120,723.20</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59384	General Fund Restricted	11,362.39	0.00	11,362.39	92*0387197	92*0387199
59387	General Fund Restricted	644.00	0.00	644.00	92*0387203	92*0387205
59394	General Fund Restricted	1,105.00	0.00	1,105.00	92*0387222	92*0387224
59395	General Fund Restricted	7,400.25	0.00	7,400.25	92*0387226	92*0387233
59449	General Fund Restricted	11,022.08	0.00	11,022.08	92*0391944	92*0391950
59450	General Fund Restricted	18,888.40	0.00	18,888.40	92*0391951	92*0391952
59453	General Fund Restricted	39,475.00	0.00	39,475.00	92*0391965	92*0391968
59454	General Fund Restricted	47,703.92	0.00	47,703.92	92*0391969	92*0391972
59457	General Fund Restricted	3,384.55	0.00	3,384.55	92*0391982	92*0391985
59458	General Fund Restricted	1,879.51	0.00	1,879.51	92*0391987	92*0391995
59459	General Fund Restricted	1,270.37	0.00	1,270.37	92*0391996	92*0392001
59460	General Fund Restricted	1,973.86	0.00	1,973.86	92*0392002	92*0392007
59461	General Fund Restricted	1,520.37	0.00	1,520.37	92*0392009	92*0392009
59462	General Fund Restricted	6,559.86	0.00	6,559.86	92*0392017	92*0392020
59463	General Fund Restricted	449.95	0.00	449.95	92*0392022	92*0392022
59473	General Fund Restricted	3,286.73	0.00	3,286.73	92*0392057	92*0392063
59474	General Fund Restricted	990.96	0.00	990.96	92*0392064	92*0392070
59475	General Fund Restricted	71.41	0.00	71.41	92*0392077	92*0392077
59477	General Fund Restricted	105.00	0.00	105.00	92*0392099	92*0392099
59480	General Fund Restricted	8,282.72	0.00	8,282.72	92*0392118	92*0392128
59481	General Fund Restricted	10,000.00	0.00	10,000.00	92*0392129	92*0392129
59482	General Fund Restricted	3,975.31	0.00	3,975.31	92*0392130	92*0392134
59484	General Fund Restricted	5,378.03	0.00	5,378.03	92*0392139	92*0392143
59485	General Fund Restricted	927.51	0.00	927.51	92*0392145	92*0392148
59486	General Fund Restricted	4,844.35	0.00	4,844.35	92*0392149	92*0392152
59493	General Fund Restricted	2,180.00	0.00	2,180.00	92*0392502	92*0392502
59495	General Fund Restricted	8,607.31	0.00	8,607.31	92*0392504	92*0392516
59496	General Fund Restricted	10,474.84	0.00	10,474.84	92*0392517	92*0392526
59497	General Fund Restricted	11,173.91	0.00	11,173.91	92*0392527	92*0392533
59498	General Fund Restricted	5,316.17	0.00	5,316.17	92*0392534	92*0392541
59499	General Fund Restricted	7,302.46	0.00	7,302.46	92*0392542	92*0392547
59501	General Fund Restricted	12,430.53	0.00	12,430.53	92*0392554	92*0392562
59505	General Fund Restricted	580.69	0.00	580.69	92*0392584	92*0392589
59506	General Fund Restricted	945.79	0.00	945.79	92*0392590	92*0392595
59515	General Fund Restricted	1,009.69	0.00	1,009.69	92*0392632	92*0392642
59516	General Fund Restricted	62,413.08	0.00	62,413.08	92*0392644	92*0392644
59517	General Fund Restricted	12,944.83	0.00	12,944.83	92*0392646	92*0392653
59519	General Fund Restricted	127,157.10	0.00	127,157.10	92*0392663	92*0392664
59520	General Fund Restricted	4,022.80	0.00	4,022.80	92*0392665	92*0392670
59521	General Fund Restricted	2,973.91	0.00	2,973.91	92*0392671	92*0392674
59522	General Fund Restricted	539.62	0.00	539.62	92*0392676	92*0392676

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59523	General Fund Restricted	3,472.45	0.00	3,472.45	92*0392681	92*0392684
59524	General Fund Restricted	14,800.00	0.00	14,800.00	92*0392685	92*0392685
59532	General Fund Restricted	30,670.47	0.00	30,670.47	92*0392719	92*0392719
59533	General Fund Restricted	3,260.16	0.00	3,260.16	92*0392720	92*0392723
59534	General Fund Restricted	8,318.55	0.00	8,318.55	92*0392725	92*0392736
59535	General Fund Restricted	2,011.47	0.00	2,011.47	92*0392737	92*0392739
59536	General Fund Restricted	3,998.40	0.00	3,998.40	92*0392741	92*0392741
Total Fund 12 General Fund Restricted		<u>\$529,105.76</u>	<u>\$0.00</u>	<u>\$529,105.76</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59386	GF Unrestricted One-Time Funds	3,000.00	0.00	3,000.00	92*0387202	92*0387202
59387	GF Unrestricted One-Time Funds	192.91	0.00	192.91	92*0387204	92*0387206
59389	GF Unrestricted One-Time Funds	7,404.04	0.00	7,404.04	92*0387208	92*0387213
59448	GF Unrestricted One-Time Funds	1,790.26	0.00	1,790.26	92*0391942	92*0391942
59450	GF Unrestricted One-Time Funds	1,175.81	0.00	1,175.81	92*0391953	92*0391953
59451	GF Unrestricted One-Time Funds	65,782.08	0.00	65,782.08	92*0391954	92*0391960
59452	GF Unrestricted One-Time Funds	160,339.24	0.00	160,339.24	92*0391961	92*0391964
59472	GF Unrestricted One-Time Funds	7,590.17	0.00	7,590.17	92*0392055	92*0392056
59483	GF Unrestricted One-Time Funds	25,319.47	0.00	25,319.47	92*0392135	92*0392138
59485	GF Unrestricted One-Time Funds	402.50	0.00	402.50	92*0392144	92*0392144
59494	GF Unrestricted One-Time Funds	17,102.75	0.00	17,102.75	92*0392503	92*0392503
59500	GF Unrestricted One-Time Funds	5,163.50	0.00	5,163.50	92*0392548	92*0392552
59503	GF Unrestricted One-Time Funds	2,729.89	0.00	2,729.89	92*0392575	92*0392575
59514	GF Unrestricted One-Time Funds	34,425.86	0.00	34,425.86	92*0392629	92*0392631
59516	GF Unrestricted One-Time Funds	15,500.00	0.00	15,500.00	92*0392643	92*0392643
59529	GF Unrestricted One-Time Funds	39,621.13	0.00	39,621.13	92*0392704	92*0392708
Total Fund 13 GF Unrestricted One-Time		<u>\$387,539.61</u>	<u>\$0.00</u>	<u>\$387,539.61</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59390	Child Development Fund	987.56	0.00	987.56	92*0387214	92*0387215
59465	Child Development Fund	2,986.50	0.00	2,986.50	92*0392027	92*0392032
59487	Child Development Fund	70.00	0.00	70.00	92*0392155	92*0392156
59488	Child Development Fund	3,700.16	0.00	3,700.16	92*0392157	92*0392165
59509	Child Development Fund	4,258.44	0.00	4,258.44	92*0392609	92*0392614
59537	Child Development Fund	2,417.52	0.00	2,417.52	92*0392742	92*0392746
Total Fund 33 Child Development Fund		<u>\$14,420.18</u>	<u>\$0.00</u>	<u>\$14,420.18</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59399	Capital Outlay Projects Fund	2,546.79	0.00	2,546.79	92*0387243	92*0387243
59467	Capital Outlay Projects Fund	8,876.00	0.00	8,876.00	92*0392037	92*0392038
59511	Capital Outlay Projects Fund	21,027.75	0.00	21,027.75	92*0392620	92*0392624
59512	Capital Outlay Projects Fund	7,954.85	0.00	7,954.85	92*0392625	92*0392627
59527	Capital Outlay Projects Fund	35,520.50	0.00	35,520.50	92*0392689	92*0392689
59538	Capital Outlay Projects Fund	9,875.00	0.00	9,875.00	92*0392747	92*0392747
Total Fund 41 Capital Outlay Projects Fu		<u>\$85,800.89</u>	<u>\$0.00</u>	<u>\$85,800.89</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59392	Bond Fund, Measure E	286,095.00	0.00	286,095.00	92*0387218	92*0387218
59396	Bond Fund, Measure E	1,840.20	0.00	1,840.20	92*0387234	92*0387234
59398	Bond Fund, Measure E	303,477.00	0.00	303,477.00	92*0387242	92*0387242
59466	Bond Fund, Measure E	49,372.46	0.00	49,372.46	92*0392033	92*0392036
59470	Bond Fund, Measure E	19,347.39	0.00	19,347.39	92*0392042	92*0392047
59471	Bond Fund, Measure E	23,422.44	0.00	23,422.44	92*0392048	92*0392054
59510	Bond Fund, Measure E	28,951.00	0.00	28,951.00	92*0392615	92*0392619
59525	Bond Fund, Measure E	18,882.84	0.00	18,882.84	92*0392686	92*0392687
59526	Bond Fund, Measure E	33,961.72	0.00	33,961.72	92*0392688	92*0392688
Total Fund 42 Bond Fund, Measure E		\$765,350.05	\$0.00	\$765,350.05		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59468	Property and Liability Fund	11,360.22	0.00	11,360.22	92*0392039	92*0392040
Total Fund 61 Property and Liability Fund		<u><u>\$11,360.22</u></u>	<u><u>\$0.00</u></u>	<u><u>\$11,360.22</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59400	Workers' Compensation Fund	984.64	0.00	984.64	92*0387244	92*0387244
59469	Workers' Compensation Fund	418.00	0.00	418.00	92*0392041	92*0392041
Total Fund 62 Workers' Compensation Fu		<u>\$1,402.64</u>	<u>\$0.00</u>	<u>\$1,402.64</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	7,120,723.20
Total Fund 12 General Fund Restricted	529,105.76
Total Fund 13 GF Unrestricted One-Time Fund	387,539.61
Total Fund 33 Child Development Fund	14,420.18
Total Fund 41 Capital Outlay Projects Fund	85,800.89
Total Fund 42 Bond Fund, Measure E	765,350.05
Total Fund 61 Property and Liability Fund	11,360.22
Total Fund 62 Workers' Compensation Fund	1,402.64
Grand Total:	<u><u>\$8,915,702.55</u></u>

Checks Written for Period 04/26/14 Thru 05/09/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
311404530	Bookstore Fund	27,833.40	49.90	27,783.50	31*0104352	31*0104370
311405209	Bookstore Fund	1,618.53	0.00	1,618.53	31*0104371	31*0104373
Total Fund 31 Bookstore Fund		<u><u>\$29,451.93</u></u>	<u><u>\$49.90</u></u>	<u><u>\$29,402.03</u></u>		

Checks Written for Period 04/26/14 Thru 05/09/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
711404530	Associated Students Fund	643.50	0.00	643.50	71*0007122	71*0007123
711405209	Associated Students Fund	3,340.42	0.00	3,340.42	71*0007124	71*0007138
Total Fund 71 Associated Students Fund		<u>\$3,983.92</u>	<u>\$0.00</u>	<u>\$3,983.92</u>		

Checks Written for Period 04/26/14 Thru 05/09/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761404530	Community Education Fund	679.00	0.00	679.00	76*0006470	76*0006471
761405209	Community Education Fund	15,452.25	0.00	15,452.25	76*0006472	76*0006480
Total Fund 76 Community Education Fund		<u>\$16,131.25</u>	<u>\$0.00</u>	<u>\$16,131.25</u>		

Checks Written for Period 04/26/14 Thru 05/09/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
791404530	Diversified Trust Fund	13,028.43	280.00	12,748.43	79*0018487	79*0018495
791405103	Diversified Trust Fund	200.00	0.00	200.00	79*0018496	79*0018496
791405209	Diversified Trust Fund	14,705.74	0.00	14,705.74	79*0018497	79*0018509
Total Fund 79 Diversified Trust Fund		<u><u>\$27,934.17</u></u>	<u><u>\$280.00</u></u>	<u><u>\$27,654.17</u></u>		

Checks Written for Period 04/26/14 Thru 05/09/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
811404530	Diversified Agency Fund	24,545.75	0.00	24,545.75	81*0044416	81*0044441
811405103	Diversified Agency Fund	860.00	0.00	860.00	81*0044442	81*0044443
811405209	Diversified Agency Fund	20,867.80	0.00	20,867.80	81*0044444	81*0044473
Total Fund 81 Diversified Agency Fund		<u><u>\$46,273.55</u></u>	<u><u>\$0.00</u></u>	<u><u>\$46,273.55</u></u>		

SUMMARY

Total Fund 31 Bookstore Fund	29,402.03
Total Fund 71 Associated Students Fund	3,983.92
Total Fund 76 Community Education Fund	16,131.25
Total Fund 79 Diversified Trust Fund	27,654.17
Total Fund 81 Diversified Agency Fund	46,273.55
Grand Total:	<u><u>\$123,444.92</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/01/2014 To 04/30/2014
Board Meeting on 05/27/2014**

No. 4.2

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	2,290	
2000	CLASSIFIED SALARIES	26,423	
3000	EMPLOYEE BENEFITS		153
4000	SUPPLIES & MATERIALS	49,452	
5000	OTHER OPERATING EXP & SERVICES	418,804	
6000	CAPITAL OUTLAY		501,098
7900	RESERVE FOR CONTINGENCIES	4,282	
Total Transfer Fund 11		\$501,251	\$501,251
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES	71,815	
2000	CLASSIFIED SALARIES	82,007	
3000	EMPLOYEE BENEFITS	13,890	
4000	SUPPLIES & MATERIALS		52,552
5000	OTHER OPERATING EXP & SERVICES		58,809
6000	CAPITAL OUTLAY		70,182
7000	OTHER OUTGO		13,419
7900	RESERVE FOR CONTINGENCIES	27,250	
Total Transfer Fund 12		\$194,962	\$194,962
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
5000	OTHER OPERATING EXP & SERVICES		5,738
7900	RESERVE FOR CONTINGENCIES	5,738	
Total Transfer Fund 13		\$5,738	\$5,738
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES	13,104	
2000	CLASSIFIED SALARIES		30,621
3000	EMPLOYEE BENEFITS		31
4000	SUPPLIES & MATERIALS		14,645
5000	OTHER OPERATING EXP & SERVICES	32,193	
Total Transfer Fund 33		\$45,297	\$45,297

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/01/2014 To 04/30/2014
Board Meeting on 05/27/2014**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	3,355	
8600	STATE REVENUES	(136,511)	
8800	LOCAL REVENUES	110,000	
1000	ACADEMIC SALARIES		66,048
2000	CLASSIFIED SALARIES		89,717
3000	EMPLOYEE BENEFITS		44,574
4000	SUPPLIES & MATERIALS		(36)
5000	OTHER OPERATING EXP & SERVICES		(235,528)
6000	CAPITAL OUTLAY		7,069
7000	OTHER OUTGO		5,000
Total Transfer Fund 12		\$(23,156)	\$(23,156)
<u>Fund 41: Capital Outlay Projects Fund</u>			
8800	LOCAL REVENUES	6,440	
7900	RESERVE FOR CONTINGENCIES		6,440
Total Transfer Fund 41		\$6,440	\$6,440

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

It is recommended the Board approve the budget transfers/adjustments as presented.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/01/2014 To 04/30/2014
Board Meeting on 05/27/2014**

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
B013500 04/02/14		
2000 CLASSIFIED SALARIES	25,000	
5000 OTHER OPERATING EXP & SERVICES		25,000
	\$25,000	\$25,000
Total Reference B013500		
Reason: Adjustment		
Description: Trsf to conference/travel		
B013616 04/17/14		
3000 EMPLOYEE BENEFITS		855
5000 OTHER OPERATING EXP & SERVICES		591
7900 RESERVE FOR CONTINGENCIES	1,446	
	\$1,446	\$1,446
Total Reference B013616		
Reason: Adjustment		
Description: Chnclr cash ben/pro exp allow		
B013621 04/18/14		
4000 SUPPLIES & MATERIALS	8,000	
5000 OTHER OPERATING EXP & SERVICES	341,000	
6000 CAPITAL OUTLAY		349,000
	\$349,000	\$349,000
Total Reference B013621		
Reason: Adjustment		
Description: ITS dist-wide PCs/virtual svr		
B013622 04/18/14		
5000 OTHER OPERATING EXP & SERVICES	54,000	
6000 CAPITAL OUTLAY		54,000
	\$54,000	\$54,000
Total Reference B013622		
Reason: Adjustment		
Description: ITS video surveillance storage		
B013623 04/18/14		
4000 SUPPLIES & MATERIALS	23,000	
5000 OTHER OPERATING EXP & SERVICES	58,000	
6000 CAPITAL OUTLAY		81,000
	\$81,000	\$81,000
Total Reference B013623		
Reason: Adjustment		
Description: ITS video surveillance storage		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/01/2014 To 04/30/2014
Board Meeting on 05/27/2014**

BUDGET TRANSFERS	From	To
B013702 04/29/14		
3000 EMPLOYEE BENEFITS		2,584
5000 OTHER OPERATING EXP & SERVICES		252
7900 RESERVE FOR CONTINGENCIES	2,836	
	\$2,836	\$2,836
Total Reference B013702		
Reason: Adjustment		
Description: Cabinet cash ben/prof exp allw		

Fund 12: General Fund Restricted

B013501 04/02/14		
5000 OTHER OPERATING EXP & SERVICES	36,270	
6000 CAPITAL OUTLAY		36,270
	\$36,270	\$36,270
Total Reference B013501		
Reason: Special Project Adjustment		
Description: SP2354 SAC class projectors		

B013516 04/04/14		
5000 OTHER OPERATING EXP & SERVICES		12,750
7900 RESERVE FOR CONTINGENCIES	12,750	
	\$12,750	\$12,750
Total Reference B013516		
Reason: Special Project Adjustment		
Description: SP3610 Safety SAC/SCC Prkg lot Upgrading/maintenance		

B013552 04/08/14		
5000 OTHER OPERATING EXP & SERVICES		14,500
7900 RESERVE FOR CONTINGENCIES	14,500	
	\$14,500	\$14,500
Total Reference B013552		
Reason: Special Project Adjustment		
Description: SP3610 Safety Conduct software		

B013565 04/14/14		
2000 CLASSIFIED SALARIES	30,398	
6000 CAPITAL OUTLAY		6,300
7000 OTHER OUTGO		24,098
	\$30,398	\$30,398
Total Reference B013565		
Reason: Special Project Adjustment		
Description: SP2250 SAC EOPS supp/kits/eqpt		

Fund 13: GF Unrestricted One-Time Funds

B013659 04/22/14		
5000 OTHER OPERATING EXP & SERVICES		1,738
7900 RESERVE FOR CONTINGENCIES	1,738	
	\$1,738	\$1,738
Total Reference B013659		
Reason: Adjustment		
Description: SCC City of OR landscape fee Landscape maintenance fee		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 04/01/2014 To 04/30/2014

Board Meeting on 05/27/2014

BUDGET TRANSFERS		From	To
B013667	04/23/14		
5000	OTHER OPERATING EXP & SERVICES		4,000
7900	RESERVE FOR CONTINGENCIES	4,000	
Total Reference B013667		\$4,000	\$4,000
Reason: Adjustment			
Description: SCC Sci Ctr air quality tests			
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
Fund 12: General Fund Restricted			
B013481	04/01/14		
8600	STATE REVENUES	(28,436)	
5000	OTHER OPERATING EXP & SERVICES		(28,436)
Total Reference B013481		\$(28,436)	\$(28,436)
Reason: Special Project Adjustment			
Description: SP2082 BSI SCC rcalc apprt adj			
B013548	04/08/14		
8600	STATE REVENUES	(100,000)	
2000	CLASSIFIED SALARIES		(3,933)
3000	EMPLOYEE BENEFITS		(7,457)
4000	SUPPLIES & MATERIALS		(777)
5000	OTHER OPERATING EXP & SERVICES		(87,833)
Total Reference B013548		\$(100,000)	\$(100,000)
Reason: Special Project Adjustment			
Description: SP2305 Reduce due to \$100,000 separated funding fr \$200,000			
B013559	04/09/14		
8800	LOCAL REVENUES	90,000	
2000	CLASSIFIED SALARIES		73,440
3000	EMPLOYEE BENEFITS		16,560
Total Reference B013559		\$90,000	\$90,000
Reason: Special Project Adjustment			
Description: SP3659 SBDC Comm Prtnrshp DO			
B013595	04/15/14		
8600	STATE REVENUES	(31,000)	
5000	OTHER OPERATING EXP & SERVICES		(31,000)
Total Reference B013595		\$(31,000)	\$(31,000)
Reason: Special Project Adjustment			
Description: SP2307 DSN Sm Bus in-reg Cert Minigrant w/SAC Freelancr Cert			
B013596	04/15/14		
8600	STATE REVENUES	31,000	
1000	ACADEMIC SALARIES		27,160
3000	EMPLOYEE BENEFITS		3,340
5000	OTHER OPERATING EXP & SERVICES		500
Total Reference B013596		\$31,000	\$31,000
Reason: Special Project Adjustment			
Description: SP2307 DSN Sm Bus in-reg Cert Minigrant w/SAC Freelancr Cert			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 04/01/2014 To 04/30/2014

Board Meeting on 05/27/2014

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B013600	04/16/14		
8100	FEDERAL REVENUES	(38,716)	
1000	ACADEMIC SALARIES		(8,025)
2000	CLASSIFIED SALARIES		(2,891)
3000	EMPLOYEE BENEFITS		(2,995)
4000	SUPPLIES & MATERIALS		(2,000)
5000	OTHER OPERATING EXP & SERVICES		(4,200)
6000	CAPITAL OUTLAY		(18,605)
Total Reference B013600		\$(38,716)	\$(38,716)
Reason:	Special Project Adjustment		
Description:	SP1814 SCC Bus&CTE exps		
B013601	04/16/14		
8100	FEDERAL REVENUES	38,716	
1000	ACADEMIC SALARIES		2,000
3000	EMPLOYEE BENEFITS		(1,121)
4000	SUPPLIES & MATERIALS		5,632
5000	OTHER OPERATING EXP & SERVICES		10,000
6000	CAPITAL OUTLAY		22,205
Total Reference B013601		\$38,716	\$38,716
Reason:	Special Project Adjustment		
Description:	SP1823 SCC Bus&CTE exps		
B013613	04/17/14		
8600	STATE REVENUES	26,198	
2000	CLASSIFIED SALARIES		36,860
3000	EMPLOYEE BENEFITS		33,611
5000	OTHER OPERATING EXP & SERVICES		(44,273)
Total Reference B013613		\$26,198	\$26,198
Reason:	Special Project Adjustment		
Description:	SP2413 SAC SSSP Senior clerk		
B013614	04/17/14		
8600	STATE REVENUES	(26,198)	
2000	CLASSIFIED SALARIES		(26,198)
Total Reference B013614		\$(26,198)	\$(26,198)
Reason:	Special Project Adjustment		
Description:	SP2415 SAC SSSP Senior clerk		
B013685	04/25/14		
8600	STATE REVENUES	(8,400)	
1000	ACADEMIC SALARIES		20,714
3000	EMPLOYEE BENEFITS		2,722
4000	SUPPLIES & MATERIALS		(119)
5000	OTHER OPERATING EXP & SERVICES		(31,703)
6000	CAPITAL OUTLAY		(14)
Total Reference B013685		\$(8,400)	\$(8,400)
Reason:	Special Project Adjustment		
Description:	SP2073-2080 SAC BSI 11/12award		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 04/01/2014 To 04/30/2014

Board Meeting on 05/27/2014

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 41: Capital Outlay Projects Fund

B013484	04/01/14		
8800	LOCAL REVENUES	6,440	
7900	RESERVE FOR CONTINGENCIES		6,440

Total Reference B013484

\$6,440 \$6,440

Reason: Special Project Adjustment

Description: SP3580 SAC/SCC non-res tuition Incr bdgt on actuals rec-Spr14

RECOMMENDATION

It is recommended the Board approve the budget transfers/adjustments as presented.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Consulting Services – The Dolinka Group	
Action:	Request for Approval	

BACKGROUND

With the elimination of Redevelopment Agencies (RDA) and the responsibility of the successor agencies to continue to properly distribute pass through payments as enforceable obligations to school and community college districts through the term of those agreements, the responsibility and burden of identifying which redevelopment property tax income is used as an offset to state apportionment funding and which funds are available for districts to use under the terms of the pass through agreements is now placed upon each district.

On July 22, 2013, the Board approved an agreement with Dolinka Group to perform audits of the district's RDA payments. The Dolinka Group has provided redevelopment agency consulting services to the district over the last four years. These annual audits help to ensure that those funds subject to state apportionment offsets are properly distinguished from those funds that are pass-through agreement funds which are not an offset to state apportionment calculations and are available for district use in conformance with the pass through agreements. Their audit of the 2012/2013 fiscal year found apparent discrepancies related to pass-through payments owed to the district.

In addition, the Dolinka Group is being asked to provide RSCCD assistance with negotiating for historical pass-through payment discrepancies and negotiating and executing a compensation agreement with the City of Garden Grove.

ANALYSIS

Due to the 2012/2013 audit findings, the district would like to amend the agreement with Dolinka Group to allow the firm to gather all supporting documentation and assist the district in negotiating for the historical pass-through payment discrepancies. The attached notice of authorization to provide these services is for an amount not to exceed \$15,000, plus reimbursable expenses.

RECOMMENDATION

It is recommended that the Board of Trustees approve these additional consulting services of the Dolinka Group as presented.

Fiscal Impact:	\$15,000 plus reimbursable expenses	Board Date: May 27, 2014
Prepared by: :	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



NOTICE OF AUTHORIZATION

Date:	May 13, 2014												
Project:	Dolinka Group, LLC ("Dolinka Group" or "Consultant") shall provide redevelopment consulting services to Rancho Santiago Community College District ("District" or "Client") to assist the District in (i) negotiating for historical pass-through payment discrepancies and (ii) negotiating and executing a compensation agreement with the City of Garden Grove ("City") pursuant to its Long Range Property Management Plan. Specifically, former Garden Grove redevelopment agency plans to transfer certain redevelopment properties to the City for future development, however, in order to transfer the properties, the Department of Finance requires the City enter compensation agreements with each affected taxing entity. Dolinka Group will assist the District, as an affected taxing entity, in the negotiation and execution of a compensation agreement with the City.												
Scope of Work:	<p>The specific activities and tasks to be performed include the following:</p> <ul style="list-style-type: none"> » Identify Discrepancies to be resolved » Gather Supporting Documentation » Review Documentation » Develop Negotiation Tactics and Strategies » Conduct Sensitivity Analysis » Participate in Negotiations » Review Resolution Documentation » Host/Facilitate Conference Calls » Attend Meetings 												
Budget:	<p>The proposed budget for services performed by Dolinka Group for the District shall be billed based on time and materials expended by Dolinka Group with an initial maximum amount not to exceed \$15,000 (plus expenses). Professional services will be billed at the hourly rates listed below:</p> <table style="margin-left: 40px; border: none;"> <tr><td>President</td><td style="text-align: right;">\$250/Hour</td></tr> <tr><td>Executive Director</td><td style="text-align: right;">\$210/Hour</td></tr> <tr><td>Senior Director</td><td style="text-align: right;">\$200/Hour</td></tr> <tr><td>Associate Director</td><td style="text-align: right;">\$125 - \$150/Hour*</td></tr> <tr><td>Associate</td><td style="text-align: right;">\$100/Hour</td></tr> <tr><td>Research Analyst</td><td style="text-align: right;">\$ 85/Hour</td></tr> </table> <p style="margin-left: 40px;">*Depends on level of experience.</p> <p>In addition to fees for services, the District shall reimburse Dolinka Group for out-of-pocket expenses as outlined in the Agreement for Consulting Services entered into by and between the parties dated July 23, 2013 ("Agreement"). All other terms of the Agreement shall apply to the services performed under this Notice of Authorization</p>	President	\$250/Hour	Executive Director	\$210/Hour	Senior Director	\$200/Hour	Associate Director	\$125 - \$150/Hour*	Associate	\$100/Hour	Research Analyst	\$ 85/Hour
President	\$250/Hour												
Executive Director	\$210/Hour												
Senior Director	\$200/Hour												
Associate Director	\$125 - \$150/Hour*												
Associate	\$100/Hour												
Research Analyst	\$ 85/Hour												
Consultant: Dolinka Group, LLC	Client: Rancho Santiago Community College District												
<hr style="width: 200px; margin-left: 0;"/> Benjamin E. Dolinka President/CEO	<hr style="width: 200px; margin-left: 0;"/> Peter Hardash Vice Chancellor, Business Operations and Fiscal Services												

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC	
Action:	Request for Approval	

BACKGROUND

Bergman Dacey Goldsmith, PLC is a civil litigation firm providing legal services, with an emphasis on construction and real estate matters and has offices in Los Angeles and Orange Counties.

ANALYSIS

Experienced legal counsel is requested to assist and represent the RSCCD on construction and real estate related matters.

Hourly rates for Bergman Dacey Goldsmith, PLC range from \$250 per hour for shareholders or of counsel; \$220 for associates and \$150 for paralegals, this rate has not increased from the previous agreement. Word processing, clerical and staff overtime, telephone and facsimile charges are included in hourly rates. Outside costs such as deposition fees, experts, messengers, outside copying projects etc. are charged at actual invoiced cost.

RECOMMENDATION

It is recommended that the Board of Trustees approve the legal services agreement with Bergman Dacey Goldsmith, PLC to provide legal services on construction and real estate related matters through June 30, 2015 as presented.

Fiscal Impact:	N/A	Board Date: May 27, 2014
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
BERGMAN DACEY GOLDSMITH, PLC.
(Attorneys At Law)

This agreement is made and entered into this 15th day of April, 2014, by and between, Rancho Santiago Community College District (hereinafter referred to as "District") and Bergman Dacey Goldsmith, PLC., Attorneys at Law (hereinafter referred to as "FIRM").

RECITALS

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the FIRM is specially licensed, trained, experienced, and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:

AGREEMENT

1. **SERVICES PERFORMED BY FIRM:** The FIRM, as a consultant and legal counsel, shall perform the services set forth in EXHIBIT "A" entitled "SERVICES TO BE PROVIDED" which is attached to and incorporated in this Agreement as a part hereof. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.
2. **WARRANTIES.** The FIRM warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The FIRM warrants that Services furnished hereunder will conform to the requirements of this Agreement.
3. **FEES.** For services satisfactorily performed by the FIRM under this Agreement, District shall pay the FIRM as set forth in EXHIBIT "B" entitled "FEE AND RATE SCHEDULE" which is attached to and incorporated in this Agreement as a part hereof. Payment shall be made by the District upon submittal of invoice(s) approved by the District.
4. **EXPENSES.** The FIRM shall assume all expenses incurred in connection with performance except as otherwise provided in EXHIBIT "B" to this Agreement.

5. **TERM AND TERMINATION OF THIS AGREEMENT:** This Agreement will become effective on April 15, 2014 and terminate on June 30, 2015. Additionally, either the District or the FIRM may, with or without cause, terminate this Agreement upon ten (10) days written notice to the other, as provided herein.
6. **RIGHTS IN DATA.** All technical communications and records originated or prepared by the FIRM pursuant to this Agreement including papers, reports, charts, and other documentation, relating to this Agreement shall be delivered to and shall become the exclusive property of the District, and the District may use all or any portion of the work submitted by the FIRM as the District deems appropriate.
7. **RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the FIRM is an independent contractor and not an officer, agent, partner, joint venture partner, or employee of the District. The FIRM shall not, at any time, or in any manner, represent that it, or any of its agents or employees, is in any manner an agent or employee of the District.
8. **DISTRICT REPRESENTATIVE.** A contact person, as determined by the District shall represent the District in the implementation of this Agreement. That person is, unless the FIRM is notified hereinafter differently in writing, Peter J. Hardash, Vice Chancellor, Business Operations & Fiscal Services.
9. **DISPUTE RESOLUTION.** Any dispute between the parties to this Agreement regarding attorneys' fees and/or costs charged by the FIRM shall be resolved as follows: if a fees and/or costs dispute arises, the FIRM will provide the District with written notice of the District's right to arbitrate under Sections 6200, et seq of the California Business and Professions Code. The District and the FIRM may thereafter agree that the arbitration will be binding or that the dispute will ultimately be resolved in another manner. Parties to any arbitration proceeding shall have the right to discovery as provided under Section 2016, et seq of the California Code of Civil Procedure and the parties hereto agree that in the event of an arbitration, any dispute as to discovery shall be determined by the arbitrator. These provisions shall not restrict, however, either party's right to obtain injunctive relief to enforce any provision of this Agreement in any court of competent jurisdiction.
10. **INDEMNITY.** The FIRM agrees to defend, indemnify, and hold harmless the District, the Board of Trustees, and as applicable, its and their members, trustees, officers, employees, agents and representatives, from any and all loss, liability, claim, suit or action brought by any third person(s) for personal injury or property damage caused by the negligence of the FIRM or any person employed by the FIRM in the performance of this Agreement.
11. **INSURANCE.** Without limiting the FIRM indemnification of the District and as a material condition of this agreement, the FIRM shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and

conditions at least as broad as set forth in this section. The FIRM shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the FIRM or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the FIRM shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum of 30 days notice to the District prior to cancellation of or a material change in coverage.

General Liability Comprehensive Form Products/Completed Operations	Bodily Injury and Property Damage	Per Occurrence \$ 1,000,000
Professional Liability Errors & Omissions		Per Occurrence \$ 2,000,000

The FIRM shall file, with the District, Certificates of Insurance indicating a thirty-day (30) cancellation notice. The Certificates will also name the District as a additional insured. Furthermore, all the FIRM attorneys working for the District pursuant to this Agreement shall secure and maintain automobile insurance, at a minimum, as required by California law.

12. **ASSIGNMENT.** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the FIRM without prior written consent of the other.
13. **COMPLIANCE WITH LAWS.** In performing services under this Agreement, the FIRM not only agrees to comply with all terms of this Agreement, but also agrees, represents and warrants that he/she/it will confirm to the standard of care in his/her/its field in which he/she/it is performing services per this Agreement and will comply with all applicable laws concerning such services.
14. **GOVERNING LAW.** This Agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.
15. **NONDISCRIMINATION.** The FIRM hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or

sexual orientation, except as provided for in section 12940 of the Government Code. The FIRM shall comply with applicable federal and California anti-discrimination laws. The FIRM agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

16. **EQUAL OPPORTUNITY EMPLOYER.** The FIRM, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
17. **ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this Agreement, the prevailing party in such action or proceeding shall be entitled to recover, in addition to any other amounts, reasonable attorneys' fees and cost of such an action.
18. **SEVRABILITY.** The FIRM and the District agree that if any part, term, or provision of this Agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this Agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
19. **CONFLICTS OF INTEREST.** The FIRM agrees not to accept any employment or representation during the term of this Agreement which is or may likely make the FIRM financially interested (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the FIRM has been retained pursuant to this Agreement.
20. **WAIVER.** Any party's failure to enforce any provision or provisions of this Agreement shall not in any way be construed as a waiver of any such provision or provisions, or prevent that party thereafter from enforcing each and every other provision of this Agreement. The rights granted to each of the parties herein are cumulative and shall not constitute a waiver of said party's right to assert all other legal remedies available to it under the circumstances.
21. **NOTICES.** All notices required to be given hereunder shall be given in writing and shall be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, at the following addresses, unless a written notice of a change of address has been provided to the District or FIRM by the other, in which case notice will be given to the latest identified address:

NOTICE TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

Peter J. Hardash
Vice Chancellor, Business Operations & Fiscal Services
2323 North Broadway
Suite, #404-1
Santa Ana, CA 92706

NOTICE TO BERGMAN DACEY GOLDSMITH, PLC.

John P. Dacey, Esq.
Bergman Dacey Goldsmith, PLC.
10880 Wilshire Blvd., Suite 900
Los Angeles, CA 90024

22. **ENTIRE AGREEMENT.** This Agreement, including EXHIBITS "A", and "B" comprises the entire Agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations or agreements between the parties, whether written or oral, with respect thereto. This Agreement may be amended only in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates set forth herein below.

DISTRICT:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Suite #404-1
Santa Ana, CA 92706

By: _____

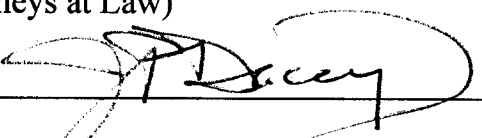
Date: _____

Name: _____

Title: _____

FIRM:

BERGMAN DACEY GOLDSMITH, PLC.
10880 Wilshire Blvd., Suite 900
Los Angeles, CA 90024
(Attorneys at Law)

By:  _____

Date: 4-15-14

Name: John P. Dacey

Title: Senior Shareholder

EXHIBIT "A"

SERVICES TO BE PROVIDED

The FIRM shall provide legal advice and representation as may be requested by the District (hereinafter, the "Services"). The FIRM shall represent the District in providing legal advice and representation in preventative risk counseling, negotiations, mediations, arbitrations, litigation, related to construction contracting and construction related contracting matters regarding the District's building program(s) and/or construction project(s), and as otherwise requested by the District.

The District shall have the right to direct changes to the Services To Be Provided hereunder and as later agreed upon by the District and the FIRM. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written amendment of this Agreement.

Services shall be performed as requested by the District and at the hourly rate(s) set forth in Exhibit "B".

EXHIBIT "B"

BERGMAN DACEY GOLDSMITH

www.bdgfirm.com

FEE AND RATE SCHEDULE

SHAREHOLDER/ OF COUNSEL	\$250.00/hr
ASSOCIATES	\$220.00/hr
PARALEGAL	\$150.00/hr

Word processing, clerical and staff overtime, telephone and facsimile charges are included in our hourly rates quoted above. Photocopies are charged at \$.10 per page and postage at cost. Outside costs, such as deposition fees, experts, messengers, outside copying projects, etc., are charged at actual invoiced cost. The FIRM does not "markup" outside costs. The FIRM actively negotiates with all outside vendors to maintain the best possible prices. Rates will not be increased without notice and the express written consent of the District.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Public Hearing – 2014-2015 Tentative Budget	
Action:	Request for Approval	

BACKGROUND

The California Code of Regulations, Title 5, Section 58305 requires adoption of a Tentative Budget on or before the first day of July each year. This is operationally necessary to continue timely payments to employees and vendors until a State Budget Act is approved by the legislature.

ANALYSIS

In so doing, we request that the District hold a public hearing on the Tentative Budget for the 2014-2015 fiscal year at the June 9, 2014 Board of Trustees meeting prior to approving the Tentative Budget. Although the California Code of Regulations, Title 5, Section 58305, does not require that the Board of Trustees conduct a public hearing on the Tentative Budget, it is our District's practice to hold a public hearing for both the Tentative and Adopted Budgets.

The budget will be available for public display and review June 4th through June 6th at the District Office, 2323 N. Broadway, on the 4th floor reception area between the hours of 8:00 a.m. and 5:00 p.m.

It is anticipated that the proposed Adopted Budget will be presented at the September 8, 2014 Board of Trustees meeting.

RECOMMENDATION

It is recommended the Board of Trustees hold a public hearing on the 2014-2015 Tentative Budget at the meeting on June 9, 2014.

Fiscal Impact:	None	Board Date: May 27, 2014
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Amendment to Agreement with Bernards Management Services for the Close Out of Bid Packages 1, 2 and 3 at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On October 28, 2013, the Board of Trustees approved an amendment with Bernards Management Services for construction management services for multiple projects at Santa Ana College. The previous contract amendment was for extended services associated with the close out of packages 1, 2 and 3 (which includes College Avenue improvements, cul-de-sac improvements, new soccer field and sports facilities and parking lot expansion, bleachers and Restroom building, including Site Perimeter project). All these projects are not yet closed with DSA certification and the District is still working to close out the project with Woodcliff Construction, the contractor, on the site perimeter project.

ANALYSIS:

Bernards Management Services has been providing construction management services at Santa Ana College for these projects.

Due to additional time needed to close out these projects, an amendment to extend time to PO #14-P0029501 and PO #12-P0020562 is required. The time extension will be through January 31, 2015. This amendment is for time only.

This agreement is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board approve the amendment to agreement with Bernards Management Services for time only for the close out of Packages 1, 2, and 3 Projects at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 27, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	

Board Agreement Summary

Board Date: 5/27/14

Project: Bid Packages 1, 2, and 3

Site: **Santa Ana College**

Consultant: **Bernards Management Services**

Type of Service: Close Out Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Amendment Amount	\$0.00	\$ -			1/31/2015
Total Agreement Amount	<i>(Not to exceed)</i>				

DESCRIPTION:

Total Proposed Amount:

Contract End Date: **1/31/2015**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 27, 2014
Re:	Reject all Bids for Bid #1227 - Roof Repairs for Buildings C, H, N, P and R at Santa Ana College	
Action:	Request for Rejection	

BACKGROUND:

On April 16, 2014, Bid #1227 was opened for the Santa Ana College Roof Repairs for Building C (Fine Arts/Art Gallery), Building H (Hammond Hall), Building N (Music Building), Building P (Phillips Hall Theatre) and Building R (Russell Hall).

ANALYSIS:

The District received nine bids on the project. Bids ranged from a low of \$474,000 to \$1,442,958. The apparent low bidder was Midwest Roofing Company, Inc. in the amount of \$474,000.

Staff is currently re-evaluating the scope of work, the budget, and construction schedule and does not recommend awarding the bid at this time. Per Public Contract Code Section 20651, the Board of Trustees has the right to reject all bids.

This project is funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees reject all bids for Bid #1227 - Roof Repairs for Buildings C, H, N, P and R at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 27, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 27, 2014
Re:	Ratification of Award for Bid #1230 – Child Development Center (CDC) Re-Roofing Project at Santiago Canyon College	
Action:	Request for Ratification	

BACKGROUND:

On October 3, 2013, a roof assessment at the Child Development Center for the Santiago Canyon College was performed as a result of complaints from the Child Development Center of water intrusion problems observed in the building. The inspection identified water infiltration in areas where repairs and patching has occurred over the years. The District undertook the necessary investigation and additional repairs to the building to correct outstanding maintenance work that was needed.

The Child Development Center roof has not undergone a major roof replacement since the original construction in the mid 1980s. The roof is now at its expected end of life and is not currently under a warranty program. The campus has had recurring roof maintenance problems over the years and the patches are insufficient fixes. The cost to continue maintenance given the quantity of roof deficiencies is inefficient. The roofing assessment provided recommendations to remove the existing roof system and replace with a new metal roof system to prevent further water infiltration. The new roof is anticipated to be metal and will have a 30 year warranty and a 50 year life span. Utilizing the California Multiple Award Schedule (CMAS), the roof material has been purchased by the District. The roof material is owner purchased and cost the District \$100,854.27. The District then undertook a formal bidding process for the installation work for the roof.

ANALYSIS:

In compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCA), Bid #1230 was advertised in the Orange County Register. Bids were opened on March 27, 2014 for the CDC Re-Roofing project at Santiago Canyon College with a submittal deadline of April 25, 2014 as noted on the attached bid results form. Seven bids were received with Best Contracting Services submitted the lowest responsive bid for the amount of \$145,700. District staff has conducted a “due diligence” review of the lowest responsive and responsible bidder, Best Contracting Services to ensure compliance with license and bid bond requirements. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to Best Contracting Services.

This project is funded by Capital Facilities.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1230 to Best Contracting Services as presented.

Fiscal Impact:	\$145,700	Board Date: May 27, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D, Chancellor	



FACILITY PLANNING

BID RESULTS:

BID # 1230 PROJECT: Santiago Canyon College
 CDC Re-roofing DUE DATE: April 25, 2014

Total Addendum: 1

BIDDER	TOTAL BID AMOUNT
Best Contracting Services	\$145,700.00
United Contractors	\$164,000.00
Tecta America	\$178,750.00
Commercial Roofing Systems, Inc.	\$189,700.00
Commerical Waterproofing Systems, Inc.	\$196,000.00
CIS Roofing/Waterproofing/Solar	\$219,169.00
Sylvester Roofing Company	\$224,750.00
7 Total Bidders	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-BP000268	13,570,344.17	DPR CONSTRUCTION	Building Improvements	SP	BOND	4/23/2014
14-BP000269	1,207,000.00	SUN INDUSTRIES	Building Improvements	SP		4/29/2014
14-P0031198	389.08	SCHOOL OUTFITTERS	Equip/Software - >\$200 <\$1,000	SP		4/14/2014
* 14-P0031200	715.10	SHI INTERNATIONAL CORP	Instructional Supplies	SP		4/14/2014
* 14-P0031201	1,556.32	SCHOOL OUTFITTERS	Equip/Software - >\$200 <\$1,000	SP		4/14/2014
* 14-P0031203	2,860.40	SHI INTERNATIONAL CORP	Instructional Supplies	SP		4/14/2014
* 14-P0031205	715.10	SHI INTERNATIONAL CORP	Instructional Supplies	SP		4/14/2014
* 14-P0031206	390.15	SCHOOL OUTFITTERS	Equip/Software - >\$200 <\$1,000	SP		4/14/2014
14-P0031207	150,623.76	CAMERON WELDING	Equipment - Federal Progs >200	SP		4/15/2014
14-P0031209	4,626.00	CPP INC	Instructional Supplies	SP		4/15/2014
14-P0031210	132.48	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		4/15/2014
14-P0031211	8.86	FIRST BOOK	Instructional Supplies	SP		4/15/2014
14-P0031212	1,691.40	CRESTLINE CO INC	Non-Instructional Supplies	SP		4/15/2014
14-P0031213	1,323.52	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/15/2014
14-P0031214	4,700.00	OFFICE DEPOT BUSINESS SVCS	Supplies Paid for Students	SP		4/15/2014
14-P0031215	210.60	JAY'S CATERING	Food and Food Service Supplies	SP		4/15/2014
14-P0031216	5,137.99	SHI INTERNATIONAL CORP	Equipment - Federal Progs >200	SP		4/15/2014
14-P0031217	150.00	KOSHAK HELEN S	Instructional Supplies	SP		4/15/2014
14-P0031218	4,140.00	ATI ASSESSMENT TECHNOLOGIES	Non-Instructional Supplies	SP		4/15/2014
14-P0031219	411.50	HERFF JONES INC.	Instructional Supplies	SP		4/15/2014
14-P0031220	109.50	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		4/15/2014
14-P0031221	137.85	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		4/15/2014
14-P0031222	53.38	MATHEWS KIMBERLY MARIE	Food and Food Service Supplies	SP		4/15/2014
* 14-P0031223	817.47	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/15/2014
14-P0031224	334.31	NCS PEARSON INC	Instructional Supplies	SP		4/15/2014
14-P0031225	13.79	AMAZON COM	Books, Mags & Ref Mat, Non-Lib	SP		4/15/2014
14-P0031226	1,338.22	MICROTECH SCIENTIFIC	Instructional Supplies	SP		4/15/2014
* 14-P0031227	3,544.98	VWR FUNDING INC	Instructional Supplies	SP		4/15/2014
* 14-P0031228	1,273.32	VWR FUNDING INC	Equip/Software - >\$200 <\$1,000	SP		4/15/2014
14-P0031229	1,936.96	MEDUCATION	Instructional Supplies			4/15/2014
14-P0031230	1,930.33	MEDUCATION	Instructional Supplies	SP		4/15/2014
14-P0031231	2,300.00	RSCCD	Other Exp Paid for Students	SP		4/15/2014
14-P0031232	1,524.00	RSCCD	Other Exp Paid for Students	SP		4/15/2014
14-P0031233	83.00	DON BOOKSTORE	Non-Instructional Supplies	SP		4/15/2014

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031234	429.58	DELL COMPUTER	Repair & Replacement Parts			4/15/2014
* 14-P0031235	1,204.46	SHI INTERNATIONAL CORP	Equip/Software - >\$200 <\$1,000	SP		4/15/2014
14-P0031236	602.23	SHI INTERNATIONAL CORP	Equip/Software - >\$200 <\$1,000	SP		4/15/2014
14-P0031237	2,624.78	DELL COMPUTER	Equipment - All Other > \$1,000			4/15/2014
* 14-P0031238	820.20	DELL COMPUTER	Non-Instructional Supplies	SP		4/15/2014
* 14-P0031239	1,394.82	DELL COMPUTER	Non-Instructional Supplies	SP		4/15/2014
* 14-P0031241	338.67	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/15/2014
14-P0031243	46.76	HOME DEPOT	Non-Instructional Supplies	SP		4/15/2014
14-P0031244	1,150.00	NAEYC	Other Licenses & Fees	SP		4/16/2014
14-P0031245	89,511.71	DON BOOKSTORE	Due to Bookstore - FA Link			4/16/2014
14-P0031246	83,345.05	DON BOOKSTORE	Due to Bookstore - FA Link			4/16/2014
* 14-P0031247	10,748.47	DELL COMPUTER	Non-Instructional Supplies	SP		4/16/2014
14-P0031248	212.05	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000			4/16/2014
* 14-P0031249	3,200.00	STRAZIS SHELLY	Contracted Services			4/16/2014
14-P0031250	25,000.00	NICOLE MILLER & ASSOC INC	Legal Expenses			4/16/2014
14-P0031251	1,716.65	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/16/2014
14-P0031252	11,750.00	EMPIRE PARKING LOT SERVICES	Contracted Services	SP		4/16/2014
14-P0031253	649.08	B & H PHOTO VIDEO INC	Software License and Fees			4/16/2014
14-P0031254	930.57	DELL COMPUTER	Instructional Supplies	SP		4/16/2014
14-P0031255	205.92	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/16/2014
14-P0031256	3,510.22	WAXIE SANITARY SUPPLY	Instructional Supplies	SP		4/16/2014
14-P0031257	706.28	ALAN'S LAWNMOWER & GARDEN CTR	Equip/Software - >\$200 <\$1,000			4/16/2014
14-P0031258	3,308.30	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		4/16/2014
14-P0031259	11,273.94	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			4/16/2014
14-P0031260	2,433.24	KOSHAK HELEN S	Equipment - Federal Progs >200	SP		4/17/2014
14-P0031261	183.60	AIRPORT VAN RENTAL INC	Transportation - Student	SP		4/17/2014
14-P0031262	745.20	GOMEZ ABRAHAM MATIAS	Instructional Supplies			4/17/2014
14-P0031263	149.04	WEST PAYMENT CENTER	Books, Mags & Ref Mat, Non-Lib			4/17/2014
14-P0031264	251.00	SPORT SUPPLY GROUP INC	Instructional Supplies			4/17/2014
14-P0031265	3,477.60	LA CASA DEL MARIACHI	Instructional Supplies	SP		4/17/2014
14-P0031266	738.72	SPORT SUPPLY GROUP INC	Instructional Supplies			4/17/2014
14-P0031267	2,680.22	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		4/17/2014
14-P0031268	1,481.00	MOORE ROBERT K	Equipment - Federal Progs >200	SP		4/17/2014
14-P0031269	185.00	DOUG MULLIN	Contracted Repair Services			4/17/2014

4.9 (2)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031270	745.80	MCBAIN SYSTEMS	Contracted Repair Services			4/17/2014
14-P0031271	429.84	TOM BLACK SVC CTR	Contracted Repair Services			4/17/2014
14-P0031272	2,595.00	GRADO BRIAN E	Contracted Repair Services			4/17/2014
14-P0031273	3,520.00	HEID JARED STEPHEN	Contracted Repair Services			4/17/2014
14-P0031274	501.61	WITMER VIRGINIA M	Instructional Supplies	SP		4/17/2014
14-P0031275	54.49	MATHOT SARAH HEWITT	Instructional Supplies	SP		4/17/2014
14-P0031276	167.40	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		4/17/2014
14-P0031277	194.39	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/17/2014
14-P0031278	1,513.78	BENNER METALS CORP	Instructional Supplies	SP		4/17/2014
14-P0031279	3,786.88	ASSA ABLOY ENTRANCE SYSTEMS	Contracted Repair Services			4/17/2014
14-P0031280	338.07	EXECUTIVE ENVIRONMENTAL	Buildings - Contracted Svcs	SP		4/17/2014
14-P0031281	6,050.46	EXECUTIVE ENVIRONMENTAL	Buildings - Contracted Svcs	SP	BOND	4/17/2014
14-P0031282	887.00	A1 INTERNATIONAL VIDEO	Repair & Replacement Parts			4/17/2014
14-P0031283	212.22	MICHAEL J MACKENZIE	Non-Instructional Supplies	SP		4/17/2014
14-P0031284	2,302.22	BIO EXPRESS LLC	Instructional Supplies	SP		4/17/2014
14-P0031285	82.94	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/17/2014
14-P0031286	700.00	APPLE COMPUTER INC	Software License and Fees	SP		4/17/2014
14-P0031287	762.00	AMAZON COM	Non-Instructional Supplies	SP		4/17/2014
14-P0031288	4,525.08	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/17/2014
14-P0031289	765.78	SHI INTERNATIONAL CORP	Equip/Software - >\$200 <\$1,000			4/17/2014
14-P0031290	231.63	CINTAS CORP	Non-Instructional Supplies			4/17/2014
14-P0031291	42,189.44	SIDEPATH INC	Equipment - All Other > \$1,000			4/17/2014
14-P0031292	8,000.00	COASTLINE ROP	Contracted Services	SP		4/18/2014
14-P0031293	6,000.00	GLOBAL WORKS INC	Contracted Services	SP		4/18/2014
14-P0031294	14,950.00	VICENTI LLOYD STUTZMAN	Contracted Services			4/18/2014
14-P0031295	2,876.00	BKF ENGINEERS	Buildings - Contracted Svcs	SP	BOND	4/18/2014
14-P0031297	500.00	MACHINING TIME SAVERS, INC.	Contracted Services			4/18/2014
14-P0031298	2,107.27	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		4/18/2014
14-P0031299	11,890.00	SIDEPATH INC	Contracted Services			4/18/2014
* 14-P0031301	10,920.00	MINITAB INC	Software License and Fees	SP		4/18/2014
14-P0031302	212.50	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/18/2014
14-P0031303	1,453.49	D4 SOLUTIONS INC.	Contracted Repair Services	SP		4/18/2014
14-P0031304	275.00	ACADEMY ELECTRIC INC	Contracted Repair Services			4/18/2014
14-P0031305	375.00	CINTAS CORP	Laundry & Dry Cleaning Service			4/18/2014

4.9 (3)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031306	1,375.92	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		4/18/2014
14-P0031307	669.55	XEROX CORP	Non-Instructional Supplies	SP		4/18/2014
14-P0031308	357.32	KELLY PAPER	Instructional Supplies	SP		4/18/2014
14-P0031309	750.00	NORTH COAST MEDICAL INC	Instructional Supplies	SP		4/18/2014
14-P0031310	320.00	STATER BROS	Instructional Supplies	SP		4/18/2014
14-P0031311	2,000.00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		4/18/2014
14-P0031312	416.78	SMART & FINAL	Food and Food Service Supplies	SP		4/18/2014
14-P0031313	148.94	SMART & FINAL	Non-Instructional Supplies	SP		4/18/2014
14-P0031314	189.00	SCHICK RECORDS MGMT	Non-Instructional Supplies			4/18/2014
14-P0031315	200.00	KUTTING EDGE DESIGN LLC	Instructional Supplies	SP		4/18/2014
14-P0031316	150.00	NORTH COAST MEDICAL INC	Instructional Supplies	SP		4/18/2014
14-P0031317	50.97	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/18/2014
14-P0031318	64.01	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/18/2014
14-P0031319	1,000.00	GRAINGER	Instructional Supplies	SP		4/18/2014
14-P0031320	1,000.00	GRIFFIN ACE HARDWARE	Instructional Supplies	SP		4/18/2014
14-P0031321	1,000.00	RADIO SHACK	Instructional Supplies	SP		4/18/2014
14-P0031322	2,000.00	MAR VAC ELECTRONICS	Instructional Supplies	SP		4/18/2014
14-P0031323	95.75	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/18/2014
14-P0031324	75.60	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		4/18/2014
14-P0031325	2,568.81	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/18/2014
14-P0031326	623.72	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/18/2014
14-P0031327	400.00	GRAINGER	Instructional Supplies	SP		4/18/2014
14-P0031328	150.00	DON BOOKSTORE	Non-Instructional Supplies			4/18/2014
14-P0031329	2,237.64	APPLE COMPUTER INC	Equipment - All Other > \$1,000			4/18/2014
14-P0031330	2,250.00	FULL CAPACITY MARKETING INC	Contracted Services	SP		4/18/2014
14-P0031331	9,575.00	EXECUTIVE ENVIRONMENTAL	Site Improv - Contracted Svcs	SP	BOND	4/18/2014
14-P0031332	1,628.64	D4 SOLUTIONS INC.	Buildings - Contracted Svcs	SP		4/18/2014
14-P0031333	15,977.25	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		4/18/2014
14-P0031334	500.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	4/18/2014
14-P0031335	368.88	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000	SP		4/18/2014
* 14-P0031336	4,921.20	DELL COMPUTER	Non-Instructional Supplies	SP		4/18/2014
* 14-P0031337	5,741.39	DELL COMPUTER	Non-Instructional Supplies	SP		4/18/2014
* 14-P0031338	1,273.24	DELL COMPUTER	Non-Instructional Supplies	SP		4/18/2014
* 14-P0031339	9,963.98	DELL COMPUTER	Equipment - All Other > \$1,000			4/18/2014

4.9 (4)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031340	5,192.41	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/18/2014
14-P0031341	2,000.00	ANGELUS QUARRIES BLDG	Non-Instructional Supplies			4/21/2014
14-P0031342	2,000.00	VILLAGE NURSERIES	Non-Instructional Supplies			4/21/2014
14-P0031343	2,134.00	HOME DEPOT	Instructional Supplies	SP		4/21/2014
14-P0031344	998.36	HOME DEPOT	Instructional Supplies	SP		4/21/2014
14-P0031345	3,788.40	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		4/21/2014
14-P0031346	105.84	APPLE COMPUTER INC	Non-Instructional Supplies			4/21/2014
14-P0031347	1,725.09	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/21/2014
14-P0031348	50.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Conference Expenses			4/21/2014
14-P0031349	730.00	ACADEMIC SENATE FOR	Conference Expenses	SP		4/21/2014
14-P0031350	730.00	ACADEMIC SENATE FOR	Conference Expenses	SP		4/21/2014
14-P0031351	2,570.00	TROPICAL PLAZA NURSERY	Landscaping			4/21/2014
14-P0031352	611.00	WESTERN POWER SYSTEMS	Contracted Repair Services			4/21/2014
14-P0031353	231.48	ACTION DOOR CONTROLS INC	Contracted Repair Services			4/21/2014
14-P0031355	35.98	WELLS FARGO BANK	Other Licenses & Fees			4/21/2014
14-P0031356	1,000.00	CATHERINE M. SHAFFER	Other Participant Travel Exp	SP		4/22/2014
14-P0031357	750.00	CERRITOS COLLEGE FOUNDATION	Conference Expenses	SP		4/22/2014
* 14-P0031358	7,016.63	JOHN MINNOCK JR	Other Licenses & Fees			4/22/2014
14-P0031359	1,414.72	HOME DEPOT	Equipment - All Other > \$1,000			4/22/2014
* 14-P0031360	683.46	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		4/22/2014
14-P0031361	1,618.92	MARKERTEK VIDEO SUPPLY	Equipment - All Other > \$1,000			4/22/2014
14-P0031362	676.96	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			4/22/2014
14-P0031363	14,496.40	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		4/22/2014
14-P0031364	1,248.75	TECH SMITH CORP	Software License and Fees	SP		4/22/2014
14-P0031365	1,750.00	LYNDA COM INC	Software License and Fees	SP		4/22/2014
14-P0031366	5,100.00	MK ASSOCIATES	Site Improv - Facility Lease	SP	BOND	4/23/2014
14-P0031367	1,628.38	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/23/2014
14-P0031368	1,500.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031369	527.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031370	280.00	RSCCD	Other Exp Paid for Students	SP		4/23/2014
14-P0031371	850.00	OFFICE DEPOT BUSINESS SVCS	Supplies Paid for Students	SP		4/23/2014
14-P0031372	1,200.00	DON BOOKSTORE	Non-Instructional Supplies	SP		4/23/2014
14-P0031373	4,860.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/23/2014
14-P0031374	667.76	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		4/23/2014

4.9 (5)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

4.9 (6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031375	1,270.90	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/23/2014
14-P0031376	14,000.00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		4/23/2014
14-P0031377	1,400.00	CISOA	Conference Expenses			4/23/2014
* 14-P0031378	694.45	TROXELL COMM INC	Instructional Supplies	SP		4/23/2014
14-P0031379	286,095.00	ASCIP	Site Improv - Contracted Svcs	SP	BOND	4/23/2014
* 14-P0031380	694.45	TROXELL COMM INC	Instructional Supplies	SP		4/23/2014
14-P0031381	2,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031382	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/23/2014
14-P0031383	381.26	MCMASTER CARR SUPPLY CO	Instructional Supplies	SP		4/23/2014
14-P0031384	109.74	ENTENMANN ROVIN CO	Non-Instructional Supplies	SP		4/23/2014
14-P0031385	725.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031386	500.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031387	754.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			4/23/2014
14-P0031389	162.41	CHERYL COBBINA	Food and Food Service Supplies	SP		4/23/2014
14-P0031390	50.79	CHELSEA E. DUCLOS	Food and Food Service Supplies	SP		4/23/2014
14-P0031391	353.68	STILLBAY INC	Instructional Supplies	SP		4/23/2014
14-P0031392	1,858.57	MACHO PRODUCTS INC	Instructional Supplies	SP		4/23/2014
* 14-P0031393	2,777.76	TROXELL COMM INC	Instructional Supplies	SP		4/23/2014
14-P0031394	356.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			4/23/2014
14-P0031395	885.00	SHINE THOMAS J	Conference Expenses			4/23/2014
14-P0031396	53.00	COMMUNICATION ARTS	Books, Mags & Ref Mat, Non-Lib			4/23/2014
* 14-P0031397	312.50	JAY'S CATERING	Food and Food Service Supplies	SP		4/23/2014
14-P0031398	63.32	CHELSEA E. DUCLOS	Food and Food Service Supplies	SP		4/23/2014
14-P0031399	822.41	CCCAOE CALIF COM COLL ASSOC	Food and Food Service Supplies	SP		4/23/2014
14-P0031400	700.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/23/2014
14-P0031401	55,000.00	WOLFF LANG CHRISTOPHER ARCHITECTS INC	Buildings - Architects Fee	SP		4/24/2014
14-P0031402	456.16	HANNEMAN TIM	Building Improvements	SP		4/24/2014
14-P0031403	29.08	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	4/24/2014
14-P0031404	708.00	MCCOMBS, JOHN	Books, Mags & Ref Mat, Non-Lib			4/24/2014
14-P0031405	11,425.32	XEROX CORP	Equipment - All Other > \$1,000	SP		4/24/2014
14-P0031406	2,344.27	WESTERN POWER SYSTEMS	Contracted Repair Services			4/24/2014
14-P0031407	365.00	CASILLAS JOSEPH ANTHONY	Contracted Repair Services			4/24/2014
14-P0031408	4,300.00	GOLD COAST TOURS	Transportation - Athletics			4/24/2014
14-P0031409	285.00	GRADO BRIAN E	Contracted Repair Services			4/24/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031410	792.34	GOLD COAST TOURS	Transportation - Student	SP		4/24/2014
14-P0031411	311.30	ERLA INC	Instructional Supplies			4/24/2014
14-P0031412	184,800.00	KNOWLAND CONSTRUCTION SVCS	Buildings - Construction Tests	SP	BOND	4/24/2014
14-P0031413	194.39	L PATRICIA GONZAGA-SIGUENZA	Instructional Supplies	SP		4/24/2014
14-P0031414	3,251.45	SANTIAGO CANYON COLLEGE FOUNDATION	Equipment - Federal Progs >200	SP		4/24/2014
14-P0031415	396.90	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		4/24/2014
14-P0031416	362.76	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/24/2014
14-P0031417	86.35	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/24/2014
14-P0031418	1,475.11	RSD REFRIGERATION SUPPLIES	Repair & Replacement Parts			4/25/2014
14-P0031419	335.00	ACBO ASSOC OF CHIEF	Conference Expenses			4/25/2014
14-P0031420	500.00	MICHAEL T. COLLINS	Conference Expenses			4/25/2014
14-P0031421	308.20	NOBLE AEW VINEYARD CREEK LLC	Conference Expenses			4/25/2014
14-P0031422	27,434.16	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			4/25/2014
14-P0031423	3,873.40	XPEDX PAPER CO	Non-Instructional Supplies			4/25/2014
14-P0031424	10,523.52	XEROX CORP	Equipment - All Other > \$1,000	SP		4/25/2014
* 14-P0031425	50,880.63	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		4/25/2014
14-P0031426	1,200.00	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		4/25/2014
14-P0031427	957.50	OLD MEXICO RESTAURANT	Food and Food Service Supplies	SP		4/25/2014
14-P0031428	181.38	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/25/2014
14-P0031429	30.80	US GEOLOGICAL SURVEY	Instructional Supplies	SP		4/25/2014
14-P0031430	165.38	PBS DISTRIBUTION, LLC	Instructional Supplies	SP		4/25/2014
14-P0031431	325.00	CAL TRACK RECONDITIONING INC	Repair & Replacement Parts			4/25/2014
14-P0031433	1,500.00	ACCT ASSOC OF COMMUNITY	Books, Mags & Ref Mat, Non-Lib			4/25/2014
14-P0031434	4,228.38	MICROTECH SCIENTIFIC	Instructional Supplies	SP		4/25/2014
14-P0031435	2,420.32	INHEALTH PROFESSIONAL SERVICES INC	Instructional Supplies	SP		4/25/2014
14-P0031436	1,850.16	MICROTECH SCIENTIFIC	Instructional Supplies	SP		4/25/2014
14-P0031437	399.33	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/25/2014
* 14-P0031438	1,408.73	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/25/2014
14-P0031439	122.20	BIOQUIP PRODUCTS INC	Instructional Supplies	SP		4/25/2014
14-P0031440	898.69	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/25/2014
* 14-P0031441	10,310.47	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/25/2014
14-P0031442	105.00	BOARD OF GOVERNORS	Conference Expenses	SP		4/28/2014
14-P0031443	3,678.81	MOORE MEDICAL CORP	Instructional Supplies	SP		4/28/2014
14-P0031444	1,371.53	SIGMA ALDRICH INC	Instructional Supplies	SP		4/28/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031445	3,137.34	BIO EXPRESS LLC	Instructional Supplies	SP		4/28/2014
14-P0031446	980.00	GBC	Contracted Services	SP		4/28/2014
14-P0031447	1,686.25	BIO EXPRESS LLC	Instructional Supplies	SP		4/28/2014
14-P0031448	289.16	VWR FUNDING INC	Instructional Supplies	SP		4/28/2014
14-P0031449	1,490.44	VWR FUNDING INC	Instructional Supplies	SP		4/28/2014
14-P0031450	1,221.47	VWR FUNDING INC	Instructional Supplies	SP		4/28/2014
* 14-P0031451	525.60	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/28/2014
14-P0031452	6,047.89	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		4/28/2014
14-P0031453	2,582.00	OPEN AIR CINEMA LLC	Equipment - All Other > \$1,000	SP		4/28/2014
14-P0031454	47.89	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/28/2014
14-P0031455	264.69	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/28/2014
14-P0031456	776.15	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		4/28/2014
14-P0031457	57.24	GEOLOGICAL SOCIETY OF AMERICA	Instructional Supplies	SP		4/28/2014
14-P0031458	224.00	AMERICAN PSYCHOLOGICAL ASSOC	Inst Dues & Memberships	SP		4/28/2014
14-P0031459	230.47	TURF STAR INC	Repair & Replacement Parts			4/28/2014
14-P0031460	1,026.00	DON BOOKSTORE	Non-Instructional Supplies	SP		4/28/2014
14-P0031461	3,084.92	CRESTLINE CO INC	Non-Instructional Supplies	SP		4/28/2014
14-P0031462	600.00	NAT'L ASSOC OF COLLEGES AND EMPLOYERS	Inst Dues & Memberships	SP		4/28/2014
14-P0031463	400.00	JFK TRANSPORTATION	Transportation - Student	SP		4/28/2014
14-P0031465	1,670.00	ALLIED PAVING CO	Contracted Services	SP		4/29/2014
14-P0031466	200.00	ON TRAC	Postage			4/29/2014
14-P0031467	101.85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/29/2014
14-P0031468	3,927.96	DON BOOKSTORE	Supplies Paid for Students	SP		4/29/2014
14-P0031469	2,884.31	CRAMER FAMILY LIMITED PARTNERSHIP	Equip/Software - >\$200 <\$1,000			4/29/2014
14-P0031470	6,000.00	OCBC ORANGE CTY BUS COUNCIL	Inst Dues & Memberships	SP		4/29/2014
14-P0031471	10,000.00	LOS ANGELES COUNTY ECONOMIC DEV CORP	Inst Dues & Memberships	SP		4/29/2014
14-P0031472	303,477.00	ASCIP	Buildings - Contracted Svcs	SP	BOND	4/29/2014
14-P0031473	169,849.00	NINYO & MOORE	Buildings - Contracted Svcs	SP	BOND	4/29/2014
14-P0031474	371.40	STITCH ABOVE	Non-Instructional Supplies	SP		4/29/2014
14-P0031475	1,479.96	ATI ASSESSMENT TECHNOLOGIES	Books Paid for Students	SP		4/29/2014
14-P0031476	118.97	FISHER SCIENTIFIC	Instructional Supplies			4/29/2014
14-P0031477	323.83	SIGMA ALDRICH INC	Instructional Supplies			4/29/2014
14-P0031478	251.07	HUMAN KINETICS PUB	Instructional Supplies	SP		4/29/2014
14-P0031479	167.95	FACTS ON FILE	Instructional Supplies			4/29/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031480	5,000.00	GOVERNET	Software Support Service	SP		4/29/2014
14-P0031481	137.50	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		4/29/2014
14-P0031482	1,937.08	CONVEYOR & STORAGE SOLUTIONS INC	Equipment - All Other > \$1,000			4/29/2014
14-P0031483	420.00	MUSEUM OF TOLERANCE	Fees Paid for Students	SP		4/29/2014
14-P0031484	4,452.47	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		4/29/2014
14-P0031485	254.24	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/29/2014
14-P0031486	24,739.20	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP		4/29/2014
14-P0031487	37,365.43	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		4/30/2014
14-P0031488	306,903.17	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			4/30/2014
14-P0031489	8,000.00	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	Contracted Services	SP		4/30/2014
14-P0031490	2,000.00	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	Contracted Services	SP		4/30/2014
14-P0031491	8,000.00	COAST COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		4/30/2014
14-P0031492	373.10	FACTS ON FILE	Instructional Supplies	SP		4/30/2014
* 14-P0031493	270.00	LASCARIS RESTAURANT GROUP INC	Other Exp Paid for Students	SP		4/30/2014
14-P0031494	76.66	WELLS FARGO BANK	Non-Instructional Supplies			4/30/2014
14-P0031495	500.00	WOODWARD'S ACE HARDWARE	Non-Instructional Supplies			4/30/2014
14-P0031496	1,600.00	VOYAGER FLEET SYSTEM INC	Gasoline			4/30/2014
14-P0031497	280.00	VILLA ANTONIO	Contracted Services	SP		4/30/2014
14-P0031498	675.00	ORANGE CHAMBER OF COMMERCE	Inst Dues & Memberships			4/30/2014
14-P0031499	107.84	WELLS FARGO BANK	Books, Mags & Ref Mat, Non-Lib			4/30/2014
14-P0031500	118.00	JULIE A. PEEKEN	Food and Food Service Supplies	SP		4/30/2014
14-P0031501	2,500.00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		4/30/2014
14-P0031502	1,000.00	DON BOOKSTORE	Other Exp Paid for Students	SP		4/30/2014
14-P0031504	500.00	DON BOOKSTORE	Non-Instructional Supplies	SP		4/30/2014
14-P0031505	2,000.00	QUIDSI RETAIL LLC	Non-Instructional Supplies	SP		4/30/2014
14-P0031506	2,000.00	SMART & FINAL	Non-Instructional Supplies	SP		4/30/2014
14-P0031507	2,000.00	AMMEX	Non-Instructional Supplies	SP		4/30/2014
14-P0031508	475.00	LUX BUS AMERICA	Transportation - Student	SP		4/30/2014
14-P0031509	950.00	LUX BUS AMERICA	Transportation - Student	SP		4/30/2014
14-P0031510	214.22	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/30/2014
* 14-P0031511	625.08	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/30/2014
14-P0031512	35.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Conference Expenses			5/1/2014
14-P0031513	35.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Conference Expenses			5/1/2014
14-P0031514	422.21	TOWN AND COUNTRY RESORT AND CONVENTION CE	Conference Expenses	SP		5/1/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031515	3,325.10	CJUS II DESTINATIONS HOTEL LLC	Conference Expenses	SP		5/1/2014
14-P0031516	4,860.00	NCCEP NAT'L COUNCIL FOR	Conference Expenses	SP		5/1/2014
14-P0031517	5,323.84	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		5/1/2014
14-P0031518	25.52	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/1/2014
14-P0031519	428.96	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		5/1/2014
14-P0031520	140.40	DAVID J. MCDONALD	Food and Food Service Supplies	SP		5/1/2014
14-P0031521	148.97	VWR FUNDING INC	Instructional Supplies	SP		5/1/2014
14-P0031522	1,720.43	DELL COMPUTER	Equipment - Technology >\$1,000	SP		5/1/2014
* 14-P0031523	5,223.39	B & H PHOTO VIDEO INC	Non-Instructional Supplies			5/1/2014
14-P0031524	2,196.72	WORLD WIDE INVESTMENTS LLC	Instructional Supplies			5/1/2014
14-P0031525	259.95	NEW READERS PRESS	Books, Mags & Ref Mat, Non-Lib	SP		5/1/2014
14-P0031526	480.00	SIMBIOTIC SOFTWARE	Instructional Supplies	SP		5/1/2014
14-P0031527	1,917.00	GEORGIA HOLDINGS INC	Books, Mags & Ref Mat, Non-Lib			5/1/2014
14-P0031528	2,000.00	AMERICAN REPROGRAPHICS CO LLC	Buildings - Blueprint/Reprod	SP		5/1/2014
14-P0031529	8,000.00	AMERICAN REPROGRAPHICS CO LLC	Site Improv - Blueprint/Reprod	SP	BOND	5/1/2014
14-P0031530	5,000.00	AMERICAN REPROGRAPHICS CO LLC	Buildings - Blueprint/Reprod	SP	BOND	5/1/2014
14-P0031531	543.38	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		5/1/2014
* 14-P0031532	750.00	JFK TRANSPORTATION	Transportation - Student	SP		5/1/2014
* 14-P0031533	270.00	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/1/2014
14-P0031534	1,876.45	FORESTRY SUPPLIERS INC	Instructional Supplies	SP		5/1/2014
14-P0031535	1,594.70	FORESTRY SUPPLIERS INC	Instructional Supplies	SP		5/1/2014
14-P0031536	500.00	HOME DEPOT	Non-Instructional Supplies			5/1/2014
14-P0031537	1,000.00	JOHNSTONE SUPPLY	Non-Instructional Supplies			5/1/2014
14-P0031538	502.00	HOME DEPOT	Instructional Supplies	SP		5/1/2014
14-P0031539	118.94	SCAQMD	Other Licenses & Fees			5/1/2014
14-P0031540	4,843.80	CDW GOVERNMENT INC.	Instructional Supplies	SP		5/1/2014
14-P0031541	2,000.00	HOME DEPOT	Non-Instructional Supplies			5/1/2014
14-P0031542	300.00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		5/1/2014
14-P0031543	2,500.00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		5/1/2014
14-P0031544	2,500.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		5/1/2014
14-P0031545	14,828.40	DON BOOKSTORE	Other Exp Paid for Students	SP		5/1/2014
14-P0031546	528.43	GOLD COAST TOURS	Transportation - Student	SP		5/1/2014
14-P0031547	3,982.97	CENGAGE LEARNING/ EDUC. TO GO	Books Paid for Students	SP		5/1/2014
14-P0031548	3,000.00	KYA SERVICES LLC	Contracted Services			5/2/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031549	200.00	VIDEO ENGINEERING SERVICES	Contracted Services	SP		5/2/2014
14-P0031550	216.00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/2/2014
14-P0031551	499.73	PYRO-COMM SYSTEMS INC	Contracted Repair Services			5/2/2014
14-P0031552	310.00	ELESCO	Contracted Repair Services			5/2/2014
* 14-P0031553	1,900.00	ERIN M. WOODMAS	Other Exp Paid for Students	SP		5/2/2014
* 14-P0031554	1,486.54	CAPP ASSOCIATES INC	Non-Instructional Supplies	SP		5/5/2014
14-P0031555	16.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/5/2014
14-P0031556	789.54	NCS PEARSON INC	Instructional Supplies	SP		5/5/2014
14-P0031557	626.36	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/5/2014
14-P0031558	5,954.27	ALLIED SCORING TABLES INC	Equipment - All Other > \$1,000			5/5/2014
14-P0031559	4,537.40	RIVERSIDE PUB COM	Instructional Supplies	SP		5/5/2014
* 14-P0031560	4,185.20	APPERSON	Non-Instructional Supplies	SP		5/5/2014
14-P0031561	1,997.90	CAMBRIDGE UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		5/5/2014
14-P0031562	12,791.00	RBF CONSULTING	Site Improv - Contracted Svcs	SP	BOND	5/5/2014
14-P0031563	1,237.50	MUSEUM OF TOLERANCE	Other Exp Paid for Students	SP		5/5/2014
14-P0031564	3,333.00	INFORMATION TECHNOLOGY CERTIFICATION COUN	Inst Dues & Memberships	SP		5/5/2014
* 14-P0031565	606.30	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/5/2014
14-P0031566	184.00	JOHN WILEY & SONS	Books, Mags & Ref Mat, Non-Lib	SP		5/5/2014
14-P0031567	48.15	NASPA NAT'L ASSOC OF STUDENT	Books, Mags & Ref Mat, Non-Lib	SP		5/5/2014
14-P0031568	4,088.75	KULI IMAGE INCYKUSTOM IMPRINTS	Awards & Incentives	SP		5/5/2014
14-P0031569	1,312.42	STAY SAFE SUPPLY INC	Non-Instructional Supplies			5/6/2014
14-P0031570	2,133.65	XPEDX PAPER CO	Non-Instructional Supplies			5/6/2014
14-P0031571	738.08	AMAZON COM	Non-Instructional Supplies			5/6/2014
14-P0031572	4,130.00	CENGAGE LEARNING/ EDUC. TO GO	Library Books - Comp Software			5/6/2014
14-P0031573	1,036.35	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			5/6/2014
14-P0031574	16,502.81	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/6/2014
14-P0031575	970.03	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		5/6/2014
14-P0031576	309.74	DURHAM SCHOOL SERVICES	Transportation - Student	SP		5/6/2014
14-P0031577	979.58	CHANNING L BETE CO INC	Instructional Supplies	SP		5/6/2014
14-P0031578	568.62	ZORO TOOLS INC	Equip/Software - >\$200 <\$1,000			5/6/2014
14-P0031579	4,000.00	RLJ HYH EMERYVILLE LESSEE	Other Participant Travel Exp	SP		5/6/2014
14-P0031580	626.00	SUSANNE M. VALDEZ	Conference Expenses	SP		5/6/2014
14-P0031581	730.00	ACADEMIC SENATE FOR	Conference Expenses	SP		5/6/2014
14-P0031582	1,191.73	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		5/6/2014

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031583	5,000.00	PANDORA MEDIA INC.	Advertising			5/6/2014
14-P0031584	17,000.00	REACHLOCAL INC	Advertising			5/6/2014
14-P0031585	3,395.52	NTH GENERATION COMPUTING INC	Non-Instructional Supplies			5/6/2014
14-P0031586	7,500.00	REACHLOCAL INC	Advertising			5/6/2014
14-P0031587	15,156.60	DELL COMPUTER	Equipment - All Other > \$1,000			5/6/2014
14-P0031588	1,680.00	HANSBURY EDWARD	Contracted Services	SP		5/6/2014
14-P0031589	1,500.00	ONE ZERO DIGITAL MEDIA LLC	Contracted Services	SP		5/6/2014
14-P0031590	110,341.32	DELL COMPUTER	Equipment - All Other > \$1,000			5/6/2014
14-P0031591	1,131.85	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies			5/7/2014
14-P0031592	1,229.26	CN SCHOOL AND OFFICE SOLUTIONS INC	Books, Mags & Ref Mat, Non-Lib	SP		5/7/2014
14-P0031593	317.50	AMAZON COM	Instructional Supplies	SP		5/7/2014
* 14-P0031594	932.41	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		5/7/2014
14-P0031595	403.21	HOME DEPOT	Non-Instructional Supplies			5/7/2014
14-P0031596	118.94	SCAQMD	Other Licenses & Fees			5/7/2014
14-P0031598	565.58	TROXELL COMM INC	Instructional Supplies	SP		5/7/2014
14-P0031599	4,865.80	CB SCIENCES INC	Equipment - All Other > \$1,000			5/7/2014
* 14-P0031600	384.38	AMAZON COM	Non-Instructional Supplies	SP		5/7/2014
14-P0031601	730.00	ACADEMIC SENATE FOR	Conference Expenses	SP		5/7/2014
14-P0031602	268.92	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		5/7/2014
14-P0031603	1,002.40	CAESAR'S PALACE	Conference Expenses	SP		5/7/2014
14-P0031604	725.00	WIPFLI LLP	Conference Expenses	SP		5/7/2014
14-P0031605	1,480.07	JAY'S CATERING	Food and Food Service Supplies	SP		5/7/2014
* 14-P0031606	1,129.55	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		5/7/2014
14-P0031607	502.71	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		5/7/2014
14-P0031608	2,700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/7/2014
14-P0031609	8,637.60	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP		5/7/2014
14-P0031610	1,761.75	HOME DEPOT	Instructional Supplies	SP		5/7/2014
14-P0031611	500.00	ORANGE COUNTY MONSTER CARTS INC	Contracted Repair Services			5/7/2014
14-P0031612	371.84	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			5/7/2014
14-P0031613	14,500.00	MAXIENT LLC	Software License and Fees	SP		5/7/2014
14-P0031614	107.89	AMAZON COM	Non-Instructional Supplies	SP		5/7/2014
* 14-P0031615	614.13	WBC GROUP LLC	Equipment - Federal Progs >200	SP		5/8/2014
14-P0031616	1,377.00	WBC GROUP LLC	Instructional Supplies	SP		5/8/2014
14-P0031617	1,340.43	WBC GROUP LLC	Instructional Supplies	SP		5/8/2014

4.9 (12)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031618	1,661.20	NGUOI VIET DAILY NEWS	Advertising			5/8/2014
14-P0031619	465.75	FOOTHILLS SENTRY	Advertising			5/8/2014
14-P0031620	700.00	VIET BAO DAILY NEWS INC	Advertising			5/8/2014
14-P0031621	600.00	CERVANTES PUBLISHING COMPANY	Advertising			5/8/2014
14-P0031622	33,962.98	VIRCO MFG CORP	Equipment - Modular Furniture	SP	BOND	5/8/2014
14-P0031629	2,180.00	SOUTHERN CALIF MARINE INSTITUTE	Other Participant Travel Exp	SP		5/8/2014
14-P0031630	450.00	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP	BOND	5/8/2014
14-P0031631	144.00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/8/2014
14-P0031632	5,064.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		5/8/2014
14-P0031633	32,189.50	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		5/8/2014
14-P0031634	3,600.00	CALIF GEOLOGICAL SURVEY	Sites - Licenses, Fees & Taxes	SP	BOND	5/8/2014
14-P0031635	1,042.06	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/8/2014
14-P0031636	5,000.00	CINTAS CORP	Laundry & Dry Cleaning Service			5/8/2014
14-P0031637	550.58	DELL COMPUTER	Non-Instructional Supplies			5/8/2014
14-P0031638	3,094.00	EL SOL SCIENCE & ART'S	Rental - Facility (Short-term)	SP		5/9/2014
* 14-P0031639	1,900.50	FIRST UNITED METHODIST CHURCH	Rental - Facility (Short-term)	SP		5/9/2014
14-P0031640	450.00	NCS PEARSON INC	Equip/Software - >\$200 <\$1,000	SP		5/9/2014
14-P0031641	30,167.04	DELL COMPUTER	Equipment - All Other > \$1,000			5/9/2014
14-P0031642	1,990.00	WELLS FARGO BANK	Software License and Fees			5/9/2014
14-P0149298	10,000.00	HUNTINGTON BEACH UNION	Contracted Services	SP		4/22/2014
14-P0149299	27,500.00	COLLEGE OF THE CANYONS	Contracted Services	SP		4/22/2014
14-P0149300	43.20	XEROX CORP	Maint Contract - Office Equip	SP		4/24/2014
14-P0149301	43.50	XEROX CORP	Excess/Copies Usage	SP		4/29/2014
14-P0149302	30,000.00	REGENTS OF THE UNIV OF CALIF	Contracted Services	SP		4/29/2014
14-P0029869	3,000.00	GRP2 UNIFORMS INC	Non-Instructional Supplies			4/30/2014
		Grand Total:	\$17,730,627.95			

4.9 (13)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 10, 2014 THROUGH MAY 10, 2014
BOARD MEETING OF MAY 27, 2014**

P.O. #	Amount	Description	Department	Comment
14-BP000268	\$13,570,344.17	Lease-Leaseback services for the Dunlap Hall Renovation project at Santa Ana College	DO-Facility Planning	RFP #1314-17 Board approved: March 24, 2014
14-BP000269	\$1,207,000.00	Energy conservation services for the LED Lighting Conversion project at Santa Ana College	DO-Facility Planning	RFQ #1314-45 Board approved: April 14, 2014
14-P0031207	\$150,623.76	(2) Fanuc Robot ARC Mate OiA welding robots & Lincoln Electric System 5 Single Zone/Fixed Table Systems	SAC-Human Svcs & Technology	Bid #1221 Board approved: April 14, 2014
14-P0031245	\$89,511.71	Summer & Fall 2013 FA Link transactions for Santa Ana College Bookstore	SAC-Student Business Office	
14-P0031246	\$83,345.05	Summer & Fall 2013 FA Link transactions for Santiago Canyon College Bookstore	SAC-Student Business Office	
14-P0031250	\$25,000.00	Professional services to conduct background checks, surveillance and security consulting	DO-Risk Management	Board approved: April 14, 2014
14-P0031291	\$42,189.44	Brocade switches, transceiver, mounting kit & software support	DO-ITS	Received Quotations: 1) * Sidepath, Inc. 2) Golden Star Tech., Inc. 3) Nth Generation 4) Accuvant * Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 10, 2014 THROUGH MAY 10, 2014
BOARD MEETING OF MAY 27, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031333	\$15,977.25	Dell computers and related components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031379	\$286,095.00	ASCIP (Alliance of Schools for Cooperative Insurance Programs) premium for Owner Controlled Insurance Program (OCIP) for the Campus Improvement projects pertaining to Parking Lot #11, Tessman Planetarium and Village Swing space at Santa Ana College	DO-Facility Planning	Board approved: September 11, 2006
14-P0031401	\$55,000.00	Architectural and engineering related to the renovation project at Santiago Canyon College Building D	DO-Facility Planning	Board approved: April 14, 2014
14-P0031412	\$184,000.00	Consulting service to provide DSA inspector of records, testing and inspection services related to the Dunlap Hall Renovation project at Santa Ana College	DO-Facility Planning	Board approved: April 14, 2014
14-P0031422	\$27,434.16	Toilet paper, seat covers, liners and paper towel dispensers	SAC-Custodial Department	Received Quotations: 1) * Glasby Maintenance Supply 2) Xpedex 3) Waxie Sanitary Supply * Successful Bidder
14-P0031425	\$50,880.63	Dell computers and components	SAC & CEC	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 10, 2014 THROUGH MAY 10, 2014
BOARD MEETING OF MAY 27, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031472	\$303,477.00	ASCIP (Alliance of Schools for Cooperative Insurance Programs) premium for Owner Controlled Insurance Program (OCIP) pertaining to the Dunlap Hall Renovation project at Santa Ana College	DO-Facility Planning	Board approved: September 11, 2006
14-P0031473	\$169,849.00	Material testing and inspection services for the Dunlap Hall Renovation project at Santa Ana College	DO-Facility Planning	Board approved: April 14, 2014
14-P0031486	\$24,739.20	Apple iPad tablets	SAC-Academic Affairs	
14-P0031487	\$37,365.43	Dell computers and components	SAC-Learning Center	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031488	\$306,903.17	Dell computers and components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031574	\$16,502.81	Dell computers and components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031584	\$17,000.00	ReadSearch Campaign and ReachDisplay Awareness, Fall 2014 online advertising for Santa Ana College	DO-Communications & Publications	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-B0000572	9,663.50	MCKESSON GENERAL MEDICAL CORP	Diversified Agency Fund Expens			4/15/2014
14-B0000573	3,510.00	CAL MED DIVERSIFIED INC	Diversified Agency Fund Expens			4/15/2014
14-B0000574	2,880.00	PARKING CONCEPTS, INC.	Other Operating Exp & Services			4/16/2014
14-B0000575	272.93	CREATIVE HEALTH PRODUCTS	Diversified Agency Fund Expens			4/16/2014
14-B0000576	396.00	CALIFORNIA ASSOC OF COLLEGE STORES INC	Inst Dues & Memberships			4/16/2014
14-B0000577	675.00	NATIONAL ASSOC OF COLLEGE STORES	Inst Dues & Memberships			4/21/2014
14-B0000578	735.00	ESCO GROUP	Diversified Agency Fund Expens			4/22/2014
14-B0000579	2,093.84	OUTDOOR DIMENSIONS	Other Operating Exp & Services			4/24/2014
14-B0000580	200.00	SPECTRUM GAS PRODUCTS	Other Operating Exp & Services			4/24/2014
14-B0000582	2,368.76	DELL COMPUTER	Diversified Agency Fund Expens			4/30/2014
14-B0000583	660.00	EDUCATIONAL TESTING SVC	Other Operating Exp & Services			5/6/2014
14-B0000584	556.33	VALLEY POWER SYSTEMS INC.	Diversified Agency Fund Expens			5/6/2014
14-B0000586	1,150.00	ACCESS DISPLAY GROUP, INC.	Diversified Agency Fund Expens			5/6/2014
14-B0000587	4,879.27	DELL COMPUTER	Diversified Agency Fund Expens			5/6/2014
		Grand Total:	\$30,040.63			

4.9 (17)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	Date
GM-DON001711	\$402.00	BARRY'S DISTRIBUTING	General Merchandise	4/16/2014
GM-DON001712	\$767.55	BROWN BAG SANDWICH CO	General Merchandise	4/14/2014
GM-DON001713	\$364.79	BROWN BAG SANDWICH CO	General Merchandise	4/16/2014
GM-DON001714	\$1,402.92	PEPSI COLA CO	General Merchandise	4/15/2014
GM-DON001716	\$1,019.82	PEPSI COLA CO	General Merchandise	4/17/2014
GM-DON001717	\$2,562.77	KENNEDY WHOLESAL	General Merchandise	4/14/2014
GM-DON001718	\$430.94	FDM CLASS	General Merchandise	4/23/2014
GM-DON001719	\$1,343.72	D&H DISTRIBUTING	General Merchandise	4/24/2014
GM-DON001720	\$179.34	BARRY'S DISTRIBUTING	General Merchandise	4/21/2014
GM-DON001721	\$633.44	BROWN BAG SANDWICH CO	General Merchandise	4/21/2014
GM-DON001722	\$360.41	BROWN BAG SANDWICH CO	General Merchandise	4/23/2014
GM-DON001723	\$1,212.08	PENS ETC.	General Merchandise	4/28/2014
GM-DON001724	\$1,008.36	PEPSI COLA CO	General Merchandise	4/24/2014
GM-DON001725	\$763.02	PEPSI COLA CO	General Merchandise	4/22/2014
GM-DON001728	\$2,592.72	KENNEDY WHOLESAL	General Merchandise	4/24/2014
GM-DON001731	\$603.78	BROWN BAG SANDWICH CO	General Merchandise	4/28/2014
GM-DON001732	\$346.86	BROWN BAG SANDWICH CO	General Merchandise	4/30/2014
GM-DON001733	\$377.64	BARRY'S DISTRIBUTING	General Merchandise	4/28/2014
GM-DON001736	\$275.28	BARRY'S DISTRIBUTING	General Merchandise	5/5/2014
GM-DON001737	\$554.29	BROWN BAG SANDWICH CO	General Merchandise	5/5/2014
GM-DON001738	\$775.20	PEPSI COLA CO	General Merchandise	5/2/2014
GM-DON001739	\$1,134.57	KENNEDY WHOLESAL	General Merchandise	5/1/2014
GM-DON001740	\$1,152.48	PEPSI COLA CO	General Merchandise	4/29/2014
GM-DON001741	\$923.28	PEPSI COLA CO	General Merchandise	5/6/2014
GM-DON001742	\$820.00	OAK HALL CAP & GOWNS	General Merchandise	5/7/2014
GM-DON001743	\$452.52	BROWN BAG SANDWICH CO	General Merchandise	5/7/2014
GM-DON001744	\$1,327.68	PEPSI COLA CO	General Merchandise	5/8/2014
GM-EXPR000875	\$251.70	BARRY'S DISTRIBUTING	General Merchandise	4/16/2014
GM-EXPR000876	\$723.14	BROWN BAG SANDWICH CO	General Merchandise	4/14/2014
GM-EXPR000877	\$553.41	BROWN BAG SANDWICH CO	General Merchandise	4/16/2014
GM-EXPR000878	\$1,184.70	PEPSI COLA CO	General Merchandise	4/15/2014
GM-EXPR000879	\$1,068.36	PEPSI COLA CO	General Merchandise	4/17/2014
GM-EXPR000880	\$2,130.51	KENNEDY WHOLESAL	General Merchandise	4/14/2014
GM-EXPR000881	\$125.28	SULLIVAN, MICHAEL	General Merchandise	4/23/2014
GM-EXPR000882	\$136.50	BARRY'S DISTRIBUTING	General Merchandise	4/21/2014
GM-EXPR000883	\$765.27	BROWN BAG SANDWICH CO	General Merchandise	4/21/2014
GM-EXPR000884	\$533.74	BROWN BAG SANDWICH CO	General Merchandise	4/23/2014

4.9 (18)

4.9 (19)

P.O. #	Amount	Vendor Name	Classification	Date
GM-EXPR000885	\$822.48	PEPSI COLA CO	General Merchandise	4/28/2014
GM-EXPR000886	\$2,090.64	KENNEDY WHOLESAL	General Merchandise	4/24/2014
GM-EXPR000887	\$1,087.20	PEPSI COLA CO	General Merchandise	4/24/2014
GM-EXPR000888	\$136.92	SULLIVAN, MICHAEL	General Merchandise	4/30/2014
GM-EXPR000889	\$753.91	BROWN BAG SANDWICH CO	General Merchandise	4/28/2014
GM-EXPR000890	\$510.94	BROWN BAG SANDWICH CO	General Merchandise	4/30/2014
GM-EXPR000891	\$280.80	BARRY'S DISTRIBUTING	General Merchandise	4/28/2014
GM-EXPR000892	\$993.30	PEPSI COLA CO	General Merchandise	4/29/2014
GM-EXPR000893	\$1,020.68	BROWN BAG SANDWICH CO	General Merchandise	5/5/2014
GM-EXPR000894	\$1,288.80	PEPSI COLA CO	General Merchandise	5/1/2014
GM-EXPR000895	\$1,712.25	KENNEDY WHOLESAL	General Merchandise	5/1/2014
GM-EXPR000896	\$1,010.16	PEPSI COLA CO	General Merchandise	5/6/2014
GM-EXPR000897	\$220.20	BARRY'S DISTRIBUTING	General Merchandise	5/5/2014
GM-EXPR000898	\$442.16	BROWN BAG SANDWICH CO	General Merchandise	5/7/2014
GM-EXPR000899	\$111.12	SULLIVAN, MICHAEL	General Merchandise	5/7/2014
GM-EXPR000900	\$918.96	PEPSI COLA CO	General Merchandise	5/8/2014
GM-HAWK001356	\$177.12	Hannahmax Baking	General Merchandise	4/14/2014
GM-HAWK001357	\$186.00	GOPICNIC	General Merchandise	4/14/2014
GM-HAWK001358	\$669.27	BROWN BAG SANDWICH CO	General Merchandise	4/14/2014
GM-HAWK001359	\$1,464.12	PEPSI COLA CO	General Merchandise	4/14/2014
GM-HAWK001360	\$294.40	BROWN BAG SANDWICH CO	General Merchandise	4/14/2014
GM-HAWK001361	\$1,280.26	KENNEDY WHOLESAL	General Merchandise	4/15/2014
GM-HAWK001362	\$51.60	SAMS DAIRY DIST	General Merchandise	4/15/2014
GM-HAWK001363	\$318.16	BROWN BAG SANDWICH CO	General Merchandise	4/17/2014
GM-HAWK001365	\$188.82	EL DORADO TRADING GROUP	General Merchandise	4/17/2014
GM-HAWK001366	\$191.68	WAI LANA	General Merchandise	4/21/2014
GM-HAWK001367	\$471.85	BROWN BAG SANDWICH CO	General Merchandise	4/21/2014
GM-HAWK001368	\$713.09	PENS ETC.	General Merchandise	4/22/2014
GM-HAWK001370	\$138.36	SAMS DAIRY DIST	General Merchandise	4/22/2014
GM-HAWK001371	\$207.18	BARRY'S DISTRIBUTING	General Merchandise	4/22/2014
GM-HAWK001372	\$1,241.62	KENNEDY WHOLESAL	General Merchandise	4/22/2014
GM-HAWK001373	\$502.96	BROWN BAG SANDWICH CO	General Merchandise	4/23/2014
GM-HAWK001374	\$877.80	PEPSI COLA CO	General Merchandise	4/23/2014
GM-HAWK001375	\$146.86	Leanin Tree Greeting Cards	General Merchandise	4/23/2014
GM-HAWK001376	\$306.50	UNIVERSITY FRAMES	General Merchandise	4/24/2014
GM-HAWK001377	\$476.86	BROWN BAG SANDWICH CO	General Merchandise	4/28/2014
GM-HAWK001378	\$252.00	LENNY & LARRY'S,INC	General Merchandise	4/28/2014

P.O. #	Amount	Vendor Name	Classification	Date
GM-HAWK001379	\$448.32	PEPSI COLA CO	General Merchandise	4/28/2014
GM-HAWK001380	\$168.60	BARRY'S DISTRIBUTING	General Merchandise	4/29/2014
GM-HAWK001381	\$30.30	SAMS DAIRY DIST	General Merchandise	4/29/2014
GM-HAWK001383	\$95.76	NACSCORP	General Merchandise	4/29/2014
GM-HAWK001384	\$267.00	LENNY & LARRY'S,INC	General Merchandise	4/30/2014
GM-HAWK001385	\$461.12	BROWN BAG SANDWICH CO	General Merchandise	4/30/2014
GM-HAWK001386	\$1,180.80	PEPSI COLA CO	General Merchandise	5/1/2014
GM-HAWK001387	\$800.77	KENNEDY WHOLESAL	General Merchandise	5/5/2014
GM-HAWK001388	\$510.84	BROWN BAG SANDWICH CO	General Merchandise	5/5/2014
GM-HAWK001391	\$194.70	PENS ETC.	General Merchandise	5/6/2014
GM-HAWK001393	\$85.20	BARRY'S DISTRIBUTING	General Merchandise	5/6/2014
GM-HAWK001394	\$36.60	SAMS DAIRY DIST	General Merchandise	5/6/2014
GM-HAWK001395	\$156.00	LENNY & LARRY'S,INC	General Merchandise	5/6/2014
GM-HAWK001396	\$753.62	DELL COMPUTERS	General Merchandise	5/7/2014
GM-HAWK001397	\$202.06	SEHI COMPUTER PRODUCTS	General Merchandise	5/7/2014
GM-HAWK001398	\$356.41	BROWN BAG SANDWICH CO	General Merchandise	5/7/2014
GM-HAWK001399	\$1,141.20	PEPSI COLA CO	General Merchandise	5/7/2014
TR-CEC000040	\$628.50	OXFORD UNIVERSITY PRESS,	Trade Book	4/15/2014
TR-DON000035	\$598.80	NACSCORP	Trade Book	4/22/2014
TR-HAWK000042	\$597.60	NACSCORP	Trade Book	4/14/2014
TR-HAWK000043	\$104.75	OXFORD UNIVERSITY PRESS,	Trade Book	4/28/2014
TX-CEC000222	\$400.00	CENGAGE LEARNING	Textbook	4/15/2014
TX-CEC000224	\$633.50	STECK VAUGHN PUBLISHING	Textbook	4/30/2014
TX-DON002470	\$1,305.00	MBS TEXTBOOK EXCHANGE	Textbook	4/14/2014
TX-DON002471	\$437.85	MCGRAW-HILL PUBLISHING CO	Textbook	4/17/2014
TX-DON002472	\$302.75	MBS TEXTBOOK EXCHANGE	Textbook	4/22/2014
TX-DON002473	\$28.95	NACSCORP	Textbook	4/24/2014
TX-DON002474	\$98.40	NEW READERS PRESS	Textbook	4/30/2014
TX-DON002475	\$1,117.25	NEBRASKA BOOK COMPANY	Textbook	4/30/2014
TX-DON002476	\$856.50	MBS TEXTBOOK EXCHANGE	Textbook	4/30/2014
TX-DON002477	\$7,561.17	MBS TEXTBOOK EXCHANGE	Textbook	5/7/2014
TX-DON002478	\$4,072.80	BOOKBYTEDIRECT.COM	Textbook	5/8/2014
TX-DON002479	\$18,375.92	NEBRASKA BOOK COMPANY	Textbook	5/9/2014
TX-HAWK001841	\$89.97	AMAZON	Textbook	4/14/2014
TX-HAWK001842	\$49.00	UNIVERSITY ENTERPRISES	Textbook	4/15/2014
TX-HAWK001843	\$39.90	NEBRASKA BOOK COMPANY	Textbook	4/17/2014
TX-HAWK001845	\$100.00	NEBRASKA BOOK COMPANY	Textbook	4/28/2014

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<u>P.O. #</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Classification</u>	<u>Date</u>
TX-HAWK001846	\$224.20	ALFRED PUBLISHING CO. INC	Textbook	4/29/2014

Grand Total: \$99,329.21

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 12, 2014 THROUGH MAY 9, 2014
BOARD MEETING OF MAY 27, 2014

P.O. #	Amount	Description	Department	Comment
TX-DON002479	\$18,375.92	Textbooks for Resale: Summer and Fall 2014	SAC Bookstore	Purchased from Nebraska Book Co. Manager Review and Approval - Thomas Bonetati - May 9, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Child Development Training Consortium (SAC/SCC) - <i>Augmentation</i> Funds provided by the Yosemite Community College District/Child Development Training Consortium to recruit and assist students seeking a new or maintaining a current child development permit through the colleges' Child Development Programs. (13/14). <i>No match required.</i>	05/06/2014	\$1,175

RECOMMENDATION

It is recommended that the board approve this item and that the Vice Chancellor of Business Operations/Fiscal Services or his designee be authorized to enter into related contractual agreement on behalf of the district.

Fiscal Impact: \$1,175	Board Date: May 27, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #1241
NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - SANTA ANA COLLEGE & SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 9/1/13 - 6/30/14

PROJ. ADM. Bart Hoffman/Corine Doughty

CONTRACT INCOME:

PROJ. DIR. Michelle Hardy

Instructional Services 12,500
 Augmentation (IS) 1,175 Amendment 1
 Coordinator Stipend 4,500
TOTAL 18,175

Date: 5/12/2014

CFDA #: 93.575

Instructional and Campus Coordinator Agreement No. 13-14-2885 from Yosemite Community College District/Child Development Training Consortium

Datatel String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Code		Debit	Credit	Debit	Credit	Debit	Credit
Santa Ana College											
12	1241	000000	10000	8199	Other Federal Revenues : Santa Ana College		15,965		17,140		1,175
12	1241	619000	15717	1480	Part-Time Reassigned Time : Human Development Michelle Hardy, Program Facilitator for SAC and SCC Non-instructional rate: \$29.11 x 136 hrs.	3,959		3959		0	
12	1241	619000	15717	3115	STRS - Non-Instructional : Human Development	347		347		0	
12	1241	619000	15717	3325	Medicare - Non-Instructional : Human Development	57		57		0	
12	1241	619000	15717	3435	H & W - Retiree Fund Non-Inst : Human Development	40		40		0	
12	1241	619000	15717	3515	SUI - Non-Instructional : Human Development	2		2		0	
12	1241	619000	15717	3615	WCI - Non-Instructional : Human Development	95		95		0	
12	1241	130500	15717	4310	Instructional Supplies : Human Development	1,000		2,175		1,175	
12	1241	732000	15717	7610	Books Paid for Students : Human Development	2,740		2,740		0	
12	1241	732000	15717	7640	Tuition Paid for Students : Human Development	7,725		7,725		0	
Santiago Canyon College											
12	1241	000000	20000	8199	Other Federal Revenues : Santiago Canyon College		1,035		1,035		0
12	1241	732000	25230	7610	Books Paid for Students : Human Development	260		260		0	
12	1241	732000	25230	7640	Tuition Paid for Students : Human Development	775		775		0	
Total - 1241 Child Dvlp Training Consortium (SAC/SCC)						17,000	17,000	18,175	18,175	1,175	1,175

5.1 (2)

Child Development Training Consortium
2013-2014 Amendment # 1 to Instructional Agreement
Number 13-14-2885

Amendment to Instructional Agreement for the period September 1, 2013, to June 30, 2014, between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and **Rancho Santiago Community College District for Santa Ana College and Santiago Canyon College**(CONTRACTOR).

In consideration of the performance of the terms of the Instructional Agreement in a satisfactory manner, the YCCD/CDTC **agrees to pay the CONTRACTOR a revised amount not to exceed \$13,675.00.** This amount includes Amended Instructional Units (A) and (if applicable) Contingent Instructional Units (B):

The 2013-2014 Approved Funding amount in (A) is accessible to contractor upon execution of Amendment.

Summary of Instructional Units:

	# of Units	Funding Amount
Number of <u>initial</u> enrolled units to generate at \$25.00 per unit:	500	\$12,500.00
Number of <u>additional</u> enrolled units to generate at \$25.00 per unit:	47	\$1,175.00
Total 2013-2014 Amended Instructional Units of Enrollment & Approved Funding :	<u>547</u>	<u>\$13,675.00</u>
A: Total 2013-2014 Approved Funding:		<u>\$13,675.00</u>

Summary of Contingent Units: Provision for additional funds (if applicable):

The YCCD/CDTC agrees to activate Contingent Units with **Rancho Santiago Community College District for Santa Ana College and Santiago Canyon College** (CONTRACTOR) to provide additional amended funds not to exceed \$0.00, IN THE EVENT FUNDS BECOME AVAILABLE THROUGH CDTC. CDTC will contact contractor to activate the CONTINGENCY portion of this amendment upon availability of funds. If funds in Section B do not become available, Section A funds remain as amended above.

	# of Units	Funding Amount
Number of <u>contingent units</u> to generate at \$25.00 per unit upon CDTC's notification to contractor:	0	0
B: Total Contingent Instructional Funds:	<u>0</u>	<u>0</u>
Total Amended Approved and Contingent Funding (if applicable)		<u>\$13,675.00</u>

All final reports and invoices are due no later than June 30, 2014. Except as amended herein, all terms and conditions of the original Instructional Agreement shall remain unchanged and in full force and effect.

Agreed to this 27 day of May 2014.

AGREED TO BY:

Contractor Authorizing Signature:	
Printed Name of Person Signing and Title:	Peter J. Hardash, Vice Chancellor Business Operations and Fiscal Services
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing and Title:	Teresa Scott, Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Return **two** Amendments to Instructional Agreement with **original signatures** to:

Child Development Training Consortium, 1620 N. Carpenter Rd., Suite C-16, Modesto, CA 95351
 For questions, call (209) 548-5721

For CDTC Use Only			
Date Received: _____	To D.O.: _____	From D.O.: _____	To Contractor: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Sub-Agreement between RSCCD and the Santa Clarita Community College District/College of the Canyons for the Deputy Sector Navigator ICT/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #13-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

Through the enclosed sub-agreement (#DO-14-2311-07), for the Orange County region, Santa Clarita Community College District on behalf of College of the Canyons will participate in organizing and coordinating a statewide conference for Digital Media, and promote participation by community college faculty. College of the Canyons will also provide stipends for faculty who will present at the conference (stipends will be used for conference cost reimbursements), through this sub-agreement.

The project administrator is Enrique Perez and the project director is Gustavo Chamorro.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$5,000	Board Date: May 27, 2014
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
Santa Clarita Community College District**

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Santa Clarita Community College District on behalf of College of the Canyons (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Information and Communications Technology/ Digital Media” grant, (hereinafter “**Grant**”), #13-158-006, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to disseminate funds to community colleges for them to implement the “Information and Communications Technology/ Digital Media” (hereinafter “**Program**”), to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

Provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within **Orange County Region** (refer to **Exhibit A**). The purpose of the ICT/DM grant is to focus its efforts on helping to close the state’s skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

2. Period of Performance

The period of performance for this Agreement shall be from June 1, 2014 through June 30, 2014.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,000.00.

4. Payment

One hundred percent (100%) of the award amount will be provided to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed Agreement and invoice for this disbursement. Invoices referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Digital Media Center
ATTN: Gustavo Chamorro, ICT/Digital Media Deputy Sector Navigator
1300 S. Bristol Street
Santa Ana, CA 92704

5. Reporting

SUBCONTRACTOR is responsible for completion and submission of all activity reports related to the Information and Communications Technology/Digital Media Grant to **Gustavo Chamorro, Deputy Sector Navigator via email at Chamorro_Gustavo@rsccd.edu**.

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

9. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such

records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. Mutual Indemnification

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

12. Termination

Either party may terminate this Agreement, with or without cause upon fourteen (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Digital Media Center
Gustavo Chamorro
Deputy Sector Navigator/Project Director
1300 S. Bristol Street
Santa Ana, CA 92704
(714) 241-5810
chamorro_gustavo@rsccd.edu

Paula Hodge (Subcontractor)
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA, 91355
661-362-5108
Paula.Hodge@canyons.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth and incorporated into this Agreement by reference. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This Agreement represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 27th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SANTA CLARITA COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: **May 27, 2014**

Scope of Work

Paula Hodge
Deputy Sector Navigator
Information Communication Technologies/ Digital Media,
South Central Coast Regional Director

College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Service Cost: \$5,000.00

Conference dates: June 12-13, 2014

Digital media is woven into the fabric of the modern workplace thus driving the need for digital literacy for every entry level job, even those once considered to be strictly vocational. That places you, the Digital Media and ICT faculty, in the center of career learning paths throughout the California Community College system. This is a special event for Information Communications Technologies and Digital Media Faculty in the California Community College system. (Please view attached flyer for more information)

Duties:

- Organizing and coordinating a statewide conference for Digital Media open to faculty.
- Will be providing stipends for faculty presenting a lecture in the conference (stipends will be used for conference cost reimbursements).

Payment: To be received upon board approval.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Sub-Agreement between RSCCD and Cabrillo Community College District for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Sector Navigator – Information Communications Technology/ Digital Media grant #13-151-006, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

One of the Sector Navigator’s main tasks is to increase the community colleges’ capacity to provide ICT/Digital Media programs that are aligned with employers’ workforce development needs. To that end the Sector Navigator grant will be used to provide events to disseminate industry trend and workforce development information, and to provide related training. Through performance of the enclosed sub-agreement (#DO-14-2535-05), Cabrillo Community College District will perform the following: conduct ICT Marketplace (Computer User/Computer Network Support) Industry-College meeting; provide mentorship to Bay Area ICT Deputy Sector Navigators (DSNs) on best practices and strategies for successful outreach and engagement efforts with community colleges and employers; and, collaborate with ICT DSNs to develop, conduct and assess outreach and engagement tactics to increase participation at ICT marketplaces.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement, and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$10,000	Board Date: May 27, 2014
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Cabrillo Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 27th day of May 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Cabrillo Community College District (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

The **SUBCONTRACTOR** will produce the 2014 Information Communications Technology (ICT) Marketplace Conference as described in the attached Statement of Work, Exhibit A. The **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this **Agreement** and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this **Agreement** shall be from February 1, 2014, through June 30, 2014.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$10,000 USD.

4. Payment

Total cost will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting
SUBCONTRACTOR will provide documentation of activities and expenditures to substantiate work performed by June 30, 2014.
6. Expenditure of Grant Funds.
SUBCONTRACTOR agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.
7. Time Extensions
RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **April 30, 2014**.
8. Independent Contractor
SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.
9. Subcontract Assignment
None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**. **SUBCONTRACTOR** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.
10. Record Keeping
SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.
11. Audit
SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits,

any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

12. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this **Agreement** remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Mutual Indemnification

Both parties to this **Agreement** shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this **Agreement**, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706
perez_enrique@rsccd.edu, (714) 480-7460
cc: Steve@wrightca.com, (805) 231-8444

Cabrillo Community College District:

Jerome Jentz
6500 Soquel Drive, Aptos, CA, 95003
jejentz@cabrillo.edu (831) 477-5606

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 27th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: CABRILLO
COMMUNITY COLLEGE DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: May 27, 2014

EIN/TIN: _____

Exhibit A

SCOPE OF WORK

Cabrillo Community College District will produce the **2014 Information Communications Technology (ICT) Marketplace Conference**:

Conference activities and/or services to be provided:

Mentorship to Bay Area ICT Deputy Sector Navigators (DSNs) to increase their understanding of best practices in designing strategies and implementing tactics that will produce successful outreach and engagement efforts with community colleges and employers.

- Collaborate with ICT DSNs to develop, conduct and assess outreach and engagement tactics employed to targeted community college and employer stakeholders that result in their participation at ICT marketplaces.

Conference Date: April 11, 2014

Conference/Event: ICT Marketplace (Computer User/Computer Network Support Focus) Industry-College Meeting, hosted at Ohlone College

Timeline of activities: February 1, 2014, through June 30, 2014

Total Amount: \$10,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Sub-Agreement between RSCCD and Los Angeles Valley College Foundation/IDEAS for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Sector Navigator – Information Communications Technology/ Digital Media grant #13-151-006, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

One of the Sector Navigator’s main tasks is to increase the community colleges’ capacity to provide ICT/Digital Media programs that are aligned with employers’ workforce development needs. To contribute to that purpose, through implementation of the enclosed sub-agreement (#DO-14-2535-06), Los Angeles Valley College Foundation/IDEAS will produce informational and training videos for www.ICT-DM.net to improve the alignment of community colleges’ programs with employers and industry workforce needs. In addition, LAVCF/IDEAS will complete a curriculum alignment project that will include tracking of relevant ICT/Digital Media classes and development of relevant course materials.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement, and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$8,800	Board Date: May 27, 2014
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Los Angeles Valley College Foundation/IDEAS***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 27th day of May 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Los Angeles Valley College Foundation/IDEAS (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

The **SUBCONTRACTOR** will provide art/media production services for the ICT/Digital Media Sector Navigator website (www.ICT-DM.net), and coordinate curriculum developmental projects to improve the alignment of community college programs with employers and industry workforce needs in the sector as described in the attached Statement of Work, Exhibit A. The **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this **Agreement** and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from Jan 1, 2014, through June 30, 2014.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$8,800 USD.

4. **Payment**

Total cost will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR will provide documentation of activities and expenditures to substantiate work performed by June 30, 2014.

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **April 30, 2014**.

8. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**. **SUBCONTRACTOR** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.

10. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits,

any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

12. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this **Agreement** remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Mutual Indemnification

Both parties to this **Agreement** shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this **Agreement**, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator, ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706
perez_enrique@rsccd.edu, (714) 480-7460
cc: Steve@wrightca.com, (805) 231-8444

Los Angeles Valley College Foundation/IDEAS:

Dan Wantanabe
5800 Fulton Avenue, Valley Glen, CA, 91401
Watanabeda-lavc@yahoo.com, (818) 947-2600

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 27th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: LOS ANGELES
VALLEY COLLEGE FOUNDATION/IDEAS

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: May 27, 2014

EIN/TIN: _____

Exhibit A

SCOPE OF WORK

Los Angeles Valley College Foundation/IDEAS will produce videos for ICT-DM.net and improve the alignment of community college programs with employers and industry workforce needs through the following:

Video production for www.ICT-DM.net

Staff breakdown:

Name	Position	Rate	Hours	Total
Boyd, Jayson	Camera/2 nd	\$12.00	10	\$120.00
Calderon, Fernando	Booth	\$15.00	10	\$150.00
Chavarria, David	Technical Director	\$22.00	10	\$220.00
Fetulagian, Armen	First AD	\$12.00	10	\$120.00
McClure, Heather	Art Department	\$12.00	10	\$120.00
Stephenson, John	Camera 1 st	\$12.00	10	\$120.00
TOTAL for Staff				\$850.00

Staff.....\$850
Facilities and Other Production Services: \$1950

Grand Total:\$2,800.00

Curriculum alignment, tracking of relevant classes and development of relevant course materials.
 Deliverables are as follow:

Staff breakdown:

Name	Position	Rate	Hours	Total
Nichole Sherman	Director of Program Alignment	\$25.00	240 (80 hrs/mo)	\$6,000.00
TOTAL for Staff				\$6,000.00

Facilities and Overhead.....IN KIND

Grand Total:\$6,000.00

Total Amount: \$8,800.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District will be awarded a fiscal year 2014/15 renewal (year 2) Sector Navigator – Information Communications Technology/Digital Media grant, RFA #14-151, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

RSCCD developed this project in cooperation with Opportunity Development Enterprises, LLC, which will continue to implement the ICT/Digital Media Sector Navigator project under the terms and conditions of sub-agreement #DO-14-2535-07 for this renewal grand-funded term. The Chancellor’s Office selected our District based upon the expertise and qualifications of District staff and Opportunity Development Enterprises, LLC. The performance period of the sub-agreement is July 1, 2014 through June 30, 2015, with an amount not to exceed \$155,000.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$155,000	Board Date: May 27, 2014
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Opportunity Development Enterprises, LLC***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 27th day of May 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Opportunity Development Enterprises, LLC (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded the “Sector Navigator – Information Communications Technology/Digital Media” grant RFA #14-151 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to implement a statewide project to develop California community colleges information communications technology and digital media programs to improve alignment with employers and industry and ensure students’ preparation for careers and continued study in these fields.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of this **Grant**, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement the **Grant** as described in the attached Statement of Work, Exhibit A – Fiscal Year 2014/15 Information Communications Technology/Digital Media Sector Navigator Application. **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this **Agreement** and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this **Agreement** shall be from July 1, 2014, through June 30, 2015.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$155,000 USD.

4. Payment

SUBCONTRACTOR will submit a monthly invoice for payment, with appropriate back-up documentation, as required by **RSCCD**. The Project Administrator will review and certify the invoice, and submit invoice to Accounts Payable for disbursement. Final payment is

contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A, and of all applicable performance and expenditure final reports, which will be reviewed and certified by the Project Administrator. Submit invoice(s) referencing the **Agreement** contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR will be responsible for completion and submission of project reports as required by the **Grant** Legal Terms and Conditions, and summarized below:

Quarterly Reports are due: 1st Quarter – October 25th; 2nd Quarter – January 25th; 3rd Quarter – April 25th; and 4th Quarter – July 25th.

Final Report is due August 31, 2015.

6. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all **Grant** requirements and is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or dis-allowment of **Grant** funds.

7. Time Extensions

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **April 30, 2014**.

8. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By

entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.

10. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this agreement.

12. Mutual Indemnification

Both parties to this **Agreement** shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this **Agreement**, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

13. Termination

Either party may terminate this **Agreement**, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this **Agreement** remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

11. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Enrique Perez, J.D., Project Administrator
Rancho Santiago Community College District
2323 North Broadway, Ste. 350
Santa Ana, CA 92706-1640
perez_enrique@rsccd.edu
(714) 480-7460

SUBCONTRACTOR: Opportunity Development Enterprises, LLC
Attn: Stephen A. Wright
1696 La Jolla Drive
Thousand Oaks, CA 91362
Steve@wrightca.com
(805) 231-8444

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the **Agreement**, RFA Specifications, Appendix A: Legal Terms and Conditions (Articles I, Rev. 03/14/14), Appendix C: Guidelines, Definitions and Allowable Expenditures for the Economic and Workforce Development Program, and Appendix D: Common Metrics & Accountability Measures, as set forth in the RFA Renewal Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion (or very significant progress towards completion) of activities and outcomes. As the is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 27th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Opportunity
Development Enterprises, LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: Managing Partner

Date: _____

Date: _____

Board Approval Date: May 27, 1014

EIN/TIN: 26-2009439



The following information are linked throughout the forms package:

DISTRICT (Grantee): **Rancho Santiago CCD**

COLLEGE: **n/a**

PROJECT: **Sector Navigator**

SECTOR (If applicable): **Info & Comm Tech (ICT)/Digital Media**

FISCAL YEAR: **2014/15**

RFA Number: **14 - 151**

FUNDING SOURCE: **SB1402x (EWD)**

Requested Amount: **\$ 372,500**

OBJECTIVES:

- 1 Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills
- 2 Establish Skill-Credential Criteria for Sector Occupations in demand
- 3 Establish Conceptual Pathway curriculum for Sector Occupations in demand
- 4 Assess Regional CCC Assets or Gaps ...and facillitate resolution
- 5 Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities
- 6 Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities
- 7 Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)
- 8 3rd Party Industry Credentials Support
- 9 Transfer Support
- 10 Monitor, Measure and Share

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

COLLEGE: n/a

RFA Number: 14-151

CONTACT PAGE

District:	<u>Rancho Santiago CCD</u>		
Address:	<u>2323 N. Broadway</u>		
City:	<u>Santa Ana, CA</u>	State:	<u>CA</u> Zip: <u>92706-1640</u>

District Superintendent/President *(or authorized designee)*

Name: Raúl Rodríguez, Ph.D. Phone: (714) 480-7450
Title: Chancellor Fax: (714) 796-3915
E-mail Address: rodriguez_raul@rscdd.edu

Responsible Administrator *(Should not be the same as Project Director)*

Name: Enrique Perez, J.D. Phone: (714) 480-7460
Title: Asst. Vice Chancellor, Educational Svcs Fax: (714) 796-3921
E-mail Address: perez_enrique@rscdd.edu

Project Director *(Person responsible for conducting the daily operation of the grant)*

Name: Stephen (Steve) Wright (Contractor) Phone: (805) 496-8583
Title: Project Director Fax: (714) 796-3921
E-mail Address: Steve@wrightca.com

Person Responsible for Data Entry

Name: Melissa Tran Phone: (714) 480-7362
Title: Accountant Fax: (714) 796-3933
E-mail Address: tran_melissa@rscdd.edu

District Chief Business Officer *(or authorized designee)*

Name: Peter J. Hardash Phone: (714) 480-7340
Title: Vice Chancellor, Bus. Op. & Fiscal Svcs Fax: (714) 976-3935
E-mail Address: hardash_peter@rscdd.edu

Person Responsible for Budget Certification

Name: Adam O'Connor Phone: (714) 480-7320
Title: Asst Vice Chancellor, Bus Op/Fiscal Svcs Fax: (714) 976-3935
E-mail Address: oconnor_adam@rscdd.edu

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital
Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	
			\$	
				372,500
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	29,622
3000	EMPLOYEE BENEFITS	3	\$	8,299
4000	SUPPLIES AND MATERIALS	4	\$	9,600
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	310,303
6000	CAPITAL OUTLAY	6	\$	350
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	358,174
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	14,326
TOTAL COSTS:		10	\$	372,500

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: Enrique Perez, J.D. (Project Administrator)

Asst. Vice Chancellor,
Title: Educational Svcs

Authorized Signature: 

Date: 4/29/2014

District Chief Business Officer (or authorized designee):

Name: Peter J. Hardash

Vice Chancellor, Bus. Op.
Title: & Fiscal Svcs

Authorized Signature: 

Date: 4/29/14

5.5 (9)

PROJECT: Sector Navigator
 SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media
 DISTRICT: Rancho Santiago CCD
 COLLEGE: n/a
 RFA NUMBER: 14-151

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	
		\$	372,500
1000	N/A	\$	-
2000	2100 Classified Salaries, Non-instructional (Regular, Full-time) Francisco Villasenor / Accountant at 50% \$4,936.93/month X 12 months = \$59,243.16/year at 50% = \$29,621.58	\$	29,622
3000	Employee Benefits Accountant, classified benefit rate is 22.54%: consisting of PERS 11.442%, OASDHI 6.2%, Medicare 1.45% Health & Welfare Retire Fund 1.0%, SUI .05%, WCI 2.4%. Plus fringe, \$1,350 per year, and health cost averaged at \$16,598/year at 50% = \$8,299	\$	8,299
4000	Supplies and Materials ICT/DM marketing and outreach materials: pathways maps, trend reports, etc. \$1,000 Program supplies: paper, toner, binders, folders, USB storage, easels, etc. \$1,000 Materials and hospitality for ICT/DM Sector Advisory Committee Meetings: 2 meetings per year x \$1,900 per meeting x 2 advisory committees \$7,600	\$	9,600
5000	Other Operating Expenses and Services Travel ICT/DM Conferences/Expos: 4 events per year @ \$750/event, including registration, travel, hotel. \$3,000 So. by SW(SXSW) Conf, Austin, TX: \$650 air+(\$108/night x 4 nights)+(\$71/diem x 5 days)+ \$700 reg.\$2,137 Travel to ITCC Annual Conference, Chicago Ill. \$2,000 Chancellor's Office Meetings: 4 times per year @ \$500 for travel costs. \$2,000 Attend 6 Regional Consortia Meetings@ \$500ea \$3,000 ICT/DM Statewide Advisory Meetings: 2 times per year. Travel and room for Sec Nav at \$500; \$1,000 Membership: Membership ITCC, National Information Technology Certification Council.. \$5,000 Consultant Services Mgmt. of access to shared curriculum for ICT-DM Faculty statewide (TBD), i.e NetLabs support \$10,000 ListenToSee: portal development, hosting, maintenance, support & other services. \$39,900 Conduct a Skills Panel or Marketplace for each region: \$2,000 per region x 10 regions (Various) \$20,000 MIS Admin support to assure relevant curriculum by college are id & flagged for Launchboard (TBD) \$5,000 Research expenses for curriculum inventory relative to branded pathways,3rd party credentials, by region to be assembles in interactive database for webuse (N. Sherman) \$15,000 Subcontractors Steve Wright to serve as full-time 100% Sector Navigator \$120,000 Faculty Development Conference support for stipends, venue, event mangement. \$82,265	\$	310,303
6000	Capital Outlay Projector \$350	\$	350
7000	Other Outgo N/A	\$	-
TOTAL DIRECT COSTS:		\$	358,174
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	14,326
TOTAL COSTS:		\$	372,500

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

Funding Requires Dollar-for-Dollar Match

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of Expenditure	Classification		Match
5000	IN-KIND	Mid-Pacific Information Communications Technology Center (MIPCT) will partner with Rancho Santiago CCD by providing the following contributions to the project:	\$ 300,000
		• Share resources and collaborate to conduct research on the employment trends in industries related to ICT and Digital Media.	
		• Set-up and host advisory meetings in MIPCT's region.	
		• Conduct additional outreach efforts to business and industry, using the contact list that MIPCT has developed for ICT and Digital Media businesses and industry representatives.	
		• Leverage existing resources and information acquired and developed through MIPCT's National Science Foundation grant.	
	IN-KIND	ListenToSee, Inc. (LTS) will partner with Rancho Santiago CCD to provide strategic developmental consulting for the web-based workforce development activities proposed for the project.	\$ 35,850
		LST will continue to contribute 3 – 4 hours per week of one-on-one consulting and follow-up research in support of the Sector Navigator. Based on the market rate of \$150/hour, this represents a \$35,850 in-kind contribution.	
TOTAL DIRECT COSTS:			\$ 335,850
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):			
TOTAL COSTS:			\$ 335,850

Match must be equal or greater than the funds requested

I certify the items listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Enrique Perez, J.D. (Project Administrator)

Title: Asst. Vice Chancellor, Educational Svcs

Authorized Signature: 

Date: 4/29/14

District Chief Business Officer (or authorized designee):

Name: Peter J. Hardash

Title: Vice Chancellor, Bus. Op. & Fiscal Svcs

Authorized Signature: 

Date: 4/29/14

April 28, 2014

California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

Should Rancho Santiago Community College District's Information Communications Technology and Digital Media Sector Navigator application be awarded, Mid Pacific Information Communications Technology (MPICT) is dedicated to collaboration with them to address the CTI/Digital Media workforce development needs in the state. MPICT will partner with RSCCD by providing the following contributions to the project:

- Share resources and collaborate to conduct research on the employment trends in industries and occupations related to ICT and Digital Media.
- Set-up and host advisory meetings in MPICT's region.
- Conduct additional outreach efforts to business and industry, using the contact list MPICT has developed for ICT and Digital Media businesses and industry representatives.
- Leverage existing resources and information acquired and developed through MPICT's National Science Foundation grant.
- Collaborate to produce high quality ICT/DM faculty professional development opportunities.

Based upon our own budget analysis for these activities in the coming fiscal year, this represents a \$300,000 in-kind contribution of time and expense for these mutual objectives.

We look forward to participating in the state's efforts to address the important workforce development needs in the ICT and Digital Media industries, and value and respect RSCCD's leadership and initiative in this area.

Sincerely,

James Jones
Executive Director
Cell: (415) 867-6616

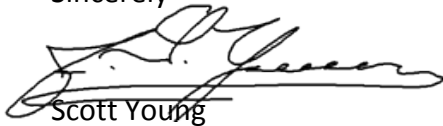
California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

ListenToSee, Inc. (LTS) supports Rancho Santiago Community College District's proposal for the Statewide ICT/Digital Media Sector Navigator grant, and looks forward to partnering with RSCCD to improve Information Communications Technology/Digital Media training and pathways. LTS will provide strategic developmental consulting for the web-based workforce development activities proposed for the project.

I will continue to contribute three to four hours per week for one-on one consulting and follow-up research in support of the Sector Navigator. Based upon my market rate of \$150/hour, this represents a \$35,850.00 in-kind contribution.

Sincerely



Scott Young

ListenToSee, Inc.

2060-D Avenida de Los Arboles, Suite 113
Thousand Oaks, CA 91362

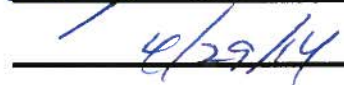
PROJECT: Sector Navigator
SECTOR (if applicable): Info & Comm Tech (ICT)/Digital
Media
DISTRICT: Rancho Santiago CCD
COLLEGE: n/a
RFA NUMBER: 14-151

Collaborative Regional Workplan Certification

In accordance with the 2014-15 required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics of leading indicators and momentum points.

Print Name: Enrique Perez, J.D. (Project Administrator) _____

Signature:  _____

Date:  _____

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 1
Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Working with DSN's, Identify statewide in-demand skills and jobs (including Hybrid jobs), utilizing as appropriate LMI: COE, Burning Glass, Literature, other research, Employer visits, Phone calls, Advisory Panels, Faculty Externships (Job shadowing), skills panels.	Top 5 opportunities identifies by region and by state.	1st Qtr	SN DSN RCC
1.2	Differentiate between advanced jobs and entry level.	Create matrix of jobs statewide.	1st Qtr	SN DSN
1.3				
1.4				

5.5 (15)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 1
Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.5				
1.6				
1.7				
1.8				

5.5 (16)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 2
Establish Skill-Credential Criteria for Sector Occupations in demand

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Working with DSN's, Establish Skill-Credential Criteria for entry level Sector Occupations in demand utilizing Sector Occupational Assessments, SOA, to obtain Job Titles, Software used, Relevant Credentials (Cert, AS, BS, Portfolio) etc.	Validate jobs skills for top 5 opportunities.	2nd Qtr	SN DSN RCC
2.2	Re- Validate the < 2yr entry-level in-demand labor market jobs with research or business survey.	Validate jobs skills for top 5 opportunities.	2nd Qtr	SN DSN
2.3				
2.4				

5.5 (17)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 2
Establish Skill-Credential Criteria for Sector Occupations in demand

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.5				
2.6				
2.7				
2.8				

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 3
Establish Conceptual Pathway curriculum for Sector Occupations in demand

Metric Number*:
Leading Indicator: **LI 7** Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Work with DSN's to Establish list, Conceptual Pathway, of classes (generic) ideal for each entry level position (LI5) and validate with business.	Publish Regional Access Matrix of top 5 opportunities.	2nd Qtr	SN DSN
3.2				
3.3				
3.4				

5.5 (19)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 3
Establish Conceptual Pathway curriculum for Sector Occupations in demand

Metric Number*:
Leading Indicator: **LI 7** Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.5				
3.6				
3.7				
3.8				

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

5.5 (20)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 4
Assess Regional CCC Assets or Gaps ...and facillitate resolution

Metric Number*:
Leading Indicator: **LI 2** **Regionalization of stackable certificates aligned with a particular occupation ladder**
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Support DSN efforts to Identify relevant curriculum for in-demand jobs by colleges on Regional Access Matrix (RAM), and Assess Regional CCC Assets or Gaps ...and fix. (LI 2)	Identify and share curriculum 'fixes' with team.	2nd Qtr	SN DSN RCC
4.2	Support DSN efforts to Facillitate resolution of RAM Curriculum gaps, i.e. Copy, clone or import to fill gaps – Regionally w/Faculty. (LI 2)	Identify and share curriculum 'fixes' with team.	2nd Qtr	SN DSN
4.3	Support DSN efforts to Provide Faculty Development as appropriate to help fill RAM gaps. (LI 6)	Fund Faculty Development events.	2nd Qtr	SN DSN
4.4	Support DSN efforts to Establish Entry-level Industry Certification alignment with Curriculum. (LI 3)	Identify and share curriculum 'fixes' with team.	2nd Qtr	SN DSN

5.5 (21)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 4
Assess Regional CCC Assets or Gaps ...and facillitate resolution

Metric Number*:
Leading Indicator: **LI 2** Regionalization of stackable certificates aligned with a particular occupation ladder
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.5	Support DSN efforts to Identify and establish Advanced Certification alignment with curriculum. (LI 3)	Identify and share curriculum 'fixes' with team.	2nd Qtr	SN DSN
4.6				
4.7				
4.8				

5.5 (22)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2. 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 5
Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities

Metric Number*:
Leading Indicator: **LI 5** Curriculum articulation along a career or multi-career educational pathway
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Working with DSN's, Establish statewide 'branded' career pathway training guidance for corresponding entry level in-demand opportunities, including Tri-fold of entry levels and course recommendations, and info on ICT-DM.net.	Publish on-line trifold and pdf for branded pathways.	3rd Qtr	SN DSN RCC
5.2				
5.3				
5.4				

5.5 (23)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 5
Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities

Metric Number*:
Leading Indicator: **LI 5** Curriculum articulation along a career or multi-career educational pathway
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.5				
5.6				
5.7				
5.8				

5.5 (24)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 6
Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities

Metric Number*:
Leading Indicator:
Momentum Point: **MP 15** Completed two courses in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Working with DSN's Promote 'branded' career pathway training guidance for corresponding entry level in-demand opportunities among students and Counselors utilizing, Tri-fold of entry levels and course recommendations, Host on www.ict-dm.net, update on Career Café, and meetings with Counselors. (MP 15)	Students and Counselors will be more aware and begin to take the branded educational pathways.	3rd Qtr	SN DSN RCC
6.2	Working with DSN's Promote 'branded' career pathway training guidance for corresponding entry level in-demand opportunities among students and Counselors utilizing, Tri-fold of entry levels and course recommendations, Host on www.ict-dm.net, update on Career Café, and meetings with Counselors. (MP 16)	Students and Counselors will be more aware and begin to take the branded educational pathways.	3rd Qtr	SN DSN RCC
6.3	Working with DSN's Promote 'branded' career pathway training guidance for corresponding entry level in-demand opportunities among students and Counselors utilizing, Tri-fold of entry levels and course recommendations, Host on www.ict-dm.net, update on Career Café, and meetings with Counselors. (MP 17)	Students and Counselors will be more aware and begin to take the branded educational pathways.	3rd Qtr	SN DSN RCC
6.4	Working with DSN's Promote 'branded' career pathway training guidance for corresponding entry level in-demand opportunities among students and Counselors utilizing, Tri-fold of entry levels and course recommendations, Host on www.ict-dm.net, update on Career Café, and meetings with Counselors. (MP 18)	Students and Counselors will be more aware and begin to take the branded educational pathways.	3rd Qtr	SN DSN RCC

5.5 (25)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 6
Establish 'branded' career pathway training guidance for corresponding entry level in-demand opportunities

Metric Number*:
Leading Indicator:
Momentum Point: **MP 15** Completed two courses in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.5				
6.6				
6.7				
6.8				

5.5 (26)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, , ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 7
Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)

Metric Number*:
Leading Indicator:
Momentum Point: **MP 28** Attained a job placement in the same or similar field of study as CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Provide statewide support for Marketing CCC Graduates to Business as brand and a renewable resource (stackable credentials) , utilizing trifold, website, press releases, and business meeting (i.e. Chamber, or other) appearances, i.e. Conferences and Marketplace events.	Business will be more aware of and request students trained in the branded pathways.	4th Qtr	SN DSN RCC
7.2				
7.3				
7.4				

5.5 (27)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 7
Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)

Metric Number*:
Leading Indicator:
Momentum Point: **MP 28** Attained a job placement in the same or similar field of study as CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.5				
7.6				
7.7				
7.8				

5.5 (28)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 8
3rd Party Industry Credentials Support

Metric Number*:
Leading Indicator: **LI 3** Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification
Momentum Point: **MP 29** Acquired an industry-recognized, third-party credential

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Develop statewide matrix-guide of CCC support Courses for specific in-demand Industry Certification Pathways, post on www.ict-dm.net. (LI 3, LI 5)	Online matrix of courses	2nd Qtr	SN DSN
8.2	Provide statewide Faculty Development as appropriate to support in-demand Industry Certification. (LI 6)	Fund Faculty Development events.	2nd Qtr	SN DSN RCC
8.3	Promote statewide Industry Certification Pathways Guide among incumbent workers and unemployed professionals. (MP 29)	Help students and counselors get answers regarding curriculum.	3rd Qtr	SN DSN
8.4	Promote statewide Industry Certification Pathways Guide among incumbent workers and unemployed professionals. (MP 33)	Help students and counselors get answers regarding curriculum.	3rd Qtr	SN DSN

5.5 (29)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 8
3rd Party Industry Credentials Support

Metric Number*:
 Leading Indicator: **LI 3** Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification
 Momentum Point: **MP 29** Acquired an industry-recognized, third-party credential

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.5				
8.6				
8.7				
8.8				

5.5 (30)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 9
Transfer Support

Metric Number*:
Leading Indicator: **LI 3** Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification
Momentum Point: **MP 26** Transferred from community college to a four-year university in a major different from their CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Facilitate AS-T and AA-T pathways compliance. (LI 3)	Improve conversion of courses to C-ID.	3rd Qtr	SN DSN RCC
9.2	Promote AS-T and AA-T pathways with CTE Certification prep and Internships with Counseling Staff, using Communication piece, info on ict-dm.net, meetings, and Career Café. (MP 26)	Students and Counselors will be more aware and begin to take Transfer Curriculum.	4th Qtr	SN DSN RCC
9.3				
9.4				

5.5 (31)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 9
Transfer Support

Metric Number*:
 Leading Indicator: **LI 3** Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification
 Momentum Point: **MP 26** Transferred from community college to a four-year university in a major different from their CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.5				
9.6				
9.7				
9.8				

5.5 (32)

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 10
Monitor, Measure and Share

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1	Share and customize pathways solutions and best practices with other regions and Sectors as appropriate. (LI 1)	Branded Pathways will be replicated in other regions.	2nd Qtr	SN DSN RCC
10.2	Work with DSN's to support Launchboard, i.e assure compliance and accurate information is utilized. (n/a)	Launchboard data for ICT will be relevant and understandable.	2nd Qtr	SN DSN
10.3				
10.4				

5.5 (33)

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: n/a

RFA NUMBER: 14-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 10
Monitor, Measure and Share

Metric Number*:
Leading Indicator: **LI 1** Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point:

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.5				
10.6				
10.7				
10.8				

* Limit one (1) metric per page. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3, ,)

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2011]

NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED

Agreement/Grant Number	14-151-006
District/College Name	Rancho Santiago CCD
Traveler Name(s)	Steve Wright
Traveler Position(s)	Project Director
Event Title	South by Southwest (SXSW) Conference
Event Website Address	http://sxsw.com/
Event Location	Austin, Texas
Travel Dates	Estimated March 9 – 12, 2015
Perkins Title IC Funds Only: Travel pertains to and is included in the respective budget summary.	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs
Using Title IC funds: Describe the purpose for attending the event	n/a
Title IB Funds Only: Explain how attendance will have regional or statewide impact.	SXSW Interactive is the most comprehensive future oriented conference of this type in the world. In a four-day conference, hundreds of panels are available that address the interactive (ICT) technology that is emerging. The impact will be on the scope and direction of our emerging ICT curriculum efforts.
State "SB 70" Funds Only: Explain how attendance is related to project.	n/a
All: Explain how this attendance will contribute to the success of the program/project.	SXSW is a powerful recruiting ground for business advisors for the California ICT/DM Sector. Many prominent California business leaders attend, speak and meet with attendees. Being in a 'give back mood' it is the best time to gain commitment for our community college programs.
Maximum reimbursable costs¹	
Incidentals, parking, tolls, etc.	\$0
Registration	\$700
Meals (not covered by the conference, at district rates)	\$355
Airfare ²	\$650
Car Rental	\$0
Lodging ³ (not including non-discretionary taxes and fees)	\$432
ESTIMATED TOTAL	\$2,137

¹ Costs-must reflect the most cost effective and prudent use of state/federal funds.

² For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

³ For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

1) In the e-mail subject line, type: **Out-of-state travel request.**

2) In e-mail body, state **EITHER** that the request (a) **complies** with the cost guidelines per the request form footnotes or (b) **provide a justification for non-compliance.** Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.

3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2011]

NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED

Agreement/Grant Number	14-151-006
District/College Name	Rancho Santiago CCD
Traveler Name(s)	Steve Wright
Traveler Position(s)	Project Director
Event Title	ITCC Annual Conference
Event Website Address	http://
Event Location	Chicago, Il
Travel Dates	Estimated January 2015
Perkins Title IC Funds Only: Travel pertains to and is included in the respective budget summary.	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs
Using Title IC funds: Describe the purpose for attending the event	n/a
Title IB Funds Only: Explain how attendance will have regional or statewide impact.	Information Technology Certification Council is a nationwide group of technology companies who are concerned about the training and validity of industry certifications. Meeting their needs is a key goal of our program in training the IT Workforce. This will help advance understanding of needed certification training.
State "SB 70" Funds Only: Explain how attendance is related to project.	n/a
All: Explain how this attendance will contribute to the success of the program/project.	Attending the Information Technology Certification Council Conference will enable the Sector Navigator to establish relationships at a significantly higher level and in a mutually beneficial manner.
Maximum reimbursable costs¹	
Incidentals, parking, tolls, etc.	\$200
Registration	\$0
Meals (not covered by the conference, at district rates)	\$200
Airfare ²	\$700
Car Rental	\$400
Lodging ³ (not including non-discretionary taxes and fees)	\$500
ESTIMATED TOTAL	\$2,000

¹ Costs-must reflect the most cost effective and prudent use of state/federal funds.

² For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

³ For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

1) In the e-mail subject line, type: **Out-of-state travel request.**

2) In e-mail body, state **EITHER** that the request (a) **complies** with the cost guidelines per the request form footnotes or (b) **provide a justification for non-compliance.** Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.

3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 27, 2014
Re: Approval of Sub-Agreement between RSCCD and Coast Community College District/Orange Coast College for the Youth Entrepreneurship Program	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a Youth Entrepreneurship Program (YEP) grant (No. 12-172-051) by the California Community Colleges Chancellor's Office, Economic and Workforce Development Division to provide programs that encourage youth ages 14 – 27 to consider entrepreneurship as a viable career path and to engage in entrepreneurship training and development. RSCCD's YEP is aligned with its Business Entrepreneurship Center, which serves Los Angeles and Orange County and the Inland Empire. Assigning YEP program expansion through partnerships with local colleges and high schools enables the Project Director to address the objectives of both the BEC and YEP, and serve its multi-county area.

ANALYSIS

The enclosed sub-agreement (No. DO-14-2301-05) with Coast Community College District on behalf of Orange Coast College is to expand the Youth Entrepreneurship Program and to prepare and implement creative entrepreneurial education projects. Orange Coast College will develop and implement a week-long *Start Right Academy* focusing on YEP industry explorations activities for 150 participants between the ages of 14 and 17. The sub-agreement performance period is May 1, 2014 through June 30, 2014, in the amount of \$20,000.

The project administrator is Enrique Perez and the project director is Maricela Sandoval.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$20,000	Board Date: May 27, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Coast Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 27th day of May 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Coast Community College District, on behalf of *Orange Coast College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded the “Youth Entrepreneurship Program” grant #12-172-051 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, for preparation and implementation of creative entrepreneurial education projects whose target audience is youth and young adults who are enrolled in feeder high schools and/or affiliated community colleges, with special emphasis on rural or minority populations; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of this **Grant**; and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work
SUBCONTRACTOR will implement the Youth Entrepreneurship Program as described in the attached Statement of Work, Exhibit A. **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this **Agreement** and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. Period of Performance
The period of performance for this **Agreement** shall be from May 1, 2014, through June 30, 2014.
3. Total Cost
The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$20,000 USD.
4. Payment
Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the project director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the

Statement of Work, Exhibit A. Submit invoice(s) referencing the **Agreement** contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting
SUBCONTRACTOR is required to submit a Final Report and deliverables to the Project Director via email by or on July 15, 2014. See Exhibit A for deliverables and Exhibit B for a description of the final report content.
6. Expenditure of Grant Funds
SUBCONTRACTOR agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or dis-allowment of **Grant** funds.
7. Time Extensions
RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2014**.
8. Independent Contractor
SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.
9. Subcontract Assignment
None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**. **SUBCONTRACTOR** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.

10. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this agreement.

12. Mutual Indemnification

Both parties to this **Agreement** shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this **Agreement**, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

13. Termination

Either party may terminate this **Agreement**, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this **Agreement** remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Maricela Sandoval - YEP
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: Coast Community College District/Orange Coast
Community College
Fernando Gonzalez
Fiscal Specialist
714-432-5628 x2
fgonzalez@occ.cccd.edu

Von Lawson
Director, Career Services
Community & Contract
714-432-5575
vlawson@occ.cccd.edu

2701 Fairview Road
Costa Mesa, CA 92626

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the **Agreement**, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion (or very significant progress towards completion) of activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 27th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Coast Community
College District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: May 27, 2014

Exhibit A



Orange Coast College (OCC) will deliver a Youth Entrepreneurship Program with a focus on industry exploration through the week-long "Start Right Academy" to 150 participants between the ages of 14 and 17. Efforts will include the following:

- A) Recruitment & Marketing Activities
 - a. Create and disseminate marketing materials to attract participants to the "Start Right Academy" from area middle and high schools
 - b. Implementation strategies such as social media marketing campaigns to create a web presence for exposure and recruitment
 - c. Assign staff to outreach to local middle and high schools to generate interest and participants for event

- B) Program Activities
 - a. Content Delivery
 - i. OCC will create content for a week-long "Start Right Academy" for area middle and high school students ages 14-17 featuring careers and entrepreneurship along various industries.
 - ii. OCC will deliver workshops/seminars and/or on the field activities for participants of the "Start Right Academy" that cover topics including but not limited to:
 - Career Technical Education opportunities in entrepreneurship
 - a. ICT/Digital Media
 - b. Retail/Tourism/Hospitality
 - c. Energy
 - d. Global trade & Logistics
 - e. Small Business
 - f. Advanced Manufacturing
 - g. Health
 - iii. Activities will emphasize skill-building including but not limited to:
 - Time Management
 - Team Work
 - Career Portfolios
 - Resume Writing
 - Public Speaking

- C) Reporting & Deliverables
 - a. Submit final report electronically per final report template (Exhibit B) by July 15, 2014 including:
 - i. Event photos
 - ii. Links to web presence such as social media marketing campaign (if any)
 - iii. Link to program website (if any)
 - iv. Links to any other virtual material created by staff, faculty, or students including videos, slide shows, PowerPoint presentations, or the like.
 - v. Sign-in sheets for each day of the "Start Right Academy"
 - b. Submit deliverables by July 15, 2014:
 - i. Submit workshop outlines including student activities, topics, or materials created for the event or throughout the week-long academy.

Exhibit A

- D) Branding
 - a. Display YEP logo on brochures, handouts, posters, and all other marketing materials as well as the CCCCO Doing What Matters logo (provided).

- E) Staffing and Coordination with RSCCD YEP Headquarters
 - a. Assign a faculty/staff member to coordinate YEP efforts at Orange Coast College and report to YEP Headquarters (RSCCD).

- F) Timeline
 - a. Activities will be conducted from May 1, 2014 through June 30, 2014

Exhibit B



Final Report
May -June 2014
YEP/OCC Start Right Academy

Activities

1. Please list and describe (i.e., purpose, content) the YEP activities that have been completed since you received funding.
2. What student learning tools were used in the YEP?
(ie. Job shadowing, internship, tours of businesses, simulations, operating student-run businesses, etc.) List each tool used and the number of students participating in each.
3. What were the best success stories for the project?
 - a. Program Success Story: *Briefly write a program success story. In your descriptions please include accomplishments and how they were achieved*
 - b. Student Success Story: *Briefly write a student success story. In your descriptions please include accomplishments and how they were achieved*
4. What challenges did you face and lessons did you learn while implementing YEP?
5. Describe how you incorporated the following curriculum elements into your YEP activities.
 - a. Creating opportunities for participation in real-world business situations
 - b. Articulating high school courses and credits with the Community College program

Participants

1. How many total participants took part in your program?
2. How many participants completed at least 75% of your YEP activities?
3. What products were produced by participants through your YEP activities? (i.e., Business plans, websites, marketing projects, actual products, etc.) List the name of each product and the number produced
4. Please list and describe all awards and associated accomplishments given to YEP students
5. If you assessed any student outcomes (i.e., business management knowledge, student interest in completing school, life management skills, problem solving skills, awareness of self-employment as a career pathway, etc.) by administering a survey or using other measurement tools, please describe the tool used and summarize your major findings.

Articulations and Partnerships

1. Please list the partner organizations utilized in operating your YEP:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: May 27, 2014
Re:	Approval of Agreement with rSmart	
Action:	Request for Approval	

BACKGROUND

The ongoing effort to balance expenditures with revenues and maintain a balanced budget demands that our District use resources efficiently and effectively. There have been only limited efforts to date to examine our business processes to determine how these processes could be reshaped and streamlined to ensure efficiency and effectiveness, particularly in the use of our human resources. Toward that end, the proposed agreement with rSmart begins the process of defining a scope of work and a preliminary plan to re-engineer our business processes so as to use our human resources to better effect. That is, if we want our employees to work smarter then we need to identify the inefficiencies in our business processes and develop better processes and practices.

ANALYSIS

The proposed vendor, rSmart, provides enterprise resource planning services and solutions for higher education institutions. It is a company that is uniquely qualified to provide a business process assessment of the fiscal and human resource administrative systems. That work product will then be used to develop an RFP to solicit proposals from vendors to undertake a full-scale business process review of our current practices in fiscal services, business operations, and human resources to develop new business procedures.

It is proposed that rSmart be engaged to conduct onsite interviews, prepare an analysis of the current status of the district's systems, and provide preliminary suggestions for improvement. This analysis will be completed in a three month period for a fee of \$23,000, inclusive of travel and living expenses, as outlined in the rSmart proposal. This work will be coordinated by the Assistant Vice Chancellor Information and Technology Services.

One-time funds from the District Office budget will be used to cover the cost of this study.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with rSmart as presented.

Fiscal Impact:	\$23,000 all inclusive, one-time fee	Board Date:	May 27, 2014
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		



Rancho Santiago Community College District

Business Process Assessment

Presented on April 16, 2014

This proposal is valid for 90 days from the date presented

Presented By

Paul Houser

801-355-7283

phouser@rsmart.com

Statement of Work

This Statement of Work (SOW) adopts and incorporates by reference the terms and conditions of the [Master Professional Services Agreement / Master Services Agreement] (herein referred as “Base Agreement”) between Rancho Santiago Community College (RSCCD) and rSmart (rSmart). Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW and the Base Agreement. The terms and conditions of this SOW cannot conflict with the terms and conditions of the Base Agreement. In case of any conflict, the Base Agreement shall prevail.

Project Overview

rSmart will lead an onsite high level assessment. rSmart consultants will conduct interviews with the Rancho Santiago Community College District (RSCCD), Santa Ana College, and Santiago Canyon College subject matter experts and various other personnel to analyze and assess the business processes for Fiscal Operations and Human Resources. rSmart expects these interviews to be conducted in smaller groups or individual sessions so that staff have an opportunity to share their experiences more fully. Prior to rSmart’s onsite time, we expect to create a detailed interview schedule with RSCCD staff.

Scope of Services

The interviews to be conducted over a 4-day period.

Day 1 Santa Ana College Onsite Interviews

8:30am-9:00am Introductions and Kick Off with Executive Staff

9:00am-10:30am Interview Sessions #1 Santa Ana College Staff

10:30am-Noon Interview Session #2 Santa Ana College Staff

Noon-1:30pm Lunch Break

1:30pm-3:00pm Interview Sessions #3 Santa Ana College Staff

3:00pm-4:30pm Interview Sessions #4 Santa Ana College Staff

4:30pm-5:00pm Debrief with Executive Staff

Day 2 Santiago Canyon College Onsite Interviews

- 8:30am-9:00am** Introductions and Kick Off with Executive Staff
- 9:00am-10:30am** Interview Sessions #1 Santiago Canyon College Staff
- 10:30am-Noon** Interview Session #2 Santiago Canyon College Staff
- Noon -1:30pm** Lunch Break
- 1:30pm -3:00pm** Interview Sessions #3 Santiago Canyon College Staff
- 3:00pm -4:30pm** Interview Sessions #4 Santiago Canyon College Staff
- 4:30pm - 5:00pm** Debrief with Executive Staff

Day 3 District Office Onsite Interviews

- 8:30am- 9:00am** Introductions and Kick Off with Executive Staff
- 9:00am -10:30am** Interview Sessions #1 Fiscal
- 10:30am -Noon** Interview Session #2 Fiscal
- Noon -1:30pm** Lunch Break
- 1:30pm -3:00pm** Interview Sessions #3 Fiscal
- 3:00pm -4:30pm** Interview Sessions #4 Fiscal
- 4:30pm -5:00pm** Debrief with Executive Staff

Day 4 District Office Onsite Interviews

- 8:30am -9:00am** Introductions and Kick Off with Executive Staff
- 9:00am -10:30am** Interview Sessions #1 Human Resources
- 10:30am -Noon** Interview Session #2 Human Resources
- Noon -1:30pm** Lunch Break
- 1:30pm -3:00pm** Interview Sessions #3 Information Technology Services Staff
- 3:30pm -5:00** Interview Sessions #4 Debrief with Chancellor/Executive Staff

All interviews will focus on Fiscal and HR current business process and associated systems. Each team member will be asked to explain the areas of the processes with which they interact and their experience with those interactions. Focus will be placed on:

- Process identification
- Manual vs. automated processes
- Steps within processes
- Barriers and why barriers exists
- Duplicate or redundant processes
- Needs well met
- Needs not well met

Onsite Presentation - District Office

rSmart team lead will present the finding report to client-designated executive leadership during an onsite session approximately 2-3 weeks after the onsite interviews. The onsite session will be focused on information gathered during the interviews and will highlight areas where the District and Colleges are being well served and underserved by existing system(s).

Project Deliverables

rSmart will deliver a report outlining the current state of fiscal and human resources administrative systems in place at RSCCD. rSmart will also assist RSCCD with gathering requirements that can be built upon for future business process improvements. Our final report will include the following items:

- Observations from the RSCCD District Office
- Observations from Santa Ana College
- Observations from Santiago Canyon College
- Identification of the commonly used business processes indicating
 1. The most commonly used
 2. The processes perceived to be the most frustrating
 3. Duplicate or redundant processes
 4. Barriers

- Gaps in the current functional and operational systems

Client Responsibilities

- Client assigns representative to coordinate the schedule of onsite activities
- Client interviewees are present during their scheduled times
- Client assigns representative to review the final report draft in a timely fashion and provide written feedback

Acceptance Criteria

- Client approves timeline
- Client accepts final assessment report

Milestones

- Onsite schedule complete
- Onsite interviews complete
- Draft report delivered
- Final report delivered

Timeframe

The approximate timeframe for this service is within twelve (12) weeks from the time rSmart receives a signed agreement from Client and the rSmart team begins work.

Pricing

PROPOSED SERVICES	ONE TIME FEES
Business Systems and Processes Assessment (Total fees inclusive of travel and living expenses)	\$23,000
Fixed Total	\$23,000

Agreement

Effective Date: April 30, 2014

Customer Name: Rancho Santiago Community College District

Address: 2323 N. Broadway
Santa Ana, CA 92706-1640

Contact Person: Raul Rodriguez, Chancellor

Telephone: 714-480-7401

Email: rodriguez_raul@rsccd.edu

The parties have signed below to indicate their acceptance of the terms of this Agreement:

rSmart

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Master Services Agreement

This Agreement is entered into by and between The rSmart Group, Inc., located at 1375 N. Scottsdale Road, Suite 480, Scottsdale, Arizona 85257 (“we,” “us,” “our” or “ours”) and the “Client” identified in the Proposal (“you,” “your” or “yours”). This Agreement consists of the terms and conditions contained in this agreement and the rSmart SaaS Service Level Agreement, Support Services Guidelines, Proposal, Service Description or other documents incorporated herein by reference, collectively the “Agreement.”

1. The Services

You have asked us to provide certain Consulting Services, Support Services and/or SaaS Services, collectively the “Service(s)”. We will provide these Services according to the information you provided and options you selected, as identified in the Proposal. The Services will be provided according to this Agreement and the then-current versions of the following:

1. rSmart SaaS Service Level Agreement
2. Support Services Guidelines
3. Proposal

2. Consulting Services

To the extent the solution you’ve selected calls for Consulting Services, the following terms and conditions in this section apply.

2.1 Work Orders. From time to time during the Term of this Agreement, the parties may enter into certain written Work Orders, which shall describe Consulting Services to be carried out by us, the specifications for such Consulting Services, and the timing and payment of the Fees by you. Each such Work Order shall be signed by the parties, and hereby incorporates by reference all the terms of this Agreement. In consideration of your performance hereunder including the timely payment to us of the Fees, we agree to use our commercially reasonable efforts to complete each Work Order. The manner and means by which we choose to complete Work Orders shall be at our sole discretion and control.

2.2 Delivery and Sign-Off. Upon our completion of Consulting Services we will present to you our completed work along with a sign-off document that includes a written overview of our work and how that work meets the specifications detailed in the Work Order. You will have 5-business days from the time you receive the sign-off document to verify that we have delivered the agreed upon Consulting Services or to identify deficiencies and provide us with written notice of those deficiencies. If we do not receive written notice of any deficiencies within the 5-business day period the Work Order will be deemed accepted and completed. In the event you provide us with timely notice of deficiencies we will cooperate with you to evaluate the Work Order and determine the best approach for achieving a mutually satisfactory result.

2.3 Modifications to Work Orders. In the event that it becomes desirable or necessary to modify any Work Order at any time during the performance thereof, the modification shall be agreed to in writing, signed by both parties, as an amendment to the Work

Order and shall specify the details of the modifications to be made and any changes to Consulting Fees.

3. Support Services

To the extent the solution you've selected calls for Support Services, then we will provide such services as described in the Support Services Guidelines.

4. SaaS Services

To the extent the solution you've selected calls for SaaS Services, the following terms and conditions in this section apply along with the terms and conditions of rSmart SaaS Service Level Agreement.

4.1 Your Responsibilities.

(a) **Data and Usage.** You shall (i) be responsible for End Users' compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Your Data and of the means by which you acquired Your Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify us promptly of any such unauthorized access or use, and (iv) use the Services only in accordance with the Agreement and applicable laws and government regulations. You shall not (a) make the Services available to anyone other than End Users, (b) sell, resell, rent or lease the Services, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) use the Services to store or transmit Malicious Code, (e) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (f) attempt to gain unauthorized access to the Services or their related systems or networks.

(b) **Usage Limitations.** Services may be subject to other limitations, including but not limited to, limits on disk storage space, on the number of End Users, etc. The specifics of these limitations are described in the business terms of your Proposal. These limitations may be extended as required by amendment to this Agreement.

(c) **Your accounts are your responsibility.** The Service allows you to set up accounts for use by your institution. You are responsible for all activity occurring via these accounts. You should ensure that all passwords for your accounts are kept confidential, because you will be responsible for any unauthorized use. You must also ensure that your accounts are not used in any way contrary to the rSmart SaaS Service Level Agreement or in any way that is contrary to law.

4.2 Our Responsibilities.

(a) **Service Levels.** We will provide SaaS Services to you in accordance with the rSmart SaaS Service Level Agreement and support you in accordance with the Support Service Guidelines.

(b) Our Protection of Your Data. We shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Your Data. We shall not (a) modify Your Data, (b) disclose Your Data except as compelled by law or as expressly permitted in writing by you, or (c) access Your Data except to provide the Services and prevent or address service or technical problems, or at your request in connection with customer support matters.

(c) FERPA. The parties acknowledge that (a) your Data may include personally identifiable information from education records that are subject to FERPA ("FERPA Records"); and (b) to the extent that your Data includes FERPA Records, we will be considered a "School Official" (as that term is used in FERPA and its implementing regulations) and will comply with FERPA.

(d) Your data and trademarks belong to you. Any data that you provide to us may be used by us to provide the Services, and that data shall be treated as Confidential Information. rSmart may also display your trademarks or logos (in the form provided by you) on a customer reference page or otherwise to provide the Service. This Agreement does not assign or transfer any intellectual property right to or from you or us.

(e) rSmart is not responsible for user activity. The Service allows you to communicate with your End Users or other users of the Service. You acknowledge that we will have no liability, obligation or responsibility for any such communication and interaction. You acknowledge that we have the right to exclude certain End Users from use of the Service, based on the rSmart SaaS Service Level Agreement, Support Services Guidelines or any other reasonable determination that such End User's use of the Service is inappropriate or likely to cause liability to us. However, we are not responsible for End Users' behavior, whether or not we exercise that right.

5. Term & Termination

5.1 Term. This Agreement will commence on the Effective Date and shall continue in effect until the termination of this Agreement by either party as herein below provided.

5.2 Termination for Cause. Either party may terminate this Agreement for the material breach of the other party which breach has remained uncured for thirty (30) days following written notice to the breaching party.

5.3 Auto Renewal of SaaS & Support Services. At the end of the Initial SaaS & Support Term and each renewal term, the SaaS & Support Services will automatically renew for an additional term of twelve (12) months at our then current rates. If either party does not want the SaaS & Support Services to renew, then it must notify the other party in writing at least 60 days prior to the end of the then current term. This notice of non-renewal will be effective upon the conclusion of the then current term.

5.4 SaaS Services

(a) Termination Assistance for SaaS Services. In the event of any expiration or termination of this Agreement and complete and full payment of all outstanding invoices and amounts due to us by you, we shall: (i) continue to

provide the Services for to ninety (90) days; and (ii) cooperate with you to facilitate the transfer of Your Data to you. You shall pay us for all the foregoing transition services at our then-prevailing rates.

(b) **Effects of Termination of SaaS Services.** If this Agreement terminates, then: (i) the rights granted by one party to the other will cease immediately (except as set forth in this Section); after a commercially reasonable period of time, we will delete Your Data; and (iv) upon request each party will promptly use commercially reasonable efforts to return or destroy all other Confidential Information of the other party.

5.5 Consulting Services

(a) **Termination of Consulting Services for Convenience.** Either party may terminate the Consulting Services of this Agreement without cause upon notice at any time there is no Work Order in effect.

(b) **Termination for Cause.** Either party may terminate this Agreement for the material breach of the other party which breach has remained uncured for thirty (30) days following written notice to the breaching party.

(c) **Effects of Termination of Consulting Services.** In the event of any expiration or termination of this Agreement, all unpaid Consulting Services Fees under any Work Order shall immediately become due and payable.

6. Fees & Payment

You shall pay us the Fees as described in the Work Order or Proposal no later than thirty (30) days after the date of the corresponding invoices submitted by us. Any late payment of Fees may, at our option, be treated as a material breach of this Agreement and shall in all cases bear interest at a rate of one and one-half percent (1.5%) for each month or partial month during which Fees were owed and unpaid, or the highest rate allowed by law, whichever is lower. You shall be responsible for, shall pay when due, and shall indemnify us against, all taxes or similar government payments due in connection with this Agreement, except for taxes on our net income.

6.1 **Expenses.** You shall reimburse us for all reasonable out-of-pocket expenses which are incurred by us in the performance of this Agreement, including but not limited to travel and lodging expenses and material and supply costs, within thirty (30) days after your receipt of expense statements including appropriate receipts or other evidence of the expense.

6.2 **Invoicing.** We shall invoice you as often as every two weeks for Fees and expenses in connection with the performance this Agreement.

7. Disclaimer, Limitation of Liability, Indemnity

You should carefully assess the risks inherent in the use of a Service like ours. We are here to deliver a Service that meets or exceeds the standards set forth in this agreement. However, you use the Service entirely at your own risk.

7.1 **Disclaimer.** THE SERVICES AND ANY OTHER ITEMS AND SERVICES HEREUNDER ARE PROVIDED STRICTLY "AS IS," AND WE MAKE NO WARRANTIES,

EXPRESS, IMPLIED, ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, OR STATUTORY AS TO ANY MATTER WHATSOEVER. IN PARTICULAR, ANY AND ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT ARE EXPRESSLY EXCLUDED.

7.2 Limitation of Liability. IN NO EVENT SHALL WE BE LIABLE TO YOU OR ANY OTHER PARTY FOR ANY LOSS OF USE, INTERRUPTION OF BUSINESS OR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING LOST PROFITS) REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT PRODUCT LIABILITY OR OTHERWISE, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL OUR CUMULATIVE LIABILITY HEREUNDER EXCEED THE GREATER OF ALL FEES ALREADY PAID TO US AS OF THE DATE OF THE ASSIGNMENT OF SUCH LIABILITY OR TEN THOUSAND DOLLARS (\$10,000.00).

7.3 Indemnity By Us. We shall at all times during and after the Term fully indemnify, defend and hold harmless you and your subsidiaries, agents, officers and employees (the "Your Indemnified Parties"), from and against any and all claims, demands, threats, suits or proceedings, including, without limitation associated attorneys' fees and court costs, settlement amounts and judgments (collectively, "Claims") which arise out of, relate to, or are based on: (a) any infringement of any U.S. patent, copyright or trademark by the Services as developed and delivered by us; or (b) any violation by us of any laws, rules, or regulations. You hereby agree to give us prompt, written notice of each such Claim, and to cooperate with us, and to secure the cooperation of Your Indemnified Parties, regarding our defense or settlement of each such Claim. You may participate in the defense or settlement thereof through counsel of our own choosing at your expense.

7.4 Indemnity By You. You shall at all times during and after the Term fully indemnify, defend and hold harmless us and our subsidiaries, agents, officers and employees (the "Our Indemnified Parties"), from and against any and all Claims which arise out of, relate to, or are based on: (a) any infringement of any U.S. patent, copyright or trademark or the defamation or invasion of privacy of any third party by Client Materials as delivered by you; or (b) any violation by you of any laws, rules, or regulations. We hereby agree to give you prompt, written notice of each such Claim, and to cooperate with you, and to secure the cooperation of Our Indemnified Parties, regarding your defense or settlement of each such Claim. We may participate in the defense or settlement thereof through counsel of our own choosing at our expense.

7.5 Sole Remedy. The parties understand and agree that the remedies provided in this section are each party's sole remedy for any infringement of third party rights. Without limiting the generality of the foregoing, you understand and agree that we shall have no obligations with respect to third party software.

8. Confidential Information

8.1 Obligations. Each party will: (a) protect the other party's Confidential Information with the same standard of care it uses to protect its own Confidential Information; and (b) not disclose the Confidential Information, except to Affiliates, employees and agents who need to

know it and who have agreed in writing to keep it confidential. Each party (and any Affiliates, employees and agents to whom it has disclosed Confidential Information) may use Confidential Information only to exercise rights and fulfill its obligations under this Agreement, while using reasonable care to protect it. Each party is responsible for any actions of its Affiliates, employees and agents in violation of this Section.

8.2 Exceptions. Confidential Information does not include information that: (a) the recipient of the Confidential Information already knew; (b) becomes public through no fault of the recipient; (c) was independently developed by the recipient; or (d) was rightfully given to the recipient by another party.

8.3 Required Disclosure. Each party may disclose the other party's Confidential Information when required by law but only after it, if legally permissible: (a) uses commercially reasonable efforts to notify the other party; and (b) gives the other party the chance to challenge the disclosure.

9. Intellectual Property Rights

9.1 Intellectual Property Rights. Except as expressly set forth herein, this Agreement does not grant either party any rights, implied or otherwise, to the other's content or any of the other's intellectual property. As between the parties, you own all Intellectual Property Rights in Your Data, and we own all Intellectual Property Rights in the Services.

10. Your Data and Trademarks

10.1 Your data and trademarks belong to you. Any data that you provide to us may be used by us to provide the Services, and that data shall be treated as Confidential Information. rSmart may also display your trademarks or logos (in the form provided by you) on a customer reference page or otherwise to provide the Service. This Agreement does not assign or transfer any intellectual property right to or from you or us.

11. Dispute Resolution

11.1 Governing Law. This Agreement shall be governed in all respects by the laws of the United States of America and the State of Arizona without regard to conflicts of law principles. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement.

11.2 Arbitration. Any dispute between the parties regarding this Agreement shall be resolved through binding arbitration as follows:

- (a) Selection. A single arbitrator engaged in the practice of law, who is knowledgeable about the open source software industry, shall conduct the arbitration under the then-current Commercial Dispute Resolution Rules of the American Arbitration Association ("AAA"). The arbitrator shall be selected in accordance with AAA procedures from a list of qualified people maintained by the AAA. The arbitration shall be conducted in Phoenix, Arizona, and shall

commence when one party serves the other party with a written demand to arbitrate.

(b) Discovery. There shall be reasonable discovery allowed pursuant to the otherwise applicable rules of evidence. The arbitrator shall only have the authority to award compensatory damages and shall not have the authority to award punitive damages, other non-compensatory damages, or any other kind of relief. Written reasons for the arbitrator's decision shall be complete and explicit and provided to the parties, but limited to only those issues necessary to support the award. The written reasons shall include the basis for any damages awarded and a statement of how the damages were calculated. Each party shall bear its own costs and attorney's fees of any arbitration. The arbitrator shall assess his costs, fees and expenses against the party losing the arbitration proceeding, unless the arbitrator states in the decision that neither party is the clear loser, in which case the arbitrator shall divide his fees, costs and expenses equally between the parties. The arbitrator's decision and award shall be final and binding, and judgment upon the award may be entered in any court having competent jurisdiction. Any duty to arbitrate under this PSA shall remain in effect and enforceable after any expiration or termination of this PSA for any reason.

(c) Forum. Subject to this section ("Arbitration"), all disputes arising under this Agreement shall be brought in the State and Federal Courts located in Phoenix, Arizona, and each part hereby consents to the personal jurisdiction of such courts.

12. General

12.1 Severability; Waiver. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision. The waiver by either party of a breach of any provision of this Agreement shall not operate or be interpreted as a waiver of any other or subsequent breach.

12.2 Successors and Assigns. This Agreement and your rights, duties and obligations hereunder are personal to you and may not be assigned, delegated, or otherwise transferred by you, or by operation of law, without our prior, written consent; provided. We may assign, transfer, delegate or grant all or any part of our rights pursuant to this Agreement to any person or entity upon notice. The parties' rights and obligations shall bind and inure to the benefit of their respective permitted successors, heirs, executors and administrators and permitted assigns.

12.3 Attorneys' Fees. If any legal action is brought to construe or enforce any provision of this Agreement, the prevailing party shall be entitled to receive its reasonable attorneys' fees and court costs in addition to any other relief it may receive.

12.4 Independent Contractors. The parties to this Agreement are independent contractors, and no agency, partnership, joint venture or employee-employer relationship is

intended or created by this Agreement. Neither party shall have the power to obligate or bind the other party.

12.5 Notice. Any notices required or permitted hereunder shall be given to the appropriate party at the address specified on the first page of this Agreement or at such other address as the party shall specify in writing. Such notice shall be deemed given if sent by certified mail, return receipt requested, by hand delivery or by FedEx or other reputable overnight delivery service.

12.6 Counterparts. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

12.7 Employees. During the Agreement Term and for a period of two (2) years thereafter, each party agrees not to directly solicit or induce any employee or independent contractor of the other party to terminate or breach an employment, contractor or other relationship with such other party.

12.8 Entire Agreement. This Agreement, including the Exhibits attached and links to other documents hereto, sets forth the entire understanding and agreement of the parties and supersedes any and all oral or written agreements or understandings between the parties as to the subject matter of this Agreement, and may be modified only by a writing signed by both parties. Any purported oral modification of this Agreement shall have no effect.

12.9 Force Majeure. Neither party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition, governmental action, and Internet disturbance) that was beyond the party's reasonable control.

13. Definitions

13.1 "AAA" shall have the meaning assigned to it in Subsection 10.2.a

13.2 "Affiliate" means any entity that directly or indirectly controls, is controlled by, or is under common control with a party.

13.3 "Agreement" consists of the terms and conditions contained in this agreement and any Service Level Agreement, Service Description or other documents incorporated herein by reference such as, the Proposal, Service Level Agreement and Support Services Guidelines.

13.4 "Consulting Services" shall mean any installation, integration, configuration, consulting or development work to be carried out by us, and described in a corresponding Work Order.

13.5 "Confidential Information" means information disclosed by a party to the other party under this Agreement that is marked as confidential or would normally be considered confidential under the circumstances. Your Data is Confidential Information.

13.6 "Effective Date" shall have the meaning assigned to it in the first page of this Agreement.

13.7 "End User(s)" shall mean your faculty member, student, staff, employee or agent whom have authorized to access and use the Services on your behalf in accordance with this Agreement.

13.8 "Fee(s)" shall mean each amount payable by you to us.

13.9 "FERPA" means the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and the Family Educational Rights and Privacy Act Regulations (34 CFR Part 99), as amended or otherwise modified from time to time.

13.10 "Intellectual Property Rights" means current and future worldwide rights under patent law, copyright law, trade secret law, trademark law, moral rights law, and other similar rights.

13.11 "Our Indemnified Parties" shall have the meaning assigned in Subsection 7.

13.12 "SaaS Services" means collectively the web, hosting and data services provided under the Services Level Agreement.

13.13 "Service(s)" means the Applications for Education Services provided by us and used by you under this Agreement. The Services are further described here: rSmart SaaS Service Level Agreement, Support Services Guidelines, and Proposal.

13.14 "Specifications" shall mean those specifications for services described as such in a Work Order.

13.15 "Support Services" means collectively the services and technology related to application delivery and support provided under the Support Services Guidelines and rSmart SaaS Services Level Agreement.

13.16 "Term" means the term of this Agreement, which begins on the Effective Date and continues until the earlier of: (a) the end of the applicable term for all of the Services or (b) the Agreement is terminated as set forth herein.

13.17 "Work Order" shall have the meaning assigned to it in Subsection 2.1 ("Work Orders").

13.18 "Your Data" means data, including email, provided, generated, transmitted or displayed via the Services by Customer or End Users or any other information that you provide us.

13.19 "Your Indemnified Parties" shall have the meaning assigned in Subsection 7.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

May 27, 2014

MANAGEMENT

Appointment

DeRosa, Sherry
Associate Dean, Disabled Students
Programs & Services
Student Services
Santa Ana College

Effective: July 1, 2014
Salary Placement: D-2 \$109,931.50/Year

Ratification of Resignation/Retirement

Kawa, Steven
Vice President, Administrative Services
Santiago Canyon College

Effective: October 31, 2014
Reason: Retirement (Last Day in Paid Status)

FACULTY

Appointment

Baquero, Jaymie
Assistant Professor, Kinesiology/
Women's Soccer Coach
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: August 18, 2014
Tentative Salary Placement: II-3 \$57,540.32/Year

Part-time Hourly New Hires/Rehires

Altenbernd, Julianne M
Instructor, High School Subjects
Continuing Education Division (CEC)
Santa Ana College

Effective: May 13, 2014
Hourly Lecture Rate: II-2 \$43.51

Conley, John
Instructor, Geography
Humanities & Social Sciences Division
Santa Ana College

Effective: August 18, 2014
Hourly Lecture Rate: II-3 \$56.31

Dee, Michael P
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: May 27, 2014
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.68

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Gutierrez, Erika
Instructor, Sociology/Ethnic Chicano Studies
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: August 18, 2014
Hourly Lecture Rate: III-3 \$59.12

Keffer, Heidi
Instructor, History
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: August 18, 2014
Hourly Lecture Rate: III-3 \$59.12

Kiger, Chris D
Nurse, Health Services
Student Development Division
Santiago Canyon College
Effective: May 23, 2014
Hourly Rate: II-3 \$47.86

Kowsari, Ali
Instructor, Global Business Entrepreneurship
Business Division
Santa Ana College
Effective: May 9, 2014
Hourly Lecture Rate: III-3 \$59.12

Nguyen, Hoang M
Instructor, High School Subjects/Math
Continuing Education Division (CEC)
Santa Ana College
Effective: May 13, 2014
Hourly Lecture Rate: II-2 \$43.51

Paquette, Christopher R
Instructor, English
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: August 18, 2014
Hourly Lecture Rate: III-3 \$59.12

Non-paid Instructors of Record

Velazquez, Robert L
Instructor, Apprenticeship/MWD
Business & Career Technical Education Division
Santiago Canyon College
Effective: April 28, 2014

Brito, David
Instructor, Apprenticeship/Electrical (equivalency)
Business & Career Technical Education Division
Santiago Canyon College
Effective: May 12, 2014

FACULTY (CONT'D)

Non-paid Instructors of Record

Nightingale, James
Instructor, Apprenticeship/Operating Engineer
Business & Career Technical Education Division
Santiago Canyon College

Effective: May 12, 2014

Non-paid Intern Service

Valencia, Jorge
Psychology Intern, EOPS/CARE/CalWORKS
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 9, 2014 – June 30, 2014
College Affiliation: CSU, Fullerton
Discipline: Psychology

Valencia, Jorge
Psychology Intern, EOPS/CARE/CalWORKS
Counseling & Student Support Services Division
Santiago Canyon College

Effective: July 1, 2014 – July 21, 2014
College Affiliation: CSU, Fullerton
Discipline: Psychology

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

MAY 27, 2014

CLASSIFIED

Hourly On Going to Contract

Melgoza Hurtado, Angelica
From: Student Services Specialist
To: High School & Comm. Outreach Spec.
(CL14-0509) EOPS/ SCC

Effective: May 19, 2014
Grade 13, Step 1 + 2.5% Bil \$49,027.25

Vasquez, Pilar
From: Sr. Account Clerk/ Payroll/ District
To: Sr. Account Clerk (CL14-0520)
Career Educ./ SCC

Effective: May 27, 2014
Grade 10, Step 1 \$41,337.82

Temporary to Contract

Duclos, Chelsea
Administrative Secretary (CL14-0519)
Career Educ./ SCC

Effective: May 12, 2014
Grade 12, Step 1 \$45,443.00

Duenez, Patricia
Intermediate Clerk (CL14-0508)
CITD/ District

Effective: May 12, 2014
Grade 5, Step 1 + 2.5% Bil \$34,707.98

Return to Regular Assignment

Prajapati, Jitesh
Financial Aid Tech/ SCC

Effective: 05/12/14
Grade 8, Step 3 + 1PG(500) \$42,360.30

Change in Position

Connally, Chris
From: Library Technician
To: Library Technician II (CL14-0525)
Library/ SAC

Effective: May 5, 2014
Grade 12, Step 5 + 2.5%L \$56,703.29

Change in Position cont'd

Garbis, Tiffany
From: Support Services Assistant
To: Curriculum Specialist (Reclass #824)
Academic Affairs/ SCC
Effective: January 1, 2014 (Retro)
Grade 13, Step 3 + 2.5%L + 6PG(1500)
\$55,538.36

Padron, Baltimore
From: Financial Aid Tech
To: Financial Aid Analyst (CL14-0528)
Financial Aid/ SCC
Effective: May 12, 2014
Grade 11, Step 1 \$43,178.94

Tran, Anh Phuong
From: Support Services Assistant
To: Curriculum Specialist (Reclass #823)
Academic Affairs/ SAC
Effective: January 1, 2014 (Retro)
Grade 13, Step 4 + 2.5%L + 5PG(2500)
\$59,279.80

Change in Salary Placement

Gonzalez, Araceli
General Office Clerk/ School of
Continuing Education/SAC
Effective: 06/09/14 – 06/30/14
Grade 3, Step 5 + 1PG(500)
(38,625.92) @ 75% VF \$29,469.44
Revised Voluntary Furlough

Out of Class Assignment

Duenas, Veronica
Human Resources Analyst/ District
Effective: 04/14/14 – 04/25/14
Grade L, Step 1 \$63,592.82
Confidential

Ratification of Resignation/Retirement

James, Scott
Alternate Media Specialist/ DSPTS/ SCC
Effective: June 30, 2014
Reason: Resignation

Stump, Suzanne
Admissions & Records Spec. II/ SAC
Effective: July 28, 2014
Reason: Retirement

Walczak, Katharine
Student Services Coordinator/ Student
Services/ SAC
Effective: August 17, 2014
Reason: Resignation

CLASSIFIED HOURLY

New Appointments

Bonnet Parra, Juan
Instructional Assistant (CL14-0510)
Orange Education Center / SCC
Effective: May 14, 2014
Up to 19 Hours/Week School Session
Grade 5, Step A \$16.21/Hour

Quinlan, Liliana
Intermediate Clerk (CL14-0499)
Financial Aid/ SAC
Effective: May 5, 2014
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.21/Hour

Temporary to Hourly On Going

Gonzales, Malorie
Intermediate Clerk (CL14-0532)
Career/Job Resource Ctr./ SAC
Effective: May 5, 2014
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.21/Hour

Ratification of Resignation/Retirement

Chung, Shao
Instructional Assistant/ School of
Continuing Education/SAC
Effective: April 29, 2014
Reason: Deceased

Meraz, Norma
Admissions Assistant/ School of
Continuing Education/SAC
Effective: May 22, 2014
Reason: Resignation

Nguyen, Diem
Instructional Assistant/ Science & Math/
SAC
Effective: June 5, 2014
Reason: Resignation

Truong, Vietly John
Instructional Assistant/ Orange Education
Center
Effective: May 10, 2014
Reason: Resignation

TEMPORARY ASSIGNMENT

Alvares, Juan
General Office Clerk/ EOPS/SAC
Effective: 05/28/14 – 6/30/14

Budean Zorila, Bianca
Instructional Assistant/ Science & Math/
SAC
Effective: 06/16/14 – 06/30/14
07/01/14 – 08/10/14

TEMPORARY ASSIGNMENT CONT'D

Draper, Jan Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/28/14 – 06/30/14
Goldstein, Paul District Safety Officer/ District	Effective: 06/02/14 – 06/30/14
Gomez, Brittany Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Gonzalez, Brenda Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Gonzalez, Gryska Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Le, Sophia Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Ledezma, Maricela Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Luu, Brian Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Nguyen, Thu Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/10/14
Stuppy, Cinthya Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/28/14 – 06/30/14

Additional Hours for On Going Assignment

Champion, Michael Instructional Assistant/ Math & Science/ SCC	Effective: 05/17/14 – 05/31/14 Not to exceed 19 consecutive days in any given period.
Garbis, Tiffany Support Services Assistant/ Business & Career Tech/ SCC	Effective: 04/29/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Gilbert, Jessica Administrative Clerk/ Academic Affairs/ SCC	Effective: 05/10/14 – 05/30/14 Not to exceed 19 consecutive days in any given period.
Huynh, Thydan High School Comm. Outreach Spec./ Student Services/ SAC	Effective: 05/12/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Kusenda, Paula Student Program Spec./ School of Continuing Education/SAC & SCC	Effective: 04/28/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Barker, Hillary Administrative Clerk/ Fire Tech./ SAC	Effective: 03/19/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Danley, Nicole Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/28/14 – 06/30/14
Draper, Jan Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/28/14 – 06/30/14
Flores, Angelica Custodian/ School of Continuing Education/SAC	Effective: 05/19/14 – 06/30/14
Goldstein, Paul District Safety Officer/ District	Effective: 06/02/14 – 06/30/14

Substitute Assignments cont'd

Stuppy, Cinthya Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/28/14 – 06/30/14
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MISCELLANEOUS POSITIONS

Pak, Johnny Community Services Presenter/ SCC	Effective: 05/16/14
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COMMUNITY SERVICE PRESENTERS

Stipends Effective April 11 – May 10, 2014

Diebolt Price, Julie	Amount: \$ 240.12
Dumon, Dori	Amount: \$ 487.50
Dutton, Donald	Amount: \$ 227.50
Fallgatter, Tarla	Amount: \$ 54.52
Figueroa, Miguel	Amount: \$ 621.15
Fischer Militaru, Maria	Amount: \$ 832.50
Friebert, Martin	Amount: \$ 660.00
Goldman, Deborah	Amount: \$ 229.68
Gorman, Ron	Amount: \$ 735.59
Greenspan, Frances	Amount: \$ 287.45
Greville, Nina	Amount: \$ 69.60
Hammond, Elvin	Amount: \$ 1,000.00
Hardy, Kamillia	Amount: \$ 668.16
Hogue, Tom	Amount: \$ 2,500.40
Lazaris, Nick	Amount: \$ 113.54

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective April 11 – May 10, 2014

Munoz, Jayne	Amount: \$ 292.50
Nolasco, Jeffrey	Amount: \$ 240.00
Potter, John	Amount: \$ 262.50
Rivera, Rodrigo	Amount: \$ 205.32
Wilkes, Doug	Amount: \$ 2,088.36

VOLUNTEERS

McCartney, Ronald Non Student Volunteer/ Orange Education Center /SCC	Effective: 07/01/14 – 06/30/15
Peinder, Sheyla Non Student Volunteer/ Student Services/ SAC	Effective: 05/28/14 – 06/30/14 07/01/14 – 06/30/15
Tran, Phien Non Student Volunteer/ Counseling/ SAC	Effective: 06/01/14 – 06/30/14 07/01/14 – 12/13/14

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Le, Thanh Ngoc Hoang	Effective: 05/12/14-06/30/14
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: May 27, 2014
Re:	Presentation of California School Employees Association Chapter 579 Initial Bargaining Proposal to the Rancho Santiago Community College District.	
Action:	Request for Approval to Schedule Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the initial bargaining proposal of California School Employees Association Chapter 579 to the Rancho Santiago Community College District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

The current agreement between the District and CSEA 579 provides for limited contract reopeners for the 2014-15 year. Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on the CSEA proposal at its next meeting.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for June 9, 2014.

Fiscal Impact: To be Determined	Board Date: May 27, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

To: John Didion, Rancho Santiago Community College District Vice Chancellor, Human Resources

From: Victoria Williams, CSEA Chapter 579 President

Date: 5/9/14

Re: 2014/2015 Reopener Negotiations

Pursuant to Article 28.1 of the Agreement Between the Rancho Santiago Community College District and California School Employees Association and its Chapter 579, this document is notification for public notice that the California School Employees Association (CSEA) and its Chapter 579 hereby presents the following initial proposal for 2014/2015 reopener negotiations.

Article 11 –Holiday Leave

CSEA has an interest in adding a second week to the Christmas Week holiday as well as adding the Cesar Chavez holiday to the existing Spring schedule, giving employees a total of 3 days off during spring break.

Article 14 – Wages and Hours

CSEA has an interest in a salary increase and adding additional steps and longevity to the salary schedule.

Article 26 – Reclassification

CSEA has an interest in modifying the Article’s timelines and jointly developing a process and review cycle for classifications.

Furthermore

The Association reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.

Should you have any questions or concerns, please don’t hesitate to contact us. Please feel free to proceed with any requirements for posting prior to negotiations.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: May 27, 2014
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the California School Employees Association (CSEA) Chapter 579.	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the California School Employees Association (CSEA) is presented for information and public review. The Government Code requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the California School Employees Association (CSEA) Chapter 579 and schedule a public hearing for June 9, 2014.

Fiscal Impact: To be Determined	Board Date: May 27, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 579
MAY 27, 2014**

Article 10 –Leaves

Revise coordination of leave benefits to reflect current practice and legal requirements.

Article 11 – Holiday Leave

Clarify holiday leave calculations for Hourly On-Going Employees.

Article 14 – Wages and Hours

Maintain current salary schedule

Article 19 – Health and Welfare

Maintain district contributions at current level. Change annual automatic increase to 5% in each succeeding year.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: May 27, 2014
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD).	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) is presented for information and public review. The Government Code requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) and schedule a public hearing for June 9, 2014.

Fiscal Impact: To Be Determined	Board Date: May 27, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE FACULTY ASSOCIATION OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MAY 27, 2014**

Article 5 – Health and Welfare Benefits

Maintain district contributions at current levels. Change annual automatic increase to 5% in each succeeding year.

Article 6 – Instructional Hours, Duties and Workload

Develop 2015 – 2016 Instructional Calendar

Develop uniform list of responsibilities for Department Chairs

Article 7 – Salaries

Maintain 9th Place Ranking

Provide Step and Column Movement

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: May 27, 2014
Re:	Presentation of the Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community College District.	
Action:	Request for Approval to Schedule Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the Faculty Association of Rancho Santiago Community College District's initial bargaining proposal to the Rancho Santiago Community College District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its June 9, 2014 meeting.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for June 9, 2014.

Fiscal Impact: To be Determined	Board Date: May 27, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

FARSCCD Initial Proposal for 2014-2015 Contract
Submitted May 20, 2014

Article 7: Salaries

7.1.1.A

For 2014-15 and subsequent years, adjust the full-time salary schedule as necessary to maintain 7th place ranking or better.

Increase the full-time and part-time/beyond-contract salary schedules by 2% or by the final State-approved COLA plus any restored COLA, whichever is greater.

7.1.1. B

Provide step and column advancement for all eligible faculty.

7.1.1.C through E

Update 2013-14 language in these sections as necessary.

Appendices E, F, and G: Salary Schedules for 175-, 192-, and 225-day Faculty

Add another regular step (17) to columns IV, V, VI, and VII.

7.1.1.F and Appendix I: Part-Time/Beyond-Contract Salary Schedule

Add one step and one column to the part-time/beyond-contract salary schedule.

Article 5: Benefits

5.2.1

For 2014-15 and subsequent years, maintain the language for the District's 10% increase limit. Update the effective 7/1/2014 amount for the District's maximum contribution.

Article 6: Instructional Hours, Duties and Workload

6.1.4

Laboratory units will be assigned on a 1.00 ratio of a lecture hour.

6.2.3

Revise language providing additional LHE to faculty teaching a new course for the first time.

6.2.4

Establish equitable class-size limits for on-line courses in the District.

6.2.5 and Appendix K

For 2014-15, implement new model for department chair LHE allocation to provide chairs with LHE commensurate with their required workloads. Update the LHE amounts listed in appendix K as required.

6.2.6 Academic Senate Released Time

Increase the amount of released time LHE provided for each academic senate to 65 LHE per year, to be utilized for assignments throughout the year as determined by each senate.

Article 8: Evaluation

Revise language in sections:

8.3 Evaluation Components

8.6 Classroom/Worksite Observations

8.8 Summary Evaluation

Develop language to improve the procedure for on-line student evaluations.

Other Items

1. Establish Faculty Professional Development funding for faculty courses, conferences, and research, with allocation guidelines to be determined by the Academic Senates.
2. Include language in the contract for a civility clause with reference to Board policy.
3. Revise the reporting of sick leave to reflect the actual number of assigned hours missed rather than an 8-hour flat rate.