

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, June 9, 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 Administration of Oath of Allegiance to Alana V. Voechting, 2014-2015 Student Trustee

1.4 Approval of Additions or Corrections to Agenda **Action**

1.5 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.

1.6 Approval of Minutes – Regular meeting of May 27, 2014 **Action**

1.7 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.

- 1.8 Informational Presentation on the Budget
- 1.9 Public Hearing – 2014-2015 Tentative Budget
- 1.10 Public Hearing – California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District
- 1.11 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579
- 1.12 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)
- 1.13 Public Hearing - Faculty Association of Rancho Santiago Community College District Initial Bargaining Proposal to Rancho Santiago Community College District
- 1.14 Informational Presentation on Adult Education Programs and English as a Second Language (ESL)

## **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

## **3.0 INSTRUCTION**

- \*3.1 Approval of Renewal of On-site Associate Degree Nursing Program with St. Joseph Hospital of Orange Action  
The administration recommends approval of the agreement with St. Joseph Hospital of Orange.

\* Item is included on the Consent Calendar, Item 1.7.

- \*3.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action  
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.
- \*3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action  
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.
- \*3.4 Approval of Academic Talent Search Residential Program Contract Action  
The administration recommends approval of the agreement between University of California, Los Angeles, and Santa Ana College (SAC) Academic Talent Search Program for 2014.
- \*3.5 Approval of Student Health Fee for Intersession Action  
The administration recommends approval of the \$16 student health fee for intersession effective January 2015.
- \*3.6 Approval to Increase the Optional Student Activities Fee at Santa Ana College and Santiago Canyon College (SCC) Action  
It is recommended that the board approve the increase of the optional student activities fee from \$5 to \$10 per semester effective fall 2014.
- 3.7 Approval of Santa Ana College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation Action  
The administration recommends approval of the SAC Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.
- 3.8 Approval of Santiago Canyon College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation Action  
The administration recommends approval of the SCC Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.
- \*3.9 Approval of New Course and New Program for 2015-2016 Santa Ana College Catalog Action  
The administration recommends approval of the new course and new program for the 2015-2016 SAC catalog as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*3.10 Approval of New Courses and New Programs for 2015-2016 Santiago Canyon College Catalog Action  
The administration recommends approval of the new courses and new programs for the 2015-2016 SCC catalog as presented.
- \*3.11 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with the Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC) for 2014-2015 as presented.
- \*3.12 Approval of JTS Services Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with JTS Services for 2014-2015 as presented.
- \*3.13 Approval of Orange County Electrical Training Trust Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with the Orange County Electrical Training Trust for 2014-2015 as presented.
- \*3.14 Approval of Operating Engineers Training Trust JATC Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with the Electrical Training Trust Joint Apprenticeship and Training Committee for 2014-2015 as presented.
- \*3.15 Approval of California/Nevada Training Trust Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with the California/Nevada Training Trust for 2014-2015 as presented.
- \*3.16 Approval of Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton (CSUF) Action  
The administration recommends approval of the Upward Bound Math and Science Summer Residential Program Contract with CSUF.

#### **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 2014-2015 Tentative Budget Action  
The administration recommends approval of the 2014-2015 proposed Tentative Budget as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*4.3 Approval of Agreement with Facilities Planning & Program Services (FPPS) for Program Planning and Management Consulting Services Action  
The administration recommends approval of the agreement with FPPS for program planning and management consulting services as presented.
- \*4.4 Approval of Amendment to Agreement with Westberg + White Architects, Inc. for Architectural and Engineering Consulting Services for various Santa Ana College Projects Action  
The administration recommends approval of the amendment to agreement with Westberg + White Architects, Inc. for various projects at SAC as presented.
- \*4.5 Approval of Five Year Construction Plan (2016-2020) and Initial Project Proposals (IPPs) for the following projects for 2017-2018: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center; Santiago Canyon College – Student Services Building Action  
The administration recommends approval of the Five Year Construction Plan (2016-2020) and IPPs for the following projects: SAC – Fine and Performing Arts complex replacement, Vocational Technology complex, Library/Learning Resource Center; SCC – Student Services building, as presented.
- \*4.6 Approval of California Multiple Award Schedule (CMAS) Contract #4-09-71-0075B to KI/Krueger Commercial, Inc. Action  
The administration recommends approval of the district’s participation in CMAS Contract #4-09-0075B to KI/Krueger Commercial, Inc. and any future supplements, modifications, renewals and extensions as presented.
- \*4.7 Approval of 2014-2015 Contract Listing Action  
The administration recommends approval of the 2014-2015 contract listing as presented.
- \*4.8 Approval of District’s Participation in Foundation for California Community Colleges-Adobe Enterprise Term License Agreement Action  
The administration recommends approval of the district’s participation in the Foundation for California Community Colleges-Adobe Enterprise Term License agreement as presented.
- \*4.9 Approval for Donation of Two (2) Transport Refrigeration Units Action  
The administration recommends approval of the donation of two transport refrigeration units to Heart of Compassion as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*4.10 Approval of Award of Bid #1225 – Charter Bus Services (Field and Athletic Trips) Action  
The administration recommends acceptance of bids and approval of the awards of Bid #1225 – Charter Bus Services (Field and Athletic Trips) to Ryan’s Express Motorcoach dba Ryan’s Express, Certified Transportation Services Inc. and Hot Dogger Tours Inc. dba Gold Coast Tours as presented.
- \*4.11 Approval of Vendor Name Change Action  
The administration recommends approval of the vendor Freedom Telecommunications, Inc. name change to Freedom Telecommunications, LLC dba Wilcon as presented.
- \*4.12 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period May 11, 2014, through May 24, 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 Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- |   |           |
|---|-----------|
| - College Assistance Migrant Program (CAMP) – Year 3 (SCC)  | \$425,000 |
| - Deputy Sector Navigator – Global Trade & Logistics (District)                                     | \$200,000 |
| - Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) | \$200,000 |
| - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District)                    | \$200,000 |
| - Deputy Sector Navigator – Small Business (District)   | \$200,000 |
| - Information Communications Technology (ICT)/Digital Media Sector Navigator (District)             | \$372,500 |
| - Los Angeles/Orange County Regional Consortium (SCC)   | \$370,000 |
- 5.2 First Reading of Revised Board Policies Information  
The following board policies are presented to the board for a first reading as an informational item:
- BP 2105 Election of Student Member
  - BP 2315 Closed Session
  - BP 2330 Quorum and Voting

\* Item is included on the Consent Calendar, Item 1.7.

5.2 First Reading of Revised Board Policies – (cont.)

- BP 2715 Code of Ethics/Standards of Practice
- BP 2746 Board of Trustees Annual Evaluation of District Goals
- BP 3224 Auxiliary Services – Student Business Office (delete)
- BP 3225 Auxiliary Services – Special Services (delete)
- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- Section 4000 Policies (21 new/revised policies and 6 current policy deletions)
- Section 5000 Policies (29 new/revised policies and 9 current policy deletions)
- BP 6200 Budget Preparation
- BP 6250 Budget Management
- BP 6305 Fiscal Accountability
- BP 2210 Officers

5.3 Reports from Board Committees

Information

- Board Policy Committee

5.4 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. Educational Administrators
2. 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
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor
4. 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 Employment Agreements
- Approval of 2014-2015 Cabinet Interim Salary Schedules
- Approval of 2014-2015 Management Interim Salary Schedules
- Approval of 2014-2015 Academic/Classified Administrative & Academic Supervisory Step Increases
- Approval of 2014-2015 Classified Management/Supervisory/Confidential Step Increases
- Approval of Appointments
- Approval of Changes of Titles/Salaries
- Approval of 2014-2015 CEFA Interim Salary Schedules
- Approval of 2013-2014 CSEA Chapter 888 Permanent Salary Schedules
- Approval of 2014-2015 CSEA Chapter 888 Interim Salary Schedules
- Approval of 2014-2015 FARSCCD Interim Salary Schedules
- Approval of 2014-2015 CSEA Chapter 888 Contract/Hourly Step Increases
- Approval of 2014-2015 FARSCCD Contract Step Increases
- Approval of 2014-2015 Contract Extension Days
- Approval of 2014-2015 Coordinator Stipends
- Approval for Outside Assignments
- Ratification of Resignations/Retirements
- Approval of Changes of Assignments/From 192 Day Contract to 225 Day Contracts
- Approval of Final Salary Placement for Temporary Employees
- Approval of 2014-2015 Sabbatical Leaves of Absences/80% Contracts
- Approval of 2014-2015 Banked Leaves of Absences/20% Contracts
- Approval of Stipends
- Approval of Part-time Hourly New Hires/Rehires



- 6.2 Classified Personnel Action
- Approval of 2014-2015 CSEA Interim Salary Schedules
  - Approval of 2014-2015 Miscellaneous Salary Schedules
  - Approval of 2014-2015 CSEA Step Increases
  - Approval of New Appointments
  - Approval of Voluntary Furloughs
  - Ratification of Resignations/Retirements
  - Approval of Temporary to Hourly On Going Assignments
  - Approval of Changes in Position
  - Approval of Temporary Assignments
  - Approval of Substitute Assignments
  - Approval of Miscellaneous Positions
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Volunteers
  - Approval of Student Assistant Lists
- 6.3 Approval of Employee Calendar 2014-2015 Action  
The administration recommends approval of the 2014-2015 employee calendar.
- 6.4 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579 Action  
It is recommended the board adopt the district's initial bargaining proposal to CSEA Chapter 579.
- 6.5 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action  
It is recommended the board adopt the district's initial bargaining proposal to FARSCCD.
- 6.6 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers) Action  
It is recommended the board approve the revisions to the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2014, through June 30, 2015.

6.7 Approval of Fringe Benefit Providers for Fiscal Year 2014-2015

Action

It is recommended the board approve the renewal of the insurance programs at the negotiated rates and authorization be given to the chancellor or his designee to enter into appropriate agreements with Anthem BlueCross (PPO/HMO), MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, Anthem Blue Cross Voluntary Vision, AFLAC, MetLife, American Fidelity, and United Pet Care for the 2014-2015 fiscal year.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on July 21, 2014.

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

**Board of Trustees (Regular meeting)**

**Tuesday, May 27, 2014**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:35 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. Alvarez, Clerk, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve 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.

1.4 Public Comment

Ms. Briana Brennan expressed the students' appreciation for the Office of Student Life on campus and asked the board to consider another position in the Office of Student Life at Santa Ana College (SAC).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held May 12, 2014. 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.

## 1.6 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 Facility Agreement - El Sol Science and Arts Academy of Santa Ana

The board approved 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

The board approved the agreement with Regents of the University of California in Irvine, California.

### 3.3 Approval of New Pharmacy Technology Agreement – Pacific Pharmacy

The board approved the agreement with Pacific Pharmacy in Westminster, California.

### 3.4 Approval of Speech-Language Pathology Assistant Agreement Renewal – Anaheim Union High School District

The board approved the agreement with Anaheim Union High School District in Anaheim, California.

### 3.7 Acceptance of Mr. Timo Budarz’s Sabbatical Leave Report

The board accepted Mr. Budarz’s Sabbatical Leave Report.

### 3.8 Acceptance of Dr. Laney Wright’s Sabbatical Leave Report

The board accepted Dr. Wright’s Sabbatical Leave Report.

### 3.9 Approval of Travel Tour Service Agreement with Good Times Travel

The board approved the Travel Tour Service Agreement with Good Times Travel to provide educational travel tours including renewals as presented.

### 4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

### 4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers during the month of April 2014.

### 4.3 Approval of Consulting Services – The Dolinka Group

The board approved additional consulting services of the Dolinka Group as presented.

1.6 Approval of Consent Calendar – (cont.)

4.4 Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC

The board approved 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

The board approved holding a public hearing on the 2014-2015 Tentative Budget on June 9, 2014.

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

The board approved 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

The board rejected 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 (SCC)

The board ratified the award of Bid #1230 to Best Contracting Services as presented.

4.9 Approval of Purchase Orders

The board approved the purchase order listing for the period of April 10, 2014, through May 10, 2014.

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:

- 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

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.

1.6 Approval of Consent Calendar – (cont.)

5.3 Approval of Sub-Agreement between RSCCD and Cabrillo Community College District for Sector Navigator ICT/Digital Media 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.

5.4 Approval of Sub-Agreement between RSCCD and Los Angeles Valley College Foundation/IDEAS for Sector Navigator ICT/Digital Media 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.

5.5 Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator ICT/Digital Media 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.

5.6 Approval of Sub-Agreement between RSCCD and Coast Community College District/Orange Coast College for Youth Entrepreneurship Program

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.

5.7 Approval of Agreement with rSmart

The board approved the agreement with rSmart as presented.

1.7 Recognition of Classified Staff by Board of Trustees

The board recognized Mr. Lee Atwood, Skilled Maintenance Worker at SCC; Ms. Veronica Duenas, Human Resources Technician at RSCCD; and Ms. Leisa Schumacher, Administrative Secretary at SAC; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, which included the following verbatim record as requested by Mr. Hanna during the discussion of Items 3.5 and 3.6 (SAC and SCC Self Evaluation Reports of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation).

## 2.1 Report from Chancellor – (cont.)

Dr. Rodríguez addressed a communication issue relating to the board that was addressed in the 2011 SAC and SCC mid-term reports submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) and not addressed in the current SAC and SCC Self Evaluation Reports of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.

Dr. Rodríguez referred to and read into the record the following (*highlighted in italics*) from the 2011 SCC mid-term report:

***Team Recommendation 5: The team recommends that a set of written policies and regulations be created that establish appropriate communication processes between the trustees and district employees.*** The team further recommends that board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement.

Dr. Rodríguez read into record the following (*highlighted in italics*) action taken on team recommendation 5: ***Action: The chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries. It is the intent of the RSCCD board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the chancellor.***

The understanding between the Board of Trustees and the chancellor, which was documented in the summary of the retreat, was that the ***individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests;*** [Dr. Rodriguez] and we've had that problem with the staff continually having to respond to not necessarily trustee requests, but requests from the outside; oftentimes, we get information requests, and so on; ***(2) so that the information can be shared with all of the trustees;*** (3) ***so that the chancellor can ensure that proper responses are provided for the requests, and;*** (4) ***so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate.*** [Dr. Rodriguez] So, I just wanted to underscore that that's been our procedure and that when board members speak to folks and then there's information requests that comes out with that, I typically get those requests and respond to them or we assign them to other folks who its more typical for them to respond to. But I often get communications from trustees telling me they spoke with so-and-so or they tell me or when I see them individually, or email me, or call me, and let me know this. We don't have a formal policy on this, it's more of an informal approach, but it does work, and I haven't seen in my four years here any real problems with folks going to trustees and then me getting a directive from a trustee saying you need to do this or you need to do that – that is not the way it's really worked with this board - the

2.1 Report from Chancellor – (cont.)

previous board or this board. So, I just wanted to make sure that's part of the record so folks understand that we may not have a formal policy that responds to this. I think it is covered in some of our policies and the board did look at a couple of things in the past. I think it was the Statement of Ethical Conduct and they felt that they addressed it through that and I think they have but just because this may not have been an issue that bubbled to the surface in the report from SCC in particular, so I just wanted to underline this to make sure we don't sell ourselves short and not include this information even though it was in the mid-term report. So, I just want to make sure we get this covered in our next comprehensive report so there aren't any questions about that.

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 and Dr. Martinez reported that staff, faculty, and students participated in preparing the drafts of the self-evaluation reports that were shared with board members via online links (due to the size of each draft [SAC-437 pages; SCC-465 pages]).

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

2.6 Informational Presentation on the Budget

Mr. Hardash provided an informational presentation on the budget.



### **3.0 INSTRUCTION**

Items 3.1, 3.2, 3.3, 3.4, 3.7, 3.8, and 3.9 were approved as part of Item 1.6 (Consent Calendar).

#### **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**

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

Mr. Hanna commended staff for the SAC and SCC self-evaluation reports and indicated he is in the process of reviewing them. Mr. Hanna thanked the chancellor for his comments during his report and asked that the chancellor's comments be recorded verbatim in the minutes.

Dr. Bonita Jaros indicated the first draft of the self-evaluation report has been a two-year process which involved faculty, staff, and students. Responding to the chancellor's comments regarding appropriate communication processes between the trustees and district employees, Dr. Jaros indicated she plans to work with staff to add wording to Recommendation 5 for SCC and District Recommendation 3 for SAC to address this issue. In regards to communications from the district on procedures, Dr. Jaros indicated that SAC has an internal action item that will improve the frequency and clarity of information from the district office to the colleges regarding programs, services, and functions. She stated that the RSCCD Functions/Mapping of Responsibilities document was presented to the board as an informational item at the April 28, 2014, board meeting. Dr. Jaros plans to work with staff on adding wording to Standard 4.B.3.e, and possibly 4.B.3.f, to the self-evaluation report. She encouraged board members to review the entire document, noting that that introduction is 180 pages.

Mr. Solorio and Ms. Alvarez thanked Dr. Jaros and all those who worked on the self-evaluation reports. Ms. Alvarez indicated she and Mr. Hanna served as the board's representatives on the accreditation committee for Standard 4 and expressed appreciation for the hard work in completing a document that is nearly 500 pages. Ms. Alvarez asked that the SAC & SCC accreditation reports be made available to the public by having a hard copy in a conference room/office or a pdf sent to board members in case the public has additional feedback on the reports.

#### **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**

The SCC self evaluation report was presented for first reading as an informational item. Discussion of this item occurred during discussion of Item 3.5.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

All items were approved as part of Item 1.6 (Consent Calendar).

#### **5.0 GENERAL**

Items 5.1 through 5.7 were approved as part of Item 1.6 (Consent Calendar).

##### **5.8 Board Member Comments**

Mr. Ko thanked board members and the academic senate presidents for the discussion regarding SB 850 and indicated the students had similar concerns.

Mr. Ko thanked board members and Mr. Vázquez for providing a welcoming environment for him this year.

Board members thanked Mr. Ko and Mr. Sandoval for their service to their respective colleges and to the board.

Ms. Barrios asked staff to let her know of legislation that staff may be interested in her pursuing support from the Orange County Community Colleges Legislative Task Force.

Ms. Barrios reported she is looking forward to attending the upcoming commencement ceremonies.

Ms. Alvarez asked the chancellor to seek answers from Senator Lou Correa (as a co-author of the bill) and Townsend Public Affairs to concerns expressed by the academic senate presidents and students regarding SB 850 (Block). She indicated additional information would be needed prior to consideration of a pilot program to offer baccalaureate degrees at RSCCD.

Ms. Alvarez reported she has attended numerous end-of-the year events and congratulated Mr. Ko and Ms. Brennan on scholarships presented to them at the SCC Scholarship Ceremony on May 22. She reported she attended the EOPS ceremony and spoke highly of the parents who indicated their child is the first person in the family to earn a college degree.

Mr. Hanna reported he recently attended a dinner meeting with representatives from the Faculty Association of RSCCD (FARSCCD) where items discussed included employee morale and visionary ideas for the next academic year.

Mr. Hanna asked that the meeting be closed in memory of former Senator John Vasconcellos, former Mayor of Orange Jess Perez, and all the men and women veterans who gave their lives for this country.

Ms. Mendoza Yanez thanked Ms. Brennan for her public comments.

5.8 Board Member Comments – (cont.)

Ms. Mendoza Yanez congratulated classified staff recognized by the board at today's meeting. Ms. Mendoza Yanez asked if part-time staff and professors also received recognition.

In addition to those that Mr. Hanna requested, Ms. Mendoza Yanez and Ms. Barrios asked that the meeting be adjourned in memory of the University of California, Santa Barbara, students killed tragically in Isla Vista, California, on May 23, 2014.

Mr. Labrado reported he attended several end-of-the-year events and was impressed with the Upward Bound program at SCC. He commended the El Modena High School and Orange High School principals for their enthusiasm and kind words for the Upward Bound program.

Mr. Solorio reported that he, Ms. Alvarez, and Mr. Labrado attended the grand opening of the Higher Education Center at the Santa Ana Public Library on May 17, 2014. He thanked Dr. Martinez and Dr. Sara Lundquist for their efforts in the partnership with the City of Santa Ana; Santa Ana Unified School District; Cal State University, Fullerton; University of California, Irvine; Chapman University; and numerous community-based organizations and businesses. He indicated future plans at the library include a veterans' resource center and he is hopeful the library will one day be open on Sundays.

Mr. Solorio encouraged board members to partner with the college foundations in raising funds for college events, especially the 100-year anniversary for Santa Ana College.

**RECESS TO CLOSED SESSION**

Mr. Ko left the meeting at this time.

The board convened into closed session at 7:03 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
  - 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)

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**

The board reconvened at 7:59 p.m.

#### **Closed Session Report**

Ms. Alvarez reported the board discussed public employment, anticipated litigation, and contract negotiations, and no reportable action was taken during closed session.

#### **Public Comment**

There were no public comments.

### **6.0 HUMAN RESOURCES**

#### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough 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, Mr. Solorio, and Mr. Yarbrough.

- Approve Appointments
- Ratify Resignations/Retirements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Records
- Approve Non-paid Interns Services

## 6.2 Classified Personnel

It was moved by Mr. Yarbrough 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, Mr. Solorio, and Mr. Yarbrough.

- Approve Hourly On Going to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Return to Regular Assignments
- Approve Changes in Positions
- Approve Changes in Salary Placements
- Approve Out of Class Assignments
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to CSEA and schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for June 9, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

**7.0 ADJOURNMENT**

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

There being no further business, Mr. Solorio declared this meeting adjourned at 8:01 p.m., in memory of former Senator John Vasconcellos, former Mayor of Orange Jess Perez, all the men and women veterans who gave their lives for this country, and the University of California, Santa Barbara, students killed tragically in Isla Vista, California, on May 23, 2014.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: June 9, 2014

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Renewal of On-site Associate Degree Nursing Program with St. Joseph Hospital of Orange	
Action:	Request for Approval	

**BACKGROUND**

This request for Board approval is for a continuation of the partnership with St. Joseph Hospital of Orange for the Extended Campus Program of the Associate Degree Nursing Program of Santa Ana College. This program began in July, 2002 with the tenth cohort of students being admitted July, 2011. The proposed agreement extends the program to July, 2016.

**ANALYSIS**

This program has been extremely successful and has been recognized as a model collaborative project to increase nursing graduates. The instructional costs of the program will be split between the hospital and the college. The agreement has been reviewed and approved by college staff.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this agreement with St. Joseph Hospital of Orange.

Fiscal Impact:	Shared costs for off-site program	Board Date: June 9, 2014
Prepared by:	Linda Rose, Ed.D., Vice President of Academic Affairs Cher Carrera, Interim Dean of Science, Mathematics, & Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



## Hospital On-Site Associate Degree Nursing Program Agreement

This Agreement is entered into on July 1, 2014, ("Effective Date"), by and between St. Joseph Hospital of Orange ("Hospital") and Rancho Santiago Community College District ("District").

### ARTICLE I

#### RECITALS

**1.1 Hospital.** Hospital is an acute care health facility licensed by the State of California and accredited by the Joint Commission on Accreditation of Healthcare Organizations. Hospital has determined that, in light of the nursing shortage in Hospital's service area and in furtherance of its charitable purpose of assuring access to high quality medical and nursing care to patients in Hospital's service area, it is necessary for Hospital to participate in the support and funding of the herein described Program in accordance with the terms of this Agreement.

**1.2 District.** District is the legal entity which operates Santa Ana College, an educational institution authorized pursuant to California law to offer the Associate Degree Nursing Program described herein at hospitals for the purpose of providing education and clinical training of students ("College"). Pursuant to the terms hereof, District shall arrange for College to create an off-site campus at Hospital so that College may offer its pre-licensure Associate Degree Nursing curriculum at Hospital. Such Hospital campus designation shall occur in accordance with the terms of this Agreement and the Program Plan of Action, which is attached hereto as Attachment A and incorporated herein by reference.

**1.3 Intent.** District desires to offer an Associate Degree in Nursing Program ("Program") on-site at Hospital for qualified Hospital and non-Hospital personnel ("students") who successfully enroll in such Program at College. Hospital desires to support the Program as described herein.

**1.4 Purpose of This Agreement.** The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will establish a campus and institute the Program at Hospital.



## ARTICLE II

### RESPONSIBILITIES OF DISTRICT

**2.1 Program Curriculum.** District shall require the Department of Nursing of College to make all final decisions regarding the Associate Degree Nursing curriculum in consultation with College faculty and in accordance with District policy for curricular approval. Any curriculum modifications will be reviewed and modified as needed to maintain Program outcomes and the accreditation standards of the College's Associate Degree Nursing Program. The parties agree that it is their intent that all components of the Program, didactic and clinical, be conducted at Hospital. However, to the extent necessary to fulfill the Program curriculum, District shall require that College provide a site at College's main campus and all necessary resources (equipment/supplies, etc.) for completion of any Program components which can not be completed at Hospital for any reason.

**2.2 Number/Qualification of Students.** District shall require College to designate and notify Hospital of the students who are enrolled and in good standing in the Program to be assigned for education and clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and District. The parties agree to give preferential placement in the Program to current employees of Hospital who otherwise meet all requirements for Program admission. District and Hospital will also mutually agree to the dates and length of the Program semesters. Students shall be admitted to the Program in accordance with District's usual and customary process. All applicants must meet academic admission requirements, maintain academic standards, and comply with all student policies throughout the Program.

**2.3 Orientation/Instruction and Faculty.** District shall require College to provide Program orientation to all students. District or College shall employ all faculty and instructors who will be providing instruction to students of the Program at Hospital and shall require that all instructors conduct classes in accordance with Hospital policy and procedure. The faculty and instructors for the Program shall be defined as Hospital-based District or College employees; however, control over the selection of Faculty shall be with District and College. From among its Faculty, District shall designate a Distance Program Director who shall manage the Program, and who agrees to collaborate with Hospital's Education Program Director to run the Program. District shall ensure that Faculty receive orientation related to the AD curriculum and any other necessary training.

**2.4 Discipline.** District shall require that College, through its instructors and faculty, apprise students of regulations, standards and responsibilities; and shall require that students conduct themselves in a professional manner. District will require College to maintain counseling and disciplinary actions including but not limited to removal from the Program.

**2.5 Advising and Documentation.** District shall require that College provide students with a Student Handbook and apprise them of their rights and responsibilities as students of College. Students shall receive academic and administrative advisement and support from District and College over the Internet, phone, and fax and as District deems appropriate. District shall require that College maintain all attendance and academic records of students participating in the Program. District shall further require College to implement and maintain an evaluation process of the students' progress throughout the Program. The students' academic records shall remain under the control of the College's Nursing School Department and the District in compliance with applicable law.

**2.6 Health Clearance.** District shall require that College affirm that each student complies with Hospital's requirements for immunizations and tests; including but not limited to an annual health examination, rubella, DT, tuberculin skin test and follow up chest x-ray as appropriate. District shall also require College to ensure that students follow Hospital's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions. Also, District shall require College to affirm that all students are free from any mental or physical impairment that would prevent the student from meeting his/her training obligations at Hospital.

**2.7 Hospital Policies and Procedures.** District shall require College to affirm that all students are aware of and understand all applicable Hospital policies and procedures; and College shall require every student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and District.

**2.8 Supplies and Equipment.** Except for the supplies and equipment described in Section 3.4 hereinbelow, District shall, or shall require that College, provide and be responsible for the provision, care and control of all educational supplies, materials, and equipment needed for adequate instruction during the Program.

**2.9 Confidentiality.** District shall require College to instruct students regarding confidentiality of patient information. No student shall have access to or have the right to review any medical record or quality assurance or peer review information, except where necessary in the regular course of the Program. District shall require that College ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program. Further, District shall require that College instruct students not to discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program.

**2.10 Accreditation.** District shall require that College, at all times during the course of this Agreement, be licensed or qualified by the state of California to offer the Program to students.

**2.11 Financial Assistance.** District and/or College agrees to pay all costs associated with the Program at Hospital except those costs specifically agreed to by Hospital which are set forth in the Program Plan of Action in Attachment A hereto.

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## ARTICLE III

### RESPONSIBILITIES OF HOSPITAL

**3.1 Access.** Hospital shall permit access to the Program to those students designated by District as eligible for participation in the Program at Hospital. Hospital agrees to provide qualified students with access to class room sites, clinical areas, training areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

**3.2 Implementation of Program.** Hospital agrees to cooperate with and assist in the planning and implementation of the Program at Hospital for the benefit of students from College.

**3.3 Accreditation.** Hospital shall maintain Hospital so that it conforms to the requirements of the CA Department of Health Services and the Joint Commission on Accreditation of Healthcare Organizations.

**3.4 Supplies and Equipment.** Hospital shall supply all needed audio-visual equipment for the Program. Hospital shall also supply a Mini-Skills Lab for student training and shall expand its computer training capabilities to accommodate students' training needs. Such Mini-Skills Lab and computer training center shall be developed within the budget allotted for such as set forth in Attachment A hereto.

**3.5 Space and Storage.** In addition to clinical care opportunities, Hospital agrees to provide College with classroom space within Hospital for didactic instruction and an acceptable amount of storage space for College's instructional materials for use in the Program.

**3.6 Patient Care.** Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, District understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, District and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

**3.7 Removal of Students.** Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that District withdraw the student from the Hospital. District shall comply with Hospitals request within  
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five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with District.

**3.8 Documentation.** Hospital agrees to make available to instructors and qualified students of College a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review.

**3.9 First Aid.** Hospital shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program. Any emergency health care or first aid provided by Hospital shall be billed to the student or College at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

**3.10 Statement of Adequate Staffing.** Hospital acknowledges that it has adequate staffing and that students participating in the Program shall not be substituted for nursing staff necessary for reasonable staffing coverage.

**3.11 Authority.** Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

**3.12 Financial Assistance.** Hospital agrees to provide financial assistance to support the Program in accordance with "Hospital's Costs" as set forth in the Program Plan of Action in Attachment A hereto. In no event shall Hospital's costs exceed those set forth in Attachment A. College will bill Hospital for each year of operation of the Program in advance as specified in Attachment A hereto; unless this Agreement is otherwise terminated as described herein.

## ARTICLE IV

### TERM AND TERMINATION

**4.1 Term.** This Agreement shall commence as of the Effective Date and shall remain in full force and effect until June 30, 2016, unless otherwise terminated as provided herein.

**4.2 Termination.** Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party. Either party may terminate this Agreement for cause based upon a material breach by giving written notice to the other party. The notice for termination of cause shall not be effective if the breaching party cures the breach to the reasonable satisfaction of the other party within seven (7) days from receipt of notice for termination.

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## ARTICLE V

### 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 non-performance 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.

## ARTICLE VI

### INSURANCE

**6.1 District Requirements.** The District shall maintain, to the extent required by California law, Worker's Compensation insurance to cover all of College's and District's employees who are participating in the Program. Further, District shall maintain auto liability insurance as required by CA law, and comprehensive general liability and professional liability insurance in minimum limits of \$1 million per occurrence and \$3 million annual aggregate covering District, College and students of the Program. Alternatively with regard to students only, District may require students to maintain, at their own expense, professional liability insurance of not less than \$1 million per occurrence and \$3,000,000 annual aggregate as well as auto insurance as required by CA law. Finally, with respect to District's insurance responsibilities hereunder, District shall advise Hospital if District elects to be self-insured for its professional or general liability, vehicle liability, Workers' Compensation, and/or property exposures through an annual appropriation from the General Fund, as consistent with California Government Code Section 810.2. District shall provide Hospital with proof of the foregoing insurance prior to commencement of the Program at Hospital and upon request. District acknowledges and agrees that any students of the Program who are also employees of the Hospital are participating in the Program voluntarily and outside of the scope of their employment. Thus, Hospital is not responsible for any actions or negligence of any students of the Program while said students are fulfilling their Program obligations. Further, none of Hospital's insurance coverages shall extend to any student.

**6.2 Hospital's Requirements.** Hospital shall maintain in full force and effect a self-insurance program to cover its obligations and liability under this Agreement.

## ARTICLE VII

### GENERAL PROVISIONS

**7.1 Amendments.** This Agreement may be amended, but only in writing, dated and executed by the parties' authorized representatives and attached hereto. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital to comply with its tax-exempt bond obligations and covenants, to maintain its tax-exempt status, and to qualify for tax-exempt financing.

**7.2 Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

**7.3 Compliance** District acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by District and students of District who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by District and District's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and District hereby agrees, that any regulatory compliance concerns be promptly reported either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (877-808-8133). Further, District represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of District shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

**7.4 Entire Agreement.** This Agreement contains the full and complete agreement between the parties hereto regarding the subject matter hereof and supersedes any and all previous and contemporaneous agreements whether oral or written between the parties hereto.

**7.5 Jurisdiction.** This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California. Further, any action arising out of this Agreement shall be instituted and prosecuted only in a Court of proper jurisdiction in Orange County, California.

**7.6 Non-Discrimination.** Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference.

**7.61** - The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or  
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disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

**7.7 Notices.** Any and all notices required or permitted by this Agreement shall be deemed to have been duly given if written and mailed by United States registered or certified mail and addressed as follows:

**If to Hospital:**

St. Joseph Hospital of Orange  
P. O. Box 5600  
Orange, California 92863-5600  
Attn: President & CEO

**If to District:**

Rancho Santiago Community College District  
Santa Ana College  
1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706  
Attn: Rebecca Miller

**7.8 Publicity.** Neither District nor Hospital shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program without the prior written consent of the other party.

**7.9 Relationship of Parties.** In the performance of the obligations under this Agreement, it is mutually understood and agreed that District is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and District an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Also, Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any Student.

**7.10 Severability.** Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

**7.11 Waiver.** No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

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**7.12 HIPAA Compliance.** District shall, and shall require that College, fully comply with all applicable regulations relating to the Health Insurance Portability and Accountability Act ("HIPAA"), as it may be amended and interpreted from time to time, in accordance with Hospital's written notification and guidance given to District, which in turn School shall notify its residents of, regarding the interpretation of such applicable regulations. Notwithstanding the foregoing, if any amendments, changes or modifications to any regulations relating to HIPAA result in any changes, such changes shall be implemented and incorporated into this Agreement by way of amendment, as provided for herein.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**HOSPITAL**

**DISTRICT**

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

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

Katie Skelton, RN, CNA, BC  
Vice President of Patient Care Services  
Chief Nursing Officer

Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services



**ATTACHMENT A**  
**PROGRAM PLAN OF ACTION**

**BUDGET**

**Year One**

<b><u>Faculty</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
Two (2) full-time faculty are necessary to implement this project; one (1) to be funded by Santa Ana College (SAC) and one (1) to be funded for the first year by St. Joseph Hospital (SJH), with ongoing costs of this position supported by SAC.	\$82,233	\$82,233*
Faculty/Hourly (Skills Lab)	\$6,234	-0-
<b>Total</b>	<b><u>\$88,467</u></b>	<b><u>\$82,233</u></b>

<b><u>Classified</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
Senior Clerk	<b><u>\$14,453</u></b>	<b><u>\$14,453</u></b>

**Year Two**

<b><u>Faculty</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
Ongoing Faculty Costs	-0-	\$164,466
Faculty/Hourly (Skills Lab)	\$6,318	-0-
<b>Total</b>	<b><u>\$6,318</u></b>	<b><u>\$164,466</u></b>

<b><u>Classified</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
Senior Clerk	<b><u>\$14,453</u></b>	<b><u>\$14,453</u></b>

**TOTAL COST OVER TWO YEARS**

St. Joseph Hospital      **\$123,691**

Santa Ana College      **\$275,605**

Possible salary increase up to 3% in 2015; notification will occur upon adoption.

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Basic Skills/ESL training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Basic Skills Training Agreement SAC-14-033, is effective July 1, 2014, to June 30, 2015.

**ANALYSIS**

For 2014-2015, Santa Ana College proposes to contract with SER to provide 159,500 student attendance hours in Basic Skills, ESL, and GED Preparation, at the rate of \$2.12 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.

Fiscal Impact:	\$338,140.00	Board Date: June 9, 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	

**SER, JOBS FOR PROGRESS, INC.**

**BASIC SKILLS TRAINING AGREEMENT**

THIS AGREEMENT, made and entered into on the 1st day of July 2014, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1234 E. Warner, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

**W I T N E S S E T H**

WHEREAS, the Governing Board of the DISTRICT has approved the contracting out of this education program pursuant to Education Code 78015; and

WHEREAS, the DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association to provide specific educational programs or training to meet the specific needs of these organizations; and

WHEREAS, the DISTRICT wishes to offer educational programs and services in SER's facilities located at 1243 E. Warner Avenue, Santa Ana, CA 92705; and

WHEREAS, SER, as a private nonprofit organization in the State of California, can enter into agreement with the DISTRICT for the provision of educational programs and services for participants in the facilities which it operates; and

WHEREAS, the District is authorized under Section 78021 of the California Education Code to claim state apportionment for units of full time equivalency students (FTES) generated in contract education classes if all statutory and regulatory conditions for generating FTES are met; and

WHEREAS, SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance and progress, and SER consents to inspection of these records by authorized representatives of the DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

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**A. TERM**

The term of this Agreement shall be for one (1) year commencing July 1, 2014, and terminating June 30, 2015, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION**

SER or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

**C. DISTRICT RESPONSIBILITIES**

1. DISTRICT shall pay SER to provide instruction and training in SER'S facility at 1243 E. Warner, Santa Ana, CA 92705, and DISTRICT is responsible for this education program that is conducted at this site.
2. DISTRICT shall pay SER to provide instruction in the following subject areas:

Subject

- a) Basic Education
- b) English as a Second Language
- c) Preparation for GED Test (also includes)
  - English 083 Composition
  - English 084 Composition II
  - Mathematics 156 Essential Math I
  - Mathematics 157 Essential Math II

TOTAL STUDENT ATTENDANCE HOURS NOT TO EXCEED 159,500 HOURS.

3. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
4. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and the Chancellor's Office of the California Community Colleges. The DISTRICT's policy on open enrollment is published in the DISTRICT's Catalog, together with the schedule of classes, (Title 5, Section 51006), along with descriptions of the courses. These courses offered by SER are all noncredit.
5. The DISTRICT shall collect state apportionment on the full time equivalent students (FTES) generated by this instructional program.

6. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in noncredit subjects in a California community college.
7. DISTRICT shall use selected SER staff as instructors to provide the instruction and training covered by this Agreement. In order to meet the Education Code requirement in Section 58050 (a) (7) of Title V of the California Code of Regulations, which states that students be under the immediate supervision of an "employee" of the DISTRICT, the DISTRICT will invoke the provisions of Title V Section 58058 (b). Accordingly, the SER staff who are used as instructors are required to enter into individual instructor services agreements with the District regarding their responsibilities for delivering the curriculum called for by this Agreement. DISTRICT has the primary right to control and direct the instructional activities of the instructors while they are teaching the classes that are the subject of this Agreement. DISTRICT will demonstrate its control and direction through such actions, where appropriate, as providing the instructor with an orientation, an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has minimum qualifications for instructors teaching these courses and those qualifications are consistent with requirements in other similar courses given at the DISTRICT.
9. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of learning outcomes.
10. DISTRICT shall reimburse SER for use of its staff as instructors in the instructional program and for use of the facilities for instructional purposes according to the terms stated below in Section "E."
11. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion certificates comparable to those maintained for any student of the DISTRICT.
12. Procedures, Terms, and Conditions. The enrollment period for these classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

#### **D. SER RESPONSIBILITIES**

SER will provide staff and facilities for the DISTRICT to utilize in the operation of its instructional program.

1. SER staff who are used as instructors shall meet appropriate state and local minimum qualifications to teach in the subject areas covered by this Agreement.
2. Pursuant to Section 58058 (b) of Title V of the California Code of Regulations, SER staff who are used as instructors under this Agreement shall be required to enter into an individual agreement with the DISTRICT regarding his/her responsibility as an instructor for the DISTRICT specifically for delivery of the curriculum covered by this Agreement. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
3. The ONE HUNDRED AND FIFTY-NINE THOUSAND FIVE HUNDRED (159,500) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the areas to be taught under this Agreement in vocational programs in a community college or possessing equivalent qualifications as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.
4. SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT, on a schedule developed by the DISTRICT, such information from such records as is requested by the authorized representatives of the DISTRICT. Records will be open for review at all times by officials of the DISTRICT.
5. DISTRICT shall not be obligated to make any payment to SER staff for services under the terms of this Agreement. It is agreed and understood that any and all salary and benefits payable or owing to SER staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SER.
6. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
7. Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.

8. SER agrees to accept new students during each enrollment period established by the DISTRICT.
9. Should it become necessary for one or more DISTRICT student(s) to transfer to SER from schools or colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
10. SER staff who shall conduct the classes governed by this Agreement shall do so according to the following schedule:
  - a. Basic Skills  
Monday – Saturday
  - b. ESL  
Monday – Saturday
11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings at least once a month to:

Rancho Santiago Community College District  
Santa Ana College  
School of Continuing Education  
Centennial Education Center  
2900 West Edinger Avenue  
Santa Ana, CA 92704-3902  
Attention: Dean of Instruction and Student Services

Billings shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given. Records of enrollees' attendance shall be maintained by the SER for a period of five (5) years and shall be available for review by the DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

13. SER shall provide those administrative functions essential for the operation of its facilities.
14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.



15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

**E. RESPONSIBILITIES OF DISTRICT AND SER**

The DISTRICT and SER shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

**F. PAYMENT**

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND TWELVE CENTS (\$2.12) per student attendance hour, up to a maximum of 159,500 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

1. SER states that 69% of the above hourly rate represents actual costs of instructors including salaries and related benefits, 5% of the above hourly rate represents equipment costs, 20% represents facilities costs, and 6% represents other costs of operation.

**G. CERTIFICATION BY DISTRICT**

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

**H. CERTIFICATION BY COUNTY**

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not, receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

**I. INSURANCE**

1. SER shall maintain insurance for workers' compensation, required by law for its employees in the operation of this program.
2. SER provides, when required by law and at SER's own expense, workers' compensation insurance coverage for any student.

3. SER shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as Additional Insured. SER shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
  - a. This coverage shall not be canceled or coverage reduced, until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
  - b. Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and non-contributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.

**J. 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 or 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.

IN WITNESS WHEREOF, the parties have executed the Agreement in the County of Orange,  
State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

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

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**SER, JOBS FOR PROGRESS, INC.**

Signature:

Date:

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Ronald Puente, Director  
SER, Jobs for Progress, Inc.  
1243 E. Warner  
Santa Ana, CA 92705  
(714) 556-8741

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## APPENDIX A

### **INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS**

- Tristen A. Auxier
- Esmeralda Godoy
- Jennifer Kapp
- Ryan A. Saucedo

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Career Technical Education training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Vocational Training Agreement SAC-14-034, is effective July 1, 2014, to June 30, 2015.

**ANALYSIS**

For 2014-2015, Santa Ana College proposes to contract with SER to provide 45,000 student attendance hours in Career Technical Education/Vocational Training at the rate of \$2.12 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.

Fiscal Impact:	\$95,400.00	Board Date: June 9, 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	

**SER, JOBS FOR PROGRESS, INC.**  
**VOCATIONAL TRAINING AGREEMENT**

THIS AGREEMENT, made and entered into on the 1st day of July 2014, between Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1243 E. Warner, Santa Ana, California 92705, herein referred to as "SER."

W I T N E S S E T H

WHEREAS, the Governing Board of the District has approved the contracting out of the vocational education program for Clerical/Office occupations pursuant to Education Code 78015; and

WHEREAS, through this agreement with the SER, the DISTRICT intends to provide a vocational education program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Clerical/Office occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 45,000 student attendance hours for the Agreement. Other students may attend as private enrollees of SER, JOBS FOR PROGRESS, INC. but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

WHEREAS, SER represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds Course Approval under the provisions of Section 94312 of the Education Code of the State of California; and

WHEREAS, DISTRICT represents that it has minimum qualifications for instructors teaching these courses and the qualifications are consistent with requirements in other similar courses given at the DISTRICT,

WHEREAS, SER represents that each instructor of SER in this program possesses valid minimum teaching qualifications to teach in the specific vocational subject area as determined by the DISTRICT; and

WHEREAS, SER represents that its financial resources are adequate to insure operation for the duration of the student training period and that SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance (class attendance sheets) and progress (grade sheets). SER consents to inspection of these records by authorized representatives of the DISTRICT, California Community College Board of Governors, and other regulatory and administrative agencies, and such records shall be submitted by SER on a schedule developed by DISTRICT; and

WHEREAS, SER represents that it is free of any pending or existing proceedings against it or that of any of its instructors; or in the alternative, that it can show to the satisfaction to the DISTRICT by way of written evidence that such proceedings are without merit and will be disposed of in favor of SER;

NOW, THEREFORE, in consideration of the conditions, covenants, terms, agreements and recitals contained herein, it is mutually agreed as follows:

All the above recitals are true and correct.

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**1. SER RESPONSIBILITIES**

SER shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 45,000 student hours during the 2013/2014 school year (7/1/2014 through 6/30/2015). The vocational instructional program will be Business Skills. Instruction time shall be provided by SER for all students who wish such instruction during school holidays (excluding legal holidays) and Christmas recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by SER shall enter into individual instructor services agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. SER shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by SER

shall remain the property of SER and shall not be removed from the premises without permission of SER.

- E. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. SER will provide those administrative functions essential for the operation of its facilities at its own expense.
- G. SER shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. SER shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. SER's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

## **2. CURRICULUM**

The curriculum shall be as described in the Rancho Santiago Community College District's catalog and the program and course outlines on file in the Instruction office

as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and Chancellor's Office of the California Community Colleges.

**3. DISTRICT RESPONSIBILITIES**

- A. DISTRICT is responsible for the education program conducted at this site.
- B. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.
- D. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a vocational subject in a California community college.
- E. DISTRICT shall demonstrate control and direction of SER instructors through such actions as providing the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.
- F. The DISTRICT's policy on open enrollment shall be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, along

with a description of the course. These courses offered by SER are all noncredit.

G. The courses of instruction specified in this Agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's Board of Trustees.

H. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of rigor.

#### **4. RESPONSIBILITIES OF SER AND DISTRICT**

SER and the DISTRICT shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

#### **5. PAYMENT**

The DISTRICT shall pay to SER on a monthly basis TWO DOLLARS AND TWELVE CENTS (\$2.12) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at SER's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 45,000 actual student hours of attendance under this contract.

A. SER states that 69% of the above hourly rate represents actual costs of instructors including all salary and related benefits, 5% of the above hourly rate represents

rental of equipment, 20% of the above hourly rate represents rental of facilities, and 6% of the above hourly rate represents other costs of operations.

- B. The DISTRICT shall pay to SER for each student trainee throughout his or her enrollment the hourly rate in force at the time of the trainee's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

**6. COSTS PER STUDENT**

Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.

**7. REIMBURSEMENT PER STUDENT**

SER shall not be reimbursed for more than 780 hours of instruction for any one student in Business Skills. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

**8. NEW STUDENTS**

SER agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures provided that 45,000 student attendance hours are not exceeded.

**9. SUPERVISION**

The seven hundred eighty (780) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California

teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

**10. BILLING**

SER shall submit and certify statements and billings every two weeks to: Rancho Santiago Community College District, Santa Ana College School of Continuing Education, Centennial Education Center, 2900 W. Edinger, Santa Ana, CA 92704-3902, Attention: Dean of Instruction and Student Services at the end of each month on the forms provided by the DISTRICT. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

**11. ATTENDANCE**

Records of enrollee attendance shall be maintained by SER for a period of five (5) years and shall be available for review by the DISTRICT, its staff, its auditor, the Office of Private Post Secondary Education, and the staff of the Vocational Support Unit of the Chancellor's Office, California Community Colleges.

**12. RECORDS**

SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT.

**13. REPORT**

A report will be delivered regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

**14. TRANSFER STUDENTS**

Should it become necessary for one or more DISTRICT students to transfer to the SER from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in the clerical office occupations, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

**15. CERTIFICATION BY DISTRICT**

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

**16. CERTIFICATION BY COUNTY**

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

**17. INSURANCE**

A. SER shall obtain and maintain insurance, at the expense of SER, all workers' compensation insurance required by law for its employees in the operation of this

program. SER will provide, when required by law, and at SER's own expense, worker's compensation insurance coverage for the students in SER's program.

- B. SER shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as Additional Insured. SER shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
- a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
- b. Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and non-contributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.



**18. 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 or 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.

**19. EFFECTIVE DATE**

This Agreement shall become effective July 1, 2014, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. SER shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

**20. TERMINATION**

The DISTRICT and SER reserve the right to terminate this Agreement at the end of any semester or summer session by giving thirty (30) days prior written notice. In addition the DISTRICT may terminate this agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice.

A. Should the DISTRICT exercise its right to terminate this Agreement, students

currently enrolled shall have the option to complete the current training course at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees shall to be paid directly to SER by the student.

**21. NOTICE**

Any notice given under this Agreement shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the Chair of the Board of Directors of SER, JOBS FOR PROGRESS, INC. or when a certified notice is deposited in the mail in Orange County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 North Broadway  
Santa Ana, CA 92706  
Attention: Vice Chancellor  
Business Operations/Fiscal Services

TO CONTRACTOR: SER, JOBS FOR PROGRESS, INC.  
1243 East Warner  
Santa Ana, CA 92705

**22. EXPIRATION DATE**

This Agreement shall expire June 30, 2015.

**23. APPROVAL**

This Agreement is subject to the approval of the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, said parties to this Agreement have executed these presentations and here unto set their hands on the day and year first written.

**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

**SER, JOBS FOR PROGRESS, INC.**

Signature:

Date:

\_\_\_\_\_  
Ronald Puente, Director  
SER, Jobs for Progress, Inc.  
1243 E. Warner  
Santa Ana, CA 92705  
(714) 556-8741

APPENDIX A

## INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

- Tristen A. Auxier
- Esmeralda Godoy
- Jennifer Kapp
- Ryan A. Saucedo

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Student Services Division**

To:	Board of Trustees	Date:	June 9, 2014
Re:	Approval of Academic Talent Search Residential Program Contract		
Action:	Request For Approval		

**BACKGROUND**

The Santa Ana College Academic Talent Search program is funded by the U.S. Department of Education. A major goal of the Academic Talent Search program is to help high school student participants become more academically competitive for acceptance to four year universities. One of the strategies to meet this goal has been the annual summer academy held at Santa Ana College inclusive of university campus visits. This year, funding allows for a more intensive university stay providing a more extensive university experience. Thirty five (35) rising high school seniors will participate in our Senior Summer Academy that will include test prep classes in the morning and a variety of workshops and speakers each afternoon. This two week program will culminate in a two night stay at UCLA. While at UCLA students will be provided sleeping accommodations in a Resident Hall, served breakfast, lunch, and dinner in the commons, tour the campus, and attend an admissions presentation.

**ANALYSIS**

UCLA will provide sleeping accommodations in the residence hall, housekeeping services, six meals, and access to several of their facilities during our two night stay. Accommodations are made available to persons with disabilities, each room is equipped with a telephone and have internet access. In addition, each residence hall has safety measures in place that prevent anyone other than paid guests from entering the building.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached agreement between UCLA and the Santa Ana College Academic Talent Search Program for 2014.

Fiscal Impact:	Not to exceed \$5, 000 (grant funded)	Board Date:	June 9, 2014
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed.D., Dean of Student Affairs		
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

**UCLA CONFERENCE SERVICES CONTRACT  
SANTA ANA COLLEGE  
SANTA ANA COLLEGE ACADEMIC TALENT SEARCH PROGRAM  
AUGUST 7, 2014 - AUGUST 9, 2014**

This contract is between the Regents of the University of California, on behalf of the Department of Conference Services of its Los Angeles campus, herein referred to as “UCLA Conference Services” and/or “the University” and Rancho Santiago Community College District on behalf of Santa Ana College, located at 1530 W. 17<sup>th</sup> Street, Santa Ana, CA, 92706 herein referred to as either “Santa Ana College” or “the Group”. This contract is for the Santa Ana College Academic Talent Search Program to be held at UCLA from AUGUST 7, 2014 - AUGUST 9, 2014.

**A. RESERVATIONS/ DEPOSITS/ MASTER BILL/ PREPAYMENT**

**A.1 RESERVATIONS:**

Arrangements listed in this contract are being held for Santa Ana College on a first-option basis until **May 16, 2014**, at which time a counter-signature on this contract is due. UCLA Conference Services will reserve only the total number of sleeping room accommodations and/or meeting space requested in sections D.2 and J.1 of this contract. However, should another organization request these dates and be in a position to confirm immediately, Santa Ana College will be advised and given ten (10) business days to confirm on a definite basis or alternate dates can be researched and held instead.

If the counter-signed contracts are not received within the timeframe allotted and Santa Ana College has not notified UCLA Conference Services, all arrangements may be automatically released. Upon receipt of this counter-signed contract, the agreement between Santa Ana College and UCLA Conference Services becomes binding.

**A.2 DEPOSIT:**

In order to secure sleeping room accommodations and/or meeting space, UCLA Conference Services requires a deposit of:

<b>Deposit Amount:</b>	<b>Date Due:</b>
\$986.00	May 16, 2014

**This non-refundable deposit will be applied to Santa Ana College’s Final Bill. All deposits and future payments are to be sent directly to UCLA Conference Services’ Accounting Department at the following separate address. Please enclose the attached deposit form (Appendix A) along with your check. All checks need to be made payable to “UC Regents” and marked with the corresponding Reservation ID SAC4A. Deposits and payments may also be made by credit card via [www.housing.ucla.edu/makeapayment](http://www.housing.ucla.edu/makeapayment).**

**UCLA Housing Accounts Receivable  
360 DeNeve Drive, Box 951383  
Los Angeles, CA 90095-1383  
Phone Number: 310-206-7011 Fax Number: 310-206-4222**

### A.3 BILLING:

Santa Ana College will receive a detailed Master Bill approximately **thirty (30) days after AUGUST 9, 2014**. Please review the bill and contact UCLA Conference Services' Accounting Department (see Section A.2 for contact information) within ten (10) days from post-marked date should an explanation or additional information be required. Any discrepancies regarding the final invoice must be submitted in writing to UCLA Conference Services' Accounting Department for review. The invoice will be considered accurate and final if not disputed within the ten (10) day period. While UCLA investigates any discrepancies, Santa Ana College is responsible for paying non-disputed charges **within thirty (30) business days of receipt of invoice**. If payment is not received within thirty (30) days, late charges will be accrued monthly at a rate of eighteen percent (18%) per annum.

### A.4 MASTER BILL:

During the course of the conference/program, should any additional conference/program-related expenses be incurred, these expenses must be pre-approved by an authorized Santa Ana College representative on an On-Site Order Form. Approved purchases will be billed to the Master Account. A list of authorized Master Account signers must be provided by Santa Ana College **prior to AUGUST 7, 2014**.

### A.5 PREPAYMENT:

Prepayment for 100% of the estimated room and board charges and all auxiliary costs (e.g. meeting room, audio/visual, food and beverage, etc.), must be received no later than **August 1, 2014**. **A final bill detailing the Group's balance, if any, will be mailed out approximately fifteen (15) business days after Santa Ana College departs on AUGUST 9, 2014. See section C.4 for payment details.** Any adjustment of cost made in agreement between UCLA and Santa Ana College, or as a result of other changes in service, will be applied to Santa Ana College's Final Bill.

### A.6 REFUNDS:

In the event of overpayment at the conclusion of the conference/program and once the Master Bill is considered final, a refund will be provided no later than thirty (30) business days after the last conference/program departs.

## B. GROUP RESUME/ DUE DATES

### B.1 GROUP RESUME:

Approximately **ten (10) business days prior to AUGUST 7, 2014**; the Group will receive a Group Resume, which specifies mutually agreed upon details concerning the *Santa Ana College Academic Talent Search Program*. Any changes to the Group Resume must be agreed upon and signed by both parties.

## B.2 DUE DATES:

Due Dates are clearly listed in this contract. UCLA Conference Services cannot guarantee arrangements made after deadlines. Due to staffing and scheduling difficulties, and/or additional administrative costs, an additional fee may be required for any arrangements that are accommodated past the Due Date. Any additional fees will be fully explained and agreed upon before being incurred.

## C. ATTRITION / FINAL CHARGES / CANCELLATION

### C.1 INITIAL PROJECTION:

UCLA Conference Services will reserve only the number of sleeping rooms outlined in this contract. Should additional sleeping rooms be requested, Santa Ana College must submit to UCLA a written request for adjustment. Requests for additional rooms will be accommodated on a space available basis. UCLA Conference Services will make every effort to accommodate the Group's request for additional rooms. Deposits, guarantees, and other procedures will then apply to the adjusted reservation numbers.

### C.2 ATTRITION CLAUSE:

The rates and terms in this contract are based on several components such as meeting rooms, food and beverage, but most importantly the package rate commitment. Upon signing this contract, Santa Ana College will be responsible for ninety percent (90%) of its guaranteed block as listed in Section D.2. of this contract. If the actual room usage by Santa Ana College falls below ninety percent (90%), the Group will still be charged the number of packages guaranteed in this contract multiplied by ninety percent (90%).

Please initial in the space provided that SANTA ANA COLLEGE has read Section C.2 and fully understands the financial commitment stated in Section D.2.

SANTA ANA COLLEGE representative (Dean/Director/Chief Financial Officer): \_\_\_\_\_

### C.3 HOUSING/ROOMING LIST:

A FINAL housing list, indicating names, gender, and roommate preference (if applicable) for all residential participants must be submitted to UCLA Conference Services or directly to residence hall management **five (5) business days prior to AUGUST 7, 2014.** Please note that UCLA Conference Services reserves the right to charge Santa Ana College a \$50.00 per day late charge for each day beyond the final housing list due date until the Group's housing list is received. Specific contracted room types cannot be guaranteed without a rooming list. Housing lists must be submitted in the designated format provided by UCLA Conference Services. Housing lists must be legible, include the participants' first and last names, and must indicate gender. Reasonable changes such as additions, cancellations and corrections to the housing list may incur without penalty at the discretion of UCLA Conference Services. *Unreasonable changes on the conference/program check-in date will not be accepted. If the Group violates this policy, UCLA Conference Services reserves the right to charge a penalty fee of \$250.00 since the housing list submitted was not considered final.*



#### C.4 CANCELLATION:

Santa Ana College agrees that should it change its meeting location or otherwise cancel this contract, actual damages would be difficult to determine. The following cancellation fees represent a reasonable effort on behalf of UCLA Conference Services to establish actual damages for such cancellation. In the event of a cancellation, the Attrition Clause (Section C.2) is no longer applicable. Said cancellation fees shall be due and payable on demand by UCLA Conference Services:

**Less than 6 Months**                                      **100% of the Group's anticipated Gross Revenues\***

*\*Gross Revenues is derived from the Package rate value for sleeping rooms, all Catering functions, and any auxiliary services if the conference/program was held as scheduled.*

#### D. HOUSING

##### D.1 ROOM RATES:

Santa Ana College has requested that participants be housed in Sproul Residence Halls on the UCLA Campus. Package rates are based on room and meal plan, and include complimentary access on an individual basis to recreation facilities on campus.

Package Rates for the *Santa Ana College Academic Talent Search Program* are as follows:

Room	Single Rate	Double Rate
Sproul Landing / Cove	\$113.00	\$145.00

##### D.2 ROOM BLOCK:

UCLA Conference Services has reserved the following accommodations for *Santa Ana College*.

	8/7/2014	8/8/2014	8/9/2014
Sproul Landing / Cove Double Occupancy	17	17	C/O

**Please initial in the space provided that Santa Ana College understands and fully accepts the financial commitment amount due to UCLA Conference Services is a minimum of \$4,437.00. This amount is based on the package rate commitment only (room rate x total room nights x ninety percent (90%) as stated in the Attrition Clause (Section C.2). This amount does not reflect any additional charges that may be incurred or associated with this conference/program. In the event of a cancellation, the Attrition Clause is no longer applicable but rather the terms and conditions stated in the Cancellation Clause (Section C.4).**

**Santa Ana College representative (Dean/Director/Chief Financial Officer):** \_\_\_\_\_

### **D.3 AMENITIES/HOUSEKEEPING:**

Residence Hall rooms feature single or double occupancy rooms and have gender-separated community bathrooms on each floor and wing of the building. The Residence Halls have 24-hour front desk service. The Residence hall rooms are non-smoking and are air-conditioned. There is no daily maid service in these facilities (they are cleaned at check-in and checkout). All rooms are provided with sufficient bedding in the form of linen packs and bathroom supplies for the allowable occupancy. No bedding, towels or any other UCLA property may be removed from sleeping rooms. For groups staying longer than seven days, rooms are cleaned on a weekly basis. This cleaning entails light vacuuming, emptying of wastebaskets, a fresh linen pack and cleaning of the shared bathroom. All common areas are cleaned on a daily basis. Coin-operated laundry machines are located on every floor of the Residence Halls.

### **D.4 ADA:**

The University is responsible for ensuring that persons with disabilities have access to all University programs, services, and activities. UCLA residential facilities contain units accessible to people with disabilities. Acceptable rooms for persons with disabilities will be provided at the same cost as those rooms contracted for by Santa Ana College. To ensure that specific rooms are provided, please assess the needs of the participants with disabilities and inform UCLA Conference Services **a minimum of fifteen (15) business days prior to AUGUST 7, 2014 of any special requests.** Santa Ana College's obligation is to make certain that the program is conducted in such a manner that it is accessible to all persons with disabilities.

### **D.5 TELEPHONES/IN ROOM INTERNET ACCESS:**

Each sleeping room is equipped with a telephone that allows complimentary access to UCLA campus extensions. To make local and long distance calls, guests must use a prepaid telephone calling card. Phone cards are available for sale at the front desk of each residential facility.

Guests who bring their own computer/laptop can access the Internet directly via the Ethernet port in their sleeping rooms. In order to access the Internet, guests must have the Ethernet card on their computer software. If guests do not have their own Ethernet card, they can purchase one through the Covell Business Center (STC) located directly across from Sunset Village.

### **D.6 PETS:**

No animals, except guide dogs for the visually impaired, are permitted in the residential facilities.

## **E. CHECK-IN AND CHECK-OUT**

### **E.1 CHECK-IN:**

**Standard Housing Check-in time is 4:00 p.m.** UCLA Conference Services cannot guarantee early check-ins prior to 4 p.m. on day of arrival. Every effort will be made to accommodate early arrivals, as individual rooms become available. A room key will be provided to the conference/program participants upon check-in. This room key is necessary for entry into the sleeping facilities and dining rooms.

## E.2 CHECK-OUT:

**Standard Housing Check-out time is 11:00 a.m.** The Master Bill will close on the designated departure date. Room keys must be returned to the front desk upon check-out. Late check-out without prior front desk approval or absence of a check out at the front desk will result in charges for an additional night's and/or nights' room stay. If lunch is contracted for the date of departure, each participant will receive a "last meal voucher" for access into the dining room upon check-out.

## E.3 LOST KEYS/CARDS:

There will be a charge for each lost or unreturned key. All guests are clearly informed at check-in and check-out of any charges. These charges, if applicable will be billed to the Group's Master Bill:

**\$10.00 for each non-returned electronic key**

**\$60.00 for each non-returned metal key**

## F. FRONT DESK FUNCTIONS

### F.1 HOURS:

All front desks are open 24 hours a day. The address, phone, and fax number of the front desk serving Santa Ana College will be provided on the Group Resume.

### F.2 MESSAGES/MAIL:

Both telephone messages and mail may be picked up and/or dropped off at the front desk of the residential facility of where the group is residing. The address of the designated residential facility must be used for incoming mail, rather than the UCLA Conference Services' address, as UCLA Conference Services cannot guarantee mail delivery to the respective residential facility during the busy conference season. To ensure proper handling of mail, the address must include the conference guest's first and last name and the appropriate conference name and dates. UCLA cannot guarantee but will make every effort to return mail to Santa Ana College if received after AUGUST 9, 2014.

### F.3 PACKAGES:

Santa Ana College will need to inform UCLA Conference Services of any materials being shipped to the conference facilities in order to coordinate receipt of packages. All shipping labels must have the following information in addition to the designated mailing address for proper handling:

1) Santa Ana College Academic Talent Search Program, 2) AUGUST 7, 2014 - AUGUST 9, 2014, 3) Attention: Aubrey Sendra. Please do not send materials more than **five (5) business days prior to AUGUST 7, 2014**, as UCLA has limited storage space. Charges may be assessed for storing or moving these materials. At Santa Ana College's own expense, arrangements must be made for the return shipping of any surplus materials. UCLA Conference Services reserves the right to discard any materials not removed within **three (3) business days after AUGUST 9, 2014**. UCLA Conference Services is not responsible for any lost or damaged items left at UCLA.

## G. MARKETING MATERIALS

### G.1 BROCHURES/FLYERS/POSTERS:

Santa Ana College may distribute to attendees, free of charge, non-commercial literature and relevant conference/program materials within reserved meeting spaces or in the residential facility in which the Group is residing. As for posting, Santa Ana College must receive approval from UCLA Conference Services. **No unapproved flyers, posters or other promotional material, including directional signs, may be posted on any walls, pillars, garages, elevators or any other surfaces throughout the conference facilities.** Materials may not be presented in any manner, which promote degrading or demeaning social stereotypes based on race, ethnicity, culture, religion, gender or sexual orientation. Also, materials may not contain direct or indirect references to alcoholic beverages or illegal drugs, lewd or sexually explicit conduct, or criminal activity. A charge of \$10/poster removal will be assessed for unauthorized posting.

### G.2 PROMOTIONS:

Selling of materials (such as T-shirts, memorabilia, etc.) during the *Santa Ana College Academic Talent Search Program* must be pre-approved by UCLA Conference Services **fifteen (15) business days prior to AUGUST 7, 2014.** Sales in the residential facilities must be in an enclosed facility (not outdoors) in order to waive the standard 20% surcharge/commission. If any sales take place outside of the residential facilities, the sales are subject to the above commission or a flat fee charge.

### G.3 AGENDA/ITINERARY:

Any distribution of conference/program agenda/itinerary specifically stating any meeting room commitments, and timelines such as check-in, registration, etc. must be submitted to UCLA Conference Services for approval. UCLA Conference Services reserves the right to discard or stop circulation of any literature that has not been pre-approved.

### G.4 UCLA NAME:

Unauthorized use of the name "University of California Los Angeles," in any form, including the term "UCLA," is prohibited. All promotional materials for the Group's conference/program must be submitted to UCLA Conference Services for approval. The following constitutes uses by Santa Ana College of the name "University of California Los Angeles" or "UCLA" that are acceptable to UCLA for the purpose of citing the location of the *Santa Ana College Academic Talent Search Program* to be held on the campus of UCLA from AUGUST 7, 2014 - AUGUST 9, 2014. Any references to the "University of California Los Angeles" and to "UCLA" as to the site of the conference/program must meet with the language below:

1. *Santa Ana College Academic Talent Search Program* at UCLA  
[or "at the University of California Los Angeles"]
2. *Santa Ana College Academic Talent Search Program* will take place in Los Angeles at the conference and training center on the California Los Angeles campus (UCLA).

## G.5 FILM PERMITS

Santa Ana College is permitted to photograph or otherwise record an event at UCLA venues for non-profit news coverage, training, educational, membership and/or archival use only. The Group must obtain the University's prior approval and follow guidelines delineated in the UCLA Photography, Motion Picture, and Television Permit. Santa Ana College must contact UCLA Conference Services **thirty (30) business days prior to AUGUST 7, 2014** to obtain the permit. The Group's photographers must carry a copy of UCLA's film permit with them at all times.

## H. MEAL SERVICE

### H.1 MEAL PLAN:

Santa Ana College has selected the American Meal Plan. This meal plan consists of 3 meals per day starting with dinner on the day of arrival and ending with lunch on the day of departure. See package plan rates listed in Section D.1. All meal plans are subject to the 9.00% California Sales Tax (or then prevailing %) in addition to the package plan rates listed in Section D.1.

### H.2 COMMUTER MEAL TICKETS:

UCLA Conference Services will allow the Santa Ana College the opportunity to purchase meal tickets ordered in advance and charge them to the Master Account. Santa Ana College will be billed for the meal tickets issued and will receive a credit, minus a processing fee of \$35.00 or a total of 10% of those meal tickets returned to UCLA Conference Services, whichever is greater. Refund requests must be made **no later than 5:00pm on AUGUST 9, 2014**. **All UN-used meal tickets must be returned to the Conference Services Manager/Coordinator or to the Conference Services Office.** All meal tickets billed to the Master Account are subject to the 9.00% California Sales Tax (or then prevailing %). With proof of sales tax exemption, pre-purchased meal tickets may be tax exempt.

Prices for advance purchase commuter meal tickets are as follows:

<b>Breakfast:</b>	<b>\$11.00</b>
<b>Lunch:</b>	<b>\$13.00</b>
<b>Dinner:</b>	<b>\$14.50</b>

If the Group does not want to make arrangements for meal tickets in advance, guest meal passes may be purchased at the front desk on an individual cash basis slightly higher than the above-mentioned rates. All meal tickets purchased on an individual basis are subject to the 9.00% California Sales Tax (or then prevailing %) and are non-refundable. Individual guest meal passes purchased at the front desk will be for specific dining rooms only.

### H.3 MEAL HOURS:

Meals, except catered events, are served all you-care-to-eat in designated dining rooms. Regular dining hours are:

<b>Breakfast</b>	<b>7:00am – 9:00am</b>
<b>Lunch</b>	<b>11:00am – 2:00pm</b>
<b>Dinner</b>	<b>5:00pm – 8:00pm</b>

Hours are subject to change based on operational requirements. If Santa Ana College requests customized meal hours outside of the hours listed in H.3, **UCLA Conference Services must be notified fifteen (15) business days prior to AUGUST 7, 2014 of such a request.** Applicable service charges for customized meal hours are approximately \$350.00/each half hour.

#### **H.4 STAGGERED MEAL TIMES:**

UCLA Conference Services reserves the right to assign a mealtime to the Group, within the regular meal hours listed above, due to unforeseeable circumstances. Staggered meal schedules, when necessary, reduce lines and lend to a more enjoyable meal. If it becomes necessary to stagger meals, a UCLA Conference Services representative will meet with the Group's on-site contact to determine a schedule least disruptive to the Group's conference program.

#### **H.5 LOCATION:**

UCLA Conference Services will make every effort to assign Santa Ana College's participants to a dining facility in which a majority of the Group's participants are residing. However, UCLA Conference Services reserves the right, in emergency situations (because of maintenance, construction, or other reasons), to assign the Group to a specific dining facility and to alter that assignment at any time with advance notice whenever possible.

#### **H.6 DINING RULES:**

All food and beverages must be consumed in the dining room. Food and beverages cannot be taken out of the dining facility. Participants may not bring water bottles or other containers into any dining facilities. All dining rooms are cafeteria style. Dining guests are responsible for individual tray removal to designated areas.

#### **H.7 MEALS NOT TAKEN:**

UCLA Conference Services will allow for a per person credit towards those meals not taken in the dining facilities due to off-campus excursions, field trips, etc. The credit of fifty percent (50%) will only pertain to the value of the actual meal missed and not the entire meal plan portion of the package rate. Credit only applies if UCLA Conference Services is notified **twenty (20) business days prior to the conference/program start date** and valid for all participants of the Group. The Group will have their meal privileges deactivated for that particular meal.

### **I. CATERING**

## I.1 RESERVATIONS:

UCLA Catering is the exclusive caterer for all on-campus residential conferences. UCLA Catering is a full-service caterer and can provide an attractive package for any type of event in addition to or in lieu of the cafeteria-style meal service. Room reservations and set-up for catered events must be arranged through UCLA Conference Services.

Catering services should be ordered from the UCLA Catering Office (310) 825-7021, **a minimum of thirty (30) business days prior to AUGUST 7, 2014.** All catered events are subject to the policies, procedures and guidelines set by UCLA Catering. Catered events ordered on-site are at the sole discretion of UCLA Catering due to deadlines, availability of food items, etc. All catered events must be paid prior to arrival and will be part of the Prepayment as stated in Section A.4 of this contract. All catered events billed to the Master Account are subject to the 9.00% California Sales Tax (or then prevailing %). With proof of sales tax exemption, catered events may be tax exempt.

## I.2 ALCOHOL:

Please contact UCLA Catering if you are planning to serve alcohol at any event. Any alcohol dispensed in the conference facilities, such as outdoor areas and/or meeting rooms, must be by a licensed bartending service or by UCLA Catering and must be in accordance with UCLA guidelines and applicable state law. Alcohol consumption must take place within the assigned event area and additional supervision such as UCLA Police Department (UCPD) may be required to control access for large functions. University policy states that alcohol may not be served at any event where a majority of attendees are younger than twenty-one (21) years of age. We reserve the right to refuse service of alcohol to any individual. Additional insurance is required if the Group is serving alcoholic beverages.

## I.3 CATERING CREDIT:

If a catered event is ordered through UCLA Catering, Santa Ana College will receive a per person credit towards the catered event in the amount of seventy-five percent (75%) of the cafeteria meal taken in lieu of regular cafeteria meals. Credit only applies if the entire group has a catered event through UCLA Catering. Those participants attending the catered meal will have their meal privileges deactivated for that particular meal.

## J. PARKING

### J.1 PERMITS:

Parking permits are required at all times for all vehicles parked on campus. Santa Ana College may purchase parking permits and arrange parking services through UCLA Conference Services **no later than fifteen (15) business days prior to AUGUST 7, 2014.** The University is **not liable** for theft, damage to, or loss of vehicles parked on campus.

**Daily rate:** **\$12.00/vehicle\***

*\*Rates are subject to change prior to Summer 2014 at UCLA Parking Services' discretion.*

## **J.2 REFUNDS:**

Unused parking permits will be refunded, minus a \$50.00 processing fee or a total of 10% of permit costs whichever is greater, if returned to UCLA Conference Services **no later than 5:00pm on AUGUST 9, 2014.** Parking permits are considered unused if there is no date written on the daily permits and no initials on the conference permits. Unused permits must be returned in bulk and not on an individual basis. UCLA Conference Services cannot refund any unused permits received later than 5:00pm on the day of departure.

## **J.3 VIOLATIONS:**

Vehicles not visibly displaying parking permits, parked illegally or parked in a location not designated on the permit, are subject to ticketing and towing. **UCLA Conference Services will not be responsible for any violations or fines.** City statutes govern the Parking Citation Office and all citations are handled according to city laws. Inquiries may be directed to Campus Parking Enforcement at (310) 825-2029. Any parking violations given to UCLA Conference Services without the Sales Manager's prior knowledge will be returned to the Group.

## **J.4 PARKING STRUCTURES:**

UCLA Conference Services will request that Santa Ana College participants be given priority assignment to the parking structure closest to the residential facility where a majority of the Group is residing. Because the parking structures are multi-event lots, overflow parking will be requested at the nearest parking structure should the number of permits requested by Santa Ana College exceed UCLA Conference Services' given allotment per parking structure. UCLA Parking Services coordinates actual space allocations.

## **K. RECREATIONAL FACILITIES:**

### **K.1 INDIVIDUAL RECREATION:**

Campus recreation facilities are available for residential conference attendees. The room key, provided at check-in, allows admission on an individual basis into all recreation facilities. The John Wooden Center and Sunset Canyon Recreation Center include swimming pools, weight rooms, tennis courts, racquetball courts, and handball courts. Non-residential guests do not have access to recreation facilities without prior arrangement and payment.

### **K.2 GROUP RECREATION:**

Recreation facilities for group events may be available with advance scheduling. Space is limited and based on a first-come, first-served basis. If Santa Ana College is interested in reserving a facility for a group activity, a rental fee is applicable based on the venue requested.



**L. HOUSE RULES**

**L.1 ALCOHOL /DRUG POLICY:**

All participants shall abide by University laws and policies concerning the possession and consumption of alcoholic beverages, and all other policies, procedures, rules, and regulations of the University of California Los Angeles campus, and UCLA Residential facilities. Possession of opened or visible containers (e.g. cups, cans, bottles, cases/boxes) anywhere within or on grounds immediately adjacent to the Residential facilities except in an assigned room where the door is closed (for those residential guests older than twenty-one (21) years of age) or at a UCLA catered event is strictly prohibited. The University also prohibits: Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations. Possession of paraphernalia for intended or implied use of controlled substances, or paraphernalia possessing controlled substance residue are prohibited.

**L.2 SUPERVISION:**

**UCLA Conference Services is not responsible for providing supervision.** UCLA Conference Services reserves the right to charge accordingly if ratio (e.g. 1:10 for underage guests) of chaperones to participants is insufficient, resulting in the need to contact UCLA Campus Escort/Security Office for additional supervision.

**M. INSURANCE**

**M.1 MINIMUM COVERAGE:**

**Fifteen (15) business days prior to AUGUST 7, 2014; Santa Ana College must submit to UCLA Conference Services a Certificate of Insurance,** or a letter of permissible self-insurance. UCLA Conference Services must receive both the ACORD Certificate of Insurance along with Additional Insured Endorsement specifically naming The Regents of the University of California as additional insured. The documents submitted must show evidence that the Group is insured for the period of the conference/program with a minimum coverage outlined below.

Insurance Requirements:

<b>General Liability:</b>	<b>\$ 1,000,000.00 each occurrence</b>
<b>Damage to Rented Premises:</b>	<b>\$ 300,000.00 each occurrence</b>
<b>General Aggregate:</b>	<b>\$ 2,000,000.00</b>

**M.2 DAMAGES:**

Santa Ana College shall be financially liable for damages to any University property, equipment or facilities for which it is responsible. The Group shall make no alterations, improvements, or additions to the premises, without the prior consent of the University including, but not limited to, the following:

Removal of window screens (as assessed)

Posting of any material on any surfaces (\$10/removal)  
Abuse of fire equipment (as stipulated by state law)  
Damage to bulletin boards (as assessed)

**O. GOVERNING LAW:**

**O.1 INDEMNIFICATION:**

Santa Ana College shall defend, indemnify, and hold the 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 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 Santa Ana College, its officers, agents or employees.

University shall defend, indemnify and hold Santa Ana College, its officers, agents, and employees 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.

**O.2 FORCE MAJEURE:**

If either party is delayed, interrupted or prevented from the performance of its contractual obligations thereunder by reason of an act of nature, fire, flood, war, public disaster, strikes or labor difficulties, governmental enactment, regulation or order, civil tumult, epidemic, or any other cause beyond its control, such party shall not be liable to the other therefore, except, however, that Santa Ana College shall remain liable for all non-cancelable costs paid and/or contracted by UCLA Conference Services before the event that occasioned the delay, interruption, or prevention. Non-cancelable costs are defined as third party costs for services already rendered or items already consumed.

**O.3 TAX EXEMPT:**

In order for the Group to be tax exempt, Santa Ana College must furnish a State of California Certificate of Sales Tax Exemption. This certificate must be submitted to UCLA Conference Services no later than **forty-five (45) business days prior to AUGUST 7, 2014.**

**O.4 RELATIONSHIP:**

These Policies shall not create a principal-agent partnership, joint venture, or employment relationship between Santa Ana College and UCLA Conference Services.

**P. AUTHORIZATION**

This contract is binding once countersigned by all parties and is also binding on its successors and assigns. In the event that Santa Ana College assigns, sells, conveys or otherwise disposes of all or substantially all of its assets (collectively referred to as “assignment”), by operation of law or otherwise, this contract and the obligations herein must also be assigned to and assumed by the successor organization, subject to approval by UCLA Conference Services.

This contract, with appendices attached (if any), constitutes the entire agreement between Santa Ana College and UCLA Conference Services and may not be amended or changed unless done so in writing and signed by both parties.

**ACCEPTED AND AGREED TO:**

**Santiago Community College District/  
Santa Ana College**

**UCLA Conference Services**

By: \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor of Business  
Operations/Fiscal Services

By: \_\_\_\_\_  
Aubrey Sendra  
Event Manager

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

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

By: \_\_\_\_\_  
Jason D. Walley  
Manager, UCLA Conference Services

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

***In Compliance with Delegation of Authority 156.23 – execution of this agreement by:***

By: \_\_\_\_\_  
Samantha D. Chan, CMP  
Director – Conferences, Catering, & Marketing  
UCLA Housing & Hospitality Services

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College and Santa Ana College**  
**Student Services**

To: Board of Trustees	Date: June 9, 2014
Re: Approval of Student Health Fee for Intersession	
Action: Request for Approval	

**BACKGROUND**

Education Code section 76355 authorizes community college districts to charge a fee for health supervision and health services. The governing board of a district may charge a student health fee of \$19 per semester and \$16 dollars for intersession and summer session. The only fee exemptions (Ed Code 76255) include: (1) any student who depends exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, denomination, or organization; and (2) any student enrolled in an approved Apprenticeship Program. Health and Wellness Services provide all students with access to on-campus health /medical care for acute illnesses, injuries, and psychological counseling services. Medical and psychological health care is provided by registered nurses, physicians, psychological interns and licensed clinical psychologists.

Financial support for student health services is derived from the mandatory student health fee (including staff salaries and benefits). Student government supported the intersession health fee at both colleges.

**ANALYSIS**

When the winter intersession was reinstated in 2014, no provision was made for charging students a Health Services Fee even though the colleges' Health and Wellness Services were open and provided services. Now that the intersession is moving forward as a regular permanent part of our academic year, we propose the \$16 fee be charged to subsidize on-campus health services for students. By law, these funds can ONLY be used to provide direct health services, as specified in Education Code section 76355.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the \$16 student health fee for intersession effective January, 2015.

Fiscal Impact: (\$85,000)	Board Date: June 9, 2014
Prepared by: John Hernandez, Ph.D, Vice President of Student Services, Santiago Canyon College Sara Lundquist, Ph.D, Vice President of Student Services, Santa Ana College	
Submitted by: Juan Vázquez, President, Santiago Canyon College Erlinda Martinez, President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College and Santa Ana College**  
**Student Services**

To: Board of Trustees	Date: June 9, 2014
Re: Approval to Increase the Optional Student Activities Fee at Santiago Canyon College and Santa Ana College	
Action: Request for Approval	

**BACKGROUND**

The optional student activities fee has remained at \$5 per semester since approximately 1995. Revenues from this fee allow the Santiago Canyon College and Santa Ana College Associated Student Governments (ASG) to provide funding to the Inter-Club Council, student advocacy, conference expenses, and to host student events.

In the spring of 2014, both Santiago Canyon College and Santa Ana College Associated Student Governments unanimously moved to approve the increase of the optional student activities fee. After receiving approval, the proposal was moved by each campus' Associate Dean then forwarded to College Council at both Santiago Canyon College and Santa Ana College for approval. The proposal was moved and approved by both College Councils (May 13, 2014 for Santiago Canyon College and May 14, 2014 for Santa Ana College).

**ANALYSIS**

An environmental scan was completed to compare where the Rancho Santiago Community College District falls in comparison to our neighboring districts. At Orange Coast College they have an optional \$21 fee per semester. Even with the requested increase, as depicted in the chart below, we will still be significantly lower in the optional student activities fee in comparison to other community colleges in our region.

<b>College</b>	<b>Optional Student Activities Fee</b>
Santa Ana College & Santiago Canyon College	\$5 (Fall and Spring)
Orange Coast College	\$21 (Fall and Spring); \$15 (Summer)
Golden West College	\$17 (Fall and Spring); \$10 (Summer)
Riverside Community College	\$15 (Fall and Spring); \$2 (Summer)
Moreno Valley Community College	\$15 (Fall and Spring); \$2 (Summer)
Santa Monica College	\$19.50 (Fall and Spring)

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the increase of the optional student activities fee from \$5 to \$10 per semester effective fall 2014.

Fiscal Impact: Approximately \$300,000 revenue per year	Board Date: June 9, 2014
Prepared by: John Hernandez, Ph.D., Vice President of Student Services, Santiago Canyon College Sara Lundquist, Ph.D., Vice President of Student Services, Santa Ana College	
Submitted by: Juan A. Vázquez, President, Santiago Canyon College Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

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

To: Board of Trustees	Date: June 9, 2014
Re: Approval of the Santa Ana College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation	
Action: Approval	

**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 was presented to the Board of Trustees for a first reading on Tuesday, May 27, 2014.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Santa Ana College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.

Fiscal Impact: None	Board Date: June 9, 2014
Prepared by: Bonita Nahoum Jaros, Ph.D., Accreditation Liaison Officer Linda 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	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College**

To: Board of Trustees	Date: June 9, 2014
Re: Approval of the Santiago Canyon College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation	
Action: Approval	

**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 was presented to the Board of Trustees for a first reading on Tuesday, May 27, 2014.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Santiago Canyon College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation.

Fiscal Impact: None	Board Date: June 9, 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: June 9, 2014
Re:	Approval of New Course and New Program for the 2015 – 2016 Santa Ana College Catalog	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is a summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2014. It only includes new course and new program through June 2, 2014 which will appear in the 2015 – 2016 catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new course and new program for the 2015 – 2016 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: June 9, 2014
Prepared by:	Linda Rose, Ed.D., Vice President of Academic Affairs, SAC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: June 9, 2014  
TO: Erlinda J. Martinez, Ed. D., President  
FROM: Monica Porter, Chair of Curriculum & Instruction Council  
RE: Proposed Revisions for 2015 – 2016 Catalog

This memorandum is a summary of the proposed changes to the college catalog from the Santa Ana College Curriculum and Instruction Council. All changes to academic policies, courses, and programs are reviewed by the division curriculum committees before action is taken by the Council.

The Curriculum & Instruction Council was chaired by Monica Porter, Designee of the SAC Academic Senate. Membership included two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Curriculum Specialist.

The Curriculum & Instruction Council addresses the college-wide impact and changes in academic policies and monitors their acceptance by the CSU and UC systems and the Community College Chancellor's Office.

The following academic course and program have been reviewed and are now recommended by the Curriculum and Instruction Council:

### **NEW COURSE**

One (1) new course was approved because of new and/or expanded programs or major changes in the discipline. (See Attachment #1)

### **NEW PROGRAM**

One (1) new program was approved. (See Attachment #1)

## **SANTA ANA CATALOG 2015 – 2016**

### **NEW COURSE**

#### **Continuing Education**

1. HSOTH 745, Spanish for Spanish Speaker

### **NEW PROGRAM**

#### **Santa Ana College**

1. The Associate in Science Degree in Physics for Transfer

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College**  
**Academic Affairs**

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of New Courses and New Programs for the 2015-2016 Santiago Canyon College Catalog	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council during 2014. It includes new courses and programs approved between January 1 through May 12, 2014, which will appear in the 2015–2016 catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new courses and new programs for the 2015-2016 Santiago Canyon College catalog as presented.

Fiscal Impact:	None.	Board Date: June 9, 2014
Prepared by:	Aracely Mora, Ed.D., Vice President, Academic Affairs Craig Rutan, Chair, Curriculum and Instruction Council	
Submitted by:	Juan Vázquez, President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



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**CURRICULUM AND INSTRUCTION COUNCIL**

**DATE:** May 27<sup>th</sup>, 2014  
**TO:** Juan Vázquez, President of Santiago Canyon College  
**FROM:** Craig Rutan, Chair of the Curriculum and Instruction Council  
**RE:** **PROPOSED NEW CURRICULA FOR THE 2015-2016 CATALOG**

The following changes to the 2015-2016 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Craig Rutan, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The new curricula initiated at Santiago Canyon College for the 2015-2016 catalog are:

**NEW PROGRAMS, DEGREES AND CERTIFICATES:** (See Attachment #1)  
A total of six (6) new programs, degrees and certificates were added to the academic year.

**NEW COURSES:** (See Attachment #2)  
Nine (9) new courses were approved due to new and/or expanded programs or major changes in the discipline.

**NEW DISTANCE EDUCATION OFFERINGS:** (See Attachment #3)  
One (1) course in the 2014-2015 Catalog was separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Cc: Corinna Evett, Academic Senate President, Santiago Canyon College  
Aracely Mora, Vice-President of Academic Affairs, Santiago Canyon College  
John Hernandez, Vice-President of Student Services, Santiago Canyon College  
Jose Vargas, Vice-President of Continuing Education, Orange Education Center  
Corine Doughty, Dean of Business and Career Technical Education, Santiago Canyon College  
Ruth Babeshoff, Dean of Counseling and Student Support Services, Santiago Canyon College  
Marilyn Flores, Dean of Library, Arts, Humanities and Social Sciences, Santiago Canyon College  
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College  
Monica Porter, Chair of the Curriculum and Instruction Council, Santa Ana College  
Erlinda Martinez, President of Santa Ana College  
John Zarske, Academic Senate President, Santa Ana College  
Linda Rose, Vice-President of Academic Affairs, Santa Ana College  
Raúl Rodríguez, Ph.D., Chancellor

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

**2015-2016 Catalog**

**Credit**

Economics, Associate in Arts for Transfer degree

TV/Video Communications: Digital Media Production, Certificate of Proficiency

**Non-Credit**

Adult Basic Education, Certificate of Completion

Adult Basic Education/Adult Secondary Education Mathematics, Certificate of Completion

Adult Basic Education/Adult Secondary Education Reading, Certificate of Completion

Adult Basic Education/Adult Secondary Education Writing, Certificate of Completion

**NEW COURSES**

**2015-2016 Catalog**

**Credit**

Art 249  
Art 259  
Public Works 199\*

Intermediate Digital Photography  
Advanced Mobile Application Development and Design  
Cooperative Work Experience Education

**Non-Credit**

Adult Basic Education 023\*  
Adult Basic Education 024\*  
Adult Basic Education 025\*  
Adult Basic Education 026\*  
High School Subjects: Arts 020  
High School Subjects: Arts 070

Adult Basic Education Reading  
Adult Basic Education Writing  
Adult Basic Education Mathematics  
Adult Basic Education Spelling  
Literature Brought to Life  
Short Stories

# *Distance Education Addendum*

\* *Stand Alone Course*

**NEW DISTANCE EDUCATION OFFERINGS**

Kinesiology 110

Women's Health Issues

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Technical Education

To: Board of Trustees	Date: June 9, 2014
Re: Approval of the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long-standing, on-going relationship with Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC). Southwest Carpenters Training Fund and Southern California Carpentry JATC are formal training programs for students. The purpose for these programs is to provide entry to journey level skills training to SCTF and Southern California Carpentry JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to receive Certificates of Achievement and Associate of Science Degrees in Carpentry.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC) for 2014-2015 as presented.

Fiscal Impact: Approximately \$107,000 to RSCCD-SCC.	Board Date: June 9, 2014
The RSCCD-SCC shall pay Southwest Carpenters Training Fund and Southern California Carpentry JATC an amount equal to eighty-five (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$610,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**AND**

**SOUTHWEST CARPENTERS TRAINING FUND**

**AND**

**SOUTHERN CALIFORNIA CARPENTRY JOINT  
APPRENTICESHIP AND TRAINING COMMITTEE**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD and SOUTHWEST CARPENTERS TRAINING FUND hereinafter referred to as FUND and SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE hereinafter referred to as SCCJATC:

**WITNESSETH:**

It is the intent of RSCCD and FUND/SCCJATC to enter into an agreement whereby RSCCD will reimburse the FUND/SCCJATC for instructional materials and curriculum development used by and for RSCCD indentured carpenter apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice carpenter in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, FUND/SCCJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and FUND/SCCJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of

race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeyman carpenters duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCCJATC'S Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the FUND/SCCJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by FUND/SCCJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

#### ARTICLE III - RESPONSIBILITIES OF FUND/SCCJATC

##### A. Instruction and Curriculum

1. FUND/SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. FUND/SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding

on-site work experience. These records shall be available to RSCCD and State of California.

3. FUND/SCCJATC shall provide clerical support to maintain training records.
4. FUND/SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct instructors for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
5. FUND/SCCJATC shall provide funds for and administer one (1) instructor workshop annually.

**B. Facilities, Equipment and Supplies**

1. FUND/SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. FUND/SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. FUND/SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 7111 Firestone Blvd. Ste 137, Buena Park , CA 90621 and 10015 Rose Hills Road # 200, Whittier, CA 90601, costs of which are included in this Master Cost Agreement.

**ARTICLE IV - GENERAL PROVISIONS**

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by FUND/SCCJATC and performing services for FUND/SCCJATC shall be solely employees of FUND/SCCJATC and not employees of RSCCD. FUND/SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.

- C. RSCCD shall pay FUND/SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:            Santiago Canyon College  
                                  Business & Career Technical Education Office  
                                  8045 E. Chapman Avenue  
                                  Orange, CA 92869

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

To FUND:                 Southwest Carpenters Training Fund  
                                  533 S. Fremont Ave., Suite 401  
                                  Los Angeles, CA 90071-1706

To SCCJATC:            Southern California Carpentry Joint Apprenticeship and  
                                  Training Committee  
                                  533 S. Fremont Ave., Suite 401  
                                  Los Angeles, CA 90071-1706


- E. 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.

- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
- G. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - 1. Emergency conditions resulting from acts of God.
  - 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide SCCJATC with records indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

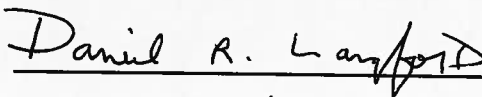
RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

 \_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Affairs

Approved by Governing Board:

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

SOUTHERN CALIFORNIA CARPENTRY JOINT  
APPRENTICESHIP AND TRAINING COMMITTEE



Date: 5/5/2012

SOUTHWEST CARPENTERS TRAINING FUND

  
Edward Ripley

Date: 5/5/14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College – Business &amp; Career Technical Education

To: Board of Trustees	Date: June 9, 2014
Re: Approval of JTS Services Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with JTS Services. Cosmetology is one of the apprenticeship programs the college offers students in preparation for the California Department of Consumer Affairs, Board of Barbering and Cosmetology license. At the conclusion of the apprenticeship program, students receive a Certificate of Achievement in Cosmetology making them eligible for state licensure.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplemental Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with JTS Services for 2014-2015 as presented.

Fiscal Impact: Approximately, \$7,000 to RSCCD-SCC	Board Date: June 9, 2014
The RSCCD-SCC shall pay JTS Services an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$23,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
JTS SERVICES TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,  
and the JTS SERVICES, hereinafter referred to as JTS:

**WITNESSETH:**

It is the intent of RSCCD and JTS to enter into an agreement whereby RSCCD will reimburse JTS for all instructional materials and curriculum development used by and for RSCCD indentured cosmetology apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the cosmetology apprentice in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, JTS has established a "unilateral apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and JTS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

**To the College:** Santiago Canyon College  
Business & Career Technical Education Office  
8045 E. Chapman Avenue  
Orange, CA 92869

**With a Copy to:** Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
ATTN: Vice Chancellor  
Business Operations/Fiscal Services  
c/o Contracts Specialist

**To JTS:** JTS Services  
1905 E. 17<sup>th</sup> St., #316  
Santa Ana, CA 92705  
ATTN: John Sanders

5. 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.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.



5. JTS shall provide funds for and administer one (1) instructor workshop annually.
6. JTS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

**B. Facilities, Equipment and Supplies**

1. JTS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, JTS will be responsible for the maintenance of these facilities.
2. JTS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. JTS shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by JTS and performing services for their training committee shall be solely employees of JTS. JTS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay JTS an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the JTS Services, 1905 E. 17<sup>th</sup> St., #316, Santa Ana, CA, 92705, within sixty (60) days of receipt of final positive attendance hours and grades each semester.
4. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

**ARTICLE II - RESPONSIBILITIES OF RSCCD**

1. RSCCD will conduct classes and related instruction for cosmetology apprentices duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and JTS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the JTS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished JTS
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

**ARTICLE III - RESPONSIBILITIES OF JTS**

**A. Instruction and Curriculum**

1. JTS shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. JTS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. JTS shall provide clerical support to maintain training records.
4. JTS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.


- b. Non-performance of the terms of this Agreement.
- 9. RSCCD agrees to provide JTS with records indicating attendance, income and expenditure data.
- 10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

JTS SERVICES

  
\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services

  
\_\_\_\_\_  
John Sanders  
Chair, Cosmetology Apprenticeship  
Date: 04-09-14

Approved by Governing Board:

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Technical Education

To: Board of Trustees	Date: June 9, 2014
Re: Approval of The Orange County Electrical Training Trust Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with Orange County Electrical Training Trust (OCETT), Joint Apprenticeship and Training Committee (JATC). The Orange County Electrical Training Trust is a formal training program for the electrical, transportation and telecommunication students. The purpose for these programs is to provide entry to journey level skills training to the Orange County Electrical Training Trust workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Electrical-Industrial, Transportation, Power Lineman, Sound Installer and Sound Technician.

**ANALYSIS**

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the Orange County Electrical Training Trust for 2014-2015 as presented.

Fiscal Impact: Approximately, \$32,000 to RSCCD-SCC.	Board Date: June 9, 2014
The RSCCD-SCC shall pay Orange County Electrical Training Trust (OCETT) an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$185,000.	
Prepared by: Aracely Mora, Vice-President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,  
and the ORANGE COUNTY ELECTRICAL TRAINING TRUST, hereinafter referred to as OCETT:

**WITNESSETH:**

It is the intent of RSCCD and OCETT to enter into an agreement whereby RSCCD will reimburse OCETT for instructional materials and curriculum development used by and for RSCCD indentured electrical apprentices and electrical trainees.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplement instruction for the apprentice electrician and electrical trainee in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OCETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OCETT desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

**ARTICLE II - RESPONSIBILITIES OF RSCCD**

1. RSCCD will conduct classes and related instruction for apprentice electricians and electrical trainees duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and OCETT's Training Standards.
2. RSCCD shall arrange for utilizing the instructional staff employed by OCETT under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OCETT.
3. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

**ARTICLE III - RESPONSIBILITIES OF OCETT**

**A. Instruction and Curriculum**

1. OCETT shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. OCETT shall monitor the students, maintain records of work experience and be responsible for student evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. OCETT shall provide clerical support to maintain training records.
4. OCETT instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses or college credit electrical trainee courses.

5. OCETT shall provide funds for and administer one (1) instructor workshop annually.
6. OCETT shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

**B. Facilities, Equipment and Supplies**

1. OCETT shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OCETT will be responsible for the maintenance of these facilities.
2. OCETT shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OCETT shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OCETT and performing services for their training committee shall be solely employees of OCETT. OCETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OCETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within sixty (60) days of receipt of positive attendance hours.
4. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

**To the College:** Santiago Canyon College  
Business & Career Technical Education Office  
8045 E. Chapman Avenue  
Orange, CA 92869

**With a Copy to:** Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
ATTN: Vice Chancellor  
Business Operations/Fiscal Services  
c/o Contracts Specialist

**To OCETT:** Orange County Electrical Training Trust  
717 S. Lyon St.  
Santa Ana, CA 92705  
ATTN: Coordinator

5. 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.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.



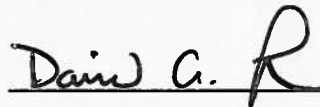
- b. Non-performance of the terms of this Agreement.
- 9. RSCCD agrees to provide OCETT with records indicating attendance, income and expenditure data.
- 10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

ORANGE COUNTY ELECTRICAL  
TRAINING TRUST

 \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services

 \_\_\_\_\_  
David Lawhorn  
Coordinator

Approved by Governing Board:

Date: \_\_\_\_\_ Date: 5/5/14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Technical Education

To: Board of Trustees	Date: June 9, 2014
Re: Approval of Operating Engineers Training Trust JATC Master Cost Agreement	
Action: Request Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Operating Engineers Training Trust Joint Apprenticeship and Training Committee (JATC). The Operating Engineers Training Trust JATC is a formal training program for the heavy-duty repairers, heavy equipment operators, and plant equipment/rock, sand and gravel and special inspector engineer students. The purpose for these programs is to provide entry to journey level skills training to the Operating Engineers Training Trust JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Heavy-Duty Repairers, Heavy Equipment Operators, Plant Equipment/Rock, Sand and Gravel and Special Inspector Engineer.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the Electrical Training Trust Joint Apprenticeship and Training Committee for 2014-2015 as presented.

Fiscal Impact: Approximately, \$34,000 to RSCCD-SCC. Board Date: June 9, 2014 The RSCCD-SCC shall pay Operating Engineers Training Trust Joint Apprenticeship and Training Committee an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$200,000.
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education
Submitted by: Juan A. Vázquez, President
Recommended by: Raúl Rodríguez, Ph.D., Chancellor

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
OPERATING ENGINEERS TRAINING TRUST JATC**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,  
and the OPERATING ENGINEERS TRAINING TRUST JATC, hereinafter referred to as OETTJATC:

**WITNESSETH:**

It is the intent of RSCCD and OETTJATC to enter into an agreement whereby RSCCD will reimburse OETTJATC for all instructional materials and curriculum development used by and for RSCCD indentured operating engineer apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice operating engineers in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OETTJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OETTJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

**ARTICLE II - RESPONSIBILITIES OF RSCCD**

1. RSCCD provide courses in related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

**ARTICLE III - RESPONSIBILITIES OF OETTJATC**

**A. Instruction and Curriculum**

1. OETTJATC will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. OETTJATC will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
3. OETTJATC shall provide manuals, instructional supplies, and other teaching aids necessary to instruct classes.
4. OETTJATC shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
5. OETTJATC shall provide clerical support to maintain training records.
6. OETTJATC instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to

maintain the minimum qualifications to teach college credit apprenticeship courses.

7. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
8. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

**B. Facilities, Equipment and Supplies**

1. OETTJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OETTJATC will be responsible for the maintenance of these facilities.
2. OETTJATC shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OETTJATC shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OETTJATC and performing services for their training committee shall be solely employees of OETTJATC. OETTJATC will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Pl., Whittier, CA, 90601, within sixty (60) days of receipt of positive attendance hours.
4. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:           Santiago Canyon College  
Business & Career Technical Education Office  
8045 E. Chapman Avenue  
Orange, CA 92869

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

To OETTJATC: Operating Engineers JATC  
2190 S. Pellissier Pl.  
Whittier, CA 90601  
ATTN: Administrator

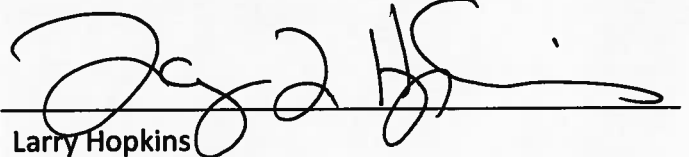
5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising 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.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.

- 8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.
  - b. Non-performance of the terms of this Agreement.
- 9. RSCCD agrees to provide OETTJATC with records indicating attendance, income and expenditure data.
- 10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

OPERATING ENGINEERS JATC




---

Larry Hopkins  
Administrator

cd  
 \_\_\_\_\_  
 Peter J. Hardash  
 Vice Chancellor  
 Business Operations/Fiscal Services

Date: 5-5-14

Approved by Governing Board:  
  
Date: \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Technical Education

To: Board of Trustees	Date: June 9, 2014
Re: Approval of California/Nevada Training Trust Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with California/Nevada Training Trust Joint Apprenticeship and Training Committee. The California/Nevada Training Trust is a formal training program for students. The purpose for these programs is to provide entry to journey level skills training to the California/Nevada Training Trust Joint Apprenticeship and Training Committee workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degree in Power Lineman.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the California/Nevada Training Trust for 2014-2015 as presented.

Fiscal Impact: Approximately, \$23,000 to RSCCD-SCC	Board Date: June 9, 2014
The RSCCD-SCC shall pay California/Nevada Training Trust an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$132,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughy, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,  
and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

**WITNESSETH:**

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice power lineman in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and CAL/NEVA desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

**ARTICLE II - RESPONSIBILITIES OF RSCCD**

1. RSCCD will conduct classes and related instruction for apprentice power linemen duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and CAL/NEVA's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the CAL/NEVA under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by CAL/NEVA.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

**ARTICLE III - RESPONSIBILITIES OF CAL/NEVA**

**A. Instruction and Curriculum**

1. CAL/NEVA shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. CAL/NEVA shall provide clerical support to maintain training records.
4. CAL/NEVA instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

5. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
6. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

**B. Facilities, Equipment and Supplies**

1. CAL/NEVA shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, CAL/NEVA will be responsible for the maintenance of these facilities.
2. CAL/NEVA shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. CAL/NEVA shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within sixty (60) days of receipt of positive attendance hours.
4. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College  
Business & Career Technical Education Office  
8045 E. Chapman Avenue  
Orange, CA 92869

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

To CAL/NEVA: California/Nevada Training Trust  
9846 Limonite Ave.  
Riverside, CA 92509  
ATTN: Director

5. 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.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.


- b. Non-performance of the terms of this Agreement.
- 9. RSCCD agrees to provide CAL/NEVA with records indicating attendance, income and expenditure data.
- 10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

CALIFORNIA/NEVADA TRAINING TRUST

 \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services

  
\_\_\_\_\_  
Armando Mendez  
Director  
Date: 5/5/14

Approved by Governing Board,

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College

Student Development

To: Board of Trustees	Date: June 9, 2014
Re: Approval of Upward Bound Math and Science Summer Residential Program Contract with California State University Fullerton	
Action: Request for Approval	

**BACKGROUND**

Under the auspices of Santiago Canyon College's federally funded Upward Bound Math & Science program, a partnership has been cultivated between SCC and the Orange Unified School District to provide educational services to its academically at-risk students in an effort to promote higher education, and enhance their learning experience by assisting them with their current educational needs. In our inaugural year of funding, and throughout the grant term, we have included a summer residential component that will be coordinated between SCC and California State University, Fullerton (CSUF). Students will reside in the dormitories for a two-week period, and will be provided with meals and classroom facilities. For our second year, 50 students will be invited to participate.

**ANALYSIS**

CSUF will provide accommodations within their residence facility which is to include meals, housekeeping services, use of recreational areas, classrooms, meeting rooms and labs throughout our agreed upon contracted stay of two weeks.

**RECOMMENDATION**

It is recommended that the RSCCD Board of Trustees approve the Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton.

Fiscal Impact:	Not to exceed \$27,000 (grant funded)	Board Date: June 9, 2014
Prepared by:	Loretta M. Jordan, Associate Dean of Student Development, Santiago Canyon College	
Submitted by:	Juan A. Vázquez, President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



**GRANT OF LICENSE BY CAMPUS PRESIDENT**

**HOUSING AND RESIDENCE LIFE  
CONFERENCE SERVICES - SUMMER 2014**

**Agreement No. 14-0016**

**Licensee: The Rancho Santiago Community  
College District  
2323 N. Broadway  
Santa Ana, CA 92706**

This license agreement made and entered into between the Trustees of the California State University, hereinafter called "TRUSTEES", through the President of California State University, Fullerton, hereinafter called the "CAMPUS" and **The Rancho Santiago Community College District** represented by Peter Hardash Vice Chancellor, Business Operations & Fiscal Services, herein after referred to as the "LICENSEE" for the period from July 27, 2014 through August 6, 2014.

The use of Housing Facilities is subject to Articles 5 and 6 of Subchapter 5 of Chapter 1 of Part V (Sections 42000 through 42103) of Title 5 of the California Administrative Code.

**WITNESSETH:**

WHEREAS, the President of the CAMPUS finds that the property of the CAMPUS hereinafter described is not needed for CAMPUS purposes at the time or times covered by this license and that this license will not interfere with requirements of the CAMPUS; and WHEREAS, the LICENSEE desires to utilize that property of the CAMPUS.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

**GENERAL TERMS**

TRUSTEES, for and in consideration of the agreements of the LICENSEE hereinafter expressed, hereby grant to LICENSEE permission to enter and have limited use of the facilities and property of CAMPUS described in this license, for the terms and at the times therein specified. The LICENSEE shall use the said property only for the purpose specified on its *Application for Use of Housing and Residence Life Facilities*. All provisions of General Terms apply unless specifically excluded. No estate in real property is conveyed by this Agreement.

**Governing Law**

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

**Amendment**

If the parties wish to extend or alter this license or further provide for goods or services consonant with it, such arrangements must be confirmed in a written amendment signed by both parties and thereby becoming a part of this license. No oral agreement shall be binding.

**Conduct and Supervision**

LICENSEE will maintain order and provide protection for persons and properties, shall not permit a breach of peace or any act which might endanger life, limb, health or property, and, upon determination of necessity by CAMPUS at any time, shall provide or increase the number of police/security personnel, at LICENSEE's sole expense.

LICENSEE is responsible to supervise all personnel whom LICENSEE hires, and all media representatives. LICENSEE shall ensure that all participants are properly notified of campus parking requirements, rates, and available parking lots. CAMPUS reserves the right to eject or cause to be ejected any objectionable person or persons. Neither CAMPUS nor its officers or employees shall be liable to LICENSEE for consequential damages.

**Nondiscrimination**

LICENSEE covenants that during the term of this license, LICENSEE will not deny its benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor will it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. LICENSEE will insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. (Reference Government Code Section 12900 et seq.)

**Right of Entry**

It is understood and agreed that the CAMPUS and their agents have the right to enter the said licensed areas or any part thereof at any time for the purpose of examination or supervision, or for the purpose of making repairs and alterations thereto as may be determined necessary by the CAMPUS.

**Declaration of Civil Defense**

It is agreed that this License is subject to a declaration of Civil Defense need, state or national emergency, or prior CAMPUS need, and that nothing in this License may prevent CAMPUS from using any portion of its real property not specified in the Special Provisions. LICENSEE'S right to the use of any property will cease upon written notice by CAMPUS to LICENSEE that the property is needed for the exclusive use of CAMPUS to meet unanticipated demands of its educational objectives.

**Quiet Possession**

LICENSEE agrees to so organize its activities as to cause as little disruption as possible to other uses of adjacent areas, and not to interfere in any way with the regular operations of CAMPUS.

**Use of University Name**

It is expressly understood by LICENSEE that the name "California State University, Fullerton" may not be used without prior written approval of CAMPUS. It is further understood that CAMPUS is not sponsoring the activities of LICENSEE in any way but is only providing facilities and services as outlined in this license. LICENSEE will provide the CAMPUS with an advance copy of its proposed advertising for approval.



**Assignment**

It is mutually understood and agreed that this license is not assignable by LICENSEE, either in whole or in part, nor shall LICENSEE license or sublet any part of the said property.

**Termination**

This License may be terminated (a) by mutual consent in writing, (b) upon the determination by CAMPUS of a misrepresentation by LICENSEE, (c) due to LICENSEE'S failure to perform promptly any act required by this License, (d) upon the determination by CAMPUS of an academic or administrative necessity, or (e) by either party for any reason upon ninety (90) days written notice to the other party. CAMPUS has final authority over use of its licensed facilities.

If LICENSEE terminates this license ninety (90) days or more before the first date appearing in Part II hereof, all deposits to date will be refunded less a \$1,000 liquidated damages fee. If LICENSEE terminates this license less than ninety (90) days before the first date appearing in Part II hereof, all deposits will be forfeit as a liquidated damages fee. In the event that CAMPUS is unable to provide part or all of the facilities of services specified in this License, CAMPUS will give prompt notice to LICENSEE.

**Insurance**

CAMPUS requires evidence of insurance at all times during the term of this License and any extension thereof. Evidence of Insurance with policy endorsements must be provided *prior* to commencement of this License. LICENSEE is responsible for payment of all policy premiums and assessments.

The specific requirements are set forth below:

- **General Liability:** comprehensive or commercial form minimum limits each occurrence \$1,000,000, General Aggregate \$2,000,000, Products/Completed Operations Aggregate \$1,000,000
- **Employer Liability:** \$1,000,000
- **Business Automobile Liability:** minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
- **Workers' Compensation:** as required under California State Law with Employer's Liability \$1,000,000 (*Note: WC certificate or waiver is required for Sole Proprietors*).

All certificates of insurance issued to the University require the following:

Provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. Provide for Acceptability of Insurers rating, A.M. Best: A VII or equivalent unless otherwise agreed to by the University. Name the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers and agents of each of them as additional insureds, except for professional liability and workers' compensation insurance.

**Possessory Interest**

The Orange County Assessor may value the possessory interest created by this license. Under California Revenue and Taxation Code section 107, a property interest tax may be levied on that possessory interest.

The LICENSEE is obligated to pay this property tax, and failure to do so may be considered a material breach of this license.

**Taxes**

LICENSEE shall bear in connection with the holding of an event at the facility, including, but not limited to, all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic rights used on or incorporated at the conduct of an event.

If event-related merchandise is to be sold, this must be arranged with CSUF Housing & Resident Life administrators. All sales are subject to the current California Sales Tax Rate for Orange County which be deducted from the gross sales, yielding adjusted gross sales. LICENSEE shall collect and pay all federal, state, local and county taxes, and all payroll taxes where applicable.

**Indemnification**

LICENSEE, to the fullest extent permitted by law, agrees to indemnify, defend and hold harmless the State of California, the TRUSTEES, the CAMPUS and their respective officers, agents, employees, and volunteers from any claim, action, damage, judgment, loss, liability, cost or expense, including reasonable attorney's fees and costs, arising out of or in any way connected with the performance of this Agreement, excluding however any claim, action, damage, judgment, loss, liability, cost or expense, including reasonable attorney's fees and costs, arising out of the sole negligence or willful misconduct of CAMPUS or its officers, agents, employees, or volunteers.

**Limitation of Liability**

CAMPUS assumes no responsibility for loss or theft of personal property, or damage to personal property of LICENSEE or any of its participants. CAMPUS assumes no liability whatever the cause for any property placed by LICENSEE or any of its guests/participants in CAMPUS buildings or property.

**LODGING**

**Housing**

Beginning the night of June 27, 2014 through the night of August 6, 2014

X Without linen      With Linen      Without dining      X With Dining (3 meals per day)

Room assignments will be made by Licensee.

Keys will be checked out and in by Licensor.

Check-in times: (9:00 a.m.) on June 27, 2014

Check-out times: (4:00 p.m.) on August 6, 2014

LICENSEE will be charged an additional night of lodging for each person not checked out at agreed time.

**Amenities**

1. The Housing community has a staff to assist the guests; additionally there are staffs that can provide after hour services such as lock outs.
2. Wireless connections are provided by the university. For guests visiting CSUF and not a student, faculty or staff member, please look for the "CSUF-Guest" on your device. When your device attempts to connect to it, the wizard will walk you through the steps to configure your device.

**FACILITIES & EQUIPMENT**

**Arrangement**

Arrangements for use of classrooms, meeting rooms, fields, and other University facilities must be made no later than May 18, 2014, thirty (30) days prior to the first day of the conference.

No residence hall facilities have been exclusively reserved for this group; meeting space/classroom space reservations should be made by group directly.

**Rates & Availability**

Rates and facilities availability are subject to change without notice.

**SPECIAL REQUESTS**

**Audio-Visual**

Audio-visual and special equipment requests must be submitted seven (7) working days prior to the first day of the conference.

Additionally, prior to the use of "smart classrooms" online training must be completed. Training can be found at: <http://www.fullerton.edu/ITTraining/other/smartclassroom/index.asp>

**Parking**

Additional parking permits beyond what had already been arranged must be purchased by the Licensee directly from Parking and Transportation Services. Free parking for buses is allowed in Lot A.

**Other**

Any special request other than classrooms and facilities must be submitted seven (7) working days prior to the need.

**FINANCIAL AGREEMENTS**

**Charges**

The charges for facilities and services listed above are subject to guaranteed head count numbers and shall be as follows:

1. The charge for lodging shall be:

	# of people	# of nights	Rate	Amount
Residence Hall Room (STAFF): Sunday, July 27 - Wednesday, July 30				
Residence Hall Room	4	4	\$30.00	\$480.00
Residence Hall Room (STAFF): Sunday, August 3 - Wednesday, August 6				
Residence Hall Room	4	4	\$30.00	\$480.00
Residence Hall Room (STUDENTS): Sunday, July 27 - Wednesday, July 30				
Residence Hall Room	50	4	\$30.00	\$6,000.00
Residence Hall Room (STUDENTS): Sunday, August 3 - Wednesday, August 6				
Residence Hall Room	50	4	\$30.00	\$6,000.00
			Total:	\$12,960.00

2. The charge for meals shall be:

	# of people	# of nights	Rate	Amount
Residence Hall Room (STAFF): Sunday, July 27 - Wednesday, July 30				
Breakfast, Lunch, & Dinner	4	4	\$30.00	\$480.00
Residence Hall Room (STAFF): Sunday, August 3 - Wednesday, August 6				
Breakfast, Lunch, & Dinner	4	4	\$30.00	\$480.00
Residence Hall Room (STUDENTS): Sunday, July 27 - Wednesday, July 30				
Breakfast, Lunch, & Dinner	50	4	\$30.00	\$6,000.00
Residence Hall Room (STUDENTS): Sunday, August 3 - Wednesday, August 6				
Breakfast, Lunch, & Dinner	50	4	\$30.00	\$6,000.00
			Total:	\$12,960.00

3. Additional Charges:

Parking Passes:

5 Vehicles x 10days x \$8 per day = \$400.00

Classrooms:

	# of classrooms	# of days	Rate	
Classrooms (On Campus)* <i>Subject to availability and change</i>				
TBD (Mon.-Thurs., July 27-30, 8am-5pm)	2	4	\$0.00	\$0.00
TBD (Mon.-Thurs., August 4-7, 8am-5pm)	2	4	\$0.00	\$0.00
Computer Lab (On Campus) <i>Subject to availability and change</i>				
TBD (??)	1	2	\$100.00	\$200.00

**\$26,520.00**

3. There shall be a \$50.00 charge for each lost key, payable by the LICENSEE to CAMPUS. Keys not turned into the Housing and Residence Life Office within 72 hours after checkout will be considered lost.

**Payment:**

**MAKE CHECK PAYABLE TO: California State University Fullerton – Housing  
Account # 504802 THOPR 10388**

**Deposit Due Date (25%): June 27, 2014**

**Payment Due Date: September 6, 2014**

**Final Billing:**

CAMPUS will provide LICENSEE with a bill listing all charges and credits for the conference. LICENSEE will pay CAMPUS for all unpaid charges within thirty (30) days after receipt of the bill. If payment is not received as stated above, service charges of one and **one-half (1-1/2) percent per month will be charged on the unpaid balance.** California State University campuses and the Chancellor's Office agree to process payment by Cash Posting Order.

**Damages:**

Prior to check-in and just after checkout, LICENSEE or its designee may make an inspection of the assigned residence halls and/or apartments in order to confirm conditions with a CAMPUS Housing Office staff member. A written report of each of these inspections will be made as a reference for any damages/repairs that may be billed after the conference. LICENSEE agrees that all participants are under the direct and complete supervision and control of LICENSEE. As such, LICENSEE is liable for all damages resulting from participant utilization of the facilities and services provided by CAMPUS. LICENSEE will also reimburse CAMPUS for all damages to facilities and services of CAMPUS resulting from the use of those facilities and services by LICENSEE and/or its participants. In addition, the terms and conditions of this agreement do not require CAMPUS to relinquish its control of its facilities and services to LICENSEE. CAMPUS retains the right to require LICENSEE, or any of its participants, to leave CAMPUS licensed facilities if CAMPUS determines that circumstances require it.

**Guarantee:**

LICENSEE will provide CAMPUS with guaranteed numbers for lodging no later than **ten (10)** working days before the first date appearing in Part II hereof. The charges for which LICENSEE will be liable will be based on said guaranteed numbers or actual head counts subject to the following:

1. Amounts of charges shall be no less than 95% of the amount computed using the guaranteed numbers for head counts; and
2. CAMPUS does not guarantee availability of lodging in excess of that required for 105% of said guaranteed numbers for head counts.

**Additions or Deletions:**

Any additional facilities and/or services **not specified in License are subject to additional charges.** These charges will be included in the balance due in the bill presented to LICENSEE by CAMPUS pursuant to Part III, C hereof. Otherwise, any additions to and/or deletions from this License must be initialed and dated by both parties to be valid. All documents must be signed and initialed by the same individual.

**Licenser Regulations:**

LICENSEE is required to adhere to CAMPUS policies, regulations, guidelines, and all **applicable** local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using CAMPUS licensed facilities and services, or termination of this license. CAMPUS regulations include, but are not limited to, the following in CAMPUS buildings and property:

- A. Shared rooms are reserved for married couples or occupants of the same sex.
- B. All individuals will abide by California law, federal law and CAMPUS regulations regarding intoxicants, narcotics and drugs. Alcohol is allowed only inside suites and in accordance with California Law.

- C. Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residence hall buildings or on the grounds.
- D. Bicycles are not allowed in rooms, study rooms or stairwells.
- E. Remodeling or renovating of rooms or furniture, tampering with the electrical or mechanical fixtures in the rooms, placement of antennas for radios, television, etc. out of the windows, removal of or addition of furniture without prior arrangement with the Director of Housing and Residence Life, or designee, is not permitted.
- F. Attaching any object to any CAMPUS premise by nail, screw, or alteration of the premises in any manner whatsoever without the prior permission of the Director of Housing and Residence Life, or designee, is not permitted.
- G. Parking in the service or fire lanes adjacent to the residence halls is not allowed.
- H. Tampering with or removal of windows or window screens from any part of any building is not allowed.
- I. Tampering with the fire system or with firefighting equipment is a misdemeanor and is punishable by a \$1,000.00 fine or six (6) months in jail.
- J. Removal of lounge or common area furniture into individual rooms is not allowed and vice versa.
- K. Gambling or solicitation in any form is not permitted.
- L. As of August 1, 2013, California State University, Fullerton is a "Non-Smoking" campus; smoking is not permitted anywhere on campus including parking lots.
- M. No pets allowed. Seeing Eye, Signal Dogs for the hearing impaired, or Canine Companion trained dogs for the physically disabled are an exception to this rule.
- N. No participant or guest of a participant, under the age of 16 should be left unattended in suite.

**Campus Authority:**

CAMPUS may exercise the following rights at its sole reasonable discretion:

- A. Enter any room for the purpose of inspection, repair (upon prior notice), or emergency.
- B. Reassign residents within a residence hall, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- C. Revoke the campus privilege including residency in or utilization of any buildings by any occupant whose conduct becomes injurious or potentially injurious to the academic community.

**Parental Release and Supervision of Youth:**

Upon arrival LICENSEE agrees that every minor child, unaccompanied by a parent, shall have on file with CAMPUS a medical release for hospital treatment or treatment by a physician, signed by one or both of the child's parents, to allow for treatment should accident or injury occur. One live-in chaperone is required per five (5) participants under 16 years old and one (1) per 10 participants for ages 16-18.

**Curtailment:**

In the event that CAMPUS housing buildings, property or facilities are destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of this agreement impractical or impossible, LICENSEE is obligated to pay only for those services, activities and events which occurred prior to said casualty or circumstance. LICENSEE hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this Agreement.

IN WITNESS WHEREOF, this Agreement is executed by the authorized parties, hereto, upon the dates indicated below.

**CALIFORNIA STATE UNIVERSITY  
FULLERTON**

**The Rancho Santiago Community College  
District**  
\_\_\_\_\_  
Licensee Name

\_\_\_\_\_  
Sally Yassine  
Associate Director  
Contracts and Procurement

\_\_\_\_\_  
Peter Hardash  
Vice Chancellor, Business Operations & Fiscal  
Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Rancho Santiago Comm Coll District

Board Meeting of 06/09/14

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 05/13/14 Thru 05/27/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59489	General Fund Unrestricted	137,082.00	0.00	137,082.00	92*0392166	92*0392250
59490	General Fund Unrestricted	218,264.18	0.00	218,264.18	92*0392251	92*0392348
59491	General Fund Unrestricted	161,302.77	0.00	161,302.77	92*0392349	92*0392448
59492	General Fund Unrestricted	100,292.30	0.00	100,292.30	92*0392449	92*0392501
59539	General Fund Unrestricted	1,349.00	0.00	1,349.00	92*0392748	92*0392748
59540	General Fund Unrestricted	5,576.20	0.00	5,576.20	92*0392751	92*0392753
59541	General Fund Unrestricted	2,717.49	0.00	2,717.49	92*0392754	92*0392758
59547	General Fund Unrestricted	1,219.16	0.00	1,219.16	92*0392773	92*0392779
59548	General Fund Unrestricted	9,874.18	0.00	9,874.18	92*0392781	92*0392782
59549	General Fund Unrestricted	200.00	0.00	200.00	92*0392785	92*0392785
59550	General Fund Unrestricted	3,956.68	0.00	3,956.68	92*0392787	92*0392796
59552	General Fund Unrestricted	501.16	0.00	501.16	92*0392800	92*0392804
59553	General Fund Unrestricted	8,851.17	0.00	8,851.17	92*0392805	92*0392814
59554	General Fund Unrestricted	20,339.70	0.00	20,339.70	92*0392815	92*0392821
59557	General Fund Unrestricted	5,875.00	0.00	5,875.00	92*0392836	92*0392840
59559	General Fund Unrestricted	982.22	0.00	982.22	92*0392850	92*0392850
59560	General Fund Unrestricted	413.49	0.00	413.49	92*0392851	92*0392852
59565	General Fund Unrestricted	88,961.37	0.00	88,961.37	92*0392871	92*0392935
59566	General Fund Unrestricted	61,387.60	0.00	61,387.60	92*0392936	92*0393033
59567	General Fund Unrestricted	59,363.80	0.00	59,363.80	92*0393034	92*0393106
59571	General Fund Unrestricted	691.80	0.00	691.80	92*0393123	92*0393124
59574	General Fund Unrestricted	2,536.58	0.00	2,536.58	92*0393132	92*0393136
59582	General Fund Unrestricted	3,438.52	0.00	3,438.52	92*0393169	92*0393172
59583	General Fund Unrestricted	3,250.77	0.00	3,250.77	92*0393174	92*0393178
59585	General Fund Unrestricted	5,386.48	0.00	5,386.48	92*0393187	92*0393191
59589	General Fund Unrestricted	6,193.47	0.00	6,193.47	92*0393204	92*0393207
59592	General Fund Unrestricted	14,181.79	0.00	14,181.79	92*0393228	92*0393234
59593	General Fund Unrestricted	2,004.69	0.00	2,004.69	92*0393235	92*0393240
59594	General Fund Unrestricted	17,697.99	0.00	17,697.99	92*0393243	92*0393250
59595	General Fund Unrestricted	2,294.80	0.00	2,294.80	92*0393251	92*0393265
59597	General Fund Unrestricted	3,519.52	0.00	3,519.52	92*0393272	92*0393283
59598	General Fund Unrestricted	5,122.46	0.00	5,122.46	92*0393284	92*0393290
59603	General Fund Unrestricted	700.00	0.00	700.00	92*0393311	92*0393311
59605	General Fund Unrestricted	9,949.95	0.00	9,949.95	92*0393320	92*0393323
59606	General Fund Unrestricted	458.99	0.00	458.99	92*0393324	92*0393329
59611	General Fund Unrestricted	1,340.40	0.00	1,340.40	92*0393347	92*0393352
59612	General Fund Unrestricted	51,099.14	0.00	51,099.14	92*0393355	92*0393356
59613	General Fund Unrestricted	2,697.05	0.00	2,697.05	92*0393360	92*0393361
59614	General Fund Unrestricted	2,766.27	0.00	2,766.27	92*0393364	92*0393367
59615	General Fund Unrestricted	12,065.74	0.00	12,065.74	92*0393369	92*0393370
59619	General Fund Unrestricted	8,583.75	0.00	8,583.75	92*0393384	92*0393391



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59622	General Fund Unrestricted	138.82	0.00	138.82	92*0393409	92*0393409
59626	General Fund Unrestricted	4,578.26	0.00	4,578.26	92*0393427	92*0393433
59632	General Fund Unrestricted	14,816.67	0.00	14,816.67	92*0393448	92*0393455
59634	General Fund Unrestricted	5,003.59	0.00	5,003.59	92*0393458	92*0393464
59635	General Fund Unrestricted	23,193.00	0.00	23,193.00	92*0393468	92*0393471
59636	General Fund Unrestricted	1,092.15	0.00	1,092.15	92*0393472	92*0393476
59637	General Fund Unrestricted	8,648.35	0.00	8,648.35	92*0393477	92*0393480
59642	General Fund Unrestricted	11,752.00	0.00	11,752.00	92*0393498	92*0393505
59643	General Fund Unrestricted	6,955.00	0.00	6,955.00	92*0393506	92*0393515
59644	General Fund Unrestricted	2,358.30	0.00	2,358.30	92*0393516	92*0393525
59646	General Fund Unrestricted	10,057.45	0.00	10,057.45	92*0393528	92*0393530
59647	General Fund Unrestricted	1,285.01	0.00	1,285.01	92*0393531	92*0393536
59648	General Fund Unrestricted	301.72	0.00	301.72	92*0393537	92*0393545
59651	General Fund Unrestricted	10,526.87	0.00	10,526.87	92*0393564	92*0393564
59653	General Fund Unrestricted	1,130.00	0.00	1,130.00	92*0393566	92*0393567
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$1,146,326.82</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,146,326.82</u></b>		

Checks Written for Period 05/13/14 Thru 05/27/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59542	General Fund Restricted	5,477.43	0.00	5,477.43	92*0392759	92*0392766
59543	General Fund Restricted	4,000.00	0.00	4,000.00	92*0392767	92*0392767
59544	General Fund Restricted	52,677.21	0.00	52,677.21	92*0392768	92*0392770
59547	General Fund Restricted	1,214.55	0.00	1,214.55	92*0392777	92*0392777
59548	General Fund Restricted	12,628.22	0.00	12,628.22	92*0392780	92*0392780
59549	General Fund Restricted	167.94	0.00	167.94	92*0392784	92*0392786
59550	General Fund Restricted	360.67	0.00	360.67	92*0392793	92*0392793
59552	General Fund Restricted	194.39	0.00	194.39	92*0392801	92*0392801
59553	General Fund Restricted	3,797.76	0.00	3,797.76	92*0392813	92*0392813
59555	General Fund Restricted	10,039.33	0.00	10,039.33	92*0392822	92*0392827
59556	General Fund Restricted	8,404.37	0.00	8,404.37	92*0392828	92*0392834
59557	General Fund Restricted	1,048.29	0.00	1,048.29	92*0392835	92*0392835
59558	General Fund Restricted	1,099.16	0.00	1,099.16	92*0392843	92*0392843
59559	General Fund Restricted	14,805.55	0.00	14,805.55	92*0392847	92*0392849
59560	General Fund Restricted	2,431.90	0.00	2,431.90	92*0392853	92*0392855
59561	General Fund Restricted	3,830.97	0.00	3,830.97	92*0392856	92*0392861
59568	General Fund Restricted	2,061.52	0.00	2,061.52	92*0393108	92*0393117
59569	General Fund Restricted	7,342.03	0.00	7,342.03	92*0393118	92*0393120
59570	General Fund Restricted	20,000.00	0.00	20,000.00	92*0393121	92*0393121
59571	General Fund Restricted	2,893.80	0.00	2,893.80	92*0393122	92*0393126
59572	General Fund Restricted	3,707.96	0.00	3,707.96	92*0393128	92*0393130
59573	General Fund Restricted	32,189.50	0.00	32,189.50	92*0393131	92*0393131
59575	General Fund Restricted	1,725.51	0.00	1,725.51	92*0393137	92*0393143
59580	General Fund Restricted	5,745.30	0.00	5,745.30	92*0393156	92*0393158
59581	General Fund Restricted	4,041.38	0.00	4,041.38	92*0393159	92*0393167
59582	General Fund Restricted	1,890.73	0.00	1,890.73	92*0393170	92*0393171
59583	General Fund Restricted	2,105.15	0.00	2,105.15	92*0393175	92*0393175
59584	General Fund Restricted	5,371.85	0.00	5,371.85	92*0393179	92*0393185
59585	General Fund Restricted	400.00	0.00	400.00	92*0393186	92*0393186
59588	General Fund Restricted	977.08	0.00	977.08	92*0393197	92*0393203
59590	General Fund Restricted	11,403.52	0.00	11,403.52	92*0393208	92*0393220
59591	General Fund Restricted	20,188.36	0.00	20,188.36	92*0393221	92*0393227
59593	General Fund Restricted	3,720.30	0.00	3,720.30	92*0393237	92*0393237
59594	General Fund Restricted	6,453.78	0.00	6,453.78	92*0393244	92*0393248
59599	General Fund Restricted	6,260.03	0.00	6,260.03	92*0393291	92*0393296
59601	General Fund Restricted	11,918.59	0.00	11,918.59	92*0393303	92*0393307
59603	General Fund Restricted	2,266.95	0.00	2,266.95	92*0393309	92*0393314
59604	General Fund Restricted	3,807.26	0.00	3,807.26	92*0393315	92*0393319
59606	General Fund Restricted	1,970.15	0.00	1,970.15	92*0393325	92*0393327
59613	General Fund Restricted	1,893.08	0.00	1,893.08	92*0393357	92*0393359
59614	General Fund Restricted	2,028.98	0.00	2,028.98	92*0393362	92*0393363

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59615	General Fund Restricted	22,735.05	0.00	22,735.05	92*0393368	92*0393368
59616	General Fund Restricted	1,776.23	0.00	1,776.23	92*0393372	92*0393378
59620	General Fund Restricted	2,739.73	0.00	2,739.73	92*0393392	92*0393399
59621	General Fund Restricted	1,596.44	0.00	1,596.44	92*0393400	92*0393407
59622	General Fund Restricted	3,899.36	0.00	3,899.36	92*0393410	92*0393410
59623	General Fund Restricted	14,366.66	0.00	14,366.66	92*0393412	92*0393414
59624	General Fund Restricted	2,013.06	0.00	2,013.06	92*0393416	92*0393418
59625	General Fund Restricted	13,254.41	0.00	13,254.41	92*0393419	92*0393426
59630	General Fund Restricted	11,241.55	0.00	11,241.55	92*0393441	92*0393443
59631	General Fund Restricted	70,191.83	0.00	70,191.83	92*0393444	92*0393447
59632	General Fund Restricted	2,629.15	0.00	2,629.15	92*0393450	92*0393450
59634	General Fund Restricted	8,966.54	0.00	8,966.54	92*0393457	92*0393467
59638	General Fund Restricted	1,514.30	0.00	1,514.30	92*0393481	92*0393486
59646	General Fund Restricted	1,132.77	0.00	1,132.77	92*0393527	92*0393527
59647	General Fund Restricted	1,274.47	0.00	1,274.47	92*0393533	92*0393535
59648	General Fund Restricted	1,200.04	0.00	1,200.04	92*0393538	92*0393546
59649	General Fund Restricted	4,744.89	0.00	4,744.89	92*0393547	92*0393552
59650	General Fund Restricted	2,583.26	0.00	2,583.26	92*0393554	92*0393560
59652	General Fund Restricted	35,642.69	0.00	35,642.69	92*0393565	92*0393565
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$488,042.98</u></b>	<b><u>\$0.00</u></b>	<b><u>\$488,042.98</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59540	GF Unrestricted One-Time Func	389.45	0.00	389.45	92*0392749	92*0392750
59545	GF Unrestricted One-Time Func	18,973.86	0.00	18,973.86	92*0392771	92*0392771
59546	GF Unrestricted One-Time Func	7,742.92	0.00	7,742.92	92*0392772	92*0392772
59547	GF Unrestricted One-Time Func	700.00	0.00	700.00	92*0392778	92*0392778
59549	GF Unrestricted One-Time Func	4,788.00	0.00	4,788.00	92*0392783	92*0392783
59551	GF Unrestricted One-Time Func	91,097.92	0.00	91,097.92	92*0392797	92*0392799
59558	GF Unrestricted One-Time Func	14,903.25	0.00	14,903.25	92*0392841	92*0392845
59559	GF Unrestricted One-Time Func	1,661.20	0.00	1,661.20	92*0392846	92*0392846
59568	GF Unrestricted One-Time Func	310.04	0.00	310.04	92*0393107	92*0393107
59572	GF Unrestricted One-Time Func	600.00	0.00	600.00	92*0393127	92*0393127
59580	GF Unrestricted One-Time Func	269.20	0.00	269.20	92*0393157	92*0393157
59582	GF Unrestricted One-Time Func	402.50	0.00	402.50	92*0393168	92*0393168
59583	GF Unrestricted One-Time Func	9,661.57	0.00	9,661.57	92*0393173	92*0393173
59594	GF Unrestricted One-Time Func	3,871.60	0.00	3,871.60	92*0393241	92*0393242
59596	GF Unrestricted One-Time Func	14,318.83	0.00	14,318.83	92*0393266	92*0393271
59600	GF Unrestricted One-Time Func	54,622.80	0.00	54,622.80	92*0393297	92*0393302
59602	GF Unrestricted One-Time Func	41,158.68	0.00	41,158.68	92*0393308	92*0393308
59611	GF Unrestricted One-Time Func	18,363.00	0.00	18,363.00	92*0393349	92*0393354
59616	GF Unrestricted One-Time Func	402.50	0.00	402.50	92*0393371	92*0393371
59622	GF Unrestricted One-Time Func	5,633.65	0.00	5,633.65	92*0393408	92*0393408
59623	GF Unrestricted One-Time Func	10,905.55	0.00	10,905.55	92*0393411	92*0393415
59629	GF Unrestricted One-Time Func	42,209.42	0.00	42,209.42	92*0393437	92*0393440
59630	GF Unrestricted One-Time Func	5,802.99	0.00	5,802.99	92*0393442	92*0393442
59633	GF Unrestricted One-Time Func	28,648.96	0.00	28,648.96	92*0393456	92*0393456
59645	GF Unrestricted One-Time Func	18,765.80	0.00	18,765.80	92*0393526	92*0393526
59650	GF Unrestricted One-Time Func	1,352.50	0.00	1,352.50	92*0393553	92*0393557
59651	GF Unrestricted One-Time Func	877.90	0.00	877.90	92*0393561	92*0393563
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$398,434.09</u></b>	<b><u>\$0.00</u></b>	<b><u>\$398,434.09</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59562	Child Development Fund	2,479.05	0.00	2,479.05	92*0392862	92*0392866
59576	Child Development Fund	1,848.13	0.00	1,848.13	92*0393144	92*0393148
59586	Child Development Fund	7,598.66	0.00	7,598.66	92*0393192	92*0393195
59607	Child Development Fund	50,534.46	0.00	50,534.46	92*0393330	92*0393336
59608	Child Development Fund	3,068.66	0.00	3,068.66	92*0393337	92*0393339
59617	Child Development Fund	3,824.37	0.00	3,824.37	92*0393379	92*0393382
59627	Child Development Fund	1,037.09	0.00	1,037.09	92*0393434	92*0393435
59639	Child Development Fund	5,022.47	0.00	5,022.47	92*0393487	92*0393494
59654	Child Development Fund	1,100.98	0.00	1,100.98	92*0393568	92*0393569
<b>Total Fund 33 Child Development Fund</b>		<b><u>\$76,513.87</u></b>	<b><u>\$0.00</u></b>	<b><u>\$76,513.87</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59564	Capital Outlay Projects Fund	121,400.20	0.00	121,400.20	92*0392869	92*0392870
59579	Capital Outlay Projects Fund	202.98	0.00	202.98	92*0393155	92*0393155
59610	Capital Outlay Projects Fund	2,032.00	0.00	2,032.00	92*0393346	92*0393346
59641	Capital Outlay Projects Fund	16,482.80	0.00	16,482.80	92*0393496	92*0393497
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>\$140,117.98</u></b>	<b><u>\$0.00</u></b>	<b><u>\$140,117.98</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59563	Bond Fund, Measure E	4,682.31	0.00	4,682.31	92*0392867	92*0392868
59577	Bond Fund, Measure E	179,359.08	0.00	179,359.08	92*0393149	92*0393150
59578	Bond Fund, Measure E	64,884.59	0.00	64,884.59	92*0393151	92*0393154
59587	Bond Fund, Measure E	1,442.20	0.00	1,442.20	92*0393196	92*0393196
59609	Bond Fund, Measure E	102,106.04	0.00	102,106.04	92*0393340	92*0393345
59618	Bond Fund, Measure E	862.44	0.00	862.44	92*0393383	92*0393383
59640	Bond Fund, Measure E	2,828.00	0.00	2,828.00	92*0393495	92*0393495
59655	Bond Fund, Measure E	46,195.41	0.00	46,195.41	92*0393570	92*0393576
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>\$402,360.07</u></b>	<b><u>\$0.00</u></b>	<b><u>\$402,360.07</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59628	Student Financial Aid Fund	183.55	0.00	183.55	92*0393436	92*0393436
59656	Student Financial Aid Fund	4,500.00	0.00	4,500.00	92*0393577	92*0393577
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$4,683.55</u></u>	<u><u>\$0.00</u></u>	<u><u>\$4,683.55</u></u>		



**SUMMARY**

Total Fund 11 General Fund Unrestricted	1,146,326.82
Total Fund 12 General Fund Restricted	488,042.98
Total Fund 13 GF Unrestricted One-Time Fund	398,434.09
Total Fund 33 Child Development Fund	76,513.87
Total Fund 41 Capital Outlay Projects Fund	140,117.98
Total Fund 42 Bond Fund, Measure E	402,360.07
Total Fund 74 Student Financial Aid Fund	4,683.55
Grand Total:	<u><u>\$2,656,479.36</u></u>

Checks Written for Period 05/10/14 Thru 05/22/14

<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>
311405317	Bookstore Fund	62,163.47	0.00	62,163.47	31*0104374	31*0104403
311405422	Bookstore Fund	2,350.00	0.00	2,350.00	31*0104404	31*0104404
<b>Total Fund 31 Bookstore Fund</b>		<u><u>\$64,513.47</u></u>	<u><u>\$0.00</u></u>	<u><u>\$64,513.47</u></u>		

Checks Written for Period 05/10/14 Thru 05/22/14

<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>
711405317	Associated Students Fund	3,215.14	1,349.27	1,865.87	71*0007139	71*0007153
711405422	Associated Students Fund	6,856.95	0.00	6,856.95	71*0007154	71*0007172
<b>Total Fund 71 Associated Students Fund</b>		<u><u>\$10,072.09</u></u>	<u><u>\$1,349.27</u></u>	<u><u>\$8,722.82</u></u>		

Checks Written for Period 05/10/14 Thru 05/22/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
761405317	Community Education Fund	14,764.36	0.00	14,764.36	76*0006481	76*0006493
<b>Total Fund 76 Community Education Fund</b>		<b>\$14,764.36</b>	<b>\$0.00</b>	<b>\$14,764.36</b>		

Checks Written for Period 05/10/14 Thru 05/22/14

<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>
791405317	Diversified Trust Fund	6,658.81	0.00	6,658.81	79*0018510	79*0018532
791405422	Diversified Trust Fund	7,051.52	0.00	7,051.52	79*0018533	79*0018543
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u><u>\$13,710.33</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$13,710.33</u></u></b>		

Checks Written for Period 05/10/14 Thru 05/22/14

<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>
811405317	Diversified Agency Fund	17,458.12	0.00	17,458.12	81*0044474	81*0044498
811405422	Diversified Agency Fund	6,323.17	0.00	6,323.17	81*0044499	81*0044503
<b>Total Fund 81 Diversified Agency Fund</b>		<b><u><u>\$23,781.29</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$23,781.29</u></u></b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	64,513.47
Total Fund 71 Associated Students Fund	8,722.82
Total Fund 76 Community Education Fund	14,764.36
Total Fund 79 Diversified Trust Fund	13,710.33
Total Fund 81 Diversified Agency Fund	23,781.29
<b>Grand Total:</b>	<b><u><u>\$125,492.27</u></u></b>

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of the 2014-15 Tentative Budget	
Action:	Request for Approval	

**BACKGROUND**

In accordance with the California Code of Regulations, Title 5, Section 58305, the governing board of each community college district shall adopt a tentative budget by July 1<sup>st</sup> of each year.

**ANALYSIS**

A bound copy of the proposed Tentative Budget has been provided for review. The electronic version is available on the website at <http://new.rscgd.edu/Departments/Business-Operations/Pages/Budget.aspx>. The Tentative Budget contains budgets for all of the funds under the District's purview including the following: General Fund (restricted and unrestricted), Bond Interest and Redemption Funds, Bookstore Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Funds, Self-Insurance Funds, Retiree Health Benefits Fund, Associated Students Fund, Representation Fee Trust Fund, Student Financial Aid Fund, Community Education Fund, and the Diversified Trust Fund.

The Tentative Budget is considered a placeholder budget for operational purposes and was prepared based on the best available information. The Tentative Budget was reviewed and recommended to the Chancellor at the May 28, 2014 Fiscal Resources Committee (FRC) meeting. The proposed Adopted Budget is scheduled to be presented for approval at the September 8, 2014 Board meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2014-15 proposed Tentative Budget as presented.

Fiscal Impact:	As identified in the Tentative Budget	Board Date: June 9, 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: June 9, 2014
Re:	Approval of Agreement with Facilities Planning & Program Services for Program Planning & Management Consulting Services	
Action:	Request for Approval	

**BACKGROUND:**

The facilities department is in need of staff augmentation consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting aggressive schedules for project delivery. A new request for qualifications was issued to specifically define the services, scope of work and activities that staff needs assistance on for the upcoming year and includes the following: DSA certification assistance for previously completed projects, planning and managing projects for Proposition 39/Energy Savings, identifying and participation in potential rebate programs, capital facility and scheduled maintenance project development and management, prequalification of contractors development and review, request for qualifications and proposals development and review, sustainability measurement and monitoring assistance, project and design management assistance for certain capital facilities projects. Although there has been additional staff added to the department more recently, the current volume of work, planning and execution of projects still require program planning and consultant services assistance. The reliance upon staff augmentation consulting services will decrease in this upcoming year but is still needed to provide a continuity of service to move projects forward to meet the expectations of the Measure E and Measure Q bond programs.

**ANALYSIS:**

The District released and advertised a Request for Qualifications/Request for Proposal (RFQ/RFP) #1314-53 on April 25, 2014. The deadline for the response was due on May 13, 2014 and thirteen firms responded. A committee of three members reviewed the proposals and interviewed Margaret Williams, LLC, Capital Program Management (CPM), Cumming Corporation and Facilities Program Planning Services (FPPS) on May 16, 2014.

The selection and interview committee unanimously recommends FPPS based upon a thorough review of their RFQ/RFP response, experience, approach to the project, demonstrated ability to meet the schedule requirements. FPPS in its interview and qualifications demonstrated the most technical expertise relative to understanding the community college district system and an understanding of the Proposition 39 project funding. FPPS has been successfully working on DSA certification for the district in the last year coordinating with, DSA, the architects and consultants to certify several projects, and the district desires to continue these consulting services. Additionally, they have completed the Year 1 and Year 2 Proposition 39 applications on behalf of the District and are currently managing Year 1 projects construction implementation

which will continue to be implemented during the summer for close out. Year 2 projects are preparing for bid and anticipated to start in this next year as well. The department is in need of program planning assistance for the upcoming fiscal year to complete the current work activities in order to continue to move projects forward without disruption to the district's operations and campuses. The district has reevaluated the use of consultants as an augmentation of staff and has reduced the consulting services budget from \$1.6 million in 2013-2014 to a not to exceed amount of \$972,220 due to the recent district hiring of two facility project managers. The average billing rate for FPPS consulting is \$115 per hour.

The contract proposal for these consulting services is a not to exceed amount of \$969,720 plus \$2,500 reimbursable expenses, for a total contract of \$972,220. The need for further staff augmentation services will be re-assessed at the end of the next fiscal year with consideration of workload, project sequencing and schedules.

It is requested that the programming planning consulting services agreement be approved for the period of July 1, 2014 through June 30, 2015. These services are funded by Measure E, Measure Q and Capital Outlay funds as appropriate.

**RECOMMENDATION:**

It is recommended that the Board approve the agreement with FPPS for Program Planning & Management Consulting Services as presented.

Fiscal Impact:	\$972,220 (includes reimbursables)	Board Date: June 9, 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:**6/9/2014

**Project:** Program Planning & Management Consulting Services    **Site:** District Office

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**Consultant:** Facilities Planning & Programming Services

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**Type of Service:** Planning and Programming Service

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Contract Amount		\$969,720.00	\$ 2,500.00	7/1/2014		6/30/2015
<b>Total Agreement Amount</b>		<b>\$972,220.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Planning and programming consulting services

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**\$972,220.00**

**Total Proposed Amount:**

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**Contract End Date:**

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**6/30/2015**

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Amendment to Agreement with Westberg + White Architects, Inc. for Architectural and Engineering Consulting Services for Various Santa Ana College Projects	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to supersede prior agreements with Westberg + White Architects, Inc. to reconcile fees and additional services on several projects and to replace with a new agreement. There are several project contracts which needed to be reconciled due to the close out of projects as the fee is based off of a percent of the construction value, various scope changes, and in order to reconcile agreements for a change in delivery method to lease-leaseback construction delivery for the Bid Package 4 project which is described below. If approved, the new contract shall supersede all prior agreements, reconcile and consolidate Purchase Orders 16197, 20731 and 27043 into a single master agreement.

**ANALYSIS:**

<b>Project</b>	<b>Add Fee</b>	<b>Justification</b>
Bid Package 1 (Parking Lot expansion); Bid Package 2 (Soccer field); Bid Package 3 (Site Perimeter Project); Bid Package 4 (Retention Basin, Parking Lot 1, Temp Village, Planetarium Renovation)	\$319,980.55	Final close out fee reconciliation owed to architect due to design changes during construction for unforeseen and owner requested change orders only. The fees are based off a percent utilizing the total construction value off the state sliding scale as a guideline. The construction values are: Bid Package 1-\$2,575,568 (final); Bid Package 2-\$5,494,242 (final); Bid Package 3-\$5,589,815 (in close out); Bid Package 4-\$9,937,915 (currently under construction).
Bid Package 3 (Site Perimeter Project)	\$ 9,700	Additional landscape design services during the course of construction due to extended construction duration with Woodcliff Construction.
Bid Package 4 (Retention Basin, Parking Lot 11, Temp Village, Planetarium)	\$ 44,500 \$ 26,500	Surveillance scope of work added. Structural redesign and remediation due to termite damage.

Renovation)	\$ 12,850	Temporary village redesign of interior layouts due to program changes since DSA approval of plans.
Total base add fee subtotal	\$413,530.55	
Total reimbursable add fee	\$ 30,000	Electrical survey investigations of 4160v distribution cost is \$75, 900. The add fee is to cover the shortage in the reimbursable budget.
<b>Total contract amendment</b>	<b>\$443,530.55</b>	<b>For all above</b>

The current Westberg + White base fee contract is currently at \$1,868,300 plus \$112,330 for reimbursable expenses, totaling \$1,980,630. The amendment would make the revised contract base fee value at \$2,281,830.55 plus an additional \$142,330 in reimbursable expenses. Total revised contract value is \$2,424,160.55 (includes reimbursables).

The District has approved payments as of May 2014 for \$1,701,598.97 in base fees and \$22,847.78 for reimbursable expenses. The District shall owe a remaining balance in base fees in the amount of \$580,231.58 and \$119,482.22 in reimbursable expenses for a total contract value of \$699,713.80.

This agreement is funded by Measure E funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amended to the agreement with Westberg + White Architects, Inc. for various projects at Santa Ana College as presented.

Fiscal Impact:	\$443,530.55 (includes reimbursables)	Board Date: June 9, 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	

# Board Agreement Summary

**Board Date: 6/9/14**

Project: Bid Packages 1, 2, 3 and 4 (Parking Lot Expansion, Soccer Field, Site Perimeter, Retention Basin, Parking Lot 11, Temporary Village, Planetarium Renovation Projects)

Site: **Santa Ana College**

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Consultant: **Westberg + White Architects, Inc.**

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Type of Service: Architectural and Engineering Consulting Services

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Agreement Summary	Base Fee Amount	Reimbursables	Duration	
			Start	End
Amendment 6/9/14	\$413,530.55	\$ 30,000.00	6/10/2014	until close out
Existing Contract	\$1,868,300.00	\$ 112,330.00		
<b>Totals</b>	<b>\$2,281,830.55</b>	<b>\$ 142,330.00</b>		
<b>Total Agreement</b>	<b>\$2,424,160.55</b>			

*(Not to exceed)*

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**DESCRIPTION:**

New agreement to supercede, reconcile outstanding fees, and consolidate purchase orders into a single new master agreement for all projects as described.

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**Total Proposed Amendment Amount: \$ 443,530.55**

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**Contract End Date:** until Division of State Architect certification is received

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Five Year Construction Plan (2016-2020) and Initial Project Proposals (IPP's) for the following projects 2017-2018: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center, Santiago Canyon College – Student Services Building	
Action:	Request for Approval	

**BACKGROUND:**

In compliance with the California Community College Chancellor's Office Facilities Planning Manual, community college districts are required to submit on July 1<sup>st</sup> of each year all major capital projects (in excess of \$400,000) that they intend to construct over the next five (5) year period. All potential projects are to be included, regardless of funding source (i.e. state funding, special grants, district resources, local bonds, etc.). Each year the District has an opportunity to update its Five Year Construction Plan.

**ANALYSIS:**

The District is resubmitting projects for State funding in its Five Year Construction Plan 2016-2020. A detailed list is attached showing the projects outlined in the Five Year Construction Plan.

For the next two year period of 2015-2016 and 2016-2017 the State Chancellor's Office has already accepted the district's following two previously Board approved Final Project Proposals (FPP's): Russell Hall Replacement (for the Health Sciences Building) at Santa Ana College and the Fine and Performing Arts Center for Santiago Canyon College. These two FPP's have already rolled forward for these two planning years and are approved Final Plan Proposals for both colleges and are included in the Five Year Construction Plan.

For 2017-2018, the District is submitting Initial Project Proposals (IPP's) for the following projects as attached: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center, Santiago Canyon College – Student Services Building. These IPP's need to be approved along with the Five Year Construction Plan covering the period of 2016-2020.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Five Year Construction Plan (2016-2020); and Initial Project Proposals (IPP's) for the following projects: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center, Santiago Canyon College – Student Services Building as presented.

Fiscal Impact:	Varies with each project	Board Date: June 9, 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	



2016-20 FIVE YEAR CAPITAL OUTLAY PLAN  
(2016-17 FIRST FUNDING YEAR)

**Rancho Santiago CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

*Signed* \_\_\_\_\_  
Raúl Rodríguez, Ph.D.  
(Chief Executive Officer  
or their designee)

*Title* \_\_\_\_\_ Chancellor \_\_\_\_\_

*Date* \_\_\_\_\_

*Contact Person* Peter Hardash \_\_\_\_\_

*Telephone* (714) 480-7340 \_\_\_\_\_

Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval

**Inventory of Land**  
Rancho Santiago CCD

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage
Rancho Santiago Center 2323 N. Broadway Santa Ana, CA 92706	3.5
Santa Ana College 1530 West 17th Street Santa Ana, CA 92706	65.0
Santiago Canyon College 8045 E. Chapman Avenue Orange, CA 92869	82.8
Orange Education Center 1465 N. Batavia Orange, CA 92867	6.4
Digital Media Center 1300 S. Bristol Santa Ana, CA	1.2
O.C. Sheriff's Regional Training Facility 15991 Armstrong Avenue Tustin, CA 92782	15.0

**Legislative Districts**

Campus	Assembly	Senate	House
Santa Ana College	69	34	46
Rancho Santiago District Office*	69	34	47
Santiago Canyon College	68	37	45
Orange Education Center	68	37	46

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**Address**

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Anaheim Fire  
2400 East Orangewood  
Anaheim, CA 92806

El Modena High School  
3920 Spring  
Orange, CA

UCI Medical Center  
101 City Drive South  
Orange, CA

Vernon Fire  
3375 Fruitland  
Vernon, CA 90058

Rancho Santiago Center  
2323 N. Broadway  
Santa Ana, CA 92706

Santa Ana College  
1530 West 17th Street  
Santa Ana, CA 92706

Santiago Canyon College  
8045 E. Chapman Avenue  
Orange, CA 92869

Orange Education Center  
1465 N. Batavia  
Orange, CA 92867

Digital Media Center  
1300 S. Bristol  
Santa Ana, CA

O.C. Sheriff's Regional Training Facility  
15991 Armstrong Avenue  
Tustin, CA 92782

East Anaheim Community Center  
8201 East Santa Ana Canyon Rd.  
Anaheim, CA 92808

Joint Powers Training Central Net  
18301 Gothard  
Huntington Beach, CA 92648

Laguna Beach Fire  
505 Forest Avenue  
Laguna Beach, CA 92651

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**Address**

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Newport Beach Life Guards  
3300 Newport Blvd.  
Newport Beach, CA 92658

Theo Lacy Facility  
501 City Drive South  
Orange, CA 92868

West Covina Fire  
1444 West Garvey Ave, # 205  
West Covina, CA 91790

Brea Fire  
1 Civic Center Circle  
Brea, CA 92821

Corona Fire  
400 South Vicentia Ave.  
Corona, CA 92882

Criminal Justice Training Center  
15991 Armstrong Ave.  
Tustin, CA 92782

Costa Mesa Fire  
99 Fair Drive  
Costa Mesa, CA 92626

Chino Valley  
14011 City Center Drive  
Chino Hills, CA 91709

Chapman Avenue Site  
1937 West Chapman Avenue  
Orange, CA 92868

Central Men's and Women's Jail  
550 North Flower Street  
Santa Ana, CA 92703

Downey Fire  
12222 Paramount Blvd.  
Downey, CA 90242

El Modena Community Center  
18672 Center Street  
Orange, CA 92869

Emeritus at Orange  
142 South Prospect Avenue  
Orange, CA 92869

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**Address**

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Electrical Training Trust  
714 South Lyon Street  
Santa Ana, CA 92705

Friendly Center - Garden Grove  
12459 Lewis Street, #101  
Garden Grove, CA 92840

Friendly Center - Lemon Street  
615-A Lemon Street  
Orange, CA 92867

Fountain Senior Assisted Living  
1800 West Culver Avenue  
Orange, CA 92868

Fullerton Fire  
312 east Commonwealth  
Fullerton, CA 92832

Fountain Valley  
10200 Slater Avenue  
Fountain Valley, CA 92708

Huntington Beach City Lifeguards  
103 Pacific Coast Highway  
Huntington Beach, CA 92648

Huntington Beach Fire  
2000 Main Street  
Huntington Beach, CA 92648

Health Care Agency  
1729 West 17th Street  
Santa Ana, CA 92706

Intake and Release Center  
550 North Flower Street  
Santa Ana, CA 92703

James A. Musick Security Facility  
13502 Musick  
Irvine, CA 92618

Laguna Beach Life Guards  
505 Forest Avenue  
Laguna Beach, CA 92651

Long Beach Police Academy  
7290 Carson Blvd.  
Long Beach, CA 90808

**Instructional Delivery Locations**

Rancho Santiago CCD

**Address**

La Verne Fire  
2061 Third Street  
La Verne, CA 91750

Montebello Fire  
600 North Montebello Blvd.  
Montebello, CA 90640

Montclair Fire  
8901 Monte Vista Avenue  
Montclair, CA 91763

Orange County Training Center  
7111 Firestone Blvd. Suite 137  
Buena Park, CA 90621

Operating Engineers Training Trust  
2190 South Pellissier Place  
Whittier, CA 90601

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, CA 92602

Orange Senior Center  
170 South Olive  
Orange, CA 92866

Orange Fire  
176 Grand Street  
Orange, CA 92866

Ontario Fire  
425 East B Street  
Ontario, CA 91764

Katella Training Center  
1900 West Katella Avenue  
Orange, CA 92867

Rancho Cucamonga Fire  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91730

Redlands Fire  
35 Cajon  
Redlands, CA 92373

Recovery Education Institute  
401 South Tustin Street Bldg 8  
Orange, CA 92866

**Instructional Delivery Locations**

Rancho Santiago CCD

**Address**

Rehabilitation Institute of So Cal  
1800 East Le Veta Avenue  
Orange, CA 92866

Rapid Manufacturing  
8080 Crystal Drive  
Anaheim, CA 92807

Super Sports Golf and Rec Center  
2190 North Canal Street  
Orange, CA 92865

Service Employees International Union  
1936 West Chapman Avenue  
Orange, CA 92868

Santa Ana Police Department  
60 Civic Center Plaza  
Santa Ana, CA 92701

Seal Beach Life Guards  
911 Seal Beach Blvd.  
Seal Beach, CA 90740

San Bernardino County Fire  
2824 East W Street, Bldg 302  
San Bernardino, CA 92408

San Bernardino City Fire  
200 East 3rd Blvd.  
San Bernardino, CA 92410

Seal Beach Police Department  
911 Seal Beach Blvd.  
Seal Beach, CA 92705

Social Services Agency  
1928 South Grand Avenue  
Santa Ana, CA 92705

Upland Fire  
475 North Second Ave  
Upland, CA 91785

University of Irvine  
Irvine, CA

Orange County Lifeguards  
34127 Pacific Coast Hwy  
Dana Point, CA 92629

**Instructional Delivery Locations**

Rancho Santiago CCD

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**Address**

Western Medical Center  
1001 North Tustin Avenue  
Santa Ana, CA 92705



No.	Project	Occupancy	Source	Schedule of Funds						
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
1	HUMANITIES BUILDING 52,420	2013/2014 \$33,000,000	NonState							
2	TESSMAN PLANETARIUM RENOVATIO	2014/2015 \$3,132,699	NonState							
3	OEC RENOVATION	2015/2016 \$16,000,000	NonState			(W)(C) \$15,556,550				
4	DUNLAP HALL RENOVATION	2015/2016 \$14,232,000	NonState				(E) \$1,000,000			
5	CENTRAL PLANT AND INFRASTRUCTU	2016/2017 \$68,169,000	NonState			(C) \$63,160,000				
6	JOHNSON CENTER RENOVATION	2017/2018 \$16,700,000	NonState			(P)(W) \$1,050,000	(C)(E) \$15,650,000			
	SCIENCE BUILDING 40,598	2018/2019 \$49,995,000	NonState			(P)(W) \$3,634,000	(C)(E) \$46,361,000			
8	CENTRAL PLANT AND INFRASTRUCTU	2018/2019 \$10,000,000	NonState			(P)(W) \$913,000	(C) \$9,087,000			
9	Fine and Performing Arts Center -672	2020/2021 \$22,215,000 \$23,561,000	State NonState			(P)(W) \$1,616,000 \$1,751,000	(C)(E) \$20,599,000 \$21,810,000			
10	RUSSELL HALL REPLACEMENT -10,825	2020/2021 \$19,900,000 \$19,407,000	State NonState			(P)(W) \$1,624,000 \$1,424,000	(C)(E) \$18,276,000 \$17,983,000			
11	STUDENT SERVICES BUILDING 13,036	2020/2021 \$15,546,000 \$3,887,000	State NonState				(P)(W) \$1,022,000 \$800,000	(C)(E) \$14,524,000 \$3,087,000		
12	FINE AND PERFORMING ARTS COMPL 1,091	2021/2022 \$13,882,000 \$13,882,000	State NonState				(P)(W) \$1,388,000 \$1,388,000	(C)(E) \$12,494,000 \$12,494,000		
13	VOCATIONAL TECHNOLOGY COMPLEX 2,422	2021/2022 \$17,738,000 \$17,738,000	State NonState				(P)(W) \$1,278,000 \$1,500,000	(C)(E) \$16,460,000 \$16,238,000		

No.	Project	Occupancy	Source	Schedule of Funds						
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
14	LIBRARY/LRC 25,916	2021/2022		Santa Ana College						
		Total Cost					(P)(W)	(C)(E)		
		\$41,014,000	State				\$1,939,000	\$39,075,000		
		\$10,255,000	NonState				\$1,800,000	\$8,455,000		
15	PARKING STRUCTURE	2021/2022		Santa Ana College						
		\$20,841,975	NonState				(P)(W)	(C)		
							\$1,784,475	\$19,057,500		
16	PHYSICAL EDUCATION-SEISMIC REPL.	2006/2007		Santa Ana College						
		\$5,460,000	State							
		\$10,130,000	NonState							
17	Science Building	2009/2010		Santiago Canyon College						
		\$12,612,000	State							
		\$7,625,000	NonState							

# Initial Project Proposal

## 2017-2018

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**Fine and Performing Arts Complex Replacement**

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Proposal Name

**Rancho Santiago Community College District**

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Community College District

**Santa Ana College**

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College or Center

**July 1, 2014**

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Date

A \_\_\_\_\_ P  W  C  E

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: FINE AND PERFORMING ARTS COMPLEX REPLACEMENT  
 Project Type: New Construction, Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2017
Prelim. Plans:	\$745,000	\$745,000	Const. Cost Index: 5901
Working Draw. :	\$643,000	\$643,000	5 yr. Plan Priority: 11
Construction:	\$12,391,000	\$12,391,000	Net ASF: 1,091
Equipment:	\$103,000	\$103,000	Total GSF: 52,685
	<hr/>	<hr/>	
<b>Total Cost:</b>	<b>\$13,882,000</b>	<b>\$13,882,000</b>	
	<b>\$27,764,000</b>		

**Project Description:** Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) are aging facilities that have gone beyond their useful lives, no longer support the instructional programs that are housed in this complex and are in need of replacement. This project involves the replacement of 33,154 ASF that is currently housed in the building complex that was constructed in 1955, 1970 and 1972. FACILITIES PROBLEMS INCLUDE: - Inefficient configuration of labs, services and support spaces are not adequate to support instruction. - There is insufficient technology infrastructure throughout the building to support current instructional methods. The existing projectors are used for transparencies; there are no capabilities for powerpoint presentations or internet access. - Current instructional programs are not adequately supported by old and failing mechanical, electrical and plumbing systems, including: insufficient electrical capacity; inoperable ventilation, cooling and heating systems. - Hazardous material, including asbestos, is present in the building. - The instructional spaces within the complex do not comply with current ADA requirements for access for students and instructors with disabilities. - The restroom capacity in the existing building does not meet current codes. PROPOSED PROJECT: - Replace space in Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) to adequately serve instructional and support functions. - Replace mechanical, electrical and plumbing systems to meet current codes and to exceed Title 24 Energy Codes by at least 15%. - Construct new building to meet current code requirements for structural, ADA, fire and life safety.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports Santa Ana College's 2010 Educational and Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

- | Yes                              | No                               | N/A                              |  |
|----------------------------------|----------------------------------|----------------------------------|--|
| <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger   |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines   |
| <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <b>Infrastructure</b>  |
|                                  |                                  |                                  | Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement  |
| <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | - Loss or failure of infrastructure is imminent.   |
| <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <b>Instructional Space</b>   |
|                                  |                                  |                                  | Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration   |
|                                  |                                  |                                  | Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center  |
|                                  |                                  |                                  | <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other   |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.   |
| <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <b>Academic Support, Student Services or Adminstrative Space</b>   |
|                                  |                                  |                                  | Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration  |
|                                  |                                  |                                  | Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center   |
|                                  |                                  |                                  | <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other   |
| <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <b>Other Facility Projects</b>   |
|                                  |                                  |                                  | Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration  |
|                                  |                                  |                                  | Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts   |
|                                  |                                  |                                  | <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria   |
|                                  |                                  |                                  | <input type="checkbox"/> Other facilities (to complete a balance campus)   |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - There is an existing facility building in use for this proposed project.   |
|                                  |                                  |                                  | <b>Supplemental Information and Alternatives Explored</b>  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - There is an existing facility in use for this proposed project.  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - Cost to reconstruct existing building is more than 50% of cost of a new building.  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - Usage in the new building will be the same as usage in the building replaced.  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - Replaced building will be demolished and costs are include in the project.   |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - Alternative instructional delivery system, distance learning, other such means.  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - District or private funding sources  |
| <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | - Other:<br>The District intends to provide a local contribution of 50% and cover all costs for non-state supportable items such as parking and additional amenities/equipment for the building beyond state guidelines. |
|                                  |                                  |                                  | - Total construction period in number of Months: <input type="text" value="24"/>   |

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :     
 Date:  FAX No. :     
 Prepared by:  E-mail Address:

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

CFIS #: 40.41.XXX

JCAF 31- FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Santa Ana College/Rancho Santiago CCD) (Official)

CCI: 5754 (7/13)

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment			Bldg 29	3,310	-100	-3,353	-43
<input type="checkbox"/>	210	Class Lab	0602	Journalism			Bldg 29		-291	-622	-622
<input type="checkbox"/>	210	Class Lab	1002	Art (Painting, Drawing and Sculpture)			Bldg 29	7,000	-127	-7,327	-327
<input type="checkbox"/>	210	Class Lab	1007	Dramatic Arts			Bldg 14	3,240	478	-2,012	1,228
<input type="checkbox"/>	210	Class Lab	1009	Applied Design			Bldg 29		-423	-1,088	-1,088
<input type="checkbox"/>	210	Class Lab	1030	Graphic Arts and Design			Bldg 29		-52	-134	-134
<input type="checkbox"/>	210	Class Lab	1004	Music			Bldg 25	6,255	712	-4,425	1,830
<input type="checkbox"/>	310	Office	0099	General Assignment			Bldgs 14 25 29	2,100		-2,101	-1
<input type="checkbox"/>	610	Assembly	1007	Dramatic Arts			Bldg 14	10,590		-10,120	470
<input type="checkbox"/>	620	Exhibition	6140	Museums and Galleries			Bldg 29	1,750		-1,293	457
<input type="checkbox"/>	720	Shop	6530	Custodial Services			Bldg 25			-76	-76
<input type="checkbox"/>	880	Public Waiting	1007	Dramatic Arts			Bldg 14			-603	-603
<b>Totals:</b>								<b>34,246</b>	<b>196</b>	<b>-33,164</b>	<b>1,091</b>

\* Indicates manual override

4.5 (17)

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

Print Save Reset Delete

Campus: Santa Ana College (Rancho Santiago CCD)  
 Project Title: FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Official)  
 Request For:  L  P  W  C  E

Date Prepared: 5/4/2014 Original CCI: 5901 Original EPI: 3202  
 CFIS Ref. #: 40.41.XXX Budget Ref #: Prepared by: HMC/FPACS

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
<b>1. Site Acquisition</b> Acres:				
<b>2. Plans</b> Budget CCI: 5901	\$1,490,551	\$745,276	\$745,275	
A. Architectural Fees (for preliminary plans)	\$779,762			
B. Project Management (for preliminary plans)	\$222,789			
C. Preliminary Tests (soils, hazardous materials)	\$38,000			
D. Other Costs (for preliminary plans)	\$450,000			
<b>3. Working Drawings</b> Budget CCI: 5901	\$1,286,193	\$643,097	\$643,096	
A. Architectural Fees (for working drawings)	\$1,002,551			
B. Project Management (for working drawings)				
C. Office of the State Architect, Plan Check Fee	\$139,924			
D. Community College Plan Check Fee	\$63,718			
E. Other Costs (for working drawings)	\$80,000			
(Total PW may not exceed 13% of construction) True				
<b>4. Construction</b> Budget CCI: 5901	\$22,278,920	\$11,139,460	\$11,139,460	
A. Utility Service	\$432,000			
B. Site Development, Service	\$896,000			
C. Site Development, General	\$1,373,000			
D. Other Site Development	\$204,000			
E. Reconstruction				
F. New Construction (building) (w/Group I equip)	\$18,995,920			
G. Other	\$378,000			
<b>5. Contingency</b>	\$1,113,946	\$556,973	\$556,973	
<b>6. Architectural and Engineering Oversight</b>	\$445,578	\$222,789	\$222,789	
<b>7. Tests and Inspections</b>	\$497,264	\$248,632	\$248,632	
A. Tests	\$222,789			
B. Inspections	\$274,475			
<b>8. Construction Management (if justified)</b>	\$445,578	\$222,789	\$222,789	
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$24,781,286	\$12,390,643	\$12,390,643	
<b>10. Furniture and Group II Equipment</b> Budget EPI: 3202	\$206,463	\$103,232	\$103,231	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$27,764,493	\$13,882,248	\$13,882,245	

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	14.	State Funded	District Funded		District Funded Total
								Supportable	Non Supportable	
Construction	52,685	34,245	0.65	\$555	\$361	Acquisition				\$745,275
Reconstruction						Preliminary Plans	\$745,276	\$745,275		\$745,275
						Working Drawings	\$643,097	\$643,096		\$643,096
<b>13. Anticipated Time Schedule</b>						Construction	\$12,390,643	\$12,390,643		\$12,390,643
Start Preliminary Plans	8/1/2017	Advertise Bid for Construction	5/1/2019			Equipment	\$103,232	\$103,231		\$103,231
Start Working Drawings	1/1/2018	Award Construction Contract	7/1/2019			<b>Total Costs</b>	<b>\$13,882,248</b>	<b>\$13,882,245</b>		<b>\$13,882,245</b>
Complete Working Drawings	8/1/2018	Advertise Bid for Equipment	7/1/2020			% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$27,764,493</b>
DSA Final Approval	3/1/2019	Complete Project	7/1/2021							

4.5 (18)



CFIS #: 40.41.XXX

JCAF 33- FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Santa Ana College/Rancho Santiago CCD) (Official) EPI: 3202 D (12/13) v

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999					3,310	-3,353	-43	\$14.97	\$0
210	Class Lab	0602	Journalism					-622	-622	\$26.26	\$0
210	Class Lab	1002	Art (Painting, Drawing and Sculpture)				7,000	-7,327	-327	\$36.65	\$0
210	Class Lab	1007	Dramatic Arts				3,240	-2,012	1,228	\$36.65	\$45,006
210	Class Lab	1009	Applied Design					-1,088	-1,088	\$36.65	\$0
210	Class Lab	1030	Graphic Arts and Design					-134	-134	\$36.65	\$0
210	Class Lab	1004	Music				6,255	-4,425	1,830	\$58.89	\$107,769
300 - 355	Faculty Offices	0099 - 4999					2,100	-2,101	-1	\$23.41	\$0
610-615	Theater Arts	1006, 1007, 1008					10,590	-10,120	470	\$75.17	\$35,330
620-625	Exhibition Areas	6140, 6800, 6960					1,750	-1,293	457	\$40.17	\$18,358
720-725	Maintenance & Shop Facility	6500-6599						-76	-76	\$68.61	\$0
800-895	Health Care	6440						-603	-603		\$0
<b>Totals:</b>							<b>34,245</b>	<b>-33,154</b>	<b>1,091</b>		<b>\$206,463</b>

\* Indicates manual override

4.5 (19)

<b>District:</b>	Rancho Santiago Community College District	<b>Project Category</b>	C	<b>Occupancy Date</b>	2021/2022
<b>Campus:</b>	Santa Ana College	<b>Last Revised Date</b>	5/8/2014		
<b>Project Name:</b>	FINE AND PERFORMING ARTS COMPLEX REPLACEMENT	<b>District Priority</b>	12		

**Project Description:**

Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) are aging facilities that have gone beyond their useful lives, no longer support the insructional programs that are housed in this complex and are in need of replacement. This project involves the replacement of 33,154 ASF that is currently housed in the building complex that was constructed in 1955, 1970 and 1972. FACILITIES PROBLEMS INCLUDE: - Inefficient configuration of labs, services and support spaces are not adequate to support instruction. - There is insufficient technology infrastructure throughout the building to support current instructional methods. The existing projectors are used for transparencies; there are no capabilities for powerpoint presentations or internet access. - Current instructional programs are not adequately supported by old and failing mechanical, electrical and plumbing systems, including: insufficient electrical capacity; inoperable ventilation, cooling and heating systems. - Hazardous material, including asbestos, is present in the building. - The instructional spaces withing the complex do not comply with current ADA requirements for access for students and instructors with disabilities. - The restroom capacity in the existing building does not meet current codes. PROPOSED PROJECT: - Replace space in Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) to adequately serve instructional and support functions. - Replace mechanical, electrical and plumbing systems to meet current codes and to exceed Title 24 Energy Codes by at least 15%. - Construct new building to meet current code requirements for structural, ADA, fire and life safety.

**Category: C**

**Activates Unused Space Criteria**

Item	Score	Actual Data	Does the project activate space?
Age of Building or FCI	114	62 years old	If yes, does the current inventory show inactive (050 room use code) space affected by the project?
Activates Unused Space	0	Click for popup	If yes, is the amount of space activated by the project greater than 5% of total project space?
Local Contribution	50	\$13,882,245/ \$27,764,493	<input type="checkbox"/> If the answer is yes to ALL of the above questions, check the box to the left
<b>Total</b>	<b>164</b>		

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	3,310	16,495	2,100	0	0	12,340	34,245
Secondary	-3,353	-15,608	-2,101	0	0	-12,092	-33,154
Net	-43	887	-1	0	0	248	1,091
<b>Beg. Cap/Load Ratios (2017)</b>	<b>125.9%</b>	<b>87.4%</b>	<b>104.4%</b>	<b>39.8%</b>	<b>29.9%</b>	<b>N/A</b>	<b>98.1%</b>
<b>End. Cap/Load Ratios (2021)</b>	<b>114.2%</b>	<b>98.5%</b>	<b>87.3%</b>	<b>44.4%</b>	<b>29.2%</b>	<b>N/A</b>	<b>91.8%</b>

**Cost**

Project Phase	Funding Date	State Funds Requested	Non State Funds	Project Cost
Land Acquisition				
Preliminary Plans	2017/2018	\$745,000	\$745,000	\$1,490,000
Working Drawings	2017/2018	\$643,000	\$643,000	\$1,286,000
Construction	2018/2019	\$12,391,000	\$12,391,000	\$24,782,000
Equipment	2018/2019	\$103,000	\$103,000	\$206,000
<b>Totals</b>		<b>\$13,882,000</b>	<b>\$13,882,000</b>	<b>\$27,764,000</b>

# Initial Project Proposal

2017-2018

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**Student Services Building**

\_\_\_\_\_  
Proposal Name

**Rancho Santiago Community College District**

\_\_\_\_\_  
Community College District

**Santiago Canyon College**

\_\_\_\_\_  
College or Center

**July 1, 2014**

\_\_\_\_\_  
Date

A \_\_\_\_\_ P   x   W   x   C   x   E   x

District: Rancho Santiago Community College District  
 College / Center: Santiago Canyon College  
 Project Name: STUDENT SERVICES BUILDING  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2017
Prelim. Plans:	\$530,000	\$500,000	Const. Cost Index: 5901
Working Draw. :	\$492,000	\$300,000	5 yr. Plan Priority: 12
Construction:	\$13,951,000	\$3,087,000	Net ASF: 13,036
Equipment:	\$573,000	\$0	Total GSF: 43,500
	\$15,546,000	\$3,887,000	
<b>Total Cost:</b>	<b>\$19,433,000</b>		

**Project Description:** Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. This Category E project constructs a new 43,500 gross square feet (gsf) building for the consolidation of the college's student services programs. The new 27,436 assignable square feet (asf) facility plans for 8,742 asf office, 11,498 asf library, and 7,196 asf other (including meeting rooms, student wellness center, assembly, storage, and support) spaces. The proposed building's associated site development and utilities are also a part of the project scope. The secondary effects include vacating Building E, Admissions/Cashier, 1,499 (asf) office; Financial Aid, 1,260 (asf), office; DSPS, 742 (asf), office and 543 (asf) Clinic St Care; Testing Center, 1,036 (asf), classroom; EOPS/CARE/CalWorks, 887 (asf) office and 160 (asf) Clinic St Care and 128 (asf) Public waiting. Building D, Student Placement, 1,380 (asf) office; Counseling/ Career Services, 1,992 (asf), office; Career Transfer/ Adult re-entry, 1,080(asf) office; Building T, Health Center, 192 (asf) office and 900 (asf) Treatment; and Building A, CAMP, 417 (asf) office and 860 (asf) shops; Outreach/Americorps, 1,324 (asf) office, The project's secondary effects will be funded by district funds and are not included in this project's cost estimate.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports Santiago Canyon College's 2010 Educational and Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input checked="" type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Other:
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :     
 Date:  FAX No. :     
 Prepared by:  E-mail Address:

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

CFIS #: 40.41.203

JCAF 31- STUDENT SERVICES BUILDING (Santiago Canyon College/Rancho Santiago CCD) (Official)

CCI: 5643 (7/12)

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment					-2,190	-1,036	-1,036
<input type="checkbox"/>	310	Office	6000	Instructional Administration				8,742		-10,773	-2,031
<input type="checkbox"/>	410	Read/Study Room	6110	Learning Center (Learning Resource Center)				11,498			11,498
<input type="checkbox"/>	540	Clinic St Care	6230	Admissions Activities				440		-703	-263
<input type="checkbox"/>	620	Exhibition	6960	Students and Co-curricular Activities				615			615
<input type="checkbox"/>	680	Meeting Room	0099	General Assignment				1,980			1,980
<input type="checkbox"/>	710	Data Processing/Computer	0099	General Assignment				200			200
<input type="checkbox"/>	720	Shop	6510	Building Maintenance and Operation Support						-860	-860
<input type="checkbox"/>	730	Storage	0099	General Assignment				1,700			1,700
<input type="checkbox"/>	850	Treatment	6440	Health Services				1,526		-1,028	498
<input type="checkbox"/>	650	Lounge	0099	General Assignment				735			735
<b>Totals:</b>								<b>27,436</b>	<b>-2,190</b>	<b>-14,400</b>	<b>13,036</b>

\* Indicates manual override

4.5 (25)

### COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Print	Save	Reset	Delete
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**Campus:** Santiago Canyon College (Rancho Santiago CCD)  
**Project Title:** STUDENT SERVICES BUILDING (Official)

**Date Prepared:** 5/6/2014

**Original CCI:** 5901  
**Original EPI:** 3202

**CFIS Ref. #:** 40.41.203  
**Budget Ref #:**

**Prepared by:** HMC/FPACS

**Request For:**  L  P  W  C  E

	Acres:	Total Cost	State Funded	District Funded	
				State-Supportable	Non State-Supportable
<b>1. Site Acquisition</b>					
<b>2. Plans</b>	Budget CCI: 5901	\$1,029,732	\$529,732	\$500,000	
A. Architectural Fees (for preliminary plans)		\$428,276			
B. Project Management (for preliminary plans)		\$152,956			
C. Preliminary Tests (soils, hazardous materials)		\$63,500			
D. Other Costs (for preliminary plans)		\$385,000			
<b>3. Working Drawings</b>	Budget CCI: 5901	\$792,409	\$492,409	\$300,000	
A. Architectural Fees (for working drawings)		\$550,641			
B. Project Management (for working drawings)					
C. Office of the State Archtlect, Plan Check Fee		\$98,023			
D. Community College Plan Check Fee		\$43,745			
E. Other Costs (for working drawings)		\$100,000			
(Total PW may not exceed 13% of construction)	True				
<b>4. Construction</b>	Budget CCI: 5901	\$15,295,571	\$12,208,571	\$3,087,000	
A. Utility Service		\$1,539,070			
B. Site Development, Service		\$448,149			
C. Site Development, General		\$1,078,668			
D. Other Site Development		\$122,000			
E. Reconstruction					
F. New Construction (building) (w/Group I equip)		\$11,871,684			
G. Other		\$236,000			
<b>5. Contingency</b>		\$764,779	\$764,779		
<b>6. Architectural and Engineering Oversight</b>		\$244,729	\$244,729		
<b>7. Tests and Inspections</b>		\$427,431	\$427,431		
A. Tests		\$152,956			
B. Inspections		\$274,475			
<b>8. Construction Management (if justified)</b>		\$305,911	\$305,911		
<b>9. Total Construction Costs (items 4 through 8 above)</b>		\$17,038,421	\$13,951,421	\$3,087,000	
<b>10. Furniture and Group II Equipment</b>	Budget EPI: 3202	\$573,470	\$573,470		
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>		<b>\$19,434,032</b>	<b>\$15,547,032</b>	<b>\$3,887,000</b>	

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	14.	State Funded	District Funded		District Funded Total
								Supportable	Non Supportable	
Construction	43,500	27,436	0.63	\$433	\$273	Acquisition				
Reconstruction						Preliminary Plans	\$529,732	\$500,000	\$500,000	
						Working Drawings	\$492,409	\$300,000	\$300,000	
<b>13. Anticipated Time Schedule</b>						Construction	\$13,951,421	\$3,087,000	\$3,087,000	
Start Preliminary Plans	8/1/2017	Advertise Bid for Construction	5/1/2019	Construction	\$13,951,421	\$3,087,000				
Start Working Drawings	1/1/2018	Award Construction Contract	6/1/2019	Equipment	\$573,470					
Complete Working Drawings	8/1/2018	Advertise Bid for Equipment	6/1/2020	<b>Total Costs</b>	<b>\$15,547,032</b>	<b>\$3,887,000</b>			<b>\$3,887,000</b>	
DSA Final Approval	3/1/2019	Complete Project	6/1/2021	% of SS Total	80.00%	20.00%		<b>SS Total:</b>	<b>\$19,434,032</b>	

4.5 (26)



CFIS #: 40.41.203

JCAF 33- STUDENT SERVICES BUILDING (Santiago Canyon College/Rancho Santiago CCD) (Official)

EPI: 3202 D (12/13) v

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase in Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999						-1,036	-1,036	\$14.97	\$0
300 - 355	Administration Offices	6000 - 9600					8,742	-10,773	-2,031	\$26.71	\$0
410-420	Library - Reading and Stack Space	6110, 6120					11,498		11,498	\$35.14	\$404,040
540-545	Clinic (non-health)	6230, 6320, 6400					440	-703	-263	\$32.73	\$0
620-625	Exhibition Areas	6140, 6800, 6960					615		615	\$40.17	\$24,705
680-685	Meeting Rooms	0000-9600					1,980		1,980	\$24.26	\$48,035
710-715	Data Processing/Computer Lab	0000-9600					200		200	\$217.66	\$43,532
720-725	Maintenance & Shop Facility	6500-6599						-860	-860	\$68.61	\$0
730-735	Warehouse	6500-6599					1,700		1,700	\$6.81*	\$11,577
800-895	Health Care	6440					1,526	-1,028	498	\$47.69	\$23,750
650-655	Staff Lounge	0000-9600					735		735	\$24.26	\$17,831
<b>Totals:</b>							<b>27,436</b>	<b>-14,400</b>	<b>13,036</b>		<b>\$673,470</b>

\* Indicates manual override

4.5 (27)

<b>District:</b>	Rancho Santiago Community College District	<b>Project Category</b>	E	<b>Occupancy Date</b>	2020/2021
<b>Campus:</b>	Santiago Canyon College	<b>Last Revised Date</b>	5/6/2014		
<b>Project Name:</b>	STUDENT SERVICES BUILDING	<b>District Priority</b>	11		

**Project Description:**

Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. This Category E project constructs a new 43,500 gross square feet (gsf) building for the consolidation of the college's student services programs. The new 27,436 assignable square feet (asf) facility plans for 8,742 asf office, 11,498 asf library, and 7,196 asf other (including meeting rooms, student wellness center, assembly, storage, and support) spaces. The proposed building's associated site development and utilities are also a part of the project scope. The secondary effects include vacating Building E, Admissions/Cashier, 1,499 (asf) office; Financial Aid, 1,260 (asf), office; DSPS, 742 (asf), office and 543 (asf) Clinic St Care; Testing Center, 1,036 (asf), classroom; EOPS/CARE/CalWorks, 887 (asf) office and 160 (asf) Clinic St Care and 128 (asf) Public waiting. Building D, Student Placement, 1,380 (asf) office; Counseling/ Career Services, 1,992 (asf), office; Career Transfer/ Adult re-entry, 1,080(asf) office; Building T, Health Center, 192 (asf) office and 900 (asf) Treatment; and Building A, CAMP, 417 (asf) office and 860 (asf) shops; Outreach/Americorps, 1,324 (asf) office, The project's secondary effects will be funded by district funds and are not included in this project's cost estimate.

**Category: E**

**ASF Change Score Calculations for STUDENT SERVICES BUILDING**

Item	Score	Actual Data	Room Type	Net Change in ASF in Project	Initial Cap/Load Ratio	Initial Cap Load Year	Applied Net ASF*
Enrollment Growth	13	6,935	Lecture	0	148%	2017	0
Existing Inventory	32	51.70%	Lab	0	199%	2017	0
ASF Change	36	Click for popup	Office	0	151%	2017	0
Local Contribution	20	\$3,887,000/ \$19,434,032	Library	11,498	52%	2017	11,498
<b>Total</b>	<b>101</b>		AV/TV	0	5%	2017	0
			Other	4,605	N/A	2017	0
			<b>Total</b>	<b>16,103</b>			<b>11,498</b>
			<b>Contribution Percentage</b>				<b>71%</b>
			<b>Eligibility Points</b>				<b>36</b>

\* Calculate as follows: If the capacity/load ratio is > 100% or Net ASF < 0, use 0 else use Net ASF

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	0	0	8,742	11,498	0	7,196	27,436
Secondary	-1,036	0	-10,773	0	0	-2,591	-14,400
Net	-1,036	0	-2,031	11,498	0	4,605	13,036
<b>Beg. Cap/Load Ratios (2017)</b>	<b>147.5%</b>	<b>198.8%</b>	<b>150.5%</b>	<b>51.7%</b>	<b>5.2%</b>	<b>N/A</b>	<b>120.7%</b>
<b>End. Cap/Load Ratios (2020)</b>	<b>112.5%</b>	<b>171.3%</b>	<b>108.4%</b>	<b>67.7%</b>	<b>40.9%</b>	<b>N/A</b>	<b>102.9%</b>

**Cost**

Project Phase	Funding Date	State Funds Requested	Non State Funds	Project Cost
Land Acquisition				
Preliminary Plans	2017/2018	\$530,000	\$500,000	\$1,030,000
Working Drawings	2017/2018	\$492,000	\$300,000	\$792,000
Construction	2018/2019	\$13,951,000	\$3,087,000	\$17,038,000
Equipment	2018/2019	\$573,000		\$573,000
<b>Totals</b>		<b>\$15,546,000</b>	<b>\$3,887,000</b>	<b>\$19,433,000</b>

# Initial Project Proposal

## 2017-2018

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**Library/LRC**

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Proposal Name

**Rancho Santiago Community College District**

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Community College District

**Santa Ana College**

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College or Center

**July 1, 2014**

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Date

A \_\_\_\_\_ P   x   W   x   C   x   E   x

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: LIBRARY/LRC  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2017
Prelim. Plans:	\$942,000	\$900,000	Const. Cost Index: 5901
Working Draw. :	\$997,000	\$900,000	5 yr. Plan Priority: 14
Construction:	\$37,308,000	\$7,455,000	Net ASF: 25,916
Equipment:	\$1,767,000	\$1,000,000	Total GSF: 94,000
	<u>\$41,014,000</u>	<u>\$10,255,000</u>	
<b>Total Cost:</b>	<b>\$51,269,000</b>		

**Project Description:** The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "LRC" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The existing Library Building meets this criteria.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes No N/A

**Life Safety Project** - Required Supporting report is attached to establish imminent danger

**Project Design** - Constuction and equipment design conform with State design and cost guidelines

**Infrastructure**

Check type of project:  New Construction  Reconstruction  Replacement

- Loss or failure of infrastructure is imminent.

**Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund

**Instructional Space**

Check type of space:  New Construction  Replacement  Alteration

Check major ASF:  Classroom  Teaching Lab  Lib/Learning Center

Office  AVTV  Other

- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.

**Academic Support, Student Services or Adminstrative Space**

Check type of space:  New Construction  Replacement  Alteration

Check major ASF:  Classroom  Teaching Lab  Lib/Learning Center

Office  AVTV  Other

**Other Facility Projects**

Check type of space:  New Construction  Replacement  Alteration

Check primary ASF of request space:  Physical Educ.  Performing Arts

Child Develop.  Maintenance  Warehouse  Cafeteria

Other facilities (to complete a balance campus)

- There is an existing facility building in use for this proposed project.

**Supplemental Information and Alternatives Explored**

- There is an existing facility in use for this proposed project.

- Cost to reconstruct existing building is more than 50% of cost of a new building.

- Usage in the new building will be the same as usage in the building replaced.

- Replaced building will be demolished and costs are include in the project.

- Alternative instructional delivery system, distance learning, other such means.

- District or private funding sources

- Other:  
The districts intends to pay for 20% of the State supportable costs.

- Total construction period in number of Months:



CFIS #: 40.41.XXX

JCAF 31- LIBRARY/LRC (Santa Ana College/Rancho Santiago CCD) (Official)

CCI: 5754 (7/13) ▼

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment				700	-166	-771	-71
<input type="checkbox"/>	310	Office	0099	General Assignment				5,000		-4,889	111
<input type="checkbox"/>	410	Read/Study Room	6120	Library				13,000		-2,833	10,167
<input type="checkbox"/>	420	Stack	6120	Library				7,000		-859	6,141
<input type="checkbox"/>	430	Library - Electronic Carrels	6120	Library				30,000		-23,527	6,473
<input type="checkbox"/>	440	Processing Room	6120	Library				4,000		-1,538	2,462
<input type="checkbox"/>	530	Audio/Visual, Radio, TV	6130	Media Services				3,000		-2,203	797
<input type="checkbox"/>	540	Clinic St Care	6470	Job Placement Services						-2,900	-2,900
<input type="checkbox"/>	680	Meeting Room	0099	General Assignment				2,000			2,000
<input type="checkbox"/>	715	DP/Computer Service	0099	General Assignment				500			500
<input type="checkbox"/>	650	Lounge	0099	General Assignment				500		-264	236
<b>Totals:</b>								<b>65,700</b>	<b>-166</b>	<b>-39,784</b>	<b>25,916</b>

\* Indicates manual override

4.5 (33)

### COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Print Save Reset Delete

Campus: Santa Ana College (Rancho Santiago CCD)  
 Project Title: LIBRARY/LRC (Official)

Date Prepared: 5/8/2014

Original CCI: 5901  
 Original EPI: 3202

CFIS Ref. #: 40.41.XXX  
 Budget Ref #:  
 Prepared by: FPACS

Request For:  L  P  W  C  E

	Acres:	Total Cost	State Funded	District Funded	
				State-Supportable	Non State-Supportable
<b>1. Site Acquisition</b>					
<b>2. Plans</b>	Budget CCI: 5901	\$1,842,500	\$942,500	\$900,000	
A. Architectural Fees (for preliminary plans)		\$1,136,579			
B. Project Management (for preliminary plans)		\$405,921			
C. Preliminary Tests (soils, hazardous materials)		\$50,000			
D. Other Costs (for preliminary plans)		\$250,000			
<b>3. Working Drawings</b>	Budget CCI: 5901	\$1,897,212	\$997,212	\$900,000	
A. Architectural Fees (for working drawings)		\$1,461,316			
B. Project Management (for working drawings)					
C. Office of the State Architect, Plan Check Fee		\$249,803			
D. Community College Plan Check Fee		\$116,093			
E. Other Costs (for working drawings)		\$70,000			
(Total PW may not exceed 13% of construction)	True				
<b>4. Construction</b>	Budget CCI: 5901	\$40,592,100	\$33,137,100	\$7,455,000	
A. Utility Service		\$1,450,000			
B. Site Development, Service		\$575,000			
C. Site Development, General		\$450,000			
D. Other Site Development		\$375,000			
E. Reconstruction					
F. New Construction (building) (w/Group I equip)		\$37,002,100			
G. Other		\$740,000			
<b>5. Contingency</b>		\$2,029,605	\$2,029,605		
<b>6. Architectural and Engineering Oversight</b>		\$649,474	\$649,474		
<b>7. Tests and Inspections</b>		\$680,396	\$680,396		
A. Tests		\$405,921			
B. Inspections		\$274,475			
<b>8. Construction Management (if justified)</b>		\$811,842	\$811,842		
<b>9. Total Construction Costs (items 4 through 8 above)</b>		\$44,763,417	\$37,308,417	\$7,455,000	
<b>10. Furniture and Group II Equipment</b>	Budget EPI: 3202	\$2,766,823	\$1,766,823	\$1,000,000	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>		\$51,269,952	\$41,014,952	\$10,255,000	

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	14.	State Funded	District Funded		District Funded Total
								Supportable	Non Supportable	
Construction	94,000	65,700	0.70	\$563	\$394	Acquisition				
Reconstruction						Preliminary Plans	\$942,500	\$900,000		\$900,000
						Working Drawings	\$997,212	\$900,000		\$900,000
<b>13. Anticipated Time Schedule</b>						Construction	\$37,308,417	\$7,455,000		\$7,455,000
Start Preliminary Plans	8/1/2017		Advertise Bid for Construction	5/1/2019		Equipment	\$1,766,823	\$1,000,000		\$1,000,000
Start Working Drawings	1/1/2018		Award Construction Contract	7/1/2019		<b>Total Costs</b>	<b>\$41,014,952</b>	<b>\$10,255,000</b>		<b>\$10,255,000</b>
Complete Working Drawings	8/1/2018		Advertise Bid for Equipment	7/1/2020		% of SS Total	80.00%	20.00%		
DSA Final Approval	3/1/2019		Complete Project	7/1/2021		<b>SS Total:</b>				<b>\$51,269,952</b>

4.5 (34)



CFIS #: 40.41.XXX

JCAF 33- LIBRARY/LRC (Santa Ana College/Rancho Santiago CCD) (Official)

EPI: 3202 D (12/13) v

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999					700	-771	-71	\$14.97	\$0
300 - 355	Faculty Offices	0099 - 4999					5,000	-4,889	111	\$23.41	\$2,599
410-420	Library - Reading and Stack Space	6110, 6120					20,000	-3,692	16,308	\$35.14	\$573,063
430-440	Library- Electronic Carrels and Processing Room	6110, 6120					34,000	-25,065	8,935	\$217.66	\$1,944,792
530-535	Audio Visual Arts	6130					3,000	-2,203	797	\$104.51	\$83,294
540-545	Clinic (non-health)	6230, 6320, 6400						-2,900	-2,900		\$0
680-685	Meeting Rooms	0000-9600					2,000		2,000	\$24.26	\$48,520
710-715	Data Processing/Computer Lab	0000-9600					500		500	\$217.66	\$108,830
650-655	Staff Lounge	0000-9600					500	-264	236	\$24.26	\$5,725
<b>Totals:</b>							<b>65,700</b>	<b>-39,784</b>	<b>25,916</b>		<b>\$2,766,823</b>

\* Indicates manual override

**District:** Rancho Santiago Community College District **Project Category:** B **Occupancy Date:** 2021/2022  
**Campus:** Santa Ana College **Last Revised Date:** 5/8/2014  
**Project Name:** LIBRARY/LRC **District Priority:** 14

**Project Description:**

The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "LRC" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success.

**Category: B**

**ASF Change Score Calculations for LIBRARY/LRC**

Item	Score	Actual Data	Room Type	Net Change in ASF in Project	Initial Cap/Load Ratio	Initial Cap Load Year	Applied Net ASF*
Enrollment Growth	48	24,633	Lecture	0	126%	2017	0
Existing Inventory	41	39.76%	Lab	0	87%	2017	0
ASF Change	50	Click for popup	Office	111	104%	2017	0
Local Contribution	20	\$10,255,000/ \$51,269,952	Library	25,243	40%	2017	25,243
<b>Total</b>	<b>159</b>		AV/TV	797	30%	2017	797
			Other	0	N/A	2017	0
			<b>Total</b>	<b>26,151</b>			<b>26,040</b>
			<b>Contribution Percentage</b>				<b>100%</b>
			<b>Eligibility Points</b>				<b>50</b>

\* Calculate as follows: If the capacity/load ratio is > 100% or Net ASF < 0, use 0 else use Net ASF

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	700	0	5,000	54,000	3,000	3,000	65,700
Secondary	-771	0	-4,889	-28,757	-2,203	-3,164	-39,784
Net	-71	0	111	25,243	797	-164	25,916
<b>Beg. Cap/Load Ratios (2017)</b>	<b>125.9%</b>	<b>87.4%</b>	<b>104.4%</b>	<b>39.8%</b>	<b>29.9%</b>	<b>N/A</b>	<b>98.1%</b>
<b>End. Cap/Load Ratios (2021)</b>	<b>109.2%</b>	<b>100.9%</b>	<b>87.8%</b>	<b>73.0%</b>	<b>33.9%</b>	<b>N/A</b>	<b>95.1%</b>

**Cost**

Project Phase	Funding Date	State Funds Requested	Non State Funds	Project Cost
Land Acquisition				
Preliminary Plans	2017/2018	\$942,000	\$900,000	\$1,842,000
Working Drawings	2017/2018	\$997,000	\$900,000	\$1,897,000
Construction	2018/2019	\$37,308,000	\$7,455,000	\$44,763,000
Equipment	2018/2019	\$1,767,000	\$1,000,000	\$2,767,000
<b>Totals</b>		<b>\$41,014,000</b>	<b>\$10,255,000</b>	<b>\$51,269,000</b>

# Initial Project Proposal

## 2017-2018

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**Vocational Technology Complex**

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Proposal Name

**Rancho Santiago Community College District**

---

Community College District

**Santa Ana College**

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College or Center

**July 1, 2014**

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Date

A \_\_\_\_\_ P   x   W   x   C   x   E   x

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: VOCATIONAL TECHNOLOGY COMPLEX  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2017
Prelim. Plans:	\$694,000	\$700,000	Const. Cost Index: 5901
Working Draw. :	\$584,000	\$800,000	5 yr. Plan Priority: 13
Construction:	\$16,169,000	\$15,938,000	Net ASF: 2,422
Equipment:	\$291,000	\$300,000	Total GSF: 78,000
	\$17,738,000	\$17,738,000	
<b>Total Cost:</b>	<b>\$35,476,000</b>		

**Project Description:** The current diesel technology, automotive technology, manufacturing, industrial technology, engineering and construction crafts programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The Auto Diesel Building, Diesel Building, Technical Building and Hammond Hall meet this criteria.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b> Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b> Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Leaming Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Leaming Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
<b>Supplemental Information and Alternatives Explored</b>			
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to pay for 50% of the State supportable costs for this project.
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :

Date: 5/8/2014 FAX No. :

Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

---

Name / Title	Signature / Date
--------------	------------------

JCAF 31- VOCATIONAL TECHNOLOGY COMPLEX (Santa Ana College/Rancho Santiago CCD) (Official)

CCI: 5754 (7/13)

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment				5,000	-11,674	-10,008	-5,008
<input type="checkbox"/>	210	Class Lab	1303	Fashion				2,500	53	-2,364	136
<input type="checkbox"/>	210	Class Lab	1218	Occupational Therapy Technology				1,300	80	-1,129	171
<input type="checkbox"/>	210	Class Lab	1221	Pharmacy Technology				1,600	29	-1,538	62
<input type="checkbox"/>	210	Class Lab	0947	Diesel Technology				11,099	234	-9,099	2,000
<input type="checkbox"/>	210	Class Lab	0948	Automotive Technology				11,666	234	-9,666	2,000
<input type="checkbox"/>	210	Class Lab	0952	Construction Crafts Technology				4,063	134	-3,063	1,000
<input type="checkbox"/>	210	Class Lab	0953	Drafting Technology				2,000	157	-1,495	505
<input type="checkbox"/>	210	Class Lab	0956	Manufacturing and Industrial Technology				8,000	157	-7,396	604
<input type="checkbox"/>	210	Class Lab	1701	Mathematics, General				1,500	423	-865	635
<input type="checkbox"/>	310	Office	0099	General Assignment				4,000		-3,683	317
<input type="checkbox"/>	720	Shop	6530	Custodial Services				362		-362	
<input type="checkbox"/>	730	Storage	0099	General Assignment				109		-109	
<b>Totals:</b>								<b>53,199</b>	<b>-10,174</b>	<b>-50,777</b>	<b>2,422</b>

\* Indicates manual override

4.5 (41)

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

Print Save Reset Delete

Campus: Santa Ana College (Rancho Santiago CCD)  
 Project Title: VOCATIONAL TECHNOLOGY COMPLEX (Official)  
 Request For:  L  P  W  C  E

Date Prepared: 5/8/2014

Original CCI: 5901  
 Original EPI: 3202

CFIS Ref. #: 40.41.XXX  
 Budget Ref #:  
 Prepared by: FPACS

	Acres:	Total Cost	State Funded	District Funded	
				State-Supportable	Non State-Supportable
<b>1. Site Acquisition</b>					
<b>2. Plans</b>	Budget CCI: 5901	\$1,393,683	\$693,683	\$700,000	
A. Architectural Fees (for preliminary plans)		\$813,240			
B. Project Management (for preliminary plans)		\$290,443			
C. Preliminary Tests (soils, hazardous materials)		\$40,000			
D. Other Costs (for preliminary plans)		\$250,000			
<b>3. Working Drawings</b>	Budget CCI: 5901	\$1,384,177	\$584,177	\$800,000	
A. Architectural Fees (for working drawings)		\$1,045,594			
B. Project Management (for working drawings)					
C. Office of the State Architect, Plan Check Fee		\$180,516			
D. Community College Plan Check Fee		\$83,067			
E. Other Costs (for working drawings)		\$75,000			
(Total PW may not exceed 13% of construction)	True				
<b>4. Construction</b>	Budget CCI: 5901	\$29,044,277	\$13,106,277	\$15,938,000	
A. Utility Service		\$1,250,000			
B. Site Development, Service		\$550,000			
C. Site Development, General		\$375,000			
D. Other Site Development		\$150,000			
E. Reconstruction					
F. New Construction (building) (w/Group I equip)		\$26,197,277			
G. Other		\$522,000			
<b>5. Contingency</b>		\$1,452,214	\$1,452,214		
<b>6. Architectural and Engineering Oversight</b>		\$464,708	\$464,708		
<b>7. Tests and Inspections</b>		\$564,918	\$564,918		
A. Tests		\$290,443			
B. Inspections		\$274,475			
<b>8. Construction Management (if justified)</b>		\$580,886	\$580,886		
<b>9. Total Construction Costs (items 4 through 8 above)</b>		\$32,107,003	\$16,169,003	\$15,938,000	
<b>10. Furniture and Group II Equipment</b>	Budget EPI: 3202	\$591,385	\$291,385	\$300,000	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>		\$35,476,248	\$17,738,248	\$17,738,000	

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	14.	State Funded	District Funded		District Funded Total
								Supportable	Non Supportable	
Construction	78,000	58,199	0.75	\$450	\$336	Acquisition				\$700,000
Reconstruction						Preliminary Plans	\$693,683	\$700,000		\$800,000
						Working Drawings	\$584,177	\$800,000		\$15,938,000
						Construction	\$16,169,003	\$15,938,000		\$300,000
						Equipment	\$291,385	\$300,000		\$17,738,000
						<b>Total Costs</b>	<b>\$17,738,248</b>	<b>\$17,738,000</b>		<b>\$35,476,248</b>
						% of SS Total	50.00%	50.00%	<b>SS Total:</b>	

13. Anticipated Time Schedule										
Start Preliminary Plans	8/1/2017	Advertise Bid for Construction	5/1/2019							
Start Working Drawings	1/1/2018	Award Construction Contract	7/1/2019							
Complete Working Drawings	8/1/2018	Advertise Bid for Equipment	7/1/2020							
DSA Final Approval	3/1/2019	Complete Project	7/1/2021							

4.5 (42)



CFIS #: 40.41.XXX

JCAF 33- VOCATIONAL TECHNOLOGY COMPLEX (Santa Ana College/Rancho Santiago CCD) (Official)

EPI: 3202 D (12/13) v

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999					5,000	-10,008	-5,008	\$14.97	\$0
210	Class Lab	1303	Fashion				2,500	-2,364	136	\$27.67	\$3,763
210	Class Lab	1218	Occupational Therapy Technology				1,300	-1,129	171	\$47.20	\$8,071
210	Class Lab	1221	Pharmacy Technology				1,600	-1,538	62	\$47.20	\$2,926
210	Class Lab	0947	Diesel Technology				11,099	-9,099	2,000	\$70.55	\$141,100
210	Class Lab	0948	Automotive Technology				11,666	-9,666	2,000	\$70.55	\$141,100
210	Class Lab	0952	Construction Crafts Technology				4,063	-3,063	1,000	\$70.55	\$70,550
210	Class Lab	0953	Drafting Technology				2,000	-1,495	505	\$70.55	\$35,628
210	Class Lab	0956	Manufacturing and Industrial Technology				8,000	-7,396	604	\$70.55	\$42,612
210	Class Lab	1701	Mathematics, General				1,500	-865	635	\$217.66	\$138,214
300 - 355	Faculty Offices	0099 - 4999					4,000	-3,683	317	\$23.41	\$7,421
720-725	Maintenance & Shop Facility	6500-6599					362	-362		\$68.61	\$0
730-735	Warehouse	6500-6599					109	-109		\$6.81	\$0
<b>Totals:</b>							<b>53,199</b>	<b>-50,777</b>	<b>2,422</b>		<b>\$591,385</b>

\* Indicates manual override

4.5 (43)

**District:** Rancho Santiago Community College District **Project Category:** B **Occupancy Date:** 2021/2022  
**Campus:** Santa Ana College **Last Revised Date:** 5/8/2014  
**Project Name:** VOCATIONAL TECHNOLOGY COMPLEX **District Priority:** 13

**Project Description:**

The current diesel technology, automotive technology, manufacturing, industrial technology, engineering and construction crafts programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

**Category: B**

**ASF Change Score Calculations for VOCATIONAL TECHNOLOGY COMPLEX**

Item	Score	Actual Data	Room Type	Net Change in ASF in Project	Initial Cap/Load Ratio	Initial Cap Load Year	Applied Net ASF*
Enrollment Growth	48	24,633	Lecture	0	126%	2017	0
Existing Inventory	9	87.44%	Lab	7,113	87%	2017	7,113
ASF Change	48	Click for popup	Office	317	104%	2017	0
Local Contribution	50	\$17,738,000/ \$35,476,248	Library	0	40%	2017	0
<b>Total</b>	<b>155</b>		AV/TV	0	30%	2017	0
			Other	0	N/A	2017	0
			<b>Total</b>	<b>7,430</b>			<b>7,113</b>
			<b>Contribution Percentage</b>				<b>96%</b>
			<b>Eligibility Points</b>				<b>48</b>

\* Calculate as follows: If the capacity/load ratio is > 100% or Net ASF < 0, use 0 else use Net ASF

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	5,000	43,728	4,000	0	0	471	53,199
Secondary	-10,008	-36,615	-3,683	0	0	-471	-50,777
Net	-5,008	7,113	317	0	0	0	2,422
<b>Beg. Cap/Load Ratios (2017)</b>	<b>125.9%</b>	<b>87.4%</b>	<b>104.4%</b>	<b>39.8%</b>	<b>29.9%</b>	<b>N/A</b>	<b>98.1%</b>
<b>End. Cap/Load Ratios (2021)</b>	<b>109.2%</b>	<b>100.9%</b>	<b>87.6%</b>	<b>44.4%</b>	<b>29.2%</b>	<b>N/A</b>	<b>89.9%</b>

**Cost**

Project Phase	Funding Date	State Funds Requested	Non State Funds	Project Cost
<b>Land Acquisition</b>				
Preliminary Plans	2017/2018	\$694,000	\$700,000	\$1,394,000
Working Drawings	2017/2018	\$584,000	\$800,000	\$1,384,000
Construction	2018/2019	\$16,169,000	\$15,938,000	\$32,107,000
Equipment	2018/2019	\$291,000	\$300,000	\$591,000
<b>Totals</b>		<b>\$17,738,000</b>	<b>\$17,738,000</b>	<b>\$35,476,000</b>

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

To:	Board of Trustees	Date:	June 9, 2014
Re:	Approval of California Multiple Award Schedule (CMAS) Contract #4-09-71-0075B to KI/Krueger Commercial, Inc.		
Action:	Request for Approval		

**BACKGROUND**

Several years ago the District standardized on KI/Krueger International, Inc. for office and classroom furniture, i.e. tables, stacking chairs and other miscellaneous items based on quality, flexibility and pricing of the products. Currently, we have another bid in place that offers a 40% discount off list price but found that going directly through the manufacturer will be more cost-effective. The District has an immediate need to purchase items for the Santiago Canyon College Humanities Building. In order to utilize this contract, Board approval is required.

**ANALYSIS**

Utilization of Contract #4-09-71-0075B will allow the District to purchase these furnishings as well as future KI furniture on an as-needed basis. Attached is an excerpt and price quote associated with the contract. The complete contract and product information is available in the Purchasing Department. The contract is approved by the State of California, Department of General Services and meets all legal requirements. California Multiple Award Schedule (CMAS) pricing mirrors General Services Administration (GSA) Contract #GS-28F-0033P. This contract provides discounts ranging from 57.25-65% depending on the product and is good through September 30, 2014 and is expected to be extended.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the District's participation in CMAS Contract #4-09-0075B to KI/Krueger Commercial, Inc. and any future supplements, modifications, renewals and extensions as presented.

Fiscal Impact:	\$53,429.02 (initial purchase)	Board Date:	June 9, 2014
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services		
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		



November 18, 2009

Mr. Paul Schueller  
KI/Krueger Commercial, Inc.  
1330 Bellevue St  
PO Box 8100  
Green Bay, WI 54302-81000

**Subject: KI/Krueger Commercial, Inc.'s California Multiple Award Schedule (CMAS)**

<b>CMAS #4-09-71-0075B -</b>	<b><u>Contract Term: November 18, 2009 through September 30, 2014</u></b>
<b>GSA #GS-28F-0033P -</b>	<b>Brand-KI</b>
	<b>File-Cabinet</b>
	<b>Furniture-Cafeteria</b>
	<b>Furniture-Computer Worktables</b>
	<b>Furniture-Ergonomic Seating</b>
	<b>Furniture-Household Quarters</b>
	<b>Furniture-Modular System</b>
	<b>Furniture-Office</b>
	<b>Furniture-Seating</b>
	<b>Furniture-Tables</b>
	<b>Furniture-Upholstered</b>
	<b>Furniture-Work Stations</b>

The State of California is pleased to accept your firm's offer to establish a California Multiple Award Schedule (CMAS) contract, which we have assigned the above CMAS contract number for the term identified on page one of the contract. This contract number must be shown on each invoice rendered. Additionally, this letter shall not be construed as a commitment to purchase any or all of the State's requirements from your firm.

Agencies may procure their products and/or services from your firm during the term of this contract. This acceptance letter, the attached CMAS contract pages including ordering instructions and special provisions as well as CMAS Terms and Conditions, and the applicable product/services catalog or listing shall be considered part of the CMAS contract.

It is your firm's responsibility to furnish, upon request, copies of the CMAS contract to state and local agencies. A complete CMAS contract includes the following: 1) CMAS cover pages (signature page, ordering instructions and special provisions as prepared by the CMAS Unit), Std. 204 Payee Data Record, and any attachments or exhibits as prepared by the CMAS Unit, 2) CMAS Terms and Conditions, 3) Federal terms and conditions, and 4) product/service listing and prices. The CMAS Unit strongly recommends to all government agencies to place orders with suppliers who provide ALL of the contract elements described above.

Contractors are required to submit a detailed report quarterly (refer to CMAS Terms and Conditions, General Provisions) to the DGS Procurement Division, CMAS Unit, 707 Third Street, 2nd Floor, MS 2-202, West Sacramento, CA 95605-2811, Attention: Quarterly Report Processing. A separate report is required for each contract, as differentiated by alpha suffix. This report is required within two weeks after the end of March, June, September, and December of each calendar year. A report is required even when there is no activity.

To facilitate collection of administrative fees, copies of local government agency purchase orders must accompany the CMAS quarterly report.

**THE FIRST QUARTERLY REPORT DUE FOR THIS CONTRACT IS Q4-2009 (OCT-DEC),  
DUE BY JAN 15, 2010.**

If your firm has an electronic Bulletin Board System (BBS) available to state departments for on-line inquiry of current catalog or listing updates, or your catalog(s) or listing(s) are available on CD ROM, please inform our agencies of how they may avail themselves of these options.

Upon award of your CMAS Contract, a "Tool Kit" is available for your use in marketing your products and/or services to state and local government agencies, school districts, utilities and other entities authorized to expend public funds. The Tool Kit can be accessed through the CMAS website at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) by selecting CMAS; Suppliers/Contractors; CMAS Marketing Tool Kit. The CMAS logo icons, "Approved CMAS Contractor", are only available to approved CMAS contract holders for display at conferences or on other marketing material. A login and password is required in order to download the logo. At the prompt, enter the login: "cmassupplier" and the password: "cmas010194". If you need assistance during this process, please call me.

We remind you that prior approval is required from the State for all news releases regarding this contract. Also, it is not acceptable to include any products or services on CMAS which are not approved for the federal GSA schedule referenced in your CMAS contract.

The state will procure new products. All products must be new and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Should you have any questions, please contact me at 916/375-4391. Thank you for your continued cooperation.

  
MARISA TRUAX, Program Analyst  
California Multiple Award Schedules Unit

Attachments



# QUOTATION

## Santiago Canyon College: Study Carrels

Quote Number: 14EMP-206701A/C

*CREATED 5/16/2014*

*REVISED 5/20/2014*

**Valid Through 8/14/2014**

**KI is pleased to present the enclosed quotation.**

**The following items are included:**

- Detailed PO requirements
- Quote Summary
- Itemized Quote

For an environmentally friendly option, please consider printing only the pages you need in black ink.



**Kelly Oester**  
Sales Rep  
kelly.oester@ki.com  
714-393-9763



# QUOTATION

## Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Erica Paredes

**"Reference Only"**

Market Code: 1=1=University & College

Opportunity #: 206701

Quote Filename: Santiago Canyon College: Study Carrels - 14EMP-206701A

Proj Num - 14EMP-206701A/C

Model Opt: Y GSA: N

Proj Totals: Y

Pricing Selection: List/Discount/Net

**Kelly Oester**

Sales Rep

[kelly.oester@ki.com](mailto:kelly.oester@ki.com)

714-393-9763



# QUOTATION

## Santiago Canyon College: Study Carrels

Quote Number: 14EMP-206701A/C

CREATED 5/16/2014

REVISED 5/20/2014

Valid Through 8/14/2014

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Erica Paredes

**"Reference Only"**

Market Code: 1=1=University & College

Opportunity #: 206701

Quote Filename: Santiago Canyon College: Study Carrels - 14EMP-206701A

Proj Num - 14EMP-206701A/C

Model Opt: Y GSA: N

Proj Totals: Y

Pricing Selection: List/Discount/Net

**Kelly Oester**

Sales Rep

[kelly.oester@ki.com](mailto:kelly.oester@ki.com)

714-393-9763

PRODUCT TOTALS	\$45,469.00
Other- See Quote Details	\$7,960.02
<b>GRAND TOTAL</b>	<b>\$53,429.02</b>

**KI Offers A Lease Finance Option For All of Your Furniture Needs. Contact Us For A Quote.**

**Requested Delivery Date** To be Determined

**Sold To**  
Santiago Canyon College

**End User**  
Santiago Canyon College

**Ship To**  
To be Determined



**Installation**  
To be Determined

**Client Notes:**  
CMAS Contract:  
4-09-71-0075B  
GSA Contract GS-28F-0033P



# QUOTATION


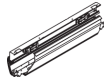
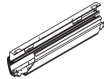
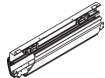
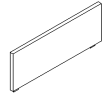
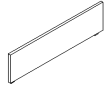
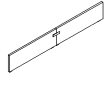


CREATED 5/16/2014  
 VALID THROUGH 8/14/2014  
 Prepared By Erica Paredes  
 Quote Filename Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
Tag 1									
229 Room									
1.1	46.5003	InTandem Back-To-Back Ganger	12	\$1.00	\$12.00	0.000	\$1.00	\$12.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.2	47.0706.1.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 1, Black	6	\$7.00	\$42.00	0.000	\$7.00	\$42.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.3	47.0706.2.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 2, Black	6	\$7.00	\$42.00	0.000	\$7.00	\$42.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.4	47.0706.4I.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 4, Black	6	\$7.00	\$42.00	0.000	\$7.00	\$42.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.5	47.0706.5I.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 5, Black	6	\$7.00	\$42.00	0.000	\$7.00	\$42.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.6	48.0268.17	InTandem Worksurface to Worksurface 10-Wire Connector	5	\$24.00	\$120.00	0.000	\$24.00	\$120.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.7	BR3FX-74P	Barron Fixed Leg,Round,x Base,74P Edge,36"Dia	3	\$348.00	\$1,044.00	0.000	\$348.00	\$1,044.00	
		Edge Color Monticello Maple edge /EMT Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT Base Finish Black /BL Base Options No casters -NCST Table Height Other Than 29" Standard height (29") -NO							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.8	CPU.SLING	CPU Sling (Recommended for use on 30"D tables only) fits CPU's with a max. circumference of 65"	24	\$61.00	\$1,464.00	0.000	\$61.00	\$1,464.00	
	No Image Available								
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.9	ITCL2429	InTandem "C" Leg,24"D,29"H	16	\$65.00	\$1,040.00	0.000	\$65.00	\$1,040.00	
		InTandem Leg Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							

# QUOTATION


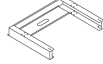
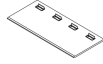
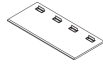
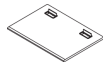
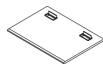

CREATED  
VALID THROUGH  
Prepared By  
Quote Filename

5/16/2014  
8/14/2014  
Erica Paredes  
Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
1.10	ITCL3029	InTandem "C" Leg,30"D,29"H	2	\$73.00	\$146.00	0.000	\$73.00	\$146.00	
		Intandem Leg Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.11	ITMB30/T6/ND	InTandem Middle Bm,30"W,10-Wire,w/o Data Cover	1	\$102.00	\$102.00	0.000	\$102.00	\$102.00	
		Trim Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.12	ITMB72/NN/ND	InTandem Middle Bm,72"W,No Power,w/o Data Cover	2	\$124.00	\$248.00	0.000	\$124.00	\$248.00	
		Trim Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.13	ITMB72/T6/ND	InTandem Middle Bm,72"W,10-Wire,w/o Data Cover	1	\$231.00	\$231.00	0.000	\$231.00	\$231.00	
		Trim Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.14	ITPS1130	InTandem Privacy Screen,Rect,11"Hx30"W	1	\$61.00	\$61.00	0.000	\$61.00	\$61.00	
		Surface Finish							
		KI Laminates							
		Standard							
		KI Laminates			MONTICELLO MAPLE 7925-38				
		/LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.15	ITPS1142	InTandem Privacy Screen,Rect,11"Hx42"W	1	\$74.00	\$74.00	0.000	\$74.00	\$74.00	
		Surface Finish							
		KI Laminates							
		Standard							
		KI Laminates			MONTICELLO MAPLE 7925-38				
		/LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.16	ITPS1172	InTandem Privacy Screen,Rect,11"Hx72"W	5	\$126.00	\$630.00	0.000	\$126.00	\$630.00	
		Surface Finish							
		KI Laminates							
		Standard							
		KI Laminates			MONTICELLO MAPLE 7925-38				
		/LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.17	ITSB42/T6/ND	InTandem End Of Run/Std-Alone Bm,42"W,10-Wire w/o Data Cvr	1	\$135.00	\$135.00	0.000	\$135.00	\$135.00	
		Trim Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
1.18	ITSB72/NN/ND	InTandem End Of Run/Std-Alone Bm,72"W,No Power w/o Data Cvr	4	\$130.00	\$520.00	0.000	\$130.00	\$520.00	
		Trim Color Selection							
		Black							
					/BL				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							

# QUOTATION



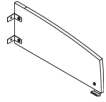

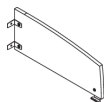
**CREATED** 5/16/2014  
**VALID THROUGH** 8/14/2014  
**Prepared By** Erica Paredes  
**Quote Filename** Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
1.19	ITSB72/T6/ND	InTandem End Of Run/Stnd-Alone Bm,72"W,10-Wire w/o Data Cvr Trim Color Selection Black	4	\$240.00	\$960.00	0.000	\$240.00	\$960.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.20	ITWK.4229	InTandem Wheelchair Kit,42"Wx29"H	1	\$117.00	\$117.00	0.000	\$117.00	\$117.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.21	ITWQ2472/NB-PL-N	InTandem Wrksrf,Rect,Npwr Bm,4-Grom,No Feed,Postformed,24X72" Number of PowerUp Modules Two PowerUp modules Grommet/PowerUp Color Black Surface Finish KI Laminates KI Laminates MONTICELLO MAPLE 7925-38	6	\$224.00	\$1,344.00	0.000	\$224.00	\$1,344.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.22	ITWQ2472/PB-PL-N	InTandem Wrksrf,Rect,Pwr Bm,4-Grom,No Feed,Postformed,24X72" Number of PowerUp Modules One PowerUp module Grommet/PowerUp Color Black Surface Finish KI Laminates KI Laminates MONTICELLO MAPLE 7925-38	5	\$182.00	\$910.00	0.000	\$182.00	\$910.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.23	ITWS2430/PB-PL-N	InTandem Wrksrf,Rect,Pwr Bm,2-Grom,No Feed,Postformed,24X30" Number of PowerUp Modules One PowerUp module Grommet/PowerUp Color Black Surface Finish KI Laminates KI Laminates MONTICELLO MAPLE 7925-38	1	\$123.00	\$123.00	0.000	\$123.00	\$123.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.24	ITWS3042/PB-PL-N	InTandem Wrksrf,Rect,Pwr Bm,2-Grom,No Feed,Postformed,30X42" Number of PowerUp Modules One PowerUp module Grommet/PowerUp Color Black Surface Finish KI Laminates KI Laminates MONTICELLO MAPLE 7925-38	1	\$145.00	\$145.00	0.000	\$145.00	\$145.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.25	KOMG.20	Keyboard Tray Without Mouse Tray	23	\$140.00	\$3,220.00	0.000	\$140.00	\$3,220.00	
 <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
1.26	PTFF	Floor Infeed 10-Wire/6 Circuit Infeed Color Black	2	\$45.00	\$90.00	0.000	\$45.00	\$90.00	
<p>No Image Available</p> <p><b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b></p>									
Tag 1							WorkGroup Product Subtotal	\$12,904.00	
229 Room									
Tag 1									
230 Room									
2.1	47.0706.1.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 1, Black	12	\$7.00	\$84.00	0.000	\$7.00	\$84.00	

# QUOTATION

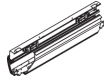
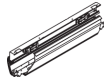
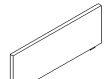

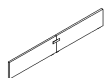



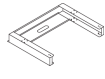
CREATED  
VALID THROUGH  
Prepared By  
Quote Filename

5/16/2014  
8/14/2014  
Erica Paredes  
Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model	Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
	No Image Available							
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.2	47.0706.2.BL	12	\$7.00	\$84.00	0.000	\$7.00	\$84.00	
	No Image Available							
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.3	47.0706.3.BL	8	\$7.00	\$56.00	0.000	\$7.00	\$56.00	
	No Image Available							
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.4	48.0268.17	13	\$24.00	\$312.00	0.000	\$24.00	\$312.00	
	No Image Available							
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.5	CPU.SLING	32	\$61.00	\$1,952.00	0.000	\$61.00	\$1,952.00	
	No Image Available							
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.6	ITCL2429	28	\$65.00	\$1,820.00	0.000	\$65.00	\$1,820.00	
		InTandem "C" Leg,24"D,29"H	Black	/BL				
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.7	ITCL3029	2	\$73.00	\$146.00	0.000	\$73.00	\$146.00	
		InTandem "C" Leg,30"D,29"H	Black	/BL				
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.8	ITDV1124/E	7	\$63.00	\$441.00	0.000	\$63.00	\$441.00	
		End Divider Screen,11"Hx24"W	Surface Finish KI Laminates	KI Laminates MONTICELLO MAPLE 7925-38	Standard /LMT			
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.9	ITDV1124/MPL	28	\$68.00	\$1,904.00	0.000	\$68.00	\$1,904.00	
		Middle Divider Screen,Postformed Edge,11"Hx24"W	Surface Finish KI Laminates	KI Laminates MONTICELLO MAPLE 7925-38	Standard /LMT			
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.10	ITDV1130/E	1	\$70.00	\$70.00	0.000	\$70.00	\$70.00	
		End Divider Screen,11"Hx30"W	Surface Finish KI Laminates	KI Laminates MONTICELLO MAPLE 7925-38	Standard /LMT			
	<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							







# QUOTATION

**CREATED** 5/16/2014  
**VALID THROUGH** 8/14/2014  
**Prepared By** Erica Paredes  
**Quote Filename** Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
2.11	ITMB30/T6/ND	InTandem Middle Bm,30"W,10-Wire,w/o Data Cover	1	\$102.00	\$102.00	0.000	\$102.00	\$102.00	
		Trim Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.12	ITMB72/T6/ND	Intdm Middle Bm,72"W,10-Wire,w/o Data Cover	8	\$231.00	\$1,848.00	0.000	\$231.00	\$1,848.00	
		Trim Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.13	ITPS1130	InTandem Privacy Screen,Rect,11"Hx30"W	1	\$61.00	\$61.00	0.000	\$61.00	\$61.00	
		Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.14	ITPS1142	InTandem Privacy Screen,Rect,11"Hx42"W	1	\$74.00	\$74.00	0.000	\$74.00	\$74.00	
		Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.15	ITPS1172	InTandem Privacy Screen,Rect,11"Hx72"W	15	\$126.00	\$1,890.00	0.000	\$126.00	\$1,890.00	
		Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.16	ITSB42/T6/ND	InTandem End Of Run/Stnd-Alone Bm,42"W,10-Wire w/o Data Cvr	1	\$135.00	\$135.00	0.000	\$135.00	\$135.00	
		Trim Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.17	ITSB60/NN/ND	InTandem End Of Run/Stnd-Alone Bm,60"W,No Power w/o Data Cvr	4	\$108.00	\$432.00	0.000	\$108.00	\$432.00	
		Trim Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.18	ITSB72/T6/ND	InTandem End Of Run/Stnd-Alone Bm,72"W,10-Wire w/o Data Cvr	7	\$240.00	\$1,680.00	0.000	\$240.00	\$1,680.00	
		Trim Color Selection Black /BL							
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
2.19	ITWK.4229	InTandem Wheelchair Kit,42"Wx29"H	1	\$117.00	\$117.00	0.000	\$117.00	\$117.00	
									
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							


# QUOTATION

**CREATED** 5/16/2014  
**VALID THROUGH** 8/14/2014  
**Prepared By** Erica Paredes  
**Quote Filename** Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
2.20	ITWQ2472/PB-PL-N	 InTandem Wrksrf,Rect,Pwr Bm,4-Grom,No Feed,Postformed,24X72" Number of PowerUp Modules Two PowerUp modules /2 Grommet/PowerUp Color Black /BL Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	15	\$213.00	\$3,195.00	0.000	\$213.00	\$3,195.00	
2.21	ITWS2430/PB-PL-N	 InTandem Wrksrf,Rect,Pwr Bm,2-Grom,No Feed,Postformed,24X30" Number of PowerUp Modules One PowerUp module /1 Grommet/PowerUp Color Black /BL Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	1	\$123.00	\$123.00	0.000	\$123.00	\$123.00	
2.22	ITWS2460/NB-ME-N	 InTandem Wrksrf,Rect,Npwr Bm,2-Grom,No Feed,Urethane,24X60" Number of PowerUp Modules Two PowerUp modules /2 Grommet/PowerUp Color Black /BL Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT Edge Color Black /EBL <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	4	\$233.00	\$932.00	0.000	\$233.00	\$932.00	
2.23	ITWS3042/PB-PL-N	 InTandem Wrksrf,Rect,Pwr Bm,2-Grom,No Feed,Postformed,30X42" Number of PowerUp Modules One PowerUp module /1 Grommet/PowerUp Color Black /BL Surface Finish KI Laminates Standard KI Laminates MONTICELLO MAPLE 7925-38 /LMT <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	1	\$145.00	\$145.00	0.000	\$145.00	\$145.00	
2.24	KOMG.20	 Keyboard Tray Without Mouse Tray <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	31	\$140.00	\$4,340.00	0.000	\$140.00	\$4,340.00	
2.25	PTFF	No Image Available Floor Infeed 10-Wire/6 Circuit Infeed Color Black /BL <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	2	\$45.00	\$90.00	0.000	\$45.00	\$90.00	
Tag 1							WorkGroup Product Subtotal	\$22,033.00	
230 Room									
Tag 1									
327 - Classroom									
3.1	GSTR2442S/P-EP	 Genesis Basic Rectangular,Pin Ht Adj,Elliptical Edge,24x42"W PowerUp Module Location No data /PUN Modesty Panel With modesty panel /WM Wire Trough Option No wire trough /NW Base Finish Black w/black trough /BL Surface Finish KI Laminates Standard KI Laminates GRAPHITE NEBULA 4623-60 /LGN <b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>	4	\$408.00	\$1,632.00	0.000	\$408.00	\$1,632.00	

# QUOTATION

**CREATED** 5/16/2014  
**VALID THROUGH** 8/14/2014  
**Prepared By** Erica Paredes  
**Quote Filename** Santiago Canyon College: Study Carrels - 14EMP-206701A/C

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
3.2	GSTR2460S/P-EP	Genesis Basic Rectangular,Pin Ht Adj,Elliptical Edge,24x60"W	20	\$445.00	\$8,900.00	0.000	\$445.00	\$8,900.00	
		PowerUp Module Location	No data		/PUN				
		Modesty Panel	With modesty panel		/WM				
		Wire Trough Option	No wire trough		/NW				
		Base Finish	Black w/black trough		/BL				
		Surface Finish	KI Laminates		Standard				
		KI Laminates	GRAPHITE NEBULA 4623-60		/LGN				
		<b>Price Description: GSA/Contract #GS-28F-0033P / CMAS #4-09-71-0075B</b>							
Tag 1							WorkGroup Product Subtotal	\$10,532.00	
327 - Classroom									

Product SubTotal:	\$45,469.00
Installation	\$4,322.50
Estimated Sales Tax 8.0000%:	\$3,637.52
<b>Quote Total:</b>	<b>\$53,429.02</b>

Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.

**Sales Tax (For Shipment within the United States Only):** Estimated sales/use tax will be calculated when order is entered. It is the customers's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of the 2014-2015 Contract Listing	
Action:	Request for Approval	

**BACKGROUND**

As per Board Policy No. 3306, all contracts over \$15,000.00 require Board of Trustees approval in advance.

**ANALYSIS**

Contract and contract renewals are solicited in the spring of each year for departments throughout the District. The attached list of contracts are those renewals that have been requested this year and exceed the \$15,000 limit. Multi-year contracts that do not expire on June 30, 2014, are not included in this listing.

It is the desire of the District to have all contracts run concurrently with the fiscal year. Other contracts that expire mid-fiscal year along with new contracts will be brought to the Board of Trustees for approval at a later date.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2014-2015 contract listing as presented.

Fiscal Impact:	Estimated: \$1,283,286.69	Date: June 9, 2014
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**District Contract Renewals For  
2014-2015  
\$15,000 Above**

Vendor	Department	Service	Estimated		Period	
			Cost for 14/15	Term	From	To
Accuvant	ITS	Palo Alto Premium Support, Threat prevention and URL filtering subscription	38,192.00	1	07-01-14	06-30-15
American Security Group	ITS	OnSSI Ocularis software support & licenses for Video Surveillance - Camera District wide	26,781.21	1	07-01-14	06-30-15
Case Systems Inc	Environmental Safety & Emergency Services - DO	Maintenance plan for District emergency call boxes at SAC, SCC and CEC plus repair allowance	17,000.00	1	07-01-14	06-30-15
Comm Solutions	ITS	Aruba licenses and support -Arubacare Next Day Education Market	29,817.92	1	07-01-14	06-30-15
Community College League of California	Library - SCC	Electronic (online) library resources (i.e. subscriptions, magazine, periodicals, books)	29,808.00	1	07-01-14	06-30-15
Computerland of Silicon Valley	ITS	Ecora Auditor Pro maintenance & support for software	16,800.00	1	07-01-14	06-30-15
Datalink	ITS	Symantec Enterprise Vault (E-Discovery, Storage Mgt & File System Archiving & Search)	47,731.14	1	07-01-14	06-30-15
Ellucian Inc	ITS	Software maintenance & licenses for Colleague (Core, Student, HR & Financial modules), Application Dev Environment, E-commerce & Mobile Application	363,565.00	1	07-01-14	06-30-15
Ellucian Inc	ITS	ERP Partner software maintenance	29,100.00	1	07-01-14	06-30-15
Foundation for California Community Colleges	ITS	Blackboard licenses, software upgrade & support for ASP hosting	248,761.00	1	07-01-14	06-30-15
Mobile Modular	Facility Planning	Rental of four (4) modular buildings at SCC and (1) modular building at SAC	48,420.00	1	07-01-14	06-30-15
Perceptive Software	ITS	ImageNow licenses for document management solutions and services	31,914.00	1	07-01-14	06-30-15
Presidio dba INX LLC	ITS	Cisco Smartnet and VOIP maintenance - Data & Voice network	93,800.32	1	07-01-14	06-30-15
Pyro-Comm System Inc	Maintenance - SAC	Fire Alarm Systems testing, inspection, monitoring and repair service at SAC	24,388.00	1	07-01-14	06-30-15
Rosemet Environmental Services	Environmental Safety & Emergency Services - DO	Hazardous waste disposal	25,000.00	1	07-01-14	06-30-15
SHI International	ITS	VMWare and Symantec software licenses and support	60,208.10	1	07-01-14	06-30-15
SectorPoint Inc	ITS	Software support - School Web Services (SWS) Dynamic Web Suite for SAC, SCC & District websites and District intranet	60,000.00	1	07-01-14	06-30-15
SectorPoint Inc	ITS	Remote service provision (RSP) for District websites	72,000.00	1	07-01-14	06-30-15
Taskstream LLC	Academic Affairs - SCC	License Subscription for The Accountability Management System (AMS)	20,000.00	1	07-01-14	06-30-15
		<b>Grand Total</b>	<b>\$1,283,286.69</b>			

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of District's Participation in the Foundation for California Community Colleges-Adobe Enterprise Term License Agreement	
Action:	Request for Approval	

**BACKGROUND**

On May 12, 1999 the Board of Governors of the California Community Colleges signed a Memorandum of Understanding affirming the Foundation for California Community Colleges (FCCC) as auxiliary foundation for the California Community College System. In 2013, the FCCC established a cooperative purchase agreement between the FCCC and Adobe Systems Inc.

**ANALYSIS**

The FCCC cooperative purchase agreement with Adobe Systems Inc. provides the California Community Colleges with the opportunity to license the Adobe Creative Suite (CS) products for additional savings beyond special academic discounts. This agreement provides the District with licenses to use the CS products for every district-owned workstation. In addition, this agreement allows all staff and faculty to subscribe to the Adobe CS products for personal use at below retail pricing. Attached is the executed copy of the FCCC Adobe Enterprise Term License Agreement and Schedule A that requires completion and execution by the District for participation.

Annual renewal costs are calculated using current FTE levels reported by the State Chancellor's Office multiplied by \$55. Total cost for the first year of participation is \$72,105.00. The college Technology Committees, the Technology Advisory Group, and District Council approved this agreement.

This agreement is for a three-year term commencing August 1, 2013. The District is entering into the second year (2014/2015) of the contract and is funded by the ITS operations budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the District's Participation in the Foundation for California Community Colleges-Adobe Enterprise Term License Agreement as presented.

Fiscal Impact:	\$72,105.00 (fiscal year 2014-2015)	Board Date: June 9, 2014
Prepared by:	Sylvia LeTourneau, Assistant Vice Chancellor, Information Technology Services Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



# Adobe® Enterprise Term License Agreement

## Education Consortium - Indirect Sales Order

### Schedule A: Licensing and Support Terms for Enterprise Term License

**Customer:**

Foundation of California Community College

**Customer Sales Order Number:**  
4400351992

Consortium Member: Rancho Santiago Community College District  
4400412488

### Summary of Products and Services

Products and Services:	FTE
Creative Cloud Enterprise 1 MLP SW Subscription Only Multi Language North America	1311
Contribute 6.5 MLP Ed Term Site Lic Pro Universal English	1311

By signing below, the parties agree to be bound by the terms and conditions set out in this Schedule A (including all schedules and referenced terms and conditions set out in the above referenced Customer's Sales Order agreement) which shall become effective upon the date of last signature (the "Effective Date").

Consortium Member: Rancho Santiago Community College District

Signature

I have read, understood and agreed to comply with the terms and conditions of this Agreement, and I represent and warrant that I am authorized to bind Consortium Member.

Name: Peter J. Hardash

Title: Vice Chancellor, Business Operations/Fiscal Services

Date:

Address: 2323 N. Broadway  
Santa Ana, CA 92706

Contact: [LeTourneau\\_Sylvia@rscdd.edu](mailto:LeTourneau_Sylvia@rscdd.edu)

714-480-7401

Adobe Systems Incorporated

Signature

I have read, understood and agreed to comply with the terms and conditions of this Agreement, and I represent and warrant that I am authorized to bind Adobe.

Name:

Title:

Date:

Address: 345 Park Avenue  
San Jose, CA 95110

Contact:



## 1. Definitions

- 1.1. **Consortium Member** means a Qualified Educational User that is accepted by Customer as part of Customer's cooperative association.
- 1.2. **Customer** means the cooperative association that agreed to the terms and conditions of the Sales Order this Schedule A is associated with.
- 1.3. **Education Eligibility Criteria** means the eligibility criteria for Adobe's education program(s) in North America set forth at the "Qualified Educational Users" page on Adobe's website (currently available at: <http://www.adobe.com/education/institution-eligibility-guide.html>).
- 1.4. **Enterprise** means all entities within Consortium Member's enterprise that meet the Education Eligibility Criteria, and shall include all FTE selected below in Section 4.2.
- 1.5. **Faculty** means a then-current employee or independent contractor of Consortium Member whose primary job duties including providing educational instruction to students.
- 1.6. **Staff** means a then-current employee of the Consortium Member that provides administrative support to the Consortium Member's educational operations and/or Faculty.
- 1.7. **Student** means a student who is then-currently enrolled at a Consortium Member operated educational institution.
- 1.8. **Maintenance** means the provision of Upgrades according to Section 7.

## 2. Deadline for Execution and Return of Sales Order

All License rights described in this Schedule A are contingent upon Consortium Member's execution and return of this Schedule A and the submission of the Consortium Member's purchase order to its Channel Entity no later than: August 1, 2014.

## 3. License Term

The License Term is 3 years starting on the delivery date (i.e. the date the Products are made available for download). During the License Term, the terms of this Schedule A will govern all orders by Consortium Member of the Products and Services set out in this Schedule A.

## 4. Enterprise Term License

- 4.1. Consortium Member shall have a license to deploy an unlimited quantity of licenses to the Products shown in the table in Section 6 below within its Enterprise which is comprised of the Full Time Equivalent (FTE) population selected below during the Term, subject to the Growth Limitation clause in Section 8, below.
- 4.2. **FTE** is calculated as follows:  
$$\text{FTE} = \text{full-time Faculty} + (\text{part-time Faculty} \div 3) + \text{full-time Staff} + (\text{part-time Staff} \div 2).$$

Consortium Member's current FTE Count is 1311.
- 4.3. Home Use Rights shall be in accordance with the terms set forth under the Sales Order/Agreement.
- 4.4. If the Student Use option is not selected, then notwithstanding anything else in the Agreement, access and use of the Products by Students shall be limited solely to computers physically located in a Consortium Member's classroom or Consortium Member's educational lab environment.
- 4.5. If Adobe makes available file storage in the cloud, Consortium Member shall be limited to total cloud storage equal to two gigabytes per FTE. (For example, a Consortium Member has 100 FTEs, Consortium Member's total limit would be 200 gigabytes.)
- 4.6. Consortium Member shall ensure that its participating end users are aware of and comply with all the terms and conditions of this Agreement. Consortium Member shall be liable to Adobe for all actions and inactions of



Consortium Member's end users relating to this Agreement.

- 4.7. At the end of the License Term, unless renewed by a mutually executed document under mutually agreed terms and conditions, the Enterprise term license described in this Schedule A will no longer apply and will automatically expire, and all OnPremise Software licensed under this Schedule A must be deleted from Consortium Member's computers and systems, and Consortium Member must provide Adobe with a letter of destruction in the form attached to this Sales Order as Schedule B. For clarity, Consortium Member is not required to remove any perpetual licenses that it has purchased under other agreements.

**5. Ordering and Payment Terms**

- 5.1. Adobe is not entering into a direct purchasing relationship with Consortium Member for the Products and Services. Rather, Consortium Member must utilize a Channel Entity for placing its orders. The Channel Entity is solely responsible for setting the terms of payment and pricing with Consortium Member (including but not limited to when payments by Consortium Member are due to Channel Entity).
- 5.2. In this clause, "Channel Entity" means the third party with whom Consortium Member places its order(s) for the Products and Services. The Channel Entity will be a service provider appointed by Adobe to act as its fulfillment agent under this Agreement.
- 5.3. Consortium Member must place its order(s) with the Channel Entity for the Products and Services promptly, in accordance with this Schedule A.
- 5.4. Channel Entity information as of the Effective Date:

Channel Entity:	Channel Entity Contact Information:
Name: Computerland	Contact Name
Address:	Contact Title
State, Zip	Street Address
	City, State, Zip
Phone:	Contact Phone
Email:	Contact EMail

**6. Products and Services Ordered; Fees**

The Products and Services ordered, and applicable quantities are as follows:

SKU	Product Description	Number of FTEs
65224015MA	Creative Cloud Enterprise 1 MLP SW Subscription Only Multi Language North America	1311
65191023MA	Contribute 6.5 MLP Ed Term Site Lic Pro Universal English	1311

Fees are inclusive of Maintenance.

7. Maintenance is included with all Software licensed under this Schedule A for the entire duration of the License Term. Support may also be ordered, and is optional throughout the License Term. Adobe will provide Support to Consortium Members who have ordered it for the applicable annual periods. The provision of any fixes, updates, upgrades or other releases in connection with Maintenance will not expand the scope of permitted use of the Software under this Agreement. Support is provided in annual increments and will expire the day prior to the applicable anniversary date of the Effective Date.
8. **Growth License Limitation** The rights granted herein are based on the total number of Consortium Member's FTEs as set forth in Section 4.2, above. At any time during the Term, if the Consortium Member's total number of FTEs increases by five percent (5%) or more, ("Growth Event") as compared to the number specified in Section 4.2, above, or the number established as a result of a prior Growth Event, then Consortium Member must purchase additional licenses for the products licensed hereunder at the unit prices specified herein, prorated from the date of occurrence of the Growth Event to the end of the Term (rounded to the nearest whole month). Consortium Member may be asked to confirm from time to time (by written or email request from their Adobe Account Representative) that a growth event has occurred, and will respond within a reasonable time to confirm that a Growth Event has or has not occurred, using the form attached hereto as Schedule C.



## Schedule B: Sample Letter of Software Destruction

“Consortium Member” means \_\_\_\_\_

“Agreement” means the Enterprise Term License Agreement Sales Order with Agreement Number:  
\_\_\_\_\_

For the purposes of this Letter of Destruction, “OnPremise Software” shall mean all copies of all software installed pursuant to the Agreement.

I, authorized signatory of Consortium Member, hereby declare on behalf of Consortium Member that Consortium Member has undertaken the necessary measures to delete and destroy the OnPremise Software licensed by Consortium Member under the Agreement. In order to delete and destroy the OnPremise Software, Consortium Member has taken the following steps:

1. Deleted the decryption key, if applicable, received from Adobe.
2. Removed and destroyed any and all electronic copies of the OnPremise Software, including but not limited to electronic copies on tape or other backup media, from any and all authorized workstations, Internet or Intranet sites, or Consortium Member’s computers, computer servers or computer networks.
3. Destroyed all User Documentation provided with the OnPremise Software, whether hard copies of media or documentation that is provided with the OnPremise Software download.

Consortium Member acknowledges and confirms that Consortium Member has relinquished all rights to use the OnPremise Software and no longer has any rights under the Agreement in relation to the OnPremise Software.

Consortium Member Authorized Signature:

Name of Signatory:

Title of Signatory:

Date:



**Schedule C: Growth Event Report**

Submit original Report to Adobe per the information below.

Agreement Number: \_\_\_\_\_

Consortium Member Name: \_\_\_\_\_

Agreement Effective Date: \_\_\_\_\_

Total Number of Full-Time Equivalents (FTEs) as of Contract Effective Date: \_\_\_\_\_

Total Number of Full-Time Equivalents (FTEs) as of Report Date: \_\_\_\_\_

By signing below, you certify that the above information is correct.

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Submit completed report  
to:  
[elatrueup@adobe.com](mailto:elatrueup@adobe.com)



# Adobe® Enterprise Term License Agreement Adobe Education Consortium - Indirect Sales Order

**Customer:**  
Foundation of California  
Community College

Minimum Order: combined FTE of at least 20,000


Product Titles

Creative Cloud Enterprise & Contribute

Acrobat Professional

By signing below, the parties agree to be bound by the terms and conditions set out in this Sales Order (including all schedules and referenced terms and conditions set out on the following pages) which shall become effective upon the date of last signature (the "Effective Date").

**Customer:**

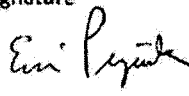
Signature  


I have read, understood and agreed to comply with the terms and conditions of this Agreement, and I represent and warrant that I am authorized to bind Customer.

Name: Melissa Conner / John O'Sullivan  
 Title: VP of Advancement / VP of Finance  
 Date: 5-30-13 / 5-30-13  
 Address:  
 1102 Q Street, Suite 3500  
 Sacramento, CA 95811

Contact:

**Adobe Systems Incorporated**

Signature  


I have read, understood and agreed to comply with the terms and conditions of this Agreement, and I represent and warrant that I am authorized to bind Adobe.

Name: Eric Piziali  
 Title: Director, Worldwide Order Management  
 Date: 6/6/13  
 Address: 345 Park Avenue  
San Jose, CA 95110

Contact:



### Sales Order Terms and Conditions

1. As of the Effective Date, this Sales Order terminates, replaces, and novates the existing Adobe Education Enterprise License Agreement between the parties dated September 1, 2011 (ACM No. 4400258981) and the amendments, exhibits, and schedules thereto (together, the "Old Agreements"). Customer shall inform its Consortium Members (as defined on Schedule A) that (i) no other orders will be placed by Consortium Members under the terms and conditions of the Old Agreement and (ii) by placing an order under this Agreement, a Consortium Member agrees to be bound to the terms and conditions set out in this Agreement. Any order associated with this Sales Order shall be for use of Products by the Consortium Member executing the order. All references to "Consortium Member" herein shall be binding upon the Consortium Member and all references to "Customer" shall apply to Consortium Member as if it were Customer, provided however if there is a conflict between the terms of the Schedule A and this Agreement, the terms of the Schedule A shall govern and control to the extent of such conflict. Any Consortium Member placing an order hereunder for Products or Services, shall place such order with its Channel Entity. Pricing, delivery and other financial terms will be established by the Channel Entity for the Products and Services table set forth on the Sales Order. As of August 1, 2013 the cumulative orders placed by each Consortium Member with its Channel Entity must be greater than or equal to the FTE minimums for each Product Title ("Minimum Order"). If the Minimum Order is not reached by August 1, 2013 no orders will be fulfilled, and this Agreement shall automatically terminate.
2. All Adobe Products and Services listed on this Sales Order are provided under the terms and conditions set out in this Sales Order (including all Schedules, Exhibits and/or Appendices attached to this Sales Order) and the Adobe Enterprise Licensing Terms available here: [www.adobe.com/legal/terms/enterprise-licensing.html](http://www.adobe.com/legal/terms/enterprise-licensing.html) (version: 2013 v1). All capitalised terms used in this Sales Order have the meanings set out in the Agreement (as defined in the Adobe Enterprise Licensing Terms), unless otherwise specified in this Sales Order. The terms of the Agreement shall be comprised of the General Terms, the applicable Exhibit(s) (On-Premise, and On-Demand) and the applicable Product Description and Metrics (PDMs). If there is any inconsistency between the following parts of this Agreement, then the part listed earlier will prevail to the extent of the inconsistency: (i) this Sales Order; (ii) the applicable PDM(s); (iii) the applicable Exhibit(s) to the General Terms; and (iv) the General Terms.
3. Any Consortium Member that wishes to purchase the Products and Services described herein shall do so by executing an order in the form set forth in Schedule A, which includes detailed description of the particular Products and Services transaction. The ordering and payment terms applicable to this Sales Order are set out in Schedule A. Each Consortium Member will execute its own Schedule A and shall be liable for its own actions under this Agreement.
4. Compliance. Consortium Member agrees that, in addition to any license compliance checking performed by the Product, Adobe or its authorized representative have the right, no more than once every twelve (12) months, upon seven (7) business days' prior notice to Consortium Member, to inspect Consortium Member's records, systems, and facilities to verify that its installation and use of any and all Adobe software or service is in conformity with its valid licenses from Adobe. For example, Adobe has the right to those of Consortium Member's records useful to determine whether installations of the Software have been serialized, and Consortium Member shall provide such records to Adobe promptly upon request by Adobe. Additionally, Consortium Member shall provide Adobe with all records and information requested by Adobe in order to verify that its installation and use of any and all Adobe software is in conformity with its valid licenses from Adobe within thirty (30) days of Adobe's request. Additional information on serialization is available at <http://www.adobe.com/go/elicensing>. If the verification discloses a shortfall in licenses for the Software or Membership, Consortium Member shall immediately acquire any necessary licenses, prorated from the date of commencement of use the shortfall(s).
5. In addition to the license grant provided under Schedule A, Consortium Members have the following Home Use Rights that will be managed by the Customer:

<b>Home Users are:</b>	<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Staff
<input checked="" type="checkbox"/> <b>Customer elects to permit home use rights for its participating Consortium Members' Faculty and Staff</b>	During the License Term, each Home User may install and use the OnPremise Software on his/her Authorized Computer in accordance with Clause 2.6 (Portable or Home Computer Use) of the PDM for Desktop Software and Creative Cloud. Customer is responsible for managing the distribution of serial number(s) to all Home Users.	
	<b>Manual Installation Option</b>	<b>Manual Installation: Type 1</b>  Kivuto Solutions Inc. ("Kivuto") (formerly e-academy Deployment) - Notwithstanding anything to the contrary in the PDM, Customer may use Kivuto, to manage the Product licenses granted to Home Users for work at home usage. Neither Customer nor Consortium Member shall make no agreement, express or implied, that limits Adobe's right or ability to track and/or audit Kivuto's distribution of Product licenses hereunder. Customer also understands that the use of Kivuto may be subject to additional fees, requirements, and/or terms of use. Customer and Consortium Member permits Adobe to obtain, and Kivuto to release, any and all information relating to Consortium Member's use and deployment of the Products and Customer shall obtain all necessary consents, if applicable, for the release of such information. Customer shall purchase Product downloads on an as-needed basis. Customer shall pay for Product licenses prior to download.

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

To:	Board of Trustees	Date: June 09, 2014
Re:	Approval for Donation of Two (2) Transport Refrigeration Units	
Action:	Request for Approval	

**BACKGROUND**

Santa Ana College Diesel Technology has been in a partnership with the Air Resources Board (ARB) for the past 8+ years. This partnership has been most beneficial for the Diesel program and students. The funds that purchased the two new refrigeration units for training was from ARB settlement funds paid to SAC Diesel Technology for improvement of the program. The Department has been requested by the Chief of Enforcement of the ARB to help the Heart of Compassion comply with required clean air requirements. The donation of these units will help them meet and comply with the regulations.

**ANALYSIS**

Heart of Compassion, a non-profit food bank located in Montebello, California, has sent a letter (attached), indicating their need to receive two obsolete refrigeration units that would help upgrade two of their much older units that cannot be used any longer due to their lack of upgrade. The Diesel Technology Department of Santa Ana College would like to donate the Thermo King SBIII and the Carrier XTC units. These two units can expand Heart of Compassion's capacity to store food and extend shelf life.

The Board of Trustees has requested that surplus items be made available for donation to non-profit organizations and school districts. Education Code 81452 does allow the District to donate equipment having no monetary value. Proof of their non-profit determination letter is on file.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the donation of two Transport Refrigeration Units to Heart of Compassion as presented.

Fiscal Impact:	None	Board Date: June 09, 2014
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	



**Fighting Hunger – Feeding Hope**

600 South Maple Ave. • Montebello, CA 90640 • Phone (323) 727-7997 • Fax (323) 727-0170 • [hocdist@sbcglobal.net](mailto:hocdist@sbcglobal.net)

April 24, 2014

Mr. Bart Hoffman  
Dean  
Human Services and Technology  
Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706

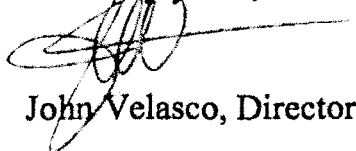
Dear Dean Hoffman:

We, at Heart of Compassion are very thankful for the partnership of Santa Ana College's Diesel Refrigerant Certification Program and the California Air Resources Board in helping us to modernize our trailer refrigeration units. Without Tom Hogue and your students and Paul Jacobs of CARB, Heart of Compassion could not have afforded upgrades to our TRU's and this would have limited our capacity to help feed the working poor in Southern California. Last year, we collected, stored, and distributed over \$37 Million in food and other life essentials to over 285,000 families in Southern California.

Tom Hogue had mentioned that the College had two obsolete refrigeration units that would help upgrade two of our much older units that cannot be used at this time due to their lack of upgrade. If Santa Ana College can donate the Thermo King SBIII and the Carrier XTC unit, these two units can expand our capacity to store food and extend shelf life.

Once again, we thank you for what Santa Ana College, Tom Hogue and his students have done to assist us in Fighting Hunger and Feeding Hope.

Sincerely yours,



John Velasco, Director

Use of this donation will be in compliance with IRS regulations under section 170(e)(3) and paragraphs (6), (2) and (3) for the care of the ill, the needy or children. This donation will not be resold, bartered or exchanged, but used in accordance with our tax-exempt status. Heart Of Compassion is a tax-exempt, charitable organization as described under section 501(c)(3) of the IRS Code. Contributions made to Heart Of Compassion are tax deductible. Our Federal ID Number is 42-1573926.

Created 4/09

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Award of Bid #1225 – Charter Bus Services (Field & Athletic Trips)	
Action:	Request for Approval	

**BACKGROUND**

The District utilizes charter bus services for transporting students and staff to athletic events, field trips, university tours, etc. Because the annual bus transportation costs exceed the bid limit, the Public Contract Code requires competitive bidding. Typically, the District bids this service every five years.

**ANALYSIS**

Bids were emailed to nine vendors and four vendors obtained copies of the bid from our website. Bids were submitted by eight bidders, four bidders did not respond and one bidder replied with a no bid.

The bid called for three group classifications: Group 1 – Coach Buses (including ADA-compliance and long distance), Group 2 – Mini-Coach Buses (including ADA-compliance) and Group 3 – School Buses (including ADA-compliance). The bid is for one year with the option to renew for four additional one-year terms on an as-needed basis.

As part of the bid evaluation, we asked for copies of their transportation permits (city, county, state and USDOT), Safety Compliance Report/Terminal Record, and Public Utilities Commission (PUC) license. Also evaluated were their driver screening process (including drug testing, reference checks, discipline, training), fleet maintenance policy, accident record in the State of CA (last three years), etc. We also requested that 50% of their fleet had to be no older than five years.

The lowest responsive and responsible bidders are three companies, Ryan’s Express Motorcoach dba Ryan’s Express, Hot Dogger Tours Inc. dba Gold Coast Tours and Certified Transportation Services Inc. We are currently doing business with two of the companies and have no complaints. Not familiar with the third company, Ryan’s Express, a site visit was conducted including a thorough tour of their administrative offices, maintenance operation, bus garages and bus interiors. The remaining five bidders were deemed non-responsive due to not meeting the age of vehicle requirements. A multiple award is being recommended based on cost and passenger capacity. Attached are the bid results with the recommended award with an asterisk and the agreement.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the bids and approve the awards of Bid #1225 – Charter Bus Services (Field & Athletic Trips) to Ryan’s Express Motorcoach dba Ryan’s Express, Certified Transportation Services Inc. and Hot Dogger Tours Inc. dba Gold Coast Tours as presented.

Fiscal Impact:	To Be Determined	Board Date: June 9, 2014
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

mhc:H:Board Memos/Bid 1225 Charter Bus Services

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS**

	<b>RYAN'S EXPRESS MOTORCOACH dba RYAN'S EXPRESS</b> 49-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES INC</b> 47-Passenger	<b>HOT DOGGER TOURS INC dba GOLD COAST TOURS</b> 48-Passenger	<b>SILVERADO STAGES</b> 47-Passenger	<b>PACIFIC COACHWAYS</b> 47-Passenger	<b>LUX BUS AMERICA</b> 48-Passenger	<b>JFK TRANSPORTATION</b> N/A	<b>FIRST STUDENT</b> N/A		
Minimum Flat Rate 5 Hrs	<b>\$525.00*</b>	\$543.00	\$575.00	\$499.00	\$625.00	\$650.00				
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$100.00 or \$4.00	\$87.00 or \$3.90	\$90.00 or \$3.50	\$75.00 or \$2.95	\$100.00 or \$4.45	\$110.00 or \$4.25				
PUC Tax	\$0.00	No Charge	\$0.25% of chgs or actual amt charged by PUC, whichever is greater	\$0.00	No Charge	N/A				
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market	5% of hourly and base rates	0 to 10% of charges	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$575.00)	\$0.00	Applies if fuel prices rise above \$4.25/gallon; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost	Fuel > \$4.50/gal = 3%				
Deadhead Miles	\$3.50/mile	\$3.90/mile	\$3.25/mile	\$2.95/mile	\$3.45/mile	\$4.00/mile beyond 30 mile				
Other	\$400.00 - One way transfers within LA and Orange Co	<ul style="list-style-type: none"> <li>Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>Parking Fees and Road Tolls will be charged at cost</li> </ul>	Actual amt; Toll roads, parking fees and other out-of-pocket expenses	WiFi is \$40.00/day	WiFi (limited availability) is \$25.00/day	WiFi is \$25.00/day				
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$525 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$543.00	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	\$0.00 if > 15 days; 10% if < 16 days	<30 days 10% <72 hrs \$625.00 <24 hrs full cost of charter	Within 72 hrs \$650.00				
Comments	<ul style="list-style-type: none"> <li>Age of vehicles - Ok</li> </ul>	<ul style="list-style-type: none"> <li>Age of vehicles – Ok</li> </ul>	<ul style="list-style-type: none"> <li>Age of vehicles – Ok</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't meet age of vehicles</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't meet age of vehicles</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't submit licenses</li> <li>Didn't meet age of vehicles</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't submit licenses</li> <li>Didn't meet age of vehicles</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't submit licenses</li> <li>Didn't meet age of vehicles</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't submit licenses</li> <li>Didn't fill out fleet info (17 total vehicles, no age listed)</li> <li>Info Req of Bidder incomplete</li> </ul>	<p align="center"><b>NON-RESPONSIVE</b></p> <ul style="list-style-type: none"> <li>Didn't meet age of vehicles</li> <li># of CA accidents high</li> </ul>

\* Recommended Award

4.10 (3)

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS**

	<b>RYAN'S EXPRESS</b> 56-Passenger	<b>GOLD COAST TOURS</b> 56-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 55-Passenger	<b>JFK TRANSPORTATION</b> 56-Passenger	<b>SILVERADO STAGES</b> 56-Passenger	<b>PACIFIC COACHWAYS</b> 56-Passenger	<b>LUX BUS AMERICA</b> 52-Passenger and 56-Passenger	<b>FIRST STUDENT</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$550.00*</b>	\$575.00	\$587.00	\$550.00	\$575.00	\$650.00	\$650.00	
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$100.00 or \$4.00	\$90.00 or \$3.50	\$96.00 or \$4.30	\$90.00 or <Blank on Bid>	\$110.00 or \$3.75	\$105.00 or \$4.60	\$110.00 or \$4.25	
PUC Tax	\$0.00	\$0.25% of chgs or actual amt charged by PUC, whichever is greater	No Charge	-	\$0.00	No Charge	N/A	
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market.	5% of hourly and base rates	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$575.00)	0 to 10% of charges	-	\$0.00	Applies if fuel prices rise above \$4.25/gallon; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost	Fuel > \$4.50/gal = 3%	
Deadhead Miles	\$3.50/mile	\$3.25/mile	\$4.30/mile	-	\$3.75/mile	\$3.45/mile	\$4.00/mile beyond 30 mile	
Other	\$400.00 - One way transfers within LA and Orange Co	Actual amt; Toll roads, parking fees and other out-of-pocket expenses	<ul style="list-style-type: none"> <li>•Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>•Parking Fees and Road Tolls will be charged at cost</li> </ul>	<Blank on Bid>	WiFi is \$40.00/day	WiFi (limited availability) is \$25.00/day	WiFi is \$25.00/day	
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$550 or one-way transfer	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	<7days \$200.00 <24 hrs, up to \$587.00	\$550.00	\$0.00 if > 15 days; 10% if < 16 days	<30 days 10% <72 hrs \$650.00 <24 hrs full cost of charter	Within 72 hrs \$650.00	

\* Recommended Award

4.10 (4)



**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS w/ADA WHEELCHAIR CAPABILITY**

	<b>CERTIFIED TRANSPORTATION SERVICES</b> 41 + 1w/c Passenger or 35 + 2w/c Passenger	<b>RYAN'S EXPRESS</b> 48 + 2w/c Passenger	<b>GOLD COAST TOURS</b> 48 + 2w/c Passenger	<b>PACIFIC COACHWAYS</b> 44 + 2w/c Passenger	<b>SILVERADO STAGES</b> N/A	<b>JFK TRANSPORTATION</b> N/A	<b>LUX BUS AMERICA</b> N/A	<b>FIRST STUDENT</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$543.00*</b>	\$550.00	\$575.00	\$650.00				
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$87.00 or \$3.90	\$100.00 or \$4.00	\$90.00 or \$3.50	\$105.00 or \$4.60				
PUC Tax	No Charge	\$0.00	\$0.25% of chgs or actual amt charged by PUC, which- ever is greater	No Charge				
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market.	0 to 10% of charges	5% of hourly and base rates	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$575.00)	Applies if fuel prices rise above \$4.25/gallon; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost				
Deadhead Miles	\$3.90/mile	\$3.50	\$3.25/mile	\$3.45/mile				
Other	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Parking Fees and Road Tolls will be charged at cost</li> </ul>	\$400.00 - One way transfers within LA and Orange Co	Actual amt; Toll roads, parking fees and other out-of-pocket expenses	WiFi (limited availability) is \$25.00/day				
Cancellation Fee	<7 days \$200.00 <24 hrs, up to \$543.00	>72 hrs N/C <72 hrs \$150 <24 hrs \$550 or one-way transfer	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	<30 days 10% <72 hrs \$650.00 <24 hrs full cost of charter				

\* Recommended Award

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS w/ADA WHEELCHAIR CAPABILITY**

	<b>RYAN'S EXPRESS</b> 52 + 1w/c Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 49 + 1w/c Passenger or 43 + 2w/c Passengers	<b>GOLD COAST TOURS</b> N/A	<b>SILVERADO STAGES</b> 56-Passenger	<b>PACIFIC COACHWAYS</b> 50 + 1w/c Passenger	<b>LUX BUS AMERICA</b> 56-Passenger	<b>JFK TRANSPORTATION</b> N/A	<b>FIRST STUDENT</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$550.00*</b>	\$587.00		\$575.00	\$650.00	\$650.00		
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$100.00 or \$4.00	\$96.00 or \$4.30		\$110.00 or \$3.75	\$105.00 or \$4.60	\$110.00 or \$4.25		
PUC Tax	\$0.00	No Charge		\$0.00	No Charge	N/A		
Fuel Surcharge	5% of hourly and base rates	0 to 10% of charges		\$0.00	Applies if fuel prices rise above \$4.25/gallon; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost	Fuel > \$4.50/gal = 3%		
Deadhead Miles	\$3.50	\$4.30/mile		\$3.75/mile	\$3.45/mile	\$4.00/mile beyond 30 mile		
Other	\$400.00 - One way transfers within LA and Orange Co	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Parking Fees and RoadTolls will be charged at cost</li> </ul>		WiFi – N/A	WiFi (limited availability) is \$25.00/day	WiFi is \$25.00/day		
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$550 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$587.00		\$0.00 if > 15 days; 10% if < 16 days	<30 days 10% <72 hrs \$650.00 <24 hrs full cost of charter	Within 72 hrs \$650.00		

\*Recommended Award

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS Long Distance or Out-of-State**

	<b>GOLD COAST TOURS</b> 48-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 47-Passenger	<b>PACIFIC COACHWAYS</b> 47-Passenger	<b>SILVERADO STAGES</b> 47-Passenger	<b>LUX BUS AMERICA</b> 48-Passenger	<b>JFK TRANSPORTATION</b> N/A	<b>RYAN'S EXPRESS</b> N/A	<b>FIRST STUDENT</b> N/A
Flat Daily Rate or Rate Per Mile (Whichever is Greater)	<b>\$900.00 or \$3.50*</b>	\$962.00 or \$3.90 Daily rate is for a max 12 hrs, add 1 hrs charged at bid hrly rate	\$1,200.00 or \$4.45	\$998.00 or \$2.95	\$1,200.00 or \$4.25			
PUC Tax	\$0.25% of chgs or actual amt charged by PUC, which-ever is greater	No Charge	No Charge	\$0.00	N/A			
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market.	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$900.00)	0 to 10% of charges	Applies if fuel prices rise above \$4.25/gal; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost	\$0.00	Fuel > \$4.50/gal = 3%			
Deadhead Miles	\$3.25/mile	\$3.90/mile	\$3.45/mile	\$2.95/mile	\$4.00/mile beyond 30 mile			
Other	Actual amt; Toll roads, pkg fees and other out-of-pocket expenses	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Lodging if reqd must be provided or will be charged at cost plus 10%</li> <li>●Parking Fees and Road Tolls will be chgd at cost</li> </ul>	WiFi (limited availability) is \$25.00/day	WiFi is \$40.00/day	WiFi is \$25.00/day			
Overnight Trip Charge	Driver Lodging	No additional charge	No Charge	\$50.00	\$1,200.00/day			
Additional Driver Charge (long distance or out-of-state)	\$100-\$500 depending on location of driver switch	\$30.00 per trip hr	\$450.00/day	\$30.00	\$300.00/day			
Cancellation Fee	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	<7 days \$200.00 <24 hrs, up to \$962.00	<30 days 10% <72 hrs \$1,200 <24 hrs full cost of charter	\$0.00 if > 15 days; 10% if < 16 days	Within 72 hrs \$650.00			
Cancellation Fee for Overnight Trip	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	<7 days \$200.00 <24 hrs, up to \$962.00	<30 days 10% <72 hrs \$1,200 <24 hrs full cost of charter	\$0.00 if > 15 days; 10% if < 16 days	Within 72 hrs \$1,200.00			

\* Recommended Award

4.10(7)

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 1 – COACH BUS Long Distance or Out-of-State**

	<b>GOLD COAST TOURS</b> 56-Passenger	<b>RYAN'S EXPRESS</b> 56-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 55-Passenger	<b>SILVERADO STAGES</b> 56-Passenger	<b>LUX BUS AMERICA</b> 52&56-Passenger	<b>PACIFIC COACHWAYS</b> 56-Passenger	<b>JFK TRANSPORTATION</b> N/A	<b>FIRST STUDENT</b> N/A
Flat Daily Rate or Rate Per Mile (Whichever is Greater)	<b>\$900.00 or \$3.50*</b>	\$950.00 or \$4.00	\$1,077.00 or \$4.30 Daily rate is for a max 12 hrs, add'1 hrs charged at bid hrly rate	\$1,080.00 or \$3.75	\$1,200.00 or <Blank on Bid>	\$1,250.00 or \$4.60		
PUC Tax	\$0.25% of chgs or actual amt charged by PUC, whichever is greater	\$0.00	No Charge	\$0.00	N/A	No Charge		
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market.	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$900.00)	5% of daily rate	0 to 10% of charges	\$0.00	Fuel > \$4.50/gal = 3%	Applies if fuel prices rise above \$4.25/gal; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost		
Deadhead Miles	\$3.23/mile	\$3.50/mile	\$4.30/mile	\$3.75/mile	\$4.00/mile beyond 30 mile	\$3.45/mile		
Other	Actual amt; Toll roads, pkg fees and other out-of-pocket expenses	Per Trip Basis – Parking, tolls and cab (when no bus parking is available at hotel) fees	<ul style="list-style-type: none"> <li>● Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>● Lodging if reqd must be provided or will be charged at cost plus 10%</li> <li>● Parking Fees and Road Tolls will be chgd at cost</li> </ul>	WiFi is \$40.00/day	WiFi is \$25.00/day	WiFi (limited availability) is \$25.00/day		
Overnight Trip Charge	Driver Lodging	\$0.00	No additional charge	\$50.00	\$1,200/day	No Charge		
Additional Driver Charge (long distance or out-of-state)	\$100-\$500 depending on location of driver switch	\$350.00 w/in CA or quoted transportation fees for other states	\$30.00 per trip hr	\$30.00	\$300.00/day	\$450.00/day		
Cancellation Fee	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	>72 hrs N/C <72 hrs \$150 <24 hrs \$950 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$1,077.00	\$0.00 if > 15 days; 10% if < 16 days	Within 72 hrs \$650.00	<30 days 10% <72 hrs \$1,250 <24 hrs full cost of charter		
Cancellation Fee for Overnight Trip	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	>72 hrs N/C <72 hrs \$150 <24 hrs \$950 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$1,077.00	\$0.00 if > 15 days; 10% if < 16 days	Within 72 hrs \$1,200.00	<30 days 10% <72 hrs \$1,250 <24 hrs full cost of charter		

\* Recommended Award

4.10(8)

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 2 – MINI-COACH BUS**

	<b>RYAN'S EXPRESS</b> 27-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 24-Passenger	<b>GOLD COAST TOURS</b> 31-Passenger	<b>SILVERADO STAGES</b> 19 & 22-Passenger	<b>JFK TRANSPORTATION</b> 25-Passenger	<b>LUX BUS AMERICA</b> 31-Passenger	<b>PACIFIC COACHWAYS</b> N/A	<b>FIRST STUDENT</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$450.00*</b>	\$464.00	\$495.00	\$400.00	\$450.00	\$510.00		
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$85.00 or \$3.50	\$75.00 or \$3.33	\$80.00 or \$2.90	\$50.00 or \$2.75	\$70.00 or <Blank on Bid>	\$90.00 or \$3.75		
PUC Tax	\$0.00	No Charge	\$0.25% of chgs or actual amt charged by PUC, which-ever is greater	\$0.00	-	N/A		
Fuel Surcharge See AAA's website, <a href="http://www.fuelgaugereport.com">www.fuelgaugereport.com</a> for the Orange County market.	5% of hourly and base rates	0 to 10% of charges	If fuel goes above \$3.40 gal, add 1% every \$.10/gal increase of the 5-hr flat rate chg (\$495.00)	\$0.00	-	Fuel > \$4.50/gal = 3%		
Deadhead Miles	\$3.00	\$3.33	\$2.70/mile	\$2.75/mile	-	\$3.25/mile beyond 30 mile		
Other	\$350.00 Base Rate – One way transfers within LA and Orange Counties	<ul style="list-style-type: none"> <li>•Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>•Parking Fees and Road Tolls will be charged at cost</li> </ul>	Actual amt; Toll roads, parking fees and other out-of-pocket expenses	N/A	-	WiFi is \$25.00/day		
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$450 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$464.00	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	\$0.00 if > 15 days; 10% if < 16 days	\$450.00 (Less than 24 hrs)	Within 72 hrs \$510.00		
Cancellation Fee for Overnight Trip	>72 hrs N/C <72 hrs \$150 <24 hrs \$450 or one-way transfer	<7 days \$200.00 <24 hrs, up to \$464.00	>24 hrs – N/C 5-23 hrs – 50% <5 hrs – 100%	\$0.00 if > 15 days; 10% if < 16 days	\$450.00	Within 72 hrs \$1,000.00		

\* Recommended Award

4.10(9)

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 2 – MINI-COACH BUS w/ADA WHEELCHAIR CAPABILITY**

	<b>CERTIFIED TRANSPORTATION SERVICES</b> 24 + 1w/c Passenger or 20 + 2w/c Passenger	<b>GOLD COAST TOURS</b> No ADA Capability	<b>RYAN’S EXPRESS</b> N/A	<b>SILVERADO STAGES</b> 19 & 22- Passenger	<b>PACIFIC COACHWAYS</b> N/A	<b>JFK TRANSPORTATION</b> N/A	<b>LUX BUS AMERICA</b> N/A	<b>FIRST STUDENT</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$464.00*</b>			\$400.00				
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$75.00 or \$3.33			\$50.00 or \$2.75				
PUC Tax	No Charge			\$0.00				
Fuel Surcharge	0 to 10% of charges			\$0.00				
Deadhead Miles	\$3.33			\$2.75/mile				
Other	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Parking Fees and Road Tolls will be charged at cost</li> </ul>			N/A				
Cancellation Fee	<7 days \$200.00 <24 hrs, up to \$464.00			\$0.00 if > 15 days; 10% if < 16 days				
Cancellation Fee for Overnight Trip	<7 days \$200.00 <24 hrs, up to \$464.00			\$0.00 if > 15 days; 10% if < 16 days				
Comments	No step stools							

\*Recommended Award

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 3 – SCHOOL BUS**

	<b>CERTIFIED TRANSPORTATION SERVICES</b> 48/72 or 59 Passenger	<b>GOLD COAST TOURS</b> N/A	<b>RYAN’S EXPRESS</b> N/A	<b>FIRST STUDENT</b> 20 Child/10 Adult	<b>PACIFIC COACHWAYS</b> 62-Passenger (Based on 3 Students/Seat)	<b>SILVERADO STAGES</b> N/A	<b>JFK TRANSPORTATION</b> N/A	<b>LUX BUS AMERICA</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$412.00*</b>			\$345.00	\$420.00			
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$69.00 or \$3.10			\$65.00 or N/A	\$75.00 or <Blank on Bid>			
PUC Tax	No Charge			\$0.25%	No Charge			
Fuel Surcharge	0 to 10% of charges			N/A	Applies if fuel prices rise above \$4.25/gallon; starts at 2.5% and increases 2.5% for each \$0.25 increase in fuel cost			
Deadhead Miles (General Conditions, Page 8, Item #24.5)	\$3.10/mile			\$65.00/hr in excess of 20 miles 1-way	\$2.55/mile			
Other	<ul style="list-style-type: none"> <li>● Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>● Parking Fees and Road Tolls will be charged at cost</li> </ul>			<ul style="list-style-type: none"> <li>● Local mtn trips \$500/transfer</li> <li>● Min chg for way days 8 hrs</li> </ul>	<Blank on Bid>			
Cancellation Fee	<24 hrs, up to \$412.00			<ul style="list-style-type: none"> <li>● Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	<ul style="list-style-type: none"> <li>&lt;30 days 10%</li> <li>&lt;72 hrs \$420.00</li> <li>&lt;24 hrs full cost of charter</li> </ul>			
Cancellation Fee for Overnight Trip	<24 hrs, up to \$412.00			<ul style="list-style-type: none"> <li>● Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	<ul style="list-style-type: none"> <li>&lt;30 days 10%</li> <li>&lt;72 hrs \$420.00</li> <li>&lt;24 hrs full cost of charter</li> </ul>			

\*Recommended Award

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 3 – SCHOOL BUS**

	<b>RYAN'S EXPRESS</b> 64-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 52/77 or 65 Passenger	<b>GOLD COAST TOURS</b> N/A	<b>FIRST STUDENT</b> 24 Child/12 Adult	<b>JFK TRANSPORTATION</b> 65-Passenger	<b>PACIFIC COACHWAYS</b> N/A	<b>SILVERADO STAGES</b> N/A	<b>LUX BUS AMERICA</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$375.00*</b>	\$417.00		\$345.00	\$350.00			
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$70.00 or \$3.00	\$70.00 or \$3.13		\$65.00 or N/A	\$60.00 or -			
PUC Tax	\$0.00	No Charge		\$0.25%	-			
Fuel Surcharge	3%	0 to 10% of charges		N/A	-			
Deadhead Miles	\$2.00/mile	\$3.13/mile		\$65.00/hr in excess of 20 miles 1-way	-			
Other	\$275.00 Base Rate – One way transfers within LA and Orange Counties	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Parking Fees and Road Tolls will be charged at cost</li> </ul>		<ul style="list-style-type: none"> <li>●Local mtn trips \$500/transfer</li> <li>●Min chg for way days 8 hrs</li> </ul>	-			
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$375 or one-way transfer	<24 hrs, up to \$417.00		<ul style="list-style-type: none"> <li>●Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	\$375.00 (Less than 24 hrs)			
Cancellation Fee for Overnight Trip	>72 hrs N/C <72 hrs \$150 <24 hrs \$375 or one-way transfer	<24 hrs, up to \$417.00		<ul style="list-style-type: none"> <li>●Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	\$375.00			

\*Recommended Award



**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 3 – SCHOOL BUS**

	<b>RYAN'S EXPRESS</b> 90-Passenger	<b>CERTIFIED TRANSPORTATION SERVICES</b> 54/81 Passenger	<b>GOLD COAST TOURS</b> N/A	<b>FIRST STUDENT</b> 84 Child/56 Adult	<b>JFK TRANSPORTATION</b> 84-Passenger	<b>PACIFIC COACHWAYS</b> N/A	<b>SILVERADO STAGES</b> N/A	<b>LUX BUS AMERICA</b> N/A
Minimum Flat Rate 5 Hrs	<b>\$375.00*</b>	\$425.00		\$345.00	\$375.00			
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$70.00 or \$3.00	\$72.00 or \$3.18		\$65.00 or N/A	\$60.00 or -			
PUC Tax	\$0.00	No Charge		\$0.25%	-			
Fuel Surcharge	3%	0 to 10% of charges		N/A	-			
Deadhead Miles	\$2.00/mile	\$3.18		\$65.00/hr in excess of 20 miles 1-way	-			
Other	\$275.00 Base Rate – One way transfers within LA and Orange Counties	<ul style="list-style-type: none"> <li>●Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>●Parking Fees and Road Tolls will be charged at cost</li> </ul>		<ul style="list-style-type: none"> <li>●Local mtn trips \$500/transfer</li> <li>●Min chg for way days 8 hrs</li> </ul>	-			
Cancellation Fee	>72 hrs N/C <72 hrs \$150 <24 hrs \$375 or one-way transfer	<24 hrs, up to \$425.00		<ul style="list-style-type: none"> <li>●Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	\$375.00 (Less than 24 hrs)			
Cancellation Fee for Overnight Trip	>72 hrs N/C <72 hrs \$150 <24 hrs \$375 or one-way transfer	<24 hrs, up to \$425.00		<ul style="list-style-type: none"> <li>●Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>	\$375.00			
Comments		No A/C No step stools						

\*Recommended Award

**BID RESULTS – BID #1225 CHARTER BUS SERVICES (FIELD & ATHLETIC TRIPS)**

**GROUP 3 – SCHOOL BUS w/Wheelchair Capability**

	<b>CERTIFIED TRANSPORTATION SERVICES</b> <small>Variable to both 6w/c and 7w/c</small>	<b>GOLD COAST TOURS</b> <small>N/A</small>	<b>RYAN'S EXPRESS</b> <small>N/A</small>	<b>FIRST STUDENT</b> <small>5 Amb//4 Chairs and 6 Amb/2 Chairs</small>	<b>PACIFIC COACHWAYS</b> <small>N/A</small>	<b>SILVERADO STAGES</b> <small>N/A</small>	<b>JFK TRANSPORTATION</b> <small>N/A</small>	<b>LUX BUS AMERICA</b> <small>N/A</small>
Minimum Flat Rate 5 Hrs	<b>\$445.00*</b>			\$345.00				
Rate Per Hour Over 5 Hr Minimum or Rate Per Mile (Whichever is Greater)	\$75.00 or \$3.23			\$65.00 or N/A				
PUC Tax	No Charge			\$0.25%				
Fuel Surcharge	0 to 10% of charges			N/A				
Deadhead Miles	\$3.23			\$65.00/hr in excess of 20 miles 1-way				
Other	<ul style="list-style-type: none"> <li>● Trips between 12 and 5am require 2<sup>nd</sup> driver at \$30/trip hr</li> <li>● Parking Fees and Road Tolls will be charged at cost</li> </ul>			<ul style="list-style-type: none"> <li>● Local mtn trips \$500/transfer</li> <li>● Min charter for away days 8 hrs</li> </ul>				
Cancellation Fee	<24 hrs, up to \$445.00			<ul style="list-style-type: none"> <li>● Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>				
Cancellation Fee for Overnight Trip	<24 hrs, up to \$445.00			<ul style="list-style-type: none"> <li>● Less than 24 business hrs \$100.00</li> <li>● Onsite 5-hr minimum</li> </ul>				

\*Recommended Award

4.10 (14)

## AGREEMENT

THIS AGREEMENT, dated the \_\_\_\_ day of \_\_\_\_\_, 2014, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "District" ), and \_\_\_\_\_, (hereinafter referred to as "Transportation Contractor").

The District and the Transportation Contractor, for the consideration stated herein, agree as follows:

1. Transportation Contractor agrees to complete the Charter Bus Services (Field & Athletic Trips) Bid No. 1225 according to all the terms and conditions set forth in the Bid Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Agreement, Bid Form, Information Required of Bidders, Noncollusion Declaration, Workers' Compensation Certificate, Drug-Free Workplace Certification, Insurance Certificates and Endorsements, General Conditions, Specifications/Requirements/Information, Statement of Compliance, Affirmative Action Policy, IRS W-9 Form, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Bid Documents are complementary and what is called for by any one shall be as binding as if called for by all.

2. Transportation Contractor shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility services required for performance of the services. All of said services shall be performed and completed in a good workmanlike manner in strict accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the services. The Transportation Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation.

3. District shall pay to the Transportation Contractor, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Bid Documents.

4. The services shall be commenced on July 1, 2014. Initial Term of the contract shall be July 1, 2014 through June 30, 2015 with options to extend for four (4) additional one (1) year terms by mutual written agreement, for a maximum term of five (5) years.

5. The Transportation Contractor agrees to and does hereby indemnify and hold harmless the District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the Transportation Contractor or any person, firm or corporation employed by the Transportation Contractor, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the District.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the Transportation Contractor, or any

person, firm, or corporation employed by the Transportation Contractor, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District property, if the liability arose due to the negligence or willful misconduct of anyone employed by the Transportation Contractor, either directly or by independent contract,

The Transportation Contractor, at Transportation Contractor's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the District, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

6. Hold Harmless and Indemnification. To the fullest extent permitted by law, the Transportation Contractor, at the Transportation Contractor's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the District, including but not limited to any of its Governing Board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the Transportation Contractor or any of its officers, agents, employees, sub-subcontractors, any person performing any of the services pursuant to a direct or indirect contract with the Transportation Contractor or individual entities comprising the Transportation Contractor, in connection with or relating to, or claimed to be in connection with or relating to the services or this Agreement, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Bid Documents or any document furnished by the Transportation Contractor in connection therewith;
- (c) any breach of duty, obligation or requirement under the Bid Documents;
- (d) any failure to provide notice to any party as required under the Bid Documents;
- (e) any failure to act in such a manner as to protect the District from loss, cost, expense or liability.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the District may have under the law or under the Bid Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the District may in its sole discretion reserve, retain or apply any monies due to the Transportation Contractor under the Bid Documents for the purpose of resolving such claims; provided, however, that the District may release such funds if the Transportation Contractor provides the District with reasonable assurance of protection of the District's interests. The District shall in their sole discretion determine whether such assurances are reasonable.

7. Termination. The District shall have the right to terminate the contract with or without cause at any time giving thirty (30) days written notice to the Transportation Contractor.

Upon notice of cancellation, Transportation Contractor shall be required to fulfill all outstanding obligations for scheduled trips or reimburse the District for any difference in cost for a rescheduled trip resulting in a higher expense to the District.

In the event of any such termination, the District shall secure the required services from another Transportation Contractor.

8. Transportation Contractor shall take out prior to commencing the services, and maintain, during the life of this Agreement, the insurance coverage set forth in the General Conditions.

9. If Transportation Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of \_\_\_\_\_, and that \_\_\_\_\_, whose title is \_\_\_\_\_, is authorized to act for and bind the corporation.

10. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

11. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the services to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT: Rancho Santiago Community  
College District

TRANSPORTATION CONTRACTOR

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

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

Peter J. Hardash  
Print Name

\_\_\_\_\_  
Print Name

Vice Chancellor  
Business Operations/Fiscal Services  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

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

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

**BACKGROUND**

On November 13, 2012, the Board of Trustees approved the award of a Metropolitan Fiber Wide Area Network to Freedom Telecommunications, Inc. to replace the District's Wide Area Network (WAN) with optical fiber. This contract provides data and voice connectivity between campuses.

On October 3, 2013, the company's structure of Freedom Telecommunications, Inc. converted into Freedom Telecommunications, LLC. On December 19, 2013, Freedom Telecommunications, LLC filed a fictitious business statement with the Los Angeles County Clerk's office, registering Wilcon as a dba. The change in the company's structure and name does not change the existing terms and conditions of the original contract nor the taxpayer identification number.

**ANALYSIS**

In order to avoid interruption of network connectivity between all sites, it is necessary to seek Board approval to change the vendor name to Telecommunications, LLC dba Wilcon. The name change does not change the current services previously provided by Freedom Telecommunications, Inc.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the vendor Freedom Telecommunications, Inc. name change to Freedom Telecommunications, LLC dba Wilcon as presented.

Fiscal Impact:	N/A	Board Date: June 9, 2014
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

May 13, 2014

**Re: Freedom Telecommunications doing business as WILCON**

To Whom It May Concern:

This letter serves as notice of the name change for the entity formally known as Freedom Telecommunications, Inc.

As previously advised, on October 3, 2013, Freedom Telecommunications, Inc., a California corporation converted into Freedom Telecommunications, LLC, a Delaware limited liability company. On December 19, 2013, Freedom Telecommunications, LLC filed a fictitious business statement with the Los Angeles County Clerk's office, whereby Freedom Telecommunications, LLC registered WILCON as a dba for Freedom Telecommunications, LLC. A copy of the filed fictitious business name statement is attached hereto as Exhibit A

The change in legal structure and name did not result in a change to the taxpayer identification number (TIN) of Freedom Telecommunications, LLC dba WILCON. In other words, it is business as usual, but for a change in the name on invoices, order forms and correspondence. A copy of the company's current W-9 form is attached hereto as Exhibit B. Please make any necessary updates to your verification tools to support this change.


In accordance with the notice provision of any agreement you may have with us, please note the following updated address and contact information:

Freedom Telecommunications, LLC dba WILCON  
624 South Grand Avenue, Suite 2500  
Los Angeles, CA 90017  
Attention: Legal Department

For any operational issues, please address your correspondence to Attention: Network Operations.

Wilcon appreciates your business and will be glad to assist you through these changes.

Sincerely,



Glenn Nieves  
Vice President, General Counsel  
Government Affairs & Corporate Secretary



624 South Grand Avenue  
Suite 2500  
Los Angeles, CA 90017

T +1 888.600.2800  
E info@wilcon.com

**EXHIBIT A**  
**FICTITIOUS BUSINESS NAME STATEMENT**

**See attached.**



YOUR RETURN MAILING ADDRESS

NAME: WILCON  
ADDRESS 624 South Grand Avenue, Suite 1202  
CITY Los Angeles STATE CA ZIP CODE 90017

2013 259264



FILED  
Dec 19 2013

Dean C. Logan, Registrar - Los Angeles County Clerk  
Electronically signed by: [Signature]

### FICTITIOUS BUSINESS NAME STATEMENT

TYPE OF FILING AND FILING FEE (Check one)

- Original - \$26.00 (FOR ORIGINAL FILING WITH ONE BUSINESS NAME ON STATEMENT)
  - New (Amended) Filing - \$26.00 (CHANGES IN FACTS FROM ORIGINAL FILING - REQUIRES PUBLICATION)
  - Refile - \$26.00 (NO CHANGES IN THE FACTS FROM ORIGINAL FILING)
- \$5.00 - FOR EACH ADDITIONAL BUSINESS NAME FILED ON SAME STATEMENT, DOING BUSINESS AT THE SAME LOCATION \$5.00 - FOR EACH ADDITIONAL OWNER IN EXCESS OF ONE OWNER

The following person(s) is (are) doing business as:

\*1. Wilcon 2  
 \*\* 624 South Grand Avenue, Suite 1202 Print Fictitious Business Name(s)  
 Street address of principal place of business  
Los Angeles, CA 90017 Los Angeles Mailing address if different  
 City State Zip COUNTY City State Zip  
 Articles of Incorporation or Organization Number (if applicable) AI # 5409665

\*\*\* REGISTERED OWNER(S):

1. Freedom Telecommunications, LLC 2.  
 Full Name/Corp/LLC (P O Box not accepted)  
624 South Grand Avenue, Suite 1202 Residence Address  
 Residence Address  
Los Angeles, CA 90017 City State Zip  
 City State Zip  
Delaware If Corporation or LLC - Print State of Incorporation/Organization  
 If Corporation or LLC - Print State of Incorporation/Organization

3. 4.  
 Full Name/Corp/LLC (P O Box not accepted)  
 Residence Address  
 City State Zip  
 If Corporation or LLC - Print State of Incorporation/Organization

IF MORE THAN FOUR REGISTRANTS, ATTACH ADDITIONAL SHEET SHOWING OWNER INFORMATION

\*\*\*\* THIS BUSINESS IS CONDUCTED BY: (Check one)  
 an Individual  a General Partnership  a Limited Partnership  a Limited Liability Company  
 an Unincorporated Association other than a Partnership  a Corporation  a Trust  Copartners  
 a Married Couple  Joint Venture  State or Local Registered Domestic Partners  a Limited Liability Partnership

\*\*\*\*\* The date registrant commenced to transact business under the fictitious business name or names listed above on N/A  
 (insert N/A above if you haven't started to transact business)

I declare that all information in this statement is true and correct.  
 (A registrant who declares as true information which he or she knows to be false is guilty of a crime.)

REGISTRANT/CORP/LLC NAME (PRINT) Freedom Telecommunications, LLC TITLE Secretary  
 REGISTRANT SIGNATURE [Signature] IF CORP OR LLC, PRINT NAME Glenn Nieves

If corporation, also print corporate title of officer. If LLC, also print title of officer or manager.  
 The statement was filed with the County Clerk of LOS ANGELES on the date indicated by the filed stamp in the upper right corner

NOTICE - IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920 WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ. BUSINESS AND PROFESSIONS CODE)  
 I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE

DEAN C. LOGAN, LOS ANGELES COUNTY CLERK

BY: [Signature] Deputy

This is a true and certified copy of the record  
if it bears the seal, here printed in purple ink,  
of the Registrar-Recorder/County Clerk

DEC 13 2013

*Deane C. Egan*  
REGISTRAR-RECORDER/COUNTY CLERK  
LOS ANGELES COUNTY, CALIFORNIA





624 South Grand Avenue  
Suite 2500  
Los Angeles, CA 90017

T +1 888 600.2800  
E info@wilcon.com

**EXHIBIT B  
FREEDOM W-9**

**See attached.**

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>Freedom Telecommunications, LLC</b>	
Business name/disregarded entity name, if different from above <b>Wilson</b>	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>P</b> <input type="checkbox"/> Other (see instructions) ▶	
Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) <b>624 S Grand Ave Suite 2500</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Los Angeles, CA, 90017</b>	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
Employer identification number	
3 6 - 4 6 1 6 0 4 1	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ <b>4/25/14</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments: The IRS has created a page on [irs.gov](http://irs.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1448 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1448 require a partnership to presume that a partner is a foreign person, and pay the section 1448 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1448 withholding on your share of partnership income.

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031643	3,707.59	SIMS ORANGE WELDING SUPPLY	Equipment - All Other > \$1,000			5/12/2014
14-P0031644	3,985.30	HYATT EQUITIES, LLC	Other Participant Travel Exp	SP		5/12/2014
14-P0031645	1,760.00	AFFILIATED HOSPITALITY LLC	Other Participant Travel Exp	SP		5/12/2014
* 14-P0031646	1,300.00	MADRIGAL ROMELIA	Non-Instructional Supplies	SP		5/12/2014
14-P0031647	110.71	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		5/12/2014
14-P0031648	3,000.00	SMART & FINAL	Food and Food Service Supplies	SP		5/12/2014
14-P0031649	1,421.49	B & D DISTRIBUTING INC	Food and Food Service Supplies	SP		5/12/2014
14-P0031650	600.00	ABEL TORRES	Advertising			5/12/2014
14-P0031651	1,495.00	FREEDOM COMMUNICATIONS, INC	Advertising			5/12/2014
14-P0031652	2,376.60	FREEDOM COMMUNICATIONS, INC	Advertising			5/12/2014
14-P0031653	1,598.00	SODEXHO	Food and Food Service Supplies	SP		5/12/2014
14-P0031654	1,164.24	CARVIN CORP	Equip/Software - >\$200 <\$1,000			5/12/2014
14-P0031655	105.15	SCANTRON CORP	Non-Instructional Supplies	SP		5/12/2014
* 14-P0031656	42,087.28	GOLDEN STAR TECHNOLOGY, INC.	Equipment - All Other > \$1,000	SP		5/12/2014
14-P0031657	326.64	WAXIE SANITARY SUPPLY	Instructional Supplies	SP		5/12/2014
14-P0031658	1,388.86	HERFF JONES INC.	Non-Instructional Supplies	SP		5/13/2014
14-P0031659	1,078.14	EMEDCO INC	Non-Instructional Supplies	SP		5/13/2014
14-P0031660	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/13/2014
14-P0031661	3,000.00	DON BOOKSTORE	Books Paid for Students	SP		5/13/2014
14-P0031662	1,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/13/2014
14-P0031663	4,006.80	WATERBOY SPORTS INC	Equipment - All Other > \$1,000			5/13/2014
14-P0031664	151.09	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/13/2014
14-P0031665	53.00	COMMUNICATION ARTS	Books, Mags & Ref Mat, Non-Lib			5/13/2014
14-P0031666	21.56	LOURDES FAJARDO	Food and Food Service Supplies			5/13/2014
14-P0031667	6,855.84	SPICERS PAPER CO	Instructional Supplies	SP		5/13/2014
14-P0031668	724.01	GOLD COAST TOURS	Transportation - Student	SP		5/13/2014
14-P0031669	368.94	ACERO	Non-Instructional Supplies			5/13/2014
14-P0031670	859.25	JAY'S CATERING	Food and Food Service Supplies	SP		5/13/2014
14-P0031671	1,050.37	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		5/13/2014
14-P0031672	229.00	WELLS FARGO BANK	Software License and Fees	SP		5/13/2014
14-P0031673	1,330.68	APCO GRAPHICS INC	Non-Instructional Supplies			5/13/2014
14-P0031674	405.20	KULI IMAGE INCYKUSTOM IMPRINTS	Non-Instructional Supplies			5/13/2014
14-P0031675	341.64	PAPER CLIP COMM	Books, Mags & Ref Mat, Non-Lib	SP		5/13/2014
14-P0031676	239.76	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/13/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031677	1,152.63	THOMSON REUTERS (MARKETS) LLC	Books, Mags & Ref Mat, Non-Lib	SP		5/13/2014
14-P0031678	14,900.00	SIMPSON, GUMPERTZ	Buildings - Engineering Costs	SP	BOND	5/13/2014
14-P0031679	3,440.07	ARTCRAFT & FOREMOST, INC.	Instructional Supplies	SP		5/13/2014
14-P0031680	223.55	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/13/2014
14-P0031681	48.15	ERGOSTOP INC	Non-Instructional Supplies			5/13/2014
14-P0031682	320.52	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			5/13/2014
14-P0031683	12,058.58	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		5/13/2014
14-P0031684	3,000.00	TROXELL COMM INC	Instructional Supplies	SP		5/14/2014
14-P0031685	7,850.00	SPORTS FACILITIES GROUP INC	Buildings - Contracted Svcs	SP		5/14/2014
14-P0031686	488.00	WELLS FARGO BANK	Conference Expenses			5/14/2014
14-P0031687	742.35	WELLS FARGO BANK	Conference Expenses			5/14/2014
14-P0031688	39.00	EDUCAUSE	Books, Mags & Ref Mat, Non-Lib			5/14/2014
14-P0031689	1,299.92	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/14/2014
14-P0031690	48,800.64	DAKTRONICS	Equipment - All Other > \$1,000	SP		5/14/2014
14-P0031691	1,000.00	NGAN-WINWARD VIVIAN	Contracted Services	SP		5/14/2014
14-P0031692	718.20	ALLURA PRINTING INC	Non-Instructional Supplies	SP		5/14/2014
14-P0031693	2,014.10	KELLY PAPER	Non-Instructional Supplies			5/14/2014
14-P0031694	2,067.12	XPEDX PAPER CO	Non-Instructional Supplies			5/14/2014
14-P0031695	862.44	R&M ELECTRICAL CONTRACTING	Site Improv - Contracted Svcs	SP	BOND	5/14/2014
14-P0031696	9,701.69	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	5/14/2014
* 14-P0031697	3,494.61	CDW GOVERNMENT INC.	Equipment - All Other > \$1,000			5/14/2014
14-P0031698	789.91	VILLAGE NURSERIES	Non-Instructional Supplies	SP		5/14/2014
14-P0031699	2,051.00	COMPUTERLAND OF SILICON VALLEY	Software Support Service-Fixed			5/14/2014
* 14-P0031700	8,909.71	CITY OF SANTA ANA	Equipment - All Other > \$1,000	SP		5/14/2014
14-P0031701	1,963.44	SPICERS PAPER CO	Instructional Supplies	SP		5/14/2014
14-P0031702	4,192.03	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		5/14/2014
14-P0031703	6,250.00	TECH SMITH CORP	Software License and Fees	SP		5/14/2014
14-P0031704	152.07	BLANKENSHIP, SHARLENE	Contracted Repair Services			5/14/2014
14-P0031705	1,025.03	ACADEMY ELECTRIC INC	Contracted Repair Services			5/14/2014
* 14-P0031706	4,465.74	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			5/14/2014
14-P0031707	1,648.75	TROPICAL PLAZA NURSERY	Contracted Repair Services			5/14/2014
14-P0031708	647.00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/14/2014
14-P0031709	10,000.00	IBM	Software License and Fees	SP		5/14/2014
14-P0031710	3,580.00	DOUBLETREE HOTEL	Conference Expenses			5/14/2014

4.12 (2)

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031711	1,323.52	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/14/2014
14-P0031712	130.00	ORANGE COUNTY INDUSTRIAL YSEWING MACHINE C	Repair & Replacement Parts			5/14/2014
14-P0031713	775.54	TEQUIPMENT.NET/TOUCHBOARDS.COM/	Equip/Software - >\$200 <\$1,000			5/14/2014
14-P0031714	63,784.21	ACCUVANT INC	Equipment - Technology >\$1,000	SP	BOND	5/14/2014
14-P0031715	1,011.51	GOLDEN STAR TECHNOLOGY, INC.	Equipment - All Other > \$1,000	SP		5/14/2014
14-P0031716	4,050.00	SMITH DEBRA J	Contracted Services	SP		5/15/2014
* 14-P0031717	2,898.72	CN SCHOOL AND OFFICE SOLUTIONS INC	Contracted Services	SP		5/15/2014
14-P0031718	7,600.00	TOTAL COMPENSATION SYSTEMS INC	Contracted Services			5/15/2014
14-P0031719	2,530.00	DEPT OF SOCIAL SERVICES	Other Licenses & Fees	SP		5/15/2014
14-P0031720	215.99	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/15/2014
14-P0031721	2,828.00	COMMERCIAL SURETY BOND AGENCY	Sites - Licenses, Fees & Taxes	SP	BOND	5/15/2014
* 14-P0031722	19,380.00	PGINET CONSULTING	Contracted Services	SP		5/15/2014
14-P0031723	856.70	MONTEREY BAY AQUARIUM FOUNDATION	Fees Paid for Students	SP		5/15/2014
14-P0031724	700.00	COUNTY OF ORANGE	Public Agencies' Assess & Fees			5/15/2014
14-P0031725	656.29	RSCCD	Non-Instructional Supplies	SP		5/15/2014
14-P0031726	59,504.00	ASCIP	Buildings - Contracted Svcs	SP	BOND	5/15/2014
14-P0031727	41,158.68	CITY OF ORANGE	Public Agencies' Assess & Fees			5/15/2014
14-P0031728	759.56	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		5/15/2014
14-P0031729	2,930.00	MILLER'S FAB & WELD CORP	Contracted Repair Services			5/15/2014
14-P0031730	40.50	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/15/2014
14-P0031731	184.71	OXFORD UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		5/15/2014
14-P0031732	672.55	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/16/2014
14-P0031734	170.00	TORRES FRANK	Contracted Repair Services			5/16/2014
14-P0031735	801.96	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		5/16/2014
14-P0031736	62,800.00	NCM DEMOLITION AND	Sites - Contracted Services	SP	BOND	5/16/2014
14-P0031737	1,463.50	SIGNATURE FLOORING INC	Contracted Services			5/16/2014
14-P0031738	800.00	MEDICAL BILLING TECH INC	Contracted Services	SP		5/16/2014
14-P0031739	13,528.08	AIRGAS INC	Equipment - Federal Progs >200	SP		5/16/2014
14-P0031740	2,839.55	AMERICAN PSYCHOLOGICAL ASSOC	Non-Instructional Supplies	SP		5/16/2014
14-P0031741	189.04	LIGHT BULBS ETC	Non-Instructional Supplies			5/16/2014
14-P0031742	1,679.94	COURTYARD BY MARRIOTT	Conference Expenses	SP		5/16/2014
14-P0031743	4,875.00	DEISY COVARRUBIAS	Other Participant Travel Exp	SP		5/16/2014
14-P0031744	7,811.72	COURTYARD BY MARRIOTT	Other Participant Travel Exp	SP		5/16/2014
14-P0031745	11,852.55	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	5/19/2014

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

4.12(3)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031746	6,500.00	CN SCHOOL AND OFFICE SOLUTIONS INC	Contracted Repair Services			5/19/2014
14-P0031747	150.00	VECTOR RESOURCES INC	Contracted Services			5/19/2014
14-P0031748	12,909.25	AIRGAS INC	Instructional Supplies	SP		5/19/2014
14-P0031749	1,312.42	STAY SAFE SUPPLY INC	Non-Instructional Supplies			5/19/2014
14-P0031750	45,967.87	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	5/19/2014
14-P0031751	750.00	MOYLE DAVID	Contracted Services	SP		5/19/2014
14-P0031752	1,108.08	TROXELL COMM INC	Instructional Supplies	SP		5/19/2014
14-P0031753	564.60	VMI INC	Equipment - Federal Progs >200	SP		5/19/2014
* 14-P0031754	751.83	PEARSON ED	Non-Instructional Supplies	SP		5/19/2014
* 14-P0031755	1,259.61	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		5/19/2014
* 14-P0031756	880.68	CAMBRIDGE UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		5/19/2014
* 14-P0031757	1,766.76	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		5/19/2014
* 14-P0031758	879.66	HILLYARD FLOOR CARE SUPPLY	Equip/Software - >\$200 <\$1,000			5/19/2014
14-P0031759	21,275.30	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/19/2014
14-P0031760	10,906.00	TREND OFFSET PRINTING	Reproduction/Printing Expenses			5/19/2014
14-P0031761	4,089.47	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			5/19/2014
* 14-P0031763	4,097.04	PEARSON ED	Non-Instructional Supplies	SP		5/20/2014
* 14-P0031764	8,086.07	ADVANCED WEB OFFSET INC	Class Schedules/Printing	SP		5/20/2014
14-P0031765	280.69	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/20/2014
14-P0031766	2,227.00	RSCCD	Other Participant Travel Exp	SP		5/20/2014
14-P0031767	1,056.78	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/20/2014
14-P0031768	1,397.01	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		5/20/2014
* 14-P0031769	6,469.20	MATTER HACKERS INC	Instructional Supplies	SP		5/20/2014
14-P0031770	4,817.05	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - Modular Furniture	SP		5/20/2014
14-P0031771	1,339.24	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/20/2014
* 14-P0031772	224.41	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		5/20/2014
14-P0031773	11,000.00	RANCHO SANTIAGO COMMUNITY COLL	Other Licenses & Fees	SP		5/20/2014
* 14-P0031774	23,674.07	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/20/2014
14-P0031775	563.00	STATE WATER RESOURCES	Buildings - Contracted Svcs	SP	BOND	5/21/2014
14-P0031776	2,475.00	EL POLLO NORTENO	Food and Food Service Supplies	SP		5/21/2014
14-P0031777	3,000.00	IMPACT MEDIA PUBLISHING INC	Advertising	SP		5/21/2014
14-P0031778	1,963.83	FANIZZA LORRAINE	Equip/Software - >\$200 <\$1,000	SP		5/21/2014
14-P0031779	275.00	BLANKENSHIP, SHARLENE	Contracted Services			5/21/2014
14-P0031780	399.62	COMMLINE INC	Contracted Repair Services			5/21/2014

4.12 (4)

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



P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031781	6,930.12	ORANGE COUNTY PUMP CORP	Maint/Oper Service Agreements			5/21/2014
14-P0031782	3,150.00	POLO CAROL M	Contracted Services	SP		5/21/2014
14-P0031783	7,500.00	VITAL LINK	Contracted Services	SP		5/21/2014
14-P0031784	642.60	WE DO GRAPHICS INC	Non-Instructional Supplies			5/21/2014
14-P0031785	803.46	GLOBAL INDUSTRIAL EQUIPMENT	Instructional Supplies	SP		5/21/2014
14-P0031786	237.60	BUTTERFLY SIGNS	Non-Instructional Supplies	SP		5/21/2014
14-P0031787	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/21/2014
14-P0031788	2,629.96	QUARK ENTERPRISES INC	Instructional Supplies	SP		5/21/2014
14-P0031789	179.53	SCHOOL OUTFITTERS	Instructional Supplies	SP		5/21/2014
14-P0031790	484.17	SIGMA ALDRICH INC	Instructional Supplies	SP		5/21/2014
14-P0031791	950.00	ORANGE MAGAZINE	Advertising			5/21/2014
14-P0031792	290.37	MCMASTER CARR SUPPLY CO	Instructional Supplies	SP		5/22/2014
14-P0031793	2,500.00	RPW SERVICES INC	Site Improv - Contracted Svcs	SP		5/22/2014
14-P0031794	2,125.00	TK1SC	Buildings - Contracted Svcs	SP	BOND	5/22/2014
14-P0031795	398.36	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		5/22/2014
14-P0031796	570.71	D4 SOLUTIONS INC.	Contracted Repair Services			5/22/2014
* 14-P0031797	6,175.77	ALLSTEEL INC	Contracted Services	SP		5/22/2014
14-P0031798	1,137.56	CN SCHOOL AND OFFICE SOLUTIONS INC	Non-Instructional Supplies	SP		5/22/2014
* 14-P0031799	2,537.15	DENNIS JAMES CLEEK	Instructional Supplies	SP		5/22/2014
14-P0031800	35,748.01	DELL COMPUTER	Equipment - All Other > \$1,000			5/22/2014
14-P0031801	18,468.15	DELL COMPUTER	Equipment - All Other > \$1,000			5/22/2014
14-P0031802	146,447.83	DELL COMPUTER	Equipment - All Other > \$1,000			5/22/2014
* 14-P0031803	63,775.55	SIDEPATH INC	Software License and Fees			5/22/2014
14-P0031804	14,720.00	MARGARET WILLIAMS LLC	Buildings - Relocation/Moving	SP	BOND	5/23/2014
14-P0031805	17,206.56	SIDEPATH INC	Equipment - All Other > \$1,000			5/23/2014
* 14-P0031806	1,658.88	XEROX CORP	Instructional Supplies			5/23/2014
14-P0031807	596.62	MENDTRONIX INC	Contracted Repair Services			5/23/2014
14-P0031809	1,604.06	SANDY BOYD INC	Contracted Repair Services			5/23/2014
4.12(5) 14-P0031810	500.00	ANSON M. LUI	Conference Expenses	SP		5/23/2014
14-P0031811	500.00	DENISE M. FOLEY	Conference Expenses	SP		5/23/2014
14-P0031812	1,505.00	CA HEAD START ASSOC.	Conference Expenses	SP		5/23/2014
14-P0031813	1,185.80	TURNING TECHNOLOGIES LLC	Instructional Supplies	SP		5/23/2014
14-P0031814	1,179.87	FISHER SCIENTIFIC	Instructional Supplies	SP		5/23/2014
14-P0031815	37.46	AMY S. STYFFE	Food and Food Service Supplies	SP		5/23/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031816	3,489.83	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		5/23/2014
14-P0031817	12.89	BADGE EXPRESS	Non-Instructional Supplies			5/23/2014
14-P0031818	1,055.12	FLINN SCIENTIFIC INC	Instructional Supplies	SP		5/23/2014
14-P0031819	269.40	WELLS FARGO BANK	Software License and Fees	SP		5/23/2014
14-P0031820	201.51	WBC GROUP LLC	Instructional Supplies	SP		5/23/2014
14-P0031821	3,400.00	AIRPORT VAN RENTAL INC	Transportation - Athletics			5/23/2014
14-P0031822	269.30	SCHOOL OUTFITTERS	Instructional Supplies	SP		5/23/2014
14-P0031823	754.79	VWR FUNDING INC	Instructional Supplies	SP		5/23/2014
14-P0031824	669.44	PRO PERFORMANCE SPORTS	Instructional Supplies	SP		5/23/2014
14-P0031825	1,336.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/23/2014
14-P0031826	101.25	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		5/23/2014
14-P0031827	192.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/23/2014
14-P0031828	198.31	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/23/2014
* 14-P0031829	1,166.36	SYLVIA SANCHEZ	Supplies Paid for Students	SP		5/23/2014
* 14-P0031830	1,300.00	ROSA HARRIZON	Non-Instructional Supplies	SP		5/23/2014
* 14-P0031831	148.05	CHRISTINE F. KOSKO	Food and Food Service Supplies	SP		5/23/2014
14-P0031833	466.25	JULIA C. VERCELLI	Food and Food Service Supplies	SP		5/23/2014
14-P0031834	90.88	KATHERINE M. STUPPY UTLEY	Books, Mags & Ref Mat, Non-Lib	SP		5/23/2014
14-P0031835	1,182.00	PLURALSIGHT LLC	Software License and Fees			5/23/2014
14-P0031836	277.85	B & H PHOTO VIDEO INC	Instructional Supplies			5/23/2014
14-P0031838	275.38	DELL COMPUTER	Instructional Supplies			5/23/2014
14-P0031839	5,565.73	DELL COMPUTER	Equipment - All Other > \$1,000			5/23/2014
14-P0031840	1,326.64	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			5/23/2014
* 14-P0031841	2,344.42	AMERICAN CHEMICAL & SANITARY	Equip/Software - >\$200 <\$1,000			5/23/2014
14-P0031842	900.00	JOHNSTONE SUPPLY	Repair & Replacement Parts			5/23/2014
14-P0031843	3,000.00	CANDELA CORP	Instructional Supplies	SP		5/23/2014
* 14-P0031844	2,406.75	SEHI COMPUTER PRODUCTS	Instructional Supplies			5/23/2014
14-P0031845	2,700.00	ACCUVANT INC	Software License and Fees			5/23/2014
14-P0149303	10,000.00	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	Contracted Services	SP		5/14/2014

**Grand Total: \$ 1,146,733.05**

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

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 11, 2014 THROUGH MAY 24, 2014  
BOARD MEETING OF JUNE 9, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031656	\$42,087.28	Panasonic LCD projectors for Santa Ana College campus	SAC-Human Svcs & Technology	Received Quotations: 1) *Golden Star Tech., Inc. 2) B & H Photo 3) Spinitar 4) SHI *Successful Bidder
14-P0031690	\$48,800.64	Basketball/Volleyball/Wrestling scoreboards for Santa Ana College Gymnasium	DO-Facility Planning	Received Quotations: 1) *Daktronics 2) Sports Facilities Group 3) Custom Design *Successful Bidder
14-P0031714	\$63,784.21	Brocade ethernet SFP switches, network transceivers, SFP and transceiver modules and direct/remote technical support	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #7-09-70-14 Board approved: October 8, 2012
14-P0031722	\$19,380.00	Technical services to develop, establish and implement the use of customized software program for tracking FLEX activities at Santa Ana College and School of Continuing Education non-credit faculty	CEC & OEC	Board approved: March 24, 2014
14-P0031726	\$59,504.00	ASCIP (Alliance of Schools for Cooperative Insurance Programs) adjustment fee for Owner Controlled Insurance Program (OCIP) for the Humanities Building, Athletic and Aquatic Complex projects at Santiago Canyon College	DO-Facility Planning	Board approved: September 11, 2006

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 11, 2014 THROUGH MAY 24, 2014  
BOARD MEETING OF JUNE 9, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031727	\$41,158.68	Annual maintenance cost estimate for parkway landscaping at Santiago Canyon College	SCC-Administrative Services	Board approved: June 27, 2007
14-P0031736	\$62,800.00	Demolition of all on-site structures and landscapes at 17th Street and Bristol Street	DO-Facility Planning	Bid #1226 Board approved: April 28, 2014
14-P0031750	\$45,967.87	Classroom chairs for the Temporary Village portables at Santa Ana College	DO-Facility Planning	Purchased from the Hawthorne Bid #13-14-1 Board approved: March 24, 2014
14-P0031759	\$21,275.30	Nikon digital cameras and accessories	OEC-Academic Administration	Received Quotations: 1) *B & H Photo 2) Adorama 3) Samy's Camera *Successful Bidder
14-P0031774	\$23,674.07	Dell laptop computers and related components	CEC-Adult Secondary Education	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031800	\$35,748.01	Dell Power vault MD3460 storage system and related components	SCC-Humanities Building	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 MAY 11, 2014 THROUGH MAY 24, 2014  
BOARD MEETING OF JUNE 9, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031801	\$18,468.15	Dell Poweredge R620 servers and related components	SCC-Humanities Building	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031802	\$146,447.83	Dell Power vault MD3060E storage systems, hard drive kits and related components	SCC-Humanities Building	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031803	\$63,775.55	Brocade ethernet SFP switches, network transceivers, SFP and transceiver modules, mini transceivers, uplink upgrades and software/equipment licenses	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #7-09-70-14 Board approved: October 8, 2012
14-P0031805	\$17,206.56	Brocade network switches and SFP transceivers	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #7-09-70-14 Board approved: October 8, 2012

P.O. #	Amount	Vendor Name	Classification	Date
GM-DON001746	\$946.12	PENS ETC.	General Merchandise	5/12/2014
GM-DON001748	\$941.88	PEPSI COLA CO	General Merchandise	5/13/2014
GM-DON001749	\$246.54	BARRY'S DISTRIBUTING	General Merchandise	5/12/2014
GM-DON001750	\$594.58	BROWN BAG SANDWICH CO	General Merchandise	5/12/2014
GM-DON001751	\$428.36	BROWN BAG SANDWICH CO	General Merchandise	5/14/2014
GM-DON001753	\$48.00	IONET MEDICAL	General Merchandise	5/19/2014
GM-DON001756	\$1,454.64	PEPSI COLA CO	General Merchandise	5/15/2014
GM-DON001757	\$228.90	BARRY'S DISTRIBUTING	General Merchandise	5/19/2014
GM-DON001758	\$538.00	BROWN BAG SANDWICH CO	General Merchandise	5/19/2014
GM-EXPR000902	\$183.90	BARRY'S DISTRIBUTING	General Merchandise	5/12/2014
GM-EXPR000903	\$816.29	BROWN BAG SANDWICH CO	General Merchandise	5/12/2014
GM-EXPR000904	\$511.16	BROWN BAG SANDWICH CO	General Merchandise	5/14/2014
GM-EXPR000905	\$92.76	SULLIVAN, MICHAEL	General Merchandise	5/14/2014
GM-EXPR000907	\$1,722.00	PEPSI COLA CO	General Merchandise	5/16/2014
GM-EXPR000908	\$511.44	PEPSI COLA CO	General Merchandise	5/20/2014
GM-EXPR000909	\$215.40	BARRY'S DISTRIBUTING	General Merchandise	5/19/2014
GM-EXPR000910	\$679.22	BROWN BAG SANDWICH CO	General Merchandise	5/19/2014
GM-EXPR000911	\$994.08	PEPSI COLA CO	General Merchandise	5/15/2014
GM-EXPR000912	\$125.88	SULLIVAN, MICHAEL	General Merchandise	5/21/2014
GM-HAWK001400	\$460.05	KENNEDY WHOLESAL	General Merchandise	5/12/2014
GM-HAWK001401	\$437.07	BROWN BAG SANDWICH CO	General Merchandise	5/12/2014
GM-HAWK001402	\$462.50	GRAD AWARDS	General Merchandise	5/12/2014
GM-HAWK001403	\$331.65	EL DORADO TRADING GROUP	General Merchandise	5/13/2014
GM-HAWK001405	\$93.00	LENNY & LARRY'S,INC	General Merchandise	5/13/2014
GM-HAWK001406	\$66.54	BARRY'S DISTRIBUTING	General Merchandise	5/13/2014
GM-HAWK001407	\$51.60	SAMS DAIRY DIST	General Merchandise	5/13/2014
GM-HAWK001408	\$352.87	BROWN BAG SANDWICH CO	General Merchandise	5/14/2014
GM-HAWK001409	\$811.32	PEPSI COLA CO	General Merchandise	5/14/2014
GM-HAWK001410	\$578.99	KENNEDY WHOLESAL	General Merchandise	5/16/2014
GM-HAWK001412	\$192.00	STYLE PASIFIKA	General Merchandise	5/19/2014
GM-HAWK001413	\$506.45	BROWN BAG SANDWICH CO	General Merchandise	5/19/2014
GM-HAWK001414	\$259.62	SAMS DAIRY DIST	General Merchandise	5/20/2014
GM-HAWK001415	\$99.84	BARRY'S DISTRIBUTING	General Merchandise	5/20/2014
GM-HAWK001416	\$75.00	LENNY & LARRY'S,INC	General Merchandise	5/21/2014
GM-HAWK001417	\$210.00	GRAD AWARDS	General Merchandise	5/21/2014
GM-HAWK001418	\$389.33	BROWN BAG SANDWICH CO	General Merchandise	5/21/2014
GM-HAWK001419	\$1,017.48	PEPSI COLA CO	General Merchandise	5/21/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-CEC000225	\$3,963.70	OXFORD UNIVERSITY PRESS,	Textbook	5/21/2014
TX-CEC000226	\$3,192.00	CAMBRIDGE UNIVERSITY PRES	Textbook	5/21/2014
TX-CEC000227	\$4,282.50	CENGAGE LEARNING	Textbook	5/21/2014
TX-CEC000228	\$2,994.00	PEARSON EDUCATION	Textbook	5/21/2014
TX-DON002481	\$5,096.82	BOOKBYTEDIRECT.COM	Textbook	5/13/2014
TX-DON002482	\$1,993.86	NACSCORP	Textbook	5/15/2014
TX-DON002484	\$1,229.45	MONTEZUMA PUBLISHING	Textbook	5/15/2014
TX-DON002485	\$14.40	KJOS MUSIC CO	Textbook	5/15/2014
TX-DON002486	\$180.00	ACS DIVCHED EXAM INST.	Textbook	5/15/2014
TX-DON002487	\$219.00	HAYDEN-MCNEIL	Textbook	5/15/2014
TX-DON002488	\$600.00	C.I.A.T	Textbook	5/15/2014
TX-DON002490	\$856.65	KENDALL PUBLISHING	Textbook	5/15/2014
TX-DON002491	\$10,911.92	CENGAGE LEARNING	Textbook	5/15/2014
TX-DON002493	\$1,006.03	NORTON, INC.	Textbook	5/15/2014
TX-DON002494	\$286.00	DEAF LIFE PRESS/HPO BOOK	Textbook	5/15/2014
TX-DON002495	\$2,000.75	MORTON	Textbook	5/15/2014
TX-DON002496	\$15,615.55	PEARSON EDUCATION	Textbook	5/15/2014
TX-DON002499	\$390.00	INDIANA UNIVERSITY PRESS	Textbook	5/15/2014
TX-DON002500	\$6,718.00	MPS FORMERLY VHPS	Textbook	5/15/2014
TX-DON002502	\$914.25	University Readers	Textbook	5/15/2014
TX-DON002503	\$17,109.65	MCGRAW-HILL PUBLISHING CO	Textbook	5/15/2014
TX-DON002504	\$342.00	SCHROFF DEVELOPMENT CORP	Textbook	5/15/2014
TX-DON002505	\$4,230.00	JOHN WILEY \$ SONS, INC	Textbook	5/15/2014
TX-DON002508	\$671.44	OXFORD UNIVERSITY PRESS,	Textbook	5/15/2014
TX-DON002509	\$860.00	ASHBURY PUBLISHING LLC	Textbook	5/15/2014
TX-DON002510	\$1,479.60	IFSTA	Textbook	5/15/2014
TX-DON002511	\$30.40	FOUN. FOR CRITICAL THINKING	Textbook	5/15/2014
TX-DON002512	\$168.39	LEGAL BOOK DIST	Textbook	5/15/2014
TX-DON002513	\$2,744.00	STAR PUBLISHING CO.	Textbook	5/15/2014
TX-DON002515	\$460.00	NATL ASSN ED OF YG CHILD	Textbook	5/15/2014
TX-DON002516	\$2,142.31	NEBRASKA BOOK COMPANY	Textbook	5/15/2014
TX-DON002517	\$1,224.33	MBS TEXTBOOK EXCHANGE	Textbook	5/15/2014
TX-DON002518	\$5,250.00	CENGAGE LEARNING	Textbook	5/20/2014
TX-DON002519	\$37.40	MONTEZUMA PUBLISHING	Textbook	5/21/2014
TX-HAWK001847	\$24.75	NEBRASKA BOOK COMPANY	Textbook	5/12/2014
TX-HAWK001848	\$11,001.46	NEBRASKA BOOK COMPANY	Textbook	5/15/2014
TX-HAWK001849	\$1,606.84	MBS TEXTBOOK EXCHANGE	Textbook	5/15/2014

<b>P.O. #</b>	<b>Amount</b>	<b>Vendor Name</b>	<b>Classification</b>	<b>Date</b>
TX-HAWK001850	\$345.90	NACSCORP	Textbook	5/15/2014
TX-HAWK001851	\$5,407.18	KENDALL PUBLISHING	Textbook	5/15/2014
TX-HAWK001852	\$109.59	AMAZON	Textbook	5/15/2014
TX-HAWK001853	\$666.00	ON COURSE LEARNING	Textbook	5/15/2014
TX-HAWK001854	\$1,725.00	MPS FORMERLY VHPS	Textbook	5/15/2014
TX-HAWK001855	\$90.00	BAVCO	Textbook	5/15/2014
TX-HAWK001856	\$15,252.45	PEARSON EDUCATION	Textbook	5/15/2014
TX-HAWK001857	\$12,750.50	MCGRAW-HILL PUBLISHING CO	Textbook	5/15/2014
TX-HAWK001858	\$7,250.50	CENGAGE LEARNING	Textbook	5/15/2014
TX-HAWK001859	\$63.80	OXFORD UNIVERSITY PRESS,	Textbook	5/15/2014
TX-HAWK001860	\$2,340.00	BVT PUBLISHING	Textbook	5/15/2014
TX-HAWK001861	\$5,700.00	BLUEDOOR	Textbook	5/15/2014
TX-HAWK001862	\$458.64	MONTEZUMA PUBLISHING	Textbook	5/15/2014
TX-HAWK001863	\$3,862.84	MCGRAW-HILL CREATE (PRIMIS)	Textbook	5/15/2014
TX-HAWK001864	\$240.00	NORTON, INC.	Textbook	5/15/2014
TX-HAWK001865	\$15.00	NEBRASKA BOOK COMPANY	Textbook	5/19/2014
TX-HAWK001866	\$2,688.84	MCGRAW-HILL CREATE (PRIMIS)	Textbook	5/21/2014
TX-HAWK001867	\$6,325.00	PEARSON EDUCATION	Textbook	5/21/2014

**Grand Total: \$194,813.15**



**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 10, 2014 THROUGH MAY 22, 2014  
BOARD MEETING OF JUNE 9, 2014**

P.O. #	Amount	Description	Department	Comment
TX-DON002496	\$15,615.55	Textbooks for Resale: Summer and Fall 2014	SAC Bookstore	Purchased from Pearson Education Manager Review and Approval - Thomas Bonetati - May 15, 2014
TX-DON002503	\$17,109.65	Textbooks for Resale: Summer and Fall 2014	SAC Bookstore	Purchased from McGraw Hill Education, Manager Review and Approval - Thomas Bonetati - May 15, 2014
TX-HAWK001856	\$15,252.45	Textbooks for Resale: Summer and Fall 2014	SCC Bookstore	Purchased from Pearson Education, Manager Review and Approval - Bill Jeffery - May 15, 2014

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: June 9, 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>
<u>Fiscal Year 2014/2015</u>		
1. College Assistance Migrant Program (CAMP) – Year 3 (SCC) Year three of a five-year grant from the U. S. Department of Education to assist migrant students to complete their first academic year of college and to continue in post-secondary education. (14/15). <i>No match required.</i>	05/20/2014	\$425,000
2. Deputy Sector Navigator - Global Trade & Logistics (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator; to provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, and articulation within educational systems in sector career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (14/15). <i>The match required is \$200,000 that consists of district funded staff at \$128,606, and third party in-kind contributions at \$71,400 with total match at \$200,006.</i>	05/23/2014	\$200,000
3. Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the ICT/Digital Media Deputy Sector Navigator to improve workforce training within the sector. (14/15). <i>The match required is \$200,000 that consists of district funded staff at \$161,475 and in-kind contributions from industry partners at \$60,000.</i>	05/23/2014	\$200,000

Fiscal Impact: \$1,967,500	Board Date: June 9, 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	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>4. Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the Retail Hospitality/Tourism/Learn and Earn Deputy Sector Navigator. (14/15). <i>The match required is \$200,000 that consists of district funded staff at \$72,153 and in-kind contributions from contract education and industry partners at \$130,215.</i></p>	05/23/2014	\$200,000
<p>5. Deputy Sector Navigator – Small Business (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the Small Business Deputy Sector Navigator; to focus on business development and job creation within this sector; to provide in-region investments within education and industry partners, to develop curriculum and programs that meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/seminars, and one-on-one consulting and support services with subject matter business experts, all within a fully braided model leveraging resources and capabilities of the Orange County SBDC. (14/15). <i>The match required is \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of district funded staff at \$36,682 and leveraged resources from the Orange County SBDC (SBA/CSUF federal-funds) at \$481,078. The total match is \$517,760.</i></p>	05/23/2014	\$200,000
<p>6. Information Communications Technology (ICT)/Digital Media Sector Navigator (District)</p> <p>Grant award from the California Community Colleges Chancellor’s Office to develop ICT/Digital Media programs throughout the state by providing up-to-date information on industry trends and workforce needs, as well as providing in-region investments for professional development and faculty lead projects to develop CTE programs in these fields. (14/15). <i>The match required is \$322,500 that will be met entirely by third party in-kind contributions.</i></p>	05/23/2014	\$372,500
<p>7. Los Angeles/Orange County Regional Consortium (SCC)</p> <p>Grant award from the California Community Colleges Chancellor’s Office to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (14/15) <i>No match required.</i></p>	05/23/2014	\$370,000

**RECOMMENDATION**

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

Fiscal Impact: \$1,967,500	Board Date: June 9, 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 # 1253**

**NAME: CAMP II (College Assistance Migrant Program) - Santiago Canyon College (Yr. 3)**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 07/01/14 - 06/30/15  
 CONTRACT INCOME: \$425,000  
 CFDA #: 84.149A; Award # S149A120017

PROJ. ADM. John Hernandez  
 PROJ. DIR. Deisy Covarrubias

Date: 05/20/14

GL Accounts	Description	Debit	Credit
12-1253-000000-20000-8199	Other Federal Revenues : Santiago Canyon Coll		425,000
12-1253-493010-29325-1315	Int/Sum-Instructors,Part-Time : Counseling - 3 units (\$59.71/hr x 18 hrs/LHE x 3 LHE)	3,225	
12-1253-493010-29325-3111	STRS - Instructional : Counseling	266	
12-1253-493010-29325-3321	Medicare - Instructional : Counseling	47	
12-1253-493010-29325-3431	H & W - Retiree Fund Inst : Counseling	32	
12-1253-493010-29325-3511	SUI - Instructional : Counseling	2	
12-1253-493010-29325-3611	WCI - Instructional : Counseling	77	
12-1253-631000-29325-1430	Part-Time Counselors : Counseling - Gustavo Romero (\$50.76/hr x 20 hrs/wk x 32 wks)	32,489	
12-1253-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling - Gustavo Romero (\$50.76/hr x 12 hrs/wk x 6 wks)	3,655	
12-1253-631000-29325-3115	STRS - Non-Instructional : Counseling	2,982	
12-1253-631000-29325-3325	Medicare - Non-Instructional : Counseling	524	
12-1253-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	361	
12-1253-631000-29325-3515	SUI - Non-Instructional : Counseling	18	
12-1253-631000-29325-3615	WCI - Non-Instructional : Counseling	867	
12-1253-649000-29905-2110	Classified Management : Student Development - Deisy C.	86,961	
12-1253-649000-29905-2130	Classified Employees : Student Development - Erica J.	49,486	
12-1253-649000-29905-2310	Classified Employees - Ongoing : Student Deve - Student Services Specialist	19,759	
12-1253-649000-29905-2320	Classified Employees - Hourly : Student Devel - Student Services Specialist - additional hours	9,600	
12-1253-649000-29905-3215	PERS - Non-Instructional : Student Developmen	19,517	
12-1253-649000-29905-3315	OASDHI - Non-Instructional : Student Developm	10,569	
12-1253-649000-29905-3325	Medicare - Non-Instructional : Student Develo	2,472	
12-1253-649000-29905-3415	H & W - Non-Instructional : Student Developme	14,863	
12-1253-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Devel	1,705	
12-1253-649000-29905-3515	SUI - Non-Instructional : Student Development	85	
12-1253-649000-29905-3615	WCI - Non-Instructional : Student Development	4,091	
12-1253-649000-29905-3915	Other Benefits - Non-Instruct : Student Devel	4,662	
12-1253-649000-29905-4310	Instructional Supplies : Student Development	5,000	
12-1253-649000-29905-4610	Non-Instructional Supplies : Student Developm	5,000	
12-1253-649000-29905-4710	Food and Food Service Supplies : Student Deve -Food for Summer Program, monthly workshops, orientations, MaPa Events	12,000	
12-1253-649000-29905-5220	Mileage/Parking Expenses : Student Developmen	2,000	

**SPECIAL PROJECT DETAILED BUDGET # 1253**

**NAME: CAMP II (College Assistance Migrant Program) - Santiago Canyon College (Yr. 3)**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 07/01/14 - 06/30/15

CONTRACT INCOME: \$425,000

CFDA #: 84.149A; Award # S149A120017

PROJ. ADM. John Hernandez

PROJ. DIR. Deisy Covarrubias

Date: 05/20/14

GL Accounts	Description	Debit	Credit
12-1253-649000-29905-5300	Inst Dues & Memberships : Student Development	1,200	
12-1253-649000-29905-5905	Other Participant Travel Exp : Student Develo <b>-Statewide Leadership Conference &amp; 3 day Northern University Trip</b>	17,000	
12-1253-649000-29905-5940	Reproduction/Printing Expenses : Student Deve	200	
12-1253-649000-29905-5966	Transportation - Student : Student Development <b>-summer program cultural field trips, 3 day Northern University Tour</b>	10,000	
12-1253-649000-29905-6411	Equipment - Federal Progs >200 : Student Deve <b>-1 staff computer</b>	1,500	
12-1253-675000-29905-5210	Conference Expenses : Student Development	5,000	
12-1253-679000-20000-5865	Indirect Costs : Santiago Canyon College	29,411	
12-1253-732000-29905-7610	Books Paid for Students : Student Development <b>- Book Couchers (\$325/voucher x 43 students x 2 semesters)</b>	27,950	
12-1253-732000-29905-7630	Supplies Paid for Students : Student Developm	4,000	
12-1253-732000-29905-7650	Stipends Paid to Students : Student Developme <b>- Student Internships (\$10.75/hr x 130 hrs x 15 students)</b>	20,963	
12-1253-732000-29905-7670	Other Exp Paid for Students : Student Develop <b>- Bus passes and Cultural Field Trips</b>	15,461	
<b>Total Project 1253 CAMP II - SCC Yr 3</b>		<b>425,000</b>	<b>425,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2316**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (District)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$200,000  
 CONTRACT No. 14-159-006

PROJ ADM: Enrique Perez  
 PROJ DIR: Jetza Torres  
 Date: 5/29/2014

GL Account String					Description	Funded New Budget	
Fd	Prj	Tops	Dept	Obj		Debit	Credit
12	2316	000000	10000	8659	Other Reimb Categorical Allow : Santa Ana College		4,526
12	2316	602000	15160	1483	<b>Beyond Contr - Reassigned Time : International Busi</b> <b>Faculty Advisor stipend to integrate instructional component</b> <b>for Global Trade &amp; Logistics sector.</b> <b>123 hours x \$32.59/hr. (non-instructional rate) = \$4,000</b>	4,000	
12	2316	602000	15160	3115	STRS - Non-Instructional : International Business	330	
12	2316	602000	15160	3325	Medicare - Non-Instructional : International Busine	58	
12	2316	602000	15160	3435	H & W - Retiree Fund Non-Inst : International Busin	40	
12	2316	602000	15160	3515	SUI - Non-Instructional : International Business	2	
12	2316	602000	15160	3615	WCI - Non-Instructional : International Business	96	
12	2316	000000	50000	8659	Other Reimb Categorical Allow : District Operations		195,474
12	2316	672000	50000	5865	Indirect Costs : District Operations (4%)	7,692	
12	2316	675000	53210	5210	Conference Expenses : Ctr for Intl Trade Dev Office (out-of-state travel) NASBITE Annual Conference St. Louis, MO; April 13, 2015 - April 17, 2015 Includes meals, registration, roundtrip airfare, lodging, and other fees. Two attendees x \$2,000 = \$4,000	4,000	
12	2316	684000	53210	2110	<b>Classified Management : Ctr for Intl Trade Dev Offi</b> <b>Global Trade &amp; Logistics Deputy Sector Navigator</b> <b>- Jetza Torres (80%)</b>	71,456	
12	2316	684000	53210	2130	<b>Classified Employees : Ctr for Intl Trade Dev Offic</b> <b>Business Services Coordinator</b> <b>- Alejandra Landa (70%)</b> <b>Intermediate Clerk (bilingual)</b> <b>- Patricia Duenez (25%)</b>	43,482	
12	2316	684000	53210	3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	13,151	
12	2316	684000	53210	3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	7,369	
12	2316	684000	53210	3325	Medicare - Non-Instructional : Ctr for Intl Trade D	1,723	
12	2316	684000	53210	3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	33,055	
12	2316	684000	53210	3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	1,189	
12	2316	684000	53210	3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	59	
12	2316	684000	53210	3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	2,853	
12	2316	684000	53210	3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	3,923	
12	2316	684000	53210	4610	Non-Instructional Supplies : Ctr for Intl Trade Dev	2,500	
12	2316	684000	53210	5100	Contracted Services : Ctr for Intl Trade Dev Office meeting hospitality expenses for DSN advisory board meetings and regional and local meetings 10 meetings x \$100 = \$1,000	1,000	
12	2316	684000	53210	5220	Mileage/Parking Expenses : Ctr for Intl Trade Dev O	522	
12	2316	684000	53210	5845	Excess/Copies Usage : Ctr for Intl Trade Dev Office	1,000	
12	2316	684000	53210	5940	Reproduction/Printing Expenses : Ctr for Intl Trade	500	
					<b>Total 2316 - DSN Global Trade &amp; Logistics (Funded)</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2316**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (District)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$200,000  
 CONTRACT No. 14-159-006

PROJ ADM: Enrique Perez  
 PROJ DIR: Jetza Torres  
 Date: 5/29/2014

GL Account String					Description	Match	
Fd	Prj	Tops	Dept	Obj		Debit	Credit
11	0000	000004	50000	2130	Classified Employees : District Operations		86,553
11	0000	000004	50000	3415	H & W - Non-Instructional : District Operations		42,053
11	2316	684000	53210	2110	<b>Classified Management : Ctr for Intl Trade Dev Offi Global Trade &amp; Logistics Deputy Sector Navigator - Jetza Torres (20%)</b>	17,864	
11	2316	684000	53210	2130	<b>Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator - Alejandra Landa (30%) Intermediate Clerk (bilingual) - Patricia Duenez (75%)</b>	43,489	
11	2316	684000	53210	3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	7,020	
11	2316	684000	53210	3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	3,933	
11	2316	684000	53210	3325	Medicare - Non-Instructional : Ctr for Intl Trade D	920	
11	2316	684000	53210	3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	24,358	
11	2316	684000	53210	3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	634	
11	2316	684000	53210	3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	32	
11	2316	684000	53210	3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	1,522	
11	2316	684000	53210	3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	2,071	
11	2316	684000	53410	2320	<b>Classified Employees - Hourly : Small Business Dev Business Experts/International Business/SBDC 560 hours x \$45/hr.</b>	25,200	
11	2316	684000	53410	3325	Medicare - Non-Instructional : Small Business Dev C	365	
11	2316	684000	53410	3335	PARS - Non-Instructional : Small Business Dev Ctr O	328	
11	2316	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Business Dev	252	
11	2316	684000	53410	3515	SUI - Non-Instructional : Small Business Dev Ctr Of	13	
11	2316	684000	53410	3615	WCI - Non-Instructional : Small Business Dev Ctr Of	605	
					<b>Total 2316 - DSN Global Trade &amp; Logistics (Match)</b>	<b>128,606</b>	<b>128,606</b>

**SPECIAL PROJECT DETAILED BUDGET #2316**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (District)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$200,000  
 CONTRACT No. 14-159-006

PROJ ADM: Enrique Perez  
 PROJ DIR: Jetza Torres  
 Date: 5/29/2014

<b>Match required is 1:1 at \$200,000. The actual match is \$200,006 that consists of District funded staff at \$128,606 and in-kind match at 71,400 as listed below:</b>			
District	Project Staff salary and benefits as listed on the match budget	128,606	
In-kind	Telemundo is the one of the largest American Spanish-language broadcast television networks in the United States. Telemundo has been a great supporter of RSCCD's Center for International Trade Development and its International Trade/education activities. Telemundo acknowledges its contribution of a three-minute interview/segment with a value of \$48,000 in an effort to support the Global Trade & Logistics Initiative during FY 2014/2015.	48,000	
In-kind	The International Consortium for Educational and Economic Development (ICEED) is a non-profit organization comprised of community colleges from Canada, Mexico, and the United States. ICEED will be offering free membership to four community colleges in the Orange and Los Angeles Counties for FY 2014/15. ICEED will be holding its annual conference in Southern California in December 2014 and will be offering free registration fee to twelve faculty, counselors, and administrators from community colleges in the LA/OC region to attend the conference. 4 colleges x \$800/membership = \$3,200 12 educators x \$350/conference registration fee = \$4,200	7,400	
In-kind	MPACT: E+I is an entrepreneurial magazine that engages and unites idea builders, decision makers, game changers, trend setters, advertisers, angel investors, and industry experts across all business, nonprofit, academic, and social enterprise ecosystems. IMPACT: E+I also provides today's entrepreneurs, educators and small business owners with valuable resources and access to premier events that feature influential industry leaders and experts. IMPACT will support and work in partnership with the DSN Global Trade & Logistics of Orange County. Total in-kind contribution is \$8,000 that includes: staff time to develop online outreach campaign at \$150/ hr. x 20 hours = \$3,000; and distribution of online articles geared towards Global Trade & Logistics at \$5,000.	8,000	
In-kind	The DSN Global Trade & Logistics Advisory Committee comprised of ten businesses/industry leaders engaged in international business participate in meetings to support DSN and other educators; members provide information on industry trends, share their expertise about work skills, knowledge, and abilities required for positions in the sector, work together with educators and other stakeholders to identify workforce skill gaps, challenges, and help us find solutions. We anticipate having at least four meeting in FY 2014/15. 10 members x 4 GTL Advisory Committee Meetings x \$200/average = \$8,000	8,000	
<b>Total Match - DSN Global Trade &amp; Logistics</b>		<b>200,006</b>	



**SPECIAL PROJECT DETAILED BUDGET # 2318**

**NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 7/1/14 - 6/30/15

CONTRACT INCOME: \$200,000

GRANT # 14-158-006

PROJ. ADM. Enrique Perez

PROJ. DIR. Gustavo Chamorro

Date: 05/23/14

GL Accounts	Description	Debit	Credit
12-2318-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2318-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2318-675000-53330-4710	Food and Food Service Supplies : Digital Medi - Meeting costs for planning meetings for regional collaboratives meetings and intersector planning meetings	5,000	
12-2318-675000-53330-5210	Conference Expenses : Digital Media Center	12,600	
12-2318-684000-53330-2110	Classified Management : Digital Media Center - Gustavo Chamorro (80%)	98,716	
12-2318-684000-53330-2310	Classified Employees - Ongoing : Digital Medi - Administrative Clerk - Sara Landa (19 hrs/wk)	19,870	
12-2318-684000-53330-2320	Classified Employees - Hourly : Digital Media	-	
12-2318-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	13,569	
12-2318-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	7,352	
12-2318-684000-53330-3325	Medicare - Non-Instructional : Digital Media	1,720	
12-2318-684000-53330-3335	PARS - Non-Instructional : Digital Media Cent	-	
12-2318-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	16,374	
12-2318-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	1,206	
12-2318-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	60	
12-2318-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	2,894	
12-2318-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	2,016	
12-2318-684000-53330-4610	Non-Instructional Supplies : Digital Media Ce	1,000	
12-2318-684000-53330-5100	Contracted Services : Digital Media Center - ICT-DM DSN Joint activities - Career Cafe	9,000	
12-2318-684000-53330-5220	Mileage/Parking Expenses : Digital Media Cent	531	
12-2318-684000-53330-5845	Excess/Copies Useage : Digital Media Center	-	
12-2318-684000-53330-5940	Reproduction/Printing Expenses : Digital Medi	400	
<b>Total Project 2305 Econ Dev-DSN ICT/Digital Media</b>		<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2318**

**NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 7/1/14 - 6/30/15

CONTRACT INCOME: \$200,000

GRANT # 14-158-006

PROJ. ADM. Enrique Perez

PROJ. DIR. Gustavo Chamorro

Date: 05/23/14

GL Accounts	Description	Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		101,027
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		60,448
11-2318-679000-53345-2130	Classified Employees : Resource Development - Francisco Villasenor (40%)	23,628	
11-2318-679000-53345-3215	PERS - Non-Instructional : Resource Developme	2,704	
11-2318-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	1,465	
11-2318-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	765	
11-2318-679000-53345-3415	H & W - Non-Instructional : Resource Developm	8,372	
11-2318-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	242	
11-2318-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	12	
11-2318-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	580	
11-2318-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	540	
11-2318-684000-53330-2110	Classified Management : Digital Media Center - Gustavo Chamorro (20%)	24,679	
11-2318-684000-53330-2130	Classified Employees : Digital Media Center - Business Services Coordinator - Marbella Gonzalez (100%)	52,720	
11-2318-684000-53330-2310	Classified Employees - Ongoing : Digital Medi	-	
11-2318-684000-53330-2320	Classified Employees - Hourly : Digital Media	-	
11-2318-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	8,852	
11-2318-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	4,804	
11-2318-684000-53330-3325	Medicare - Non-Instructional : Digital Media	700	
11-2318-684000-53330-3335	PARS - Non-Instructional : Digital Media Cent	-	
11-2318-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	26,824	
11-2318-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	792	
11-2318-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	40	
11-2318-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	1,902	
11-2318-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	1,854	
	<b>TOTAL RSCCD Contribution - Direct Costs (Match)</b>	<b>161,475</b>	<b>161,475</b>
<b>Source of Funds: In-Kind Contributions from Industry</b>			
5000	<b>Reactor Institute</b> - Loan of ICT equipment and volunteer time to the project	60,000	
	<b>TOTAL In-Kind Industry Contribution (Match)</b>	<b>60,000</b>	
<b>TOTAL Match Contribution</b>		<b>221,475</b>	

**SPECIAL PROJECT DETAILED BUDGET # 2319**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT) Sector Grant**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 7/1/14 - 6/30/15

CONTRACT INCOME: \$200,000

GRANT # 14-161-002

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muniz

Date: 05/23/14

<b>GL Accounts</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
12-2319-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2319-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2319-675000-53360-5210	Conference Expenses : Corporate Training Inst	6,750	
12-2319-679000-53360-2320	Classified Employees - Hourly : Corporate Tra <b>- Faculty Experts/Advisors in RHT Program</b>	8,000	
12-2319-679000-53360-3325	Medicare - Non-Instructional : Corporate Trai	116	
12-2319-679000-53360-3335	PARS - Non-Instructional : Corporate Training	104	
12-2319-679000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	80	
12-2319-679000-53360-3515	SUI - Non-Instructional : Corporate Training	4	
12-2319-679000-53360-3615	WCI - Non-Instructional : Corporate Training	192	
12-2319-684000-53360-2110	Classified Management : Corporate Training In <b>- Ruth Cossio-Muniz (80%)</b>	93,478	
12-2319-684000-53360-2130	Classified Employees : Corporate Training Ins <b>- Business Services Coordinator (34%)</b> <b>- Admin Clerk (5%)</b>	18,330	
12-2319-684000-53360-3215	PERS - Non-Instructional : Corporate Training	12,793	
12-2319-684000-53360-3315	OASDHI - Non-Instructional : Corporate Traini	7,090	
12-2319-684000-53360-3325	Medicare - Non-Instructional : Corporate Trai	1,774	
12-2319-684000-53360-3415	H & W - Non-Instructional : Corporate Trainin	25,413	
12-2319-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	1,224	
12-2319-684000-53360-3515	SUI - Non-Instructional : Corporate Training	61	
12-2319-684000-53360-3615	WCI - Non-Instructional : Corporate Training	2,936	
12-2319-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Tra	2,543	
12-2319-684000-53360-4610	Non-Instructional Supplies : Corporate Traini	1,000	
12-2319-684000-53360-5100	Contracted Services : Corporate Training Inst	4,000	
12-2319-684000-53360-5220	Mileage/Parking Expenses : Corporate Training	420	
12-2319-684000-53360-5300	Inst Dues & Memberships : Corporate Training	1,000	
12-2319-684000-53360-5845	Excess/Copies Usage : Corporate Training Ins	1,000	
12-2319-684000-53360-5940	Reproduction/Printing Expenses : Corporate Tr	4,000	
<b>Total Project 2319 Econ Dev-DSN RHT Retail/Hospit</b>		<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2319**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT) Sector Grant**

**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 7/1/14 - 6/30/15

CONTRACT INCOME: \$200,000

GRANT # 14-161-002

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muniz

Date: 05/23/14

GL Accounts	Description	Debit	Credit
11-0000-000004-50000-2130	<i>Classified Employees : District Operations</i>		45,372
11-0000-000004-50000-3415	<i>H &amp; W - Non-Instructional : District Operations</i>		26,781
11-2319-684000-53360-2110	Classified Management : Corporate Training In <b>- Ruth Cossio-Muniz (20%)</b>	23,370	
11-2319-684000-53360-2130	Classified Employees : Corporate Training Ins <b>- Business Services Coordinator (46%)</b>	22,002	
11-2319-684000-53360-3215	PERS - Non-Instructional : Corporate Training	5,341	
11-2319-684000-53360-3315	OASDHI - Non-Instructional : Corporate Traini	2,883	
11-2319-684000-53360-3325	Medicare - Non-Instructional : Corporate Trai	674	
11-2319-684000-53360-3415	H & W - Non-Instructional : Corporate Trainin	15,154	
11-2319-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	465	
11-2319-684000-53360-3515	SUI - Non-Instructional : Corporate Training	23	
11-2319-684000-53360-3615	WCI - Non-Instructional : Corporate Training	1,116	
11-2319-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Tra	1,125	
	<b>TOTAL RSCCD Contributions - Direct Costs (Match)</b>	<b>72,153</b>	<b>72,153</b>
<b>Source of Funds: In-Kind Contributions from contract education and industry partners</b>			
5000	In-Kind: RSCCD's Corporate Training Institute will waive KeyTrain assessment fees	90,000	
5000	In-Kind: Orange County Hispanic Chamber of Commerce	7,215	
5000	In-Kind: The DSN RHT Advisory Committee participate in meetings to support DSN & other educators. We anticipate having at least 4 meetings: 15 members x 4 RHT Advisory Committee Meetings x \$250/average.	15,000	
5000	In-Kind: Hosting facilities provide facility space for 4 Job Shadow events (including use of equipment AV system, projector/screen, staff, parking, etc.) (\$4,500/each event x 4 Job Shadow events)	18,000	
	<b>Total In-Kind Industry Contributions</b>	<b>130,215</b>	
	<b>TOTAL Match Contribution</b>		<b>202,368</b>

**SPECIAL PROJECT DETAILED BUDGET #2317**  
**NAME: Deputy Sector Navigator - Small Business (District)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$200,000  
 CONTRACT No. 14-159-006

PROJ ADM: Leila Mozaffari  
 PROJ DIR: Maricela Sandoval  
 Date: 5/29/2014

GL Account String					Description	Funded New Budget	
Fd	Prj	Tops	Dept	Obj		Debit	Credit
12	2317	000000	10000	8659	Other Reimb Categorical Allow : Santa Ana College		6,111
12	2317	602000	15170	1483	<b>Beyond Contr - Reassigned Time : Marketing</b> <b>Faculty Advisor stipend to integrate instructional component for Small Business sector.</b> <b>165 hours x \$32.59/hr. (non-instructional rate)</b>	5,400	
12	2317	602000	15170	3115	STRS - Non-Instructional : Marketing	446	
12	2317	602000	15170	3325	Medicare - Non-Instructional : Marketing	78	
12	2317	602000	15170	3435	H & W - Retiree Fund Non-Inst : Marketing	54	
12	2317	602000	15170	3515	SUI - Non-Instructional : Marketing	3	
12	2317	602000	15170	3615	WCI - Non-Instructional : Marketing	130	
12	2317	000000	50000	8659	Other Reimb Categorical Allow : District Operations		193,889
12	2317	672000	50000	5865	Indirect Costs : District Operations (4%)	7,692	
12	2317	675000	53410	5210	Conference Expenses : Small Business Dev Ctr Office In-state-travel @ \$500	500	
12	2317	684000	53410	2110	<b>Classified Management : Small Business Dev Ctr Offi</b> <b>Small Business Deputy Sector Navigator</b> <b>Maricela Sandoval (100%)</b>	81,957	
12	2317	684000	53410	2130	<b>Classified Employees : Small Business Dev Ctr Office</b> <b>Business Services Coordinator</b> <b>David Calderon (100%)</b>	53,248	
12	2317	684000	53410	3215	PERS - Non-Instructional : Small Business Dev Ctr O	15,470	
12	2317	684000	53410	3315	OASDHI - Non-Instructional : Small Business Dev Ctr	8,672	
12	2317	684000	53410	3325	Medicare - Non-Instructional : Small Business Dev C	2,028	
12	2317	684000	53410	3415	H & W - Non-Instructional : Small Business Dev Ctr	13,999	
12	2317	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Business Dev	1,399	
12	2317	684000	53410	3515	SUI - Non-Instructional : Small Business Dev Ctr Of	70	
12	2317	684000	53410	3615	WCI - Non-Instructional : Small Business Dev Ctr Of	3,357	
12	2317	684000	53410	3915	Other Benefits - Non-Instruct : Small Business Dev	4,670	
12	2317	684000	53410	4610	Non-Instructional Supplies : Small Business Dev Ctr	200	
12	2317	684000	53410	5220	Mileage/Parking Expenses : Small Business Dev Ctr O	227	
12	2317	684000	53410	6419	Equip/Software - >\$200 <\$1,000 : Small Business Dev	400	
					<b>Total 2317 - Small Business DSN (Funded)</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2317**  
**NAME: Deputy Sector Navigator - Small Business (District)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$200,000  
 CONTRACT No. 14-159-006

PROJ ADM: Leila Mozaffari  
 PROJ DIR: Maricela Sandoval  
 Date: 5/29/2014

GL Account String						Match New Budget	
Fd	Prj	Tops	Dept	Obj	Description	Debit	Credit
11	0000	000004	50000	2130	Classified Employees : District Operations		29,970
11	0000	000004	50000	3415	H & W - Non-Instructional : District Operations		6,712
11	2317	684000	53410	2320	<b>Classified Employees - Hourly : Small Business Dev Business Experts: 666 hours x \$45/hr.</b>	29,970	
11	2317	684000	53410	3215	PERS - Non-Instructional : Small Business Dev Ctr O	3,385	
11	2317	684000	53410	3315	OASDHI - Non-Instructional : Small Business Dev Ctr	1,858	
11	2317	684000	53410	3325	Medicare - Non-Instructional : Small Business Dev C	435	
11	2317	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Business Dev	300	
11	2317	684000	53410	3515	SUI - Non-Instructional : Small Business Dev Ctr Of	15	
11	2317	684000	53410	3615	WCI - Non-Instructional : Small Business Dev Ctr Of	719	
<b>Total 2317 - Small Business DSN (Match)</b>						<b>36,682</b>	<b>36,682</b>

**Match required is 1:1 at \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of \$36,682 of general funds (equal to the current fiscal year 2013/14 match allocation) and the SBDC federal project funds at \$481,078. The total match is \$517,760. Please refer to match summary below.**

District	Project Staff salary and benefits as listed on the match budget	36,682	
In-kind	Sources of Braided Funds: SBA/CSUF SBDC (federal funds) CFDA #59.037		
	Orange County SBDC, Assistant Director Elizabeth Arteaga (100%)	78,767	
	Orange County SBDC, Administrative Clerks Luis Kings (100%); Claudia Figueroa (100%)	108,366	
	Orange County SBDC, Business Experts (Hourly) 3,082 hours x \$45/hour	138,690	
	Employee benefits (100%)	141,223	
	Supplies and Materials: Office Non-Instructional Supplies \$1,075 Library purchases and subscriptions \$250 Food services \$845	2,170	
	Other Operating Expenses and Services: Mileage: 2014 IRS rate \$0.56/mile x 5,714 miles = \$3,200 Conference Expenses (in-state) \$2,562 Telephone Services \$1,500 Copier lease and excess copy usage \$3,600 Reproduction/Printing \$1,000	11,862	
<b>Total Match - Small Business DSN</b>		<b>517,760</b>	

**SPECIAL PROJECT DETAILED BUDGET: #2535**  
**NAME: Information Communications Technology (ICT)/Digital Media Sector Navigator**  
**FISCAL YEAR: 2014/2015**

Contract Period: July 1, 2014 - June 30, 2015  
 Contract Income: \$372,500  
 Grant No: 14-151-006

PROJ ADM: Enrique Perez  
 DATE: 29 May 2014

Account String	Description	Existing Budget		Revised Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2535-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,500		372,500		
12-2535-672000-50000-5865	Indirect Costs : District Operations @ 4%	10,673		14,326		3,653	
12-2535-679000-53305-4610	Non-Instructional Supplies : Educational Services O	3,830		2,000			1,830
12-2535-679000-53305-4710	Food and Food Service Supplies : Educational Servic	7,600		7,600			
12-2535-679000-53305-5100	Contracted Services : Educational Services Office - Independent Contractor, Steve Wright 120,000 - Conferences/Expos/Meetings 13,137 -Statewide ICT/Digital Media web portal development 10,000 -Content development for web site 39,900 -Skills Panels 20,000 -In-region investments for program development 15,000 -Faculty development 82,266 -Contract education 5,000 -Membership 5,000	262,737		310,303		47,566	
12-2535-679000-53305-6410	Equipment - All Other > \$1,000 : Educational Servic	350		350			
12-2535-679000-53345-2130	Classified Employees : Reso <b>Francisco Villaseñor @ 50%</b>	55,232		29,622			25,610
12-2535-679000-53345-3215	PERS - Non-Instructional :	6,306		3,389			2,917
12-2535-679000-53345-3315	OASDHI - Non-Instructional	3,508		1,878			1,630
12-2535-679000-53345-3325	Medicare - Non-Instructiona	820		439			381
12-2535-679000-53345-3415	H & W - Non-Instructional :	17,259		872			16,387
12-2535-679000-53345-3435	H & W - Retiree Fund Non-In	566		303			263
12-2535-679000-53345-3515	SUI - Non-Instructional : R	911		15			896
12-2535-679000-53345-3615	WCI - Non-Instructional : R	1,358		727			631
12-2535-679000-53345-3915	Other Benefits - Non-Instru	1,350		675			675
	<b>Total - 2535 ICT/Digital Media Sector Navigator</b>	<b>372,500</b>	<b>372,500</b>	<b>372,500</b>	<b>372,500</b>	<b>51,219</b>	<b>51,219</b>

The match required is \$322,500 that will be met entirely by third party in-kind contributions.

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2014/2015**

CONTRACT TERM: July 1, 2014 - June 30, 2015

PROJ ADM: Corine Doughty

CONTRACT AMOUNT: \$370,000

DATE: 05/29/14

Grant No. 14-150-003

5.1 (15)

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-000000-20000-8170	VTEA : Santiago Canyon College		370,000		370,000		
12-1591-675000-25205-5210	Conference Expenses : Career Education Office	22,072		17,000			5,072
12-1591-679000-20000-5865	Indirect Costs : Santiago Canyon College	14,231		14,230			1
12-1591-679000-25205-1410	Part-Time Academic Management : Career Educat <b>- Vice Chair - Lynn Shaw (\$59.20/hr x 20 hrs/wk x 44 wks)</b>	65,720		52,096			13,624
12-1591-679000-25205-2130	Classified Employees : Career Education Offic <b>- Admin. Secretary (100%) - Sr. Account Clerk (50%)</b>	30,395		71,820		41,425	
12-1591-679000-25205-2320	Classified Employees - Hourly : Career Educat <b>- Chair - Steve Glycer (\$68.00/hr x 1540 hrs)</b>	99,934		104,720		4,786	
12-1591-679000-25205-3115	STRS - Non-Instructional : Career Education O	5,422		4,298			1,124
12-1591-679000-25205-3215	PERS - Non-Instructional : Career Education O	3,478		8,454		4,976	
12-1591-679000-25205-3315	OASDHI - Non-Instructional : Career Education	1,937		4,453		2,516	
12-1591-679000-25205-3325	Medicare - Non-Instructional : Career Educati	2,855		3,316		461	
12-1591-679000-25205-3335	PARS - Non-Instructional : Career Education O	1,299		1,362		63	
12-1591-679000-25205-3415	H & W - Non-Instructional : Career Education	14,172		37,672		23,500	
12-1591-679000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	1,969		2,307		338	
12-1591-679000-25205-3515	SUI - Non-Instructional : Career Education Of	99		116		17	
12-1591-679000-25205-3615	WCI - Non-Instructional : Career Education Of	4,726		1,772			2,954
12-1591-679000-25205-3915	Other Benefits - Non-Instruct : Career Educat	844		2,025		1,181	
12-1591-679000-25205-4610	Non-Instructional Supplies : Career Education	7,000		2,000			5,000
12-1591-679000-25205-4710	Food and Food Service Supplies : Career Educa	3,237		2,000			1,237
12-1591-679000-25205-5100	Contracted Services : Career Education Office	72,332		33,359			38,973
12-1591-679000-25205-5220	Mileage/Parking Expenses : Career Education O	3,300		4,000		700	
12-1591-679000-25205-5300	Inst Dues & Memberships : Career Education Of	4,000		500			3,500



**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2014/2015**

CONTRACT TERM: July 1, 2014 - June 30, 2015

CONTRACT AMOUNT: \$370,000

Grant No. 14-150-003

PROJ ADM: Corine Doughty

DATE: 05/29/14

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-679000-25205-5630	Maint Contract - Office Equip : Career Educat	100		1,000		900	
12-1591-679000-25205-5845	Excess/Copies Useage : Career Education Offic	1,000		-			1,000
12-1591-679000-25205-5925	Postage : Career Education Office	300		-			300
12-1591-679000-25205-5940	Reproduction/Printing Expenses : Career Educa	500		1,000		500	
12-1591-679000-25205-5950	Software License and Fees : Career Education	500		500		-	-
12-1591-679000-25205-6411	Equipment - Federal Progs >200 : Career Educa	8,578		-			8,578
<b>Total Project 1591 LA/OC Regional Consortium</b>		<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>81,363</b>	<b>81,363</b>

5.1 (16)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Human Resources and Educational Services**

To:	Board of Trustees	Date: June 9, 2014
Re:	First Reading of Revised Board Policies	
Action:	Information	

**BACKGROUND**

The Board Policy Committee met on June 4, 2014 and reviewed recommendations for revisions to existing policies as well as new and renumbered policies. A number of obsolete policies were recommended for deletion. These policies and regulations are now presented for first reading.

**ANALYSIS**

The District subscribes to the Policy and Procedure Services of the Community College League of California (CCLC). This service provides district's with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. The CCLC system for numbering and organizing these policies is different than the current RSCCD system. The Board Policy Committee is recommending that our policies be updated and revised to conform to the CCLC model structure.

**RECOMMENDATION**

These policies are presented for first reading as an information item.

Fiscal Impact: None	Board Date: June 9, 2014
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

## BP 2105 § Election of Student Member

### References:

Education Code Sections 72023.5, 72103

~~The Chancellor shall be responsible to ensure that the Student Member of the Board of Trustees is selected in accordance with the approved Administrative Regulation.~~

The student member(s) shall be chosen by the students enrolled in the District as follows:

The student member shall be elected by all the students enrolled in the District in a general election held for that purpose. Normally, an election will be held in the Spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures adopted by the Chancellor, except that all members of the student body shall be permitted to vote in the recall election. Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student member. Each candidate from throughout the District who has qualified shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the district to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

**See Administrative Regulation 2105.**

**Revised Adopted: October 8, 2012** \_\_\_\_\_

## BP 2315 Closed Sessions

### References:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4; Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.

Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

**Revised: October 8, 2011 (Previously BP9026)**

## BP 2330 Quorum and Voting

### References:

Education Code Sections 72000(d)(3, 81310 et seq., 81365, 81511, 81432; Government Code Section 53094, 54950, et seq.; Code of Civil Procedure Section 1245.240

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

Two members of the Board shall constitute a quorum for any meeting of a standing or ad hoc committee of the Board.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;
- Resolution of intention to sell or lease real property (except where an unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from approval requirements of a planning commission or other local land use body;
- Appropriation of funds for an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all the members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

**Revised: October 8, 2012 (Previously BP9016)**

# BP 2715 Code of Ethics/Standards of Practice

## Reference:

Accreditation Standard IV.B.1.a, e, & h

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee, remove the trustee from a board officer position or from board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

**Revised: September 9, 2013 (Previously BP9002)**

## **BP 2746 Board of Trustees ~~Annual Evaluation~~ Assessment of District Goals and Strategic Objectives**

The board recognizes that it can better perform its policy making and broad oversight roles if it ~~annually~~ periodically reviews the district's goals and strategic objectives in addition to its own internal board operation and performance goals. Therefore, separate from the annual self-evaluation meeting, the Board President, with the assistance of the Chancellor or third party will develop a survey instrument to members of the District Citizens' Advisory Committee; District Bond Oversight Committee; local Chambers of Commerce and trade unions; community organizations; college and district foundations; federal, state, county and local elected officials who represent parts of the district; city and school district managers and superintendents; and others whom the board may feel can provide important feedback to the board. In addition, all district employees and students will be encouraged to respond to this survey instrument. The Board President shall work with the chancellor or third party to ensure the information from the survey instrument is collected.

The board will then ~~schedule an annual meeting at a time to maximize coordination with the planning process of the district administration and colleges, to discuss district goals and~~ use the results of the survey ~~and any information received at the annual meeting~~ to assist the board in assessing the areas where the district goals and strategic objectives have been met or exceeded and those areas where improvement ~~was~~ is needed. District goals and ~~policies will~~ strategic objectives may be updated or revised as a result of the information obtained in this process. Any student, employee, or resident of the district shall also have the opportunity ~~to attend this public meeting~~ to provide input to the board as part of this assessment process. The results of the survey will be widely distributed and will be maintained at the district office.

**Revised: October 8, 2012 (Previously BP 9022.5)**

# **~~BP3224 Auxiliary Services Student Business Office~~**

**~~Adopted: 11/14/94~~**

~~The Governing Board shall provide for the supervision of all funds (trust and agency) raised by a student body, or student organization using the name of the college, including clubs, trust accounts, etc. The vice chancellor for Business Operations and Fiscal Services shall develop procedures and controls to ensure the fiscal integrity of all financial activity.~~

~~The vice chancellors for the various service areas in conjunction with the vice chancellor's designee shall develop procedures for the proper administration of clubs to address professionalism of activities and fiscal controls. This shall include all activities that fall under the diversified fund.~~

## **~~Legal Reference:~~**

~~Education Code~~

~~72670 Auxiliary Organizations: Definitions~~

~~72672 Auxiliary Organizations: Purpose, Service and Operation~~

~~72673 Auxiliary Organizations: Student Body Organizations~~

~~72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations~~

~~Title 5, California Code of Regulations~~

~~59257 Auxiliary Organizations: Implementing Regulations~~

~~59259 Auxiliary Organizations: Recognized Functions~~

~~59265 Auxiliary Organizations: Ongoing Responsibilities~~



## **~~BP 3225 Auxiliary Services/Special Services~~**

**~~Adopted: 11/14/94~~**

~~The Auxiliary Services/Student Business Office shall interface and coordinate with the department's programs, clubs, etc., to handle various financial activities, and shall establish a fee to handle services for ASB activities. The Student Business Office shall utilize various mechanisms to collect returned checks and shall establish a fee to students for such services.~~

### **~~Legal Reference:~~**

~~Education Code~~

~~72670 Auxiliary Organizations: Definitions~~

~~72672 Auxiliary Organizations: Purpose, Service and Operation~~

~~72673 Auxiliary Organizations: Student Body Organizations~~

~~72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations~~

~~Title 5, California Code of Regulations~~

~~59257 Auxiliary Organizations: Implementing Regulations~~

~~59259 Auxiliary Organizations: Recognized Functions~~

~~59265 Auxiliary Organizations: Ongoing Responsibilities~~

## **BP 3410 Nondiscrimination**

**References:** Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

**Revised October 28, 2013 (Previously BP4119 and BP7300)**

## BP 3430 Prohibition of Harassment

**Reference:** Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

**Adopted: August 19, 2013**

## **BP 4010 Academic Calendar ~~BP6111~~**

**Reference:** Education Code Section 70902(b)(12)

The days of the academic year shall be set by Board action annually and shall include instructional days required by law. After consultation with the appropriate groups, the chancellor shall submit to the Governing Board the proposed district instructional calendars on or before its first meeting in April.

Revised ~~06/13/94~~ \_\_\_\_\_ (Previously BP6111)

## **BP 4020 Program, Curriculum, and Course Development - ~~BP6117~~**

**Reference:** Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

~~Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval, following state regulations.~~

~~**Legal Reference:** Education Code: 51022 Instructional Programs~~

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

## **~~Instruction General Policy Statement – BP6001~~**

**~~Adopted 03/28/77~~**

~~Through the instructional program the Governing Board intends to make its primary contribution to education in the community. The trustees are concerned with the goals of credit and non-credit programs, the staffing of such programs, and their support by way of services for students and staff, as well as instructional supplies and equipment. The Governing Board believes that the validity of instructional programs should be reflected in periodic evaluation of programs both internally by staff and externally by approved agencies and advising groups.~~

## **~~Curriculum Design – BP6123~~**

**~~Adopted 03/28/77~~**

~~Educational programs, courses, course outlines, and course overviews shall be prepared in harmony with the legal requirements of the state and in keeping with the program of instruction adopted by the Governing Board.~~

~~**Legal Reference:** Government Code: 3540-3549.3~~

## **~~Experimental/Innovative Programs – BP6124~~**

**~~Adopted 03/28/77~~**

~~The development of experimental and innovative programs is encouraged so that students can learn in modes best suited to their individual needs.~~

## **~~Evaluation of the Instructional Program – BP6131~~**

**~~Revised 06/13/94~~**

~~Systematic evaluation is a major means of assessing the effectiveness of the instructional program. The chief instructional officers shall stimulate efforts to plan and evaluate instruction, student learning, and all aspects of the instructional program. Carefully prepared course overviews and course outlines for each course will facilitate the work of providing adequate evaluation. Total evaluation includes follow-up studies of former students.~~

## **~~Program Discontinuance – BP6134~~**

**~~Adopted 01/24/00~~**

Pursuant to Education Code and Title 5 regulations, the Board authorizes the colleges to develop and implement procedures for [instructional] program discontinuance.

**Adopted 03/28/77; Revised 01/22/07** \_\_\_\_\_ **(Previously BP6001, 6117, 6123, 6124, 6131, 6134)**

## **BP 4025 Philosophy and Criteria for Associate Degree and General Education (new)**

**Reference:** Title 5 Section 55061; Accreditation Standard II.A.3

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

**Adopted** \_\_\_\_\_

## **BP 4030 Personnel—Faculty Academic Freedom —BP4201**

**Legal Reference:** Education Code 51500. Prohibited instruction or activity (re: adverse reflection upon persons because of race, color, creed, national origin or ancestry) 51501. Prohibited means of instruction 51510. Prohibit study or supplemental materials 51511. Religious matters properly included in courses of study 51530. Prohibition and definition (re: advocating or teaching Communism with the intent to indoctrinate, etc.) 78907. Prohibited use of electronic listening or recording Title 5, Section 51023; Accreditation Standard II.A.7

The teacher should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

~~Adopted 04/24/95; Revised \_\_\_\_\_ (Previously BP4201)~~

## **BP 4040 Library Services (new)**

Reference: Education Code Section 78100; Civil Code Section 1798.90

The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

**Adopted \_\_\_\_\_**

## **BP 4050 Articulation (new)**

~~Legal Reference: Education Code Sections 66720-66744; Title 5 Section 51022(b)~~

The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

**Adopted \_\_\_\_\_**

## **BP 4060 High School Graduation Delineation of Functions Agreements –BP6122**

Reference: Education Code Sections 8535 and 8536

~~The district shall provide opportunities for adults to earn the high school diploma in accordance with prevailing law and according to agreements established with the appropriate unified districts.~~

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board for approval.

**Adopted ~~03/28/77~~; Revised \_\_\_\_\_ (Previously BP6122)**

## **BP 4100 Graduation Requirements for Degrees and Certificates –~~BP6119~~**

**Legal Reference:** Education Code: 66701, Scope of Instruction by Community College; Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq.

Requirements for degrees and certificates shall be established by the Board in accordance with prevailing law and published in the college catalog. The Associate Degree in Arts, the Associate Degree in Science, and occupational certificates shall be offered.

The Colleges grant the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalogs and included in other resources that are convenient for students.

**Adopted ~~03/28/77~~; Revised \_\_\_\_\_ (Previously BP6119)**

## **BP 4106 Nursing Programs (new)**

**Reference:** Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

If a waiting list for the program exists, the District shall consider length of time on the waiting list and prerequisite grades when screening nursing students.

If no waiting list exists or if the waiting list is depleted, the District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;



- Test of Essential Academic Skills;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

**Adopted** \_\_\_\_\_

## **BP 4110 Honorary Degrees (new)**

**Reference:** Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Chancellor shall establish procedures and criteria for the award of honorary degrees.

**Adopted:** \_\_\_\_\_

## **BP 4220 Standards of Scholarship (new)**

**Reference:** Education Code Section 70902(b)(3); Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

**Adopted** \_\_\_\_\_

## **BP 4225 Course Repetition (new)**

**Reference:** Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat courses (re-enroll in a non-repeatable class) up to three times in which substandard grades (less than "C," or a "W-withdrawal") were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

**Adopted** \_\_\_\_\_

## **BP 4226 Multiple and Overlapping Enrollments (new)**

**Reference:** Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

**Adopted** \_\_\_\_\_

## **BP 4230 Grading and Academic Record Symbols ~~BP6120~~**

~~Legal~~ **Reference:** Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

~~Adopted 03/28/77; Revised April 13, 2009~~ \_\_\_\_\_ **(Previously BP6120)**

## **BP 4231 Grade Changes (new)**

**Reference:** Education Code Sections 76224 and 76232; Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3105 titled Records Retention and Destruction, AR 4231 titled Grade Changes, and BP/AP 5117 titled Student Confidentiality, Disclosure and Review.

**Adopted** \_\_\_\_\_

## **BP 4235 Credit by Examination ~~BP6121~~**

**Legal Reference:** Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The President or his/her designee shall establish administrative procedures to implement this policy.

**Adopted ~~03/28/77~~, Revised April 13, 2009** \_\_\_\_\_ **(Previously BP6121)**

## **BP 4240 Academic Renewal (new)**

**Reference:** Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal.

**Adopted** \_\_\_\_\_

## **BP 4250 Probation, Dismissal and Readmission - BP5010**

**Reference:** Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

~~Probation and dismissal provisions shall be established by the Board in accordance with law and published in the college catalog.~~

### **Probation**

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," and "NP" drops below 50 percent.

### **Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted (at both colleges) in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

## Readmission

A student who has been dismissed may request reinstatement in compliance with administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

**Adopted ~~03/28/77~~; Revised \_\_\_\_\_ (Previously BP5010)**

## **BP 4260 Course Prerequisites, and Corequisites, and Advisories –BP6133**

**Reference:** Title 5 Sections 55000 and 55003

~~The Rancho Santiago Community College District adopts a policy on course prerequisites, corequisites, and advisories in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The policy, which is specified for implementation as Administrative Regulation (to be determined), is established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub Chapter 1 of Chapter 6 of Title 5 of the California Code of Regulations. The Board recognizes that if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately they constitute unjustifiable obstacles to student access and success; therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards and in assuring the health and safety of students as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.~~

The college curriculum committees are authorized by the Chancellor to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

**Adopted ~~03/14/94~~; Revised \_\_\_\_\_ (Previously BP6133)**

## **BP 4300 Field Trips and Excursions (new)**

**Reference:** Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

**Adopted \_\_\_\_\_**

## **BP 4400 Community Services Programs Activities ~~BP1350~~**

**Reference:** Education Code Section 78300

The Board of Trustees of Rancho Santiago Community College District recognizes the responsibility of providing educational opportunities in the community as an extension of the traditional instructional program and directs the chancellor to establish a diversified program of community services to meet the educational, cultural, social, and recreational needs of the district.

Community Services courses shall be open for admission of adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Revised ~~April 13, 2009~~ \_\_\_\_\_ (Previously BP1350)

## **BP 4410 Educational Research ~~BP6125~~**

~~Adopted 03/28/77~~

The district recognizes a responsibility to participate in educational research and to encourage such research when the research is consistent with the mission and goals of the district and colleges and promotes the values of higher education. Examples of such research include research conducted by higher education students, by higher education scholars, and by non-profit organizations.

The chancellor will establish procedures for the approval of educational research projects that are conducted by all employees for whom the educational research in question is not within their job responsibilities, as well as for those not employed by the District. The procedures shall address the rights of any human research subjects, specifically students and staff, and shall ensure that the research is of a quality that the District will support.

Revised ~~08/30/04~~ \_\_\_\_\_ (Previously BP6125)

## **Ceremonies and Observances ~~BP6115~~**

~~Revised 03/11/96~~

~~The flag of the United States of America shall be raised each day on which classes are maintained.~~

~~**Legal Reference:** Education Code: 1318, Declaration of holiday (by county superintendent) 79020, 79021, 79030, Holidays and Observances~~

## **~~Guest Speakers – BP6116~~**

**~~Adopted 03/28/77~~**

~~Free discussion of controversial issues is basic to the democratic process. Guest speakers are welcome to speak on issues of political, economic, educational, or social significance. Differing points of view should be presented so that no single point of view is allowed to predominate. Such activities should be consistent with the established aims and purposes of the district. (See BP6001 and BP5420)~~

~~**Legal Reference:** Education Code: 72283, Establishment of courses and programs 72231.5, Policies, master plans, and programs~~

## **~~Instructional Divisions – BP6118~~**

**~~Adopted 03/28/77~~**

~~To facilitate the management of the instructional program, appropriate instructional administrative divisions shall be established. The instructional divisions shall to the fullest extent possible serve the academic, occupational, and cultural needs of students. (See BP6001)~~

~~**Legal Reference:** Education Code: 66701 – Scope of Instruction 78200 – Courses of instruction and educational programs.; preparation; approval 78201 – Course of study for two-year community college 78202 – Social sciences; studies of ethnic groups 78203 – Approval of courses~~

## **~~Publications – BP6128~~**

**~~Adopted 03/28/77~~**

~~The Board of Trustees accepts the premise that publishing a college newspaper involves adherence to professional newspaper ideals and practices. The Board of Trustees, therefore, endorses the principles and aims codified by the American Society of Newspaper Editors in its Canons of Journalism as guides to college student publications. The Governing Board recommends that each organization or group charged with responsibility for a student publication develop and adopt a written statement of purposes, policies and procedures consistent with this statement of Board policy. In working for the best interest of the college and the paper, the staff of the newspaper will abide by the following code: responsibility for the propriety of material selected for publication as part of a college course lies with the instructor, who may establish policies and procedures related to the classroom. (See BP5420)~~

~~**Legal References:**~~

~~Education Code: 76120, Exercise of free expression; rules and regulations~~

## **~~Minimum Class Size – BP6129~~**

**~~Revised 09/14/92~~**

~~Guidelines – Minimum Class Size~~

~~Lecture Seminar and Laboratory Classes~~

~~Minimum class size shall be 20 students in lecture, seminar, and laboratory classes (television courses shall have a minimum class size of 40).~~

#### Exceptions to Minimum Class Size

~~The following type of classes may be exceptions to the minimum of students:~~

- ~~1.—Courses required for graduation~~
- ~~2.—Courses required in a major or in career subject areas~~
- ~~3.—Courses offered irregularly based on enrollment and need~~
- ~~4.—Limited classroom or laboratory facilities~~
- ~~5.—Experimental or pilot programs~~
- ~~6.—Statutory and state regulations mandating class size~~

#### Exemptions from Minimum Class Size

~~The following types of classes are exempt from the minimum of 20 students:~~

- ~~1.—Independent study~~
- ~~2.—Research~~
- ~~3.—Coordinated Instruction Systems~~
- ~~4.—Classes by arrangement~~
- ~~5.—Nursing Program~~
- ~~6.—Honors Program~~
- ~~7.—Open entry/open exit~~
- ~~8.—Special Services and Adaptive Exercise Science~~

## **BP 5010 Admissions and Concurrent Enrollment Requirements –BP5001**

**Legal Reference:** Education Code: 76000, 76001, 76002 and 76038; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

The district shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the college president or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with college rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted to any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

~~The president of each college shall establish procedures regarding ability to benefit and admission of high school and younger students:-~~

- ~~• To attend as a special part-time student for advanced scholastic or vocational courses, or~~
- ~~• To attend as a special full-time student, or~~
- ~~• To attend summer session~~

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

**Admission – Any student whose age or class level is equal to grades 9, 10, 11 and 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.**

Any student whose age or class level is equal to grades 9, 10, 11 and 12 is eligible to attend as a special full-time student.

Any student enrolled in 9, 10, 11 and 12 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.**



The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

## **~~Career Advanced Placement Students - BP5002~~**

**~~Revised 5/11/98~~**

~~Students in the 11th or 12th grades of high school whose admission is recommended by the high school principal or designee may be admitted as special part-time students to Rancho Santiago Community College District.~~

~~Students in grade 10 or below who would benefit from advanced scholastic work may enroll in transfer classes. Students must have the consent of the principal and parent.~~

~~**Legal Reference:** Education Code: 78002- 76300(f).~~

## **~~Admission/Continuing Education - BP5005~~**

**~~Revised 5/11/98~~**

~~Students who have graduated from high school, or have discontinued high school and are over 18 years of age, are eligible to enroll in Continuing Education classes. Students under 18 years of age who have not graduated from high school may be admitted by special request of the high school of attendance and approval of the appropriate president.~~

~~**Legal Reference:** Education Code 76000.~~

~~Revised **05/20/02**; \_\_\_\_\_ (Previously BP5001, BP5002, BP5005)~~

## **BP 5015 Residency Residence Determination - BP5006**

~~**Legal Reference:** Title 5, Section 54045 54000 et. seq.; Education Code ~~6800~~ 68040 and ~~76143~~ 76140~~

~~4. Students shall be classified at the time of each application for admission or registration as a resident or non-resident student.~~

~~Residence determination will be made for students according to the regulations and requirements outlined in Title 5, Section 54045 et. seq. Residency regulations and requirements are published in the California Community College Residency Regulations and Requirements Manual.~~

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

- 2- ~~Residency determination~~ Resident classification shall be made for each student at the time application for admission is accepted or registration occurs, and whenever a student has not been in attendance for more than one semester. A student previously classified as a non-resident may be reclassified as of the residency determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

For additional information, reference Administrative Regulations, AR~~5006~~ 5015

## ~~Interdistrict Attendance – BP5008~~

~~Revised 12/05/94~~

~~Since community colleges are substantially reliant upon state financial resources for funding (post-Proposition 13) and legislative intent dictates that attendance of community college students not be restricted by district of residence, this District follows a free exchange policy with all other community colleges in the State of California.~~

~~Legal Reference:~~ Education Code: 78030-2

Revised: \_\_\_\_\_ ~~December 5, 2011 (Previously BP5006, BP5008)~~

## BP 5020 Nonresident Tuition –BP5007

~~Legal Reference:~~ Education Code Sections 68050, 68051, 68130, 68130.5, 76141; Title 5 Section 54045.5

Nonresident students shall be charged nonresident tuition for all units enrolled.

Not later than February ~~15~~ 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States

under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

**Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.**

See Administrative Regulation AR5007 5020

Revised ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP5007)

## **BP 5030 Fees - BP5011**

~~Legal Reference: Education Code: Sections 76300, et seq., Section 68120, et seq.; Student Fee Handbook, Legal Affairs, California Community College Chancellor's Office, January 2004.~~

The Board authorizes the following student fees established by law. The Board will approve fee changes as required by law. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

### **Enrollment Fee (Education Code Section 76300)**

Each student shall be charged a fee for enrolling in credit courses as required by law.

~~Enrollment fees are exempted for the following groups of students:~~

- ~~1.—Board of Governor's Fee Waiver (BOGW) students~~
- ~~2.—High School students in grades 9, 10, 11, and 12 enrolled in 12 units or less~~
- ~~3.—Apprenticeship students enrolled in apprenticeship classes~~
- ~~4.—Dependents of certain deceased or disabled veterans~~
- ~~5.—Certain eligible dependents of a deceased person who met all the requirements of Educational Code section 68120 regarding active law enforcement service or active fire suppression and prevention, and dependents of an individual killed in the September 11, 2001, terrorist attacks.~~

### **Health Fee (Education Code Section 76355)**

The Chancellor shall present to the board for approval a fee to be charged to each full time and part time student for student health services.

~~Health fees are exempted for the following:~~

- ~~1.—Students who are enrolled exclusively in the academy classes of criminal justice, fire academy, fire officer training, or fire public safety. This exemption does not apply for students who are independently enrolled and not sponsored by their employer through a contractual agreement with RSCGD.~~

2. ~~Students enrolled in apprenticeship programs.\*~~
  3. ~~Students who depend upon prayer for healing.\*~~
  4. ~~Students enrolled exclusively in off-campus, i.e., not on SAC or SCC campuses, or distance education courses.~~
  5. ~~Low income students who demonstrate financial need under federal standards established by the Board of Governors and students receiving benefits under the TANF program.\*\*~~
    - ~~\*Exemptions required per Education Code Section 76355e.~~
    - ~~\*\*Exemption required per Education Code Section 76300g.~~
- ~~Both full-time and part-time students, with the exceptions of those listed above are required to pay the health fee.~~

**Parking Fee** (Education Code Section 76360)

The Chancellor shall present for board approval fees for parking for students and employees.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Physical Education Facilities** (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

**Student Representation Fee** (Education Code Section 76060.5)

Students may be charged a \$1 fee per semester, pursuant to the adoption of the fee by a vote of the students, to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

**Transcript Fees** (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee** (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

~~Adopted June 12, 2003; Revised August 30, 2004~~ \_\_\_\_\_ (Previously BP5011)

## **BP 5035 Withholding of Student Records —BP5555**

**Legal Reference:** Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

~~Adopted April 13, 2009; Revised~~ \_\_\_\_\_ (Previously BP5555)

# **BP 5040 Student Confidentiality, Disclosure and Review Records, Directory Information, and Privacy -BP5117**

~~Legal Reference:~~ Title 5 Sections 54600 54614, et seq. ; Education Code 76200, et seq.; ~~US Patriot Act~~

~~Student records are confidential and their privacy is to be scrupulously maintained. Students shall be informed of their rights by The Family Rights and Privacy Act of 1974, including administrative procedures for access to records, challenge of educational records, and release of student information.~~

~~Such notification shall be given annually through the college catalog and/or class schedule. Procedures will be published in the district policy/procedures on the review and disclosure of student records.~~

~~District representatives are only authorized to release directory information (defined below) to interested members of the public.~~

~~Additional information is released only when authorized by the student in writing, released pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.~~

~~**For complete policies and procedures on Student Confidentiality, Disclosure and Review, reference Administrative Regulation AR 5117.**~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. A student may request the Admissions and Records Office to withhold this information. Such request must be in writing and submitted each semester.

Directory information shall include:

- A student's name, city of residence, major field of study;
- Participation in officially recognized activities and sports;
- Weight, height, and age if a member of an athletic team;
- Dates of attendance, degrees and awards received;
- The most recent previous educational institution or agency attended by the student.

~~Any student who prefers that some or all of such "directory information" not be made public must notify the admissions and records department administrator no later than 15 working days after the first day of classes in each term of attendance.~~

Revised **July 21, 2003** \_\_\_\_\_ **(Previously B5117)**

## **BP 5049 Military Withdrawals ~~BP5121~~**

~~Legal Reference:~~ Education Code ~~70901-02~~; Title 5 55024

Withdrawals due to military orders will not have adverse consequences. Admissions will use the following procedures:

1. "MW" grade for compelled military withdrawal with annotated comment on transcript. (Military Withdrawal)
2. Refund of enrollment, parking, and health fees.
3. "MW" grade would not count in the progress probation calculation.
4. Priority registration granted the first semester upon return.

Revised ~~April 13, 2009~~ \_\_\_\_\_ (~~Previously BP5121~~)

## **BP 5050 Matriculation Student Success and Support Program ~~BP5460~~**

~~Legal Reference:~~ Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

~~Student responsibilities and consequences pursuant to the state defined matriculation program are specified herein. Students shall:~~

- ~~1. express at least broad educational intent upon admission.~~
- ~~2. declare a specific educational goal within a reasonable period after admission (upon completion of 15 semester units or earlier);~~
- ~~3. develop a student educational plan within 90 days after declaring an education goal.~~
- ~~4. abide by the terms of the educational plan;~~
- ~~5. participate in counseling or advisement if students are considered undeclared, probationary, or enrolled in precollegiate basic skills courses;~~
- ~~6. diligently attend class and complete assigned course work;~~
- ~~7. complete courses and maintain progress toward an educational goal as stated in the district's standards for scholarship.~~

~~Consequences for students not complying with their stated responsibilities of this section, including declaring an educational goal and developing and following an educational plan, are that the district may suspend or terminate the required matriculation services specified in Section 55520 of Article 3 Matriculation Services in Title 5, California Administrative Code.~~

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

Revised ~~11/25/96~~ \_\_\_\_\_ (~~Previously BP5460~~)

## **BP 5052 Open Enrollment ~~BP5009~~**

~~Legal Reference: Education Code Section 76001; Title 5 Section 51006-08.~~

~~It is the policy of this district that every class offered, unless specifically exempted by statute, in the official catalog or class schedule for which an FTES (full time equivalency) is to be reported for state aid shall be fully open to enrollment by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to the college.~~

~~Students will not be required to participate in any preregistration activities not uniformly required; nor shall college or district allow anyone to place or enforce non-academic requisites as barriers to enrollment or the successful completion of a class.~~

The policy of District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

## **Open Courses ~~BP6132~~**

~~Adopted 03/14/94~~

~~The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200 of Sub Chapter 1 of Chapter 6 of Title 5 of the California Code of Regulations.~~

~~Adopted 06/08/81; Revised April 13, 2009~~ (Previously BP5009 and BP6132)

## **BP 5110 Counseling - ~~BP5451~~**

Reference: Education Code Section 72620; Title 5 Section 51018

~~A comprehensive counseling program shall be provided which shall assist students in determining their educational goals and periodic assessment of their progress.~~

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time non-exempt students, students enrolled provisionally, and students on academic or progress probation.

~~Adopted 06/08/81; Revised~~ (Previously BP5451)

## **BP 5120 Transfer Center (new)**

**Reference:** Education Code Sections 66720 – 66744; Title 5 Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

**Adopted**

## **BP 5130 Financial Aid**

**Reference:** Education Code Section 66021.6, 76300; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

### **Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing ~~covered services~~ educational programs, marketing, advertising, recruiting or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

**Adopted:** December 5, 2011 **Revised** \_\_\_\_\_



## **BP 5140 Disabled Students Programs and Services (new)**

**Reference:** Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

**Adopted** \_\_\_\_\_

## **BP 5150 Extended Opportunity Programs and Services (new)**

**Reference:** Education Code Sections 69640–69656; Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS), including Cooperative Agencies Resources for Education (CARE) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

**Adopted** \_\_\_\_\_

## **BP 5200 Student Health Services - BP5510**

**Reference:** Education Code Section 76401

Student Health Centers shall be operated to provide nursing, medical consultation, mental health services and accident insurance for injuries incurred on campus or at any scheduled college-related activity, to all college credit students in Rancho Santiago Community College District in accordance with prevailing law.

Financial support for such operation is derived from a mandatory health fee established by the State of California and approved by the Board of Trustees.

Revised 5/11/98 \_\_\_\_\_ (Previously BP5510)

## **BP 5205 Student Accident Insurance (new)**

**Reference:** Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

**Adopted** \_\_\_\_\_

## **BP 5210 ~~AIDS Policy Statement~~ Communicable Disease - BP5511**

**Reference:** Education Code Section 76403

~~The primary response of the district to the Acquired Immune Deficiency Syndrome (AIDS) epidemic is health education. The responsibility for providing AIDS education programs and making referrals for AIDS testing and counseling, shall be delegated to the Student Health Service Program. Current knowledge indicates that individuals with AIDS, ARC (AIDS related complex) or a positive HIV (Human Immune Deficiency Virus) antibody test do not pose a health risk to others in normal work or classroom situations. Employees or students who have AIDS, ARC or a positive HIV antibody test will be allowed routine performance of their duties or regular classroom attendance in an unrestricted manner if they are physically able. The district reserves the right to require medical verification of a person's fitness to report to work or attend class.~~

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Revised \_\_\_\_\_ (Previously BP5511)

## **BP 5300 Student Equity Affirmative Action Plan -BP5200**

**Reference:** Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

~~The Board of Trustees of the Rancho Santiago Community College District will make an intensive effort to achieve an equitable balance, as determined by the Student Equity Plan Committee, in the makeup of the student body at a level comparable to the proportions represented by the adult population of the district.~~

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP5200)

## **BP 5400 Associated Students Organization ~~BP5411~~**

~~Legal~~ **Reference:** Education Code Section 76060

The students of the district are authorized to organize student body associations. The Board hereby recognizes those associations as the Associated Student Government of Santa Ana College and the Associated Student ~~Body~~ Government of Santiago Canyon College.

The Associated Students organizations are recognized as the official voices for the students in the Rancho Santiago Community College District and Santa Ana College and Santiago Canyon College decision-making processes. They may conduct other activities as approved by the president of the college. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the colleges and reflected in board policies and administrative regulations.

The Associated Students shall be granted the use of district and college premises subject to such administrative procedures as may be established by the chancellor or presidents. Such use shall not be construed as transferring ownership or control of the premises.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP5411)

## **BP 5410 Associated Students Elections (new)**

**Reference:** Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

**Adopted** \_\_\_\_\_

## **BP 5420 Associated Students Finance Auxiliary Services** **Student Business Office - BP3224**

~~**Legal Reference:** Education Code Sections 76063 - 76065 72670 Auxiliary Organizations: Definitions 72672 Auxiliary Organizations: Purpose, Service and Operation 72673 Auxiliary Organizations: Student Body Organizations 72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations Title 5, California Code of Regulations 59257 Auxiliary Organizations: Implementing Regulations 59259 Auxiliary Organizations: Recognized Functions 59265 Auxiliary Organizations: Ongoing Responsibilities~~

~~The Governing Board shall provide for the supervision of all funds (trust and agency) raised by a student body, or student organization using the name of the college, including clubs, trust accounts, etc. The Vice Chancellor for Business Operations and Fiscal Services shall develop procedures and controls to ensure the fiscal integrity of all financial activity.~~

~~The vice chancellors for the various service areas in conjunction with the vice chancellor's designee shall develop procedures for the proper administration of clubs to address professionalism of activities and fiscal controls. This shall include all activities that fall under the diversified fund.~~

~~Associated Student funds shall be deposited with and disbursed by the Chancellor.~~

~~The funds shall be deposited, loaned or invested in one or more of the ways authorized by law. All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:~~

- ~~• The Chancellor or designee;~~
- ~~• the employee who is the designated adviser of the particular student body organization; and~~
- ~~• a representative of the student body organization.~~

~~The funds of the Associated Students shall be subject to an annual audit.~~

## **Auxiliary Services/Special Services - BP3225**

~~**Adopted 11/14/94**~~

~~The Auxiliary Services/Student Business Office shall interface and coordinate with the department's programs, clubs, etc., to handle various financial activities, and shall establish a fee to handle services for ASB activities. The Student Business Office shall utilize various mechanisms to collect returned checks and shall establish a fee to students for such services.~~

~~**Legal Reference:** Education Code 72670 Auxiliary Organizations: Definitions 72672 Auxiliary Organizations: Purpose, Service and Operation 72673 Auxiliary Organizations: Student Body Organizations 72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations Title 5, California Code of Regulations 59257 Auxiliary Organizations: Implementing Regulations 59259 Auxiliary Organizations: Recognized Functions 59265 Auxiliary Organizations: Ongoing Responsibilities~~

## **Management of Funds - BP5450**

~~**Revised 12/05/91**~~

~~STUDENT BODY FUNDS~~

- 1.—~~Student body funds consist of those monies which are raised in the name of the college itself or by part or all of the students in the college acting as such, and these monies are to be used for the general good of the college and student body and not for any special group or individual.~~
- 2.—~~The authority for the administration of student body affairs is based upon Education Code Sections 48930—48938 and 76060—76064 inclusive. In accordance with these code sections, the Board of Trustees is charged with the responsibility of the supervision and auditing of all funds raised by the student body or student body organization using the name of the college.~~
- 3.—~~Student Body funds are established in the following categories:~~

a.—~~The Associated Student Budget, derived from ASB membership sales, program sales, etc., is governed by Education Code Sections 48931—48934 and 76060—76066 and is operated and managed by the Associated Students under the supervision of the Governing Board. All expenditures require the following signatures, in accordance with Education Code Section 48933:~~

- (1) ~~An official or employee of the college district designated by the Governing Board.~~
- (2) ~~The designated advisor of the particular student body organization.~~

POLICIES RELATING TO USE OF STUDENT BODY FUNDS

- 1.—~~In accordance with Section 48933 of the Education Code, which states, "The funds of any student body organization shall be deposited in a bank, approved by the Governing Board of the school district...." all funds, including defense bonds, held in the names of student body organizations or clubs, shall be deposited as directed by the Board.~~
- 2.—~~It is mandatory that purchases or expenses paid for by the fund be for such purposes as will be for the general welfare and morale of the majority of the students.~~
- 3.—~~Funds shall not be used for any purchases that would normally be made by the Board of Trustees. Such purchases constitute instructional supply budget or capital outlay expenditures. Management of Funds (Continued) (Student body funds may only be expended to purchase items of equipment and supplies which are desirable but not necessary in connection with the carrying on of the program of instruction. Opinion from California Association of Public School Business Official's Accounting Committee.)~~
- 4.—~~Special funds, such as faculty, club funds, etc., may be accepted as earmarked funds to be expended by these groups for their own purposes, but expenditures must be limited to the amount deposited by the group and under no conditions shall student body money be expended for the benefit of special groups.~~

**Adopted 11/14/94; Revised \_\_\_\_\_ (Previously BP3224, BP3225 and BP5450)**

**BP 5421 Activities and Excursions Social Events: Meetings**  
**—BP5440**

**Revised 12/05/91 \_\_\_\_\_**

All activities, meetings and events of student groups will be supervised by assigned members of the faculty/staff and in keeping with established regulations.

- 1.—~~All activities will be cleared with the faculty advisor and the student activities office before being placed on the calendar.~~
- 2.—~~All social events will close no later than 12:00 a.m., unless special approval is granted by the superintendent to extend the time.~~
- 3.—~~Every organization using the district facilities will provide for the clean-up of the facilities immediately after such use.~~

4. ~~In case of injury to a student during any district event, the faculty advisor will see that first aid is given, and that medical aid is secured, if necessary and/or desired. A written unusual occurrence report must be made to the Security Office.~~

## **BP 5500 Standards of Student Conduct ~~BP5201~~**

~~Legal Reference:~~ Education Codes 66300 and 66301; Accreditation Standard II.A.7.b 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

### **I. GUIDELINES FOR STUDENT CONDUCT**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.

O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

Q. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, ~~sex (i.e., gender)~~, religion, age, ~~national origin, disability~~, sexual orientation or any other status protected by law.

R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;

S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission.

- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (j) Use of systems or networks for personal commercial purposes.
- (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

## **II. DISCIPLINARY ACTIONS FOR STUDENTS**

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. WARNING - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. REPRIMAND - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. PROBATION - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. RESTITUTION - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. REMOVAL



An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

#### F. SUSPENSION

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

#### G. EXPULSION

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### **III. DUE PROCESS**

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

**IV. DUE PROCESS HEARING**

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the

evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Revised ~~March 23, 2009~~ \_\_\_\_\_ (Previously BP5201)

## **BP 5510 Off-Campus Student Organizations ~~—BP5410~~**

**Reference:** 34 Code of Federal Regulations Section 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

~~Adopted: December 5, 2011;~~ Revised \_\_\_\_\_ ~~(Previously BP5410)~~

## **BP 5570 Student Credit Card Solicitations ~~—BP5125~~**

~~Legal Reference:~~ Title 5, Section 54400; Civil Code, Section 1747.02(m); Education Code, Section 99030

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

~~Adopted December 8, 2003;~~ Revised \_\_\_\_\_ ~~(Previously BP5125)~~

## **BP 5700 Athletics ~~—BP6127~~**

~~Legal Reference:~~ Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.

The District's colleges shall maintain organized programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor shall assure that the athletics programs comply with state law, the California Community Colleges Commission on Athletics Constitution College Athletic Association (CCCAA) and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

~~Revised 05/20/02~~ Revised \_\_\_\_\_ ~~(Previously BP6127)~~

## **BP 5800 Prevention of Identity Theft in Student Financial Transactions ~~—BP 5012~~**

~~Legal Reference:~~ 15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

**Adopted: December 5, 2011;** Revised \_\_\_\_\_ ~~(Previously BP5012)~~

*The following current board policies are not addressed in the CCLC model documents. They should be reviewed and 1) renumbered to match the CCLC structure, 2) moved to administrative regulation, or 3) eliminated.*

## **~~Foreign Students -- BP5003~~**

~~Revised 5/11/98~~

~~Approved by the United States Department of Justice as an institution of higher learning for non-immigrant F-1 Visa students, the district will seek to achieve broad representation from the nations of the world for the benefit of both Visa and Rancho Santiago Community College District students and the community.~~

~~A student on a F-1 Visa must present evidence of sufficient knowledge of English to profit from instruction at the college level, certification of good physical health and evidence of ability to meet financial obligations (tuition, books, health and accident insurance, and living expenses). Procedures and requirements shall be published in the catalog annually.~~

## **~~Apprentices -- BP5004~~**

~~Adopted 06/08/81~~

~~Apprentices are admitted as defined in Section 3077 of the Labor Code, who are capable of profiting from the instruction offered. No charge or fee of any kind shall be charged the apprentice.~~

~~Legal Reference: Education Code: 76006.~~

## **~~Withdrawals, Drops and Absences -- BP5120~~**

~~Revised 5/11/98~~

~~Students may withdraw or be dropped from class/college in accordance with provisions published in the college catalog and faculty handbook.~~

~~Leave of absence must be approved by the appropriate president.~~

## **~~Student Activities/Clubs -- BP5400~~**

~~Adopted 02/14/72; Amended 3/97~~

~~Student activities, including student body government, are an integral part of the total educational experience provided by the District and should be as carefully developed as the classroom instructional program. If these activities are to be a learning experience, the students must become as involved in their planning and operation as a healthy balance between the classroom and activity programs will permit. Student sponsored clubs must operate within the established regulations of the District as approved by the Chancellor.~~

~~Legal Reference: Education Code: 7606., 48931., 76062., 48933., 48934., 76064., 76065., 76066.~~

## **~~Placement Services -- BP5514~~**

**Revised 08/26/96**

~~Student Services shall maintain a comprehensive placement service with a major emphasis on assisting currently enrolled students seeking part-time on-campus employment.~~

~~Additional services shall include referrals for off-campus employment opportunities and placement assistance for vocational program completers.~~

## **~~Grievance Procedure - BP5551~~**

**Revised 11/25/96**

~~The Chancellor is to develop and review annually a student grievance procedure to be administered by the appropriate vice chancellor or designee.~~

## **~~Police Questioning and Apprehension - BP5552~~**

**Adopted 03/28/77**

~~While law enforcement officers have the right to make arrests and to serve warrants to students on campus, they should be encouraged to make such arrests and serve such warrants in such fashion as to cause the least possible disturbance to the college and the instructional program.~~

**Legal Reference:** Penal Code: 830 et seq. (re: Peace Officers); 833 et seq. (re: Arrests)

## **~~Student Production of Goods and Services - BP5553~~**

**Adopted 03/28/77**

~~Students may perform services and produce materials for community organizations or groups only to the extent that such activities further the student's educational development. The administration shall interpret this policy to avoid exploitation of students.~~

## BP 6200 Budget Preparation

**Reference:** Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.

The budget and expenditures of the Rancho Santiago Community College District reflect and support its visions and mission statements, district and college master plans, and other planning documents.

The statutory authority and responsibility for the budget resides with the Governing Board who will make final budgetary decisions.

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- ~~Unrestricted general reserves shall be no less than 5%.~~
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long term goals and commitments.

**Revised: September 9, 2013 (Previously BP3201, BP3202 and BP3203)**

# BP6250 Budget Management

**Reference:** Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than 5%. (A prudent reserve is defined by the State Chancellor's Office as 5%.)

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

**Revised: September 9, 2013 (Previously BP3204 and BP3205)**



## **BP 6305 Fiscal Accountability**

**Reference:** Education Code Section 85266

Pursuant to authority granted by the Education Code, the Rancho Santiago Community College District, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments.

The Chancellor assumes all duties and responsibilities for being fiscally accountable for commercial checks that were formerly assigned to the county superintendent of schools/county auditor controller. The Chancellor shall ensure that an administrative regulation will be developed to outline the details of the check disbursement and audit process.

**Adopted** \_\_\_\_\_

# BP 2210 Officers

## Reference:

Education Code Section 72000

Officers of the Board shall be elected at the annual organizational meeting and shall include a President, Vice President, and Clerk. They shall serve a term of one year. The Chancellor of the District shall serve as secretary to the Board.

At the board meeting immediately prior to the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, Vice President, Clerk.

A. **President:** It shall be the duty of the president to:

- Preside over all meetings of the Board;
- Represent the district at all official functions;
- Serve as the official spokesperson for the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation and the Chancellor's evaluation;
- Represent the Board at official events or ensure board representation.

B. **Vice-President:** It shall be the duty of the vice president to serve in the absence of the president of the Board. The vice president shall perform such other duties as required by the president or by actions of the Board.

C. **Clerk:** It shall be the duty of the clerk to certify or attest to official actions taken by the Board and to monitor the making and maintenance of records as required by law.

D. **Secretary:** The Chancellor shall serve as Secretary to the Board. It shall be the duty of the secretary to:

- Prepare the agenda for each meeting, in consultation with the Board President;
- Assure the official posting of the call of each meeting in compliance with law;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Supervise the preparation of minutes of meetings for Board consideration and approval;
- Provide back-up data on all items to be under consideration;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

The Board may remove an officer who violates the Board's Code of Ethics/Standards of Practice (BP 2715).

**Revised: October 8, 2012 (Previously BP9007 and 9008)**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC**

**June 9, 2014**

**MANAGEMENT**

*Employment Agreements/Attachments #1-8*

Bridges, Avie  
Dean/Kinesiology, Health & Athletics Division  
Santa Ana College

DeRosa, Sherry  
Associate Dean/Disabled Students Programs & Services  
Student Services  
Santa Ana College

Fasbinder, Lori  
Dean/Instruction & Student Services  
Continuing Education Division  
Orange Education Center  
Santiago Canyon College

Hernandez, John  
Vice President/Student Services  
Santiago Canyon College

Mora, Aracely  
Vice President/Academic Affairs  
Santiago Canyon College

Sotelo, Sergio  
Dean/Instruction & Student Services  
Continuing Education Division  
Centennial Education Center  
Santa Ana College

Tanakeyowma, Lilia  
Dean/Student Affairs  
Santa Ana College

Vargas Navarro, Jose  
Vice President/Continuing Education Division  
Orange Education Center  
Santiago Canyon College

*2014/2015 Cabinet Interim Salary Schedule/Attachment #9*

**MANAGEMENT (CONT'D)**

2014/2015 Management Interim Salary Schedule/Attachment #10

2014/2015 Academic/Classified Administrative & Academic Supervisory Step Increases/Attachment #11

2014/2015 Classified Management/Supervisory/Confidential Step Increases/Attachment #12

Appointment

Stewart, Lynn  
Director  
Global Trade & Logistics Initiative  
Center for International Trade Development  
District

Effective: July 7, 2014  
Salary Placement: F-1 \$88,435.32/Year  
(CL13-0475)

Change of Title/Salary

Romero, Christina  
From: Director, College Advancement  
From: Grade G, Step 7 \$111,598.45/Year  
Foundation  
Santa Ana College

Effective: July 1, 2014  
To: Executive Director, College Advancement  
To: Grade C, Step 2 \$118,689.20/Year  
Foundation  
Santa Ana College

**FACULTY**

2014/2015 CEFA Interim Salary Schedule/Attachment #13

2013/2014 CSEA Chapter 888 Permanent Salary Schedules/Attachments #14-15

2014/2015 CSEA Chapter 888 Interim Salary Schedules/Attachments #16-17

2014/2015 FARSCCD Interim Salary Schedules/Attachments #18-23

2014/2015 CSEA Chapter 888 Contract/Hourly Step Increases/Attachment #24

2014/2015 FARSCCD Contract Step Increases/Attachments #25-26

2014/2015 Contract Extension Days/Attachment #27

2014/2015 Coordinator Stipends/Attachment #28

Approval for Outside Assignment

Rutan, Craig – To serve the Academic Senate for California Community Colleges as a South Representative during the 2014/2015 school year.

**FACULTY (CONT'D)**

Appointments

Beltran, Jennie  
Assistant Professor, Biology  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year  
(AC14-0364#01)

Buechler, Michael  
Assistant Professor, Manufacturing  
Technology  
Human Services & Technology Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: I-3 \$53,554.86/Year  
(AC14-0367)

Jang, Charles  
Assistant Professor, Biology (equivalency)  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year  
(AC14-0346)

Lastra, Stacey  
Assistant Professor, Chemistry  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year  
(AC14-0347#01)

Mandir, Joshua  
Assistant Professor, Chemistry  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year  
(AC14-0347)

McCallick, Mark  
Assistant Professor, Accounting  
Business Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: I-3 \$53,554.86/Year  
(AC14-0349)

Nguyen, Thu  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College  
Effective: July 31, 2014  
Tentative Salary Placement: II-3 \$63,130.21/Year  
(AC14-0354)

Pierce, Cathryn  
Assistant Professor, Communication Studies  
Fine & Performing Arts Division  
Santa Ana College  
Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year  
(AC14-0356)

**FACULTY (CONT'D)**

*Ratification of Resignations/Retirements*

Humphreys, Margaret  
Master Teacher  
SAC Early Childhood Education Center  
Child Development Services  
District Office  
Effective: July 24, 2014 (Last Day in Paid Status)  
Reason: Retirement

Oyenoki, Sharla  
Master Teacher/Assistant Director  
SAC Early Childhood Education Center  
Child Development Services  
District Office  
Effective: July 24, 2014 (Last Day in Paid Status)  
Reason: Retirement

Kalko, John  
Professor, Physical Science  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College  
Effective: June 7, 2014 (Last Day in Paid Status)  
Reason: Retirement

*Change of Assignment/From 192 Day Contract to 225 Day Contract*

Jaros, Bonita  
Professor/Coordinator  
Institutional Effectiveness & Assessment  
Academic Affairs  
Santa Ana College  
Effective: July 1, 2014  
From: Salary Placement: VII-C \$125,087.37 /Year  
To: Salary Placement: VII-C \$146,587.78 /Year

*Final Salary Placement for Temporary Employee E.C. 87470*

Tashima, John  
Assistant Professor/Coordinator, English  
As a Second Language  
Centennial Education Center  
Santa Ana College  
Effective: March 11, 2014 – June 30, 2015  
Salary Placement: III-11 \$79,914.26/Year

*2014/2015 Sabbatical Leaves of Absence/80% Contract*

Dahlen, Noel  
Professor, Computer Information Systems/  
Computer Science  
Business Division  
Santa Ana College  
Effective: August 18, 2014 – June 6, 2015  
Reason: Academic Study

**FACULTY (CONT'D)**

2014/2015 Sabbatical Leaves of Absence/80% Contract (cont'd)

Solheid, Christa  
Professor, Mathematics  
Science, Mathematics & Health Sciences Division  
Santa Ana College

Effective: August 18, 2014 – June 6, 2015  
Reason: Professional Growth

2014/2015 Banked Leaves of Absence/20% Contract

Solheid, Christa  
Professor, Mathematics  
Science, Mathematics & Health Sciences Division  
Santa Ana College

Effective: August 18, 2014 – June 6, 2015  
Reason: Concurrent with Sabbatical Leave

Stipend

Shaffer, Catherine  
Associate Professor/Counselor/Coordinator, MESA  
Counseling Division  
Santa Ana College

Effective: February 10, 2014  
Amount: \$4,000.00

Part-time Hourly New Hires/Rehires

Bales, Gary  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College

Effective: June 09, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

Baquero, Jaymie M  
Instructor, Kinesiology  
Kinesiology Division  
Santa Ana College

Effective: June 30, 2014  
Hourly Lab Rate: II-3 \$47.85

Cunningham, Diane  
Instructor, Economics  
Humanities & Social Sciences Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture Rate: III-3 \$59.12

Todaro Vorscheck, Diana  
Instructor, Global Business Entrepreneurship  
Business Division  
Santa Ana College

Effective: June 02, 2014  
Hourly Lecture Rate: III-3 \$59.12

Woo, Marissa K  
Instructor, Fire Technology/Wellness  
Human Services & Technology Division  
Santa Ana College

Effective: May 22, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Avie Bridges** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Kinesiology, Health and Athletics Division for Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.



6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$155,013.74 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Sherry DeRosa** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Associate Dean, Disabled Students Programs & Services for Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$109,931.50** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Lori Fasbinder** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Instruction and Student Services of the Orange Education Center/Continuing Education Division under Santiago Canyon College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.



6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$155,013.74** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **John Hernandez** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
  
2. **Position.** District hereby employs Administrator in the position of **Vice President of Student Services for Santiago Canyon College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
  
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
  
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
  
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$165,600.09** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Aracely Mora** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
  
2. **Position.** District hereby employs Administrator in the position of **Vice President of Academic Affairs for Santiago Canyon College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
  
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
  
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
  
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.



6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$165,600.09 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Sergio Sotelo** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
2. **Position.** District hereby employs Administrator in the position of **Dean, Instruction and Student Services of the School of Continuing Education Division under Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$155,013.74 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Lilia Tanakeyowma** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Student Affairs for Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.



6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$155,013.74 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Jose Vargas Navarro** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Vice President of the Orange Education Center/Continuing Education Division under Santiago Canyon College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 1, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$165,600.09** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

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Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**2014/2015 CABINET INTERIM SALARY SCHEDULE**  
**Effective July 1, 2014**

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Exec. Vice Chancellor, HR & Educational Services	\$166,570.41	\$173,225.77	\$180,142.36	\$187,357.50	\$194,858.76	\$202,658.60	\$210,769.42
Vice Chancellor, Business Operations & Fiscal Services	\$166,570.41	\$173,225.77	\$180,142.36	\$187,357.50	\$194,858.76	\$202,658.60	\$210,769.42
President, Santa Ana College	\$166,570.41	\$173,225.77	\$180,142.36	\$187,357.50	\$194,858.76	\$202,658.60	\$210,769.42
President, Santiago Canyon College	\$166,570.41	\$173,225.77	\$180,142.36	\$187,357.50	\$194,858.76	\$202,658.60	\$210,769.42

**ADDITIONAL COMPENSATION****All Cabinet Members**

**Professional  
Expense Allowance:**      \$336.48 per month

**Vice Chancellors & College****Presidents**

**Tax Sheltered Annuity:**      \$544.73 per month



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
MANAGEMENT SALARY SCHEDULE  
INTERIM - EFFECTIVE JULY 1, 2014**

<b>GRADE-STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>R</b>	\$49,660.12	\$52,148.11	\$54,748.05	\$57,484.83	\$60,333.58	\$63,368.91	\$66,528.64
<b>Q</b>	\$51,513.67	\$54,076.29	\$56,775.76	\$59,636.94	\$62,622.52	\$65,744.93	\$69,041.51
<b>P</b>	\$53,454.30	\$56,128.88	\$58,940.30	\$61,876.12	\$64,973.66	\$68,232.91	\$71,653.89
<b>O</b>	\$55,606.41	\$58,380.51	\$61,303.88	\$64,351.66	\$67,573.60	\$70,969.69	\$74,515.07
<b>N</b>	\$58,069.51	\$60,980.44	\$64,015.78	\$67,225.28	\$70,584.06	\$74,116.99	\$77,824.09
<b>M</b>	\$60,632.13	\$63,679.91	\$66,852.08	\$70,198.42	\$73,706.47	\$77,388.69	\$81,257.49
<b>L</b>	\$63,592.82	\$66,765.00	\$70,111.33	\$73,606.96	\$77,276.73	\$81,145.54	\$85,213.40
<b>K</b>	\$66,814.77	\$70,161.10	\$73,644.27	\$77,326.48	\$81,195.30	\$85,275.59	\$89,542.49
<b>J</b>	\$70,397.46	\$73,905.51	\$77,612.60	\$81,481.42	\$85,561.70	\$89,841.04	\$94,331.85
<b>I</b>	\$74,216.51	\$77,923.61	\$81,829.74	\$85,910.03	\$90,201.80	\$94,729.92	\$99,457.09
<b>H</b>	\$78,533.16	\$82,464.18	\$86,594.22	\$90,923.32	\$95,463.89	\$100,240.80	\$105,254.09
<b>G</b>	\$83,272.76	\$87,440.13	\$91,806.55	\$96,396.87	\$101,211.11	\$106,286.61	\$111,598.45
<b>F</b>	\$88,435.32	\$92,876.37	\$97,516.47	\$102,392.91	\$107,518.15	\$112,892.20	\$118,527.48
<b>E</b>	\$95,177.76	\$99,942.25	\$104,943.09	\$110,192.73	\$115,691.18	\$121,488.17	\$127,558.86
<b>D</b>	\$105,701.93	\$109,931.50	\$114,335.22	\$118,900.68	\$123,665.15	\$128,603.80	\$133,753.93
<b>C</b>	\$114,136.18	\$118,689.20	\$123,428.80	\$128,367.45	\$133,505.13	\$138,841.84	\$144,402.50
<b>B</b>	\$122,520.69	\$127,409.57	\$132,509.94	\$137,796.90	\$143,307.78	\$149,042.58	\$155,013.74
<b>A</b>	\$130,880.30	\$136,105.07	\$141,566.19	\$147,226.34	\$153,097.98	\$159,230.86	\$165,600.09

**Board Approved: June 9, 2014**

Title	Grade	Position	Designation	Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory	Director, Academic Support	D	Classified	Supervisory
Accounting Manager - Payroll	G	Classified	Supervisory	Director, ACT/Corporate Training	F	Classified	Supervisory
Assistant Dean, Criminal Justice Academy	F	Academic	Administrative	Director, Administrative Services	C	Classified	Administrative
Assistant Dean, Fire Technology	F	Academic	Administrative	Director, Auxiliary Services	F	Classified	Supervisory
Assistant Dean, Institutional Effectiveness & Assessment	F	Academic	Administrative	Director, Business & Career Technical Education	H	Classified	Supervisory
Assistant Dean, Student Services	E	Academic	Administrative	Director, Center for International Trade Development	F	Classified	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory	Director, Center of Excellence	F	Classified	Supervisory
Assistant Director, Small Business Initiative	L	Classified	Supervisory	Director, College Advancement	G	Classified	Supervisory
Assistant to the Executive Vice Chancellor	M	Classified	Confidential	Director, Communications & Publications	E	Classified	Supervisory
Assistant to the President	M	Classified	Confidential	Director, Community Relations & External Affairs	F	Classified	Supervisory
Assistant to the Vice Chancellor	M	Classified	Confidential	Director, Continuing Education Support Services	H	Classified	Supervisory
Assistant Vice Chancellor, Educational Services	A	Classified	Administrative	Director, Data Center Operations	D	Classified	Supervisory
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	A	Classified	Administrative	Director, Digital Media Center	E	Classified	Supervisory
Assistant Vice Chancellor, Fiscal Services	A	Classified	Administrative	Director, District Relations	G	Classified	Supervisory
Assistant Vice Chancellor, Human Resources	A	Academic	Administrative	Director, District Safety/Security	C	Classified	Supervisory
Assistant Vice Chancellor, Information Technologies Services	A	Classified	Administrative	Director, Facility Planning, Construction & Support Services	G	Classified	Administrative
Associate Dean, Admissions & Records	D	Academic	Administrative	Director, Fire Education	H	Academic	Supervisory
Associate Dean, Disabled Student Programs & Services	D	Academic	Administrative	Director, Fire Instruction	H	Academic	Supervisory
Associate Dean, EOPS	D	Academic	Administrative	Director, Global Trade & Logistics Initiative	F	Classified	Supervisory
Associate Dean, Exercise Science	D	Academic	Administrative	Director, Information Systems	D	Classified	Supervisory
Associate Dean, Financial Aid	D	Academic	Administrative	Director, Institutional Services	E	Classified	Administrative
Associate Dean, Fine & Performing Arts	D	Academic	Administrative	Director, National Hispanic Business Womens Assoc	L	Classified	Supervisory
Associate Dean, Fire Technology	D	Academic	Administrative	Director, Network & Communications	D	Classified	Supervisory
Associate Dean, Health Science & Nursing	D	Academic	Administrative	Director, Orange County Women's Business Center	F	Classified	Supervisory
Associate Dean, Information & Learning Resources	E	Academic	Administrative	Director, Programming & Operations	D	Classified	Supervisory
Associate Dean, Instructional & Student Services	D	Academic	Administrative	Director, Purchasing Services	F	Classified	Supervisory
Associate Dean, Student Development	D	Academic	Administrative	Director, Research	F	Classified	Supervisory
Associate Dean, Student Services	D	Academic	Administrative	Director, Small Business Development Center	E	Classified	Supervisory
Associate Dean, Student Support Services	D	Academic	Administrative	Director, Special Programs	H	Classified	Supervisory
Associate Director I, Child Development Center	Q	Academic	Supervisory	Director, Statewide Business/Entrepreneurship Initiative	E	Classified	Supervisory
Associate Director II, Child Development Center	O	Academic	Supervisory	Director, Workforce Education	C	Academic	Administrative
Associate Registrar	K	Classified	Supervisory	District Safety & Security Supervisor	M	Classified	Supervisory
Benefits Analyst	L	Classified	Confidential	District Support Services Supervisor	I	Classified	Supervisory
Bookstore Coordinator	L	Classified	Supervisory	Employment Services Manager	H	Classified	Supervisory
Bookstore Manager	J	Classified	Supervisory	Enrollment Reporting Manager	G	Classified	Supervisory
Budget Analyst	K	Classified	Confidential	Environmental Safety & Emergency Services Manager	L	Classified	Supervisory
Business Programs and Services Manager	O	Classified	Supervisory	Executive Assistant to the Board of Trustees	K	Classified	Confidential
Campus Budget Manager	H	Classified	Supervisory	Executive Assistant to the Chancellor	J	Classified	Confidential
Chief Engineer/Broadcast Operations Manager	H	Classified	Supervisory	Executive Director, Business Development	D	Classified	Supervisory
Contracts Manager	I	Classified	Supervisory	Executive Director, Child Development Services	E	Academic	Administrative
Custodial Supervisor	O	Classified	Supervisory	Executive Director, College Advancement	C	Classified	Supervisory
Dean, Business	B	Academic	Administrative	Executive Director, Public Affairs/Governmental Relations	C	Classified	Administrative
Dean, Business & Career Technical Education	B	Academic	Administrative	Facilities Manager	I	Classified	Supervisory
Dean, Career Education & Workforce Development	B	Academic	Administrative	Facilities Project Manager	E	Classified	Supervisory
Dean, Counseling	B	Academic	Administrative	Family Services Manager	O	Academic	Supervisory
Dean, Counseling & Student Support Services	B	Academic	Administrative	Graphic Communications Manager	H	Classified	Supervisory
Dean, Exercise Science, Health & Athletics	B	Academic	Administrative	Human Resources Analyst	L	Classified	Confidential
Dean, Fine & Performing Arts	B	Academic	Administrative	Internal Audit Manager	G	Classified	Supervisory
Dean, Human Services & Technology	B	Academic	Administrative	Internal Auditor	H	Classified	Supervisory
Dean, Humanities & Social Sciences	B	Academic	Administrative	Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Dean, Instruction & Student Services	B	Academic	Administrative	Maintenance Supervisor	O	Classified	Supervisory
Dean, Instructional Services	B	Academic	Administrative	Manager, Fiscal Services	E	Classified	Supervisory
Dean, Instructional Services & Career Education	B	Academic	Administrative	Media Systems Manager	H	Classified	Supervisory
Dean, Mathematic & Science	B	Academic	Administrative	Project Manager	E	Classified	Supervisory
Dean, Science, Mathematics & Health Science	B	Academic	Administrative	Public Information Officer	I	Classified	Supervisory
Dean, Special Services	B	Academic	Administrative	Publications and Electronic Media Manager	H	Classified	Supervisory
Dean, Student Affairs	B	Academic	Administrative	Registrar	G	Classified	Supervisory
Director I, Child Development Center	L	Academic	Supervisory	Risk Manager	H	Classified	Supervisory
Director II, Child Development Center	J	Academic	Supervisory	Vice President, Academic Affairs	A	Academic	Administrative
Director of Grants	F	Classified	Supervisory	Vice President, Administrative Services	A	Classified	Administrative
				Vice President, Continuing Education	A	Academic	Administrative
				Vice President, Student Services	A	Academic	Administrative

Board Approved: June 9, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

ATTACHMENT #11

2014/2015 ACADEMIC/CLASSIFIED ADMINISTRATIVE AND ACADEMIC SUPERVISORY STEP INCREASES

Effective July 1, 2014

NAME	TITLE	ASSIGNMENT	SITE/LOC	GRADE	14/15 STEP	14/15 SALARY
Bryant, Micki	Dean	Counseling Division	SAC	B	7	\$155,013.74
Castellon, Maria	Director I	CEC Child Development Center	CEC/DO	L	4	\$73,606.96
Chitlik, Judyanne	Asst Vice Chancellor	Human Resources	DO	A	7	\$165,600.09
Collins, Michael	Vice President	Administrative Svcs	SAC	A	6	\$159,230.86
Dominguez, Gary	Director	Fire Instruction	SAC	H	3	\$86,594.22
Dooley, Bennie	Dean	Business	SAC	B	4	\$137,796.90
Doughty, Corine	Dean	Business & Career Technical Education	SCC	B	4	\$137,796.90
Finch, John	Asst Dean	Criminal Justice	SAC	F	5	\$107,518.15
Gonzalez, Zeferina	Director I	SAC Early Childhood Education Center	SAC ECEC/DO	L	5	\$77,276.73
Isais, Enriqueta	Director I	SAC Early Childhood Education Center	SAC ECEC/DO	L	5	\$77,276.73
Jaffray, Shelly	Dean	Humanities & Social Sci Div	SAC	B	6	\$149,042.58
Kennedy, James	Vice President	Continuing Education	CEC/SAC	A	6	\$159,230.86
Kosko, Christine	Assoc Dean	Instructional & Student Services	CEC/SAC	D	4	\$118,900.68
Leon, Christine	Assoc Dean	EOPS	SAC	D	7	\$133,753.93
LeTourneau, Sylvia	Asst Vice Chancellor	Information Technology Svcs	DO	A	7	\$165,600.09
Liang, Mark	Assoc Dean	Admissions & Records	SAC	D	5	\$123,665.15
Linnell, Janneth	Executive Director	Child Development Services	DO	E	3	\$104,943.09
Manson, Robert	Assoc Dean	Financial Aid	SAC	D	7	\$133,753.93
Martinez-Flores, Marilyn	Dean	Arts, Humanities & Social Sciences/Library	SCC	B	6	\$149,042.58
Matsumoto, Carri	Asst Vice Chancellor	Facility Planning & District Construction & Support Svc	SO	A	7	\$165,600.09
Nashua, Loy	Assoc Dean	Student Development	SAC	D	6	\$128,603.80
O'Connor, Adam	Asst Vice Chancellor	Fiscal Services	DO	A	7	\$165,600.09
Perez, Enrique	Asst Vice Chancellor	Educational Svcs	DO	A	7	\$165,600.09
Pham, My Le	Director I	Early Head Start	DO	L	3	\$70,111.33
Pruznick, Jennifer	Assoc Director II	Early Head Start	DO	O	2	\$58,380.51
Rizvi, Syed	Assoc Dean	Student Support Svcs	SCC	D	7	\$133,753.93
Rose, Linda	Vice President	Academic Affairs	SAC	A	5	\$153,097.98
Stringer, Martin	Dean	Mathematics & Sciences	SCC	B	6	\$149,042.58
Taylor, Darryl	Director	Facility Planning & District Construction & Support Svc	DO	C	5	\$133,505.13
Van, Connie	Assoc Director II	Early Head Start	DO	O	4	\$64,351.66
Voelcker, Aaron	Asst Dean	Institutional Effectiveness & Assessment	SCC	F	3	\$97,516.47
Wahl, Susan	Director I	SCC Child Development Center	SCC	L	6	\$81,145.54

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED MANAGEMENT/SUPERVISORY/CONFIDENTIAL STEP INCREASES**  
**EFFECTIVE JULY 1, 2014**

Note: A Management/ Supervisory/Confidential employee must be employed or receive a promotion before January 1st of a fiscal year to receive a step increment on July 1st of the next fiscal year. (Reference, Section 7131 of the Board Policy)

	NAME	Grade	STEP	PAY_RATE	NEW STEP	NEW BASE
1	ALVANO, PATRICIA G.	H	5	\$95,463.89	6	\$100,240.80
2	ARTEAGA, ELIZABETH	L	5	\$77,276.73	6	\$81,145.54
3	BONETATI, THOMAS	J	3	\$77,612.60	4	\$81,481.42
4	CHAMORRO, GUSTAVO	E	5	\$115,691.18	6	\$121,488.17
5	COSSIO MUNIZ, RUTH	F	4	\$102,392.91	5	\$107,518.50
6	COVARUBIAS, DEISY	H	2	\$82,464.18	3	\$86,594.22
7	DUENAS, GABRIEL N.	O	5	\$67,573.60	6 + 7.5%GY	\$76,292.42
8	GERARD, DEBRA	J	5	\$85,561.70	6	\$89,841.04
9	HARSEN, ERIC A.	H	1	\$78,533.16	2	\$82,464.18
10	HONDA, LINDA	L	4	\$73,606.96	5	\$77,276.73
11	HOPKINS, DEAN A.	H	1	\$78,533.16	2	\$82,464.18
12	KUDLIK, RICHARD	E	6	\$121,488.17	7	\$127,558.86
13	LUCARELLI, Anita	K	5	\$81,195.30	6	\$85,275.59
14	MATHEWS, KIMBERLY	H	1	\$78,533.16	2	\$82,464.18
15	NGUYEN, TUYEN	G	2	\$87,440.13	3	\$91,806.55
16	OROPEZA, ALFONSO	D	6	\$128,603.80	7	\$133,753.93
17	RODRIGUEZ, SERGIO A.	E	5	\$115,691.18	6	\$121,488.17
18	SANDOVAL, MARICELA	O	6	\$70,969.69	7	\$74,515.07
19	SANTOYO, SARAH	F	4	\$102,392.91	5	\$107,518.15
20	WHEELER, MARK	I	2	\$77,923.61	3	\$81,829.74
21	WINTER, ALISTAIR	M	4	\$70,198.42	5	\$73,706.47

Prepared by Carol Perez, HR, 5/30/14

Approved: Board Docket 6/9/14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2014/2015 CEFA INTERIM SALARY SCHEDULE  
EFFECTIVE AUGUST 18, 2014**

<b>INSTRUCTION</b>		
	I	II
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>
1		
2	\$42.47	\$43.51
3	\$43.51	\$44.65
4	\$44.65	\$45.76

Non-credit counselors salary paid by the district during 2008-2009 shall continue at the same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what it was as of 2008-2009, or the schedule below, whichever is greater.

<b>COUNSELING</b>		
	I	II
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>
1		
2	\$36.10	\$36.98
3	\$36.98	\$37.95
4	\$37.95	\$38.90

<b>NON-INSTRUCTION</b>		
	I	II
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>
1		
2	\$21.24	\$21.76
3	\$21.76	\$22.33
4	\$22.33	\$22.88

<b>COORDINATION</b>		
	I	II
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>
1	\$35.40	\$36.30

New employees shall be placed on Step 1 or 2 of the appropriate class. Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that an instructor teaches at least 75% of the semester length. Continuing employees shall receive a step advancement upon completion of three (3) semesters of service subsequent to their last step advancement.

Time worked as a substitute, summer school employee, site administrator or in the credit program shall not count toward step placement.

**Rancho Santiago Community College District**  
**2013/2014 CSEA CHAPTER 888**  
**PERMANENT ANNUAL SALARY SCHEDULE**  
 Effective January 1, 2014

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,070.55	\$30,167.82	\$31,678.08	\$33,261.93
2	\$23,794.06	\$30,952.49	\$32,460.68	\$34,044.53
3	\$24,517.58	\$31,737.16	\$33,246.38	\$34,830.23
4	\$25,239.01	\$32,522.87	\$34,030.01	\$35,613.86
5	\$25,963.57	\$33,305.46	\$34,813.65	\$36,398.53
6	\$26,687.08	\$34,091.17	\$35,599.35	\$37,183.20
7	\$27,408.51	\$34,875.84	\$36,382.98	\$37,967.87
8	\$28,133.06	\$35,659.47	\$37,168.69	\$38,752.54
9	\$28,854.50	\$36,444.14	\$37,951.29	\$39,536.18
10	\$29,578.02	\$37,227.77	\$38,735.96	\$40,320.85
11	\$30,299.46	\$38,013.49	\$39,522.71	\$41,105.52
12	\$31,024.01	\$38,797.12	\$40,306.34	\$41,888.12

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$36,656.63	\$38,489.26	\$40,415.17
2	\$37,475.51	\$39,308.14	\$41,230.94
3	\$38,293.35	\$40,127.02	\$42,049.82
4	\$39,111.19	\$40,944.86	\$42,868.70
5	\$39,931.11	\$41,763.73	\$43,688.61
6	\$40,749.99	\$42,582.60	\$44,506.45
7	\$41,567.82	\$43,400.44	\$45,325.33
8	\$42,385.66	\$44,217.25	\$46,144.20
9	\$43,204.54	\$45,038.20	\$46,962.04
10	\$44,022.38	\$45,857.08	\$47,780.91
11	\$44,843.33	\$46,674.92	\$48,599.79
12	\$45,663.24	\$47,493.79	\$49,416.60

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

**Rancho Santiago Community College District**  
**2013/2014 CSEA CHAPTER 888**  
**PERMANENT HOURLY SALARY SCHEDULE**  
 Effective January 1, 2014

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$13.93	\$18.22	\$19.13	\$20.09
2	\$14.37	\$18.69	\$19.60	\$20.55
3	\$14.80	\$19.17	\$20.08	\$21.03
4	\$15.24	\$19.64	\$20.55	\$21.51
5	\$15.68	\$20.11	\$21.02	\$21.99
6	\$16.12	\$20.59	\$21.50	\$22.45
7	\$16.55	\$21.06	\$21.97	\$22.93
8	\$16.99	\$21.53	\$22.44	\$23.41
9	\$17.42	\$22.01	\$22.92	\$23.87
10	\$17.86	\$22.48	\$23.40	\$24.35
11	\$18.30	\$22.96	\$23.87	\$24.83
12	\$18.73	\$23.43	\$24.34	\$25.29

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$22.14	\$23.24	\$24.41
2	\$22.63	\$23.74	\$24.90
3	\$23.13	\$24.23	\$25.40
4	\$23.62	\$24.72	\$25.88
5	\$24.11	\$25.22	\$26.38
6	\$24.61	\$25.72	\$26.88
7	\$25.11	\$26.20	\$27.38
8	\$25.59	\$26.70	\$27.86
9	\$26.09	\$27.20	\$28.36
10	\$26.59	\$27.70	\$28.86
11	\$27.07	\$28.18	\$29.34
12	\$27.57	\$28.68	\$29.84

**Rancho Santiago Community College District**  
**2014/2015 CSEA CHAPTER 888**  
**INTERIM ANNUAL SALARY SCHEDULE**  
**Effective July 1, 2014**

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,070.55	\$30,167.82	\$31,678.08	\$33,261.93
2	\$23,794.06	\$30,952.49	\$32,460.68	\$34,044.53
3	\$24,517.58	\$31,737.16	\$33,246.38	\$34,830.23
4	\$25,239.01	\$32,522.87	\$34,030.01	\$35,613.86
5	\$25,963.57	\$33,305.46	\$34,813.65	\$36,398.53
6	\$26,687.08	\$34,091.17	\$35,599.35	\$37,183.20
7	\$27,408.51	\$34,875.84	\$36,382.98	\$37,967.87
8	\$28,133.06	\$35,659.47	\$37,168.69	\$38,752.54
9	\$28,854.50	\$36,444.14	\$37,951.29	\$39,536.18
10	\$29,578.02	\$37,227.77	\$38,735.96	\$40,320.85
11	\$30,299.46	\$38,013.49	\$39,522.71	\$41,105.52
12	\$31,024.01	\$38,797.12	\$40,306.34	\$41,888.12

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$36,656.63	\$38,489.26	\$40,415.17
2	\$37,475.51	\$39,308.14	\$41,230.94
3	\$38,293.35	\$40,127.02	\$42,049.82
4	\$39,111.19	\$40,944.86	\$42,868.70
5	\$39,931.11	\$41,763.73	\$43,688.61
6	\$40,749.99	\$42,582.60	\$44,506.45
7	\$41,567.82	\$43,400.44	\$45,325.33
8	\$42,385.66	\$44,217.25	\$46,144.20
9	\$43,204.54	\$45,038.20	\$46,962.04
10	\$44,022.38	\$45,857.08	\$47,780.91
11	\$44,843.33	\$46,674.92	\$48,599.79
12	\$45,663.24	\$47,493.79	\$49,416.60

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.



**Rancho Santiago Community College District  
2014/2015 CSEA CHAPTER 888  
INTERIM HOURLY SALARY SCHEDULE  
Effective July 1, 2014**

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$13.93	\$18.22	\$19.13	\$20.09
2	\$14.37	\$18.69	\$19.60	\$20.55
3	\$14.80	\$19.17	\$20.08	\$21.03
4	\$15.24	\$19.64	\$20.55	\$21.51
5	\$15.68	\$20.11	\$21.02	\$21.99
6	\$16.12	\$20.59	\$21.50	\$22.45
7	\$16.55	\$21.06	\$21.97	\$22.93
8	\$16.99	\$21.53	\$22.44	\$23.41
9	\$17.42	\$22.01	\$22.92	\$23.87
10	\$17.86	\$22.48	\$23.40	\$24.35
11	\$18.30	\$22.96	\$23.87	\$24.83
12	\$18.73	\$23.43	\$24.34	\$25.29

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$22.14	\$23.24	\$24.41
2	\$22.63	\$23.74	\$24.90
3	\$23.13	\$24.23	\$25.40
4	\$23.62	\$24.72	\$25.88
5	\$24.11	\$25.22	\$26.38
6	\$24.61	\$25.72	\$26.88
7	\$25.11	\$26.20	\$27.38
8	\$25.59	\$26.70	\$27.86
9	\$26.09	\$27.20	\$28.36
10	\$26.59	\$27.70	\$28.86
11	\$27.07	\$28.18	\$29.34
12	\$27.57	\$28.68	\$29.84

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**175 Day Contract Faculty**  
EFFECTIVE AUGUST 18, 2014

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$53,554.86	\$57,540.32	\$60,179.85	\$62,818.35	\$65,456.86	\$68,095.36	\$70,846.71
4	\$56,025.13	\$60,010.58	\$62,652.16	\$65,286.57	\$67,927.12	\$70,554.34	\$73,308.77
5	\$58,486.16	\$62,478.79	\$65,115.25	\$67,756.83	\$70,382.00	\$73,024.60	\$75,778.00
6	\$60,953.35	\$64,944.95	\$67,582.43	\$70,216.83	\$72,854.31	\$75,493.84	\$78,244.17
7	\$63,417.45	\$67,412.14	\$70,053.72	\$72,697.36	\$75,325.60	\$77,966.16	\$80,710.33
8	\$65,887.72	\$69,875.22	\$72,516.81	\$75,150.18	\$77,790.74	\$80,431.29	\$83,176.49
9	\$68,355.93	\$72,346.51	\$74,991.17	\$77,618.39	\$80,261.00	\$82,893.35	\$85,641.62
10	\$70,823.12	\$74,816.78	\$77,454.26	\$80,084.55	\$82,724.08	\$85,360.54	\$88,109.83
11	\$73,290.30	\$77,282.94	\$79,914.26	\$82,556.87	\$85,193.32	\$87,828.75	\$90,579.07
12	\$75,758.51	\$79,751.15	\$82,385.55	\$85,020.98	\$87,654.35	\$90,294.91	\$93,044.20
13		\$82,216.28	\$84,850.68	\$87,491.24	\$90,127.69	\$92,764.15	\$95,511.39
14		\$84,683.47	\$87,318.90	\$89,958.43	\$92,595.90	\$95,234.41	\$97,979.60
15		\$87,150.66	\$89,787.11	\$92,427.66	\$95,061.04	\$97,699.54	\$100,445.76
16				\$94,895.88	\$97,525.15	\$100,165.70	\$102,912.95
A						\$103,861.87	\$106,612.19
B						\$107,567.26	\$110,311.43
C						\$111,269.58	\$114,012.21

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) Vocational placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree or 65 approved semester units plus six years approved work experience credit
    2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree plus 30 approved semester units or 95 approved semester units plus nine years approved work experience credit
    2. Bachelor's degree plus six years approved work experience credit
    3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**175 Day Contract Faculty**  
EFFECTIVE AUGUST 18, 2014

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**192 Day Contract Faculty**  
 EFFECTIVE JULY 31, 2014

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$58,758.01	\$63,130.21	\$66,026.21	\$68,921.18	\$71,816.15	\$74,711.11	\$77,729.18
4	\$61,468.33	\$65,840.53	\$68,738.57	\$71,629.44	\$74,526.46	\$77,409.12	\$80,430.27
5	\$64,168.38	\$68,548.79	\$71,441.71	\$74,339.75	\$77,219.33	\$80,119.43	\$83,139.55
6	\$66,874.59	\$71,253.98	\$74,147.92	\$77,038.78	\$79,931.70	\$82,827.69	\$85,845.77
7	\$69,578.75	\$73,961.21	\$76,859.26	\$79,760.38	\$82,643.04	\$85,540.06	\$88,550.95
8	\$72,289.07	\$76,663.32	\$79,561.37	\$82,451.20	\$85,348.22	\$88,245.24	\$91,257.16
9	\$74,996.30	\$79,374.66	\$82,276.81	\$85,159.47	\$88,058.54	\$90,946.33	\$93,961.32
10	\$77,703.54	\$82,084.97	\$84,978.92	\$87,864.65	\$90,760.65	\$93,653.56	\$96,669.58
11	\$80,410.78	\$84,791.18	\$87,677.95	\$90,577.02	\$93,469.93	\$96,360.80	\$99,378.87
12	\$83,118.01	\$87,498.42	\$90,389.29	\$93,281.18	\$96,169.99	\$99,067.01	\$102,083.03
13		\$90,203.61	\$93,093.45	\$95,990.47	\$98,883.38	\$101,776.30	\$104,790.27
14		\$92,910.84	\$95,801.71	\$98,697.70	\$101,591.64	\$104,486.61	\$107,498.53
15		\$95,617.05	\$98,509.97	\$101,406.99	\$104,295.80	\$107,190.77	\$110,203.71
16				\$104,115.25	\$106,999.96	\$109,896.98	\$112,910.95
A						\$113,951.69	\$116,968.73
B						\$118,017.16	\$121,028.05
C						\$122,079.55	\$125,087.37

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) Vocational placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree or 65 approved semester units plus six years approved work experience credit
    2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    2. Bachelor's degree plus six years approved work experience credit
    3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**192 Day Contract Faculty**  
EFFECTIVE JULY 31, 2014

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**225 Day Contract Faculty**  
 EFFECTIVE JULY 1 , 2014

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$68,856.55	\$73,980.70	\$77,374.24	\$80,766.75	\$84,159.26	\$87,551.77	\$91,088.92
4	\$72,032.60	\$77,156.76	\$80,553.37	\$83,940.75	\$87,335.31	\$90,713.46	\$94,254.72
5	\$75,197.37	\$80,330.76	\$83,720.19	\$87,116.80	\$90,491.87	\$93,889.51	\$97,429.74
6	\$78,369.32	\$83,500.66	\$86,892.14	\$90,279.52	\$93,669.98	\$97,063.51	\$100,599.64
7	\$81,537.17	\$86,673.63	\$90,069.22	\$93,468.91	\$96,848.08	\$100,242.64	\$103,770.56
8	\$84,713.22	\$89,840.45	\$93,236.04	\$96,622.39	\$100,016.95	\$103,412.54	\$106,941.49
9	\$87,886.20	\$93,017.53	\$96,417.22	\$99,795.37	\$103,193.01	\$106,577.31	\$110,111.39
10	\$91,059.17	\$96,193.59	\$99,584.04	\$102,966.29	\$106,359.83	\$109,749.26	\$113,284.36
11	\$94,231.12	\$99,364.51	\$102,747.79	\$106,145.42	\$109,534.86	\$112,923.26	\$116,459.39
12	\$97,404.10	\$102,537.48	\$105,924.86	\$109,313.27	\$112,698.60	\$116,094.18	\$119,628.26
13		\$105,707.38	\$109,093.74	\$112,489.32	\$115,878.76	\$119,268.19	\$122,801.24
14		\$108,879.33	\$112,267.74	\$115,661.27	\$119,052.76	\$122,444.24	\$125,974.21
15		\$112,051.28	\$115,440.71	\$118,836.30	\$122,221.63	\$125,614.14	\$129,145.14
16				\$122,009.28	\$125,389.48	\$128,785.06	\$132,317.09
A						\$133,536.83	\$137,073.48
B						\$138,300.91	\$141,829.86
C						\$143,061.91	\$146,587.78

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- Bachelor's degree
  - Vocational placement - appropriate minimum qualifications
- CLASS II**
- Master's degree
  - Bachelor's degree plus 45 approved semester units earned after award of the degree
  - Vocational placement - appropriate minimum qualifications plus one of the following:
    - Associate degree or 65 approved semester units plus six years approved work experience credit
    - Bachelor's degree plus three years approved work experience credit
- CLASS III**
- Master's degree plus 15 approved semester units earned after award of the degree
  - Bachelor's degree plus 49 approved semester units including a master's degree
  - Vocational placement - appropriate minimum qualifications plus one of the following:
    - Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    - Bachelor's degree plus six years approved work experience credit
    - Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE**  
**225 Day Contract Faculty**  
EFFECTIVE JULY 1 , 2014

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SALARY SCHEDULE "B"**  
**PART-TIME/BEYOND CONTRACT (OVERLOAD)**  
EFFECTIVE JULY 1, 2014

	Column I	Column II	Column III
<b>TEACHING</b>	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)		
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>
1			
2			
3	\$53.63	\$56.31	\$59.12
4	\$56.31	\$59.12	\$62.08
5	\$59.12	\$62.08	\$65.18
<b>LAB/COUNSELING/LIBRARIAN/ NURSING</b>	(equivalent to 0.85 of a lecture hour)		
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>
1			
2			
3	\$45.58	\$47.86	\$50.26
4	\$47.86	\$50.26	\$52.77
5	\$50.26	\$52.77	\$55.40
<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)		
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>
1			
2			
3	\$26.82	\$28.16	\$29.57
4	\$28.16	\$29.57	\$31.04
5	\$29.57	\$31.04	\$32.59

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate shown.

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract contract work.



**2014/2015 FARSCCD INTERIM SUMMER SALARY SCHEDULE "A"**

EFFECTIVE JUNE 15, 2015

**TEACHING**

(Multiply by 18 for LHE rate.)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$74.38	\$79.91	\$83.59	\$87.25	\$90.91	\$94.57	\$98.40
4	\$77.81	\$83.35	\$87.01	\$90.68	\$94.35	\$97.99	\$101.82
5	\$81.23	\$86.78	\$90.44	\$94.10	\$97.75	\$101.43	\$105.24

**LAB/COUNSELOR/LIBRARIAN/  
NURSING**

(equivalent to 0.85 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$63.22	\$67.93	\$71.05	\$74.16	\$77.28	\$80.39	\$83.64
4	\$66.14	\$70.85	\$73.96	\$77.07	\$80.19	\$83.29	\$86.54
5	\$69.04	\$73.76	\$76.88	\$79.99	\$83.09	\$86.21	\$89.45

**NON-TEACHING**

(equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$37.20	\$39.96	\$41.79	\$43.63	\$45.46	\$47.29	\$49.20
4	\$38.91	\$41.68	\$43.51	\$45.34	\$47.18	\$48.99	\$50.91
5	\$40.61	\$43.39	\$45.22	\$47.06	\$48.88	\$50.72	\$52.63

Schedule A applies to all academic college credit employees who were employed on contract during the preceding academic year. Compensation for health services faculty, counselors, librarians, and laboratory assignments will be computed at .085 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD INTERIM SUMMER SALARY SCHEDULE "C"**  
 EFFECTIVE JUNE 15, 2015

ATTACHMENT #23

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$83.68	\$89.91	\$94.03	\$98.15	\$102.28	\$106.40	\$110.70
4	\$87.54	\$93.76	\$97.90	\$102.01	\$106.14	\$110.24	\$114.55
5	\$91.38	\$97.62	\$101.74	\$105.87	\$109.97	\$114.11	\$118.40

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.

**2014/2015 CSEA CHAPTER 888 CONTRACT AND HOURLY STEP INCREASES**

EFFECTIVE JULY 1, 2014

REVISED PAGE

NAME	REGULAR POSITION	CTR/SITE	LOC	GRADE	STEP	SALARY	HRLY
Aguilera, Yolanda	Master Teacher	SAC E	DO	MT/BA (2)	12(M)	\$47,493.79	\$28.68
Arreguin, Marybel	Master Teacher	EHS	DO	MT/BA (2)	3	\$40,127.02	\$24.23
Cahill, Mary	Teacher	SAC ECEC	DO	T/AA (3)	6	\$35,599.35	\$21.50
Camson, Marian	Master Teacher	CEC	DO	MT/BA (2)	9	\$45,038.20	\$27.20
Candela, Catherine	Master Teacher	EHS	DO	MT/BA (2)	3	\$40,127.02	\$24.23
Castaneda, Daisy	Master Teacher	SAC ECEC	DO	MT/BA (2)	7	\$43,400.44	\$26.20
Cervantes, Isela	Master Teacher	EHS	DO	MT/BA (2)	3	\$40,127.02	\$24.23
Cordoba, Luz	Master Teacher	SAC ECEC	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Daniels, Alisa	Master Teacher	CEC	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Escalera, Juana	Master Teacher	SAC ECEC	DO	MT/AA (1)	2	\$37,475.51	\$22.63
Fregoso, Ana Maria	Master Teacher	SAC ECEC	DO	MT/AA (1)	12(M)	\$45,663.24	\$27.57
Gasca, Yolanda	Master Teacher	CEC	DO	MT/BA (2)	8	\$44,217.25	\$26.70
Guerra, Maria	Master Teacher	SAC E	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Humphreys, Margaret	Master Teacher	SAC ECEC	DO	MT/AA (1)	10	\$44,022.38	\$26.59
Iniguez, Imelda	Master Teacher	SAC ECEC	DO	MT/AA (1)	5	\$39,931.11	\$24.11
Jorquera, Paz	Master Teacher	SAC ECEC	DO	MT/AA (1)	4	\$39,111.19	\$23.62
Lemus Vallejo, Cristina	Teacher	SAC ECEC	DO	T/P (2)	4	\$32,522.87	\$19.64
Mangali, Colleen	Master Teacher	SAC ECEC	DO	MT/BA (2)	4	\$40,944.86	\$24.72
McCann, Kathleen	Master Teacher	SCC	DO	MT/AA (1)	10	\$44,022.38	\$26.59
Morse, Leah	Master Teacher	SCC	DO	MT/BA (2)	7	\$43,400.44	\$26.20
Nichols, Teresa	Teacher	SAC ECEC	DO	T/AA (3)	6	\$35,599.35	\$21.50
Paz-Lugo, Artemisa	Master Teacher	CEC	DO	MT/AA (1)	4	\$39,111.19	\$23.62
Perez Zuniga, Elvia	Associate Teacher	CEC	DO	T/AT (1)	4	\$25,239.01	\$15.24
Racca, Lyn	Master Teacher	SAC ECEC	DO	MT/BA (2)	8	\$44,217.25	\$26.70
Ramirez, Alicia	Master Teacher	EHS	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Ruiz, Rosie	Master Teacher	SAC E	DO	MT/AA (1)	7	\$41,567.82	\$25.11
Salinas, Keo	Master Teacher	SAC ECEC	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Sandoval, Guadalupe	Teacher	SAC E	DO	T/BA (4)	6	\$37,183.20	\$22.45
Santamaria, Sandra	Master Teacher	EHS	DO	MT/AA (1)	3	\$38,293.35	\$23.13
Shinn, Sandra	Master Teacher	SAC ECEC	DO	MT/BA (2)	5	\$41,763.73	\$25.22
Springfield, Amber	Master Teacher	SAC ECEC	DO	MT/AA (1)	11	\$44,843.33	\$27.07
Waugh, Susan	Teacher	SAC ECEC	DO	T/BA (4)	8	\$38,752.54	\$23.41

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2014/2015 FARSCCD 175 DAY CONTRACT FACULTY STEP INCREASES**  
**EFFECTIVE AUGUST 18, 2014**

ATTACHMENT #25

NAME	SITE	COLLEGE	CLASS	NEW STEP	NEW SALARY
Abbey, Troy	SAC	SAC	VI	B(1)	\$107,567.26
Adams, Richard	SCC	SCC	VI	B(1)	\$107,567.26
Andrade, Philippe	SAC	SAC	VII	13	\$95,511.39
Baez, Elizabeth	SCC	SCC	VII	B(1)	\$110,311.43
Bailey, Denise	SCC	SCC	VII	14	\$97,979.60
Bass, Stacey	SAC	SAC	II	14	\$84,683.47
Beers-McCormick, Lynnette	SCC	SCC	IV	16(M)	\$94,895.88
Bennett, Gary	SAC	SAC	VII	B(1)	\$110,311.43
Benson, Kyla	SAC	SAC	II	9	\$72,346.51
Beyersdorf, Matthew	SAC	SAC	VII	15	\$100,445.76
Camarco, Lisa	SCC	SCC	V	14	\$92,595.90
Campbell, Alondo	SAC	SAC	VII	12	\$93,044.20
Cannon, Christopher	SAC	SAC	VI	11	\$87,828.75
Castillo, Ricardo	SAC	SAC	II	11	\$77,282.94
Coffman, Jodi	SAC	SAC	VII	A(1)	\$106,612.19
Coliflores, Rowena	SAC	SAC	V	15	\$95,061.04
Coyne, Claire	SAC	SAC	II	14	\$84,683.47
Dela Cusack, Lisa	SCC	SCC	VII	15	\$100,445.76
Diaz, Darlene	SCC	SCC	III	15(M)	\$89,787.11
El-Said, Nahla	SCC	SCC	VII	12	\$93,044.20
Evett, Corinna	SCC	SCC	III	15(M)	\$89,787.11
Foley, Denise	SCC	SCC	VII	A(1)	\$106,612.19
Frost, Alicia	SCC	SCC	II	13	\$82,216.28
Gaer, Susan	CEC	SAC	VI	C(M)	\$111,269.58
Gause, Tiffany	SCC	SCC	II	7	\$67,412.14
Geissler, Joseph	SCC	SCC	VI	B(1)	\$107,567.26
Gilreath, Genice	SAC	SAC	VI	C(M)	\$111,269.58
Granitto, James	SCC	SCC	VI	A(1)	\$103,861.87
Guzman, Kristen	SAC	SAC	VII	A(1)	\$106,612.19
Hager, Benjamin	SAC	SAC	II	12	\$79,751.15
Harding, Glen	SAC	SAC	VII	B(1)	\$110,311.43
Hauscarriague, Anne	SCC	SCC	VII	B(1)	\$110,311.43
Ho, Pao Fen	SCC	SCC	VI	B(1)	\$107,567.26
Hovanitz, Eric	SCC	SCC	VII	B(1)	\$110,311.43
Howell, Scott	SCC	SCC	VII	14	\$97,979.60
Huebsch, Mary	SAC	SAC	VI	B(1)	\$107,567.26
Hyman, Deborah	SAC	SAC	II	11	\$77,282.94
Janio, Jaroslaw	CEC	SAC	VII	15	\$100,445.76
Janus, Louise	SAC	SAC	III	12	\$82,385.55
Jenkins, Crystal	SAC	SAC	VI	A(1)	\$103,861.87

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2014/2015 FARSCCD 175 DAY CONTRACT FACULTY STEP INCREASES**  
**EFFECTIVE AUGUST 18, 2014**

ATTACHMENT #25

NAME	SITE	COLLEGE	CLASS	NEW STEP	NEW SALARY
Jin, Jungwon	SAC	SAC	VII	14	\$97,979.60
Jones, Elliott	SAC	SAC	VII	A(1)	\$106,612.19
Jones, Vanessa	SCC	SCC	II	12	\$79,751.15
Jordan, Ethel	SCC	SCC	VI	B(1)	\$107,567.26
Kelcher, Michael	SAC	SAC	VI	14	\$95,234.41
Kossler, Wenona	SAC	SAC	VI	B(1)	\$107,567.26
Kubicka-Miller, Jared	SCC	SCC	II	12	\$79,751.15
Kubicka-Miller, Tara	SCC	SCC	II	14	\$84,683.47
Kushida, Cherylee	SAC	SAC	VI	B(1)	\$107,567.26
Lamourelle, Regina	SCC	SCC	VII	B(1)	\$110,311.43
Lechuga, Janet	SAC	SAC	II	12	\$79,751.15
Leeds, Kelvin	SAC	SAC	VI	C(M)	\$111,269.58
Lewis, Michael	SAC	SAC	VI	B(1)	\$107,567.26
Lopez, Jorge	SAC	SAC	VII	15	\$100,445.76
Lui, Anson	SCC	SCC	II	14	\$84,683.47
Marecek, Lynn	SAC	SAC	VI	B(1)	\$107,567.26
Marquez, Phillip	SAC	SAC	III	14	\$87,318.90
Martino, Danielle	SCC	SCC	III	15(M)	\$89,787.11
McKowan-Bourguignon, Lisa	SAC	SAC	II	13	\$82,216.28
Miller, Robert	SCC	SCC	III	14	\$87,318.90
Moore, George	SAC	SAC	III	12	\$82,385.55
Morris, Aaron Kimo	SAC	SAC	VII	14	\$97,979.60
Murphy, Tim	SAC	SAC	VII	B(1)	\$110,311.43
Nance, Craig	SCC	SCC	VI	B(1)	\$107,567.26
Nyssen, Adam	SAC	SAC	IV	9	\$77,618.39
Oertel, Patricia	SAC	SAC	VII	11	\$90,579.07
Patterson, Kathleen	SAC	SAC	VI	C(M)	\$111,269.58
Patton, Carrie	CEC	SAC	IV	12	\$85,020.98
Paunovic, Mila	SAC	SAC	VI	A(1)	\$103,861.87
Powers, Charleen	SCC	SCC	VI	B(1)	\$107,567.26
Rabii, Narges	SCC	SCC	VI	16(1)	\$100,165.70
Reed, Stephen	SCC	SCC	VI	A(1)	\$103,861.87
Robertson, Mario	SAC	SAC	II	13	\$82,216.28
Robinson, Kristen	SAC	SAC	VII	10	\$88,109.83
Roe, Maureen	SCC	SCC	VI	B(1)	\$107,567.26
Ross Jr., John	SAC	SAC	II	13	\$82,216.28
Russo, Stacy	SAC	SAC	IV	14	\$89,958.43
Rutan, Craig	SCC	SCC	VI	13	\$92,764.15
Salcido, Andrew	SCC	SCC	VI	B(1)	\$107,567.26
Saliba, Elizabeth	SAC	SAC	IV	12	\$85,020.98

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2014/2015 FARSCCD 175 DAY CONTRACT FACULTY STEP INCREASES**  
**EFFECTIVE AUGUST 18, 2014**

ATTACHMENT #25

NAME	SITE	COLLEGE	CLASS	NEW STEP	NEW SALARY
Sanchez, Gabriela	SAC	SAC	III	14	\$87,318.90
Scoggin, Sally	CEC	SAC	VI	B(1)	\$107,567.26
Scott, Randy	SCC	SCC	VI	A(1)	\$103,861.87
Serrano, Jr., Maximilano	SAC	SAC	III	14	\$87,318.90
Shahbazian, Roy	SAC	SAC	VI	15	\$97,699.54
Shekarabi, Nooshan	SCC	SCC	II	14	\$84,683.47
Shields, Jolene	Chapman	SCC	III	11	\$79,914.26
Shweiri, Gabriel	SAC	SAC	IV	14	\$89,958.43
Simbro, Teresa	SAC	SAC	VI	B(1)	\$107,567.26
Sos, Brian	SAC	SAC	VII	14	\$97,979.60
Sosta, Rachel	SAC	SAC	II	12	\$79,751.15
Sproat, Barbara	SCC	SCC	VI	B(1)	\$107,567.26
Stucken, Robert	SAC	SAC	VI	A(1)	\$103,861.87
Sweeney, George	SAC	SAC	VII	11	\$90,579.07
Taber, Alexander	SCC	SCC	VII	A(1)	\$106,612.19
Takahashi, Craig	SAC	SAC	VII	A(1)	\$106,612.19
Takahashi, Mary Kathleen	SAC	SAC	VII	12	\$93,044.20
Tragarz, Roberta	SCC	SCC	VI	B(1)	\$107,567.26
Tran, Melissa	SAC	SAC	VI	B(1)	\$107,567.26
Veyna, Angelina	SAC	SAC	VI	B(1)	\$107,567.26
Vu, Binh	SCC	SCC	VII	14	\$97,979.60
Vu, Dahlia	SAC	SAC	III	15(M)	\$89,787.11
Wada, Jeffrey	SCC	SCC	V	14	\$92,595.90
Williams, Alison	SCC	SCC	II	13	\$82,216.28
Wright, Kelley	SCC	SCC	VII	A(1)	\$106,612.19
Yang, Chang-Ching	SAC	SAC	VII	B(1)	\$110,311.43

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2013/2014 FARSCCD 192 AND 225 DAY FACULTY LIST**  
 EFFECTIVE JULY 1, 2014

ATTACHMENT #26

NAME	COLLEGE	DAYS	CLASS	NEW STEP	NEW SALARY
Blake, Sherri	SAC	192	II	12	\$87,498.42
Canzona, Paula	SAC	192	VI	B(1)	\$118,017.16
Nguyen, Thu Van Thi	SAC	192	VI	B(1)	\$118,017.16
Robledo, Reymundo	SAC	192	VI	12	\$99,067.01
Zook, Rochelle	SAC	192	VI	B(1)	\$118,017.16
Vargas, Martha	SAC	192	VI	C(M)	\$122,079.55
Barnard, Rebecca	SAC	192	II	14	\$92,910.84
Salgado, Susana	SAC	192	VII	13	\$104,790.27
Lockhart, Ann	SAC	192	III	14	\$95,801.71
Crabill, Phillip	SCC	192	VII	10	\$96,669.58
Strother, Judy	SCC	192	VI	B(1)	\$118,017.16
Campitelli-Smith, Melissa	SCC	192	VII	13	\$104,790.27
Hoffman, Elizabeth	SCC	192	VI	B(1)	\$118,017.16

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2014/2015 FARSCCD CONTRACT EXTENSION DAYS**  
**EFFECTIVE JULY 1, 2014 - June 30, 2015**

ATTACHMENT #27

NAME	SITE	COLLEGE	DUTY DAYS	CLASS	STEP	CONTRACT EXTENSION DAYS	CONTRACT EXTENSION DAILY RATE
Dennis, Karen	CEC	SAC	175	VI	C	40	\$556.35
Gaer, Susan	CEC	SAC	175	VI	C	40	\$556.35
Garnett, Susan	CEC	SAC	175	III	15	40	\$448.94
Janio, Jaroslaw	CEC	SAC	175	VII	15	40	\$502.23
Jenkins, Robert	CEC	SAC	175	III	15	40	\$448.94
Kim, Henry	CEC	SAC	175	III	15	40	\$448.94
Scoggin, Sally	CEC	SAC	175	VI	B	40	\$537.84
Tashima, John	CEC	SAC	175	III	11	40	\$399.57



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD COORDINATOR STIPENDS**  
EFFECTIVE JULY 1, 2014 - June 30, 2015

ATTACHMENT #28

NAME	COORDINATOR ASSIGNMENT	SITE	COLLEGE	MONTHLY PAY FREQUENCY	ANNUAL STIPEND AMOUNT
Dennis, Karen	Basic Skills	CEC	SAC	10	\$1,000.00
Jenkins, Robert	Staff Development	CEC	SAC	10	\$500.00





Return to Regular Assignment

Torres, Jetzamina Business Services Coordinator/ DMC	Effective: July 1, 2014 Grade 13, Step 6 + 2.5%L + 6PG (3000) \$65,619.71
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Ratification of Resignation/Retirement

Salazar, Liliana Custodian/ Admin. Services/ SAC	Effective: May 23, 2014 Reason: Medical Layoff
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**CLASSIFIED HOURLY**

Temporary to Hourly On Going

Cardenas, Maria Intermediate Clerk (CL14-0516/Ed. Code 88003) DSPS/ SAC	Effective: April 28, 2014 19 Hours/Week 11 Months/Year Grade 5, Step A \$16.21/Hour
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Romero, Esther Admissions & Records Spec. II (CL14-0521) Admissions/ SCC	Effective: May 27, 2014 19 Hours/Week 12 Months/Year Grade 8, Step A \$18.17/Hour
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Change in Position

Bradford, Monica From: General Office Clerk To: Senior Clerk (Reclass 844) Human Services & Tech./ SAC	Effective: July 1, 2014 19 Hours/Week 12 Month/Year Grade 8, Step A \$18.17/Hour
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**TEMPORARY ASSIGNMENT**

Alvarez, Juan General Office Clerk/ EOPS/ SAC	Effective: 07/01/14 – 06/30/15
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Arnold, Karla Sr. Clerk/ Child Dev. Services/ District	Effective: 07/01/14 – 12/21/14
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Bustos Hernandez, Clemente District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
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Carpenter, Amanda Student Program Specialist/ DSPS/ SCC	Effective: 07/01/14 – 12/19/14 01/05/15 – 04/10/15
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**TEMPORARY ASSIGNMENT cont'd**

Eaton, Michael District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Garcia, Philip Cashier/ Bookstore/ SAC	Effective: 07/01/14 – 12/19/14
Goldstein, Paul District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Guzman, Jonathan Instructional Assistant/ Student Affairs/ SAC	Effective: 07/01/14 – 08/08/14
Hess, Jodi Cashier/ Bookstore/ SCC	Effective: 07/01/14 – 12/19/14
Horn, Kevin Instructional Assistant/ Humanities & Soc. Science/ SAC	Effective: 06/16/14 – 06/30/14
Le, Tuan District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Macias, Anthony Instructional Assistant/ Science & Math/ SAC	Effective: 06/16/14 - 06/30/14 07/01/14 – 08/10/14
Perez, Lorena Cashier/ Bookstore/ SCC	Effective: 07/01/14 – 12/19/14
Pineda, Edward Instructional Assistant/ Student Affairs/ SAC	Effective: 07/01/14 – 08/01/14
Pleitez, Roxana Intermediate Clerk/ Educ. Services/ District	Effective: 07/01/14 - 06/30/15

**TEMPORARY ASSIGNMENT cont'd**

Sanchez, Marisol Student Program Specialist/ Student Affairs/ SAC	Effective: 07/01/14 – 08/01/14
Silva, Cesar District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Tran, Philip Alternate Media Specialist/ DSPS/ SCC	Effective: 07/01/14 – 12/19/14 01/05/15 – 04/10/15
Truong, Vietly Instructional Assistant/ Orange Education Center	Effective: 07/01/14 – 06/09/15
Vu, Khuyen Student Program Specialist/ DSPS/ SCC	Effective: 07/01/14 – 12/19/14 01/05/15 – 04/10/15
Zamora, Cristina Auxiliary Services Specialist/ Auxiliary Services/ SAC	Effective: 07/01/14 – 12/19/14

*Substitute Assignments*

Bustos Hernandez, Clemente District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Eaton, Michael District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Goldstein, Paul District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Le, Tuan District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/14 – 06/30/15
Silva, Cesar District Safety Officer/ District	Effective: 07/01/14 – 06/30/15

*Additional Hours for On Going Assignment*

Canaday, Tawny Auxiliary Services Specialist/ Auxiliary Services/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Donelan, Cynthia Learning Facilitator/ Humanities & Soc. Science/ SAC	Effective: 06/16/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.
LeDesma, Maureen Learning Facilitator/ Humanities & Soc. Science/ SAC	Effective: 06/16/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Phan, David Learning Facilitator/ Humanities & Soc. Science/ SAC	Effective: 06/16/14 – 06/30/14 Not to exceed 19 consecutive days in any given period.

**MISCELLANEOUS POSITIONS**

Castillo, Fidelia Residential Advisor III	Effective: 07/01/14 – 08/08/14
Covarrubias, Julisa Child Development Intern I/ Child Dev. Services/ SAC	Effective: 06/09/14 – 06/30/14
Picard, Gabrielle Clerical Assistant 1/ Auxiliary Services/ SCC	Effective: 07/01/14 – 12/19/14
Salcido, Denise Presenter I / Educ. Services/ CTI	Effective: 05/01/14 – 06/30/14

*Instructional Associates/Associate Assistants*

<b>Criminal Justice</b> Erwin, John	Effective: 06/10/14
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**Rancho Santiago Community College District**  
**CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION**  
**INTERIM HOURLY SALARY SCHEDULE**  
**Effective July 1, 2014**

GRADE	STEP A		2.50%	5.00%	7.50%	5-10.0%
C	\$9.09		\$9.32	\$9.55	\$9.78	\$10.00
B	\$12.14		\$12.44	\$12.75	\$13.05	\$13.35
A	\$13.93		\$14.29	\$14.63	\$14.98	\$15.32
1	\$14.38		\$14.74	\$15.09	\$15.46	\$15.82
2	\$14.78		\$15.16	\$15.52	\$15.89	\$16.27
3	\$15.21		\$15.59	\$15.96	\$16.35	\$16.73
4	\$15.71		\$16.10	\$16.49	\$16.89	\$17.28
5	\$16.21		\$16.62	\$17.02	\$17.43	\$17.83
6	\$16.79		\$17.22	\$17.63	\$18.06	\$18.47
7	\$17.47		\$17.90	\$18.34	\$18.77	\$19.22
8	\$18.17		\$18.63	\$19.08	\$19.54	\$19.99
9	\$18.94		\$19.42	\$19.88	\$20.36	\$20.84
10	\$19.80		\$20.30	\$20.80	\$21.28	\$21.78
11	\$20.68		\$21.20	\$21.72	\$22.24	\$22.75
12	\$21.76		\$22.31	\$22.85	\$23.39	\$23.94
13	\$22.91		\$23.48	\$24.06	\$24.63	\$25.20
14	\$24.14		\$24.75	\$25.36	\$25.96	\$26.56
15	\$25.50		\$26.14	\$26.78	\$27.42	\$28.05
16	\$27.06		\$27.73	\$28.41	\$29.09	\$29.76
17	\$28.65		\$29.37	\$30.08	\$30.80	\$31.51
18	\$30.42		\$31.17	\$31.94	\$32.70	\$33.45
19	\$32.43		\$33.24	\$34.04	\$34.86	\$35.67
20	\$34.63		\$35.51	\$36.37	\$37.24	\$38.10
21	\$37.03		\$37.95	\$38.89	\$39.81	\$40.73
22	\$40.18		\$41.19	\$42.19	\$43.20	\$44.20

**SERVICE RECOGNITION:**

10 Years	2.50%
15 Years	5.00%
18 Years	7.50%
30 Years	10.00%

**DIFFERENTIAL PAY:**

Bilingual Requirement 2.5%

\* Longevity granted to on-going employees only.

Board Approved: June 9, 2014

10	Accompanist	14	Executive Secretary	9	Offset Lithographer
13	Accountant	8	Expeditor	4	Parking Attendant
4	Account Clerk	11	Facilities Coordinator	11	Payroll Specialist
10	Administrative Clerk	17	Facility Planning Specialist	8	Phototypesetting Technician I
12	Administrative Secretary	17	Facility Systems Engineer	11	Phototypesetting Technician II
3	Admissions Assistant	13	Financial Aid Computer Analyst	12	Placement Specialist
6	Admissions/Records Specialist I	10	Financial Aid Computer Technician	8	Printing/Reprographics/Bindery Technician
8	Admissions/Records Specialist II	15	Financial Aid Coordinator	8	Program Specialist
10	Admissions/Records Specialist III	11	Financial Aid Analyst	10	Property Facilitator
15	Admissions & Records Technology Specialist	11	Financial Aid Senior Account Clerk	13	Public Access Television Coordinator
13	Alternate Media Specialist	8	Financial Aid Technician	5	Publications Assistant
13	Applications Specialist I	A	Fine & Performing Arts Technician	14	Publications Specialist
15	Applications Specialist II	9	Fine Arts & Theater Facilities Technician	11	Purchasing Assistant
19	Applications Specialist III	C	Food Service Aide	5	Purchasing Clerk
22	Applications Specialist IV	3	Food Service Worker	5	Receptionist/President's Office
11	Art Gallery Coordinator	8	Gardener/Utility Worker	9	Reprographics Technician
5	Assessment Assistant	3	General Office Clerk	16	Research Analyst
14	Assistant Athletic Trainer/Therapist	15	Graduation Specialist	12	Research Assistant
9	Athletic Field Grounds Worker	9	Grants Assistant	17	Research Coordinator
3	Athletic/PE Equipment Assistant	14	Graphic Designer	13	Research Specialist
12	Athletic Equipment Coordinator	13	Help Desk Analyst	16	Resource Development Coordinator
15	Athletic Trainer/Therapist	13	High School & Community Outreach Specialist	14	Scholarship Coordinator
15	Audit Specialist	11	Human Resources Technician	13	Science Laboratory Coordinator
11	Automotive Mechanic	13	HVAC Mechanic	7	Science Storekeeper/Lab Technician
10	Auxiliary Services Specialist	11	Information Systems Specialist	10	Senior Account Clerk
10	Bookstore Buyer	5	Instructional Assistant	15	Senior Accountant
13	Bookstore Operations Specialist	6	Instructional Assistant/DSPS	11	Senior Admissions/Records Specialist
8	Bookstore Storekeeper	12	Instructional Center Specialist	6	Senior Cashier
13	Business Services Coordinator	7	Instructional Center Technician	8	Senior Clerk
15	Business Systems Analyst	13	Instructional Coordinator/Analyst	8	Senior Clerk/Communications Ctr. Dispatcher
14	Buyer	9	Instructional Equipment Coordinator	7	Senior Custodian/Utility Worker
11	CARE Program Coordinator	15	Instructional Media Producer	11	Senior District Safety Officer
13	Career Guidance Coordinator	6	Intermediate Account Clerk	10	Senior EOPS Specialist
11	Career Guidance Specialist	5	Intermediate Clerk	5	Senior Food Service Worker
10	Career Technician	10	Intermediate District Safety Officer	9	Senior Mailroom Clerk
3	Cashier/Bookstore	16	International Student Coordinator	12	Senior Media Systems Electronic Tech
C	Child Development Aide	11	International Student Program Specialist	12	Senior Payroll Specialist
6	Child Development Center Cook/Nutrition Specialist	14	Interpreter/Beginning	8	Senior Purchasing Clerk
15	Communications Specialist	16	Interpreter/Intermediate	18	Senior Resource Development Coord.
12	Community Services Coordinator I	20	Interpreter/Senior	11	Skilled Maintenance Worker
15	Community Services Coordinator II	12	Job Developer	19	Small Business Specialist
8	Community Services Field Coordinator	13	Job Placement Coordinator	11	Special Projects Specialist
9	Community Services Program Developer	8	Lead Custodian	13	Sports Information Coordinator
8	Community Services Technician	10	Lead Gardener	13	Stage Manager/Master Carpenter
10	Computer Lab Technician	14	Lead Maintenance Worker	6	Student Activities Assistant
16	Computer Operations Coordinator	6	Lead Publications Assistant	13	Student Activities Coordinator
15	Computer Operations Specialist	10	Learning Assistant	8	Student Activities Specialist
13	Computer Programmer	8	Learning Center Specialist	10	Student Program Specialist
13	Contract Education Coordinator	8	Learning Facilitator	10	Student Services Specialist
15	Contracts Specialist	14	Learning Resources Specialist	15	Student Services Coordinator
14	Coordinator of Community Relations	7	Learning Specialist	13	Student Support Services Program Specialist
4	Costume Technician	6	Library Clerk	11	Support Services Assistant
5	Counseling Assistant	13	Library Systems Specialist	10	Success Center Specialist
13	Curriculum Specialist	9	Library Technician	20	Technical Specialist IV
4	Custodian	12	Library Technician II	13	Technical Specialist I
5	Data Entry Clerk	5	Lifeguard	15	Technical Specialist II
12	Desktop Publishing Technician	4	Mail & Delivery Clerk	17	Technical Specialist III
15	Development Coordinator	8	Mail/Warehouse Assistant	15	Technology and Production Coordinator
7	Disabled Student Center Specialist	5	Maintenance Assistant	7	Technology Storekeeper
15	Distance Education Services Specialist	8	Maintenance/Utility Worker	B	Television Payout Operator
9	District Safety Officer	12	Marketing Specialist	5	Telephone Operator/Receptionist
10	District Scheduling Coordinator	8	Media Systems Assistant	3	Test Proctor
11	DSPS Specialist	13	Media Systems Electronic Technician	7	Theatre Facilities Technician
11	Electronic & Computer Technician I	15	Media Systems Electronic Technician, Lead	11	Transfer Center Specialist
13	Electronic & Computer Technician II	8	Media Systems Technical Assistant	12	Veterans Affairs Coordinator
15	Electronic Media Specialist	15	Network Specialist I	8	Video Technician
8	Electronics Storekeeper/Repair Technician	17	Network Specialist II	5	Warehouse Delivery Driver
11	Electronic Technician	19	Network Specialist III	8	Warehouse Storekeeper
6	EOPS Specialist	22	Network Specialist IV		
	Approved: June 9, 2014				

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
MISCELLANEOUS PAY SCHEDULE 2014 - 2015**

**PROFESSIONAL EXPERTS:****CHILD DEVELOPMENT**

Child Care Associate I	(Effect: 7/1/09)	\$10.00
Child Care Associate II	(Effect: 7/1/09)	\$12.00
Child Care Associate III	(Effect: 7/1/09)	\$15.00
Child Development Intern I	(Effect: 1/1/08)	\$9.00
Child Development Intern II	(Effect: 1/1/08)	\$10.00
Child Development Intern III	(Effect: 1/1/08)	\$11.00
Child Development Center Associate Substitute Teacher	(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher	(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator	(Effect: 7/1/09)	\$25.00

**COMMUNITY SERVICES**

Community Services Presenter I	(Effect: 1/24/00)	\$38.50
Community Services Presenter II	(Effect: 1/24/00)	\$42.00
Community Services Presenter III	(Effect: 8/27/96)	\$100/stipend unit

**CONTRACT EDUCATION**

Presenter I	(Effect: 1/1/07)	\$29.50
Presenter II	(Effect: 1/1/07)	\$39.00
Presenter III	(Effect: 1/1/07)	\$52.20
Presenter IV	(Effect: 1/1/07)	\$63.00
Presenter V	(Effect: 1/1/07)	\$68.25

**INSTRUCTIONAL SUPPORT**

Instructional Associate Assistant		
Exercise Science/ Fine & Perf. Arts/ Real Est.	(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA	(Effect: 7/1/12)	\$25.00
Instructional Associate		
Exercise Science/ Fine & Perf. Arts/ Real Est.	(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing	(Effect: 1/1/07)	\$35.00
Real Time Captionist I	(Effect: 8/1/10)	\$27.00
Real Time Captionist II	(Effect: 8/1/10)	\$32.00
Real Time Captionist III	(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I	(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II	(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III	(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV	(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V	(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI	(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII	(Effect: 8/1/10)	\$45.00

**SMALL BUSINESS DEVELOPMENT CENTER**

Business Expert Professional	(Effect: 7/1/04)	\$40.00
Business Expert Professional II	(Effect: 04/17/07)	\$45.00

**MISCELLANEOUS**

Clerical Assistant	(Effect: 7/01/14)	\$9.00
Facility Planner I	(Effect: 1/1/07)	\$75.00
Facility Planner II	(Effect: 7/1/08)	\$115.00
Health Educator	(Effect: 1/1/07)	\$23.00
Model	(Effect: 1/1/07)	\$22.00
Physician/Psychiatrist	(Effect: 1/1/07)	\$70.00
Pre-Employment Articulation Testing	(Effect: 7/1/96)	\$24.50
Scorekeeper	(Effect: 1/1/07)	\$15.00
Regional Consortia Chair	(Effect: 7/1/13)	\$68.00
Residential Assistant I	(Effect: 7/01/14)	\$9.00
Residential Assistant II	(Effect: 6/18/13)	\$10.00
Residential Assistant III	(Effect: 6/18/13)	\$12.00
Site Director I	(Effect: 7/1/12)	\$43.38
Site Director II	(Effect: 7/1/12)	\$48.63
Sports Information Assistant	(Effect: 1/1/07)	\$20.00
Stage Assistant	(Effect: 1/1/07)	\$18.00
Translator	(Effect: 1/1/07)	\$35.00

**STUDENT WORKERS**

Student Assistant I	(Effect: 7/1/14)	\$9.00
Student Assistant II	(Effect: 7/1/14)	\$9.75
Student Assistant III	(Effect: 7/1/14)	\$10.50
Student Assistant IV	(Effect: 7/1/14)	\$11.25
Student Assistant V	(Effect: 7/1/14)	\$12.00
Student Assistant VI	(Effect: 7/1/14)	\$13.25

Board approved: 06/09/14

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2014

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2013) in the same classification to be eligible for a step increase in that classification effective July 1, 2014. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.

	NAME	GRADE	STEP	Current Rate	Long-evity %	BIL	Shift %	Prof. Growth Increments	Prof. Growth Total	New Step	New Base	New Total	Effective 7/1/14 or Retro to:
1	ABRAHAMS, LAWRENCE	12	4	\$52,645.71						5	\$55,320.28	\$55,320.28	
2	AGUIRRE, ROSA	10	4	\$47,881.22	2.5	2.5				5	\$50,257.23	\$52,770.09	
3	ALONZO, JOSEPH	15	1	\$53,242.82						2	\$55,892.53	\$55,892.53	4/1/2014
4	ANDRADE, JOSE	7	3	\$40,230.68				6	3000.00	4	\$42,270.81	\$45,270.81	
5	ARVIZU ALVAREZ, GLORIA	8	3	\$41,860.30				2	1000.00	4	\$43,999.97	\$44,999.97	
6	AVALOS, JESSICA	10	1	\$41,337.82	2.5				0	2	\$43,427.73	\$44,513.42	
7	BAILEY, DEBRA	5	4	\$39,210.60						5	\$41,176.10	\$41,176.10	
8	BAINS, KELSEY H.	15	5	\$64,737.31						6	\$67,959.23	\$67,959.23	
9	BELMAREZ, DAVID	13	4	\$55,394.93	2.5			2	1000.00	6	\$58,156.58	\$60,610.50	
10	BENNETT, LAURA	14	3	\$55,593.96						4	\$58,368.06	\$58,368.06	
11	BERGANZA, LEYVI C.	13	5	\$58,156.58	2.5	2.5		6	1500.00	6	\$61,092.40	\$65,647.02	
12	BORBOA, KENNETH	13	1	\$47,831.46						2	\$50,207.48	\$50,207.48	
13	BUDGETT, MARIA	10	4	\$47,881.22		2.5				5	\$50,257.23	\$51,513.66	
14	CALDERON, DAVID	13	2	\$50,207.48						3	\$52,720.35	\$52,720.35	
15	CAMPBELL, AMANDA	11	1	\$43,178.94						2	\$45,331.04	\$45,331.04	
16	CARD, MARGARET	14	1	\$50,406.52						2	\$52,931.82	\$52,931.82	12/1/2013
17	CARDENAS, RAUL	13	2	\$50,207.48						3	\$52,720.35	\$52,720.35	
18	CASARES, DIANA L.	15	5	\$64,737.31	5			5	2500.00	6	\$67,959.23	\$73,857.19	
19	CASTREJON MIRAND, ORLANDO	4	5	\$39,869.91			5			6	\$41,860.30	\$45,933.32	
20	CEJA, DANIEL	4	3	\$36,125.50			7.5			4	\$37,954.17	\$40,800.73	
21	CERVANTES, EDUARDO	13	4	\$55,394.93	5			5	1250.00	5	\$58,156.58	\$62,314.41	
22	CHAU, HUY (HOWARD)	17	5	\$72,773.48	2.5			1	500.00	6	\$76,443.25	\$78,854.33	
23	COTTRELL, TAMMY	15	4	\$61,614.88						5	\$64,737.31	\$64,737.31	
24	DIAZ, CECILIA	5	5	\$41,176.10						6	\$43,241.13	\$43,241.13	
25	DINH, BAY	22	4	\$97,143.27	2.5					5	\$101,982.39	\$104,531.95	
26	DUONG, LINDA	13	2	\$50,207.48				7	2000.00	3	\$52,720.35	\$54,720.35	
27	EDISS, MICHAEL	8	3	\$41,860.30				7	3500.00	4	\$43,999.97	\$47,499.97	
28	FERNANDEZ GONZALEZ, IRMA	5	4	\$39,210.60	2.5			6	1500.00	5	\$41,176.10	\$43,705.50	
29	FIGUEROA, CLAUDIA	10	5	\$50,257.23		2.5		1	500.00	6	\$52,770.10	\$54,589.35	
30	FLORES, ALBERT	9	3	\$43,651.65						4	\$45,853.51	\$45,853.51	
31	GARCIA, ANDREA	15	3	\$58,703.94				5	2500.00	4	\$61,614.88	\$64,114.88	
32	GARCIA, MARIA E.	11	5	\$52,521.30						6	\$55,146.12	\$55,146.12	
33	GAYOTIN, NEORAY	8	1	\$37,954.17						2	\$39,869.91	\$39,869.91	12/1/2013
34	GAYTAN, RAFAELA (75% FTE)	6	4	\$40,641.19						5	\$42,693.78	\$32,020.34	
35	GHEORGHE, MARTA	13	4	\$55,394.93				5	1250.00	5	\$58,156.58	\$59,406.58	
36	GIBSON, SUSAN A.	12	5	\$55,320.28						6	\$58,057.07	\$58,057.07	
37	GIL, MARIA	16	3	\$62,281.75	2.5			2	1000.00	4	\$65,396.81	\$68,031.53	
38	GITONGA, KANANA	16	2	\$59,325.94	5			5	2500.00	3	\$62,261.75	\$67,874.84	
39	GONZALEZ, ARACELI	3	5	\$38,625.92				1	500.00	6	\$40,566.55	\$41,066.55	
40	GORLATO, CHRISTINE E.	15	4	\$61,614.88	5			1	500.00	5	\$64,737.31	\$68,474.18	
41	GUILLEN FLORES, JABIN	4	5	\$39,869.91			5	2	1000.00	6	\$41,860.30	\$44,953.32	
42	GUTIERREZ LUCERO, MARIA	10	3	\$45,604.72		2.5				4	\$47,881.22	\$49,078.25	
43	GUZMAN, NOEMI	13	4	\$55,394.93						5	\$58,156.58	\$58,156.58	
44	HAYES, CHARLES	4	5	\$39,869.91			7.5			6	\$41,860.30	\$44,999.82	
45	HEIDT, DAVID C.	22	3	\$92,490.74	2.5					4	\$97,143.27	\$99,571.85	
46	HERNANDEZ, GUADALUPE	4	3	\$36,125.50			7.5			4	\$37,954.17	\$40,800.73	
47	HOHNSTEIN, BRENDA	15	4	\$61,614.88						5	\$64,737.31	\$64,737.31	
48	HSIEH, LARRY	17	5	\$72,773.48						6	\$76,443.25	\$76,443.25	
49	JAIMES, ERICA	8	5	\$46,201.83						6	\$48,515.65	\$48,515.65	
50	KAY, TREVOR	10	3	\$45,604.72	2.5			6	1750.00	4	\$47,881.22	\$50,828.25	
51	KELLY, ANN	14	5	\$61,328.76	2.5					6	\$64,401.42	\$66,011.46	4/1/2014
52	KING, JAMES A.	5	5	\$41,176.10						6	\$43,241.13	\$43,241.13	
53	KRZEMINSKI, IAN	8	2	\$39,869.91						3	\$41,860.30	\$41,860.30	
54	LE, HANG MY	12	5	\$55,320.28						6	\$58,057.07	\$58,057.07	
55	LE, VU	22	4	\$97,143.27						5	\$101,982.39	\$101,982.39	
56	LIEVANOS, SELINA	3	4	\$38,772.38						5	\$38,625.92	\$38,625.92	
57	LOPEZ, FELIPE	8	4	\$43,999.97	7.5					5	\$46,201.83	\$49,666.97	1/1/2014
58	LOPEZ, SONIA	5	4	\$39,210.60						5	\$41,176.10	\$41,176.10	
59	LORDANICH, JOSEPH	9	1	\$39,546.48						2	\$41,549.30	\$41,549.30	2/1/2014
60	LOZANO, LAURA	6	1	\$35,055.67		2.5				2	\$36,834.57	\$37,765.43	
61	MARQUEZ, DANIEL	15	4	\$61,614.88						5	\$64,737.31	\$64,737.31	
62	MARQUEZ, JUAN	4	1	\$32,791.60			7.5			2	\$34,408.80	\$36,989.46	12/1/2013
63	McADAM, JUSTIN	4	4	\$37,954.17			5			5	\$39,869.91	\$41,863.41	
64	McADAM, VERONICA	10	4	\$47,881.22		2.5				5	\$50,257.23	\$51,513.66	
65	MCCOY, KAREN	12	1	\$45,443.00						2	\$47,756.82	\$47,756.82	
66	MEDINA, ALFONSO H.	4	4	\$37,954.17	7.5		7.5			5	\$39,869.91	\$45,850.40	
67	MEDRANO, MIRANDA	14	2	\$52,931.82						3	\$55,593.96	\$55,593.96	



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Human Resources and Educational Services

To: Board of Trustees	Date: June 9, 2014
Re: Approval of Employee Calendar 2014-2015	
Action: Request for Approval	

**BACKGROUND**

In accordance with the negotiated holidays specified in the Agreement between the District and California School Employees Association (CSEA) and its Chapter 579, the 2014-2015 Employee Calendar has been developed.

**ANALYSIS**

The calendar reflects the holidays designated in the Education Code, plus all additional holidays listed in the CSEA bargaining agreement.

**RECOMMENDATION**

The administration recommends approval of the 2014-2015 Employee Calendar.

Fiscal Impact: None	Board Date: June 9, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Re. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT EMPLOYEE CALENDAR 2014 - 2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>JULY</b>			1	2	3	4	5	<i>Independence Day: July 4</i>
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
<b>AUGUST</b>	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31	1	2	3	4	5	6	
<b>SEPTEMBER</b>	7	8	9	10	11	12	13	<i>Labor Day: September 1</i>
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
<b>OCTOBER</b>	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
<b>NOVEMBER</b>	16	17	18	19	20	21	22	<i>Veterans Day: November 11</i>
	23	24	25	26	27	28	29	
	30	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
<b>DECEMBER</b>	21	22	23	24	25	26	27	<i>Holiday Recess: December 22-26</i>
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
<b>JANUARY</b>	25	26	27	28	29	30	31	<i>New Year's Day: January 1</i>
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
<b>FEBRUARY</b>	29	30	31	1	2	3	4	<i>Martin Luther King Holiday: January 19</i>
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
<b>MARCH</b>	2	3	4	5	6	7	8	<i>Lincoln's Birthday: February 13</i>
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
<b>APRIL</b>	6	7	8	9	10	11	12	<i>President's Day: February 16</i>
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
<b>MAY</b>	10	11	12	13	14	15	16	<i>Cesar Chavez Day Observed: April 3</i>
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
<b>JUNE</b>	14	15	16	17	18	19	20	<i>Spring Break: April 9 - 10</i>
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
<b>JULY</b>	19	20	21	22	23	24	25	<i>Memorial Day: May 25</i>
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	

Approved by the Board of Trustees:



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources and Educational Services

To:	Board of Trustees	Date: June 9, 2014
Re:	Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to the California School Employees Association (CSEA) Chapter 579	
Action:	Request for Approval	

**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) Chapter 579 was presented for information and public review at the May 27, 2014 Board of Trustees meeting. At that time, a public hearing on this proposal was scheduled for the June 9, 2014 Board of Trustees meeting.

**ANALYSIS**

After considering any comment received during the public hearing, the Board of Trustees may now take action to approve its bargaining proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the district's initial bargaining proposal to the California School Employees Association (CSEA) Chapter 579.

Fiscal Impact: To Be Determined	Board Date: June 9, 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: June 9, 2014
Re:	Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to the Faculty Association of the Rancho Santiago Community College District (FARSCCD)	
Action:	Request for Approval	

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the Faculty Association of the Rancho Santiago Community College District (FARSCCD) was presented for information and public review at the May 27, 2014 Board of Trustees meeting. At that time, a public hearing on this proposal was scheduled for the June 9, 2014 Board of Trustees meeting.

**ANALYSIS**

After considering any comment received during the public hearing, the Board of Trustees may now take action to approve its bargaining proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the district's initial bargaining proposal to the Faculty Association of the Rancho Santiago Community College District (FARSCCD).

Fiscal Impact: To Be Determined	Board Date: June 9, 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 9<sup>th</sup> Place Ranking

Provide Step and Column Movement

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Human Resources and Educational Services

To:	Board of Trustees	Date: June 9, 2014
Re:	Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers)	
Action:	Request for Approval	

**BACKGROUND**

Reopener negotiations between the District and CSEA Chapter 888 have been completed and the tentative agreement has been ratified by the CSEA 888 membership. The proposed revisions to the agreement are now presented to the Board of Trustees for approval.

**ANALYSIS**

The fiscal implications of the proposed contract revisions are presented on the attached disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revisions to the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2014 through June 30, 2015.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: June 9, 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	

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

**Rancho Santiago Community College District**

Name of Bargaining Unit: CSEA Chapter 888

The proposed agreement covers the period beginning July 1, 2013 and ending June 30, 2014.  
and will be acted upon by the Governing Board at its meeting on June 9, 2014.

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement			
		Current Year 2013-14	Year 2 2014-2015	Year 3	
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$0	\$42,227	\$
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$22,306 1.570%	\$0 0.00%	\$
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)	\$0	\$0	\$
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-)	\$2,933	\$6,081	\$
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$0	\$0	\$
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$25,239	\$48,308	\$
7.	Total Number of Represented Employees		36	36	
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	Cost (+/-)	\$701	\$1,342	\$

Please include comments and explanations as necessary: 1.57% salary schedule increase retroactive to 1/1/2014, plus one-time off-schedule payment based upon work assignment.  
Regular step and column movement for all eligible employees on 7/1/2014, plus one additional step for eligible employees who did not receive normal step movement during 2009 - 2011.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

Establish weekly time for planning and assessment activities.

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Establish process to designate 2 mandatory assigned events.

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Establish 2014-15 work calendars.

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**C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?**

None

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

None

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**E. Source of Funding for Proposed Agreement**

1. Current Year

Child development allocation, federal grant funds and fees.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Child development allocation, federal grant funds and fees.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

NA



**F. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

**1. State Reserve Standard**

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

3. Do unrestricted reserves meet the standard minimum reserve amount? Yes  No

**G. Certification**

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: June 9, 2014
Re:	Approval of Fringe Benefit Providers for Fiscal Year 2014/2015	
Action:	Request for Authorization	

**BACKGROUND**

The Joint Benefits Committee annually reviews fringe benefit coverage and renewal proposals for District employees and retirees. The committee recommends that the District maintain its current fringe benefit providers for the 2014/2015 fiscal year.

**ANALYSIS**

The negotiated renewal rates for the district-paid benefits resulted in an increase of 8.3% over the prior year. The recommended benefit providers are:

<u>Company</u>	<u>Coverage</u>
Anthem BlueCross (PPO/HMO)	Health & Dental Care
MetLife Basic Life Insurance	District Paid Life Insurance
MetLife Voluntary Life Insurance	Voluntary Life Insurance
Anthem Blue Cross Voluntary Vision	Voluntary Vision Plan
AFLAC	Voluntary Cancer; Personal Short-Term Accident Indemnity; Personal Recovery
MetLife	Auto/Home/Pet Insurance
American Fidelity	Hyatt Legal Plans
United Pet Care	Section 125 Plan Administrator
Health Advocate	Voluntary Cancer, Accident Insurance, & Disability Insurance.
	Voluntary veterinary discount plan.
	Employee Assistance Program

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the renewal of these insurance programs at the negotiated rates and authorize the Chancellor, or his designee, to enter into the appropriate agreements with the above companies for 2014/2015 fiscal year

Fiscal Impact: \$22,576,577	Board Date: June 9, 2014
Prepared by: Don Maus, Risk Manager	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	