

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, February 22, 2016**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**District Mission**

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

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

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

**Americans with Disabilities Acts (ADA)**

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

**4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

**Action**

1.4 Public Comment

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

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the board's discretion, be referred to staff or placed on the next agenda for board consideration.

1.5 Approval of Minutes – Regular meeting of January 25, 2016

**Action**

1.6 Approval of Consent Calendar

**Action**

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

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

1.7 Recognition of Child Development Teachers for Completion of Degrees

## **2.0 BOARD PLANNING SESSION**

### **2.1 Board of Trustee's Annual Planning Session** Information

The planning session will include the following documents and activities:

- A review of the Board's Planning Design, as adopted on February 19, 2013.
- An Annual Progress Report on the Rancho Santiago Community College District Goals.
- Enrollment and Marketing Trends/Activities
- International Student Recruitment

## **3.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

### **3.1 Report from the Chancellor**

### **3.2 Reports from College Presidents**

- Enrollment
- Facilities
- College activities
- Upcoming events

### **3.3 Report from Student Trustee**

### **3.4 Reports from Student Presidents**

- Student activities

### **3.5 Report from Classified Representative**

### **3.6 Reports from Academic Senate Presidents**

- Senate meetings

### **3.7 Reports from Board Committee Chairpersons**

- Board Facilities Committee
- Board Policy Committee

## **4.0 INSTRUCTION**

### **\*4.1 Approval of Contract between City of Santa Ana and RSCCD on behalf of Santa Ana College (SAC) under a Workforce Investment Act Grant** Action

The administration recommends approval of the contract between the City of Santa Ana and RSCCD on behalf of SAC under a Workforce Investment Act Grant.

### **\*4.2 Approval of College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System** Action

The administration recommends approval of the CCN CSC ASP agreement for the online career management system as presented.

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

- \*4.3 Approval of Facility Use Agreement with Delhi Center Action  
The administration recommends approval of the facility use agreement on behalf of SAC School of Continuing Education with Delhi Center in Santa Ana, California.
- \*4.4 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Ventura County Office of Education Action  
The administration recommends approval of the agreement renewal with the Ventura County Office of Education in Camarillo, California.
- \*4.5 Approval of OTA Agreement Renewal – United States Adaptive Recreation Center Action  
The administration recommends approval of the agreement renewal with the United States Adaptive Recreation Center in Big Bear Lake, California.
- \*4.6 Approval of Amendment #3 to Criminal Justice Academies (CJA) Agreement (MA-060-11010909) – County of Orange Action  
The administration recommends approval of amendment #3 of the CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.
- \*4.7 Approval of Amendment #8 to CJA Agreement (Z1000000068) - County of Orange Action  
The administration recommends approval of amendment #8 of the CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.
- \*4.8 Approval of Santiago Canyon College (SCC) Follow-Up Report on Accreditation Action  
The administration recommends approval of the SCC Follow-Up Report on Accreditation and submission of the report to the Accrediting Commission for Community and Junior Colleges (ACCJC) before March 15, 2016.

## **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers during the period of January 8, 2016, to January 31, 2016.
- \*5.3 Adoption of Resolution No. 16-03 – Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College Action  
The administration recommends adoption of Resolution No. 16-03 – Intent to Dedicate Easement to SCE at SAC.

- \*5.4 Approval of Contract with Southern California Edison for Extension of Electrical Distribution Line Rule 15 for New Central, Plant Mechanical Upgrades and Infrastructure Project at Santa Ana College Action  
The administration recommends approval of the contract with SCE for the extension of electric distribution line rule 15 for the Central Plant, mechanical upgrades and infrastructure project at SAC as presented in form and content.
- \*5.5 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Johnson Student Center Project at Santa Ana College Action  
The administration recommends approval of the agreement with 3QC, Inc. for commissioning consulting services for the Johnson student center project at SAC as presented.
- \*5.6 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Science Center Project at Santa Ana College Action  
The administration recommends approval of the agreement with 3QC, Inc. for commissioning consulting services for the science center project at SAC as presented.
- \*5.7 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College Action  
The administration recommends approval of the amendment with Hammel, Green and Abrahamson, Inc. for professional design services for the science center project at SAC as presented.
- \*5.8 Approval of Amendment to Agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for Science Center at Santa Ana College Action  
The administration recommends approval of the amendment to the agreement with PENCO Engineering, Inc. for land surveying consulting services for the science center at SAC as presented.
- \*5.9 Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for Orange Education Center (OEC) Project of Santiago Canyon College (SCC) Action  
The administration recommends approval of the agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the OEC project of SCC as presented.

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



- \*5.10 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for Building D Interior Renovations of Santiago Canyon College Action  
The administration recommends approval of the amendment with WLC Architects Inc. for architectural and engineering services for Building D interior renovations at SCC as presented.
- \*5.11 Approval of Agreement with Lentz Morrissey Architects for Professional Design Services for Americans with Disabilities (ADA) Act Upgrades to District Office Action  
The administration recommends approval of the agreement with Lentz Morrissey Architects for professional design services for ADA upgrades to the district office as presented.
- \*5.12 Approval of Lease Agreement with Latin Digital Audio Action  
The administration recommends approval of the lease agreement with Latin Digital Audio and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.
- \*5.13 Approval of Agreement with Innovation Protocol, Inc. for Strategic Brand Development Action  
The administration recommends approval of the agreement with Innovation Protocol, Inc. for strategic brand development as presented.
- \*5.14 Approval of Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 Related to Request for Proposal (RFP) #13-001 Action  
The administration recommends approval of the use of the Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 related to RFP #13-001 for cost per copy printing services including equipment lease and purchase of multi-function devices (copiers) and production equipment and all future renewals offered by Konica Minolta and approved authorized dealers as the vendor as presented.
- \*5.15 Approval of Surplus Property Action  
The administration recommends declaration of the list of equipment as surplus property and utilization of The Liquidation Company to conduct an auction as presented.
- \*5.16 Approval of Donation of Surplus Items Action  
The administration recommends approval of donations to Orange Unified School District and Boys & Girls Clubs of Fullerton as presented.

- \*5.17 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period January 10, 2016, through January 30, 2016.

## 6.0 GENERAL

- \*6.1 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:
- California Career Pathways Trust – Santa Ana Unified School District (SAUSD) California Career Pathways Trust Grant (SAC) \$811,050
  - Deputy Sector Navigator – Global Trade & Logistics (District) - *Augmentation* \$100,000
  - Deputy Sector Navigator – In-Region DSN ICT/Digital Media Year 3 (District) – *Augmentation* \$100,000
  - Deputy Sector Navigator – Small Business (District) - *Augmentation* \$100,000
  - Disabled Students Programs & Services (DSPS) (SCC) \$748,248
  - First 5 California Child Signature Program (CSP) (District) - *Augmentation* \$ 44,000
  - Los Angeles/Orange County Regional Consortium (District) - *Augmentation* \$ 40,000
- \*6.2 Approval of Amendment to Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator Information Communication Technology (ICT)/Digital Media Grant Action  
The administration recommends approval of the amendment to the sub-agreement with Opportunity Development Enterprises, LLC, and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the agreement on behalf of the district.
- \*6.3 Approval of Sub-Agreements between RSCCD and Orange Unified School District (OUSD) and Santa Ana Unified School District (SAUSD) for Assembly Bill (AB) 104 Adult Education Block Grant Action  
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

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

- \*6.4 Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for Global Trade and Logistics Deputy Sector Navigator Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*6.5 Adoption of Resolution No. 16-04 – Children and Families Commission of Orange County (FCI-CSP-03) Action  
The administration recommends adoption of the Resolution No. 16-04 with the Children and Families Commission of Orange County and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 6.6 First Reading of Board Policies (BP) Information  
The following board policies are presented for a first reading as information:
  - BP 2305 Annual Organization Meeting
  - BP 2715 Code of Ethics/Standards of Practice
  - BP 3510 Workplace Violence
  - BP 3821 Gifts to Employees (New)
  - BP 5030 Fees
  - BP 6400 Financial Audits
  - BP 7001 Code of Ethics
  - BP 7330 Communicable Disease
- 6.7 Review of Proposed Administrative Regulations Information  
The administrative regulations are presented to the board as an information item for review and comment.
- 6.8 Adoption of Resolution No. 16-05 in Honor of Dr. Juan Francisco Lara Action  
Board President Claudia Alvarez recommends adoption of Resolution No. 16-05 in honor of Dr. Juan Francisco Lara.
- 6.9 Appointments to Measure Q Citizens’ Bond Oversight Committee Action  
It is recommended that the board approve the appointments to the Measure Q Citizens’ Bond Oversight Committee as presented.
- 6.10 Board Member Comments Information

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

## **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. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

*Faculty Association of the Rancho Santiago Community College District, et al. v. RSCCD Foundation, et al. Case No. 30-2015-00790167-CU-MM-CJC (Superior Court-County of Orange)*

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Assistant 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
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
6. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. EMP1501939 MH
7. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor

## **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.

## **7.0 HUMAN RESOURCES**

- 7.1 Management/Academic Personnel Action
- Approval of Faculty Association of RSCCD (FARSCCD) Beyond Contract/Overload Step Increases Spring 2016
  - Approval of FARSCCD Part-time/Hourly Step Increases Effective Spring 2016
  - Ratification of Resignations/Retirements
  - Approval of Changes of Assignment
  - Approval of Changes of Location
  - Approval of Extension of Interim Assignments
  - Approval of End of Voluntary Reduced Workload
  - Approval of Adjustments of Final Salary Placement
  - Approval of Adjustments of Contract Step Increase
  - Approval of 2015-16 Contract Extension Days
  - Approval of Leaves of Absence
  - Approval of Beyond Contract/Overload Stipends
  - Approval of Column Changes
  - Approval of Part-time Hourly New Hires/Rehires
  - Approval of Non-paid Instructors of Record
  - Approval of Non-paid Intern Services
- 7.2 Classified Personnel Action
- Approval of New Appointments
  - Approval of Temporary to Contract Assignments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Changes in Position
  - Approval of Longevity Increments
  - Ratification of Resignations/Retirements
  - Approval of Temporary to Hourly Ongoing Assignments
  - Approval of Leaves of Absence
  - Approval of Temporary Assignments
  - Approval of Changes in Temporary Assignments
  - Approval of Additional Hours for Ongoing Assignments
  - Approval of Substitute Assignments
  - Approval of Miscellaneous Positions
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Community Service Presenters and Stipends
  - Approval of Volunteers
  - Approval of Student Assistant Lists

7.3 Rejection of Claim Action  
The district's claims administrator recommends the board authorize the chancellor or his designee to reject claim #EMP1501939 MH.

7.4 Adoption of Resolution No. 16-02 authorizing payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Lawrence "Larry" R. Labrado for his absence from the January 25, 2016, board meeting due to illness.

**8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on March 14, 2016.

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

**Board of Trustees**  
**(Regular meeting)**

**Monday, January 25, 2016**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Ms. Claudia Alvarez and Mr. Jose Solorio arrived at the time noted. Mr. Larry Labrado was not in attendance due to illness.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Dr. Erlinda Martinez, and Dr. Raúl Rodríguez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Tom Andrews, President, California School Employees Association (CSEA), Chapter 579.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye –Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.4 Public Comment

Mr. Thomas Gordon spoke regarding the bond oversight committee, district travel, and the Saudi Arabia project.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held January 11, 2016. The motion carried with the following vote: Aye –Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios 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. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

### 3.1 Approval of Clinical Affiliation Agreement for Athletic Training: California Baptist University

The board approved the clinical affiliation agreement for athletic training with California Baptist University in Riverside, California.

### 3.2 Approval of New Pharmacy Technology Agreement – Veterans Affairs (VA) Greater Los Angeles Healthcare System

The board approved the contract with VA Greater Los Angeles Healthcare System in Los Angeles, California.

### 3.3 Approval of New Occupational Therapy Assistant (OTA) Agreement - Palos Verdes Peninsula Unified School District (USD)

The board approved the new agreement with Palos Verdes Peninsula USD in Palos Verdes Estates, California.

### 3.5 Approval of Nursing Program Agreement – University of Texas at Arlington

The board approved the clinical affiliation agreement with the University of Texas at Arlington.

### 3.6 Approval of Nursing Program Agreement – Concordia University Irvine

The board approved the affiliation agreement with Concordia University Irvine.

### 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 period of December 12, 2015, to January 7, 2016.

### 4.3 Approval of Agreement to Indemnify, Waive and Release Successor Agency to Former Community Redevelopment Agency of City of Santa Ana Regarding Retro-Active Pass-Through Obligations

The board approved the Agreement to Indemnify, Waive and Release Successor Agency to the Former Community Redevelopment Agency of the City of Santa Ana regarding Retro-Active Pass-Through Obligations as presented.



1.6 Approval of Consent Calendar (contd.)

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2015

The board approved the CCFS-311Q for the period ending December 31, 2015, as presented.

4.6 Approval of Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College (SAC)

The board approved change order #1 for Best Contracting Services for Dunlap Hall roof replacement project Bid #1270 at SAC as presented.

4.7 Acceptance of Completion of Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the filing of a Notice of Completion with the County as presented.

4.8 Approval of Change Order #2 for DPR Construction Company for Dunlap Hall Renovations Project at Santa Ana College

The board approved change order #2 for DPR Construction Company for Dunlap Hall renovations project at SAC as presented.

4.9 Acceptance of Completion of Dunlap Hall Renovations Project at Santa Ana College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the filing of a Notice of Completion with the County as presented.

4.10 Approval of Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for Americans With Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College (SCC)

The board approved the contract with Donald Krotee Partnership, Inc. for architectural design services for the ADA upgrades Phase 1 project at SCC as presented.

4.11 Acceptance of Completion of Energy Management Systems Upgrade Project Resolution No. 15-08 at Santiago Canyon College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the filing of a Notice of Completion with the County as presented.

4.12 Approval of Vendor Name Change

The board approved the vendor Unisource Worldwide, Inc. name change to Veritiv Operating Company as presented.

4.13 Approval of Purchase Orders

The board approved the purchase order listing for the period November 15, 2015, through January 9, 2016.

1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized 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:

- CalWORKS/Work Study/TANF (SAC/SCC) \$524,578
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn & Earn (District) – *Augmentation* \$100,000
- Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) \$ 11,670
- Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds II (SCC) \$187,804

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

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

Mr. Jose Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Dr. John Hernandez, Vice President, Student Services, Santiago Canyon College

Ms. Claudia Alvarez arrived at this time.

2.3 Report from Student Trustee

Ms. Raquel Manriquez, Student Trustee, provided a report to the board.

2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government (ASG) organizations:

Mr. Oscar Cortés, Student President, Santa Ana College  
Mr. Nathan Underwood, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Jesus (Jesse) Garcia, Athletic Fields Grounds Worker, Santa Ana College, provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC; provided a report on the 2015 Student Success Scorecard for Santa Ana College and Santiago Canyon College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student (FTES) information; course sections (credit and non-credit); median credit section size; percentage of full-time faculty; and student counseling ratio. Mr. Voelcker reviewed SAC and SCC data compared to the state average of the five momentum points: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work. Dr. Lundquist stated that it was important to be able to track the information included in the scorecard so the colleges could build better programs, but the data did have limitations and shouldn't be taken out of context. She also stated that the cohorts were being tracked for a six-year period.

Ms. Mendoza Yanez asked what factors contribute to the decline in Career Technical Education (CTE) completion. Dr. Lundquist stated that a higher employment economy is a big factor. Mr. Voelcker also shared that at SCC there is a shrinking apprenticeship population that take courses outside of normal scheduling hours which makes it difficult to reconcile the Management Information System (MIS) data at the State Chancellor's Office. Ms. Mendoza Yanez further asked what could be done to increase enrollment. Mr. Voelcker stated that reaching out and collaborating with the training trusts would assist in those being employed so they can enroll in the apprenticeship programs. Dr. Lundquist shared the efforts that are made to personally follow up with those students who are short of completion through their CTE Success Center.

## 2.7 Informational Presentation on Student Success Scorecard (contd.)

Mr. Yarbrough asked if transfer criteria had changed at the California State Universities and Universities of California. Dr. Lundquist replied that there is currently a historic level of access to these institutions.

Mr. Solorio stated his concerns regarding the poor counselor-to-student ratio that exists at the Rancho colleges compared to the state average and asked why. He also noted that the CTE completion trend lines were going in the wrong direction and indicated that the colleges should focus on improving completion of CTE courses.

Mr. Hanna noted that 2008-2009 was not a good time for apprenticeships and may explain that particular co-hort performance. He encouraged the colleges to work on outreach to CTE students.

Ms. Alvarez also shared her concerns regarding the counselor-to-student ratio and asked if counselors were available after hours to serve the student population. Dr. Lundquist stated that counselors are available in the evenings and the college is hiring more counselors. Mr. Voelcker stated that SCC is also hiring more counselors. It was agreed that the current counselor-to-student ratio will be provided to the board. Mr. Hanna reminded those in attendance that counselors are on the wrong side of the 50% rule and until recently it was difficult to fund new hires. Dr. Lundquist shared that the colleges were using student success and student equity funds in addition to general funds to hire counselors.

## 2.8 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the January 25, 2016, Board Policy Committee meeting.

## 3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, 3.5, and 3.6 were approved as part of Item 1.6 (Consent Calendar).

### 3.4 Approval of Memorandum of Understanding (MOU) between Hope Builders (formerly known as Taller San Jose), Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund and Santiago Canyon College (SCC) Apprenticeship Program

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the MOU between Hope Builders (formerly known as Taller San Jose), SAC School of Continuing Education, South-west Carpenters Training Fund and SCC Apprenticeship Program. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. Student Trustee Manriquez's advisory vote was aye.

3.7 Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation

The SCC Follow-Up Report on Accreditation was provided for a first reading as information only.

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.4, and 4.6 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.5 Quarterly Investment Report as of December 31, 2015

The quarterly investment report as of December 31, 2015, was presented as information.

**5.0 GENERAL**

Item 5.1 was approved as part of Item 1.6 (Consent Calendar).

5.2 Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for Proposition 39 Clean Energy Workforce Program Grant

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the sub-agreement and authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. Student Trustee Manriquez's advisory vote was aye.

5.3 Board Member Comments

Mr. Hanna thanked those who attended the Board Policy Committee and stated that their input was valued.

Ms. Mendoza Yanez reminded board members that AT&T will be presenting a large donation in support of the SAC Veterans Center on Tuesday, January 26, at 10 a.m. and encouraged all to attend. She also reported that the Santa Ana City Council made a presentation to those involved with the *el Don*, SAC's college newspaper, for their recent awards and recognition.

Mr. Solorio expressed his appreciation to Mr. Jesse Garcia for his report.

Ms. Alvarez thanked Trustee Mendoza Yanez for coordinating the presentation to *el Don* by the Santa Ana City Council and Dr. Erlinda Martinez for attending the hearing on January 25, 2016 for the Orange County Transportation Authority.

Ms. Manriquez left the meeting at this time.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:30 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. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

*Faculty Association of the Rancho Santiago Community College District, et al. v. RSCCD Foundation, et al. Case No. 30-2015-00790167-CU-MM-CJC (Superior Court-County of Orange)*

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Assistant Vice Chancellor of Human Resources  
Employee Organization: Faculty Association of Rancho Santiago Community College District
5. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor
6. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
7. Liability Claims (pursuant to Government Code Section 54956.95)
  - a. DM20160701

## **RECONVENE**

The board reconvened at 8:42 p.m.

### **Closed Session Report**

Ms. Mendoza Yanez reported the board discussed public employment, existing litigation, anticipated/potential litigation, labor negotiations, the chancellor's evaluation, public employee discipline/dismissal/release, and liability claims 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 Mr. Solorio 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, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve CEFA Step Increases/Effective January 1, 2016
- Approve Voluntary Transfers
- Approve Changes of Location
- Approve Additional Assignment-Site Supervisor Stipends
- Approve Contract Extension Days
- Approve Leaves of Absence
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Services

### **6.2 Classified Personnel**

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Miscellaneous Pay Schedule
- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistants List

6.3 Rejection of Claims

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize the chancellor or his designee to reject the claims submitted by John P. Johns. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting and Board Planning Session of the Board of Trustees will be held on Monday, February 22, 2016.

There being no further business, Ms. Alvarez declared the meeting adjourned at 8:43 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: February 22, 2016





## **Board of Trustees February 22, 2016 Planning Session**

As California recovers from its fiscal crisis, higher education institutions have many opportunities and challenges ahead. We must be strategic in responding to the needs of our changing communities. Rancho Santiago Community College District (RSCCD) and its two Colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), engage in multiple forms of planning to accomplish the District mission of providing “quality educational programs and services that address the needs of our diverse students and communities.”

Members of the Board are asked to read the Strategic Plan Report for 2013-2016 (also known as the Annual Progress Report that detailed three years of progress toward the 2013-2023 RSCCD Goals) prior to the February 22<sup>nd</sup> Board Planning session to ensure sufficient time for thoughtful review and consideration of the progress made and implications for the future.

At the February 22<sup>nd</sup> Board Planning session, staff will detail additional items for consideration:

- A review of the RSCCD Planning Design, adopted on February 19, 2013 (10-year plan that details how the district plan and the integration of other district plans, as well various plans at the colleges),
- A presentation on the environmental scan of the district that includes pertinent data (such as population, high school, employment and economic projections) for consideration in planning for the future,
- Presentations by the college presidents on enrollment management and marketing update and plans for the future, and
- A presentation by the International Student Program representatives at the colleges and district, an update and plans for the future of alternative revenue streams.

Following the review of this information, the Board will have an opportunity to discuss planning issues/concerns and provide directions to the administration which will guide the development of the 2016-2019 RSCCD Strategic Plan in upcoming months.

# RSCCD Comprehensive Master Plan

## Strategic Plan Report 2013-2016



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## *INTRODUCTION*

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Rancho Santiago Community College District (RSCCD) and its two Colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), engage in multiple forms of planning to accomplish the District mission of providing “quality educational programs and services that address the needs of our diverse students and communities.” Though each College has its own goals, objectives, and action plans, this document is a compilation of the collective contribution to the achievement of the RSCCD goals and objectives.

There are six participatory governance committees involved in planning at the District level. The District Council serves as the primary participatory governance body that is responsible for district-wide planning activities including developing planning and budgetary recommendations that are submitted to the Chancellor and Board of Trustees. The five other district-level participatory governance committees that support the work of the District Council include the Planning and Organizational Effectiveness Committee, the Fiscal Resources Committee, the Human Resources Committee, the Physical Resources Committee, and the Technology Advisory Group.

The Planning and Organizational Effectiveness Committee (POE), made up of representatives from both Colleges and District Services, oversees planning activities and monitors the implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan. This 2013-16 Annual Progress Report details three years of progress toward the 2013-23 RSCCD Goals and the 2013-16 Strategic Plan Objectives.

**GOAL #1:** RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

**Objective 1A: CONTINUE TO DETERMINE THE NEEDS OF THE COMMUNITY**

**California Community Colleges Student Success Scorecard\*  
Completion Rate (Student Progress and Attainment Rate) for  
Santa Ana College, Santiago Canyon College and Statewide,  
2005-06 through 2008-09 Cohorts**

	2005-06	2006-07	2007-08	2008-09
<b>Overall Completion</b>				
• Statewide	49.0%	49.2%	48.2%	46.8%
• SAC	47.0%	48.7%	46.4%	43.6%
• SCC	57.1%	57.0%	55.9%	51.8%
<b>Prepared Completion</b>				
• Statewide	70.8%	71.3%	70.4%	69.7%
• SAC	69.0%	71.7%	68.0%	66.9%
• SCC	72.0%	73.9%	73.6%	71.2%
<b>Unprepared Completion</b>				
• Statewide	41.1%	41.2%	40.6%	39.2%
• SAC	36.2%	37.4%	37.8%	34.8%
• SCC	45.5%	44.5%	43.8%	38.6%

\*the percentage of first-time students with minimum of 6 units earned who attempted math or English in the first three years and achieved an AA/AS degree or credit certificate, transfer to four-year institution or achieved "transfer prepared" (completing 60UC/CSU transferable units with GPA  $\geq$  2.00)

Source: Student Success Scorecard 2015, California Community Colleges Chancellor's Office

**Rancho Santiago Community College District  
Student Evaluation of the CTE Program, Employment Outcomes and  
College Preparation, 2015**

	SAC	SCC	Statewide
Overall satisfaction with education and training received	94%	93%	91%

Source: CTE Employment Outcomes Survey (CTEOS), 2015

**Rancho Santiago Community College District  
Student Satisfaction by College, 2013-15**

	Percent “excellent” and “good” (on a 5-point scale)			
	2012	2013	2014	2015
<b>Overall experience at SAC/SCC</b>				
• Santa Ana College	89%	87%	86%	87%
• Santiago Canyon College	90%	87%	87%	88%
<b>Effectiveness of classroom learning experience</b>				
• Santa Ana College	86%	81%	82%	83%
• Santiago Canyon College	83%	81%	78%	83%
<b>Ability to register for classes I wanted/needed</b>				
• Santa Ana College	69%	64%	67%	73%
• Santiago Canyon College	67%	65%	65%	65%
<b>Variety of classes offered</b>				
• Santa Ana College	61%	64%	72%	79%
• Santiago Canyon College	52%	60%	61%	61%
<b>Class Size (# of student per class)</b>				
• Santa Ana College	57%	70%	76%	83%
• Santiago Canyon College	68%	76%	77%	80%
<b>Campus safety/security</b>				
• Santa Ana College	77%	75%	74%	81%
• Santiago Canyon College	81%	84%	80%	83%

*Source: RSCCD Research Department, SAC and SCC Student Satisfaction Report, 2012-15*

For the first time in five years, the state budget contained enrollment growth funding for community colleges. Although growth funding was not anticipated when the 2013-14 academic calendar was adopted, after review, a decision was made to revise the calendar to include a 2014 winter intersession. Based upon data from the last intersession (2008) and the potential drain on spring enrollment if neighboring districts offered an intersession and RSCCD did not, the restoration of intersession was recommended to the Board on September 23, 2013. Student response to the intersession exceeded expectations. The Colleges developed a schedule in anticipation of generating 436 FTES (316 at SAC and 120 at SCC). Actual FTES generation exceeded the goal by nearly forty-four percent (627 total FTES – 459 at SAC and 168 at SCC). However, the overall growth in 2013-14 of 1.79% was less than the targeted growth of 2.63% for the District.

In the two following years, the state budget contained additional growth funding amounting to 2.75% system-wide in 2014-15 and 3% system-wide in 2015-16. The District targeted 1.76% growth in 2014-15 but again fell short of the goal growing by only 0.76%. In 2015-16, with the implementation of the new state growth formula, although system-wide growth was set at 3%, the District’s growth was constrained at 1.47%. The District targeted 1.23% growth and budgeted for zero growth funding.

The Colleges have engaged in an ongoing effort to ensure that students are able to complete their desired educational pathways and to achieve their goals of transfer, degree completion, or certificate completion. Santa Ana College has 25 and Santiago Canyon College has 19 Associate Degrees for Transfer that have been approved by the California Community Colleges Chancellor’s Office. The Colleges have fully met or exceeded targets set.

Through participation in the Assembly Bill 86 Regional Consortium, SAC and SCC have conducted an extensive needs analysis to better serve their respective communities. Through participation in the Rancho Santiago Adult Education Consortium (RSAE) Adult Education Block Grant, the District has secured \$500,000 for initial setup and \$300,000 annually to support the efforts of the establishment of two adult education centers in the eastern part of Santa Ana and the El Modena neighborhood of Orange in order to meet the needs of these two areas in the District.

An important aspect of determining community needs is understanding student satisfaction of the programs and services they received at the Colleges. The RSCCD Research Department annually implements satisfaction surveys to credit students and biennially to continuing education students. The reports are disseminated to college staff for

discussion and evaluation at the appropriate levels, and departments and/or programs incorporate findings in their planning. For college credit students, overall satisfaction levels for classroom experience/quality of instruction held steady at eighty percent in the college credit program and ninety-five percent for noncredit programs at both Colleges. Surveys to those who graduated and those who transferred to universities are implemented every other year, as it is important to assess the overall impression of the academic preparation students received as the foundation for current coursework and/or current workplace success.

### *Business/Industry Programs*

The District has been selected to lead four of the region's priority and emerging industry sector programs through awards of the Deputy Sector Navigators (DSN) for ICT/Digital Media, Retail/Hospitality/Tourism, Global Trade, and Small Business. The DSNs have worked to link educators and industry in their sectors and have built strong partnerships to improve training programs and increase students' readiness for and entrance into employment in high-growth, high-wage occupations in the region.

In addition, RSCCD manages the Los Angeles/Orange County Regional Consortia (LAOCRC), which is a collaborative body comprised of CTE deans and educators dedicated to program development that prepares students to fill the region's workforce needs and to enter high-wage, high-growth occupations. In addition to assisting colleges with the State's CTE program approval process, the LAOCRC plays a key role in the implementation of *Doing What Matter* grants in the region, by providing information, guidance, and support for the Colleges.

Career Technical Educational (CTE) programs for both Colleges have advisory committees comprise of faculty, industry, and community partners who offer guidance to ensure that students complete certificates and degrees that demonstrate the technical and professional competencies needed to meet employment standards. The majority of advisory committee members are from the business/industry sector.

### **Santa Ana College**

Santa Ana College (SAC) is developing a comprehensive Enrollment Management Plan, which includes carefully developed pathways to completion in all degree and certificate programs with connections to the School of Continuing Education and to the Counseling Division. The overall plan is informed by the needs of the community served and is responsive to both incoming and continuing students.

The College also began a process of meeting weekly with the academic deans to discuss course offerings to ensure that they were aligned with student needs. As a result, the College developed a goal that every incoming student would have access to a math and an English class during the first semester at the College. Santa Ana College has greatly expanded math (297 sections in 2012-13 to 319 sections in 2014-15) and English (226 sections in 2012-13 to 282 sections in 2014-15) offerings as a result. In planning for the 2016 Intersession, SAC prioritized offerings that were part of the Plan A, B and C transfer plans. SAC has developed many new data analysis tools and spreadsheets that are helping the College analyze student demand so as to offer courses that meet that the demand.

To improve student completion and meet student demand for high demand courses in 2015-16, SAC offered an expanded summer and intersession program. This helped students accelerate their educational pathways. As a result of this effort, Credit Summer FTES generation was up by over 12% compared to summer 2014. Intersession 2016 offerings have been expanded in high demand courses as well.

The vision of the College's enrollment strategy is to support the College in aligning resources and instructional schedules to support the goal of "a college degree in every home" of the SAC service area. This is accomplished through the development of clear and coherent pathways supported by continuous enrollment management. The purpose of the enrollment strategy is to provide a guiding framework for the overall goals of the College in support of student access, learning, and achievement of academic goals. Efficiency metrics are developed that analyze cost per FTES generated. Full-time Equivalent Student (FTES) targets are developed for each division of the College, and the Division Dean, working with the Department Chairs, is responsible for the performance of the division in relation to the target. Scheduling of classes is done in a way that ensures that the division targets are met. Division

performance in relation to the target is assessed continuously and reported regularly to the Vice President of Academic Affairs. Adjustments in course offerings can be made throughout the year based on how the division is doing in meeting its FTES target.

#### *Continuing Education Program*

A major area of need that has been identified for SAC is the establishment of a regional center in the eastern part of Santa Ana to address the unmet need in this area for English as Second Language, Adult Basic Education, and High School Diploma/GED instruction. This would complement the offerings at Centennial Education Center (CEC) and the 43 community sites that SAC serves.

Through the Rancho Santiago Adult Education Consortium (RSAEC), SAC is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region. In addition, SAC is expanding partnerships to leverage resources and provide better service to the community. One example of this effort is the expansion of the Substantial Disabilities instructional program. Working closely with Santa Ana Unified School District (SAUSD), SAC is able to provide transportation, trained assistants, facilities, and classroom instruction.

To meet growing demand and improve student outcomes, the SAC School of Continuing Education (SAC-SCE) has secured funding to hire eight full-time faculty in the areas of ESL, ABE, High School Subjects, Counseling, and CTE.

The SAC-SCE is meeting the need to improve the pathway from students transitioning between noncredit and credit coursework. Articulation agreements have been developed for Business Skills courses, and articulation agreements with Mathematics, English and English as a Second Language courses are in progress.

#### *Business/Industry Programs*

At SAC, the Career/Job Resource Center provides resources and sponsors workshops by industry experts to assure that students have a strong understanding of CTE programs and career opportunities. The Business Division has expanded its CTE Work Experience/Internship Program to provide students with on-the-job experience.

Career Technical Education programs have advisory committees comprised of faculty, industry, and community partners that offer guidance in assuring that students completing certificates and degrees demonstrate the technical and professional competencies that meet employment standards. The majority of advisory committee members are from the business/industry sector. The groups meet regularly, depending on the needs and popularity of the field/program that students seek.

#### **Santiago Canyon College**

Santiago Canyon College continues to engage in ongoing efforts to ensure that students are able to complete their desired educational pathway and achieve their goals of transfer, degree completion, or certificate completion. Santiago Canyon College has 19 Associate Degrees for Transfer (ADT) approved by the Chancellor's Office, fully meeting the target established by the CCCCO. An unfortunate, but expected, result of ADT compliance, is the narrowing of focus in curriculum to meet the stringent requirements for ADTs, thus resulting in less variety in course offerings. On a positive note, according to the CCCCO's Student Success Scorecard, SCC has exceeded the state average in college completions overall for college prepared students as well as for students identified as unprepared for college.

Santiago Canyon College continues to develop its enrollment management plan, which enumerates planning assumptions to be considered when course schedules are being built by instructional divisions. These planning assumptions will ensure that: recommendations are aligned with the College's Educational Master Plan; that recommendations are data informed; and that recommendations encourage fiscally responsible maintenance of current programs and development of new programs aligned with Santiago Canyon College's Mission to attract, retain, and serve its diverse student population.

#### *Continuing Education Program*

Through participation in the AB 86 Regional Consortium, SCC has conducted an extensive needs analysis for how it can better serve the community.

A major area of needs that has been identified for the SCC School of Continuing Education (SCC-SCE) is the establishment of a regional center in Orange to address the unmet need in this area for English as Second Language, Adult Basic Education, High School Diploma/GED instruction, Short-Term Career



Technical Education, and Programs for Adults with Severe Disabilities. This would complement the SCC-SCE offerings at the 30 community sites that SCC serves.

Through the Rancho Santiago Adult Education Consortium (RSAEC), the SCC-SCE is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region.

To meet growing demand and improve student outcomes, the SCC-SCE has secured funding to hire six full-time faculty in the areas of ESL, ABE, High School Subjects, Counseling, Career Technical Education, and Adults with Substantial Disabilities.

#### *Business/Industry Programs*

At SCC, an enhanced internship program has been developed, specifically targeting the Water Utility

Science industry allowing students on-the-job training and expanded employment experience.

Career Technical Education programs have advisory committees comprised of faculty, industry, and community partners that offer guidance in assuring that students completing certificates and degrees demonstrate the technical and professional competencies that meet employment standards. The majority of advisory committee members are from the business/industry sector. The groups meet regularly, depending on the needs and popularity of the field/program that students seek.

Faculty also organize events, guest speakers, field trips, and class projects that address industry standards and maintain business relationships within their respective fields. This often results in internships, apprenticeships, and jobs for students.

## Objective 1B: DEVELOP SUSTAINABLE, ALTERNATIVE REVENUE STREAMS TO [ADDRESS] STUDENT EDUCATIONAL NEEDS

### Rancho Santiago Community College District Competitive Grants Awarded by Site 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
<b>Grant Award Success Rate</b>	<b>83%</b>	<b>55%</b>	<b>44%</b>	<b>70%</b>
<b>Number Applied For</b>	<b>12</b>	<b>22</b>	<b>16</b>	<b>10</b>
• District	3	16	2	2
• Santa Ana College	7	2	10	6
• Santiago Canyon College	2	4	4	2
<b>Number Awarded</b>	<b>10</b>	<b>12</b>	<b>7</b>	<b>7</b>
• District	3	9	1	1
• Santa Ana College	5	1	4	4
• Santiago Canyon College	2	2	2	2
<b>Amount Applied For</b>	<b>\$11,805,022</b>	<b>\$12,838,543</b>	<b>\$15,469,000</b>	<b>\$16,418,463</b>
• District	\$460,207	\$9,109,018	\$575,000	\$3,603,763
• Santa Ana College	\$8,969,815	\$1,265,000	\$7,594,000	\$10,939,500
• Santiago Canyon College	\$2,375,000	\$2,464,525	\$7,300,000	\$1,875,200
<b>Amount Awarded</b>	<b>\$4,670,022</b>	<b>\$5,451,308</b>	<b>\$9,690,000</b>	<b>\$5,327,700</b>
• District	\$460,207	\$2,581,308	\$75,000	\$950,000
• Santa Ana College	\$1,834,815	\$1,250,000	\$3,315,000	\$2,502,500
• Santiago Canyon College	\$2,375,000	\$1,620,000	\$6,300,000	\$1,875,200

Source: RSCCD Resource Development

### Rancho Santiago Community College District Foundation Net Assets by Site 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
District	\$3,058,883	\$486,629	\$383,063	\$190,506
Santa Ana College	\$3,736,784	\$6,327,943	\$6,960,288	\$9,953,082
Santiago Canyon College	\$1,084,608	\$1,884,366	\$1,769,417	\$1,552,426

Source: RSCCD, SAC, and SCC Foundations

### Rancho Santiago Community College District Community Services Program Ending Balance by Site 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
Santa Ana College	\$86,569	\$135,075	\$151,814	\$179,639
Santiago Canyon College	\$62,715	\$70,691	\$82,606	\$102,886

Source: SAC and SCC Community Services

The Fiscal Resources Committee (FRC) regularly discusses the need for advocacy related to securing funds that are owed to the District, such as property tax and apportionment shortfalls, redevelopment funds, etc. The FRC also recommended undertaking an effort to achieve one percent additional growth in Full-Time Equivalent Students, in addition to the state approved one point sixty-three percent growth factor, in order to capture an additional access/growth funding for the Colleges' student educational needs in 2013-14. Over the next two fiscal years, the

FRC discussed the need to implement an aggressive enrollment management strategy in order to capture growth funding and the cumulative effect of lost revenue due to limited growth.

*Competitive Grants*

Competitive grants are alternative revenue sources pursued to improve services and programs or to pilot instructional strategies and new methodologies in order to address student educational needs to improve outcomes, i.e., retention, persistence, completion, and transfer. In the last four years, the District has had a 60% success rate in securing competitive grants and obtained about 44% of the funds applied for. The variation in grants applied for and funds awarded is influenced by many factors, e.g., grant cycles, competitiveness, and new state initiatives.

In 2011-12, SCC was awarded the CAMP grant to recruit students from migrant worker families to enroll in college and to provide comprehensive support services. Through partnership with the Santa Ana Workforce Investment Board, SAC was awarded the Bridge to Engineering Program. Santa Ana College’s Upward Bound grant to assist disadvantaged students in SAUSD was also renewed. The District Office also secured a number of state projects to address workforce and economic development.

In fiscal year 2012-13, the District earned the most California Community Colleges Chancellor’s Office *Doing What Matters* (DWM) awards in the state: the Sector Navigator for ICT/Digital Media, the OC Deputy Sector Navigator ICT/Digital Media, OC Deputy Sector Navigator for Global Trade and Logistics, the OC Deputy Sector Navigator for Small Business, the LA/OC Deputy Sector Navigator for Retail/Hospitality/Tourism, and the LA/OC Regional Consortium. The DWM programs are five-year awards and placed the District in a leadership role for the region.

In 2013-14, the District secured the Career Pathways Trust grant, SCC as lead in partnership with SAC. Also, SAC obtained a renewal of the California Department of Education Workforce Investment Act II grants to noncredit Adult Basic Education, ESL, High School Subjects/GED, Citizenship, and Family Literacy programs. Also in 2014-15, SAC and SCC both were awarded new TRIO programs through the U.S. Department of Education to provide opportunities for academic development, to assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. In addition, SAC received a renewal of the Student Support Services program and a new Veterans Student Support Services program. Also, SCC received a new Student Support Services program.

The District was also successful in securing the Chancellor’s Office’s statewide Technical Assistance Providers-Career Pathways Design grant in partnership with WestEd. Also to support STEM, the District secured a National Science Foundation (NSF) for the S-STEM grant for SCC for scholarships to underrepresented STEM majors. In addition, SAC secured an NSF Advanced Technological Education grant to implement the OC Biotechnology Collaborative Partnership, involving SCC and Fullerton College.

**Santa Ana College**

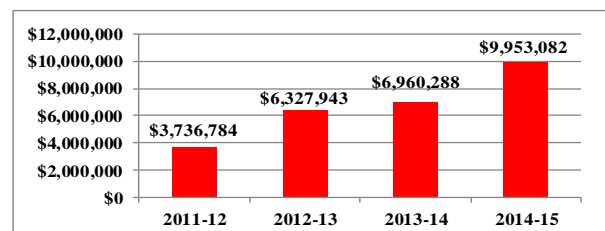
*Foundation*

The Foundation/Office of College Advancement will be working in partnership with the College to mark *100 Years of Student Success*. The College’s milestone anniversary has played a significant role in the leveraging of new and continued resources for students and programs at SAC. Leading the way, the Centennial Scholarship Campaign has reached its first major milestone. All \$1 million of the match dollars put up by the SAC Foundation Board of Directors has been matched with donor dollars, making the total of the Centennial Scholarship Endowment fund \$2.1 million to date. The overall campaign has produced 26 new scholarships to date, which will generate 108 student awards every year totaling over \$104,000 in

new funding to be distributed in addition to the already robust scholarship program granting over \$400,000 to SAC students.

In the last decade, the SAC Foundation has grown in asset size, revenues per year, and diversification of funds:

**Santa Ana College Foundation  
Total Assets, 2011-2015**



### *Community Services*

The SAC Community Services Program is a revenue generating department and offers not-for-credit classes in educational, cultural, social, and recreational events to a diverse community. This comprehensive fee based program provides alternative education opportunities for students to discover, prepare, develop, and pursue lifelong learning. Community Services operates under the best practice guidelines administered by Education Code section 78300.

Community Services plans, operates, and provides a schedule of quality classes each semester. As an extension of college credit, this program is a resource for departments seeking to test new curriculum. Several niche industries with limited competitors have come from these partnerships. The program continues to introduce new revenue streams, which allows for growth and supports the staff.

Community Services formed several partnerships, which has led to developing successful classes for the SAC community. Many students seek workshops to increase their marketable skills, to introduce them to new fitness regimens, and to allow them to participate in professionally guided cultural day tours.

In 2015, Community Services renewed a five-year contract agreement with the Orange County District Attorney's Office for two court mandated classes. There are discussions to introduce more court mandated classes, e.g., Anger Management/Life Skills. Partnerships with Human Services' Automotive and Diesel have facilitated contract agreements with Southern California Regional Transit Training Consortium, Air Resource Board, and Bureau of Automotive Repair. The Nursing Program continues to refer students to CPR & Basic First Aid classes. TRIO/Upward Bound has sought Community Services assistance to facilitate a Summer College for Kids program for their high students. This program continues to seek new partnerships that complement college credit programs, introduce vocational industry trade programs, provide students an opportunity to experience a college environment, and lead students to enroll full time.

### *International Student Program*

The International Student Program (ISP) has committed a recruitment effort in the following emerging markets: Vietnam, India, China, Mexico, Middle East, Central America, South America and Scandinavia countries.

It has become apparent that recruitment is no longer sufficient for growth. As a major part of growth, ISP must work on student retention. Therefore, the staff plans to focus on the student, e.g., mentorship program, and on student activities. The ISP also recognizes the value of sharing the "American" culture with the students. This year, there has been a coordination of efforts to celebrate holidays that are uniquely American, i.e., July 4th, Thanksgiving, and all of the international students were invited to participate.

The allocation of ELA tuition revenue towards instructor salaries has allowed ISP to adjust instructional programs by providing three levels of instruction (beginning, intermediate, and advanced) since spring 2015. The addition of a third instructor made it possible for third level of smaller class sizes and more student-centered instruction.

Student support services, which include orientation, class materials, completion ceremonies, and funds for classified staff and student assistants, have benefited from the allocation of ELA tuition revenue. The Language Academy Completion ceremony and academic counseling services were added to help guide ISP students through their academic career.

Resources allocated to provide fiscal support aligned with student needs have primarily come from the ISP Activity Fee and the ELA Tuition Funds. The Activity Fee provides monetary support for students wishing to go on travel excursions during semester breaks, cultural cuisine outings, all formals and dances, all holiday events, and the yearly International Festival.

### **Santiago Canyon College**

#### *Foundation*

The SCC Foundation is exclusively dedicated to raising supplemental funds for the College. In the past few years, net financial assets of the foundation have strengthened significantly, reflecting a better return on investment and a nearly \$700,000 unrestricted fund transfer from the RSCCD Foundation in 2012-13. A dip in net assets in 2013-14, which has continued into 2014-15 stems from an investment to establish two new positions: an international student program coordinator and a foundation development coordinator.

The Foundation continues to work towards increasing outreach and fundraising capabilities. A recently approved 2014-19 Strategic Plan outlined four goals that will provide the Foundation's blueprint for

investments and activities going forward. These goals includes:

- Expanding Foundation Board membership;
- Increasing annual income from fundraising (restricted and unrestricted) to \$500,000 by 2019;
- Developing a robust and active alumni network; and
- Improving the Foundation’s visibility on and off campus.

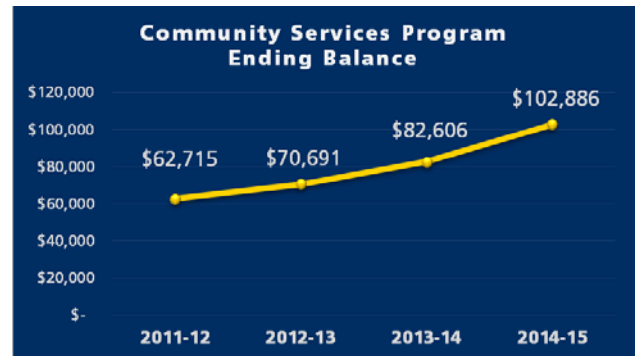
In 2014-15, SCC applied for two competitive grants and was awarded both grants, bringing in \$1,875,200 new dollars to the institution.



*Community Services*

Since 2008-09, the SCC Community Services Program has ended each fiscal year with a positive and growing ending balance. In 2014-15, the

Community Services Program had an ending balance that surpassed \$100,000.



*International Student Program*

With the assistance of the SCC Foundation, SCC has developed an International Student Program with a dedicated coordinator. This program, which used to be aligned with the SAC program, has now been able to meet the exigencies of recruitment, orientation, and material development, all necessary for accreditation and U.S. Department of Education approval.

The International Student Program began with 20 students in spring 2013; the program grew to 48 students in fall 2014. As of fall 2015, the program has 77 international students enrolled.

## Objective 1C: CONTINUE TO MONITOR STUDENT EDUCATIONAL PREPARATION

### Rancho Santiago Community College District Percent of College-Level Placement for Math and English by College Fall 2012 through Fall 2015

	Fall 2012	Fall 2013	Fall 2014	Fall 2015
<b>Santa Ana College</b>				
• English	41%	41%	35%	39%
• Math	42%	45%	45%	41%
<b>Santiago Canyon College</b>				
• English	55%	64%	66%	62%
• Math	51%	50%	51%	49%

Source: SAC and SCC Assessment Center

### Rancho Santiago Community College District Top Three Disproportionately Impacted Groups Academic Preparation as Measured by Placement, 2015

	Reading	English	Math
<b>Santa Ana College</b>	Asian	Male	Hispanic/Latino
	-	-	Low Income
	-	-	Female
<b>Santiago Canyon College</b>	DSPS	Foster Youth	Foster Youth
	-	DSPS	Veterans
	-	Latino	DSPS

Source: SAC and SCC Student Equity Plans

Faculty and staff, at all levels of the District, monitor the progress of student educational preparation, assess learning outcomes in the classroom, review English and math course placement scores, analyze satisfaction surveys of current students as well as of those who graduated and to those who transferred to four-year universities. Data are disaggregated for equity gaps, and there is also a constant exchange of data/information with feeder high schools. These data are an essential part of planning.

The RSCCD Research Department annually publishes reports on enrollment and outcome trends of Santa Ana USD and Orange USD graduates who matriculate to SAC and SCC respectively. Data are disaggregated by high school and included English and math advisements upon entering SAC and SCC; performance in courses; semester-to-semester persistence rates; time to complete AA/AS degrees and certificates of completion; and transfers to four-year universities. College staff share these reports with high school principals for planning.

The department also summarizes course advisements for math, English, ESL/ACE/EMLS, and reading. Within the last four years, 40% of SAC students were placed into transfer-level English 101 (Freshman Composition) and into Math 105/140/145/160/219 (transfer-level math). The ESL/ACE/EMLS placement has fewer test-takers and smaller programs, reflecting decreased demand. Three-fifths of SCC students placed into transfer-level English, and about half of the students were placed in transfer-level math. The Colleges regularly assess student learning outcomes and collect data regarding English and math placements.

The Research Department regularly produces a five-year grade distribution report (by course and by demographics) for faculty to use in their ongoing program reviews. Faculty are encouraged to review these broad sets of data, in

addition to FTES generated; AA/AS degrees and certificates awarded; sections offered; and student demographics for their respective departments. They are also encouraged to request more in-depth research so that they can make informed plans/decisions for their respective departments and their students.

The Research Department has also compiled grade reports by ethnicity, gender, and age group for the general population for those students enrolled in CTE vs. non-CTE; in basic skills vs. non-basic skills; in academies vs. non-academies courses; in apprenticeship vs. non-apprenticeship courses; and in distance education vs. non-distance education courses. All reports produced by the department are distributed to the Colleges as part of their program review processes as well as at various department meetings, and are also posted on the Research Department website for reference.

### **Santa Ana College**

Through the Santa Ana Partnership, SAC has a robust intersegmental Research and Evaluation Team that meets throughout the year to study critical metrics and trends related to the academic preparation of students for college in the Santa Ana Unified School District (SAUSD). The College has created a scorecard to monitor progress and has seen tremendous progress in students' academic preparation in English and math, which is based on longitudinal data collected for each feeder school. This effort is complemented by an intersegmental faculty workgroup through higher education strategic planning. To support the continued strategic analysis of college success, the College has a data sharing agreement, which makes academic information for all students in SAUSD available.

Through analysis of disproportionate impact, the College has identified groups in need of academic preparation as measured by placement testing. Staff are developing strategies to assist impacted groups.

There is an expectation that with the new common assessment and using multiple measures, the College will be able to place students in more accelerated pathways and reduce placement in remedial courses, particularly at the lowest levels. To address this issue of placement into low remedial courses, the Math Department has revised curriculum and will be evaluating the effectiveness of these new courses. The English Department is also investigating a curriculum revision.

In addition, with regards to placement of high school students, a matriculation agreement has been established for students who receive an A or B in the first semester and an A or B by the sixth week of the second semester in the high school expository reading and writing course. These students will be placed directly into English 101 (Freshman Composition) at

Santa Ana College. The Math Department is discussing a similar agreement.

### **Santiago Canyon College**

Through its regular evaluation of potential disproportionate impact regarding student access to education, Santiago Canyon College has identified a number of impacted first-time students placing into college-level reading, English, and mathematics courses. While the College has little control over students' academic preparation, programs such as the Student Success and Support Program, Student Equity, and the Basic Skills Initiative fund the College to develop programs that address the needs of incoming students.

For example, the College Readiness Optimizes Student Success (CROSSroads) Program provides students a review of fundamental skills that will assist placement into transfer-level courses. English workshops prepare high school students in essential elements of successful writing. Online math modules guide students through the specific concepts needed for success in college algebra and are coupled with online discussions and instruction from math faculty. Following these reviews, students take the placement test. If they do not place into college-level courses, they have the opportunity to re-test to avoid remediation.

In the most recent iteration of SCC's Student Equity Plan, activities have been identified to help impacted students to become better prepared for college and to ease the transition into the college environment. This includes the provisions of outreach materials and specialized orientation programming for students with disabilities; the development of an Academic Success Academy course for high school students; and the exploration of a transition program from high school to college for students identified as disproportionately impacted.



**GOAL #2:** RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

**Objective 2A: STRENGTHEN OUTREACH AND RECRUITMENT;  
DEVELOP NEW AND SUSTAIN CURRENT RELATIONSHIPS WITH KEY  
PARTNERS AND STAKEHOLDERS**

**Rancho Santiago Community College District  
Percent of Feeder High School Graduates as New Freshmen  
Fall 2011 through Fall 2015**

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
<b>Santa Ana USD graduates at SAC</b>	36%	38%	45%	37%	*
<b>Orange USD graduates at SCC</b>	30%	25%	27%	24%	26%

\*SAUSD has not released 2015 graduates at press time.  
Source: RSCCD Research Department, Santa Ana USD, Orange USD

The District and Colleges partner with many educational (feeder school districts, community colleges, and universities), community and business industry organizations to ensure that we constantly monitor the needs of the diverse community to provide quality and timely offerings. The District is represented on various chambers, business councils, and advisory boards of various organizations where we share as well as listen to partners. For example, the District is represented on the Orange County and the Santa Ana Workforce Investment Boards in order to identify major workforce needs and to address those needs through responsive programs and services. Grant programs have also been developed collaboratively with neighboring community college districts, with the Orange County Department of Education, local industry, and with non-profit organizations. The lists of the key partnerships that the District maintains are included in Appendix A.

The two Schools of Continuing Education partner with over 50 community organizations to offer noncredit, adult education classes throughout the RSCCD service area. Partners include the Santa Ana USD, Orange USD, Orange County Sheriff Department, Orange County Office of Education, the Boys and Girls Club of Santa Ana, and the Santa Ana WorkCenter.

**Santa Ana College**

Santa Ana College offers a robust program of year-round outreach and student development activities throughout its service area (and on site at all feeder high schools via One-Stop Higher Education Centers), which culminates in a model application, assessment, and placement program. This is enriched by direct

financial support, linked to the SAC Foundation, which makes college possible for all members of the community. This model demonstrates implementation of the Student Success Act and has been cited as a national model by state and national leaders. It includes significant expansion activities as part of the College's Student Equity Plan. The pipeline efforts



are complemented by the on-campus Middle College High School, where students simultaneously earn high school and college degrees. This year's 70% of the graduating class will earn both their AA and high school diploma. Complementing the pipeline, outreach work is a significant set of community-centered activities led by outreach professionals in both credit and noncredit programs as well as volunteer Padres Promotores de la Educación. Taken as a whole, this outreach and student development work touches 30,000 members of the greater Santa Ana area annually. This work further expanded when SAC and the Santa Ana Partnership opened a One-Stop Higher Education as part of the Main Santa Ana Public Library.

Through the Assembly Bill 86 consortium, Santa Ana College School of Continuing Education (SAC-SCE) is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region. In addition, SAC-SCE is expanding partnerships to leverage resources and provide better service to the community. One example of this effort is the expansion of the SAC-SCE Substantial Disabilities instructional program. Working closely with Santa Ana Unified School District (SAUSD), the partnership is able to provide transportation and trained assistants through SAUSD and facilities and the classroom instruction through SAC-SCE. Please see Appendix A2 for list of SAC's key partners.

### **Santiago Canyon College**

A key effort at the Santiago Canyon College is to strengthen outreach and recruitment. Staff work to develop new and sustain current relationships with key partners and stakeholders.

The High School and Community Outreach Program supports collaborations between local high schools and SCC in an effort to recruit and enroll students. To achieve this goal, the department recruits high school seniors and facilitates participation in the Early Welcome program. In addition, the Outreach Program educates the community about SCC's programs and services by offering K-12 educational

fairs, making high school presentations and hosting K-12 tours at SCC.

The Early Welcome (EW) program is the Outreach Program's primary vehicle for engaging new students. Outreach offers this program to local high school graduating seniors to increase the base enrollment of full-time students. Another focus is to assist high school seniors with college readiness by hosting workshops on college applications; providing placement testing for English and math; and registering students for the fall semester. Parents are also presented with an orientation of critical college information.

The College strives to register 1,000 or more high school seniors through the Early Welcome (EW) program. The Outreach department recruits students from various Orange County and Riverside County school districts. The majority of the participants come from Orange Unified.

For the past three years, SCC has offered the CROSSroads program to incoming high school seniors. The goal of the program is to help students to be college-ready by providing them with a review of fundamental math and English skills that will assist their placement into transfer-level courses. The English portion of the program consists of workshops taught by faculty who review key concepts of the writing process and conduct writing samples. The math portion consists of individualized computer math modules and a placement test. Students who do not place into college-level courses based on the CROSSroads tests have the opportunity to take the College's test, thereby receiving another chance to avoid remediation. Every November, CROSSroads is promoted at the SCC Family Night event where high school seniors and their parents come to learn about the College's many programs and services. In fall 2015, 340 guests attended, including 140 high school students from 21 high schools.

The College's efforts to develop, sustain, and strengthen relationships with key partners and stakeholders continues to take root in the local and surrounding communities. See Appendix A3 for a list of key partners.

## Objective 2B: SUPPORT REGIONAL DEVELOPMENT BY BECOMING THE PRIMARY LOCAL SOURCE OF SKILLED EMPLOYEES FOR HIGH DEMAND OCCUPATIONS

### Top Occupations for Orange County, 2014 - 2019

Description	2014 Jobs	2019 Jobs	5-year Change*	5-year % Change	Openings**	Median Hrly Earnings	Typical Entry Level Education
General & Operations Managers	28,348	29,858	1,510	5%	4,285	\$53.47	Bachelor's degree
Registered Nurses	18,456	20,317	1,861	10%	3,787	\$42.17	Associate's degree
Accountants and Auditors	17,731	18,758	1,027	6%	3,752	\$32.07	Bachelor's degree
Nursing Assistants	8,695	10,219	1,524	18%	2,435	\$13.11	Postsecondary non-degree
Management Analysts	11,993	13,361	1,368	11%	2,368	\$37.04	Bachelor's degree
Medical Assistants	7,338	8,531	1,193	16%	1,997	\$16.81	Postsecondary non-degree
Market Research Analysts and Marketing Specialists	8,666	9,923	1,257	15%	1,910	\$31.85	Bachelor's degree
Licensed Practical and Licensed Vocational Nurses	6,569	7,559	990	15%	1,876	\$23.75	Postsecondary non-degree
Teacher Assistants	11,779	12,261	482	4%	1,867	\$16.42	Some college, no degree
Elementary School Teachers, Except Special Education	9,951	10,528	577	6%	1,797	\$37.25	Bachelor's degree
Software Developers, Applications	9,129	10,052	923	10%	1,559	\$48.54	Bachelor's degree
Dental Assistants	5,247	5,963	716	14%	1,310	\$16.28	Postsecondary non-degree
Civil Engineers	4,539	5,181	642	14%	1,267	\$45.69	Bachelor's degree
Computer User Support Specialists	7,274	7,880	606	8%	1,217	\$26.26	Some college, no degree
Teachers and Instructors	5,942	6,573	631	11%	1,175	\$18.73	Bachelor's degree

\*Job growth or job loss

\*\*Openings = new jobs created + job openings due to separations

Source: EMSI 2015.2

### Rancho Santiago Community College District Student Evaluation of the CTE Program, Employment Outcomes and College Preparation, 2015

	Santa Ana College	Santiago Canyon College	Statewide
Overall satisfaction with education and training received	94%	93%	91%
Percent gains in percent of full-time employment after completing college coursework	47% to 55% +8%	56% to 63% +7%	35% to 47% +12%
Percent gains in hourly wage after completing college coursework	\$18.72 to \$24.83 +33%	\$19.29 to \$29.10 +51%	\$18.07 to \$24.24 +34%
Percent respondents who identified college coursework had an impact on their employment:			
✓ Prepared me for possible new job	21%	20%	23%
✓ Enabled me to learn skills that allowed me to stay in current job	14%	16%	11%
✓ Enabled me to learn skills that allowed me to get a promotion at my same organization	11%	15%	8%
✓ Enabled me to learn skills that allowed me to get a job at a new organization	18%	12%	17%
✓ Enabled me to start my own business	3%	3%	4%
✓ No impact on my employment	10%	12%	13%

Source: CTE Employment Outcomes Survey (CTEOS), 2015

**Rancho Santiago Community College District**  
**Career Technical Education Core Indicators of Performance by College, 2013-2015**

	2012-13	2013-14	2014-15
<b>Technical Skill Attainment</b>			
• Santa Ana College	84%	83%	82%
• Santiago Canyon College	96%	92%	85%
• Statewide	89%	89%	89%
<b>Completion (Credential, Certificate, Degree or Transfer-Ready)</b>			
• Santa Ana College	81%	82%	85%
• Santiago Canyon College	31%	37%	50%
• Statewide	82%	82%	82%
<b>Persistence and Transfer</b>			
• Santa Ana College	89%	89%	89%
• Santiago Canyon College	69%	67%	74%
• Statewide	86%	87%	87%
<b>Employment</b>			
• Santa Ana College	82%	71%	72%
• Santiago Canyon College	94%	93%	92%
• Statewide	82%	81%	81%
<b>Nontraditional Participation</b>			
• Santa Ana College	13%	14%	15%
• Santiago Canyon College	5%	8%	8%
• Statewide	22%	23%	22%
<b>Nontraditional Completions</b>			
• Santa Ana College	19%	21%	21%
• Santiago Canyon College	19%	22%	22%
• Statewide	25%	27%	28%

Source: California Community Colleges Chancellor's Office, Career Technical Education (Perkins IV)

The District and Colleges have taken the lead in a number of CTE areas through grant awards from the California Community Colleges Chancellor's Office for the Doing What Matters Initiative, highlighted in Vice President Biden's report to the President on model programs for preparing Americans for jobs (*Ready to Work: Job-Driven Training and American Opportunity*, July 2014, p. 30). The District was awarded the statewide Sector Navigator for Information Communications Technology/Digital Media grant, which has built extensive relationships with industry leaders throughout the state to keep the ICT/Digital Media programs up-to-date with employment trends of these industries. A major accomplishment of the ICT Sector Navigator was the creation of the IT Technician Pathway, which is available to all California Community Colleges.

The Colleges also partner in the Orange County Department of Education's OC Career Pathways Trust project to engage K-12, community colleges, and business and non-profit partners in building strong pathways in ICT/Digital Media, Health/Biotechnology, and Manufacturing. These efforts secured more than \$11 million to invest in strengthening CTE programs to better serve students and employers and to contribute to workforce and economic development in the region.

In the fulfillment of its mission, to enhance the economic development of the region, the RSCCD Foundation has engaged community partners to increase access to and expand economic and workforce development of services provided by the District's programs. The RSCCD Foundation has secured more than \$250,000 from AT&T, Chevron, State Farm, Union Bank, U.S. Bank, Valley Economic Development Center, and Wells Fargo Bank.

**Santa Ana College**

With over 80 areas of study at Santa Ana College that lead to employment in regional occupations and a doubling of degrees and certificates (exclusive of transfer certification) since 2008, SAC contributes

significantly to the workforce in Central Orange County. These industry-supported programs include Welding, Auto Technology, Occupational Therapy, Nursing, the Criminal Justice and Fire Academies, and Pharmacy Technician.

Santa Ana College has also been approved by the California Community Colleges Chancellor's Office as one of 15 community colleges to participate in the baccalaureate degree pilot program and will be offering a Bachelor of Science degree in Occupational Studies commencing fall 2017.

Santa Ana College participates in the CTE LaunchBoard, a statewide data system to track K-12 participation in CTE programs and then into the workforce. The College will also be participating in the CTE Employment Outcomes Survey to glean information related to whether students became employed within their fields of study, if coursework positively affected their earning potential, and how the College can improve.

The College was awarded a grant for the National Science Foundation for the OC Biotechnology Collaborative Partnership project in collaboration with SCC and Fullerton College. Through this project, the Colleges will align and strengthen their biotechnology programs and provide instruction modeled on real-world biotechnology and research laboratories to produce high-quality graduates to meet the region's workforce need. Santa Ana College is also a partner with UCI on their National Science Foundation I-USE grant to strengthen engineering transfer pathways.

Several of SAC's CTE programs tracked their graduates (via surveys and/or certification), which demonstrated impressive outcomes:

- More than half (65% to 75%) of RN graduates found employment in health care within six months of graduation.
- Most (96%) of the Occupational Therapy Assistant program's NBCOT certification awardees found work as therapy assistants within two months of certification.
- More than four-fifths of the International Business students who became certified Global Business Professionals have found jobs in the field.
- Seventy-eight percent of the Pharmacy Technology program graduates found jobs in the field.

Complementing this work is a center for CTE success and completion at SAC. Similar to the University Transfer Center, the CTE Success Center provides individualized follow-up with students who are close to completion, and it partners with CTE faculty to develop customized education plans for students

majoring in their fields. The Center also supports college-wide work to help undecided students select a career field. This has been an extremely popular service area and will continue to support expanded certificate and degree completion in the coming year.

### Santiago Canyon College

Santiago Canyon College supports regional development by becoming the primary local source of skilled employees for high demand occupations.

The College leads the state's largest Joint Apprenticeship Training Centers (JATCs) in carpentry, electrician, maintenance mechanic, operating engineers, power lineman, and surveying. The College's partnerships with local trade unions is a formula for success that provides employers with skilled state-indentured Apprentices and Journeymen who earn a livable wage as well as earn college credit that is applicable toward an Associate of Science Degree or Certificate of Achievement.

*The Career Pathways Trust-OC Teacher Pathway Partnership* program is a regional collaboration directed by SCC to engage high school students in paraprofessional educator courses and work experience and internships in order to increase interest and enrollment in SAC, SCC, and Fullerton College teacher pathway programs as well as to increase transfer to CSUF's Teacher Education Program. The project design focuses on engaging underrepresented students in teacher pathways and on strengthening effective STEM instruction to diversify and improve the teaching workforce.

Santiago Canyon College's Biotechnology Program is considered a model statewide for both the Biotech Initiative and the State Chancellor's Office "Doing What Matters" framework. The program was supported by the RSCCD CTE Collaborative SB1070 Grant.

The College supports the Water Utility Science (WUS) program serving approximately 200 students annually and prepares and advances students within high paying Water and Wastewater Career Pathways. Donations from the Southern California Water Utilities Association are used toward water demonstration lab kits, allowing students to have a better hands-on experience in class. This necessary equipment demonstrates the fundamentals of water chemistry for process laboratories and treatment

plants to ultimately train highly skilled employees for high demand occupations.

Santiago Canyon College is the fiscal agent for the Los Angeles/Orange County Regional Consortium, the convening group for CTE program approval and the CTE collaborative among the 27 colleges in the LA/OC area.

The College participated in the 2015 CTE Employment Outcomes Survey. Designed to gather information on employment outcomes for students participating in CTE programs at California community colleges, the survey aims to determine whether students were able to find employment within their field of study. The survey also investigated if the students' community college coursework positively affected their earning potential and in what way CTE programs can be improved. Of the 1,310 former students contacted either by e-mail, mail, or phone, 269 responded to the survey yielding a 21% response rate, up nine percentage points from the

previous survey. Highlights from the survey show that:

- Ninety-three percent of respondents indicated they were either satisfied or very satisfied with the education and training they received at Santiago Canyon College.
- Eighty-one percent of respondents indicated that they are employed for pay.
- Forty-eight percent of respondents indicated they are working in the same field as their studies and training, and twenty-three percent indicated they work in a field that is "close" to their studies and training.
- The hourly wage of all respondents increased fifty-one percent from their hourly wage before their studies (\$19.29) to their hourly wage after completing their studies (\$29.10).

Santiago Canyon College will also be participating in the next CTE Employment Outcomes Survey, which will be conducted in 2016.

**GOAL #3: RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.**

**Objective 3A: CONSISTENTLY AND ACCURATELY MEASURE EDUCATIONAL GOAL COMPLETION FOR UNIVERSITY TRANSFER, DEGREES, CERTIFICATES AND DIPLOMAS**

**Market Share of the Top 15 Associate Degree Programs by Orange County Community College Districts, 2014-15**

	Coast CCD	North Orange CCD	South County CCD	Rancho Santiago CCD	SAC	SCC
Administration of Justice	29.30%	40.30%	16.00%	14.40%	14.40%	0.00%
Biological and Physical Sciences (and Mathematics)	33.30%	23.90%	5.20%	37.60%	15.00%	22.60%
Business Administration	44.40%	17.10%	18.80%	19.60%	8.60%	11.00%
Business Management	30.90%	53.20%	2.50%	13.50%	7.50%	6.00%
Chemistry, General	37.70%	19.50%	27.90%	14.80%	7.40%	7.40%
Humanities	1.50%	0.00%	1.50%	97.00%	48.40%	48.60%
Humanities and Fine Arts	43.50%	46.90%	9.50%	0.00%	0.00%	0.00%
Liberal Arts and Sciences, General	49.40%	21.40%	11.40%	17.70%	6.80%	10.90%
Liberal Studies	4.90%	0.20%	90.60%	4.20%	2.60%	1.60%
Management Dvlpmnt & Suprvsn	98.60%	0.00%	1.40%	0.00%	0.00%	0.00%
Mathematics, General	28.00%	23.30%	27.50%	21.10%	4.20%	16.90%
Psychology, General	32.90%	20.20%	25.00%	21.80%	11.80%	10.00%
Registered Nursing	25.30%	20.50%	29.00%	25.30%	25.30%	0.00%
Sociology	23.90%	45.30%	11.80%	18.90%	12.70%	6.20%
Speech Communication	46.10%	15.30%	27.90%	10.80%	0.30%	10.50%

Source: California Community Colleges Chancellor's Office, DataMart

**Market Share of the Top 15 Certificate Programs by Orange County Community College Districts, 2014-15**

	Coast CCD	North Orange CCD	South County CCD	Rancho Santiago CCD	SAC	SCC
Transfer Studies	35.70%	0.00%	36.80%	27.50%	15.40%	12.10%
Accounting	8.90%	0.70%	19.70%	70.70%	70.60%	0.10%
Fire Technology	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%
Cosmetology and Barbering	19.10%	20.60%	28.90%	31.40%	0.00%	31.40%
Automotive Technology	5.00%	39.80%	5.00%	50.20%	50.20%	0.00%
Business Administration	5.80%	0.00%	0.00%	5.10%	5.10%	0.00%
Medical Assisting	8.40%	0.00%	17.60%	73.90%	73.90%	0.00%
Machining and Machine Tools	30.00%	2.10%	0.00%	67.90%	67.90%	0.00%
Environmental Control Tech.	24.70%	75.30%	0.00%	0.00%	0.00%	0.00%
Administration of Justice	45.90%	2.20%	5.90%	45.90%	45.90%	0.00%
Computer Networking	50.80%	24.20%	25.00%	0.00%	0.00%	0.00%
Child Development/Early Care and Education	0.00%	1.60%	75.00%	23.40%	23.40%	0.00%
Culinary Arts	47.10%	43.00%	9.90%	0.00%	0.00%	0.00%
Electrical Systems & Pwr Trans	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Paralegal	42.70%	22.70%	0.00%	19.10%	19.10%	0.00%

Source: California Community Colleges Chancellor's Office, DataMart



**Rancho Santiago Community College District  
Degrees, Certificates and Diplomas Awarded by College, 2011-2015**

	2011-12	2012-13	2013-14	2014-15
<b>AA/AS Degrees</b>				
• Santa Ana College	1521	1628	1715	1627
• Santiago Canyon College	865	1077	1141	1341
<b>AA-T/AS-T Degrees</b>				
• Santa Ana College	6	63	193	396
• Santiago Canyon College	2	97	228	355
<b>Certificates of Achievement</b>				
• Santa Ana College	1059	1157	1324	1474
• Santiago Canyon College	992	1488	1273	1388
<b>Certificates of Proficiency</b>				
• Santa Ana College	150	165	158	222
• Santiago Canyon College	53	89	1024	181
<b>High School Diplomas</b>				
• SAC School of Continuing Education	144	211	162	135
• SCC School of Continuing Education	60	51	58	69
<b>Certificates of Completion</b>				
• SAC School of Continuing Education	2306	1462	2505	1269
• SCC School of Continuing Education	3609	3712	4408	1129

*Source: SAC and SCC Graduation Offices, Schools of Continuing Education, RSCCD Research Department*

**Rancho Santiago Community College District  
Transfers to Four-Year Universities by College, 2011-2015**

	2011-12	2012-13	2013-14	2014-15
<b>Santa Ana College</b>				
• CSUs campuses	1063	950	1077	1036
• UCs campuses	163	172	188	207
• Private/Out-of-State campuses	673	730	722	880
<b>Santiago Canyon College</b>				
• CSUs campuses	462	512	608	645
• UCs campuses	88	114	136	148
• Private/Out-of-State campuses	292	335	359	357

*Source: RSCCD Research Department, National Student Clearinghouse*

In the early 1990s, staff and faculty identified and the Board of Trustees approved 12 Measures of Success (see Appendix B), which describe the effectiveness of the District, its Colleges, and their programs. The RSCCD Research Department regularly monitors and presents the data to the college community for its assessment to ensure excellence in their respective areas. The data are also presented to the Board of Trustees at their annual planning session for consideration and comments.

The RSCCD Research Department also conducts “regular” statistical studies to assist policy and program planning and development and “special” studies to meet departmental, institutional, and mandated needs, at the requests of faculty and staff to ensure departments/units provide quality programs. The department also annually monitors, publishes, and disseminates the educational goal completion data for university transfer, associate degrees, certificates of achievement and proficiency, and high school diplomas and certificates of completion for the noncredit programs. These reports are disseminated to college staff and posted on the RSCCD Research Department webpage for reference.

In analyzing the top 15 associate degree programs among Orange County college districts, RSCCD has a quarter or more of the market share in the following programs: humanities (97%), biological and physical sciences (and math) (37.6%), and registered nursing (25.3%). In reviewing the certificate programs offered, RSCCD has the monopoly in two programs (fire technology certificate at SAC and electrical systems and power transmission at SCC – both at

100%). There are also seven certificate programs with more than a quarter of the market shares, ranging from transfer studies to administration of justice to medical assisting to cosmetology and barbering). In certain areas, SAC and SCC have more than the share of the market, whereas in other areas, the Colleges have not tapped into the market. Faculty and staff continually assess the needs of the community and offer courses that reflect those needs.

### **Santa Ana College**

Santa Ana College engages in extensive college-wide strategic planning to maximize students' academic success while shrinking equity gaps among and between student groups. To this end, comprehensive plans that are tied to the College's overall Strategic Plan have been developed with input from all constituency groups. The plans outline the specific activities, confirmed by data, required to improve course completion and certificate/degree/transfer attainment. This work is complemented by enrollment management planning to maximize impact on success and completion. Areas that will get special attention include but are not limited to; research and data support; support services hours of operation; professional development; explicit training for adjunct faculty; academic acceleration; and the creation of pathways to completion that link to student educational plans and a Degree Audit database.

The SAC Research Department has been amplified with a Research Analyst, an Equity Coordinator, and a soon-to-be hired Director of College Research. This, in cooperation with the district Research Department, serves as a source of data used for both short-term and longitudinal analysis.

The College has a functioning Degree & Certificate Audit program, which enables the College to identify students who are close to completion but who still need guidance; others who are not making satisfactory progress; and overall data on enrollment supply and demand, which informs both follow-up work with students and course offerings. This new tool enables direct communication with students who need specific courses (students may be advised of open seats) and also provides powerful longitudinal data on enrollment, course retention, and completion results that are coordinated college-wide.

In addition, after intensively studying participation and success patterns at SAC as part of the process of developing the Student Equity Plan, the college community identified areas of disproportionate impact across target groups, which informed the action priorities established for the three-year plan.

Also using data retrieved from the RSCCD Research Department, SAC analyzes the information as part of the program review process. Discussions of the data routinely occur during meetings with instructional deans. As a result of the planning activities in Academic Affairs during 2014-15 and evaluation of the available data, SAC has developed class schedules based on current Associate Degrees for Transfer (ADT) pathways as well as pathways for CTE programs, in an effort to increase the number of completions in transfer, degree, and certificate programs.

Since 2011, SAC also established a Student Success Convocation that brings all members of the College community together to analyze critical trends in student academic success, persistence, and completion. The formal address, delivered by the President, sets goals for student success and reviews related trend data, highlighting specific departments with gains, while challenging others to review strategies and practice, all with special attention to equity and gaps by ethnicity. The convocation concludes with a panel of students who provide advice to the faculty and staff. A set of ten topical student success workshops then engages all educators in study and dialogue regarding student success at the College.

### *Continuing Education Program*

The Santa Ana College School of Continuing Education is currently in the process of aligning its planning efforts in the Adult Education Block Grant, Basic Skills, Workforce Innovation Opportunity Act (WIOA), and Student Success and Support Program (SSSP) plans. The integrated plan is to develop overall goals and to demonstrate the work that is being done in each one of these plans to support the goal. A matrix is being created that shows the goals and the work that is being done to support the goal as part of each of these projects.

### **Santiago Canyon College**

In 2015, data pertaining to SCC's institution-set standards for successful course completion (63%), degrees awarded (600), transfers to four-year



institutions (650), and number of certificates awarded were collected and analyzed.

- In fall 2014, SCC students collectively contributed to an overall successful course completion rate of sixty-nine percent, exceeding the standard of sixty-three percent.
- In 2014-15, SCC awarded 327 more degrees than in 2013-14. This is a twenty-four percent increase over the previous academic year.
- In the same year, SCC awarded 115 more certificates of achievement than in 2013-14. This is a nine percent increase over the previous academic year.
- The SCC transfer count is 1,150 for 2014-15, an increase of four percent over the previous year. Six hundred and forty-five students transferred to a California State University, 148 to a University of California, and 357 to private or out-of-state institutions.

Santiago Canyon College continues to monitor these data to ensure goal completion rates increase annually and to guarantee institution-set standards of performance are continually exceeded.

Data research and analysis performed to support the development of the SCC Student Equity Plan identified several instances of disproportionate impact and revealed a number of barriers related to student success in 2014-15:

- The successful course completion rate of foster youths was fifty-one percent, significantly below the college-wide average;
- Seventeen percent of students were placed on academic probation. Groups disproportionately impacted are Pacific Islanders, DSPS students, foster youth, low-income, and Veterans;
- Thirty percent of students were placed into transfer-level mathematics courses. Student groups placing into transfer-level mathematics at disproportionately lower rates were African-American, Latino, DSPS, low-income, and foster youth students; and
- Lower proportions of African American, Latino, and foster youth students achieved degree completion. Latino, DSPS, foster youth, low-income and Veteran student groups transferred to four-year schools at disproportionately lower rates as well.

Santiago Canyon College's Student Equity Plan outlines activities that address these as well as other areas of disproportionate impact. Each year, research is planned to evaluate identified strategies designed to increase student success and achievement for disproportionately impacted groups, and annual evaluations of identified strategies are to be incorporated into the SCC Student Equity Plan in each subsequent year.

## Objective 3B. ACADEMIC SUPPORT SERVICES, STUDENT SUPPORT SERVICES AND GRANTS PROVIDE INTEGRATED APPROACHES TO STUDENT SUCCESS AND ACHIEVEMENT

### Rancho Santiago Community College District Entitlements Grants by Site 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
District Operations	\$3,909,946	\$3,584,741	\$2,999,739	\$18,117,609*
Santa Ana College	\$8,719,702	\$8,629,901	\$9,509,153	\$14,284,152
Santiago Canyon College	\$3,215,610	\$3,173,941	\$3,863,141	\$5,824,222

\*Career Technical Education-Enhancement Fund (CTE EF) distributed to RSCCD as regional fiscal agent, \$15,900,261 of the \$16,695,274 distributed to colleges in LA and OC for their work.  
Source: RSCCD Resource Development

### Rancho Santiago Community College District Course Success for Academic Support Services by College 2012-13 through 2014-15

	2012-13		2013-14		2014-15	
	Participant	Non-Participant	Participant	Non-Participant	Participant	Non-Participant
<b>Santa Ana College</b>						
• Learning Center	-	-	-	-	72%	70%
• Math Center	-	-	-	-	59%	53%
• Library Bibliographic Instruction	70%	69%	72%	71%	72%	71%
<b>Santiago Canyon College</b>						
• Tutoring Center	71%	70%	71%	67%	72%	73%
• MaSH Center	61%	54%	60%	54%	63%	55%
• Library Circulation Desk	73%	69%	72%	67%	72%	73%
• Library Bibliographic Instruction	72%	70%	71%	67%	79%	73%

Source: SAC and SCC Library, SCC Institutional Effectiveness Office, RSCCD Research Department

### Rancho Santiago Community College District Student Support Initiatives for Integrated Approaches by College 2014-15

	Amount Funded	# students Impacted
<b>Santa Ana College</b>		
• BSI	\$550,382	27,197
• Equity	\$1,188,918	61,913
• Credit SSSP	\$3,538,029	42,144
• Non-Credit SSSP	\$1,158,027	29,846
<b>Santiago Canyon College</b>		
• BSI	\$177,839	9,606
• Equity	\$422,328	27,758
• Credit SSSP	\$1,318,136	16,563
• Non-Credit SSSP	\$555,479	11,318

Sources: RSCCD Resource Development, RSCCD Research Department

Rancho Santiago Community College District provides extensive academic support services, student support services, and integrated approaches to deliver services through a number of entitlement grant allocations, e.g., Career Technical Education Act, Carl Perkins Funds; Basic Skills Initiative; Educational Opportunity Program and Services (low-income, first-generation); CalWORKS; Temporary Cash Assistance for Needy Families (TANF); Cooperative Agencies Resources for Education (CARE); Disabled Students Program and Services; and Workforce Investment Act II. These projects lead to increased integration of approaches and collaboration among the campuses' academic and support services.

In 2013-14, SAC and SCC received allocation for Student Support Services Program (SSSP) funding. The SSSP funds have significantly expanded counseling and advisement services to ensure that more students complete assessments, participate in orientation, and have educational plans aligned with their educational goals. In 2014-15, the state allocated funds for Student Equity, which represents another campus-wide effort to provide academic and student support services through integrated approaches to improve equitable access and achievement. Each College reviewed access and achievement data for various populations, such as race/ethnicity, foster youth, veterans, low-income, etc.) to identify areas that showed disproportionate impact, and each College developed plans to implement strategies to reduce the disparities in achievement.

In 2014-15, the District received a large allocation Career Technical Education – Enhancement Fund (CTE-EF) through Senate Bill 858 to infuse funds for community colleges to develop and enhance CTE programs. The California Community Colleges Chancellor's Office allocated CTE-EF by region, and the District was selected by Los Angeles and Orange County (LA/OC) Colleges to serve as the fiscal agent to disburse each College's portion of CTE-EF. The District receives and reviews quarterly reports, monitors activities for compliance, approves payment, facilities approval, and conducts audit services.

Other funds allocated to the District over the years include the administrative allocation for Career Technical Education Act, Carl Perkins Funds, Assembly Bill 1725, Child Development, and a modest portion of Matriculation funds.

### Santa Ana College

Santa Ana College has updated its Strategic Plan to draw further attention to student success and student equity. The revised plan was approved by all constituency groups. Then recommended changes were made to the governance structure.

Additional operational changes were made to create a Professional Development Office and to assign a faculty member with the responsibility of coordinating faculty-centered professional development in coordination with faculty leaders and management partners who were also working with classified staff on related goals. All professional development at SAC is centered on student success and equity, and all staff who attended conferences beginning January 2015 are required to articulate in advance (on a Conference Request Cover Sheet) the student success value that the activity will have for the College. The capacity that these strategies will create for SAC will be accompanied by significant changes to intake and orientation through the Student Success and Support Program, through which all students will be oriented and develop Educational Completion Plans within the first semester of study.

To support the goals of institutional effectiveness, new positions have been established, including research analysts, an equity coordinator, an SLO coordinator, and a soon-to-be hired director of research.

Academic pathways have been established for student programs, including three distance education pathways, which have been posted on the Academic Affairs website and department websites to broadcast the College's commitment pathways.

Elementary and Intermediate Algebra were accelerated and split into two pathways. Equity has underwritten the faculty costs for coordination, training stipends, instructional assistants in the classrooms, assessment, and classroom technology. The acceleration alone should triple the number of students who complete basic skills and/or the first transfer level math course. The two pathways are split between Business and STEM (BSTEM) and Statistics and Liberal Arts Math (SLAM). Intermediate Algebra is a course required for the AA and AS for degree, as well as a requirement for many science and social science courses. Therefore, this

work had to be coordinated with several departments to make sure that prerequisites matched and curriculum was aligned. In addition, because these are the two largest courses at the College, significant work has been done with assessment, outreach, and counseling to insure that students are appropriately guided.

In coordination with Outreach, the faculty, counseling, and research, an at-risk peer mentoring program has been established by the College. The program is multi-faceted. At the beginning of the semester, incoming freshmen and at-risk students are contacted to go over services and activities that the College has to offer and to give guidance. In mid-semester, students who are identified by faculty using Early Alert are contacted with information regarding instructional services and counseling services to get back on track and fulfill needs. At the end of the semester, basic skills students and freshmen are contacted to help provide guidance for the next math and English course in their sequence. This program will be expanded to include students who are planning to transfer and those that are on probation. The goal of the program is to provide students with a persistent contact and interaction with the College.

Equity has underwritten the expansion of hours for the Math Center, the Learning Center, the Library and the Academic Computing Center. Students have frequently expressed a lack of study places in the evenings and a lack of services at non-classroom hours. Many students at the College live in multiple-person households and need quiet or studious atmospheres to study. Furthermore, many of them need access to writing and math tutors and computers to do their work. Each of the centers is now open on the weekend for four additional hours.

This infrastructure and enrollment management is supported by the expansion of accelerated course completion pathways and articulation agreements.

#### *Continuing Education Program*

The School of Continuing Education has made a concerted effort to enhance basic skills through supplemental learning and professional development, as follows:

- Expanded embedded counseling to include ESL Intermediate 3 classes and enhanced programs and student services and educational planning to ESL students;
- Facilitated the transition activities and articulation agreements between noncredit and

credit curriculum, department approval for new textbooks and courses. Discussed with credit the noncredit Algebra 1B math curriculum and how it fits with SAC articulation agreement. Participated in partnership meetings with math faculty from credit and SAUSD;

- Facilitated the development of the five new ABE Academic Vocabulary courses in five discipline areas and created pathways to high school courses with the basic skills of academic vocabulary in a specific subject area;
- Expanded the tutoring program to include ESL Intermediate 3 by hiring and training of tutors fall, spring, and summer sessions; and
- Expanded Professional Development activities by offering meetings at various times and days to increase participation and involve all disciplines.

#### **Santiago Canyon College**

Beginning in 2014-15, Santiago Canyon College convened college leaders and coordinators of the major student support initiatives (Credit SSSP, Non-credit SSSP, Student Equity, and the Basic Skills Initiative) to create the Initiatives Integration Work Group. This work group was designed under the advisement of the Vice President of Student Services to help the College better understand the scope of work involved with each initiative and the impact each has, individually and collectively, on student success and achievement. Some of the questions the work group has been tasked with are:

- Is what we are doing positively benefiting students targeted by each initiative and what implications does that have for the college?
- What data are we collecting for one initiative that might help inform another?
- Are there redundancies in initiative activities that can be eliminated thus maximizing categorical dollar use and student benefit?
- Are there areas where one initiative may be able to pick up where another may be restricted in order to provide more seamless service to students?

As a result of the work done by the Initiatives Integration Work Group, the college has focused its attention in three main areas to maximize the State's investment.

In the area of professional development, the College has been involved in On-Course training; held a

Student Equity Institute; provided training for learning communities, integrated learning, and accelerated learning; and held a Student Services Program Leaders Equity Retreat.

In the area of student support, the College continues to offer CROSSroads and Strategies of Algebra Readiness (SOAR) programs; Family Night and Early Welcome; tutoring for Adult Basic Education and High School Subjects courses; Early Alert; and academic probation intervention workshops. In collaboration with District ITS, a new student portal has also been implemented.

In the area of assessment and evaluation, the College has improved the assessment of student learning outcomes and service area outcomes and is beginning to investigate outcomes assessment through an equity lens to determine disproportionate impact.

Learning support services is a new area of focus for the College and improvements to CI Track, a tool the

District uses to track attendance and use of special services that will lead to more consistent and easily accessible data for areas like the Tutoring Center, MaSH, the Writing Center, library services, the STAR Center, and Academic Success Center.

Additionally, through the accreditation self-evaluation process, SCC identified a need to streamline its academic support services. An actionable improvement plan was developed directing the College to “examine the feasibility of creating a centralized Student Success Center that may include the Academic Success Center, Math Study Hall (MaSH), Science Teaching and Resource Center (STAR), Supplemental Instruction, Writing Center, and Tutoring Center.” With clearer and more consistent data SCC will be able to identify areas where academic support and student support services complement each other to further integrate the institution’s support structure.

# Objective 3C. IDENTIFY ECONOMIC BARRIERS TO STUDENT ACHIEVEMENT

## Rancho Santiago Community College District Top Three Areas Low-Income Students are Disproportionately Impacted, 2015

	Disproportionately Impact Groups
<b>Santa Ana College</b>	Degree & Certificate Completion Course Completion Transfers to Universities
<b>Santiago Canyon College</b>	Math Placement Academic Probation Transfers to Universities

*Sources: SAC and SCC Student Equity Plans*

## Rancho Santiago Community College District Financial Assistance Award Summary by College 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
<b>Santa Ana College</b>	<b>\$23,198,505</b>	<b>\$23,623,373</b>	<b>\$28,185,406</b>	<b>\$29,370,762</b>
• BOG Waiver	\$6,868,316	\$8,779,922	\$9,976,697	\$10,809,659
• Grants	\$14,465,989	\$13,222,062	\$16,423,607	\$17,153,301
• Loans	\$1,672,903	\$1,411,420	\$1,566,294	\$1,191,466
• Work-Study	\$191,297	\$209,969	\$218,808	\$216,606
<b>Santiago Canyon College</b>	<b>\$8,770,849</b>	<b>\$9,424,875</b>	<b>\$11,470,681</b>	<b>\$11,397,002</b>
• BOG Waiver	\$2,378,606	\$3,155,435	\$4,036,175	\$3,969,672
• Grants	\$5,394,072	\$5,428,376	\$6,666,839	\$6,818,281
• Loans	\$922,801	\$758,161	\$680,788	\$512,126
• Work-Study	\$75,370	\$82,903	\$86,879	\$96,923

*Source: California Community Colleges Chancellor's Office, DataMart*

## Rancho Santiago Community College District Number of Financial Aid, EOPS/CARE/CalWorks Participants by College 2011-12 through 2014-15

	2011-12	2012-13	2013-14	2014-15
<b>Santa Ana College</b>				
• Financial Aid participant	14,131	13,832	14,376	16,066
• EOPS & CARE participant	58	40	43	35
• EOPS participant	1,072	928	1,059	1,206
• CalWorks participant	252	217	233	254
<b>Santiago Canyon College</b>				
• Financial Aid participant	5,338	5,293	5,448	6,459
• EOPS & CARE participant	15	13	15	16
• EOPS participant	286	274	322	320
• CalWorks participant	86	73	52	49

*Source: California Community Colleges Chancellor's Office, DataMart*

The District has identified a number of measures to show potential economic barriers to student achievement: amount of funds and number of students receiving BOG waivers and financial aid; needs assessments conducted by EOPS, CARE, and CalWorks. However, much of the work of disaggregating data by sub-groups has been conducted at the Colleges as part of the Student Equity Plans. Faculty and staff review data and implement strategies to ensure that groups identified as disproportionately impacted have opportunities for success.

The Colleges continue to award a large amount of waivers, grants, and work-study. However, the number of loans has slightly decreased due to orientation meetings in which students are informed of their loan payment responsibilities. At the same time, the number of students receiving financial aid, EOPS, CARE, and CalWorks services has increased in the four years. Detailed data are available from the SAC/SCC Financial Aid and EOPS Offices and the RSCCD Research Department.

With the assistance of the RSCCD Research Department, EOPS, CARE, and CalWorks programs at both Colleges regularly assess their programs for improvement, including the tracking of initial math and English placements, semester to semester persistence, semester units earned, semester grade point averages, degree/certificates earned, and transfers to four-year universities. They also survey participants for satisfaction of counseling and other services received. Reports are available in the Research Department's website for reference.

### Santa Ana College

Santa Ana College has long recognized that economic barriers are a powerful restraining force that works against completion. To counteract that, the College has developed strategies that push financial support information into the feeder schools where thousands of students and parents are connected to funding that makes college possible every year. By coordinating supplemental funding for students within SAC and beyond through the Santa Ana Partnership, the College has been able to add more than \$500,000 of direct philanthropic support to minimize the number of hours students work while at SAC. As a result, this accelerates progress toward completion. Recent examples include centering SAC's Centennial Campaign on scholarship development (the SAC Foundation has already exceeded its fundraising goal and is still working on fund development) and the growth of endowments with the O.C. Community Foundation and the Hispanic Education Endowment. The campaign also has a strategy involving Santa Ana restaurants in the historic core. A brochure entitled, "How to Pay for College at SAC" will help to broadcast the numerous ways that students can get help meeting higher education expenses at the College.

The Office of Student Equity in conjunction with counseling, MESA and the Transfer Center, fund several activities to give low income students opportunities to do research and to visit four-year universities. Student Equity will fund several trips for low-income students to visit UC Berkeley, UC Davis, UC Irvine, CSU Fullerton and Chapman University so students may see the campus, ask questions, and better

understand resources available. Other trips for students exploring transfer into Career and Technical Education fields will also be funded, including a Fire Tech trip to the University of Alaska. In addition to these trips, Student Equity will be funding a 50% Financial Aid Analyst to work in the Transfer Center to help students complete financial aid packages for transfer to four-year colleges.

To create more equitable outcomes in course completion, the Office of Student Equity is funding expanded tutoring and instructional assistance in the Math Center and Learning Center. These instructional resource centers allow students to get outside-of-class assistance that would otherwise be unavailable, including directed learning activities (DLAs), one-on-one, and small group tutoring. The expansion of the hours in these centers, as well as the Library and the Academic Computing Center, will allow low-income students who may not have safe and productive study spaces at home greater access to instructional resources.

At SAC, Student Equity in conjunction with SSSP, will be developing and expanding the peer mentor program in order to create more equitable outcomes in degree and certificate completion. Peer mentors will assist students at all points of the degree and certificate continuum. Mentors will be assigned to assist incoming freshmen with guidance towards course choices, obtaining student services, and navigating the college campus. In addition, other mentors will be assigned to work with those students who are at-risk, those students who have been indicated via Early Alert or those students who are on



probation. These mentors will inform students about the impact of not making adequate degree progress; inform them where they can find academic and counseling support; and inform them of ways that they can improve their GPAs. A third group of peer mentors will be working within the Transfer Center to help students navigate into four-year institutions and make good choices at the College to support their degree and career goals.

Other activities to help low-income students included:

- Research and presentation development guidance and experiences;
- Development of clearly articulated pathways to simplify course choices;
- Expansion of EOPS to serve 200 additional students; and
- Development of the IQ bar in order to support students with technical issues and to provide guidance with enrollment, registration, and filling out various campus forms.

### Santiago Canyon College

Santiago Canyon College has promoted the fairly new financial aid program as it has been an independent institution for financial aid processing for the last nine years. In 2014-15, 6,459 students took advantage of some type of financial assistance: either fee waiver, grant, or loan (an increase of 19 percent since 2013-14). The number of financial aid awards also increased from 15,188 to 16,133 in the same timeframe. This was an increase of financial aid awards by six percent which equates to a total of \$11.4 million in financial aid dollars to SCC students in 2014-15. The office has streamlined access to financial aid by implementing one-of-a-kind electronic book voucher programs that are integrated with the student information system, allowing students to purchase books against pending aid instead of waiting for financial aid disbursement. In addition, the Scholarship Office has experienced significant growth over the last six years. The office offers multiple book grants to assist students in need of essential books and supplies during the semester. SCC broadcasts all financial aid resources to students via email blast on a regular basis and several in-reach and outreach activities, such as Cash for College and Financial Aid Awareness days.

Additionally, the Apprenticeship programs offer students an opportunity to earn while they learn and receive a paid wage from the first day they are hired. Once indentured into the program by the trades,

apprentices receive on the job training and attend related and supplemental instruction in a college credit classroom. Apprenticeship classes are exempt from regular college tuition and enrollment fees making this program an opportunity for students to overcome economic barriers. SCC has also partnered with the Orange County Workforce Investment Board, and apprentices in several of the trades may be eligible for additional financial support based on economic need through the Workforce Investment Act. These funds may be spent toward tools, equipment, and other related items.

In order to close the achievement gap where inequity exists for low-income students, SCC has identified and prioritized for funding many activities which are detailed in full in the SCC Student Equity Report. In order to address disproportionate impact for low-income students in the area of access, the college will provide supplemental support to the Upward Bound Program students taking SCC college courses through the Career Advanced Placement Program and exploring the development of a bridge or transition program from high school to college for students identified in the access section of the Equity Plan. To address disproportionate impact for low-income students in the area of successful course completion, the college will provide supplemental support to College Assistance Migrant Program (CAMP) by providing students with 20 laptop computers for student use in the CAMP study space.

To address disproportionate impact for low-income students in the area of degree and certificate completion, the college will offer priority counseling appointments to veterans and low-income students needing Financial Aid Counselor Approvals. To address disproportionate impact in the area of transfer to four-year universities, the College is developing a research agenda to identify transfer barriers for low-income students. In addition, some strategies that have been designed to positively impact the achievement gap for low-income students span multiple areas, such as access, course completion, ESL and basic skills completion, degree and certificate completion, and transfer. These activities include the provision of additional funding for textbooks, transportation and child care to low-income students through the EOPS/CARE/CalWORKS programs as well as funding for the creation of low-cost and or open source classes across departments and divisions. The effectiveness of each of these activities will be evaluated each year and reported in subsequent SCC Student Equity Plans.



**GOAL #4: RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.**

**Objective 4A: MAINTAIN AND ENHANCE THE RSCCD'S TECHNOLOGICAL INFRASTRUCTURE**

**Rancho Santiago Community College District  
Progress of Technological Infrastructure by Site, 2012-2015**

	2012-13	2013-14	2014-15
<b># of computer upgrade for student usage (classroom and labs)</b>			
• Santa Ana College	35	57	86
• Santiago Canyon College	330	83	498
<b># of computer upgrade for staff and faculty usage</b>			
• Santa Ana College	68	30	194
• Santiago Canyon College	205	151	9
• District Operations	40	40	40
<b># of network switches replaced</b>			
• Santa Ana College	6	60	21
• Santiago Canyon College	7	38	5
• District Operations	4	12	0
<b># of video cameras installed</b>			
• Santa Ana College	297	332	435
• Santiago Canyon College	240	252	287
• District Operations	33	36	36
<b># of Wi-Fi network added/replaced</b>			
• Santa Ana College	482	0	23
• Santiago Canyon College	243	60	0
• District Operations	31	1	0
<b># of classroom mediated</b>			
• Santa Ana College	18	8	44
• Santiago Canyon College	0	40	0

Sources: RSCCD ITS Department, SCC Academic Support

The Technology Advisory Group (TAG) is a District participatory governance committee that meets on a monthly basis to discuss, evaluate, and develop hardware and software standards for technology resources. The committee develops and maintains the District Strategic Technology Plan and makes recommendations regarding equipment, staffing, and training needs related to District use of technology. One critical component includes sharing knowledge related to the information and communication technologies used within all RSCCD locations.

Aging computers and classroom audio/visual equipment has been a concern for both College technology committees as well as TAG. Many classroom and employee computers are more than seven years old. While it seems that this is a concern for the Colleges, a regular funding source for the recommended five-year replacement cycle has not been identified. Therefore, TAG submitted a recommendation to the Chancellor requesting funds to replace twenty percent of computers and classroom projectors in addition to requesting that a funding methodology be identified to maintain the replacement cycle. Unfortunately, to date, no funds were identified to supplement this request.

The District previously entered into a campus agreement with Microsoft for various products and services and has been taking advantage of most of these services for many years. In 2015, the Information Technology Services (ITS) department went “live” with new functionality for faculty and staff. Under the RSCCD Microsoft license agreement, faculty and staff are qualified to use the Microsoft 365 online environment, which is filled with valuable resources (at no additional cost):

- Download and install the full office suite of products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote;
- Use the ONLINE version of Microsoft Word, Excel, PowerPoint, and/or OneNote; and
- Use Microsoft OneDrive, which is cloud storage for up to ONE terabyte and can be accessed from any device with Internet access.

Also, effective November 2015, the District began providing all active students from SAC, SCC, OEC, and CEC with college email addresses and access to Microsoft 365 for no additional charge.

Adobe offered a new licensing contract for their Creative Suite products, which is similar to the existing Microsoft Licensing Agreement. The overall cost for the District was less than what was being expended for instructional purposes, so the District entered into an agreement that included both campuses. This allows the Colleges to load any of the creative suite products on any employee, faculty, classroom, and lab computers based upon necessity. The Adobe suite of software is diverse and innovative, thus providing a significant variety of tools to faculty and staff with the goal of promoting innovation throughout the District.

The Information Technology Services (ITS) implemented a new web-based help desk program, which centrally supports SAC, SCC, DO, OEC, CEC, and other locations. One innovative feature includes a new ITS help request – online system, which can be found at <https://webhelpdesk.rsccd.edu/>. The new online web form allows faculty and staff to open their own tickets online where request types are categorized for more efficient ticket assignment to technicians. Furthermore, the new system is tablet and smart phone friendly, so faculty, staff, and technicians can use the software directly from their smart phones or tablets. Also, a new FAQ system integrates with the help desk system for viewing FAQs while users are opening tickets. A new ITS Satisfaction Survey has been included with every ticket once the request is completed to ensure continuous improvements. The help desk system also offers increased security and reporting capabilities.

District websites have become more critical than ever. In order to remain innovative and to promote the most efficient tablet and smart phone web experience to students and staff, the four primary websites (SAC, SCC, District, and Intranet) were upgraded in 2015 and moved to a newer SharePoint platform. Training was made available for the individuals who currently maintain web pages.

In 2015 the campuses purchased the Ellucian Portal software with the focus on improving the web-based student experience and assist with student success initiatives. The ITS department, in conjunction with the Portal Implementation team, began an extensive project to design and build this new portal. The plan is for a summer 2016 soft launch, with an extensively marketed launch in the spring.

The TAG committee will continue to be proactive and to listen to the needs of the Colleges via SACTAC and SCCTC. In addition to the District Services’ Satisfaction Survey conducted every other year, ITS also conducts its own survey to help assess the department’s services for future improvements.

### **Santa Ana College**

As part of the SAC Technology Plan, goals have been identified that include adhering to the technology replacement plan and mediating all classrooms. Significant effort has begun in an effort toward meeting these goals. In 2013, SAC, in collaboration with the District, was able to replace over 300 aging computers at both the main campus and CEC. In

2014, SAC budgeted \$270,000 for new computers and \$250,000 for classroom mediation projects.

Santa Ana College has made strides in support of institutionalizing its computer replacement plan. Over the last year, SAC has been able to phase out almost all computers that were over four years old.

SAC is working to implement the goal of having 100% of its classrooms mediated. When Dunlap Hall reopens spring 2016, all classrooms will be mediated. The College is on target to complete this goal by 2017.

### **Santiago Canyon College**

In 2013, the Board of Trustees approved SCC's 2012-17 Technology Master Plan. Written by members of the SCC Technology Committee, and in collaboration with commercial vendors, the Technology Master Plan was created to support the technological needs of the students and support SCC's institutional mission. Effort was made to align the plan with the District Strategic Technology Plan with specific focus on the College's technical needs. Whereas the Strategic Technology Plan assesses RSCCD's technical operations from an "enterprise" perspective, the Technology Master Plan evaluates SCC's technical support structure and the instructional technology infrastructure that promotes student success.

The SCC technology Master Plan details recommendations for improving and supporting student learning; improving and supporting the teaching process; institutionalizing the assessment of key performance indicators; supporting the technological infrastructure; and promoting and supporting productivity.

Infrastructure related recommendations include:

- Establish a process for the ongoing upgrade of hardware and software:
  - Research the feasibility of adopting a leasing framework to upgrade twenty percent of computers
  - Research the feasibility of desktop virtualization technologies to better manage computer lab hardware;
- Research the feasibility of placing digital signs on campus as a means for generating advertising revenue; and
- Provide a robust network and wireless access across the campus and at the off-site locations.

## Objective 4B: SUPPORT FACULTY DEVELOPMENT IN THE AREAS OF INNOVATIVE PEDAGOGIES AND CURRICULUM DESIGN

### Rancho Santiago Community College District Professional Development Workshop Offered to Faculty for Innovative Pedagogies and Curriculum Design by Site, 2012-2015

	2012-13	2013-14	2014-15
Santa Ana College	23	28	91
Santiago Canyon College	25	25	23
SAC/SCC School of Continuing Education	203	223	164

*Sources: SAC Professional Development and SCC Professional Development Committee*

### Rancho Santiago Community College District Number of Faculty Trained to Teach Online by Site, 2012-2015

	2012-13	2013-14	2014-15
Santa Ana College	-	53	58
Santiago Canyon College	-	-	62

*Sources: SAC and SCC Distance Education Program*

The District aggressively pursues categorical allocations and competitive grants for faculty development in specific areas, such as STEM, Basic Skills, and Career Technical Education. The Colleges are also involved in the Kaleidoscope project as well as in initiatives to reduce textbook costs and to flip the classroom.

The District Human Resources Department operates a New Faculty Institute, which provides an in-depth orientation to new faculty and delivers clear expectations of and assistance to new faculty in terms of pedagogy and curriculum development. The District has also worked with both Colleges on the use of open educational resources to discourage the current reliance on expensive textbooks that because of their cost, often become an obstacle to the educational success of students. The District and Colleges have supported faculty by helping to fund their attendance at various conferences and workshops that contribute to ongoing professional development.

#### Santa Ana College

Santa Ana College has created an Office of Professional Development with taskforces centered on classified and faculty groups. Faculty professional development was expanded and more closely coordinated with equity, basic skills, and student support services. Progress to date includes the creation of a website with an open opportunity for constituency-based input and the development of a calendar of activities, and it will soon feature a list of staff and faculty that have attended conferences.

The present structure supports professional development for faculty through the critical processes of curriculum development, program review, directed learning activities (DLAs), and data analysis. Innovations includes the Math Redesign, accelerated courses, student success metrics, learning communities, and K-12 to SAC academic pathways in English and math.

The Academic Senate, Department Chairs, Student Success and Equity Committee, and Teaching and Learning Committee serve to explore and assess new

models of curriculum and service delivery through traditional, accelerated, distance, and hybrid formats. The full implementation of TracDat will facilitate program review data analysis.

Santa Ana College leverages resources for any and all available sources to support the Mission and Strategic Plan. To this end, SAC is currently deploying over \$5 million in funding to twenty programs at the College in support of teaching and learning, equity, success, and completion.

#### *Distance Education*

The Distance Education Office has trained faculty in the distance mode by requiring that any faculty member teaching in this mode must obtain the Online Teaching Certification; 126 faculty have been approved to date. Ongoing professional workshops are offered throughout the year in Blackboard training, Camtasia Relay, YouTube Captioning and other interactive tools.

A Distance Education Advisory Group comprised of instructional and student service faculty has been organized to develop, implement, and review standards for delivery of instruction online.

There are currently three online pathways: Associate Degree in Liberal Arts, Associate Degree for Transfer in Business Administration, and Business Administration major preparation, which align with the Baccalaureate Online Degree at CSU Fullerton.

#### **Santiago Canyon College**

Santiago Canyon College supports faculty development in the areas of innovative pedagogies and curriculum design as evidenced by the SCC 2012-2016 Educational Master Plan (EMP) as well as the SCC 2015-16 Student Equity Plan.

One of the goals embedded within the 2012-2016 EMP is to “support faculty in offering high quality instruction to students in the classroom and online.” Action items associated with this institutional goal were designed to move the College to better support its faculty as they adapt to shifting populations and teaching and learning trends. These action items are as follows:

- Establish a coordinator of teaching and learning and an instructional design center;
- Provide enhanced technology support for faculty and students; and

- Increase staff development and technology training for faculty.

Upon completion of the 2012-2016 EMP, Santiago Canyon College will have completed all three of these action items.

- The recently hired Distance Education Coordinator, now in his second year, serves as the once planned for coordinator of teaching and learning;
- Student Equity funds will be provided in 2015-16 to expand the Academic Success Center to include an instructional design center that will support faculty in offering high quality instruction to students in the classroom and online. The Center will provide training, workshops, and technological support to faculty for the purpose of evaluating and refining instructional methods to accommodate SCC’s diverse student population, as well as diverse learning styles within the classroom, and support the emergence of personalized learning experiences through adaptive learning methods;
- Enhanced technology support for faculty and staff is evident through the provision of a robust Flex and training calendar. Training opportunities cover topics such as effective practices for online teaching, using cloud applications, multimedia (video and audio, including editing), MS Word formatting, presentation software, open educational resources, and more; and
- Technology training for faculty in the online learning realm has increased as well. In 2014-15, SCC offered faculty a three-month Online Teaching Certificate Program, covering the topics of effective practices in online teaching, including learning theory; universal design principals; online class design; policies and procedures for online classes; multimedia production and editing; and ADA Accessibility.

Santiago Canyon College also continues to support faculty efforts in the development of digital textbooks and online Open Educational Resources. Student Equity funds have been allocated to allow faculty resources to investigate low-cost options for their students, much like the SCC Mathematics Department has been doing for its online course offerings.

## Objective 4C: EXAMINE COURSE SUCCESS RATES BY POPULATION SERVED AND PROMOTE STRATEGIES THAT FOSTER STUDENT EQUITY

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### Rancho Santiago Community College District Top Three Disproportionately Impacted Groups as Measured by Course Success, 2015

	Disproportionately Impact Groups
<b>Santa Ana College</b>	Students between ages of 18-21 Pacific Islanders Latinos
<b>Santiago Canyon College</b>	Foster Youth Pacific Islanders -

Sources: SAC and SCC Student Equity Plans

The RSCCD Research Department regularly produces the five-year grade distribution report (by course and by demographics) for faculty to use in their ongoing program reviews. Additional data such as five-year histories of degrees and certificates awarded by majors and student demographics (by department and by course) are also available.

Overall, course success rates have increased five percentage points since fall 2009, and retention rates, similarly, have increased four percentage points. The RSCCD Research Department has also compiled grade reports by ethnicity, gender, and age groups for the general population; for those enrolled in CTE vs. non-CTE; for those enrolled in basic skills vs. non-basic skills; for those enrolled in distance education vs. non-distance education; for those enrolled in academies vs. non-academies; and for those enrolled in apprenticeship vs. non-apprenticeship. These reports have been used by the Colleges as part of their self-evaluation processes and at various department meetings. In addition, the reports are posted on the RSCCD Research Department website for reference.

The Colleges further disaggregate success data to ensure that all students, especially special populations of disability, foster youth, low-income, and veterans have equally opportunities of successfully completing their courses. The Colleges implement strategies to assist those who are identified as disproportionately impacted in comparison to their counterparts.

#### **Santa Ana College**

Santa Ana College has developed a comprehensive program to address equity of various student populations. The Student Success and Equity Committee created a Student Equity Taskforce that engaged approximately 75 faculty, staff, and students in creating a focused plan for transforming the College into an institution where success cannot be predicted by age, gender, income, veteran status, or ethnicity. The plan builds on a constellation of equity-centered initiatives that are being coordinated and expanded based on results and best practices at like institutions. Highlights of the equity targets that SAC

is focused on are included in the 2014 Santa Ana College Student Equity Plan.

At SAC, a Research Department has been created consisting of one current Research Analyst, a second research analyst (soon to be hired), a Director of Research (soon to be hired), and additional support staff. This office is linked to Student Equity, led by the Vice President of Student Services and the Equity Coordinator.

As the SAC Educational Master Plan will be reviewed in its entirety in spring 2016, further integration and connection between the Research Department, the

Equity Office, and BSI to the Institutional Effectiveness and Accreditation Office will be explored.

The SAC Research Department has determined that there is disproportionate impact within the following groups: Students Age 18-21; Pacific Islanders; and Hispanic/Latino. The 80% Index was utilized to identify a reference group (i.e., Students age 40-49) and to compare this group's success to that of other groups. Groups that did not reach 80% were declared to be disproportionately impacted. The sub-groups noted above were those that were found to have the lowest ratio with respect to the baseline sub-group.

A major goal of the Student Success and Equity Committee, a group of 23 administrators, faculty, staff, and students, is to coordinate and synchronize the goals, objectives, and dissemination of resources for Student Equity, the Basic Skills Initiative (BSI), and the Student Support Services Program (SSSP) so that outcomes of student success and equity are most effectively planned and tracked. To that end, discussions for coordination of the three plans have begun in earnest with the goal of having a single overarching *student success plan*. The groups have coordinated funding and have evaluated the Freshmen Experience Program and the redesign of Elementary and Intermediate Algebra. The committee has also evaluated the development of a fair and equitable assessment and placement process that integrates the Common Assessment Initiative; multiple measures and peer mentoring; and advisement across the entirety of the college student's career. In addition, the use of SSSP, Equity, and BSI funds have been used to create and develop a campus-wide research program that will be used to track student success and establish research-guided practices for the campus.

### Santiago Canyon College

Santiago Canyon College recognizes the importance of student equity and is committed to ensuring its tenets are paramount to the integration of campus-wide plans. The College has updated its Student Equity plan and analyzed course success rates, identifying any disproportionately impacted student groups.

With the assistance of the Office of Institutional Effectiveness & Research, disproportionate impact among target populations has been identified, goals have been established, and activities and desired outcomes have been developed to address identified inequities.

The SCC Student Equity Plan identifies two student groups disproportionately impacted in the area of successful course completion: foster youth and Pacific Islanders. While Pacific Islanders are no longer technically disproportionately impacted as of 2014-15, data for this group is being monitored to ensure that this group is no longer in jeopardy.

The most recent Student Equity Plan has 63 activities identified to address disproportionate impact with eight of those activities designed to remedy inequity in course completion at SCC.

Details of how and where disproportionate impact has been identified, of the student equity plan goals, and of a comprehensive list of activities and desired outcomes can be found in the 2015-16 SCC Student Equity Plan.



**GOAL #5: RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.**

**Objective 5A: SUPPORT AND ENCOURAGE FOCUSED GREEN PRACTICES**

**Rancho Santiago Community College District  
Water Usage (Gallons) by Site  
2012-13 through 2014-15**

	2012-13	2013-14	2014-15
District Operations	1,997,160	1,875,984	1,813,900
Santa Ana College*	36,341,580	42,180,468	34,403,465
Santiago Canyon College**	37,148,672	33,109,472	37,777,740

\*includes Centennial Education Center, Digital Media Center, OC Sheriff's Regional Training Academy  
\*\*includes Orange Education Center  
Source: RSCCD Facility Planning, District Construction & Support Services

**Rancho Santiago Community College District  
Natural Gas Usage (Therm) by Site  
2012-13 through 2014-15**

	2012-13	2013-14	2014-15
District Operations	-	-	6,062
Santa Ana College*	141,794	125,931	105,468
Santiago Canyon College**	157,091	142,172	109,470

\*main campus located at Bristol Street & 17<sup>th</sup> Street only  
\*\*main campus located at Chapman Avenue & Newport Avenue only  
Source: RSCCD Facility Planning, District Construction & Support Services

**Rancho Santiago Community College District  
Electricity Usage (KWH) by Site  
2012-13 through 2014-15**

	2013	2014	2015
District Operations	1,218,154	1,357,765	1,177,639
Santa Ana College*	9,106,137	9,260,538	8,688,613
Santiago Canyon College*	5,431,272	5,933,438	5,550,646

\*main campus located at Bristol Street & 17<sup>th</sup> Street only  
\*\*main campus located at Chapman Avenue & Newport Avenue only  
Source: RSCCD Facility Planning, District Construction & Support Services

The District and the Colleges have focused their efforts over the last several years on an overall planning process that integrates and coordinates district-level planning with planning efforts at the Colleges. Much of this effort has occurred in relation to the Educational Master Plan for each College and to the Strategic Plan for the District.



The Sustainable RSCCD Committee was formed prior to the development of the RSCCD Strategic Plan. However, it is the key committee at the district level that is working to raise awareness around issues of sustainability and to develop action plans to ensure measurable and continuous progress in this area.

The Sustainable RSCCD Committee has accomplished several major tasks. This committee was instrumental in revising *Board Policy 6012 Sustainable Practices*. This revised and expanded policy provides the authority to the Chancellor to establish sustainable practices for the District. The vehicle for establishing and defining those sustainable practices is the Sustainability Plan for the District. This plan sets out a vision for the District and delineates a number of goals and objectives that are intended to improve existing practices or to establish new practices that align with the principles of sustainability. Measurement tools for the effectiveness of the goals of the plan are being developed.

Activities at each campus are augmented by district-level efforts including interior and exterior LED lights and upgrading heating and ventilation equipment for newer more efficient equipment and modern energy management systems (EMS). The District is also focused on water savings for the sites. Projects are in the planning stage for upgrades to campus irrigation systems with "smart" controllers and replacement of high water demand plant material with native species and low water planting materials and weather stations.

The District Office has replaced interior lights and parking lot lighting with LEDs. It has installed automatic hand towel dispensers and will be installing auto-flush for all commodes. The District Office has reduced its water usage each year since 2013. Future projects to assist in this effort will include turf landscaping and water resistant plants. The chiller plant was replaced with high efficiency chillers and an EMS system that manages the building through smart controllers, schedules, and exterior lighting controls. These activities have been accompanied by an awareness campaign focusing on water reduction with signs in all restrooms and kitchen break areas reminding everyone to conserve water.

District Office facilities staff serve on the Sustainable RSCCD Committee and work actively with all District sites to include the best management practices with respect to sustainability in all capital projects.

### Santa Ana College

Santa Ana College engages in focused green practices. The construction of a new Central Plant and replacement of the College's underground utilities infrastructure has begun. This project will convert seven of the buildings to a centralized chilled water system with thermal energy storage, which will reduce the campus' peak electrical demand. Drought tolerance and low irrigation landscape will be used exclusively in the redesign of the master landscape plan for the Central Plant project in order to align with the Governor's current water reduction requirement for state agencies.

For energy efficiency, SAC has established goals and measurable objectives related to sustainability efforts in the operation of the campus as well as the products utilized for the maintenance of facilities. The College has committed scheduled maintenance funds to upgrade inefficient boilers and plumbing to seek a reduction in the use of fossil fuels. Also, a campus-wide LED lighting upgrade (30,000 new LED bulbs) for interior and exterior light fixtures has been completed with Prop. 39 funds. Santa Ana College is

undertaking a feasibility study to continue to expand LED replacement at the Digital Media Center and the Criminal Justice Training Center.

In facilities operation, the College is using an EMS system to control the HVAC and lighting equipment with regular PM schedules to ensure HVAC systems and lighting work properly and efficiently. There is a plan to evaluate needs related to instruction so as to utilize entire buildings and shut off HVAC and lighting that are not being utilized, implementing a new EMS system in addition to the central plant infrastructure project.

The College has created various programs and taskforces to address green awareness. The Environmental Taskforce, a sub-committee to the Facilities Committee, focuses on implementation of sustainable building practices for SAC and identifies standards for construction that meet or exceed the design requirements of Title 24 as relating to sustainable building design.

Santa Ana College actively engages, via the Sustainable RSCCD Committee, in alternative commuting opportunities, which includes a connection to OCTA. The College is in compliance with the South Coast AQMD survey requirements in accordance with emission reduction targets. In 2013-14, the College purchased additional bike racks to encourage alternative transportation, purchased electric powered carts to replace gas powered maintenance carts, upgraded one gas powered security vehicle with a Prius hybrid, and installed two electric vehicle charging stations.

The College installed new efficient, low flow irrigation systems in the new perimeter landscape; installed irrigation valves to reduce its water use; and installed and continues to augment the underground storm water percolation fields. In addition to the new storm water infrastructure that reduces the impact on the surrounding City of Santa Ana's storm water discharge problems, the College also installed some xeriscaping throughout the campus to reduce the use of potable water. Moreover, the College installed a new tournament quality artificial turf soccer field and replaced other areas with artificial turf to reduce the use of potable water for irrigation as well as to reduce the engine combustion required for maintenance.

Santa Ana College works to integrate student and curriculum development, including curriculum in:

- Engineering focused on energy efficiency and building design, including thermal massing and natural ventilation as cooling methods. Students work with Facilities to identify potential campus renovation projects that may aid in energy efficiency and sustainable building design;
- Biology faculty oversees the Green Taskforce, which works to identify recycling projects and collaboration effort for Earth Day events; and
- A representative from the ASG Environmental Taskforce attends and reports to SAC Facilities Committee and at the Sustainable RSCCD Committee.

### Santiago Canyon College

Santiago Canyon College supports and encourages focused green practices with the following activities:

The Associated Student Government (ASG) has created a position called "Senator of Innovation and Sustainability." ASG promotes recycling and strives to reduce SCC's carbon footprint. In 2014, ASG initiated the collection of plastic, glass, and aluminum by placing containers at various locations and transporting them to a re-cycling center. Funds collected are used to support ASG programs.

The 90,000 sq. ft. Humanities Building opened for classes in fall 2014. Some of the green qualities of the building are:

- Received Gold LEED certification;
- A Photovoltaic system that provide nineteen percent of the building's electrical power;
- Air hand dryers and low water usage flush valves in restrooms;
- Energy saving lighting system that dims when daylighting is available; and
- Sustainable landscaping.

Santiago Canyon College has met with the Irvine Ranch Water District to develop plans for an irrigation system for the soccer fields using reclaimed water. Santiago Canyon College converted to LED lighting in all parking lots in 2014 and upgraded to LED lighting in all buildings in 2015.

The College is using an Energy Management System to control the HVAC and lighting equipment with regular PM schedules to ensure HVAC systems and lighting work properly and efficiently. There is a plan to evaluate needs related to instruction so as to utilize entire buildings and shut off HVAC and lighting that are not being utilized.

## **Objective 5B: UTILIZE CURRENT PROCESSES TO INFORM PROGRAM, FACILITIES, HUMAN RESOURCE AND TECHNOLOGY ALLOCATION**

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The RSCCD created its first district-wide Mission Statement in fall 2012 and scheduled it for review every three years. In September 2015, the Chancellor invited all employees of the district to review and make comments and suggestions about the statement. After a review of the feedback, District Council reaffirmed the Mission Statement with no changes on October 5, 2015. Each College uses this district-wide Mission Statement to form its own mission, goals, and strategic objectives, thereby, integrating district and college plans.

The Planning and Organizational Effectiveness (POE) Committee also engaged in a review of the District planning/budgeting cycle and how that process integrates with planning and resource allocation processes at the Colleges. The POE Committee recommended adjustments to the District cycle in time for the development of the 2015-16 budget. The Fiscal Resources Committee (FRC) updated its budget calendar in order to allow time for review of recommended budget assumptions and recommended budgets by District Council. As the District continues to evaluate the process of integrated planning, adjustments will be made as needed.

In spring 2016, the Chancellor will host an RSCCD Governance Summit where each committee will review its role and better integration will be discussed. This will ultimately impact planning processes and the allocation of resources alignment.

Each operational unit at the district office also completed planning reviews that included the following components: budget, staffing, facilities, technology, professional development, and recommendations. The two-year cycle of evaluation encourages department staff to regularly assess programs and the manner in which the needs of clients/customers are addressed in order to maximize the department's strengths and implement improvements wherever possible.

To assist staff in their assessment, members of the POE Committee designed a very simple, but comprehensive survey of the 27 district services departments. The survey was implemented in December 2013 for faculty and staff feedback and again in October 2015. This document is a compilation of the results by department and data are organized by respondents at SAC, at SCC, and at District Operations so that departments may respond accordingly should there be an imbalance of services as rated by site staff and faculty. The planning portfolios are used to identify planning priorities and resource allocation requests and are forwarded to POE for review and input. The POE Committee also developed a prioritization rubric and review processes for district-wide resource allocation requests, which was used in the development of the 2015-16 budget.

The Human Resources Committee has completed the District's Equal Employment Opportunity Plan as well as a Human Resources & Staffing Plan, which will be used to inform human resources planning throughout the District. A final report was presented to the Board of Trustees in January 2015. The Human Resources Committee also reviewed the projected full-time faculty obligation for fall of 2015 and developed a recommended redistribution of full-time faculty FTE and allocation of growth positions between the two Colleges. That recommendation was approved by the District Council on October 20, 2014 and is being implemented.

### **Santa Ana College**

In spring 2016, the College will be updating the Educational Master Plan, which includes an environmental scan with data to inform the Strategic Plan, the Facilities Plan, the Technology Plan, and the Budget Process. A college-wide retreat will be held to

launch this project, with mission statement review and strategic plan goals as a primary focus.

The College reviews its Mission and Goals regularly as part of the annual fiscal planning process. The SAC Mission and Goals are discussed in the Planning and

Budget Committee meetings as a guidance tool for the budget priorities, which are established annually by the Planning and Budget Committee.

The annual SAC resource allocation process begins with the development of the budget priorities, which are in alignment with the College mission and the long-term priorities of the institution. The resources are allocated by determining the needs and priorities of the departments, both academic and nonacademic, via the annual Resource Allocation Request process (RAR). To create the RARs, departments and divisions determine and prioritize needed improvements in their department planning portfolios/program review documents, which are submitted to the area administrators. This is tied to the Comprehensive Planning and Budget Calendar, which is reviewed and revised annually by the Planning and Budget Committee. After Administrative Services compiles prioritized college-wide Resource Allocation Requests, requests are reviewed and prioritized by President's Cabinet. After the Board of Trustees approves the Adopted Budget (September), the RAR list is reviewed to update the RAR form. The Planning and Budget Committee, as well as management team, are provided with the final prioritized RAR list by VP area, and all of the resource requests are posted on the Planning and Budget website for campus community review.

Institutional plans have been clearly linked to financial plans by utilizing the Strategic Plan as a tool for financial decision-making. The Educational Master Plan (EMP), which contains the Strategic Plan, provides the College with "defined goals and processes that will assist the College in the integration of practice and operations." The EMP integrates the Strategic Plan, the Facilities Master Plan, and the Technology Plan.

SAC's Strategic Plan states the longer term plans. More short-term, annual plans are established by participatory governance committees and College Council. The SAC Mission and Strategic Plan provide the framework for guiding the development of annual budgeting priorities and budget assumptions. The interconnection between the Strategic Plan and financial expenditures in alignment with that plan are evidenced in the budget assumptions and in the true expenditures of SAC.

Most significant is the comprehensive set of strategic planning documents that inform priority activities at the unit level: the annual and quadrennial Capstone

Program Reviews. The goals within these program review documents are aligned to the College's overall strategic priorities. The departments' goals advance specific priorities that are linked to budget requests. These requests are then prioritized through the College's budget allocation process via the Resource Allocation Request form and are approved by the Planning and Budget Committee and the President's Cabinet. Overall, the alignment between institutional planning and expenditures is evidenced in the actualization of the College's Strategic Plan as well as in a number of related planning documents that provide ongoing and more precise support to these connections.

### Santiago Canyon College

Santiago Canyon College participates in a systematic cycle of integrated planning and resource allocation: College units, through the use of student learning outcomes and student achievement data, establish goals within their Department Planning Portfolios (DPPs); identify actions to be carried out and necessary resources to accomplish stated goals; identify who is responsible for ensuring that the prescribed actions are accomplished and that resources are acquired; and provide biannual updates to both the status of prescribed actions as well as to the unit's set goals.

Santiago Canyon College's Department Planning Portfolios are interconnected with the College's Program Reviews, and this connectivity allows the College to determine what actions, across the institution, are being taken to move the College toward its goals. Furthermore, through the document prompted status updates of prescribed actions, the College community has a vehicle to reflect on whether or not the College is making progress toward achieving its stated goals. Using the Department Planning Portfolio as its foundation, when following the regularly scheduled program review process, units take a more holistic view of their area and may, after evaluation, develop new or update existing goals and may also map the alignment between unit goals and the College's goals.

If there are necessary resources being requested to help academic departments and nonacademic units achieve their annual goals or to carry out planned activities, these requests are prioritized first at the department and unit level. For requests originating from academic departments, additional prioritization occurs at the division and Joint Chairs Committee

levels. Ultimately, all units (including departments and governance bodies) forward their resource requests to vice presidents associated with their area for additional prioritization at the level of the four major areas of the College: Academic Affairs, Continuing Education, Student Services, and Administrative Services, prior to being passed on to the Planning & Institutional Effectiveness (PIE) Committee.

The Planning & Institutional Effectiveness Committee takes all prioritized resource request lists and ranks them using the “PIE Resource Request Prioritization Rubric.” This prioritization rubric enables committee members to evaluate each request based on a number of factors: relation to the College Mission; support for the College Goals; connection to the College’s Educational Master Plan, Technology Master Plan, and Facilities Master Plan documents; association with Department Planning Portfolios and Program Reviews; fulfillment of a replacement need, legal

mandate, or regulatory or safety requirement; and support from learning outcomes assessment data. Once the committee compiles a single list of funding priorities, the PIE Committee forwards the resource request prioritization list to the Budget Committee for a budget analysis that determines the number of the funding priorities that the following year’s tentative budget will accommodate. After providing its analysis, the Budget Committee sends its budget evaluation of the funding priorities back to the PIE Committee. After reevaluating the prioritized list and discussing any possible revisions, the PIE Committee forwards the recommended prioritized resource allocation list to College Council. Next, College Council provides the President a recommendation. Once the President approves the prioritized resource allocation list, the College community acquires resources in rank order based on actual funds received through apportionment, grant, and alternative funding sources.

## Objective 5C: EVALUATE THE CYCLE OF INTEGRATED PLANNING

### Rancho Santiago Community College District Staff Evaluation of the Integrated Planning Cycle by Site, 2015

	percent of “strongly agree” and “agree” (on a 4-unit scale)
<b>“The college/districtwide resource and prioritization process is clear.”</b> <ul style="list-style-type: none"> <li>• District</li> <li>• Santa Ana College</li> <li>• Santiago Canyon College</li> </ul>	 59% 75% 60%
<b>“I am satisfied with the college/districtwide resource request and prioritization process.”</b> <ul style="list-style-type: none"> <li>• District</li> <li>• Santa Ana College</li> <li>• Santiago Canyon College</li> </ul>	 47% 63% 54%
<b>“The college/districtwide resource allocation timeline is clear.”</b> <ul style="list-style-type: none"> <li>• District</li> <li>• Santa Ana College</li> <li>• Santiago Canyon College</li> </ul>	 63% 75% 73%

Sources: RSCCD Research Department, SAC and SCC Institutional Effectiveness Office

A formal assessment of planning and decision-making processes is included into the RSCCD ten-year Planning Design Manual implemented in 2013. Currently, in the third full year of using its integrated planning model, the five-committee structure ensures the perspective of each constituent group throughout the District. A formal assessment of planning and decision-making processes is conducted every three years. The assessment includes POE gathering input from throughout the District and forwarding feedback to the District Council. District Council reviews results and recommends revisions to planning and/or decision-making processes as needed to the *RSCCD Planning Design Manual*.

In June 2015, the RSCCD Research Department implemented a formal assessment of the District’s planning and decision-making processes to members of the five district governance committees. A review of the results indicated a level of confusion on the roles of each governance committees. The POE Committee recommended that an RSCCD Governance Summit be held spring 2016 with members of the District Council and the five district governance committees to discuss the results of the District-wide Planning Process survey. Each committee will share its role in district processes and suggest recommendations for improvements and modification. The District is committed to assessing the cycle of integrated planning, and adjustments will be made as needed.

The POE Committee also completed a comprehensive Functions/Mapping of Responsibilities matrix, which describes the delineation of functions and responsibilities between District Operations and the Colleges in seven key areas: Instructional Programs, Student Services, Human Resources, Fiscal & Administrative Services, Educational Services, Governance, and Public Affairs & Publications.

#### Santa Ana College

The cycle of integrated planning at SAC takes place and includes several simultaneous processes. For 2015-16, there is a renewed commitment for closer alignment between accreditation standards and the participatory governance committees. In addition, in

response to an ACCJC recommendation, a calendar for meta-analysis of planning processes has been created and approved by College Council, e.g., Educational Master Plan (every six years), Strategic Plan (annually), participatory governance committees (annually), Mission Statement (triennially).



The participatory governance committees will continue to create an End-of-Year Report analyzing and updating the goals of the committee for the upcoming year. For example, the Planning and Budget Committee goals include budget allocation and planning analysis. Second, College Council, with membership from all constituency groups and students, reviews the participatory governance structure, which includes integrated planning analysis in an annual retreat. Adjustments are made as needed. In the 2015-16 governance analysis at the participatory governance committee level as well as College Council level, an emphasis will be placed on meta-integrated planning analysis.

In addition, the Office of Institutional Effectiveness and Accreditation (IE&A) conducts an annual program review which is submitted to President's Cabinet. The four goals for the IE&A are:

- Student Learning Outcomes/Achievement of Educational Goals (e.g., assisting faculty in developing surveys for course and program assessment, analyzing data, and assisting College Council to evaluate status of Institution-Set Standards for Improvement and Teaching Learning Committee in monitoring and assessing PA/PR capstone reports);
- Integrated Planning (e.g., assisting College Council with Strategic Plan Updates, Mission Statement Review);
- Accreditation (e.g., providing leadership for internal Actionable Improvement Plans and ACCJC Recommendations, in the preparation of Reports to ACCJC, and assisting preparation for external evaluation team visits); and
- Communication (e.g., keeping the college community updated on accreditation issues and status of program review efforts, maintaining an up-to-date web page and reporting to President's Cabinet upon request).

To support the goals of institutional effectiveness, new positions have been established including research analysts, Equity Coordinator, SLO Coordinator, and a soon-to-be hired Director of Research.

As SAC continues to evaluate the cycle of integrated planning, adjustments will be made as needed. A planning process survey was disseminated October 2015 to all members of the participatory governance committees. There was dialogue at College Council regarding results. Although it was determined that the resource and planning processes are integrated at the

college level, participants did not understand the alignment between the District and the College processes. This will be reviewed and shared with the District Planning and Organizational Effectiveness Committee so that institutional effectiveness at both the district and college level may be enhanced. This will be discussed at the aforementioned RSCCD Governance Summit.

### Santiago Canyon College

Santiago Canyon College works to assure that its ongoing planning and resource allocation processes are effective through the continual review of its collegial governance structure and of the collegial governance bodies' responsibilities, which are tied to planning and resource allocation within this structure. Whether through the revision and improvement of established processes and documents or through the realignment of collegial governance committee responsibilities and the creation of new committees to address important institutional functions, SCC systematically reviews and modifies, as appropriate, all parts of its planning and resource allocation process.

Resulting from feedback provided by the 2014 Accreditation Site Visit Team, SCC strengthened the collegial governance process by instituting a yearly evaluation of all collegial governance committees and the governance system. The governance process has been modified to include three steps in its systematic evaluation. The first step occurs in the fall when each governance committee and council reviews its mission, responsibilities, goals, and committee composition. In the spring, each committee conducts a self-evaluation as the second step of the process. The third step occurs the following fall when the College Council reviews the committees' self-evaluations as part of its comprehensive evaluation of the system of governance.

The Collegial Governance Handbook outlines and maintains the principles, organizational structure and reporting relationships, operating procedures, missions, responsibilities, and membership of each of the College's councils and committees. Using the recommendations of collegial governance committees following the completion of their annual evaluation, College Council updates the Collegial Governance Handbook.

For the collegial governance committees, regular assessments ensure that committee members are

oriented to the work of the specific committee and that the committees are goal oriented. Each collegial governance committee conducts evaluations in the fall and spring of every academic year. The fall evaluation process requires each committee to review its committee template, found in the Collegial Governance Handbook. During this process, committees focus on a review of their mission, responsibilities, goals, and committee composition. This review occurs at the committee's first meeting. The initial review serves the purpose of educating committee members about the mission and responsibilities of the committee as well as the purpose of reviewing the actual composition of the committee to ensure that the designated constituencies are appropriately represented.

The second piece of the evaluation process occurs at the end of each spring semester. All collegial governance committees conduct a self-evaluation that includes a review of the following: 1) Committee Mission 2) Committee Responsibilities 3) Major Accomplishments 4) Actions Pending 5) Challenges 6) Recommendations, and 7) Evidence. Each fall, the College Council reviews all committee evaluations in order to assess the effectiveness of the governance process. College Council makes recommendations for changes based on themes or issues identified during the review of governance committee evaluations. In addition, College Council determines if any gaps, redundancies, or problems exist and recommends needed changes or modifications to the governance process. In fall 2015, College Council created a task force comprised of a classified staff member, a faculty member, and an administrator to review the spring 2015 committee evaluations to identify themes, trends, commendations, and recommendations. The task force presented its findings to College Council on November 24, 2015, and identified four recurring themes:

- Insufficient resources for committees to carry out their work;
- The need to manage increasing regulations and changing standards from external entities;
- The need to consolidate some committees and to work more efficiently; and
- The need to strengthen communication and ties between committees and increase understanding of purpose and committee interconnectivity.

After analyzing and discussing the information from the task force, College Council discussed some of the identified themes that have already begun to be addressed. For example, College Council recognized that the collegial governance calendar had been adjusted to optimize and increase governance committee member participation. Additionally, some committees have changed the modality of their meeting to allow for online and/or virtual meetings. Furthermore, each governance committee now presents information from other related governance committees at the beginning of each meeting so that committee members understand what activity is occurring elsewhere in the collegial governance framework. This allows the connections to be drawn and strengthened between their respective governance committee and activities carried out by other committees.

The effectiveness of the governance process and of integrated planning is further evaluated through an annual survey of the SCC Planning & Institutional Effectiveness (PIE) Committee's resource allocation process. As the College's central planning committee, the PIE Committee reviews all requests for resource allocation and makes recommendations to College Council. In addition, the PIE Committee regularly administers a planning process evaluation survey and seeks input for planning process improvement from the college community.

In 2014-15, the Planning & Institutional Effectiveness (PIE) Committee developed a formal and systematic evaluation process consisting of a survey designed by a taskforce of the PIE Committee. The survey, deployed in April 2015, solicited feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-15 academic year. The survey asked questions targeting respondents' attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and attitudes related to the overall satisfaction with the process. At its May 6, 2015, meeting, the PIE Committee met and discussed the results of the planning and resource allocation process survey and carefully weighed all feedback and suggestions for change.



## Appendix A1

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### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Key Business Partners and Stakeholders that Help the District Assesses the Educational Needs of the Communities We Serve**

**CELATINOS Chamber of Commerce** partners with Digital Media Center to organize various events targeting Spanish speaking business owners looking to grow and expand their businesses. Business growth and expansion is important as it can provide local students with available jobs, and the community with a more vibrant economy, which in turn can benefit our district and college campuses.

**CSU Fullerton** has been a major supporter of our global trade initiative and international business programs. We have worked together on redesigning their international business degree program, created alignment with SAC's international business program and an articulation agreement was recently signed between CSUF and SAC for the international business degree.

**Global Trade Industry Advisory Committee** is a twenty organizations, large and small, public and private, (i.e. Allergan, Western Digital, Edwards Life Sciences, US Commercial Service, OC SBDC, Senegence Int'l., etc.) provide input on programs, curriculum, faculty externship and job shadow opportunities, student internships, participate as speakers in the classroom and on a panel. They also help promote our training/workshops as well as our certificate and degree programs.

**Help Me Grow** provides the children and families enrolled in RSCCD-CDS programs with comprehensive resource and referrals to community agencies and case management. This service addresses the needs of the families to ensure protection factors for at risk children and families.

**Irvine Chamber of Commerce** actively engaged in global trade and has asked me to participate on their International Development Committee as well as lead their task force on Foreign Direct Investment (FDI). In return, they promote our services, training programs and classes. They also provide connections to local business leaders for our industry advisory committee and programs.

**Irvine Valley College & Saddleback College** play an important role in collaborating on regional program development as well as connection to students, faculty and industry. They regularly attend our advisory meetings and collaborate to ensure the needs of students and the local international business community are being met. They have also provided a venue for workshops, have actively promoted our services and regional programs as well as jointly participated in global trade.

**Links Media** partners on a project to develop a Public Education Campaign on health issues mainly targeting the Latino community. The project will include the development of videos to highlight chronic disease and other ailments affecting Latinos. In addition to benefitting the local community served by RSCCD through a planned awareness/marketing campaign, the project will also benefit students at the DMC through their direct participation on the videos to be created.

**National Hispanic Business Women Association** provides financial, internships and outreach programs to students. In particular to Santa Ana College students.

**Orange County Department of Education** provides a variety of programs and resources to students. DSN collaborates with OCDE at all levels of student development.

**Orange Unified** play an important role in working with RSCCD on an international business pathway development, promoting our events and programs to high school students. They also played a key role in the counselor event planning as well as making sure attendance was good.

**Orange County Hispanic Chamber of Commerce** partners with District's Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop in English and Spanish to benefit the community in learning the key steps leading to entrepreneurship and self-employment as a career path and 2) resources to start and grow their small business.

**Orange County Marriott and the Wyndham Resort** hotel chains have thousands of job positions that can use customized contract education services from Corporate Training Institute that range from customer service, accounting, Spanish in the workplace, ESL, computer literacy, etc. Additionally, many new jobs will be available in the next few years providing opportunities for candidates to start a career in hospitality. The DSN offers training, boot camps and job shadowing to prepare students with the knowledge and skills required for entry-level positions, which the partner hotels are excited to extend.

**Parents Enrolled in Child Development Services Programs** provides parents an opportunity to be involved in programmatic decisions through shared governance. All parents are invited to participate in either the Early Head Start Parent Committee or center specific Parent Advisory Committees which make center/program specific decisions and help with outreach and recruitment

**Port of Los Angeles – Trade Connect** partners with District's Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop to benefit the community in learning the key steps leading to having businesses and career paths in International Trade and 2) resources to start and grow exports strengthening the local economy.

**Santa Ana and Orange County Workforce Investment Boards** work collaboratively to secure over \$500,000 in grants through the U.S. Department of Labor and the Workforce Investment Act to reskill dislocated workers, and prepare at-risk youth for employment. Currently the WIBs are partnering with the Deputy Sector Navigators to meet the needs of the priority sectors in the region (i.e. manufacturing, healthcare and hospitality industries) that will help revitalize the economy in Orange County. According to their most recent economic forecast with the Orange County Business Council, these three areas will have the highest need for workers and the community colleges are key for providing that workforce training.

**Santa Ana Unified School District (SAUSD)** provides children within the city of Santa Ana access to a quality preschool experience, which prepares at risk children for school and reduces the achievement gap. RSCCD-CDS operates a double session preschool classroom that serves 50 children at Sepulveda Elementary School. SAUSD provides space within various elementary schools to conduct socialization programs for RSCCD's Early Head Start families. Established comprehensive collaborative early care and education plan that addresses the needs and services for children birth to five in Santa Ana.

**Testing Agencies (ACT, Inc., Comira, ETS, Pearson, TD Testing)** authorize RSCCD to administer exams for licensure and certifications out of its testing center. The agencies include: ACT, Inc., Comira, ETS, Pearson, and TD Testing. The director of CTI has strengthened, and in some cases, launched the partnerships with these companies to provide students and the community with opportunities to obtain evidence of skills attainment, and improve their chances for employment. Exams administered at CTI testing Center include the GED, WorkKeys assessments, TOEFL, HiSET, U.S. Postal Service, etc.

**Union Bank** partners with District's Foundation and Small Business Development Center to provide financial resources the form of multi-year technical assistance grant funds that afford the creation of educational opportunities for students and outreach and assistance to the community in the form of 1) educational workshops on financial literacy and access to capital for entrepreneurs and 2) resources to start and grow their small business. Union Bank employees regularly volunteer to outreach and give of their time and talent at the SBDC's events and programs.

**U.S. Commercial Service** (US federal agency) plays a key role in international trade with the local business community. The Irvine office has actively engaged with us on both an education and business level. They support our education and business service programs through business referrals, program promotion, connection to business leaders and providing student internships. They also regularly attend our advisory meetings, provide valuable input and collaborate to ensure that our programs contain the right content for global trade.

**U.S. Small Business Administration** partners with the District's Small Business Development for almost 25 years with Santa Ana College's initial grant to fund books and resources focused on entrepreneurship for students interested in self-employment as a career path. Over the years, it expanded its focus to also provide assistance to small businesses in the community, strengthening the local economy leading to student employment and internship opportunities at those businesses. SBA has recognized RSCCD's SBDC as a Center of Excellence and their representatives regularly volunteer to outreach and give of their time and talent at the SBDC's events and programs.

**U.S. Hispanic Chamber of Commerce** partners with Digital Media Center to host the regional BizFest Business Plan competition. The event, which is geared for high school students, offers students from the nine high schools in Santa Ana Unified School District with the opportunity to learn and develop entrepreneurial skills, and also with the opportunity to learn about the many educational programs that the Rancho district has to offer through its two colleges. The top four winners at this year's event got to travel to the national competition held in Houston, Texas; the top winner at this national competition, which included a prize of a \$5000 scholarship, was a student from Saddleback High School.

**USC Alumni Club of Orange County** partners with RSCCD to host the "Orange County Business Expo hosted by USC," an annual event that provides an open platform for over 800 Orange County businesses networking opportunities. The Small Business Development Center and Digital Media Center became marketing sponsors in promoting this very successful event. This year, Deputy Sector Navigators in Information Community and Technology (ICT), Global Trade and Logistics (GTL), Hotel- Retail and Tourism will serve as marketing sponsors to help promote "Doing What Matters" framework and for the deputy sector navigators connect one-to-one with business representatives from all sectors.

**Vietnamese American Chamber of Commerce** partners with District's Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop in English and Vietnamese to benefit the community in learning the key steps leading to entrepreneurship and self-employment as a career path and 2) resources to start and grow their small business.

**Vital Link of Orange County** works to motivate students to continue higher education and to find a successful path through career technical education programs and pathways. RSCCD and Vital Link work diligently in bringing high school students to the SAC and SCC through site tours, CTE pathways and other interactive experiences to find engaging opportunities for high school students in CTE programs.

**Wells Fargo Bank** provides financial and student outreach programs. For example, provides scholarship for DSN Taste of Success Business Plan competition winner.

## Appendix A2

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### SANTA ANA COLLEGE Key Business Partners and Stakeholders that Help the District Assesses the Educational Needs of the Communities We Serve

Santa Ana College achieves its goals for student success by collaborating continuously and substantively with outside organizations to maintain cutting edge academic programs and opportunities for students. This goal is largely achieved through academic departments that work with employers on advisory committees that support students entering the workforce. It is also achieved through the Santa Ana Partnership and the Santa Ana College Foundation. Over 50 companies participate in this work, including Fletcher Jones Mercedes Benz, The Lincoln Electric Company, St. Jude's Medical Center, Edwards Laboratories, Internships with Downton Inc. and the City of Santa Ana.

An additional 15 organizations are affiliated with the Santa Ana Partnership, which has been operating for over three decades to improve the conditions of education in the greater Santa Ana area. Significant progress has been realized for students over the past year including expanded services for students completing high school, on-site support for parents at 20 Santa Ana locations, and completion-centered activities in higher education. Educational CEOs helped the Partnership earn Governor Brown's Award for Innovation in Higher Education in May 2015, and they have applied proceeds to endowments that will guarantee admission to UCI and CSUF for students while funding their costs in perpetuity.

Financial aid application rates in feeder high schools went from 44% to 90% over the last three years. There was a 97% increase in students who placed in college level (versus remedial level) courses in the past year, with SAC attainment achieving a record high and growing by 78%--to mention just a few key examples. Over 200 individuals associated with these organizations at the CEO, executive, management, faculty, and staff levels work throughout the year to proactively address the most significant barriers to educational opportunity and completion for students and families. An evaluation team representing the four segments of public education has created a scorecard to broadcast the impact of our collaborative work and to inform areas that require additional attention and effort.

Examples of these organizations include the following:

- **University of California, Irvine:** Hosts the Summer Scholars Transfer Institute, Partnership data for research, and guarantees transfer for all SAUSD students who start college at SAC and maintain a 3.0 GPA in pre-transfer coursework.
- **California State University, Fullerton:** Guaranteed transfer for all SAUSD students who start college at SAC and maintain strong academics.
- **Santa Ana Unified School District:** Works to prepare students academically and ensure they enter and succeed in college, with six targeted taskforces and integrated strategic planning with SAC.
- **The Hispanic Education Endowment Fund:** Funds student scholars with \$50,000 annually.
- **The City of Santa Ana:** Funds scholarships and hosts the Higher Education Center at the Main Library.
- **The League of United Latin American Citizens and the Mexican American National Network:** Broadcast partnership activities to key community leaders in the region.
- **The Padres Promotores de la Educación:** Reach over 30,000 parents annually
- **Comunidad Latina Federal Credit Union:** Funds micro loans to SAC students
- **Latino Health Access:** Trains parents and amplifies the work of the Partnership
- **KidWorks:** Hosts Partnership staff so they can serve parents and students
- **Union Bank and Wells Fargo:** Provide \$75,000 annually in direct funding for equity and success programs
- **Schools First Federal Credit Union:** Underwrites innovation grants and college programs
- **AT&T:** Underwrites student programs and strategic planning activities

Complementing these long-standing efforts, the Santa Ana College Foundation exceeded its Centennial Campaign goal and to date has raised \$2.1 million, with participation from over 50 individual and corporate partners. These funds are helping to build on college-wide work in progress to achieve new heights in terms of academic success and achievement at SAC, while reducing equity gaps among and between groups. The Foundation has also begun to serve as the College's fiscal agent for strategic grants, and in that capacity, partners with the California Endowment, Lumina Foundation, and other major corporate and philanthropic funders.

## Appendix A3

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### SANTIAGO CANYON COLLEGE Key Partners and Stakeholders that Help the College Assesses the Educational Needs of the Communities We Serve

#### **Orange Unified School District (OUSD)**

SCC has engaged OUSD by offering classes at school sites, and we anticipate doing more of this as the new dual enrollment regulations are developed. This offers high schools students the opportunity to earn college credits while still in high school, which speeds the time to a college degree.

The Division of Mathematics & Sciences along with the Division of Arts, Humanities and Social Sciences has partnered with OUSD to offer classes on the High School campuses. During summer 2015, math classes were offered on the campuses of Canyon and Villa Park High Schools. Three classes served 109 students who achieved a 90% pass rate. The school district supplemented the instruction with the on-site tutoring after the classes. This partnership represented the first steps in an ongoing union between SCC and the OUSD. Students benefit greatly by preparing themselves for college-level classes and the rigor of a college curriculum. In fall 2015 and spring 2016 a variety of classes in the Arts, Humanities and Social Sciences will be offered throughout OUSD HS campuses. The partnership is a summer, fall and spring commitment.

Community Science Night is an annual SCC/OUSD Community Science Night a successful STEM event, with 41 individual activities for families to learn from and enjoy. Over 150 OUSD teachers, SCC faculty and staff volunteer their time to host this amazing night, another 150 SCC students volunteer their Friday night to help out, and over 1,000 OUSD elementary school students and parents attended the event.

SCC Division of Continuing Education has maintained an ongoing partnership with OUSD to provide academic and support programs to the parents and families in the OUSD. Specific classes and programs are also offered to high school seniors to help them complete their high school diploma and better prepare them for post-secondary coursework. Noncredit ESL, High School, and GED classes are offered at OUSD elementary, middle, and high schools. English as a Second Language (ESL) classes are held at Lampson Elementary, Taft Elementary, Handy Elementary, Sycamore Elementary, Yorba Middle, and El Modena High Schools. GED Test Preparation is offered at Lampson Elementary. High school Bridge courses are offered for enrichment in a variety of subjects to current high school students at Orange High, El Modena High, Villa Park High and Canyon High Schools. High School Petition classes are offered for credit recovery in a variety of subjects at El Modena High School.

Based on this important collaboration with school administrators, liaisons, and coordinators, specific classes and programs are identified and offered to meet the needs of the students. OUSD often conducts surveys with parents and families to determine what courses are needed. Some schools also provide babysitting so that parents are free to attend the classes they need to improve their skills. Due to the AB86 planning period and the new Adult Education Block Grant, discussions are in progress to expand babysitting and childcare services at the school sites. In addition, Continuing Education outreach staff frequently attends parent meetings at the schools to share information about all the continuing education programs and services available. This is an invaluable resource in which the parents in Orange and surrounding communities can learn about the free educational opportunities offered by Continuing Education.

#### **Waltmar Foundation**

The Waltmar Foundation has been a partner of the SCC Foundation since 2005 and has funded a total of \$90,000 in student scholarships for that past ten years.



### **California State University, Fullerton**

SCC students benefit from our close connection to CSUF, which is the largest transfer destination. We participate in STEM partnerships, the CSUF presidential enrollment advisory group, a variety of grant programs, and other important connections.

SCC and two other community colleges partnered, **STEM<sup>2</sup> Partnership**, with CSUF on a Title III STEM Strengthening Transfer through Matriculation grant. Currently in its 5<sup>th</sup> and final year, this grant is providing supplemental instruction (SI), designated STEM counseling, eight-week paid summer research experience for approximately 12 SCC students, and provides priority admission for SCC students who participate in this program.

### **Orange County Sheriff's Department (OCSD)**

SCC Division of Continuing Education has had a strong collaborative partnership with the Orange County Sheriff's Department to serve the educational needs of inmates in the five county jails: Central Men's, Central Women's, Intake and Release Center, Theo Lacy, and James Musick. The Inmate Education administrator and coordinator work closely with the Sheriff's Department staff to ensure that the needs of the inmate students are being met by offering courses that will prepare them for higher education or the workforce upon release. The value of the noncredit courses offered in the jail cannot be understated with the goal being to help reduce the recidivism rate and to help students be successful in future classes or jobs. Inmates who earn their high school equivalency certificate are better prepared for high-paying jobs or higher education courses. Other workforce certificates such as *ServSafe* prepare students to attain employment in the restaurant industry when they are released.

Course offerings in the General Program include English as a Second Language, Adult Basic Education, GED Test Preparation, Workforce Preparation, Effective Parenting, Substance Abuse, Introduction to Computer Software Applications, and Institutional Food Preparation. Introduction to Welding and Fundamentals of Welding are offered in the CTE Program. Recently the collaboration with OCSD has been expanding to include the RSCCD Corporate Training Center staff who will begin proctoring the HiSET exams in the five jails. Further evidence of this expansion includes more offerings in the General Program (taught by Continuing Education instructors) and fewer courses in the CTE Program (taught by OCSD instructors). In addition, due to the AB86 planning and Adult Education Block Grant, the addition of other meaningful types of programs and services are under discussion.

### **Orange County Department of Education (OCDE)**

Since March 2014, the Orange County Department of Education has been partnering with and is now a member of the Rancho Santiago Adult Education Consortium (RSAEC) as a result of AB86 planning and the Adult Education Block Grant (AEBG). The OCDE board-approved representative attends monthly consortium meetings and collaborates to serve the needs of adult learners in the region. As a result of this partnership, several CTE articulation agreements were created and completed for the various RSAEC agencies. This collaborative partnership is particularly important as more emphasis is placed on smoother transitions for adult learners in the Rancho Santiago region, including OCDE and RSCCD.

### **Community Foundation of Orange**

SCC and RSCCD are able to maintain visibility for their programs with this important group of civic leaders. Additionally, The CFO holds its annual "Talent Blossoms in Orange" performing arts event for schoolchildren at SCC each October.

The Community Foundation of Orange's Annual Talent Blossoms Performing Arts Workshop is held at SCC annually in October. Through this partnership, this FREE workshop is open to students in 3<sup>rd</sup> through 6<sup>th</sup> grade who attend OUSD schools and/or live within the school district's boundaries. The day begins 8:15 am with workshops for students in attendance. Lunch is provided and the day culminates at 2:30pm with a performance for family and friends showcasing what the students have learned.

### **Edison International**

Has supported the college since 2012 for a total of \$100,000 to date, currently supporting \$15,000 STEM scholarships and \$10,000 MUN per year.

### **Orange Soccer Club**

Orange Soccer Club partners with SCC to use the college's soccer fields in order to provide education and team practices in the sport of soccer. This partnership has existed for several years and benefits hundreds of young boys and girls from the local community who have an interest in pursuing the sport. The benevolence extends beyond the provision of fields from the college; the soccer club has reciprocated by providing much-needed equipment to help support the men's and women's soccer teams at SCC.





# 12 Measures of Success

**SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE**



**RSCCD Research Department  
February 2016**

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# Readers' Summary

RSCCD staff, faculty, and Board members use this report to annually assess institutional effectiveness. Using a sample of standard measures typically employed to describe the effectiveness of community colleges and their programs, this report includes quantitative data to monitor the quality of the district as a whole and of each of its two colleges. Additionally, the district maintains qualitative data and other processes as means to ensure excellence.

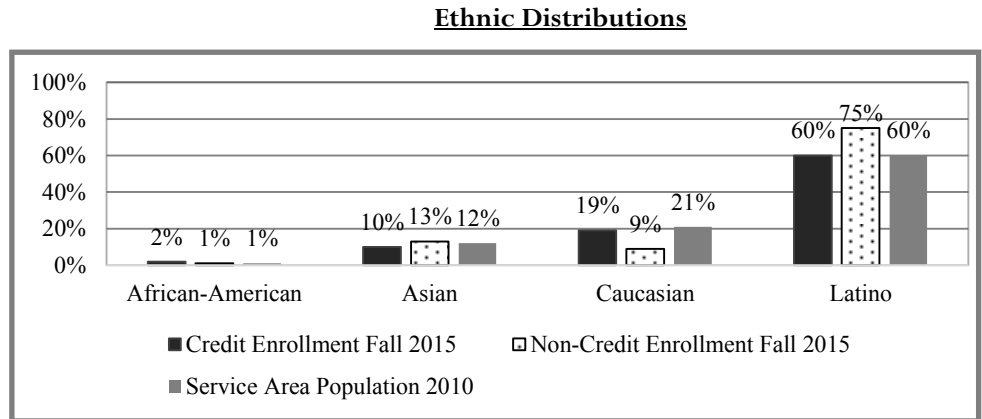
- Both colleges successfully provide **access** and enrollment to diverse students representative of the communities. (p.1)
- More than one-third of the Santa Ana U.S.D. **high school graduates** enroll at SAC while about a fourth of the Orange U.S.D. graduates enroll at SCC. (p. 2)
- More than two-thirds of course enrollments result in **successful course completion**. (p. 3)
- **Course retention** rates are high at more than 80%. (p.4)
- **Successful completion of college-level coursework** by students enrolled in remedial English/EMLS/ACE and math has increased. (p.5, 6 and 7)
- The number of **degrees and certificates awarded** at both colleges increased significantly. The number of certificates of completion awarded by the School of Continuing Education has dropped. (p. 8 and 9)
- Both colleges continue to increase the number of students **transferring** to four-year universities. (p. 10)
- **Student satisfaction** survey results show that students are generally pleased with their experiences at SAC and SCC. (p. 11)
- Students rated **core competencies/student learning outcomes** identified by faculty in a variety of general education areas satisfactory. (p. 12)
- The number of students who matriculate to credit coursework from **the continuing education program** has decreased at SAC, while it has recovered at SCC (p. 13)
- **CTE students' performance** is slightly lower than CTE students statewide in some metrics. (p. 14)
- Overall, RSCCD employees are increasingly **diverse**. (p. 15 and 16)
- **Ending balance** continues to drop. (p.17)
- **Income** from districtwide and colleges' grants increased dramatically since last year due to additional statewide initiatives (p. 18)
- **Financial aid** to students continues to increase in the last five years. (p. 19)

# #1 ACCESS TO STUDENTS: Enrollment and Community Population

Comparison of ethnic group representation in the service area and credit and continuing education student populations.

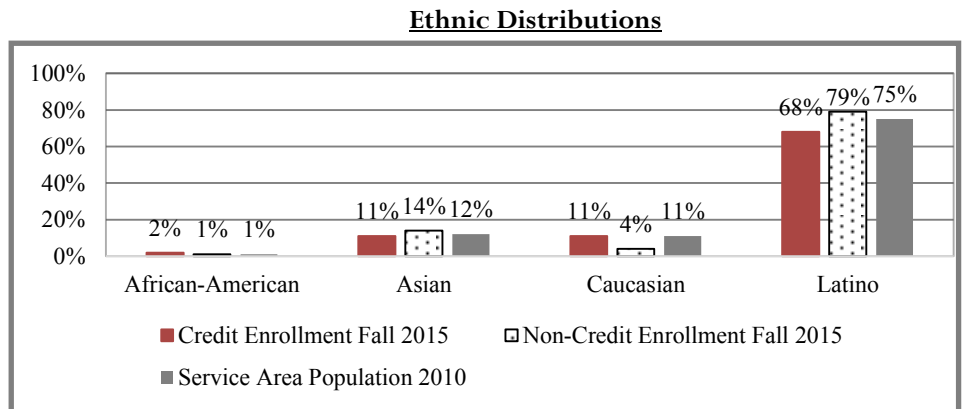
## RSCCD

- The RSCCD service area population is approximately 768,000 (U.S. Census 2010)
- 25,655 students were enrolled in credit coursework
- 19,915 students were enrolled in non-credit coursework



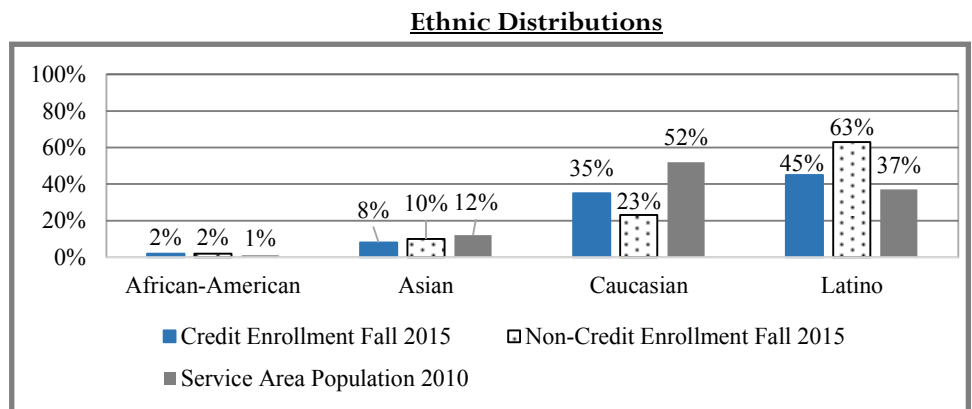
## SAC

- The SAC service area population is approximately 515,000 (U.S. Census 2010)
- 18,095 students were enrolled in credit coursework
- 14,035 students were enrolled in non-credit coursework

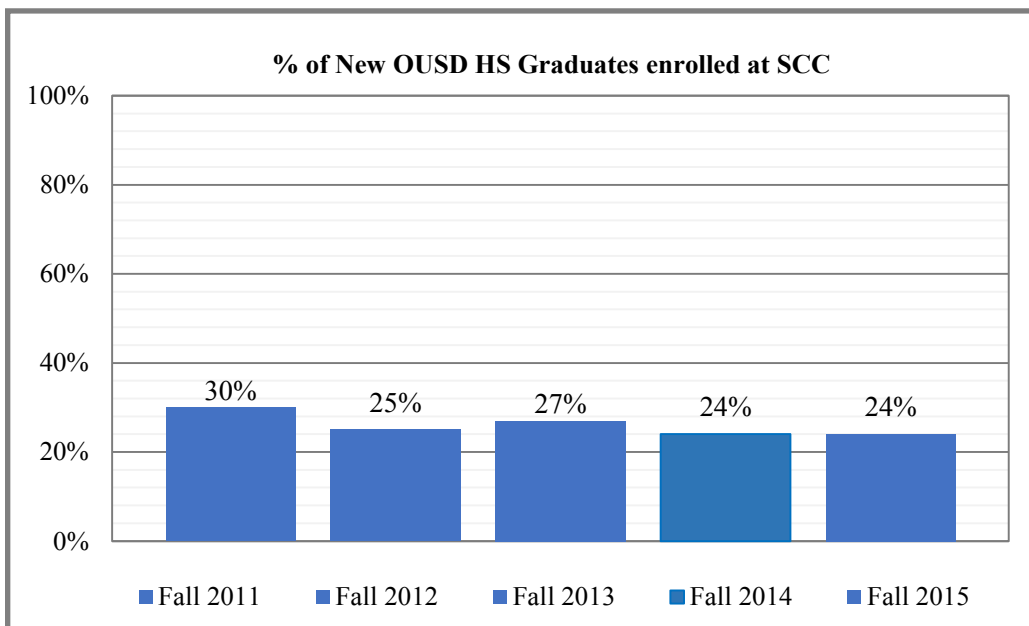
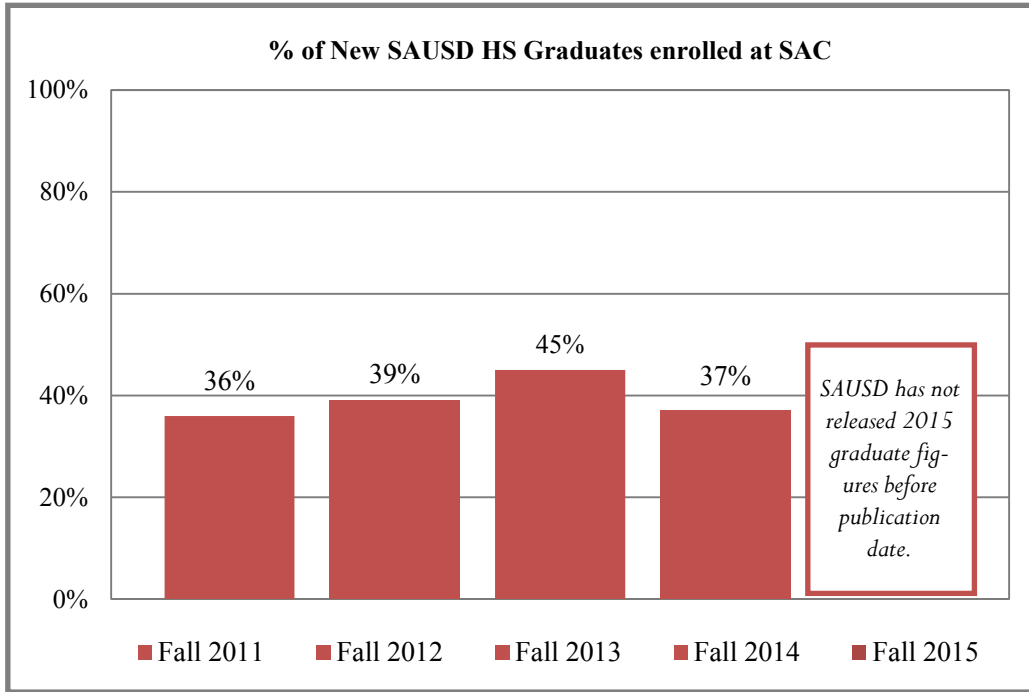


## SCC

- The SCC service area population is approximately 253,000 (U.S. Census 2010)
- 9,366 students were enrolled in credit coursework
- 5,880 students were enrolled in non-credit coursework

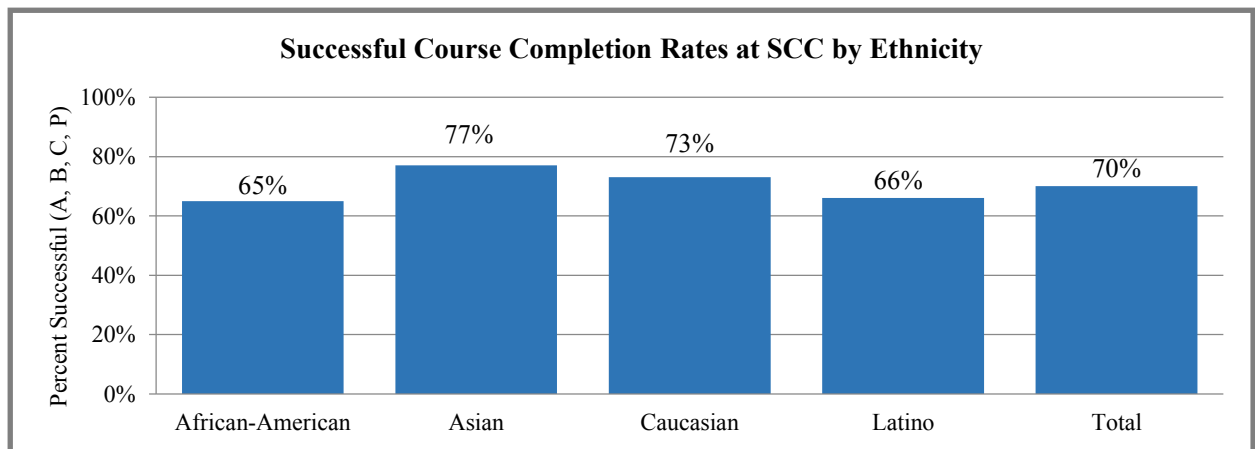
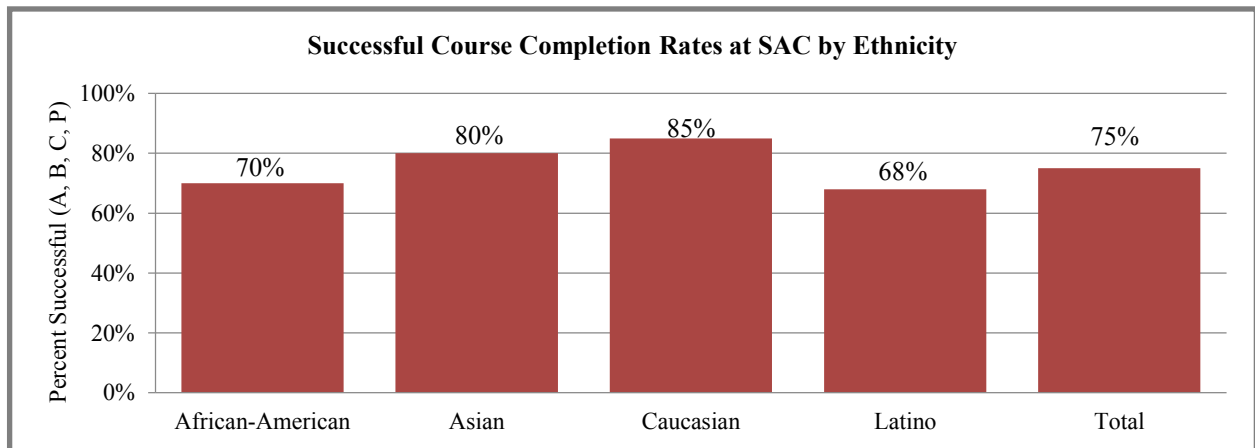


**#1 ACCESS TO STUDENTS: Percent of Feeder High School Graduates Enrolled as New Freshmen**



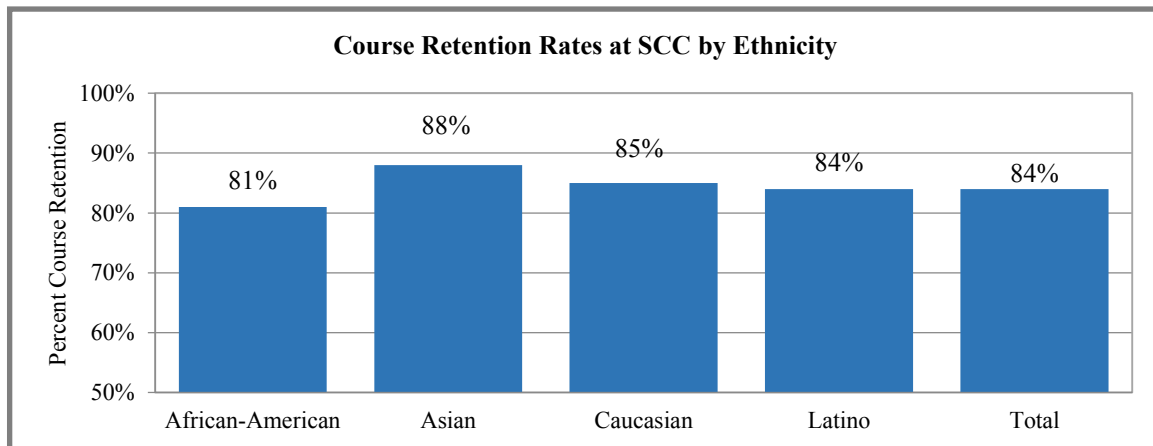
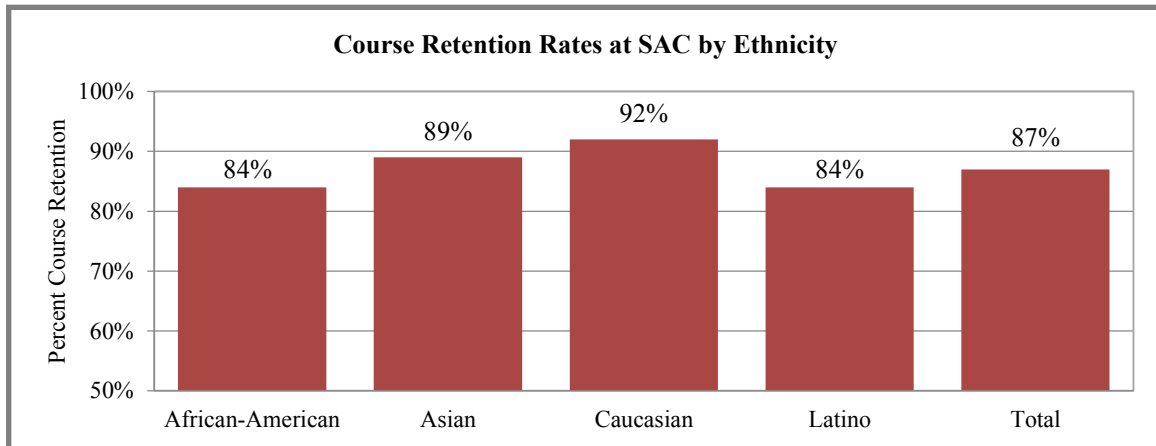
## #2 SUCCESSFUL COURSE COMPLETION

The ratio of the number of courses that students successfully complete (A, B, C, P) to the number of courses in which students are actively enrolled the third week of the semester.

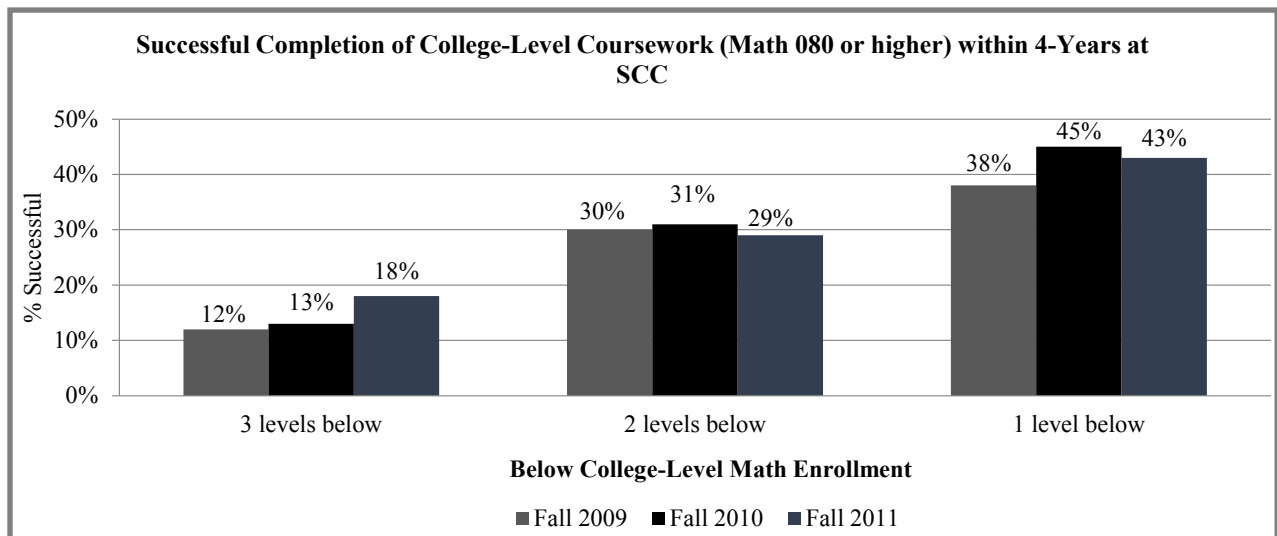
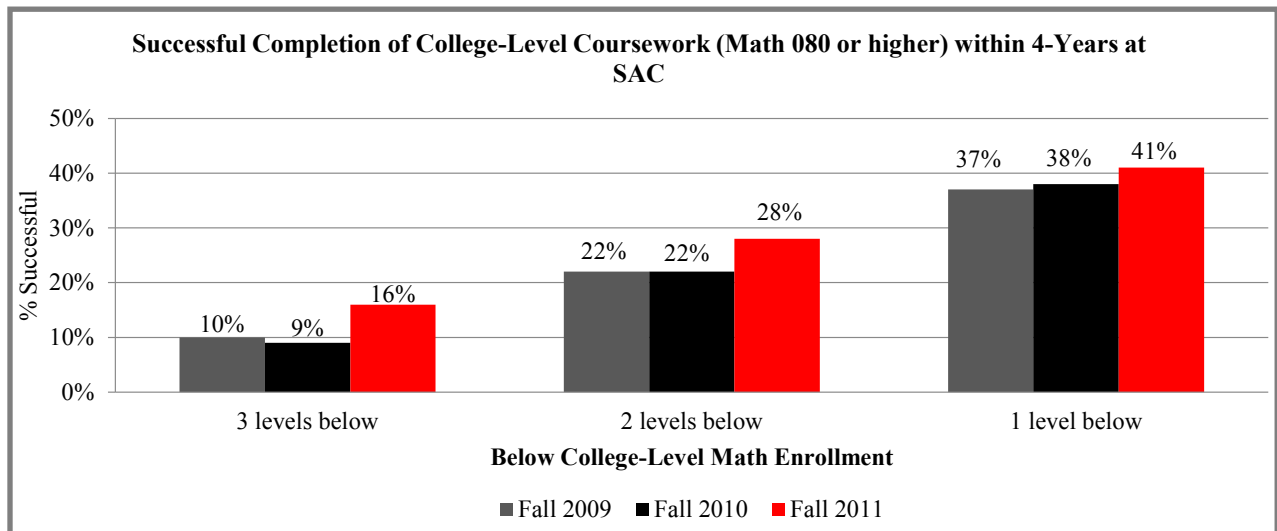


### #3 COURSE RETENTION

The percentage of enrollments (active third week of the semester) that result in an end-of-term course grade.



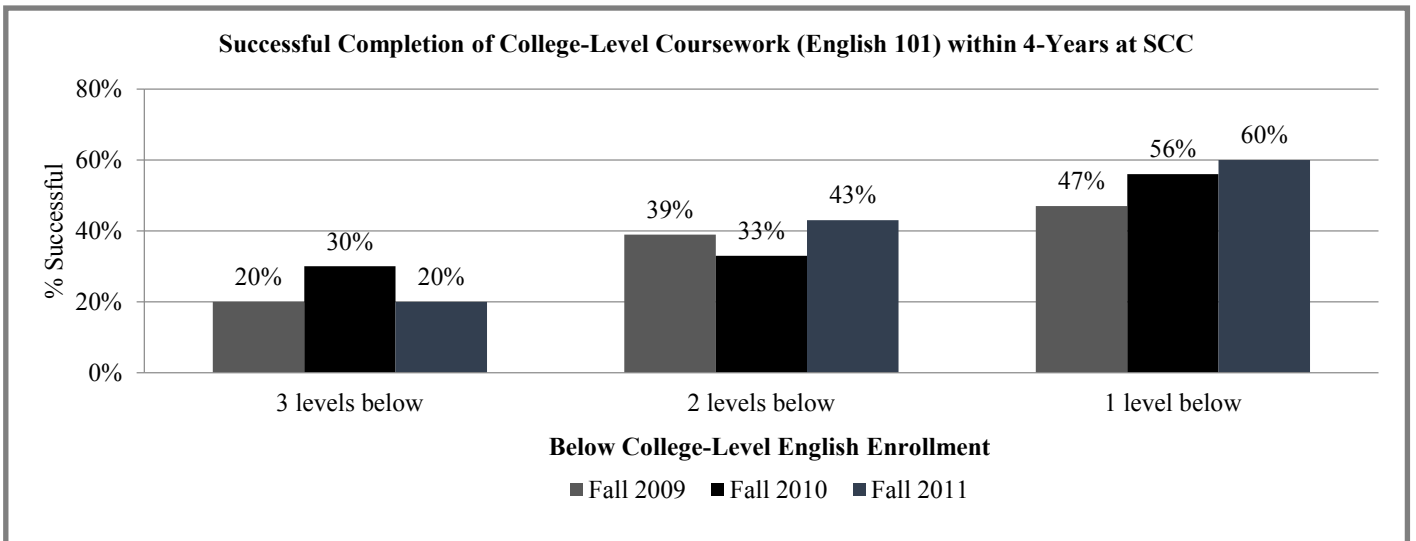
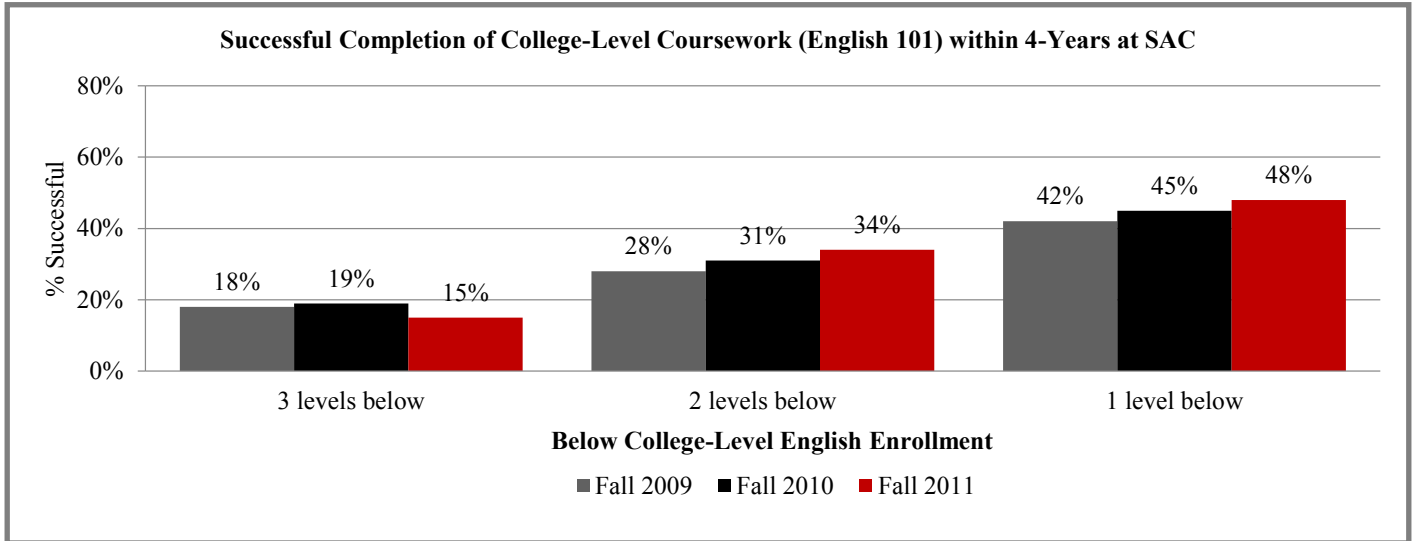
**#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:**  
 Within 4-years by students enrolled in remedial math



3 levels below: Math N05A/B/C and N06  
 2 levels below: Math N47A/B and N48  
 1 level below: Math 060 and 061

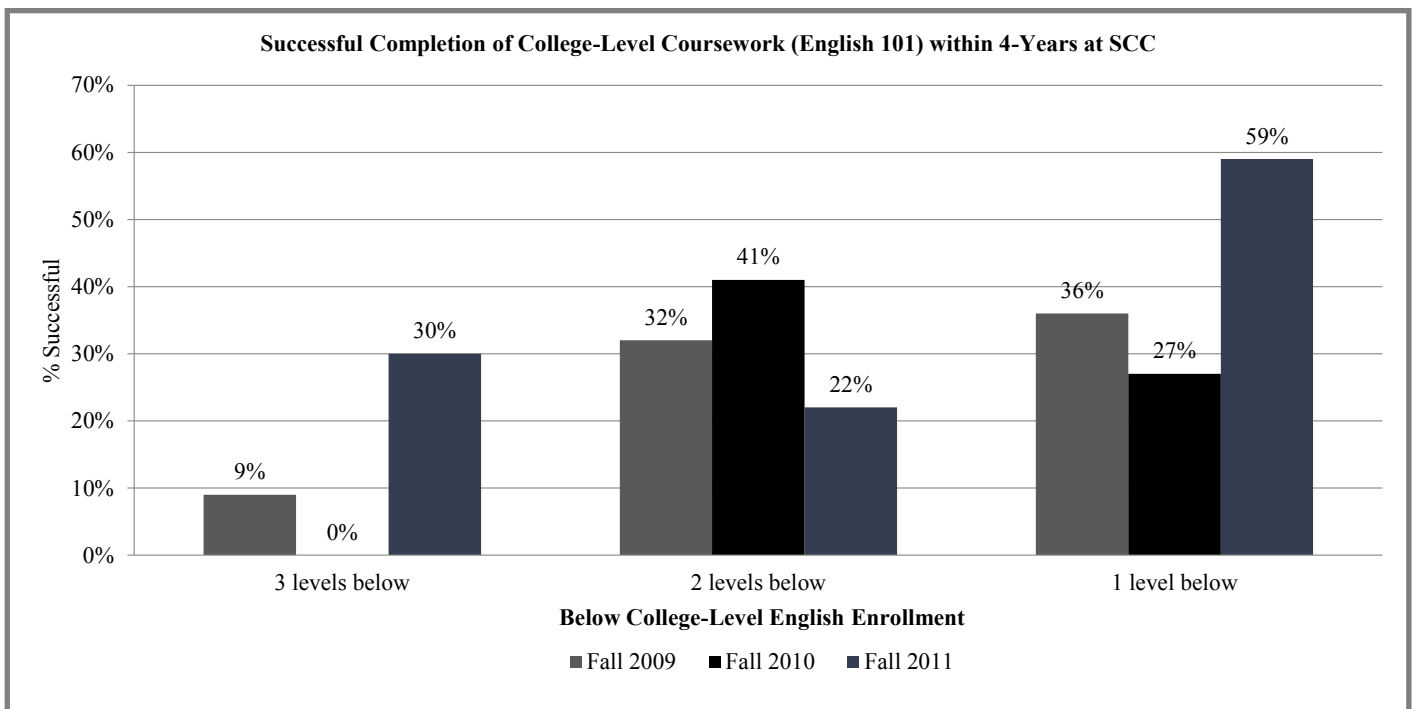
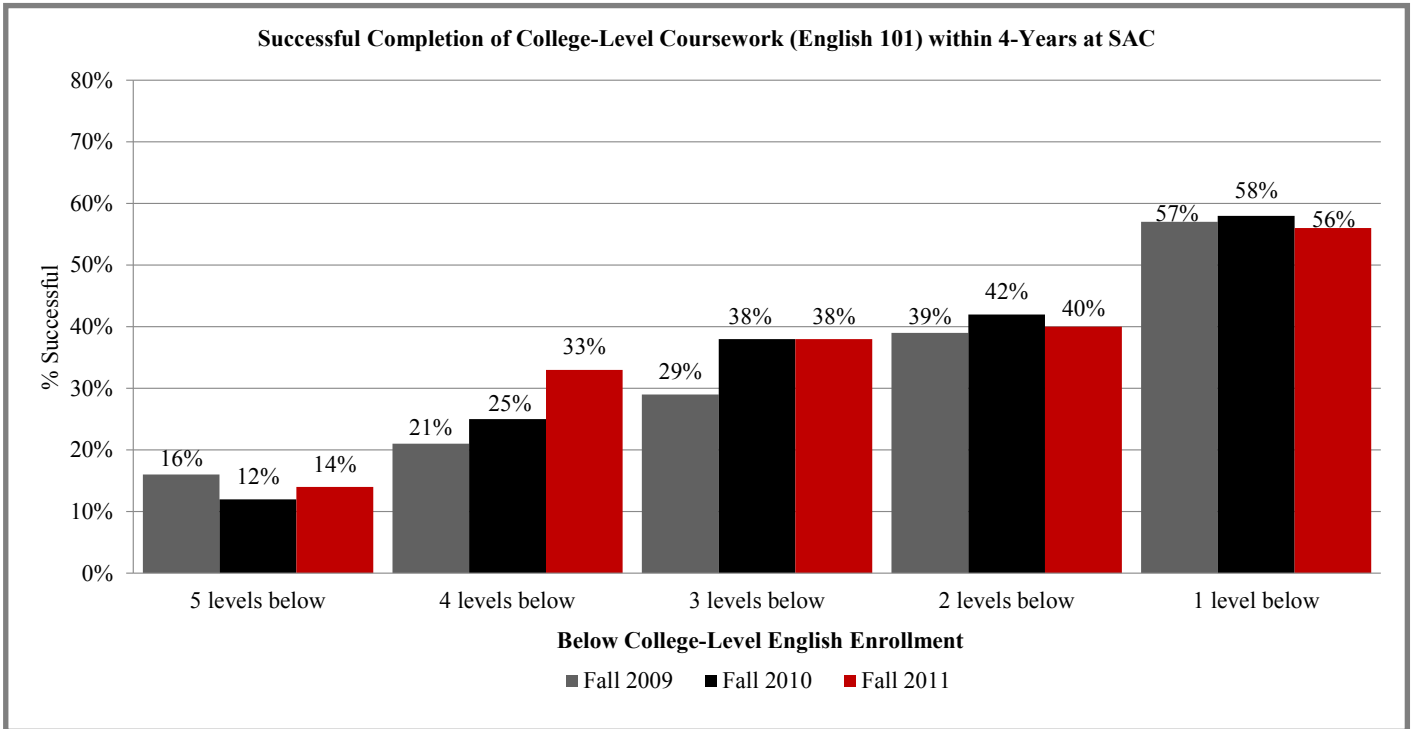


**#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:**  
 Within 4-years by students enrolled in remedial English



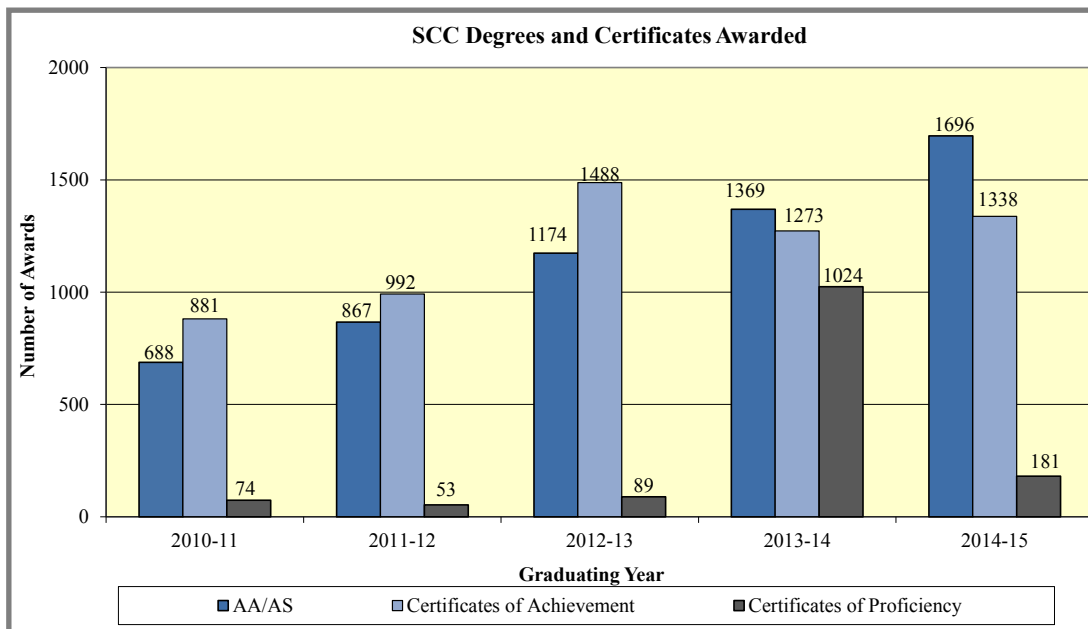
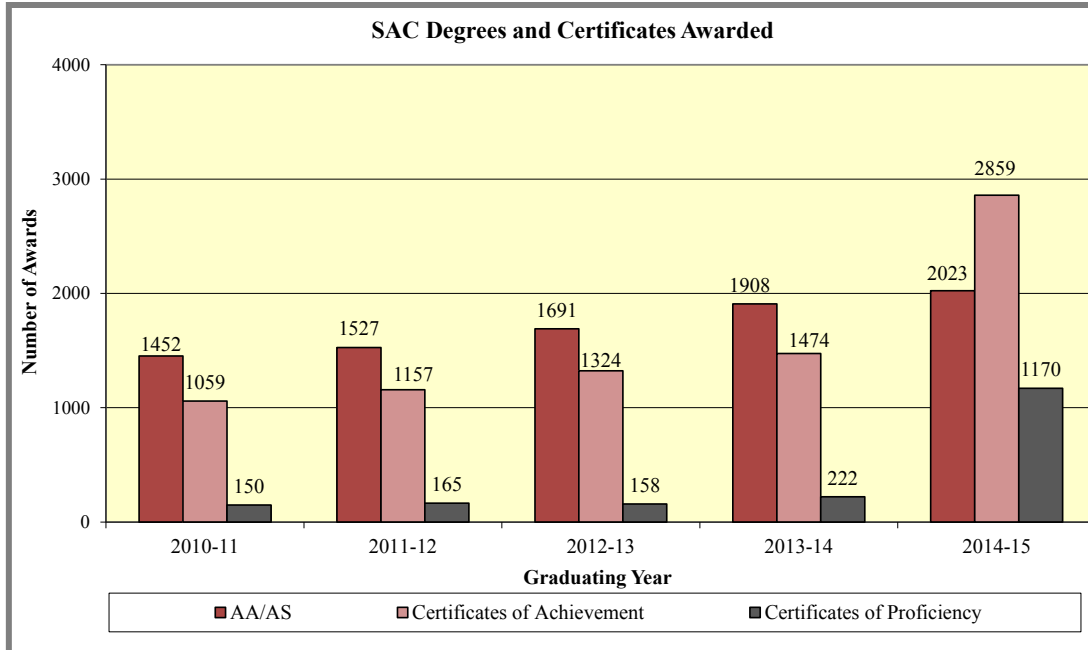
3 levels below: English N50  
 2 levels below: English N60  
 1 level below: English 061

**#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:**  
 Within 4-years by students enrolled in remedial EMLS/ESL/ACE

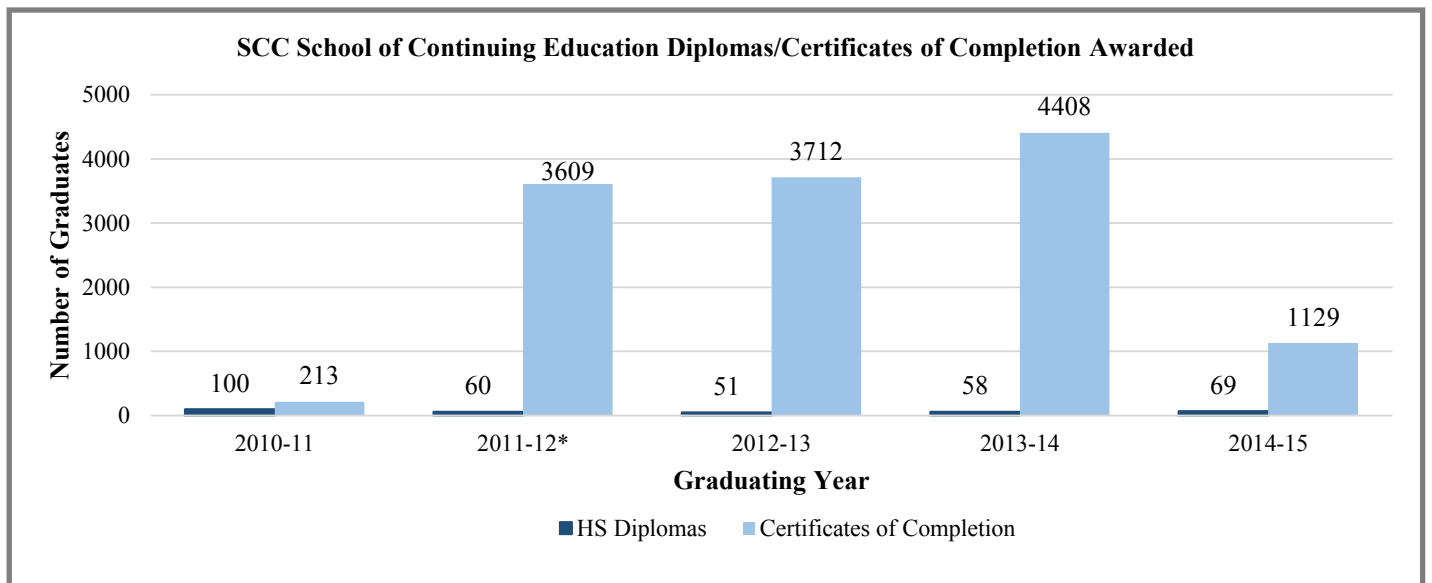
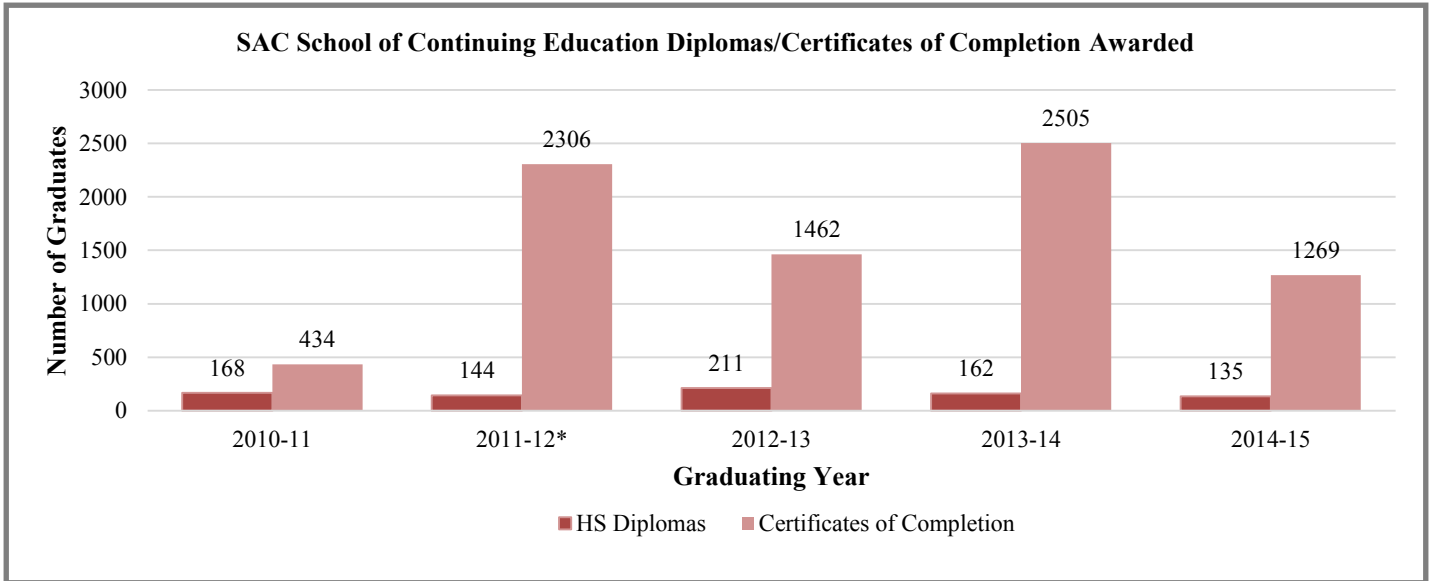


5 levels below: EMLS 055  
 4 levels below: EMLS 107  
 3 levels below: EMLS 109 (ACE 052/053)

## #5 GRADUATES: AA/AS degrees and certificates awarded



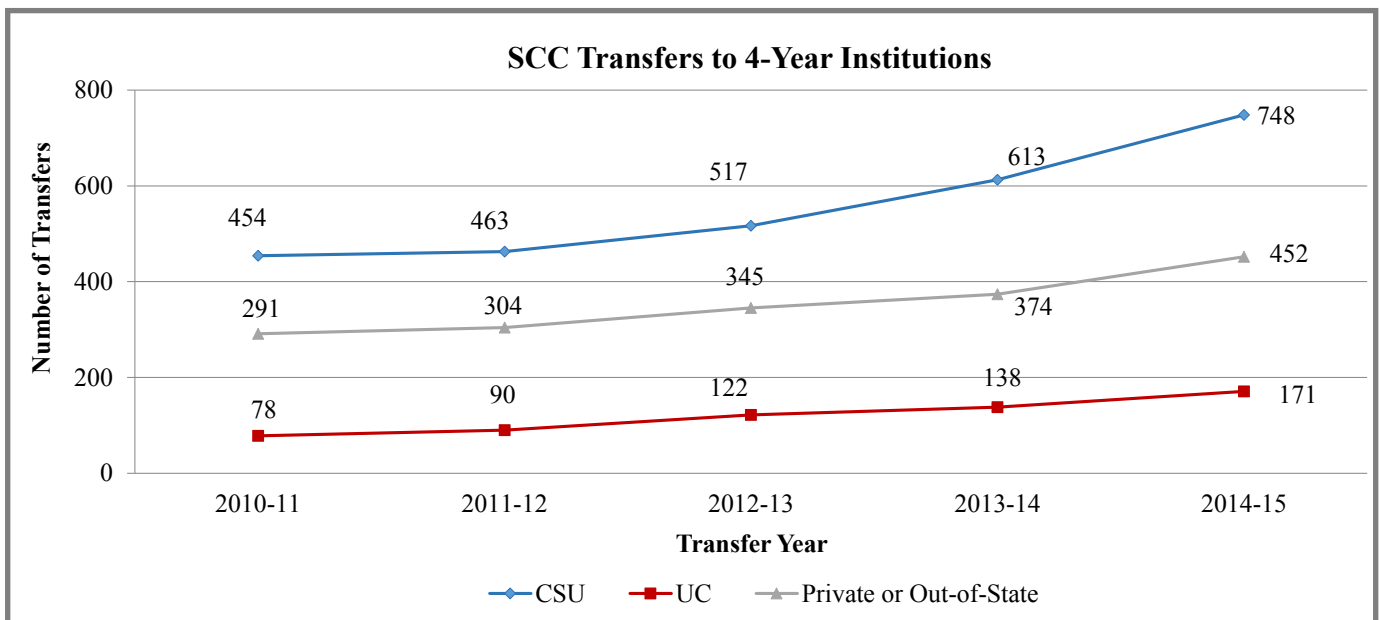
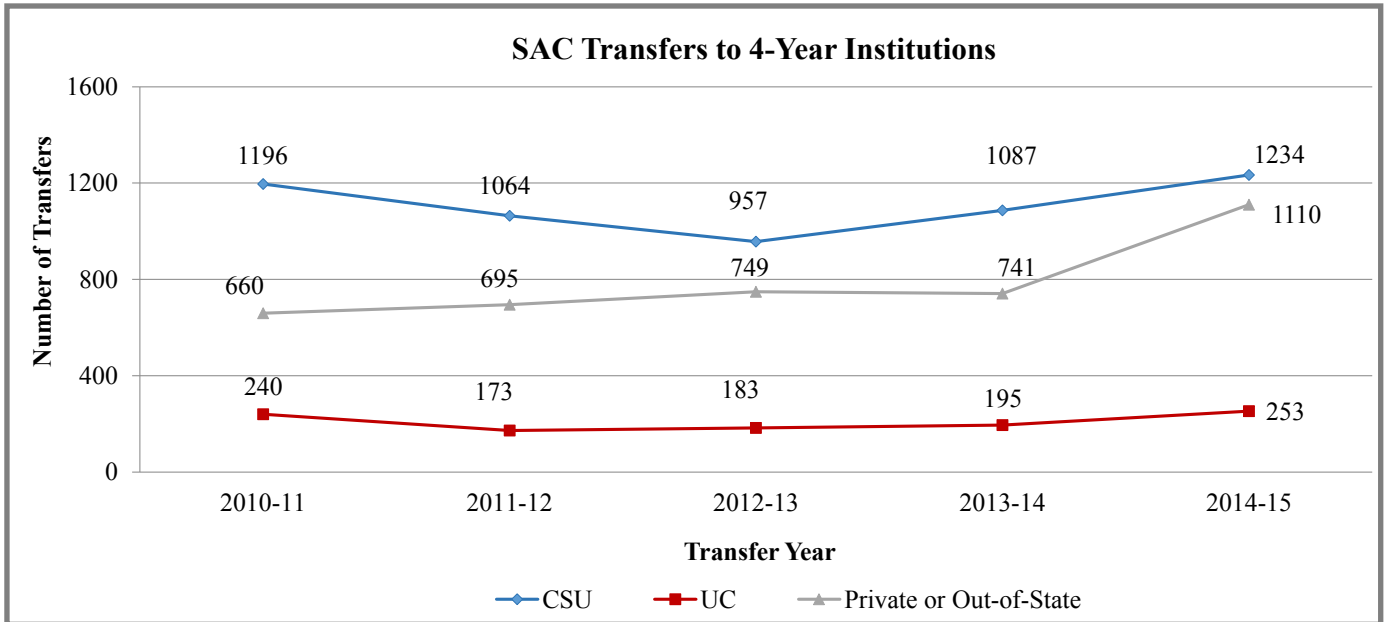
**#5 GRADUATES:** High school diplomas and certificates of completion awarded by the School of Continuing Education.



\* Starting in 2011, the Chancellor’s Office granted the colleges approval to award certificates of completions for a variety of programs.

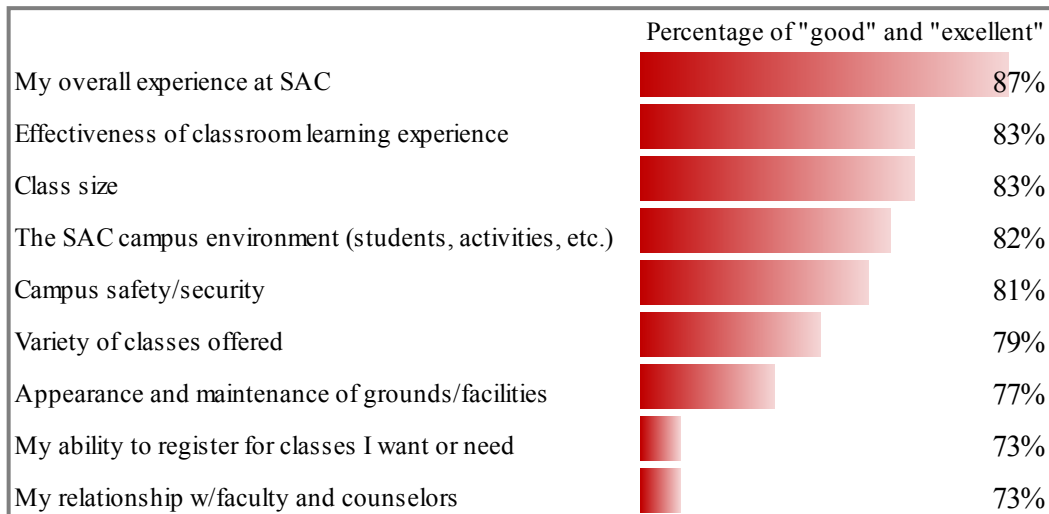
## #6 TRANSFERS TO FOUR-YEAR INSTITUTIONS:

The number of students for whom records were found at four-year institutions the first semester after leaving SAC/SCC.

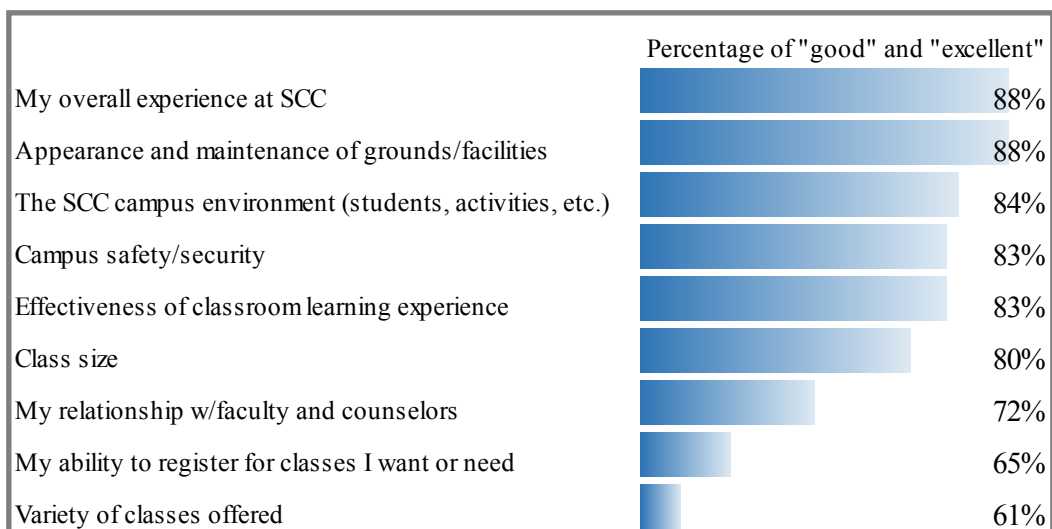


**#7 STUDENT SATISFACTION: Student Assessment of the Colleges, Education, and Services**

**Student Satisfaction at SAC**

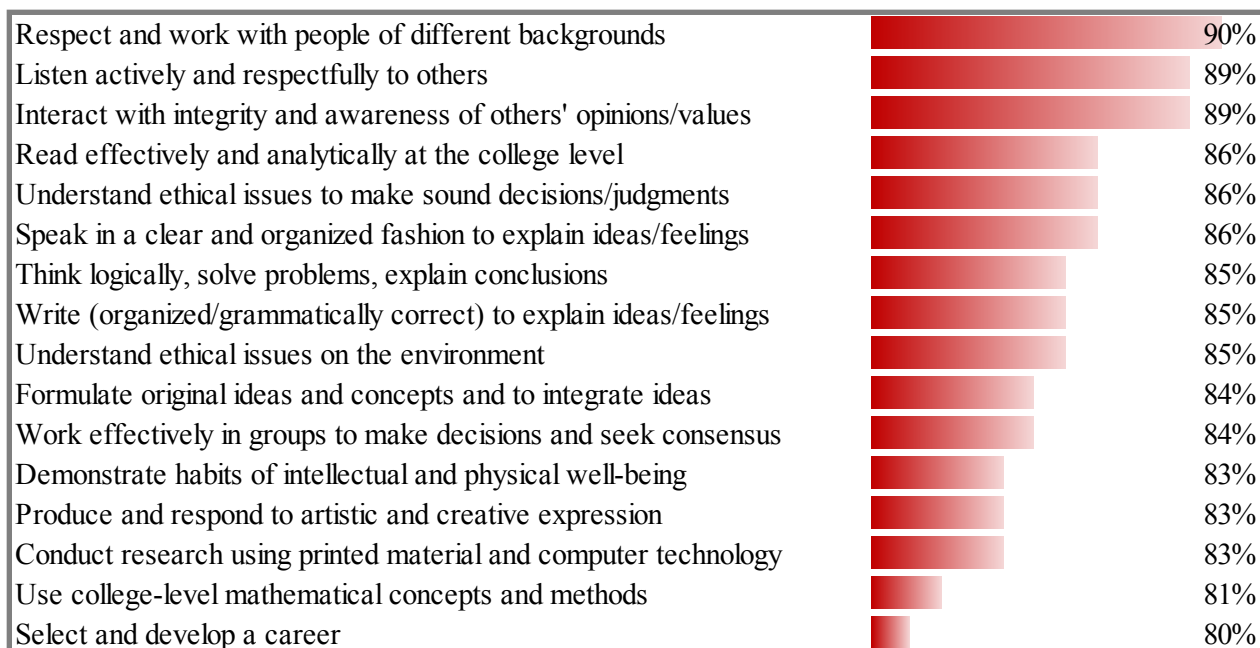


**Student Satisfaction at SCC**



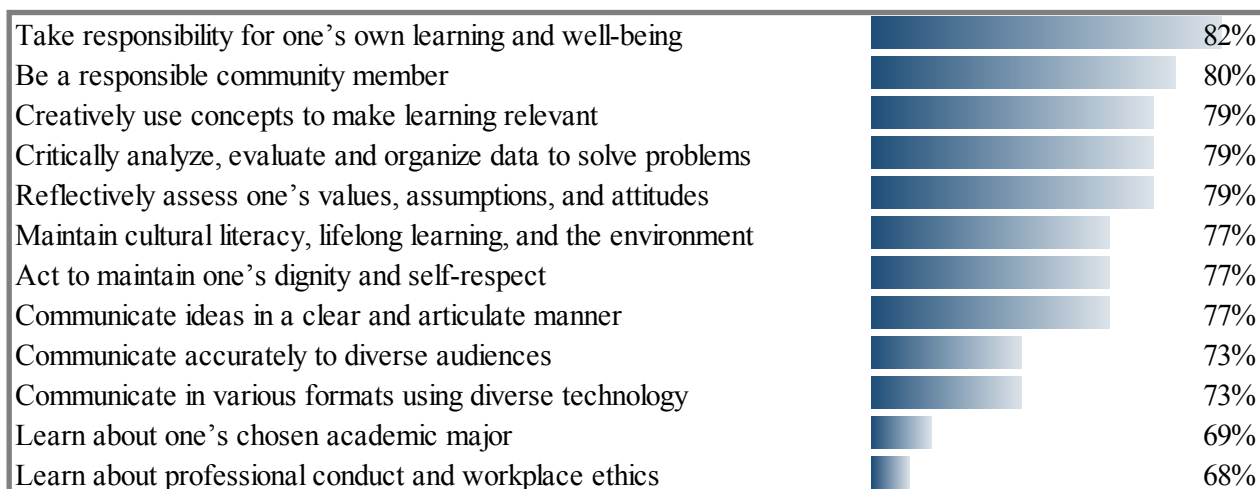
## #7 STUDENT SATISFACTION: Student Assessment of Core Competencies and Student Learning Outcomes

### Core Competencies at SAC



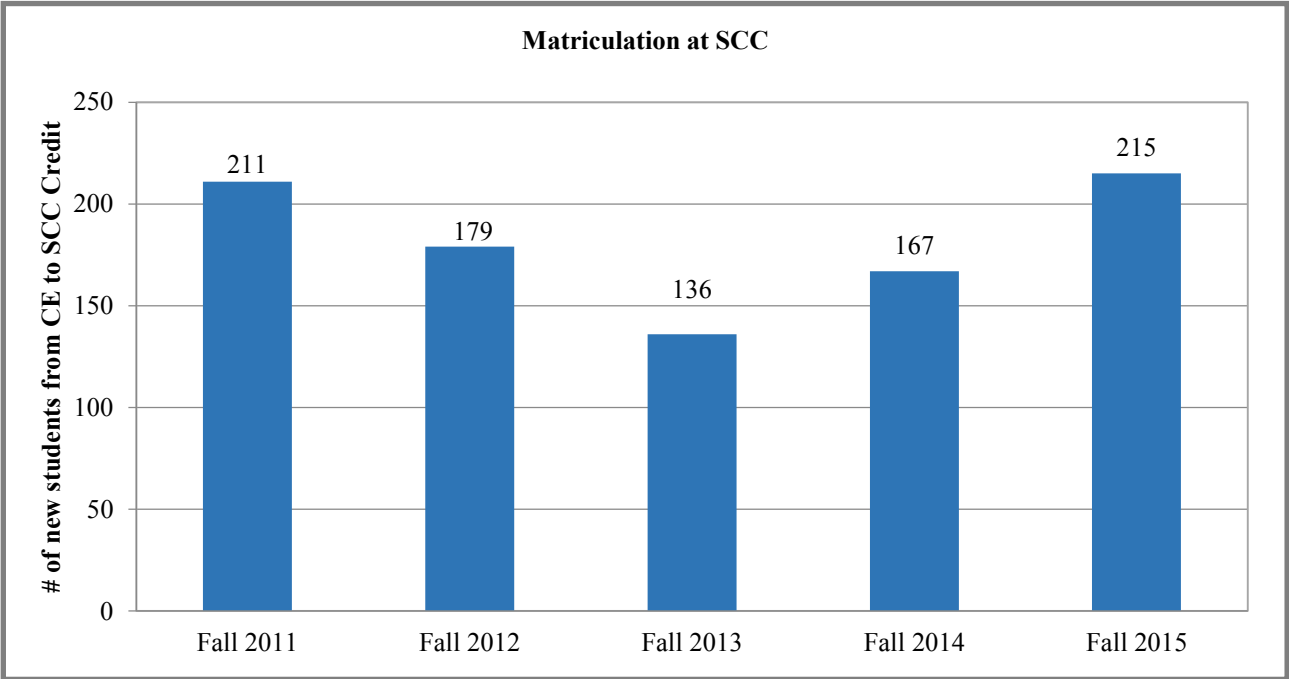
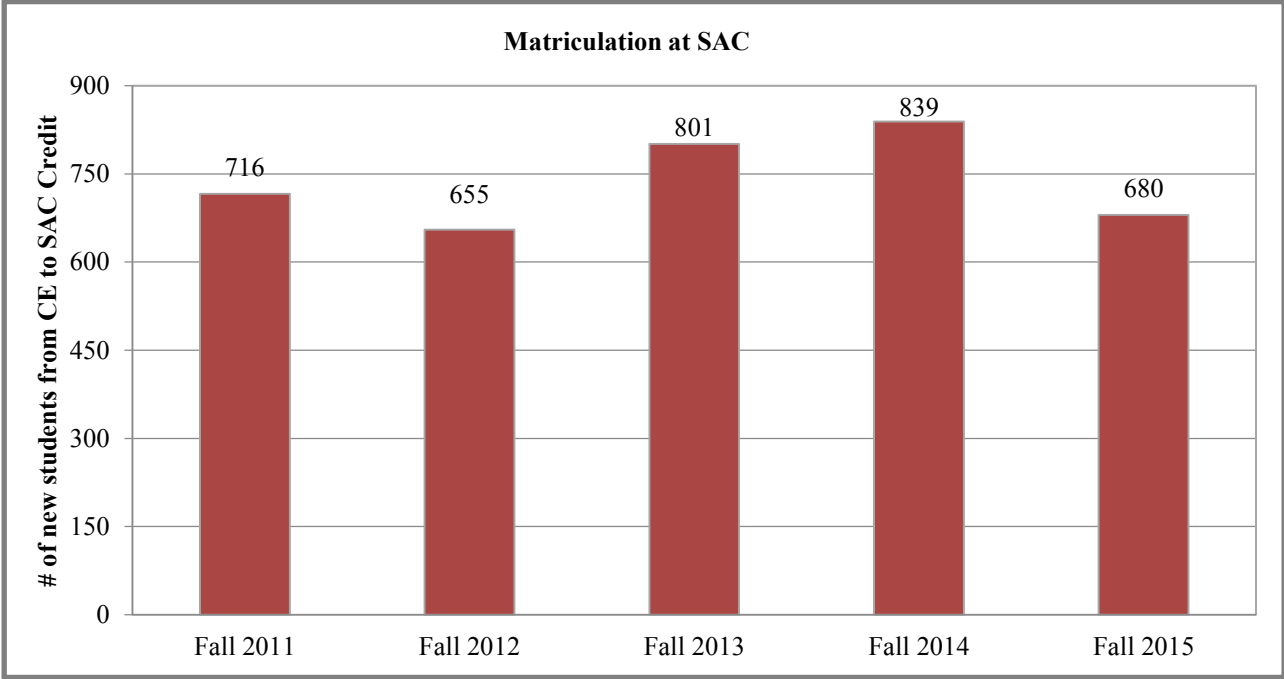
Percentage of "good" and "excellent"

### Student Learning Outcomes at SCC



Percentage of "good" and "excellent"

# #8 MATRICULATION OF CONTINUING EDUCATION STUDENTS TO COLLEGE CREDIT COURSEWORK

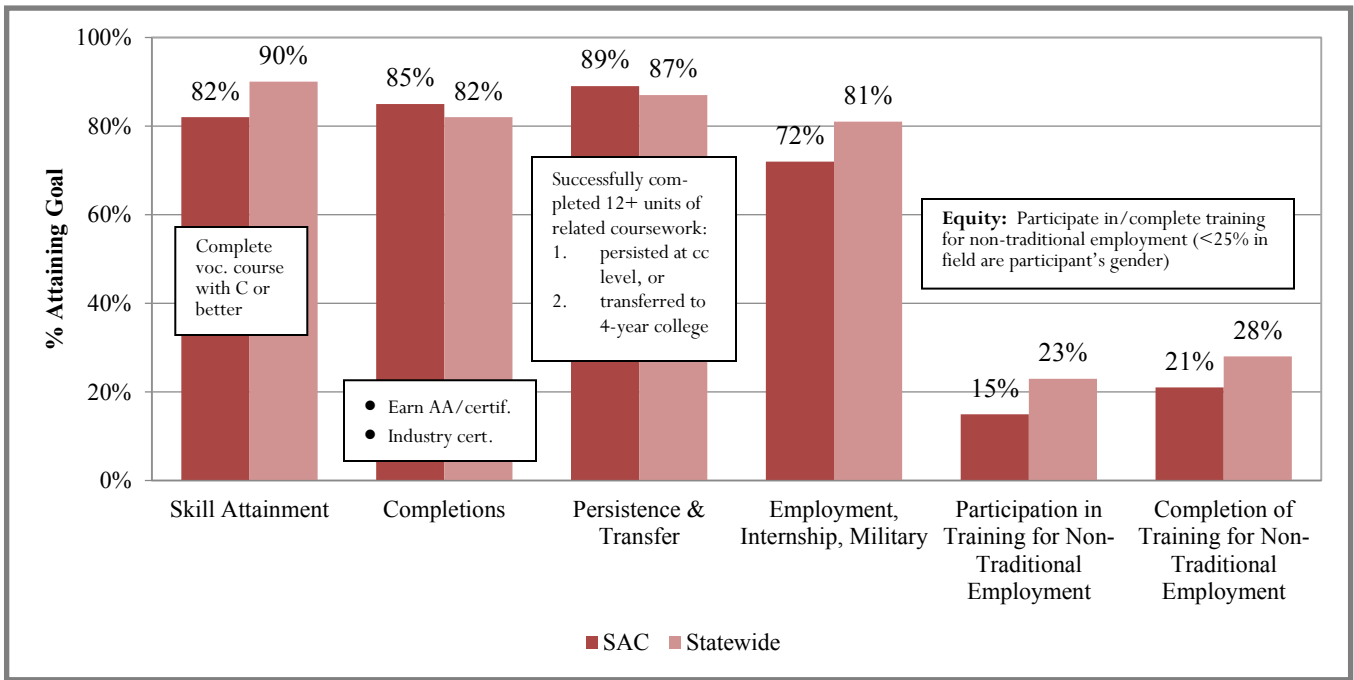




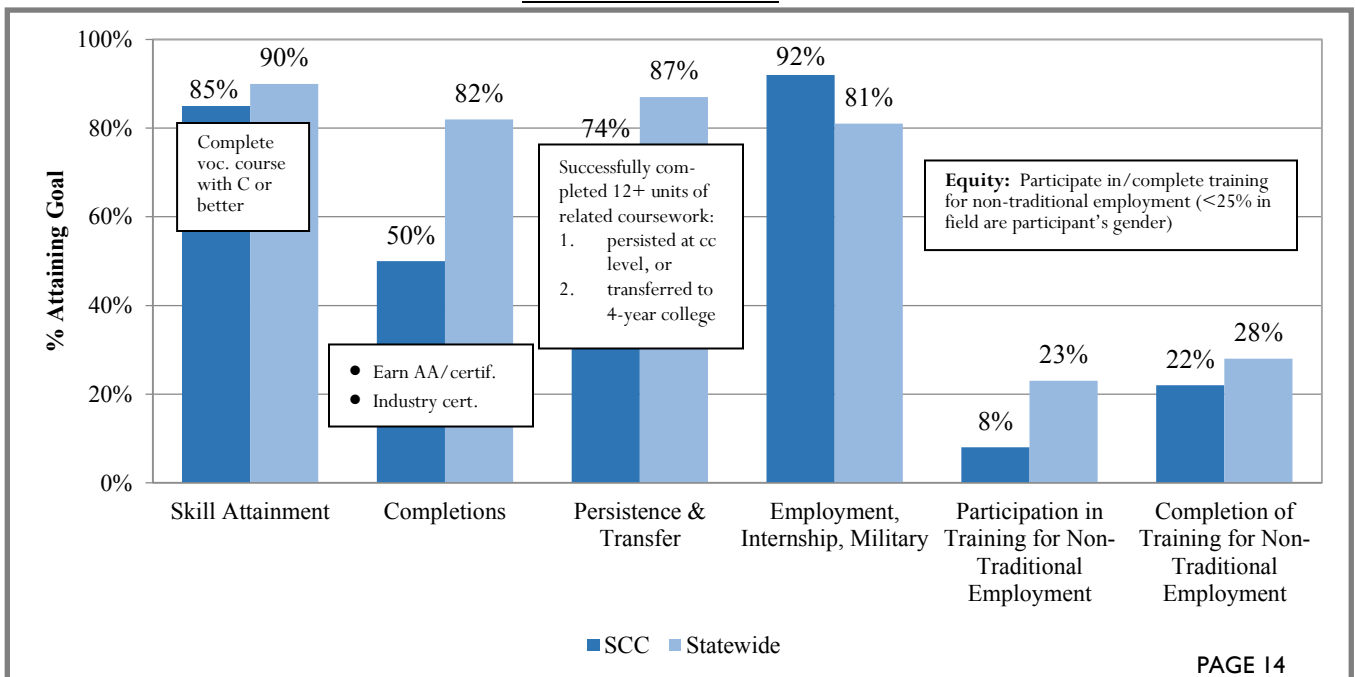
## #9 CAREER TECHNICAL EDUCATION (CTE): Core Indicators of Performance

Comparison of college performance to statewide community college performance on six “Core Indicators” established by the CCCCO to evaluate major areas of student performance in vocational programs.

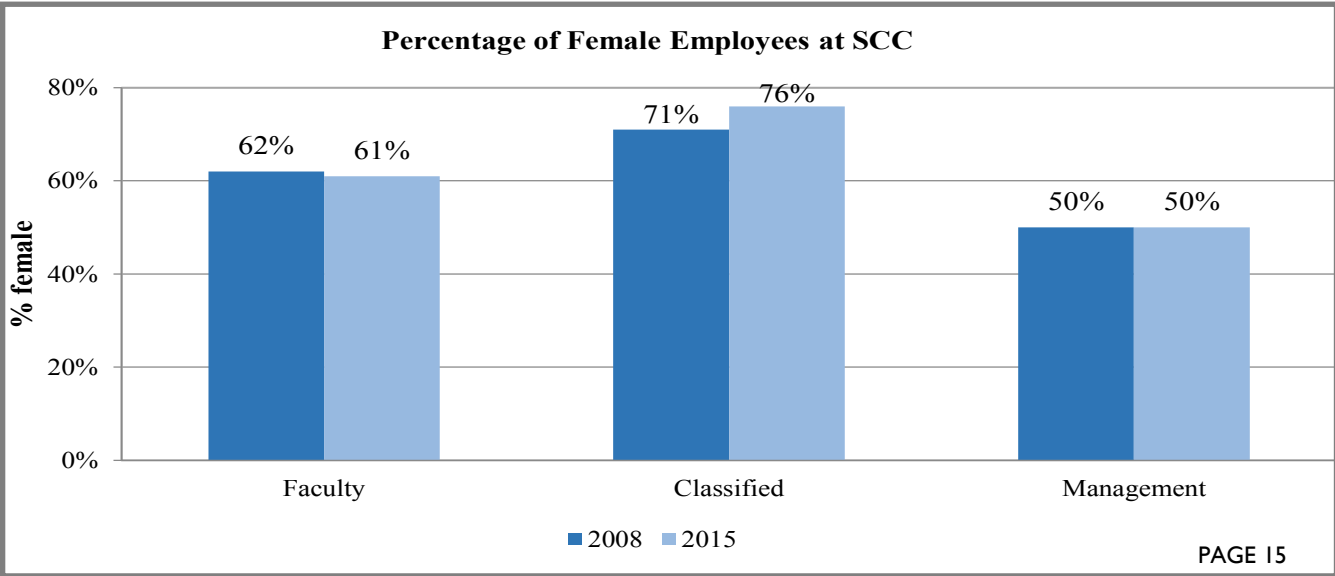
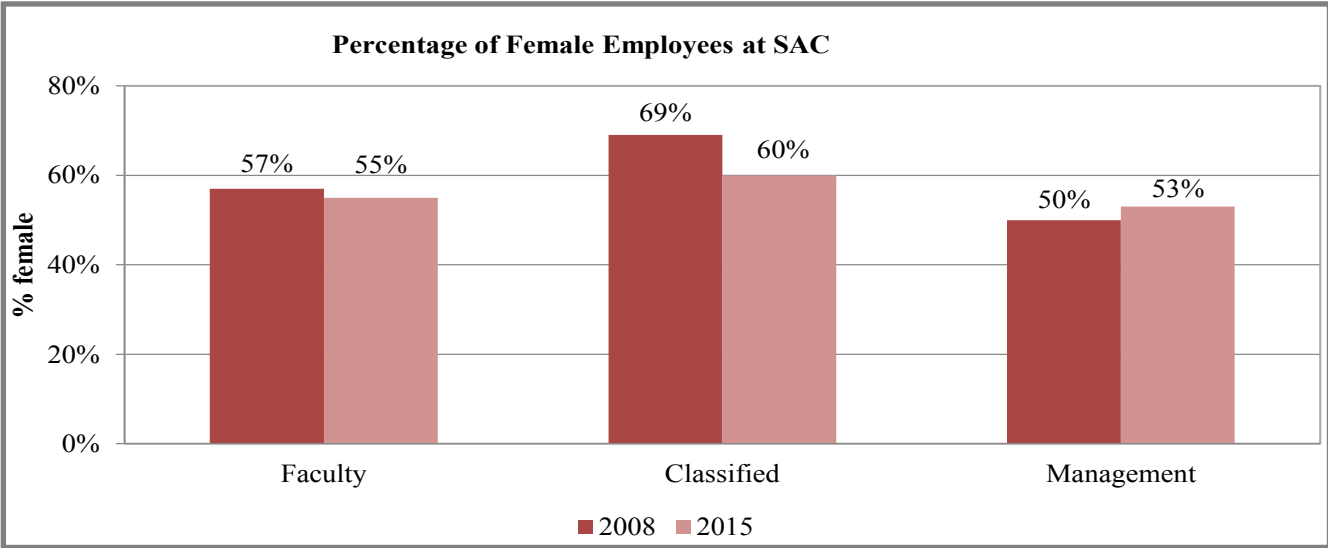
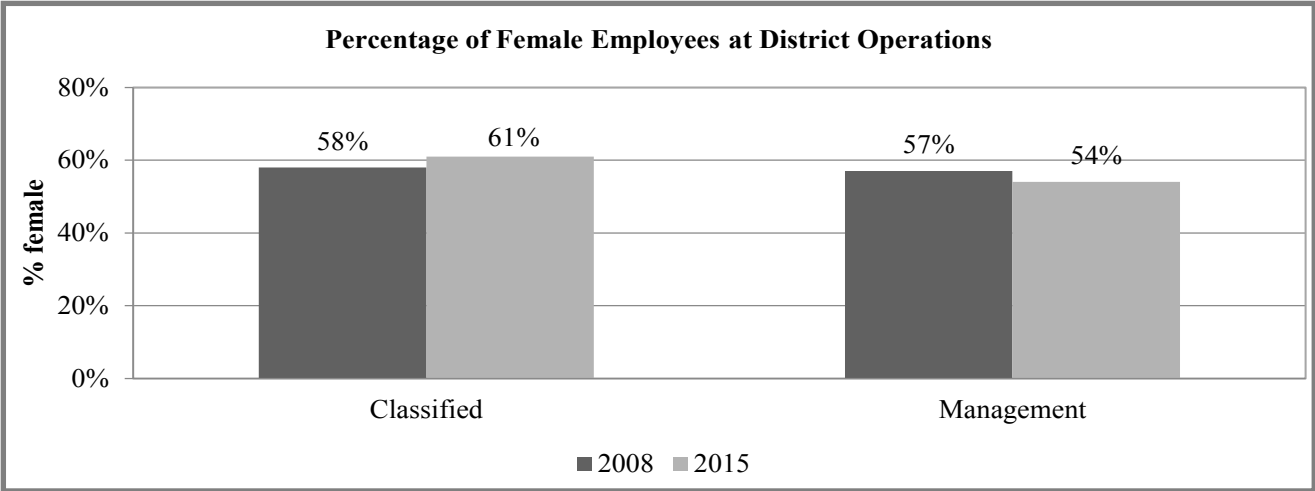
**Performance at SAC**



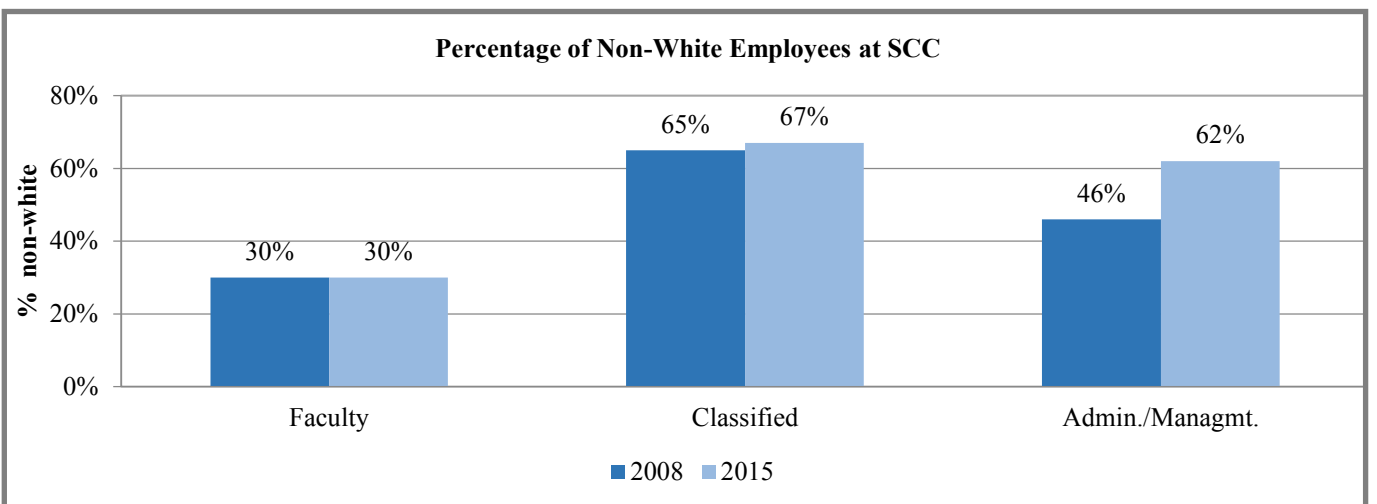
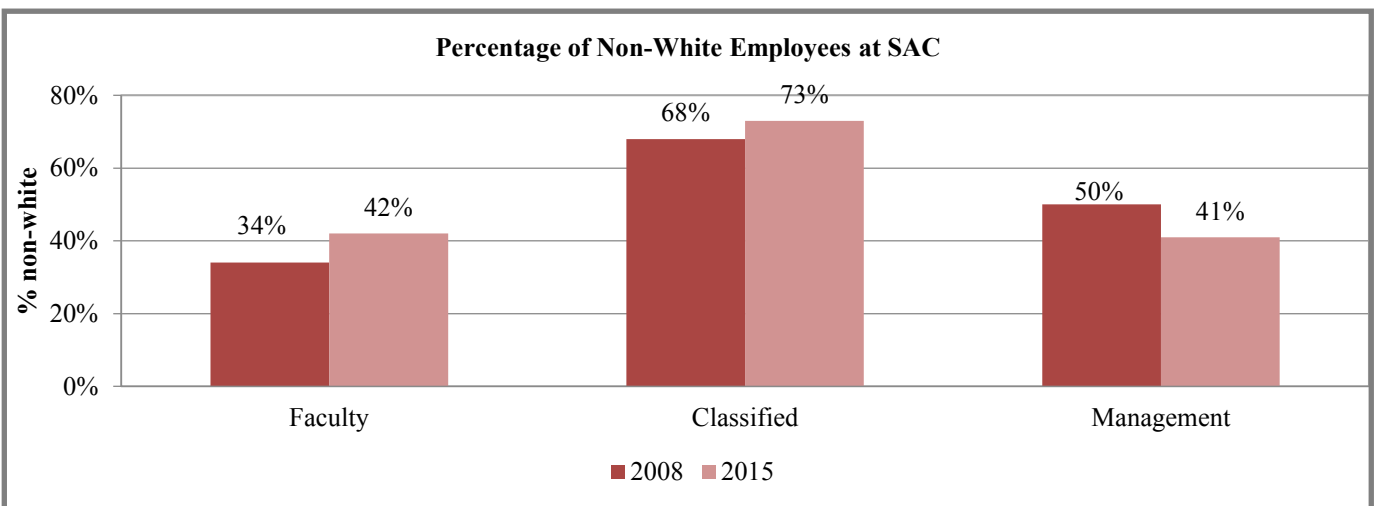
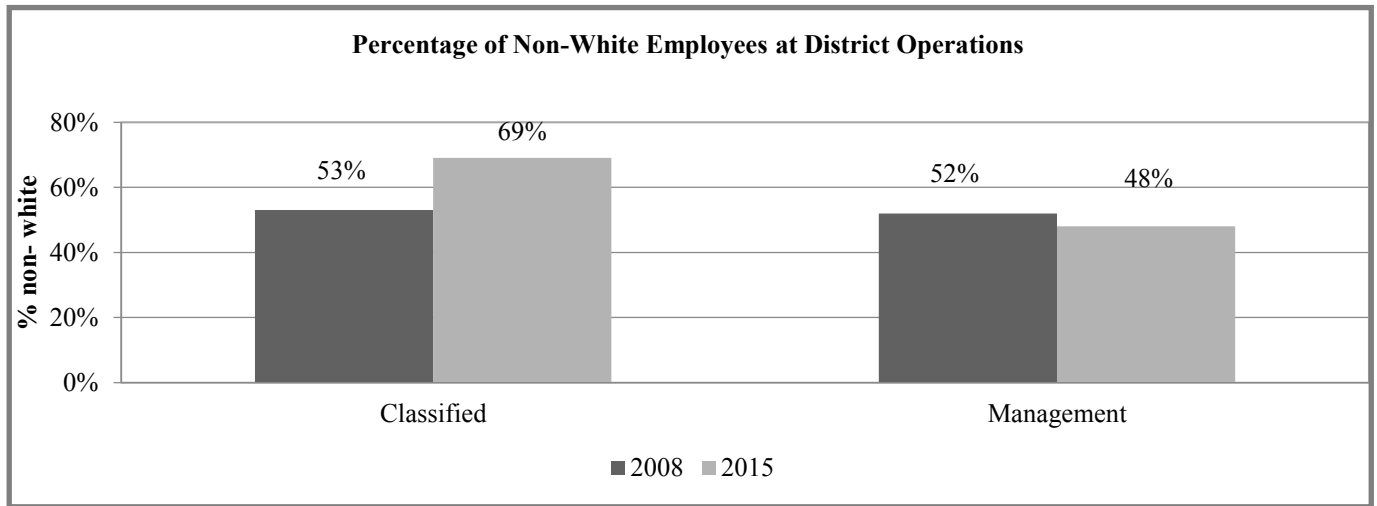
**Performance at SCC**



#10 RSCCD EMPLOYEE DIVERSITY, FULL-TIME: Gender



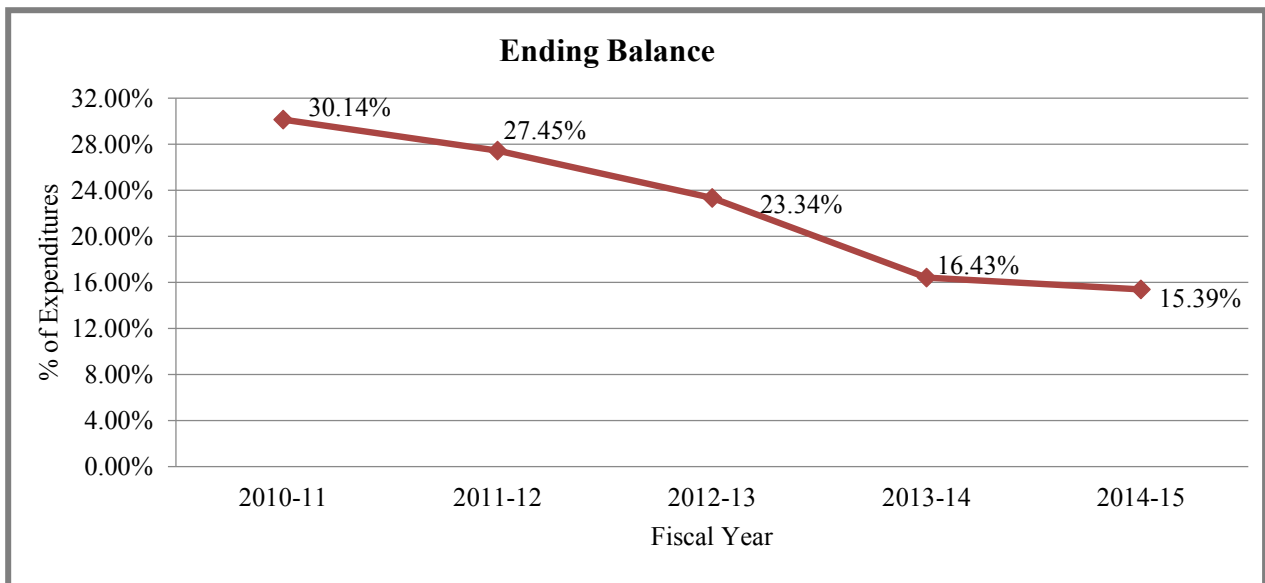
#10 RSCCD EMPLOYEE DIVERSITY, FULL-TIME: Ethnicity



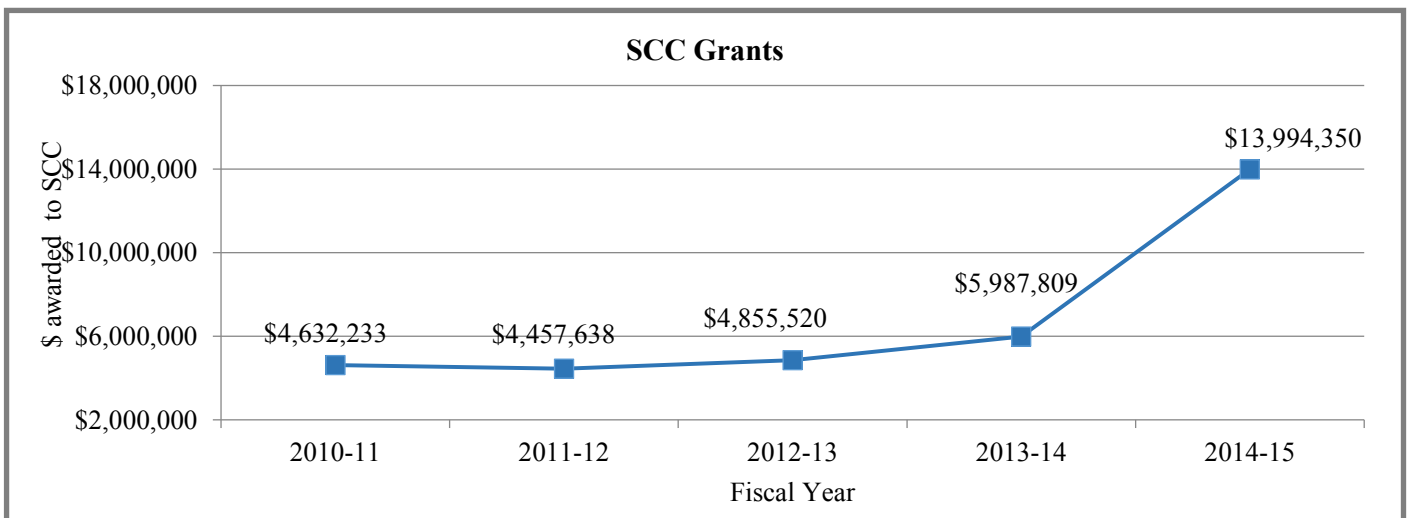
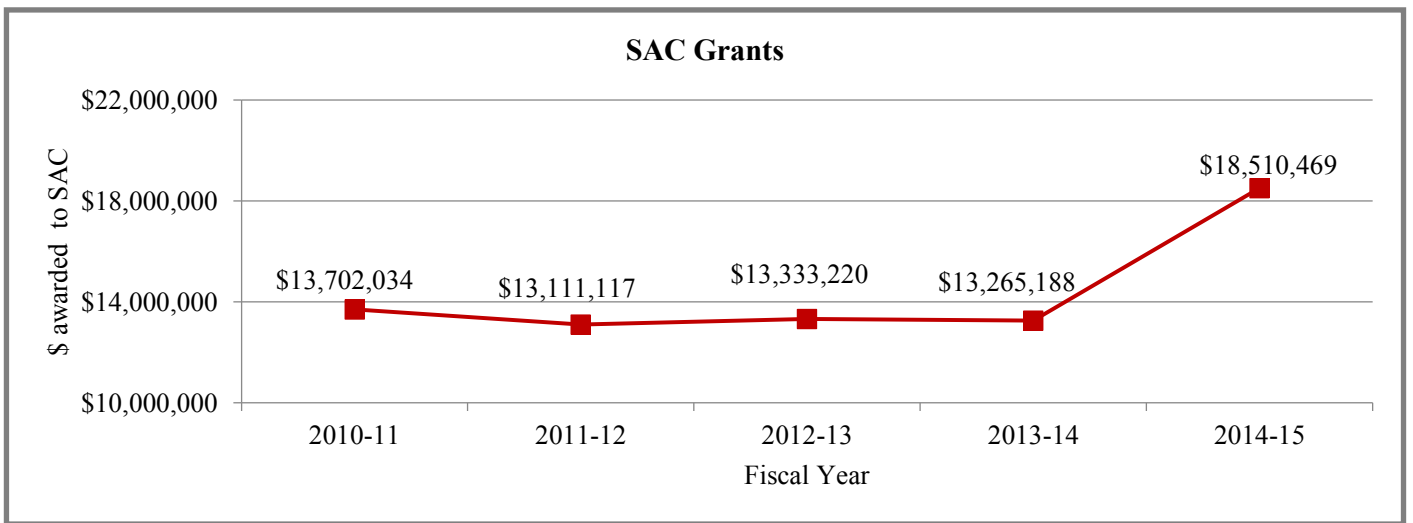
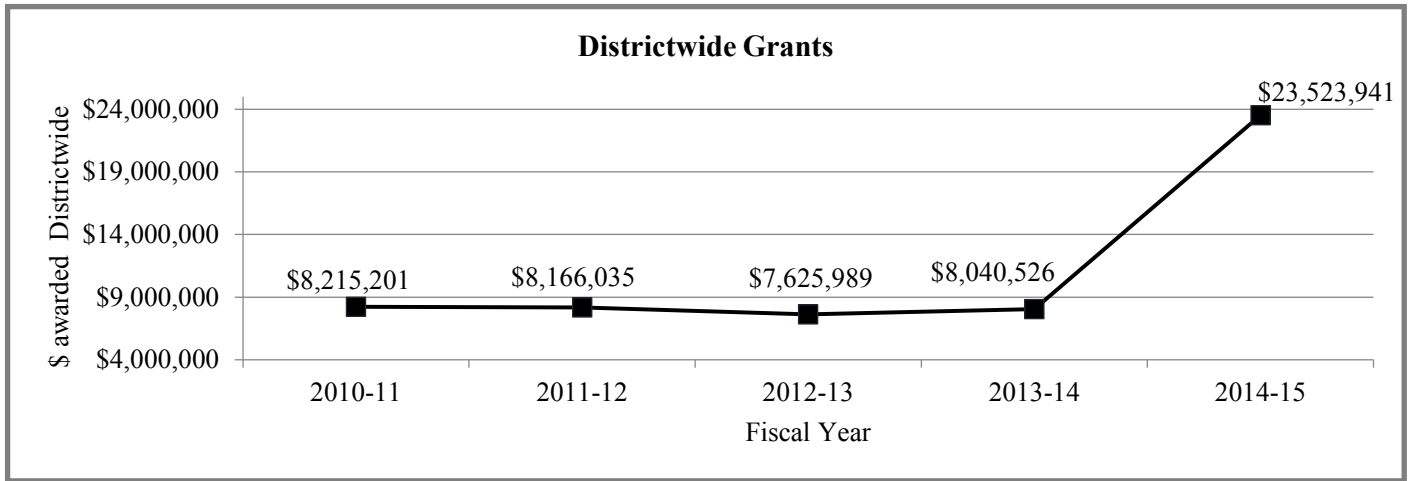
## #11 FINANCIAL INDICATORS

**Ending Fund Balance** – Cash set aside as prudent reserve for extraordinary expenditures

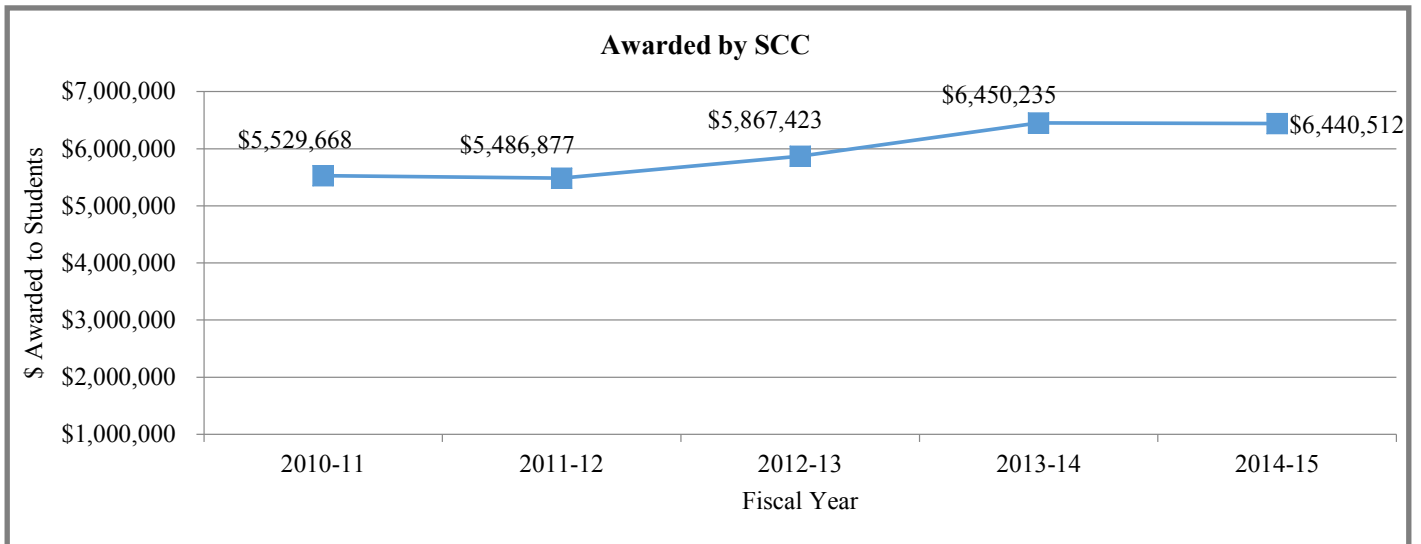
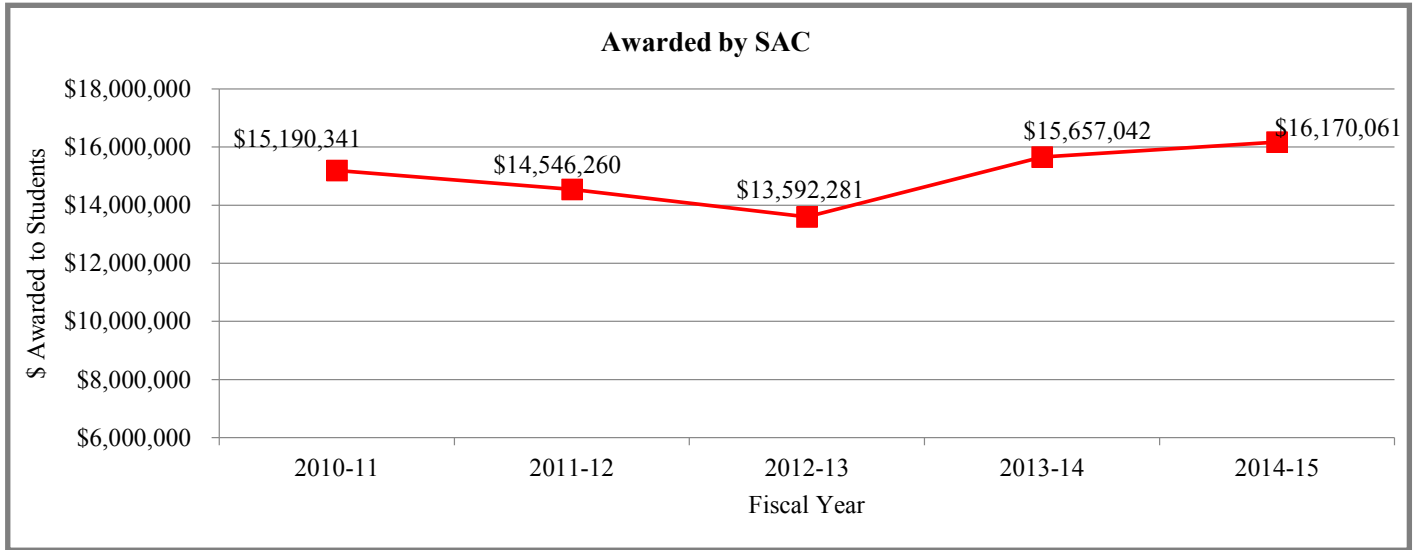
**5% of Total Expenditures** - The amount established by the State Chancellor's Office as a measure of financial well-being. (An unrestricted general fund reserve balance under 5% of total expenditures is a possible indication of financial problems.)



**#12 RESOURCE DEVELOPMENT: Competitive and entitlement grants received**



**#12 RESOURCE DEVELOPMENT: Financial aid awarded to students**



**RSCCD BOARD OF TRUSTEES:**

Claudia C. Alvarez, President  
John R. Hanna, Vice President  
Nelida Mendoza Yanez, Clerk  
Arianna P. Barrios  
Lawrence R. "Larry" Labrado  
Jose Solorio  
Phillip E. Yarbrough  
Raquel Manriquez, Student Trustee

**CHANCELLOR:**

Raúl Rodríguez, Ph.D.

**SANTA ANA COLLEGE PRESIDENT:**

Erlinda J. Martinez, Ed.D.

**SANTIAGO CANYON COLLEGE PRESIDENT:**

John Weispfenning, Ph.D.



2323 N. Broadway  
Santa Ana, California 92706-1640  
(714) 480-7300  
[www.rsccd.edu](http://www.rsccd.edu)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Office of School and Community Partnership**

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College under a Workforce Investment Act Grant	
Action:	Request For Approval of Renewal Contract	

**BACKGROUND**

The City of Santa Ana has been designated a Local Workforce Investment Area under the Workforce Investment Act of 1998. Recently the library received a WIA or Workforce Investment Act grant to fund a project that will engage students from their Seeds to Trees youth program in a postsecondary setting to earn college credit and learn about digital media and business. Santa Ana College has a history of working with high school youth in pre-college activities and early college opportunity. Due to SAC's strong partnership with the City of Santa Ana, the Santa Ana Public Library requests that Santa Ana College continues to be their postsecondary partner in providing their youth the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

**ANALYSIS**

Under this agreement, Santa Ana College will provide counseling courses for the Seeds to Trees youth during the Spring 2016 semester. The Dean of Counseling and faculty, as well as administrators and staff in the Student Services Division have worked collaboratively to create a continuation of this program that will be engaging and relevant to these youth and provide a valuable early college experience. All costs associated, including faculty salary and benefits, books, and supplies will be fully covered by the City of Santa Ana under this contract.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College under a Workforce Investment Act Grant.

Fiscal Impact:	None (estimated net income after expenses)	Board Date: February 22, 2016
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 Rodriguez, Ph.D., Chancellor, RSCCD	



## AGREEMENT UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

THIS SUBAWARD AGREEMENT, made and entered into this 22nd day of February, 2016, by and between the City of Santa Ana, a charter city and municipal corporation duly organized and existing under the Constitution and laws of the State of California ("CITY") and Rancho Santiago Community College District, on behalf of Santa Ana College ("SUBRECIPIENT").

### RECITALS

A. CITY has been designated a Local Workforce Investment Area (LWIOA) under the Workforce Innovation and Opportunity Act of 2014, Public Law 1-113-128 ("the Act"), Catalog of Federal Domestic Assistance (CFDA) Number 17.259 and Federal Award Identification Number (FAIN) AA253421455A6.

B. The State of California has created the LWIOA to administer the Act programs operated by the State of California pursuant to the Act.

C. As a LWIOA, CITY is entitled to receive federal funds to establish programs to increase the employment, retention and earnings of participants, and increase occupational skills attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation ("said program")

D. SUBRECIPIENT is experienced in operating workforce development programs for at-risk youth that provide preparation for secondary and post-secondary education, occupational training, and employment skills for entry into the labor market.

E. SUBRECIPIENT is willing to operate said program pursuant to the Act and California law.

WHEREFORE, for and in consideration of the respective and mutual covenants and promises hereinafter contained and made, and subject to all the terms and conditions hereof, the parties hereto do hereby agree as follows:

### I.

#### SUBRECIPIENT'S OBLIGATIONS

A. SUBRECIPIENT agrees to provide the following services pursuant to said program, as more specifically set forth in SUBRECIPIENT'S Program Narrative contained in "Exhibit A", as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) per 2 CFR §200.331(a)(1)(ix). SUBRECIPIENT'S failure to provide said services may be grounds for CITY to readjust the level of payment to SUBRECIPIENT otherwise provided for hereinafter.

B. SUBRECIPIENT agrees to provide benefits to individuals who participate in the activities and services funded by this Agreement ("participants") in accordance with the standards and requirements set forth in the Act.

C. SUBRECIPIENT agrees to perform the services set forth herein in a professional, timely and diligent manner.

D. SUBRECIPIENT shall provide wages and benefits to individuals who participate in the activities and services funded by this Agreement in accordance with the standards and requirements of the Act, including Section 181 of the Act.

E. SUBRECIPIENT shall adhere to the Labor Standards described in the Act, including Section 181 of the Act.

F. SUBRECIPIENT agrees to comply with the complaint handling procedures incorporated herein as though fully set forth in 20 CFR 658.413. SUBRECIPIENT shall advise participants of their rights to file complaints under the Act and the procedures for resolution of any complaints. CITY's procedures for handling complaints alleging a violation of the Act, regulations, grants, or other agreements under the Act shall be followed and any decision of CITY, the State or the federal government relating to the complaint shall be binding and followed by SUBRECIPIENT. SUBRECIPIENTS who are employers shall operate a grievance system that incorporates CITY's procedures for resolution of complaints relating to the terms and conditions of employment; these procedures shall be approved in writing by CITY.

G. As a condition of this award of financial assistance under the Act to SUBRECIPIENT from CITY, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements or arrangements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Act (Section 188) and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60; the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR Parts 33 and 37. The United States, the State of California and CITY have the right to seek judicial enforcement of this assurance.

H. SUBRECIPIENT agrees that no participant(s) shall commence training prior to the approval of funding pursuant to Section 123 of the Act.

I. SUBRECIPIENT agrees to the following accounting, monitoring, auditing, and review requirements:

1. SUBRECIPIENT agrees to maintain such records and submit such reports, data and information, on the form and containing such information, at such times as CITY may request or require regarding the performance of SUBRECIPIENT'S services or activities, costs or other data, including but not limited to, participants' attendance, payroll records and job duty statements.

2. SUBRECIPIENT agrees to forward to the Santa Ana Work Center Administrative Office, 1000 East Santa Ana Blvd., Suite 200, Santa Ana, California 92701 completed Workforce Innovation and Opportunity Act Application form and supporting

documents; a complete Workforce Innovation and Opportunity Act Enrollment; any subsequent updates; Workforce Innovation and Opportunity Act Youth Test Scores form; Workforce Innovation and Opportunity Act Exit form upon completion/termination of active enrollment of participant; and the Workforce Innovation and Opportunity Act Follow-Up form within 20 days following 30, 60, 90, 180, 270, and 360 days of exit. SUBRECIPIENT agrees to enter information on the State of California's CalJobs database system as instructed and requested by the Santa Ana Work Center Administration.

3. CITY, the State of California and the United States government and/or their representatives shall have access for purposes of monitoring, auditing and examining of SUBRECIPIENT'S activities, performance, books, documents, papers, and records of SUBRECIPIENT SUBRECIPIENTS, bookkeepers and accountants, and employees and participants related to this Agreement. Such agencies or representatives shall also schedule on-site monitoring in their discretion. Monitoring activities may also include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept (2 CFR §200.330). Nothing herein shall be construed to require access to any privileged or confidential information as set forth in federal or state law.

4. In the event SUBRECIPIENT does not make the above-referenced documents available within the City of Santa Ana, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by CITY in conducting any audit at the location where said records and books of account are maintained.

5. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at the location where SUBRECIPIENT conducted the program, as well as in the County of Orange, for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (a) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (b) costs and expenses of this Agreement to which CITY, the State of California or the United States Government take exception, shall be retained beyond the three (3) years until resolution of disposition of such appeals, litigation, claims, or exceptions.

J. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state law. Notwithstanding the foregoing, SUBRECIPIENT agrees to submit to CITY, the State of California and/or the United States Government or their representatives, all records requested for administrative purposes, including audits, examinations, monitoring and verification of records submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

K. SUBRECIPIENT agrees to complete a monthly Invoice form showing in detail the amount of money already expended by SUBRECIPIENT hereunder, as this is a cash reimbursement contract. Accounting records must be supported by such source documentation as invoices, bills, statements, proof of payment, such as cancelled checks, payment confirmations, account statements, paid bills, payroll records, time and attendance records, and contract and subgrant award documents(2 CFR §200.101(b)(2)). SUBRECIPIENT agrees to submit the above-stated documents to the WIB

Administrative Office, 1000 East Santa Ana Blvd., Suite 200, Santa Ana, California, 92701, by the tenth (10th) day of the month following the month in which SUBRECIPIENT'S services are performed. Should SUBRECIPIENT fail to deliver said documents to CITY within thirty (30) days of said deadline, CITY shall provide SUBRECIPIENT with written notice of such deficiency. If said deficiency is not corrected within thirty (30) days of mailing such written notice, CITY shall have the option to deobligate SUBRECIPIENT's funds and cancel this Agreement by giving SUBRECIPIENT ten (10) days written notice thereof. SUBRECIPIENT shall either return to the CITY excess revenues over costs or use such excess revenues as program income by utilizing such program income for additional training activities authorized under the Act.

L. SUBRECIPIENT agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations. SUBRECIPIENT also agrees to provide, at SUBRECIPIENT'S own expense, supplies and other costs of said PROGRAM.

M. SUBRECIPIENT shall arrange independently for an audit that includes WIOA funds received from CITY, in accordance with the Act, 2 CFR 200.500. SUBRECIPIENT shall submit one original of each required audit report to CITY within thirty (30) days after the date received by SUBRECIPIENT. Should SUBRECIPIENT fail to comply with these requirements, CITY may, at its option, withhold payment of funds, disallow funds, or suspend additional grant funds.

N. SUBRECIPIENT shall not expend funds pursuant to this Agreement to provide services to any participant where costs of training are paid for by any other person or entity.

O. SUBRECIPIENT shall comply with the provisions of Uniform Guidance 2 CFR Part 200 of the U.S. Office of Management and Budget (OMB) and all other applicable federal statutes and executive orders and their implementing regulations, including regulations at 29 CFR Part 97.

P. SUBRECIPIENT shall comply with the requirements of federal regulations found at 29 CFR Part 93, which provide that no appropriated funds may be expended by the recipient of a federal contract, grant, loan or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress or an officer or employee of a member of Congress in connection with awarding of any federal contract, the making of any federal grant or loan, entering into any cooperative agreement and the extension, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. SUBRECIPIENT shall sign a Certification Regarding Lobbying to that effect in a form as set forth in "**Exhibit B**," attached hereto and by this reference incorporated herein. SUBRECIPIENT shall submit said signed Certification to CITY prior to performing any of its obligations under this Agreement and prior to any obligation arising on the part of CITY to pay any sums to SUBRECIPIENT under the terms and conditions of this Agreement.

Q. SUBRECIPIENT agrees to provide a drug-free work place and to execute a Drug Free Workplace Certification as set forth in "**Exhibit C**" attached hereto and incorporated herein by this reference.

R. SUBRECIPIENT, in accordance with the Child Support Compliance Act, recognizes and acknowledges the importance of child and family support obligations and shall fully comply with all state and federal laws relating to child and family support enforcement, including, but not limited to: disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the state Family Code; and, to

the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

S. SUBRECIPIENT agrees to comply with all applicable provisions of the Act, and all applicable federal regulations, including, but not limited to, the Code of Federal Regulations, Subtitle A—Office of Management and Budget Guidance for Grants and Agreements, as well as all applicable state and local regulations.

T. SUBRECIPIENT agrees to remain in compliance with the Certification Regarding Debarment (“**Exhibit D**”), as required by the regulations implementing Executive Order 12549, Debarment and Suspension, (2 CFR Part 180).

U. SUBRECIPIENT agrees to provide priority of services for veterans and eligible spouses pursuant to 20 CFR Part 1010, and the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed.Reg. 78132 on December 19, 2008.

V. SUBRECIPIENT acknowledges that the official name for the statewide system of providing employment and training through the WIOA partnerships and various other local programs is “America’s Job Center”. To achieve the goals of this grant, it is important that the public has a quick and easy method to identify that the projects or programs they are taking part in are part of the “America’s Job Center”. SUBRECIPIENT agrees to place the America’s Job Center logo, in accordance with the State of California guidelines for such use, on all public materials, such as statements, press releases, brochures, advertisements, reports and other documents describing projects or programs funded in whole or in part with WIOA funds. When the America’s Job Center logo is used, SUBRECIPIENT may accompany it with the following statement, “The (Program Name) is a proud partner of the America’s Job Center network”. SUBRECIPIENT shall not use the America’s Job Center logo in any manner that would imply that the State of California endorses a commercial product, service or activity.

## II. CITY'S OBLIGATIONS

A. On May 13, 2015, the CITY was awarded a Department of Labor Workforce Innovation and Opportunity Act youth grant of \$1,136,469 for fiscal year 2015-2016. CITY agrees to pay to SUBRECIPIENT when, if and to the extent federal funds are received under the provisions of the Act a sum not to exceed \$6,699.42 for SUBRECIPIENT'S performance in accordance with the Budget attached hereto as "**Exhibit E**" during the period of this Agreement. Said sum shall be paid after CITY receives invoices submitted by SUBRECIPIENT as provided hereinabove.

B. Pursuant to 2 CFR §200.331(a)(4), the Indirect Cost Rate for the SUBRECIPIENT's award shall be an approved federally recognized indirect cost rate negotiated between the SUBRECIPIENT and the Federal government, or, if no such rate exists, either a rate negotiated between the CITY and the SUBRECIPIENT, or a de minimis indirect cost rate as defined in 2 CFR §200.414(b) Indirect (F&A) costs.

C. SUBRECIPIENT has the ability to adjust line item amounts in the budget with the approval of the Executive Director, so long as the total Budget amount does not increase.

D. CITY agrees to provide for on-site monitoring reviews of said program operation at least annually. In addition, monthly desk-top reviews of pertinent information will be conducted.

E. CITY has the right to de-obligate the funds hereunder, and take such funding back from SUBRECIPIENT, due to any of the following reasons: (a) lack of performance by SUBRECIPIENT; (b) lack of fiscal accountability of SUBRECIPIENT; or (c) decrease in available funding.

### **III. TERM OF AGREEMENT**

A. This Agreement shall commence on February 23, 2016, and all duties arising under this Agreement shall have been performed by June 30, 2016. The Term of this Agreement may be extended by a writing executed by the City Manager and the City Attorney. SUBRECIPIENT acknowledges and agrees that it must provide follow-up services for one (1) year after the Term, whether funded or not.

B. SUBRECIPIENT agrees to comply with the closeout procedures detailed in 2 CFR §200.343, including the following:

1. SUBRECIPIENT must submit, no later than ninety (90) calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award;

2. Unless the CITY authorizes an extension, SUBRECIPIENT must liquidate all obligations incurred under the Federal award not later than ninety (90) calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award;

3. SUBRECIPIENT must promptly refund any balances of unobligated cash that the CITY paid in advance or paid and that is not authorized to be retained by SUBRECIPIENT for use in other projects (See OMB Circular A-129 and 2 CFR §200.345);

4. SUBRECIPIENT must account for any real and personal property acquired with Federal funds or received from the Federal government in accordance with 2 CFR §§200.310-200.316 and 200.329; and,

5. The CITY should complete all closeout actions for the Federal award no later than one year after receipt and acceptance of all required final reports.

### **IV. INDEPENDENT CONTRACTOR**

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be

construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

## V.

### WORKER'S COMPENSATION AND EMPLOYER'S RIGHTS

A. SUBRECIPIENT shall use appropriate funds received from CITY to provide workers' compensation to all those hired by SUBRECIPIENT under this Agreement.

B. SUBRECIPIENT shall have the right to hire, dismiss, or promote its employees or contract personnel hired under this Agreement so long as its hiring or dismissal policy or standard does not violate Title VII of the Civil Rights Act of 1964, Fair Labor Standards Act of 1938, or any other applicable law, and SUBRECIPIENT maintains itself as an Equal Opportunity employer.

## VI.

### APPLICABLE GUIDELINES

A. The parties hereto agree that SUBRECIPIENT shall comply with all applicable federal and state laws and regulations, including, but not limited to the Performance Indicators and general program requirements described in Sections 2 and 116 of the Act, and applicable regulations, and the U.S. Department of Labor guidelines and regulations, including amendments or revisions made during the terms of this Agreement. Said applicable laws are hereby incorporated by reference and made part of this Agreement as though fully set forth herein.

B. SUBRECIPIENT also assures and certifies that:

1. SUBRECIPIENT acknowledges and confirms that the U.S. Department of Labor has established six (6) performance indicators for youth: (a) Percent of participants who are in education/training activities, or in unsubsidized employment during the 2<sup>nd</sup> quarter after exit; (b) Percent of participants who are in education/training, or in unsubsidized employment during the 4<sup>th</sup> quarter after exit; (c) the median earnings of participants in unsubsidized employment during the 2<sup>nd</sup> quarter after exit; (d) Percent of participants who obtain recognized postsecondary credential or secondary diploma during participation or within 1 year after exit; (e) Percent of participants who, during the program, are in education or training that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains; and, (f) effective in serving employers. SUBRECIPIENT agrees to implement and shall meet any additional performance indicators that may be subsequently required by the Workforce Innovation and Opportunity Act or by any other Federal, State, and local law.

2. SUBRECIPIENT shall comply with Title VII of the Civil Rights Act of 1964 (P.L. 83-354) and in accordance with Title VII of the Act, requiring that no person shall, on the grounds of race, color, religion, sex, age, handicap or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

3. SUBRECIPIENT shall comply with any and all federal laws limiting the political activity of employees hired under this Agreement.

4. SUBRECIPIENT shall comply with the requirements that no program under the Act shall involve political activities.

5. RECORD INSPECTION. SUBRECIPIENT shall provide the U.S. Department of Labor and the Controller General, by and through any authorized representative, as well as the WIB Administrative Office, access to and the right to examine all records, books, papers or documents relating to the accounting and use of funds under this Agreement for a three-year period from and after the effective date of this Agreement.

6. No person with responsibilities in the operation of any program under the Act shall discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, political affiliation or beliefs.

7. SUBRECIPIENT shall maintain appropriate standards for health and safety in work and training situations.

8. SUBRECIPIENT shall comply with general provisions, assurances, and execute the Assurances and Certifications attached hereto as "**Exhibit F**" and incorporated herein.

9. EQUAL OPPORTUNITY. Any literature distributed by SUBRECIPIENT for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state that its programs are supported by the City of Santa Ana and the Santa Ana Workforce Investment Board, and shall state that the program is an "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities."

10. Based on the population eligible to be served, or likely to be directly affected by the WIOA program or activity, the services or information may need to be provided in a language other than English in order to allow such population to be effectively informed about or able to participate in the program or activity. Pursuant to 29 CFR 37.35, SUBRECIPIENT must take reasonable steps to provide services and information in appropriate languages after considering the scope of the program or activity, and the size and concentration of the population that needs services or information in a language other than English.

11. SUBRECIPIENT certifies that all property, finished or unfinished documents, data, studies and reports prepared or purchased under this Agreement, will be disposed of in accordance with the direction of the CITY. In addition, any tools and/or equipment furnished to the SUBRECIPIENT by the CITY and/or purchased by the SUBRECIPIENT with funds pursuant to this Agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or CITY. Upon termination of this Agreement, SUBRECIPIENT will immediately return such tools and/or equipment to the CITY or dispose of them in accordance with the direction of the CITY.



12. SUBRECIPIENT certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose, nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination, as specified by Article XVI, Section 5, of the Constitution of the State of California, regarding separation of church and state.

13. PATENT, COPYRIGHTS AND RIGHTS IN DATA. The SUBRECIPIENT will disclose to the CITY any invention, written product, or computer program developed, or data assembled, as a result of performance of work under this Agreement, within seventy four (74) days of invention, development or assembly. The CITY, State of California, and U.S. Department of Labor will have the right to patent any invention and copyright any written product or computer program or data generated by SUBRECIPIENT. Upon written request, SUBRECIPIENT will transfer all pertinent information, specifications and right, title and interest to the designated agency.

14. INVENTIONS, PATENTS AND COPYRIGHTS.

A. **Reporting Procedure.** If any project produces patentable items, patent rights, processes, or inventions in the course of work under a U.S. Department of Labor (DOL) grant or agreement, the SUBRECIPIENT shall report the fact promptly and fully to the CITY. The CITY shall report the fact to the Grant Officer, at the DOL. Unless there is a prior agreement between the CITY and the DOL and its representative on these matters, the DOL shall determine whether to seek protection on the invention or discovery. The DOL and its representative shall determine how the rights in the invention or discovery, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the "Governmental Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, August 23, 1971, and Statement of Government Patent Policy as printed in 36 FR 16889).

B. **Copyright Policy.**

1. Unless otherwise provided in the terms of the grant or agreement, when copyrightable material is developed in the course of or under a DOL Grant or agreement, the author and the CITY which developed the work is free to copyright material or to permit others to do so. The SUBRECIPIENT and the Workforce Investment Board (WIB) shall have a royalty-free, nonexclusive and irrevocable license to reproduce, publish, use and to authorize others to use all copyrighted material.

2. The DOL reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) The copyright in any work developed under any grant, sub-grant, or contract under a grant or subgrant; (b) Any right of copyright to which a grantee, subgrantee or a SUBRECIPIENT purchases ownership with grant support; and, (c) SUBRECIPIENT shall comply with the requirements of 29 CFR Part 97.34.

C. **Rights to Data.** The DOL and the CITY shall have unlimited rights to any data first procured or delivered under this Agreement.

15. CLEAN AIR / CLEAN WATER ACT. If the grant hereunder exceeds \$100,000, SUBRECIPIENT must comply with Section 306 of the Clean Air Act [(42 USC 1875(h));

Section 508 of the Clean Water Act (33 USC 1368); Executive Order 11738 and Environmental Protection Agency ("EPA") regulations (40 CFR Part 35) as any may now exist or be hereafter amended. Under these laws and regulations, the SUBRECIPIENT assures that:

- (a) No facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities;
- (b) It will notify CITY prior to award of the receipt of any communication from the Director, Office of Federal Activities, U.S. EPA, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and,
- (c) It will notify the CITY and the EPA about any known violation of the above laws and regulations.

16. SUBRECIPIENT agrees to adhere to the following STANDARDS OF CONDUCT:

- a. General Assurance. Every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism. This Agreement will be administered in an impartial manner, free from errors to gain personal, financial, political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. Employment of Former State or CITY Employees. SUBRECIPIENT will ensure that any of its employees who were formerly employed by the State of California or CITY, in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this Agreement, will not be assigned to any part or phase of the activities conducted pursuant to this Agreement for a period of not less than two (2) years following the termination of such employment.
- c. Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- d. Conducting Business Involving Close personal Friends and Associates. Executives and employees of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, an elected official in the area or a voting or non-voting member of the Workforce Investment Board (WIB), a permanent record of the transaction will be retained.
- e. Avoidance of Conflict of Economic Interest. No executive or employee of SUBRECIPIENT elected official in the area, or voting or non-voting member of a WIB, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or CITY. Supplies, materials, equipment or services purchased

with Agreement funds will be used solely for purposes asserted or allowed under this Agreement. No voting member of the WIB will cast a vote on the provision of services or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

f. Salary and Bonus Limitations. All Subrecipients of WIOA program funds are required to comply with federal requirements regarding the limitations on salary and bonus payments in accordance with Public Law 109-149, Section 7013.

## VII. HOLD HARMLESS

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

B. CITY shall defend, indemnify, and hold SUBRECIPIENT, its officers, employees, agents, and volunteers harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CITY, its officers, agents or employees.

## VIII. INSURANCE

A. Commercial General Liability. SUBRECIPIENT agrees to obtain and keep in force during the term of this Agreement a policy of comprehensive commercial general liability insurance insuring the State of California, CITY, and SUBRECIPIENT against any liability for accident, injury or death arising out of or in consequence of this Agreement. Such insurance shall be in an amount not less than One Million Dollars (\$1,000,000.00) for any injury to or death of any person or persons in any single accident or occurrence, with \$2,000,000 in the aggregate coverage. Said policy of comprehensive general liability insurance shall be endorsed to provide to CITY and to the State of California, Employment Development Department, at least thirty (30) days written notice prior to cancellation; name CITY, its officers, agents, employees, and volunteers, and the State of California, its officers, employees, and volunteers as Additional Insured; and state that such coverage is primary to any other coverage or self-insurance of the State of California and CITY. Governmental entities may substitute a certificate of self-insurance.

B. Automobile Liability Coverage. SUBRECIPIENT shall also obtain and maintain, during the effective period of this Agreement, broad form automobile liability coverage with at least \$1,000,000 limit unless reduced by CITY, which applies to both owned/leased and non-owned automobiles used by SUBRECIPIENT employees or participants in performance of this Agreement, or, in the event that SUBRECIPIENT will not utilize such owned/leased automobiles but intends to require employees, participants or other agents to utilize their own automobiles in the performance of

this Agreement, SUBRECIPIENT shall secure and maintain on file from all such employees, participants, or agents as self-certification of automobile insurance coverage. Governmental entities may substitute a certificate of self-insurance.

C. Workers' Compensation. If SUBRECIPIENT is an "employer", as set forth in California Labor Code Section 3300 et seq., or utilizes participants as "employees," as set forth in California Labor Code Section 3350 et seq., SUBRECIPIENT shall obtain and keep in force during the term of this Agreement full Workers' Compensation insurance coverage for injuries suffered by participants. Said insurance policy shall guarantee CITY at least thirty (30) days written notice of cancellation or modification. SUBRECIPIENT shall carry medical and accident insurance for those participants not qualifying as "employees" for Worker's Compensation Coverage, pursuant to California Labor Code Section 3350, et seq.

D. Equipment Coverage. SUBRECIPIENT shall purchase a policy or policies of insurance covering loss or damage to any and all Equipment provided to or purchased by SUBRECIPIENT in accordance with this Agreement. Said insurance shall be in the amount of the full replacement value thereof, providing protection against the classification of fire, extended coverage, vandalism, malicious mischief, theft, and special extended perils. Governmental entities may substitute a certificate of self-insurance.

E. Youth Protection. To maintain a safe environment, funded youth providers that serve youth under the age of 18 will need to provide a Youth Protection Policy and proof of Sexual Abuse & Molestation insurance coverage of at least \$2,000,000. Youth providers will be held responsible for conducting a background clearance (live-scan) for staff that have direct interaction with youth participants that are under the age of 18.

G. Proof of Insurance. Certificates and endorsements must be submitted and approved by CITY prior to any work under this Agreement. SUBRECIPIENT understands that CITY will make no payments under this Agreement until the required certificates and endorsements have been approved by CITY.

## **IX. CORPORATE STATUS**

All corporate SUBRECIPIENTS shall be in good standing, without suspension by the California Secretary of State, Franchise Tax Board and Internal Revenue Service. Any change in corporate status or suspension shall be reported immediately to CITY.

## **X. ASSIGNABILITY**

None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be subcontracted or assigned to any agency, consultant, or person without the prior written consent of CITY. SUBRECIPIENT must submit all subcontracts and other agreements that relate to this Agreement to CITY. SUBRECIPIENT acknowledges and agrees that it must follow procurement regulations for SUBRECIPIENTS (2 CFR §200.317). No subcontract or assignment shall terminate or alter the legal obligations of SUBRECIPIENT pursuant to this Agreement.

**XI.**  
**LAWS GOVERNING THIS AGREEMENT**

In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

1. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 2 CFR 200 and 20 CFR. Parts 651 and 654
2. All applicable State statutes, regulations, policies, procedures and directives;
3. All applicable CITY policies, procedures and directives;
4. All applicable local ordinances and requirements, including use permits and licensing;
5. Court orders applicable to its operation; and,
6. The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify CITY after enactment or modification that it cannot so comply. CITY may thereupon terminate this Agreement, if necessary.

**XII.**  
**EXCLUSIVITY AND AMENDMENT OF AGREEMENT**

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of SUBRECIPIENT by CITY, and contains all the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and SUBRECIPIENT.

**XIII.**  
**FRAUD**

SUBRECIPIENT shall immediately report to CITY all instances and facts concerning possible fraud, abuse or criminal activity relating to expenditure or receipt of funds under this Agreement.

**XIV.**  
**CONTINGENCY OF FUNDS**

SUBRECIPIENT acknowledges that approval of and funding for this Agreement is contingent upon State approval, and funds received or obligated from the State of California to CITY. If such approval of funds is not forthcoming, or is otherwise limited, CITY shall immediately notify SUBRECIPIENT. Within twenty (20) days of receipt of such notice, SUBRECIPIENT shall modify or

cease operations as directed by CITY and negotiate necessary modification to this Agreement and/or reimbursement of costs incurred hereunder.

## **XV. TERMINATION**

A. This Agreement may be terminated by either party at its sole discretion, upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. However, SUBRECIPIENT may not terminate this Agreement if undue hardship will result to any participant.

B. In the event SUBRECIPIENT defaults by failing to fulfill all or any of its obligations hereunder, CITY may declare a default and termination of this Agreement by written notice to SUBRECIPIENT, which default and termination shall be effective on a date stated in the notice which is to be not less than ten (10) days after certified mailing or personal service of such notice, unless such default is cured before the effective date of termination stated in such notice. If terminated for cause, CITY shall be relieved of further liability or responsibility under this Agreement, or as a result of the termination thereof, including the payment of money, except for payment for approved expenses incurred for services satisfactorily and timely performed prior to the mailing or service of the notice of termination, and except for reimbursement of (1) any payments made for services not subsequently performed in a timely and satisfactory manner, and (2) costs incurred by CITY in obtaining substitute performance.

## **XVI. DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by CITY. In such a case CITY shall reduce its decision to writing and mail or otherwise furnish a copy thereof to SUBRECIPIENT. The decision of the City shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, CITY receives from SUBRECIPIENT written request to appeal said decision.

Procedures governing the appeal shall be prescribed by CITY and/or the State of California in accordance with the Act and all corresponding regulations and OMB circulars. Pending final disposition of the appeal, SUBRECIPIENT shall act in accordance with CITY's decision unless the dispute involves a change order.

## **XVII. BREACH - SANCTIONS**

If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, and/or prior agreements whereby grant funds were received by SUBRECIPIENT pursuant to this Agreement, or if SUBRECIPIENT reports inaccurately or if any Audit Report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay CITY all amounts due CITY as a result of SUBRECIPIENT's violation. For any such failures or violations, CITY shall also have the right at its sole discretion to either: (1) discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior agreements; and/or (2) collect outstanding amounts as determined by CITY due CITY by offsetting or debiting from current claims or invoices, if after thirty (30) days' written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or (3)

terminate this Agreement by giving written notice to SUBRECIPIENT of such termination in accordance the notice provision in Paragraph XVIII herein below.

**XVIII.  
NOTICES**

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

**CITY:** City of Santa Ana  
Manager, WIB Administrative Office  
P.O. Box 1988 (M-73)  
Santa Ana, CA 92702

**CLERK:** Clerk of the City Council  
City of Santa Ana  
20 Civic Center Plaza (M-30)  
P.O. Box 1988  
Santa Ana, CA 92702-1988  
Fax: (714) 647-6956

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

**XIX.  
MERGER**

This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as stated herein.

**XX.  
VALIDITY**

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

**XXI.  
MISCELLANEOUS PROVISIONS**

a. Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully, including reasonable costs and attorney's fees, for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above-written.

ATTEST:

"CITY"

\_\_\_\_\_  
Maria D. Huizar  
Clerk of the Council

By: \_\_\_\_\_  
David Cavazos  
City Manager

APPROVED AS TO FORM:  
Sonia R. Carvalho  
City Attorney

“SUBRECIPIENT”

BY: John M. Funk  
John M. Funk  
Assistant City Attorney

BY: \_\_\_\_\_  
Name: Peter J. Hardash  
Title: Vice Chancellor of Business Operations/Fiscal Services  
Tax ID #: 95-2696799



## EXHIBIT A - Specification of Services to Be Provided by Santa Ana Community College

Under the Workforce Investment Grant awarded to Santa Ana Public Library, the Library and the Santa Ana Community College will partner to provide a Career Academy Scholars Program (CASP) focusing on providing college counseling classes, digital media art training and business applications training leading to transferable college credit and certification and work experience for 30 at-risk youth. Santa Ana College will provide the college credit training component, while the Library will provide work experience and required social and educational support.

Santa Ana College will procure, manage and compensate experienced teachers to provide each of the youth with general introductory classes in college counseling, time management, digital media art, and business applications. As part of this program Students will be enrolled in a college course at no cost to the student. During the introductory period, all 30 students will be provided with one-on-one college counselling sessions and counselling workshops culminating in a higher education plan. 20 students will be offered the opportunity to specialize via advanced instruction in digital media arts. 15-20 students will be offered a course in business applications. 20 students will receive a CASP certificate upon completion of all coursework components. Students will receive college credit for each course completed. Students will have their own dedicated college counselor they will meet with throughout duration of the program. All student and student families will also receive higher education support and guidance via padres promotoras special higher education programming. Santa Ana Community College will also provide the curriculum development required to provide effective training in an accelerated environment, as well as training materials and textbooks to support curricula in subject area.

CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
and COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any organization, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any organization, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure.

\_\_\_\_\_  
Grantee/Contractor Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Exhibit B

## Certification Regarding Drug-Free Workplace Requirements

The certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

### CERTIFICATION

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about -
    - (1) The dangers of drug abuse in the workplace;
    - (2) The contractor's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance program; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will -
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
  - (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an

### EXHIBIT C

employee or otherwise receiving actual notice of such conviction;

- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - ( 1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The contractor shall insert in the space provided on the attached "Place of Performance" form the site(s) for the performance of work to be carried out with the grant funds (including street address, city, county, state, and zip code) .the contractor further certifies that, if it is subsequently determined that additional sites will be used for the performance of work under the contract, it shall notify the U.S. Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.

---

Date

---

Program Operator Signature

EXHIBIT C

014

SAC-16-004

4.1 (21)

**DIVISION OF EMPLOYMENT SERVICES  
PLACE OF PERFORMANCE  
FOR CERTIFICATION REGARDING DRUG-FREE  
WORKPLACE REQUIREMENTS**

Name: \_\_\_\_\_

Name of Contractor:

Contractor Number: \_\_\_\_\_

Date:

The Contractor shall insert in the space provided below the site(s) expected to be used for the performance of work under the contract covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 16, 1988, Federal Register (Pages 19160-19211).

**(Before completing certification, read instructions which are an integral part of certification)**

1. The prospective primary participant, (i.e. grantee) certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or organization;
- b. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Grantee/Contractor Organization

\_\_\_\_\_  
Name and Title of Official Authorized to Certify  
On Behalf of the Grantee

\_\_\_\_\_  
Date

Exhibit D

## INSTRUCTION FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarment", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principle", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds agrees by submitting this proposal, that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligible, or voluntarily excluded" from the covered transaction unless it knows that the certification is erroneous.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these Instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Exhibit D

**EXHIBIT E**

**Year 1 (2015-2016) Santa Ana College Seeds to Trees College Training program**  
**=\$6,699.42 General Fund (Young Adult)**

<b>Instructor Costs</b>	
<b>STDY SKILLS 091:</b> 1 unit (LHE) x 18 hrs/semester @ \$65.73/hour = \$1,183.14	\$1,183.14
<b>CNSL 100:</b> 2 units (LHE) x 18 hrs/semester @\$65.73/hour = \$2,366.28	\$2,366.28
Sub-Total Salary = \$3,549.42	
Benefits, estimated at 13.78% = \$490.00	\$490.00
Counseling hours = \$56/hr x 3hrs per youth x 15 youth	\$2,520.00
Course Materials	\$140.00
<b>TOTAL YEAR 1 (2015-2016) *</b>	\$6,699.42
*Budget line items may be adjusted to meet specific program needs but overall total will not be exceeded.	



## Assurances & Certifications

Selected providers will be required to sign and submit "actual" assurances and certificates as required by the City of Santa Ana and the Workforce Investment Board on all contracts.

I recognize that I must give assurances for each item below. If I cannot, this proposal will be automatically rejected. *Please initial each box.*

- I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this organization or business to submit this proposal.
- We are not currently on any Federal, State of California, or local Debarment list.
- We will provide records to show that we are fiscally solvent, if needed.
- We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
- We have additional funding sources and will not be dependent on WIOA funds alone.

**We do or will meet the applicable Federal, State, and local compliance requirements.**

These include, but are not limited to:

- Records that accurately reflect actual performance.
- Maintain record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Comply with State and Federal fiscal and program activity audits.
- Comply with Federal and State non-discrimination provisions.
- Meet requirements of Section 504 of the Rehabilitation Act of 1973.
- Meet requirements of the American's with Disabilities Act of 1990
- Meet all applicable labor law, including Child Labor Law standards.
- Agree to provide a drug free workplace.
- Agree to insure the City of Santa Ana through General Liability Insurance and Automobile Liability. Coverage in the amount of \$1,000,000.00.
- Agree to provide all participants with Grievance Procedures.
- Agree to insure proposer's employees through Workers Compensation Insurance (including part-time employees)
- Procurement policies and procedures are in place and meet federal guidelines.
- Youth Protection Policy and Sexual Abuse & Molestation Insurance of \$2,000,000

**We will not:**

- Place a youth in a position that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIOA funds to carry out programs funded under the School-to-Work Opportunities Act of 1994 unless the program(s) are only for youth eligible to participate under WIOA.
- Use WIOA money under this contract to purchase any equipment.

I hereby assure that all of the above are true.

Name	Title	Date
------	-------	------

Exhibit F

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santa Ana College – Student Services**

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System	
Action:	Request For Approval	

**BACKGROUND**

The Career Development/CTE Student Success Center (formerly the Career/Job Resource Center) currently has no online system for posting job offerings, utilizing instead an antiquated system of hard copy job listings in binders. Career Services Central Application Service Provider (ASP) is a web-based career office management system that would be hosted on College Central Network's (CCN) servers. CCN provides the software, hardware and virtual training for this system, and is offering a free trial for 13 months (February 23, 2016 – February 22, 2017), in exchange for feedback from Santa Ana College regarding the performance of the service and the features offered and/or enhanced during the initial trial year. Following the initial free trial period, if Santa Ana College is pleased with the service, another contract would be executed for the cost of \$1500 annually.\*

**ANALYSIS**

CCN is a national company located in New York that serves many colleges in California, including Santiago Canyon College, which has provided very positive feedback about this service. Career Services Central ASP would not only create an online student employment service, but would be used by Service Learning and other Career Development/CTE Center functions to improve efficiency for both student users and Center staff.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System as presented.

Fiscal Impact:	\$0*	Board Date: February 22, 2016
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services, SAC Micki Bryant, Ph.D., Dean of Counseling, SAC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

# CAREER SERVICES CENTRAL®

## APPLICATION SERVICE PROVIDER (ASP) AGREEMENT

THIS AGREEMENT, dated as of 02/23/2016 between College Central Network, Inc., a Delaware corporation ("CCN") located at 245 8<sup>th</sup> Avenue # 892, New York, NY 10011 and

Rancho Santiago Community College District on behalf of Santa Ana College (the "School" or the "Schools"), located at

1530 West 17th Street, Santa Ana, CA 92706

sets forth the terms under which the School becomes a user of CCN's Career Services Central Online Career Office Management System known as CSC 2015 (sometimes referred to as the "CAREER SERVICES CENTRAL ASP").

### WITNESSETH:

WHEREAS, the School requires a Web-based career office management system to be hosted on CCN's servers, and access and/or use of CCN's Web site;

WHEREAS, CCN has the software, hardware, training and experience required by the School for this effort;

WHEREAS, CCN is desirous of receiving feedback from the School as to the performance of the CAREER SERVICES CENTRAL ASP and its features as offered and enhanced during the term of this Agreement; and

WHEREAS, this Agreement is of mutual interest and benefit to the School and CCN and will further the career development and placement objectives of the School.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree to the following:

### 1. CAREER SERVICES CENTRAL ASP Provided Features

During the Term (as defined in Section 3 hereafter) of this Agreement, CCN will make available to the School the following features of the CAREER SERVICES CENTRAL ASP and all of the features checked off on the attached Schedule A — Additional Included Services and Modules:

- (i) All of the existing features of CCN's CAREER SERVICES CENTRAL ASP Basic Software Module ("CAREER SERVICES CENTRAL ASP BASIC MODULE") as of the date of this Agreement, and all updates and upgrades thereto, as described below. The CAREER SERVICES CENTRAL ASP BASIC MODULE provides functionality to: collect, enter and approve job postings, search resumes and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.

- (ii) Standard CCN HTML web pages ("CCN WEB PAGES") to be linked to the School's Career Center web site with the School's colors and logos. The CCN WEB PAGES' icons shall direct the School's students, alumni and employers to use the job posting, recruiting and resume services and provide a method for searching jobs and submitting resumes. The CCN WEB PAGES shall be linked back to the key pages on the Career Center's web site as well as the School's general web site home page.
- (iii) The Employer Services Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereafter. The Employer Services Module enables School's employer partners to post jobs and search resumes online for School's exclusively, reducing the overall number of job postings entered by School's career center staff.
- (iv) Any additional features available as part of the CAREER SERVICES CENTRAL ASP including, without limitation, all other services modules offered by CCN thereunder, may be acquired for use by the School, by entering into separate agreements with CCN for such additional features, at such prices and on such other relevant terms as described in CCN's then current services offering sheet.

**2. CAREER SERVICES CENTRAL ASP Set-up and Training of School's Staff**

CCN shall provide no in-person training sessions during the Term of this Agreement. The School shall be entitled to training virtually by CCN staff over the Internet. CCN will provide continuous virtual support for the School during the Term.

To assist and/or enable CCN to perform a proper installation of the CAREER SERVICES CENTRAL ASP, the School agrees to create links from its Career Center web site to the CCN Web Pages to assist students and alumni in using the CAREER SERVICES CENTRAL ASP within thirty (30) days of the execution of this Agreement.

**3. CAREER SERVICES CENTRAL ASP Fees**

In consideration for its right to utilize the CAREER SERVICES CENTRAL ASP features described in Section 1 hereof, the School shall pay CCN:

- (i) The sum of zero (\$ 0.00) dollars no later than 02/23/2016 for the period beginning on 02/23/2016 and ending on 02/22/2017, the Initial Term (the "Initial Term").



- (ii) The term Business Days as used in this Agreement means all days, except Saturdays, Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

CCN agrees to provide the School with updates and/or upgrades to the CAREER SERVICES CENTRAL ASP BASIC MODULE and all other modules as listed in Section 1, CAREER SERVICES CENTRAL ASP Provided Features, during the Term, within a reasonable period of time after any such updates and/or upgrades become generally available (i.e., after successful Beta testing), along with reasonable virtual instruction and/or training over the Internet regarding the same. Such upgrades shall include each newly-numbered annual upgrade when it becomes available (e.g. CSC 2015, CSC 2016, etc.).

#### 4. Linking and Whitelisting Obligations

During the Term of this Agreement, and to ensure the CAREER SERVICES CENTRAL ASP's effectiveness, the School agrees to place the CCN logo and/or other CCN representative pictures or text provided by CCN that shall direct users to the CCN Site front door on the School's Career Center site. The CCN link shall be prominently promoted via placement in the School's Career Center site and such other places as may be mutually agreed. The exact placement of the CCN link shall be at the School's sole discretion, with reasonable input from CCN. So long as CAREER SERVICES CENTRAL ASP is the exclusive third party system utilized by the School to manage its career services office, the School agrees that the CCN logo or hotlink shall be the first displayed on its career services Web site stating that "The (School Name) Uses College Central Network as its official resume and job posting service." In order to direct the School's users to the Service, the School agrees to download and link to the CCN approved logos that are located at <http://www.careerservicescentral.com/Graphics.cfm> or other mutually agreed to variation thereof. All other uses of the CCN logo are subject to Trademark law and may not be used without the express prior written consent of CCN. The School is unrestricted in any manner and may link to any other Web sites as long as CollegeCentral.com remains the first and most dominant link exhibited.

CCN and the School hereby grant to one another a non-exclusive, non-transferable (except as provided in the section entitled "Assignment"), royalty-free, worldwide license to use, reproduce, transmit, and publicly display the other's links during the term of this Agreement solely for the purposes described herein. Except as expressly stated herein, neither party shall make any other use of the other party's marks. The licenses described herein shall terminate automatically upon the effective date of expiration and/or termination of this Agreement.

During the Term of this Agreement, and to ensure the CAREER SERVICES CENTRAL ASP's effectiveness, the School agrees to whitelist CCN's email servers. Whitelisting CCN's email servers allows the CAREER SERVICES CENTRAL ASP's emails to pass through the school's internal firewall and to reach the School's faculty, students and alumni. The CAREER SERVICES CENTRAL ASP cannot function without this ability. School understands that the CAREER SERVICES CENTRAL ASP cannot be implemented until CCN verifies that whitelisting has been completed by School.

## **5. Exclusive Provider During Term of Agreement/Termination**

During the Term, CCN shall be the exclusive third party ASP and/or software provider to the School for career services management.

Either CCN or the School may terminate this Agreement for a breach of the other's material obligations, upon thirty (30) days advance written notice to each other. However, CCN and School shall both be granted thirty (30) days to cure any material breach after first having received written notice clearly outlining such material breach from the other before termination shall be granted.

## **6. Independent Contractor/No Agent**

CCN is and shall be an independent contractor. As such, neither party nor any of their respective employees or independent contractors is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or make any representation or warranty as to any matter, except as specifically allowed herein and limited to the narrowest construction thereof. Neither shall be bound by the acts or conduct of the other. CCN covenants that it will not at any time represent itself, either directly or by implication, as an agent of the School or as having authority to bind the School.

## **7. Intellectual Property and Access**

The School agrees not to alter, decompile, disassemble, download, or copy the CAREER SERVICES CENTRAL ASP, the CCN WEB PAGES or any CCN web page including, but not limited to CareerServicesCentral.com, CollegeCentral.com, StudentCentral.com, AlumniCentral.com, JobsCentral.com, ResumeCentral.com, JobFairCentral.com or EmployerCentral.com. The School recognizes that the CAREER SERVICES CENTRAL ASP, the CCN WEB PAGES and all CCN web page information contained therein is proprietary to CCN and contains proprietary software that constitutes valuable confidential information and trade secrets of CCN.

The school agrees not to release its ID and Password required for access to the CAREER SERVICES CENTRAL ASP to any person or entity other than its own career center staff, the School's Information Technology Officer or its Webmaster without the express prior written consent of CCN. The School shall immediately notify CCN in writing if the School ID and/or password for any of the School's CAREER SERVICES CENTRAL ASP users is lost, stolen, obtained or used by an unauthorized person.

The School shall use its best efforts to give CCN at least five (5) business days prior notice of any changes to information on the School's Career Center web site and/or pages that may impact the design, use and operation of CCN. Examples of such changes may include, but are not to be limited to, changes in the graphic design and/or location of the School's Career Center's web site and/or pages, or new internet or contact addresses for the same. This provision shall apply only to the School's Career Center's web site and/or pages and no other web site and/or pages of the School.

School Initial \_\_\_\_\_



The School may take such action as it deems appropriate to maintain the integrity of the CAREER SERVICES CENTRAL ASP and its web site and accordingly has the right to remove or temporarily restrict access to any resumes that it views as frivolous or patently false. CCN will use its reasonable efforts to advise the School of resumes or acts which it believes adversely affects the School's site or the CAREER SERVICES CENTRAL ASP's integrity.

The School represents that it has the full right to grant or otherwise permit CCN to access the School's Career Center site and use the School's site links. CCN represents that it has the full right to grant or otherwise permit the School to access the CAREER SERVICES CENTRAL ASP and use the CCN site links and CCN is aware of no claims by any third parties adverse to any of its intellectual property rights affecting this Agreement.

If either party's (the "Infringing Party") intellectual property rights relating to this Agreement are alleged or held to infringe the intellectual property rights of a third party, the Infringing Party shall, at its own expense, and in its sole discretion, (1) procure for the non-Infringing Party the right to continue to use the allegedly infringing intellectual property or (2) replace or modify the intellectual property to make it non-infringing; provided, however, if neither option is possible or economically feasible and if the inability to use such intellectual property would cause a material breach of this Agreement (as determined by the non-Infringing Party), the Infringing Party may terminate this Agreement, without further liability.

The provisions of this Section shall survive the termination or natural expiration of this Agreement.

## **8. Confidentiality**

The School is granted the right to use the CAREER SERVICES CENTRAL ASP to search for resumes of students attending the School and its alumni. The School may not search the resume databases of other schools, and CCN shall not permit other schools to search the School's student resume and/or alumni databases. The School may remove the resumes of persons that to its knowledge, do not attend, have never attended or have not graduated from the School.

The School agrees to keep confidential the functionality and processes of the CAREER SERVICES CENTRAL ASP. The School agrees to keep confidential any pending CAREER SERVICES CENTRAL ASP enhancements, testings and/or developments as to which it has been advised by CCN are not then publicized, generally known or available to current and prospective users of the CAREER SERVICES CENTRAL ASP. Neither the School nor its representatives will disclose to any person the financial terms and conditions which are associated with this Agreement. This provision does not prohibit the School from providing this Agreement or such financial information to its attorneys, financial advisors on a "need to know" basis, or as may be required by law.

The provisions of this Section shall survive the termination or natural expiration of this Agreement.

## **9. Non-Discrimination**

CCN provides the CAREER SERVICES CENTRAL ASP without regard to the race, sex, sexual orientation, age, religion, ethnic or national origin, disability, marital or veteran's status of any employee, student or representative of the School or any entity (and its employees) contracting with the School. CCN promptly will report to the School any instance of such discrimination of which it becomes aware.

## 10. Assignment

The School may not assign or license all or any portion of its rights under this Agreement without the prior written consent of CCN. CCN may assign this Agreement to an affiliate or successor of CCN that specifically agrees to assume CCN's obligations hereunder.

## 11. Limitations of Liability

UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES (EVEN IF SUCH DAMAGES ARE FORSEEABLE OR THAT PARTY HAS BEEN ADVISED OR HAS CONSTRUCTIVE KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES), ARISING FROM SUCH PARTY'S PERFORMANCE OR NON-PERFORMANCE PURSUANT TO ANY PROVISION OF THIS AGREEMENT OR THE OPERATION OF SUCH PARTY'S SITE (INCLUDING ANY SUCH DAMAGES INCURRED BY THIRD PARTIES), SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS OR LOST BUSINESS. IN NO EVENT SHALL CCN BE LIABLE FOR DAMAGES IN EXCESS OF THE AMOUNT PAYABLE TO IT UNDER THIS AGREEMENT. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, THIS SECTION SHALL NOT LIMIT EITHER PARTY'S LIABILITY TO THE OTHER FOR (A) WILLFUL AND MALICIOUS MISCONDUCT; (B) DIRECT DAMAGES TO REAL OR TANGIBLE PERSONAL PROPERTY; OR (C) BODILY INJURY OR DEATH CAUSED BY NEGLIGENCE.

## 12. Limitation of Warranty

EXCEPT AS SPECIFICALLY STATED HEREIN, THE CAREER SERVICES CENTRAL ASP AND RELATED WEB SITE ARE MADE AVAILABLE SOLELY ON AN "AS IS" BASIS. CCN ASSUMES NO RESPONSIBILITY FOR ERRORS, OMISSIONS AND MISREPRESENTATIONS BY PERSONS ENTERING DATA ABOUT JOB OPPORTUNITIES OR INFORMATION SUPPLIED BY THE SCHOOL OR INDIVIDUALS ENTERING RESUMES OR OTHER DATA. IN NO EVENT WILL CCN BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE CAREER SERVICES CENTRAL ASP.

EACH PARTY EXPRESSLY DISCLAIMS ANY WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WITH RESPECT TO SUCH PARTY'S SITE, AND NEITHER PARTY SHALL BE LIABLE FOR THE CONSEQUENCES OF ANY INTERRUPTIONS OR ERRORS RELATED THERETO. CCN SPECIFICALLY DISCLAIMS ALL LIABILITY FOR THE SCHOOL'S SITE AND THE SCHOOL SPECIFICALLY DISCLAIMS ALL LIABILITY FOR THE CCN SITE AND THE CONTENT THEREIN.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE CAREER SERVICES CENTRAL ASP OR ANY OTHER SERVICES OR PRODUCTS OFFERED OR SOLD THROUGH THE CCN SITE OR THE SCHOOL'S SITE (INCLUDING, WITHOUT LIMITATION, WARRANTIES OF FITNESS, MERCHANTABILITY, NON-INFRINGEMENT OR ANY IMPLIED WARRANTIES ARISING OUT OF A COURSE OF PERFORMANCE, DEALING OR TRADE USAGE).



### **13. Indemnification**

To the extent allowed by law, the School will at all times defend, indemnify and hold harmless CCN and its affiliates, subsidiaries, officers, directors, shareholders, employees, accountants, attorneys, agents, successors and assigns from and against any and all third party claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, arising out of or related to any breach of any warranty, representation, covenant or agreement made by the School in this Agreement or the development, operation or maintenance of the School's Career Center's site. The foregoing indemnity is conditioned upon: prompt written notice by CCN to the School of any claim, action or demand for which indemnity is claimed; complete control of the defense and settlement thereof by the School; and such reasonable cooperation by CCN in the defense as the School may request.

To the extent allowed by law, CCN will at all times defend, indemnify and hold harmless the School and its affiliates, subsidiaries, officers, directors, shareholders, employees, accountants, attorneys, agents, successors and assigns from and against any and all third party claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, arising out of or related to any breach of any warranty, representation, covenant or agreement made by CCN in this Agreement or the development, operation or maintenance of the CCN site. The foregoing indemnity is conditioned upon: prompt written notice by the School to CCN of any claim, action or demand for which indemnity is claimed; complete control of the defense and settlement thereof by CCN; and such reasonable cooperation by the School in the defense as CCN may request.

Neither party shall, without the prior written consent of the other party, settle, compromise or consent to the entry of any judgment with respect to any pending or threatened claim unless the settlement, compromise or consent provides for and includes an express, unconditional release of all claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, against the indemnified party.

### **14. Press Releases/References**

CCN and the School may jointly or singularly prepare press releases and/or references concerning the existence of this Agreement and the general terms hereof. Otherwise, no public statements and/or references concerning the existence or terms of this Agreement shall be made or released to any medium except with the prior approval of CCN and the School or as required by law, such approval not to be unreasonably withheld.

### **15. No Solicitation of Employees**

School agrees that it will not, during its ASP Service Provider Agreement Term, as defined in this Agreement and for a period of one (1) year thereafter, regardless of the circumstances which result in the School's termination of the ASP Service Provider Agreement: (i) solicit or to cause to be solicited, either directly or indirectly, any employee or independent contractor of CCN to terminate an employment or independent contractor relationship with CCN or (ii) solicit or to cause to be solicited, either directly or indirectly, the employment of or a consulting arrangement with any person who is then, or has been within the preceding six (6) months, an employee of or consultant to CCN.

## 16. General Provisions

No failure or delay by either party in exercising any right or remedy in this Agreement and no course of conduct between the parties shall operate as a waiver of any such right or remedy; nor shall any single or partial exercise of any right or remedy or any abandonment or discontinuance of any step to enforce any such right or remedy preclude the enforcement of any other right or remedy in this Agreement.

Any non-routine notice to be delivered pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been received only if delivered personally, sent by recognized overnight courier service or sent by United States Post Office certified mail, postage pre-paid, as follows:

*If to CCN:* Mark Mancini, President  
College Central Network, Inc.  
P.O. Box 153943  
Irving, TX 75015

*If to School:* Sandy Morris, Career Development/CTE Student Success Center  
Santa Ana College  
1530 West 17th Street  
Santa Ana, CA 92706

or to such other address for the delivery of such notices as has been provided by the parties in accordance with this same notice provision.

This Agreement shall be construed in accordance with and shall be governed by the laws of the State of California, applicable in the case of agreements to be performed entirely within the State of California exclusive of any choice of law principles the application of which would result in the application of the laws of a different jurisdiction. School expressly agrees to submit to the jurisdiction of the courts of the State of California and that proper venue shall be had in Orange County, California regarding any and all disputes arising under this Agreement.

This Agreement, including the Exhibits hereto, contains the entire agreement of the parties with respect to the subject matter hereof, and no representations or understandings not set forth herein have been made or relied upon by either party. This Agreement may not be modified or altered except by a written instrument duly subscribed by all of the parties hereto.

When used in this Agreement, the singular shall include the plural.

Headings in this Agreement are for convenience of reference only and shall not be given any interpretive or substantive effect.

This Agreement may be signed in identical counterparts, each of which shall be deemed to be an original, and all of which, when taken together, shall constitute but one and the same document. Signatures made and transmitted by electronic means (e.g. by facsimile transmission or in pdf scanned format) shall be deemed original and effective signatures.

This Agreement is being signed and delivered by the duly authorized representative of the respective signatory indicated below.

**AGREED TO AND ACCEPTED BY:**

**COLLEGE CENTRAL NETWORK, INC.**

**SCHOOL** (Santa Ana College)

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

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

Print Name: \_\_\_\_\_

Print Name: Erlinda J. Martinez, Ed.D.

Title: \_\_\_\_\_

Title: President

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

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

*SA*

**SCHOOL** (Rancho Santiago Community College District) By:

\_\_\_\_\_

Print Name: Peter J. Hardash

Title: Vice Chancellor of Business Operations/Fiscal Services

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



## Schedule A – Additional Included Services and Modules

- The Multi-Campus feature, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereafter. The Multi-Campus feature enables


to manage their students/alumni separately through the CAREER SERVICES CENTRAL ASP service by providing a filter to select only their respective students/alumni when utilizing the functions and reports within the product, while maintaining one centralized web gateway, school pages, bulletin board and event board for students, alumni, and employers.

- Notes Manager Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Notes Manager Module manages student and alumni appointments and creates activity records.
- Mentoring Network Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Mentoring Network Module enables alumni and other college contacts to participate in career-related roles with students and alumni.
- On-Campus Recruitment Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The On-Campus Recruitment Module enables career center to manage on-campus recruitment through an online system. Employers can post jobs and access through a unique interface to review candidates and interview schedules.
- Community Residents Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. Community Residents Access allows jobseekers that reside in the vicinity of a college, but are not students or alumni, to register with a career center, search jobs, and submit resumes to posted positions. It also allows the career center to track community resident's progress in their search as well as generate usage reports.
- Secure Internship Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Secure Internship Login enables career center to manage student access to internship positions.
- Secure Co-op Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Secure Co-op Login enables career center to manage student access to Co-op positions.

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

To: Board of Trustees	Date: February 22, 2016
Re: Approval of Facility Use Agreement with Delhi Center	
Action: Request for Approval	

**BACKGROUND**

Delhi Center is a nonprofit organization which provides a variety of services to the community in the city of Santa Ana.

**ANALYSIS**

Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education proposes to continue a partnership with Delhi Center to offer English as a Second Language, Family Literacy, Parenting, Adult Basic Education, GED Preparation, Adult Secondary Education, Citizenship, and computer classes at their facility located at 505 East Central Avenue, Santa Ana, California 92707. This Facility Use Agreement has been reviewed by college staff and accepted by program leaders from both institutions.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Facility Use Agreement on behalf of Santa Ana College School of Continuing Education with Delhi Center in Santa Ana, California.

Fiscal Impact:	\$3.50/Instructional hour up to 3,500 hours/Fiscal Year Board Date: February 22, 2016
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 Rodriguez, Ph.D., Chancellor, RSCCD

## **FACILITY USE AGREEMENT**

THIS FACILITY USE AGREEMENT (hereinafter "Agreement") is entered into between **Rancho Santiago Community College District** on behalf of Santa Ana College School of Continuing Education (hereinafter called "College") and **Delhi Center**.

### **BASIS AND PURPOSE OF AGREEMENT**

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

**WHEREAS**, Delhi Center has suitable facilities and classroom space available to accommodate these classes for the College.

**NOW, THEREFORE**, the District and Delhi Center do covenant and agree as follows:

1. **Description of Services.** Delhi Center shall provide the facilities and classroom space suitable to hold the number of adult education classes as mutually agreed to by Delhi Center and the College. The College will hire instructors according to its existing policies and procedures to teach the following classes at these facilities:
  - English as a Second Language, Family Literacy, Parenting, Adult Basic Education, GED Preparation, Adult Secondary Education, Citizenship, and computer classes.
  - The College will evaluate the instructors at regular intervals and will work with Delhi Center to add additional classes as needed.
  - The College will keep an accurate account of all class hours.
2. **Compensation.** Delhi Center shall be compensated by College at the rate of \$3.50 per class hour for a maximum of 3,500 hours per fiscal year.
3. **Payment.** Payment of fees as outlined in this Agreement shall be payable by College upon receipt of Delhi Center invoice.
4. **Term.** This Agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by 30 days written notice of either party.

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

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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

**DELHI CENTER**

Signature:

Date:

---

Jenny Rios  
Chief Executive Officer  
Delhi Center  
505 East Central Avenue  
Santa Ana, CA 92707  
(714) 481-9601



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

To: Board of Trustees	Date: February 22, 2016
Re: Approval of OTA Agreement Renewal – Ventura County Office of Education	
Action: Request for Approval	

**BACKGROUND**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

**ANALYSIS**

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this agreement renewal with the Ventura County Office of Education in Camarillo, California.

Fiscal Impact:	None	Board Date: February 22, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## **EDUCATIONAL AFFILIATION AGREEMENT**

### **Occupational Therapy Assistant Program**

**THIS AGREEMENT** is made and entered into by and between **Ventura County Office of Education**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

#### **PART I. BASIS AND PURPOSE OF AGREEMENT**

**WITNESSETH:**

**WHEREAS**, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

**WHEREAS**, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

**WHEREAS**, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

**WHEREAS**, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

#### **PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE**

##### **A. For the Program in General**

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance  
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workers' Compensation:  
The District shall carry Workers' Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

**PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.

3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

**B. For Services and Facilities**

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
  - a. Parking areas.
  - b. Locker, storage and dressing facilities.
  - c. Same food services as are available for Agency staff.
  - d. First aid treatment with written consent required for minors.
  - e. Access to sources of information for education purposes such as:
    1. Patient's chart.
    2. Procedure guides policy manuals.
    3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
    4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

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

B. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V. **STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

**PART VI. PERIOD OF AGREEMENT, TERMINATION**

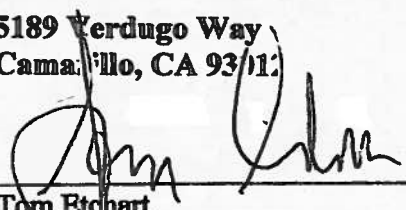
- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

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

**Agency: Ventura County Office of  
Education**  
 Ventura County Office of Education  
 5189 Verdugo Way  
 Camarillo, CA 93011

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

  
 \_\_\_\_\_  
**Tom Etnart**  
 Director, Internal Business Services

\_\_\_\_\_  
 Date

01/15/2016  
 \_\_\_\_\_  
 Date

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

To: Board of Trustees	Date: February 22, 2016
Re: Approval of OTA Agreement Renewal – United States Adaptive Recreation Center	
Action: Request for Approval	

**BACKGROUND**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

**ANALYSIS**

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this agreement renewal with United States Adaptive Recreation Center in Big Bear Lake, California.

Fiscal Impact: None	Board Date: February 22, 2016
Prepared by: Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

# **EDUCATIONAL AFFILIATION AGREEMENT**

## **Occupational Therapy Assistant Program**

**THIS AGREEMENT** is made and entered into by and between **United States Adaptive Recreation Center**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

### **PART I. BASIS AND PURPOSE OF AGREEMENT**

WITNESSETH:

**WHEREAS**, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

**WHEREAS**, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

**WHEREAS**, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

**WHEREAS**, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

### **PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE**

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.



3. For Background clearance  
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.
4. For Student Workers' Compensation:  
The District shall carry Workers' Compensation Insurance on students of the District during clinical assignment.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.

2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
4. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
5. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
6. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

**B. For Services and Facilities**

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
  - a. Parking areas.
  - b. Locker, storage and dressing facilities.
  - c. Same food services as are available for Agency staff.
  - d. First aid treatment with written consent required for minors.
  - e. Access to sources of information for education purposes such as:
    1. Patient's chart.
    2. Procedure guides policy manuals.
    3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
    4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

**PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

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

B. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

**PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations. District represents and warrants that Students are covered under District's general and professional liability insurance for the acts or omissions while engage in the Program curriculum in connection with this Agreement.
- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

**PART VI. PERIOD OF AGREEMENT, TERMINATION**

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

**District: Rancho Santiago  
Community College District**

**Agency: United States Adaptive  
Recreation Center**

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

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**Name of Agency: USARC**  
**Address: PO Box 2897**  
Big Bear Lake, CA 92315

---

Peter J. Hardash  
Vice Chancellor  
Business Operations & Fiscal Services




---

**Person Responsible: Tom Peirce**  
**Title: Executive Director**

---

Date

---

01/14/2016  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Human Services and Technology Division**

To:	Board of Trustees	Date: February 22, 2015
Re:	Approval of Amendment #3 to CJA Agreement (MA-060-11010909) – County of Orange	
Action:	Request for Approval	

**BACKGROUND**

Presently the District has multiple agreements with the County of Orange to support contract training for the Orange County Sheriff’s Department. Santa Ana College has been engaged in this partnership for more than forty (40) years, and looks to continue the mutually beneficial relationship for many years to come. The five-year contract (MA-060-11010909) with the Orange County Sheriff’s Department took effect on January 1, 2011. We are currently in the fifth year of the agreement, which expires December 31, 2015. Both the District and the Orange County Sheriff have been engaged in contract renewal discussions, and the District has provided a new draft agreement to the Orange County Sheriff for review and comment. However, additional time is needed for both parties to complete the review and finalization of the agreement. The proposed amendment will extend the current agreement for just over one (1) month, from its termination date of February 29, 2016 until March 31, 2016, while the terms and conditions of a new long term agreement can be finalized.

Also in the expiring agreement, Section D. **SERVICES BY DISTRICT**, Paragraph 9. **Reimbursement for Clerical Support** outlines the reimbursement of actual costs of one (1) Information Processing Technician and one (1) Facilities Maintenance Specialist I. Both Sheriff support positions are assigned to the Criminal Justice Training Center in Tustin. In accordance with the current five-year contract that is being amended (MA-060-11010909), the Sheriff will be reimbursed for the actual one (1) month cost of the two positions during the term of the contract extension, approximately \$12,033.

**ANALYSIS**

This amendment to an existing agreement shall remain in effect for an additional one (1) month term (February 29, 2016-March 31,2016), with both District and County agreeing to provide services in accordance with the expiring agreement, unless terminated by either party. This amendment has been reviewed by Dr. Michael T. Collins.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this amendment #3 of CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.

Fiscal Impact:	\$12,033 for the one (1) month extension	Board Date: February 22, 2016
Prepared by:	Michael T. Collins, Ed.D., Vice President, Santa Ana College	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor, RSCCD	

**AMENDMENT NUMBER THREE  
TO  
CONTRACT MA-060-11010909  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER THREE** to CONTRACT number MA-060-11010909 (hereinafter “AMENDMENT NUMBER THREE”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and **Rancho Santiago Community College District** (hereinafter “DISTRICT”) with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

**RECITALS**

**WHEREAS**, COUNTY and DISTRICT executed a CONTRACT for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter “ORIGINAL CONTRACT”), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

**WHEREAS**, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015;

**WHEREAS**, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on December 15, 2015, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER TWO”);

**WHEREAS**, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue providing services for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 and both COUNTY and DISTRICT agree to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, **Section A -Term of Contract**, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

**A. Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 3/31/16, unless otherwise terminated by COUNTY. The period of 11/1/11 through and including 3/31/16 shall be known as Contract number MA-060-11010909.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11010909) is attached hereto as Exhibit C and incorporated by this reference.
5. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER ONE and AMENDMENT NUMBER TWO, to the extent they are not inconsistent with this AMENDMENT NUMBER THREE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on February 29, 2016 are hereby extended to March 31, 2016.

(Signature page follows)



**IN WITNESS WHEREOF**, the Parties have executed AMENDMENT NUMBER THREE to ORIGINAL CONTRACT MA-060-11010909.

**\*Contractor: Rancho Santiago Community College District**

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either, the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Supervisors: \_\_\_\_\_

Approved as to Form  
Office of the County Counsel  
Orange County, California

by \_\_\_\_\_  
Deputy

**Exhibit A**

**ORIGINAL CONTRACT (Contract number MA-060-11010909)**

**FIVE-YEAR AGREEMENT MA-060-11010909**

**BETWEEN THE**

**COUNTY OF ORANGE**

**AND THE**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS AGREEMENT, hereinafter referred to as "Agreement", is entered into the First day of January 2011, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY."

**WITNESSETH:**

WHEREAS, COUNTY presently conducts training programs for law enforcement personnel through the Sheriff-Coroner Department, hereinafter referred to as "SHERIFF;"

WHEREAS, the training is held at various locations including but not limited to: SHERIFF's Training Academy, located at Santa Ana College's facilities, 15991 Armstrong Avenue, Tustin, California; and at the Orange County Peace Officers' Training Facility, 1900 West Katella Avenue, Orange, California;

WHEREAS, DISTRICT has cooperated with COUNTY for a number of years in the training programs;

WHEREAS, there is mutual benefit to COUNTY and DISTRICT in continuing their relationship in providing the training programs, which includes permitting the attendance of students who have not been hired or sponsored by public police agencies;

WHEREAS, DISTRICT may obtain funds from the State of California for students attending such programs thus reducing the cost to COUNTY because of services and equipment provided by DISTRICT; and

WHEREAS, COUNTY is authorized to engage in such programs, pursuant to Government Code Section 26227.

**NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

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**A. TERM:**

The term of this Agreement shall be for five (5) years, commencing January 1, 2011 and terminating December 31, 2015, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION:**

COUNTY or DISTRICT may terminate this Agreement, without cause, upon one hundred and eighty (180) days written notice to the other party.

**C. SERVICES BY COUNTY:**

COUNTY, through its SHERIFF and deputies, officers and employees, shall render to DISTRICT, space and services for training programs as follows:

1. Facilities

COUNTY shall permit non-exclusive use of the buildings and facilities located at 1900 West Katella Avenue, Orange, California 92867; including, but not limited to, necessary classroom and related office facilities. COUNTY shall maintain these facilities.

2. Supervisory and Clerical Support

SHERIFF shall provide administrative supervision, training staff, and clerical services necessary for operation of the training programs.

3. Course Scheduling

SHERIFF shall report training programs to the DISTRICT in a timely manner so the DISTRICT can meet required filing deadlines.

SHERIFF and DISTRICT agree to consult and cooperate regarding any changes in curriculum, hours, units of credit, or other course changes, but the decision of DISTRICT as to all academic matters, and compliance with educational requirements imposed by law shall be final.

4. Course Outlines

SHERIFF shall permit DISTRICT to have access to its existing current course outlines and State Peace Officers Standards and Training (POST) approved course outlines.

5. Instructors

Instructors who teach courses within the scope of this Agreement shall be selected by SHERIFF'S Training Division, subject to the advice and approval of DISTRICT, by its liaison representative and by its Board and Trustees.

Each instructor shall prepare and submit to the SHERIFF and the DISTRICT, an

instructional outline of the course to be taught. DISTRICT shall be permitted to review examinations used for the awarding of grades, and to supervise the grading process.

Most instructors shall be employees of SHERIFF or other law enforcement agencies. These instructors shall, if they are working an assigned shift for their employing agency during their hours of instruction, be paid by that agency as part of their normal compensation and no additional compensation shall be paid to such employee for such instruction. DISTRICT shall pay all instructors of DISTRICT approved courses for instructional time, when said instructors are not being paid by another employing agency. Such instructors shall certify in writing that they are not otherwise being paid for the instructional time.

SHERIFF'S Training Division instructors shall provide DISTRICT representatives with all information regarding enrollment, attendance, and instructor records necessary to meet DISTRICT'S course credit requirements.

**D. SERVICES BY DISTRICT:**

DISTRICT shall render to SHERIFF, training program space, services and supplies as follows:

1. Facilities

DISTRICT shall permit exclusive and non-exclusive use of agreed upon buildings and facility space located at 15991 Armstrong, Tustin, California 92782; but not limited to, necessary classroom and related office facilities. DISTRICT shall maintain these facilities.

2. Course Outlines

DISTRICT shall provide current course outlines for each course making up the training programs, and shall take steps to keep its college catalogue current with regard thereto.

3. Scheduling

DISTRICT shall schedule all portions of the training programs which have been approved by SHERIFF to be part of the course offered by DISTRICT, and which have also been approved by DISTRICT'S curriculum council and its Board of Trustees, and which have been published in the current college catalogue.

4. Clerical Support

Upon request of SHERIFF, DISTRICT agrees to provide clerical assistance as available, and as reasonably required by the training programs.

5. DISTRICT'S Income and Indirect Costs

DISTRICT shall use a portion of the income received by DISTRICT from the State, Full Time Equivalence Student (FTES) funding, to provide SHERIFF'S training programs with the following:

- a. Supplies
- b. Personnel
- c. Instructional equipment/services
- d. Communication/audio-visual equipment and service

- e. Consultants
- f. Contract services
- g. Instructional cost per associates/assistants
- h. Rental and/or repair of equipment
- i. Lease of facilities
- j. Other costs as agreed upon by DISTRICT and SHERIFF
- k. Building Operational Costs
- l. Use of the Facility

6. Payment of Instructors

DISTRICT shall pay those instructors referenced in Subsection C-5 of this Agreement, entitled thereto, at the then current rate of pay of DISTRICT'S instructional associates and/or instructional associate assistants (as defined by DISTRICT'S Classified Salary Schedule, or part-time instructors (as defined by DISTRICT'S provisions governing the Certificated Salary Schedule), except for laboratory field assignments for which the rate of pay shall be the current rate, as stated in the applicable DISTRICT'S Certificated Salary Schedule. Instructors shall be required to submit attendance information to DISTRICT'S representative on a schedule determined by DISTRICT.

7. DISTRICT'S Representatives

DISTRICT shall appoint representatives who shall have authority to represent DISTRICT in all matters relating to this Agreement. These representatives shall be employees of DISTRICT, whose duties shall also include supervision of instruction of all applicable courses. The representatives shall be the "instructors of Record" for all courses pursuant to this Agreement for which college units of credit are awarded.

DISTRICT'S representatives shall coordinate enrollment for all courses offered pursuant to this Agreement, payroll and attendance recording. DISTRICT'S representatives shall provide academic counseling for students and inform them of DISTRICT services available to them.

8. Student Benefits

All students enrolled in courses pursuant to this Agreement shall enjoy all rights and privileges, which are held by other DISTRICT students. Including, but not limited to: special instruction, use of the library and learning center, counseling, student body activities, and veterans' benefits.

9. Reimbursement for Clerical Support

DISTRICT agrees to reimburse COUNTY for the cost of one (1) information Processing Technician and one (1) SHERIFF Facilities Maintenance Specialist I, from its State Full Time Equivalence Student (FTES) funding revenue, in an amount not to exceed One Hundred Ten Thousand Dollars (\$110,000.00) annually. The Information Processing Technician and SHERIFF Facilities Maintenance Specialist I are to be employed by SHERIFF, as support for DISTRICT and required work with SHERIFF'S Training Division.

Annually, by April 30<sup>th</sup> SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year.

DISTRICT shall pay SHERIFF for the cost of the positions in four (4) equal installments. The installments shall be paid to SHERIFF by October 15, January 15, April 15 and June 30 of each year.

DISTRICT may terminate funding of these positions should the FTES fall below 350 units in a single fiscal year. If this occurs, DISTRICT will notify SHERIFF in writing one hundred eighty (180) days in advance of this action.

**E. FEES:**

DISTRICT shall not charge COUNTY a fee arising out of this Agreement unless mandated by law. Notification to SHERIFF in writing of such fees (i.e., enrollment fee) will be immediate upon DISTRICT'S notification from the California Community College Chancellor's Office.

In consideration of the support provided pursuant to Subsection D-5, COUNTY will waive fees for the training of non-sponsored attendees other than Orange County law enforcement employees who are designated by their department heads to attend SHERIFF'S Training Academy.

**F. OPEN ENROLLMENT:**

DISTRICT AND COUNTY shall abide with the provisions stated in penal Code Section 832.3, and Education Code Section 84500.

**G. NOTICES:**

Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

DISTRICT:  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706-1640  
Attention: Peter Hardash  
PH: (714) 480-7340  
FX: (714) 796-3935

COUNTY:  
Sheriff-Coroner Department  
1900 West Katella Avenue  
Orange, CA 92667  
Attention: Training Division Captain

Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

**H. STATUS OF COUNTY AND DISTRICT:**

COUNTY is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY or any of COUNTY'S agents or employees. COUNTY, its agents or employees, shall not be entitled to any rights or privileges of DISTRICT employees, and they shall not be considered in any manner to be DISTRICT employees.

DISTRICT is and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and DISTRICT or any of DISTRICT'S agents or employees. DISTRICT,



its agents and employees, shall not be entitled to any rights or privileges of COUNTY employees, and they shall not be considered in any manner to be COUNTY employees.

**I. ALTERATION OF TERMS:**

This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement, and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

**J. INDEMNIFICATION:**

COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence or any other act or omission of DISTRICT or any of its officers or employees.

DISTRICT shall indemnify, defend with counsel approved by COUNTY, and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, with counsel approved by COUNTY, at DISTRICT'S expense including attorney fees, COUNTY, its officers, agents employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omission.

COUNTY shall indemnify, defend with counsel approved by DISTRICT, and hold DISTRICT, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend, with counsel approved by DISTRICT, at COUNTY'S expense including attorney fees, DISTRICT its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

///  
///

IN WITNESS WHEREOF, the parties have executed this Agreement MA-060-11010909 in the County of Orange, State of California.

4678

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BY: [Signature]  
DISTRICT: Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Services

DATE: 12/8/10

COUNTY OF ORANGE,  
a political subdivision of the State of California

BY: [Signature]  
Chairman of the Board of Supervisors

Signed and certified that a copy of this document has been delivered to the Chair of the Board per G.C. Sec. 25103, Reso 79-1535

Attest: [Signature]  
Darlene J. Bloom  
Clerk of the Board of Supervisors  
Orange County, California



Approved as to Form  
Office of the County Counsel  
Orange County, California

By: [Signature]  
Deputy

DATED: 12/10/10

///  
///

**Exhibit B**

**AMENDMENT NUMBER ONE (Contract number MA-060-11010909)**

**AMENDMENT NUMBER ONE  
TO  
CONTRACT MA-060-11010909  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This **AMENDMENT NUMBER ONE** to Contract number MA-060-11010909 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff's Department, (hereinafter "COUNTY") and **Rancho Santiago Community College District** (hereinafter "DISTRICT") with a place of business at **2323 North Broadway, Santa Ana, CA 9 2706-1640**, is made and entered upon execution of all necessary signatures.

**RECITAL**

**WHEREAS**, COUNTY and DISTRICT executed CONTRACT for Space and Services for Training Programs, Contract number MA-060-11010909 (hereinafter "ORIGINAL CONTRACT"), for a five (5) year terms of January 1, 2011 through and including December 31, 2015;

**WHEREAS**, COUNTY desires to amend Contract MA-060-11010909 to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015; and

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. **ARTICLES**

- a. Paragraph D. SERVICES BY DISTRICT, Paragraph 9 – Reimbursement for Clerical Support, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

1. **Reimbursement for Clerical Support:**

DISTRICT agrees to reimburse COUNTY for the cost of one (1) information Processing Technician and one (1) SHERIFF Facilities Maintenance Specialist I, from its State Full Time Equivalence Student (FTES) funding revenue, in an amount not to exceed One Hundred and Forty-Four Thousand Dollars (\$144,400.00) annually. The Information Processing Technician and SHERIFF Facilities Maintenance Specialist I are to be employed by

Folder: 582980  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract #: MA-060-11010909

**SAC 10-058A**

4.6 (16)

SHERIFF, as support for DISTRICT and required work with SHERIFF'S Training Division.

Annually, by April 30<sup>th</sup> SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year.

DISTRICT shall pay SHERIFF for the cost of the positions in four (4) equal installments. The installments shall be paid to SHERIFF by October 15, January 15, April 15 and June 30 of each year.

DISTRICT may terminate funding of these positions should the FTES fall below 350 units in a single fiscal year. If this occurs, DISTRICT will notify SHERIFF in writing one hundred eighty (180) days in advance of this action.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. All other provisions of the ORIGINAL CONTRACT, to the extent they are not inconsistent with this AMENDMENT NUMBER ONE, remain unchanged and in full force and effect.

(Signature page follows)

Folder: 582980  
Rancho Santiago Community College District

**SAC 10-058A**

Contractor's Initial: \_\_\_\_\_  
Contract #: MA-060-11010909

4.6 (17)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER ONE to Contract Number MA-060-11010909.

*SK*  
*2/2/14*

**\*Contractor: Rancho Santiago Community College District**

By: *[Signature]* Title: Vice Chancellor  
Print Name: Peter J. Hardash Date: *7/22/14*

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: *[Signature]* Title: Purchasing Manager  
Print Name: Dwight Denny Date: 8/12/14

Approved by the Board of Supervisors: *8/12/14*

Approved as to Form  
Office of the County Counsel  
Orange County, California

by *[Signature]*  
Deputy

Folder: 582980  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract #: MA-060-11010909

**Exhibit C**

**AMENDMENT NUMBER TWO (Contract number MA-060-11010909)**

**AMENDMENT NUMBER TWO  
TO  
CONTRACT MA-060-11010909  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This **AMENDMENT NUMBER TWO** to **CONTRACT** number MA-060-11010909 (hereinafter "AMENDMENT NUMBER TWO") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and **Rancho Santiago Community College District** (hereinafter "DISTRICT") with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

**RECITALS**

**WHEREAS**, COUNTY and DISTRICT executed a **CONTRACT** for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter "ORIGINAL CONTRACT"), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

**WHEREAS**, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015;

**WHEREAS**, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 and both COUNTY and DISTRICT agree to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, **Section A -Term of Contract**, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 2/29/16, unless otherwise terminated by COUNTY. The period of 11/1/11 through and including 2/29/16 shall be known as Contract number MA-060-11010909.



2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of the AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.
4. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBER ONE, to the extent they are not inconsistent with this AMENDMENT NUMBER TWO, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on December 31, 2015 are hereby extended to February 29, 2016.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER TWO to ORIGINAL CONTRACT MA-060-11010909.

**\*Contractor: Rancho Santiago Community College District**

By: [Signature] Title: Vice Chancellor, Business Operations/Fiscal Services  
Print Name: Peter J. Hardash Date: 12/15/15

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either, the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager  
Print Name: DWIGHT DIPPING Date: 12/15/15

Approved by the Board of Supervisors: 12/15/15

Approved as to Form  
Office of the County Counsel  
Orange County, California

by [Signature]  
Deputy

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: February 22, 2016
Re: Approval of Amendment #8 to CJA Agreement (Z1000000068) – County of Orange	
Action: Request for Approval	

**BACKGROUND**

Presently the District has multiple agreements with the County of Orange to support contract training for the Orange County Sheriff’s Department, Coroner’s Office, and the Orange County Probation Department. Santa Ana College has been engaged in this partnership for more than forty (40) years, and looks to continue the mutually beneficial relationship for many years to come. This amendment extends our agreement for just over one (2) month, from its termination date of February 29, 2016 until March 31, 2016, while the terms and conditions of a new long term agreement can be finalized.

**ANALYSIS**

This amendment to an existing agreement shall remain in effect for approximately (1) month or until terminated by either party. This amendment has been reviewed by Dr. Michael T. Collins and college staff. This amendment carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this amendment #8 to CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.

Fiscal Impact: None	Board Date: February 22, 2016
Prepared by: Michael T. Collins, Ed.D., Vice President, Administrative Services	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raul Rodriguez, Ph.D., Chancellor, RSCCD	

**AMENDMENT NUMBER EIGHT  
TO  
CONTRACT Z100000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER EIGHT** to CONTRACT number Z100000068 (hereinafter “AMENDMENT NUMBER EIGHT”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and **Rancho Santiago Community College District** (hereinafter “DISTRICT”) with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

**RECITALS**

**WHEREAS**, COUNTY and DISTRICT executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z100000068 (hereinafter “ORIGINAL CONTRACT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 1, 2011, as Contract number MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 22, 2012, as Contract number MA-060-13010020 (hereinafter “AMENDMENT NUMBER THREE”), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 21, 2013, as Contract number MA-060-14010056 (hereinafter “AMENDMENT NUMBER FOUR”), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

**WHEREAS**, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a

four (4) month term of August 22, 2014 through and including December 31, 2014 (hereinafter "AMENDMENT NUMBER FIVE");

**WHEREAS**, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2014 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter "AMENDMENT NUMBER SIX");

**WHEREAS**, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 15, 2015 to continue providing services to DISTRICT for an additional two (2) months of January 1, 2016 through and including February 29, 2016 (hereinafter "AMENDMENT NUMBER SEVEN");

**WHEREAS**, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 and the DISTRICT has agreed to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, **Section A -Term of Contract**, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

**A. Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 3/31/16, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 3/31/16 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract Number MA-060-14010056) is attached hereto as Exhibit H and incorporated by this reference.
10. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER'S ONE through SEVEN, to the extent they are not inconsistent with this AMENDMENT NUMBER EIGHT, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on February 29, 2016 are hereby extended to March 31, 2016.

(Signature page follows)

**IN WITNESS WHEREOF**, the Parties have executed AMENDMENT NUMBER EIGHT to ORIGINAL CONTRACT Z1000000068.

**\*Contractor: Rancho Santiago Community College District**

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Supervisors: \_\_\_\_\_

Approved as to Form  
Office of the County Counsel  
Orange County, California

by \_\_\_\_\_  
Deputy

**Exhibit A**

**ORIGINAL CONTRACT (Contract number Z100000068)**



**AGREEMENT Z100000068**

**BETWEEN THE**

**COUNTY OF ORANGE**

**AND THE**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**THIS AGREEMENT**, hereinafter referred to as "Contract" is made and entered as of the date fully executed by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

**RECITALS**

**WHEREAS**, COUNTY desires to contract with DISTRICT for consultant services;

**WHEREAS**, COUNTY is agreeable to providing consultant services on the terms and conditions hereinafter set forth;

**NOW THEREFORE**, COUNTY and DISTRICT mutually agree as follows:

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
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Optional Termination	3
Services by County	3
Payment	3
Notices	4
Status of COUNTY and DISTRICT	5
State Audit	5
Alteration of Terms	6
Indemnification	6
Signature Page	8

**A. TERM:**

The term of this Agreement shall be for one (1) year beginning, August 22, 2009 through August 21, 2010 renewable for four (4) additional one (1) year terms unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION:**

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

**C. SERVICES BY COUNTY:**

COUNTY, through its Sheriff-Coroner Department (hereinafter referred to as "SHERIFF") agrees to provide.

1. Consultant services regarding courses that will meet the needs of law enforcement for training. DISTRICT agrees, however; that COUNTY assumes no liability of course selection or content of course, and DISTRICT shall be solely responsible for both.
2. Expert strategic planning advice is to include subjects such as facilities, equipment, budgets, and instructional needs. DISTRICT agrees that DISTRICT shall be solely responsible for strategic planning decision-making and COUNTY assumes no liability thereof.

**D. PAYMENTS:**

1. DISTRICT shall pay COUNTY \$30,000.00 annually for the services provided in this Agreement.

2. SHERIFF shall invoice DISTRICT quarterly in the months of September, December, March and June. The invoices shall be in four (4) equal installments of \$7,500 each.
3. DISTRICT shall pay COUNTY in accordance with the County Billing Policy adopted by the Board of Supervisors through Minute Orders dated October 27, 1992.
4. COUNTY shall charge DISTRICT late payment penalties in accordance with COUNTY Board of Supervisors' approved County Billing Policy.

**E. NOTICES:**

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

**DISTRICT:** ATTN: PETER J. HARDASH  
VICE CHANCELLER OF BUSINESS OPERATIONS  
AND FISCAL SERVICES  
RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT  
2323 NORTH BROADWAY  
SANTA ANA, CA 92706

**COUNTY:** ATTN: TRAINING DIVISION  
SHERIFF-CORONER DEPARTMENT  
1900 W. KATELLA AVENUE  
ORANGE, CA 92667

1. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and

addressed above.

**F. STATUS OF COUNTY AND DISTRICT:**

COUNTY is and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between DISTRICT and COUNTY, or any of COUNTY'S agents or employees. COUNTY, its agents and employees shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and DISTRICT, or any of DISTRICT'S agents or employees. DISTRICT, its agents and employee shall not be entitled to any rights or privileges of COUNTY employees and shall not be considered in any manner to be COUNTY employees.

**G. STATE AUDIT:**

Pursuant to Government Code Section 8546.7, DISTRICT and COUNTY shall be subject to examination and audit by the State Auditor for a period of three (3) years after final payment by DISTRICT to COUNTY under this Agreement. DISTRICT and COUNTY shall retain all records relating to the performance of this Agreement for said three (3) year period, except those records pertaining to any audit then in progress, or any claim or

litigation which shall be retained beyond said three (3) year period until final resolution of said audit, claim or litigation.

**H. ALTERATION OF TERM:**

This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved, and executed by duly authorized agents of both parties.

**I. INDEMNIFICATION:**

1. COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence, or any other act or mission of DISTRICT, or any of its officers or employees. DISTRICT shall indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any acts or omission of DISTRICT, its officers, agents, employees, subcontractors or independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature, DISTRICT shall defend, at its expense including attorney fees, COUNTY, its officers, agents, employees and independent contractors in any

legal action or claim of any kind based upon such alleged acts or omissions.

2. DISTRICT, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence, or any other acts or omission of COUNTY or any of its officers or employees. COUNTY shall indemnify, defend with counsel approved in writing by DISTRICT, and hold DISTRICT, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors or independent contractors related to this Agreement, for property damage, bodily injury or death or any other element of damage of any kind or nature, COUNTY shall defend at its expense including attorney fees, DISTRICT, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties

hereto on the day and year written above.

DATED: 8/4/09

DATED: 6/23/09

COUNTY OF ORANGE

DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BY: *Patricia Carter*  
Chair of the Board of Supervisors

By: *Peter J. Hardash*

Name: Peter J. Hardash

Title: Vice Chancellor of Business Operations and Fiscal Services

Signed and certified that a copy of this document has been delivered to the Chair of the Board per G.C. Sec. 25103, Reso 79-1535 Attest:

*Darlene J. Bloom*  
Darlene J. Bloom  
Clerk of the Board of Supervisors  
Orange County, California



APPROVED AS TO FORM:  
Office of the County Counsel  
Orange County, California

BY: *Paula Whaley*  
Deputy

DATED: 7-10-09



**ATTACHMENT A**

**SCOPE OF WORK:**

1. **Scope of Services:** District shall provide Criminal Justice Academy Classes for the Sheriff's Department recruits. The recruits in the Sheriff's Criminal Justice Academy shall be able to obtain college credits for courses taken as part of their academy training.
2. **District shall provide but, shall not be limited to the following Classes:**

<b>CLASS</b>	<b>UNITS</b>
a. Basic Academy	24.0
b. Correction Officer Core Class	3.0
c. Reserve Level III	3.0
d. Reserve Academy Program	0.2-6.0
e. Basic Narcotics Investigation	2.0
f. Coroner Course	3.0

**Exhibit B**

**AMENDMENT NUMBER ONE (Contract number MA-060-11010253)**

**AMENDMENT NUMBER ONE  
TO  
AGREEMENT Z1000000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER ONE to CONTRACT number Z1000000068 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the state of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "CONTRACTOR") with a place of business at 2323 North Broadway, Santa Ana, CA 92667, is made and entered upon execution of all necessary signatures.

**WITNESSETH:**

**WHEREAS, COUNTY and CONTRACTOR executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter "ORIGINAL AGREEMENT"), for a one (1) year term of August 22, 2009 through August 21, 2010;**

**WHEREAS, COUNTY desires to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to provide those services at the rates set forth in the ORIGINAL AGREEMENT;**

**NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows;**

**1. ARTICLES**

- a. Page 3, Section Term, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

**1. Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/11, unless otherwise terminated by COUNTY. The period of 8/22/09 through 8/21/10 shall be known as Contract number Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract number MA-060-11010253. This Contract may be renewed for three (3) separate additional one (1) year term by mutual agreement of both Parties.

Folder: 581480  
MA-060-11010253  
SAC-09-035A

Rancho Santiago Community College District

The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. All other provisions of the ORIGINAL AGREEMENT, to the extent they are not inconsistent with this AMENDMENT NUMBER ONE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2010 are hereby extended to August 21, 2011.

Folder: 581480  
MA-060-11010253  
SAC 09-035A

Rancho Santiago Community College District

4.7 (18)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER ONE for renewal of Agreement Z1000000068.

*2010*

**\*Contractor: Rancho Santiago Community College District**

By: *[Signature]* Title: Vice Chancellor, Business Operations & Fiscal Services  
Print Name: Peter J. Hardash Date: 9/14/10

**\*Contractor: Rancho Santiago Community College District**

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers.

**County Of Orange**

A political subdivision of the State of California

By: *[Signature]* Title: Purchasing Manager  
Print Name: Dwight Dopping Date: 12/23/10

APPROVED AS TO FORM  
OFFICE OF THE COUNTY COUNSEL  
ORANGE, COUNTY, CALIFORNIA

By: *[Signature]*  
Deputy

Date: 10/14/10

Folder: 581480  
MA-060-11010253  
SAC-09-035A

Rancho Santiago Community College District

**Exhibit C**

**AMENDMENT NUMBER TWO (Contract number MA-060-11012581)**

**AMENDMENT NUMBER TWO  
TO  
AGREEMENT Z1000000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER TWO to CONTRACT number Z1000000068 (hereinafter "AMENDMENT NUMBER TWO") between the County of Orange, a political subdivision of the state of California, operating through its Sheriff's Department, (hereinafter "COUNTY") and Rancho Santiago Community College District, (hereinafter "CONTRACTOR") with a place of business at 2323 North Broadway, Santa Ana, CA 92667, is made and entered upon execution of all necessary signatures.

**WITNESSETH:**

**WHEREAS**, COUNTY and CONTRACTOR executed a Contract for Consultant Services, Law Enforcement Training, Contract Number Z1000000068 (hereinafter "ORIGINAL AGREEMENT") for a one (1) year term of August 22, 2009 through August 21, 2010;

**WHEREAS**, COUNTY and CONTRACTOR renewed ORIGINAL AGREEMENT as Contract MA-060-11011500 (hereinafter "AMENDMENT NUMBER ONE") for a one (1) year term of August 22, 2010 through August 21, 2011;

**WHEREAS**, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in ORIGINAL AGREEMENT;

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

**1. ARTICLES**

- a. Section Term, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

**1. Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/12, unless otherwise terminated by COUNTY. The period of 8/22/09 through 8/21/10 shall be known as Contract

Folder: 581480  
Rancho Santiago Community College District

MA-060-11012581

**SAC 09-035B**

4.7 (21)

number Z100000068. The period of 8/22/10 through 8/21/11 shall be known as Contract number MA-060-11011500. The period of 8/22/11 through and including 8/21/12 shall be known as Contract number MA-060-11012581. This Contract may be renewed for Two (2) separate additional one (1) year terms by mutual agreement of both Parties.

The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z100000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11011500) is attached hereto as Exhibit B and incorporated by this reference.
4. All other provisions of the ORIGINAL AGREEMENT and AMENDMENT NUMBER ONE, to the extent they are not inconsistent with this AMENDMENT NUMBER TWO, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2011 are hereby extended to August 21, 2012.

Folder: 581480  
Rancho Santiago Community College District

MA-060-11012581


**SAC 09-035B**

4.7 (22)



IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER TWO for renewal of Agreement MA-060-11012581.

**\*Contractor: Rancho Santiago Community College District**

By:  Title: Business Operations & Fiscal Services  
Vice Chancellor

Print Name: Peter J. Hardash Date: 7/26/14

**\*Contractor: Rancho Santiago Community College District**

By: N/A Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers.

**County Of Orange**

A political subdivision of the State of California

By:  Title: PURCHASING MANAGER

Print Name: DWIGHT TIPPING Date: 8/1/14

**Exhibit D**

**AMENDMENT NUMBER THREE (Contract number MA-060-13010020)**

**AMENDMENT NUMBER THREE  
TO  
AGREEMENT MA-060-11012581  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER THREE to CONTRACT number MA-060-11012581 (hereinafter "AMENDMENT NUMBER THREE") between the County of Orange, a political subdivision of the state of California (hereinafter "COUNTY") and Rancho Santiago Community College District, (hereinafter "CONTRACTOR") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.**

**RECITAL:**

**WHEREAS, COUNTY and CONTRACTOR executed a CONTRACT for Consultant Services, Law Enforcement Training, Contract Number Z1000000068 (hereinafter "ORIGINAL AGREEMENT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010;**

**WHEREAS, COUNTY and CONTRACTOR renewed ORIGINAL AGREEMENT as Contract MA-060-11011500 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;**

**WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11011500, as Contract MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;**

**WHEREAS, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in ORIGINAL AGREEMENT;**

**NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:**

**1. ARTICLES**

- a. Additional Terms and Conditions, Section A - Term of Contract, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

Folder: 581480  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract MA-060-13010020

**SAC-09-035C**

4.7 (25)

**1. Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/13, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract number Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract number MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract number MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. This Contract may be renewed for one (1) separate additional one (1) year terms by mutual agreement of both Parties.

The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
5. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER ONE and AMENDMENT NUMBER TWO, to the extent they are not inconsistent with this AMENDMENT NUMBER THREE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2012 are hereby extended to August 21, 2013.

(Signature page follows)

Folder: 581480  
Rancho Santiago Community College District  
**SAC-09-035C**

Contractor's Initial: \_\_\_\_\_  
Contract MA-060-13010020

4.7 (26)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER THREE for renewal of Agreement MA-060-11012581.

*Handwritten initials: PJB*

**\*Contractor: Rancho Santiago Community College District**

By: *[Signature]* Title: Vice Chancellor, Business Operations & Fiscal Services  
Print Name: Peter J. Hardash Date: *8/22/12*

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: *[Signature]* Title: PURCHASING MANAGER  
Print Name: Dwight Derrin Date: 8/22/12

Folder: 581480  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract MA-060-13010020

**SAC-09-035C**

4.7 (27)

**Exhibit E**

**AMENDMENT NUMBER FOUR (Contract number MA-060-14010056)**

**AMENDMENT NUMBER FOUR  
TO  
AGREEMENT MA-060-13010020  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER FOUR to CONTRACT number MA-060-13010020 (hereinafter "AMENDMENT NUMBER FOUR") between the County of Orange, a political subdivision of the state of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "CONTRACTOR") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.**

**RECITALS**

**WHEREAS, COUNTY and CONTRACTOR executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter "ORIGINAL AGREEMENT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms;**

**WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL AGREEMENT, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;**

**WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11011500, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;**

**WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11012581, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;**

**WHEREAS, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in the ORIGINAL AGREEMENT; and**

**WHEREAS, COUNTY and CONTRACTOR desire to change the Contract number from MA-060-13010020 to become Contract number MA-060-14010056.**

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Rancho Santiago Community College District  
SAC-09-035D

1  
Contract: MA-060-14010056

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

1. **ARTICLES**

- a. Additional Terms and Conditions, Section **Term of Contract**, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

1. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/14, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 8/21/14 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
7. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER ONE through THREE, to the extent they are not inconsistent with this AMENDMENT NUMBER FOUR, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2013 are hereby extended to August 21, 2014.

(Signature page follows)



IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FOUR.

LR  
8/18

**\*Contractor: Rancho Santiago Community College District**

By: [Signature] Title: Vice Chancellor, Business Operations & Fiscal Services  
Print Name: Peter J. Hardash Date: 8/20/13

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager  
Print Name: DWIGHT DIPPING Date: 8/21/13

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Rancho Santiago Community College District  
SAC-09-035D

3  
Contract: MA-060-14010056

**Exhibit F**

**AMENDMENT NUMBER FIVE (Contract number MA-060-14010056)**

**AMENDMENT NUMBER FIVE  
TO  
CONTRACT Z1000000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER FIVE** to Contract number Z1000000068 (hereinafter "AMENDMENT NUMBER FIVE") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and **Rancho Santiago Community College District** (hereinafter "DISTRICT") with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

**RECITALS**

**WHEREAS**, COUNTY and CONTRACTOR executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

**WHEREAS**, COUNTY and DISTRICT renewed the Contract MA-060-11010253 on August 1, 2011, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

**WHEREAS**, COUNTY and DISTRICT renewed Contract MA-060-11012581 on August 22, 2012, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

**WHEREAS**, COUNTY and DISTRICT renewed Contract MA-060-13010020 on August 21, 2013, as Contract number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

**WHEREAS**, COUNTY and DISTRICT desire to extend ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional four (4)

month term of August 22, 2014 through and including December 31, 2014 and the DISTRICT has agreed to continue provide those services at the rates set forth in the ORIGINAL AGREEMENT; and

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, Both COUNTY and DISTRICT agree as follows:

1. **ARTICLES**

- a. **Section Term**, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

1. **Term:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 12/31/15, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 12/31/14 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA -060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
7. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER ONE through FOUR, to the extent they are not inconsistent with this AMENDMENT NUMBER FIVE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2014 are hereby extended to December 31, 2014.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FIVE to Contract number Z1000000068.

2575

**\*Contractor: Rancho Santiago Community College District**

By: [Signature] Title: Vice Chancellor  
Business Operations & Fiscal Services

Print Name: Peter J. Hardash Date: 8/18/14

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Buyer  
Print Name: Wendy Over Date: 9/9/14

APPROVED AS TO FORM

[Signature]  
COUNTY COUNSEL OF  
ORANGE COUNTY, CALIFORNIA

**Exhibit G**

**AMENDMENT NUMBER SIX (Contract number MA-060-14010056)**

**AMENDMENT NUMBER SIX  
TO  
CONTRACT Z100000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**This AMENDMENT NUMBER SIX to CONTRACT number Z100000068 (hereinafter "AMENDMENT NUMBER SIX") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.**

**RECITALS**

**WHEREAS, COUNTY and DISTRICT executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z100000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and**

**WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;**

**WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;**

**WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;**

**WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT to continue providing services to DISTRICT for a four (4) month term of August 22, 2014 through and including December 31, 2014 as Contract Number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FIVE");**

**WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT by a one (1) year term of January 1, 2015 through and including December**

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1



31, 2015 and to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT; and

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

a. Additional Terms and Conditions, Section **Term of Contract**, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

1. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 12/31/15, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 12/31/15 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
7. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.
9. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER ONE through FIVE, to the extent they are not inconsistent with this AMENDMENT NUMBER SIX, remain unchanged and in full force and effect. All obligations of the

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4.7 (39)

Parties that would have been terminated on December 31, 2014 are hereby extended to December 31, 2015.

(Signature page follows)

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3

SAC-09-035F

4.7 (40)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER SIX to ORIGINAL CONTRACT Z1000000068.

*BBA*

\*Contractor: Rancho Santiago Community College District  
Vice Chancellor  
By: *[Signature]* Title Business Operations & Fiscal Services  
Print Name: Peter J. Hardash Date: 11/18/14

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: *[Signature]* Title: Buyer  
Print Name: LORNA DURANTE Date: 12-9-14

Approved by the Board of Supervisors: 12-9-14

Approved as to Form  
Office of the County Counsel  
Orange County, California

by *[Signature]*  
Deputy

**Exhibit H**

**AMENDMENT NUMBER SEVEN (Contract number MA-060-14010056)**

**AMENDMENT NUMBER SEVEN  
TO  
CONTRACT Z1000000068  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This **AMENDMENT NUMBER SEVEN** to **CONTRACT** number Z1000000068 (hereinafter "AMENDMENT NUMBER SEVEN") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and **Rancho Santiago Community College District** (hereinafter "DISTRICT") with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

**RECITALS**

**WHEREAS**, COUNTY and DISTRICT executed **CONTRACT** on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z1000000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL **CONTRACT** on December 23, 2010, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL **CONTRACT** on August 1, 2011, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL **CONTRACT** on August 22, 2012, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

**WHEREAS**, COUNTY and DISTRICT renewed the ORIGINAL **CONTRACT** on August 21, 2013, as Contract number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

**WHEREAS**, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a

four (4) month term of August 22, 2014 through and including December 31, 2014 (hereinafter "AMENDMENT NUMBER FIVE");

**WHEREAS**, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2015 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter "AMENDMENT NUMBER SIX");

**WHEREAS**, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 and the DISTRICT has agreed to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

**NOW THEREFORE**, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, **Section A -Term of Contract**, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 12/31/16, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 2/29/16 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.

7. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.
10. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER'S ONE through SIX, to the extent they are not inconsistent with this AMENDMENT NUMBER SEVEN, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on December 31, 2015 are hereby extended to February 29, 2016.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER SEVEN to ORIGINAL CONTRACT Z1000000068.

**\*Contractor: Rancho Santiago Community College District**

By: [Signature] Title: Vice Chancellor, Business Operations/Fiscal Services  
Print Name: Peter J. Hardash Date: 12/15/15

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager  
Print Name: DWIGHT TAPPIN Date: 12/15/15

Approved by the Board of Supervisors: 12/15/15

Approved as to Form  
Office of the County Counsel  
Orange County, California

by [Signature]  
Deputy



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

To: Board of Trustees	Date: February 22, 2016
Re: Approval of SCC Follow-Up Report on Accreditation	
Action: Approval	

**BACKGROUND**

Santiago Canyon College has prepared a Follow-Up Report as requested by the Accrediting Commission for Community and Junior Colleges (ACCJC). The Follow-Up Report is a response to the Commission Letter of February 6, 2015, which stated **Reaffirm Accreditation** with a **Follow-Up Report** due by **March 15, 2016**. Faculty and staff at SCC, in coordination with the District, have responded to the Commission's request for written progress on College Recommendations. The Follow-Up Report will be submitted to the ACCJC in early March.

**ANALYSIS**

The Follow-Up Report was presented to the Board of Trustees for a first reading on January 25, 2016. As a result of the first reading, no comments or corrections of facts were received. The second reading and request for approval of SCC Follow-up Report on Accreditation is now presented.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the SCC Follow-Up Report on Accreditation and submit the report to the Accrediting Commission for Community and Junior Colleges (ACCJC) before March 15, 2016.

Fiscal Impact: None	Board Date: February 22, 2016
Prepared by: Aracely Mora, Ed.D., Vice President of Academic Affairs and Accreditation Liaison Officer	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



# Santiago Canyon College

## Follow-Up Report

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Submitted to the Accrediting Commission for Community and Junior Colleges

March 2016

[sccollege.edu](http://sccollege.edu)

4.8 (2)

## **ACKNOWLEDGMENTS**

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Content preparation/ Document Preparation/ Editing:

Corinna Evett, Aaron Voelcker, Aracely Mora, Ed.D.

Typography: Eileen Capewell

Cover Design: Eric Harsen

Electronic Document Access: Rudy Tjiptahadi and Aaron Voelcker

Printing: RSCCD Publications Department

### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

Claudia C. Alvarez, President

John R. Hanna, Vice President

Nelida Mendoza Yanez, Clerk

Arianna P. Barrios

Lawrence “Larry” R. Labrado

Jose Solorio

Phillip E. Yarbrough

Raquel Manriquez, Student Trustee

### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District

John Didion, Executive Vice Chancellor, Human Resources and Educational Services

Peter Hardash, Vice Chancellor, Business Operations and Fiscal Services

Nga Pham, Director, Research, Planning & Institutional Effectiveness

Debra Gerard, Executive Assistant to the Chancellor

### **SANTIAGO CANYON COLLEGE**

John Weispfenning, Ph.D., President, Santiago Canyon College

Aracely Mora, Ed.D., Vice President, Academic Affairs, and Accreditation Liaison Officer

John Hernandez, Ph.D., Vice President, Student Services

Arleen Satele, Ed.D., Vice President, Administrative Services

Jose Vargas, Vice President, Continuing Education

Lynn Manzano, Assistant to the President

## Certification of Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

From:

---

John Weispfenning, Ph.D., President, Santiago Canyon College Date

Santiago Canyon College  
8045 E. Chapman Avenue  
Orange, CA 92867-4512

I certify there was broad participation/review by the campus community, and I believe the Self Evaluation Report accurately reflects the nature and substance of this institution.

Signatures:

---

Claudia C. Alvarez, President, Rancho Santiago Community College District Board of Trustees Date

---

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District Date

---

Corinna Evett, President, Santiago Canyon College Academic Senate Date

---

Thomas S. Andrews, President, California School Employees Association, Chapter 579 Date

---

Nathan Underwood, President, Santiago Canyon College Associated Student Government Date

---

Aracely Mora, Ed.D., Vice President, Academic Affairs, Accreditation Liaison Officer Date

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## Statement of Report Preparation

A 14 member team visited Santiago Canyon College (SCC) from October 6-9, 2014 for the purpose of evaluating how well the institution is achieving its stated purposes, analyzing how well the College is meeting the accreditation standards, providing recommendations for quality assurance and institutional improvement, and submitting recommendations to the Accrediting Commission for Community and Junior Colleges (ACCJC) regarding the status of the College. Following the ACCJC Team Visit, Santiago Canyon College, on November 21, 2014, received a draft report representing the findings of the evaluation team that visited the College. The draft report summarized the team's visit and included commendations and recommendations for the College. The College was provided the opportunity to respond to the report and to correct errors of fact.

On February 6, 2015, Santiago Canyon College President Dr. John Weispfenning received a letter from the Commission stating that "The Commission took action to **reaffirm accreditation** and require the College to submit a Follow-Up Report in March 2016." The Follow-Up Report is intended to address concerns identified by the ACCJC in the February 6, 2015 letter to Dr. Weispfenning.

In response to the Commission's letter, an Accreditation Task Force was formed to address the identified deficiencies resulting in the College's six recommendations. The Accreditation Task Force prepared by the Accreditation Follow-Up Report. The College President and the Academic Senate President determined the membership of the Accreditation Task Force. The preparation of this report followed the College's review and approval process.

On February 19, 2015, President Weispfenning met with SCC Accreditation Liaison Officer (ALO), Dr. Aracely Mora, to discuss the Team Evaluation Report and a preliminary plan for addressing the ACCJC recommendations. Following this preliminary meeting, on March 23<sup>rd</sup> 2015, President Weispfenning met with Academic Senate President Corinna Evett and ALO Mora to discuss the Team Evaluation Report Recommendations and the formation of the Accreditation Task Force that would be responsible for leading the College's efforts with the Follow-Up Report.

Ten days later, on April 2, 2015, President Weispfenning, Senate President Evett, and ALO Mora met to discuss the composition of the SCC Accreditation Task Force and to identify lead individuals to assign to each recommendation. On April 14, 2015, College Council approved the formation of an Accreditation Task Force and charged the committee with the development of the Accreditation Follow-Up Report.

President Weispfenning convened the first meeting of the SCC Accreditation Task Force on May 5, 2015. At the meeting, Academic Senate President Evett and ALO Mora were identified as co-chairs of the task force. The agenda for the meeting included an overview of the work of the Follow-Up Report Task Force and discussions on membership, responsibilities, timelines, and

expectations as well as the selection of recommendation leads. A subsequent meeting of the Accreditation Task Force occurred on May 15, 2015, and each recommendation team reported on their progress.

During the months of June, July, and August, the Accreditation Task Force members developed draft outlines to responses, and on August 19, 2015, the Follow-Up co-chairs presented a workshop to inform the College community on the progress of addressing the ACCJC recommendations. Task Force members discussed their work and solicited input, and the co-chairs shared the proposed Fall 2015 report preparation timelines. The writing, editing, and refinement of the Follow-Up Report continued throughout the months of September, October, and November 2015. Members of the Accreditation Task Force regularly shared updates with participatory governance committees.

In the weeks prior to the submission of response, this document was shared in draft form with the SCC community through a shared electronic file. The College's Academic Senate and College Council approved this document prior to submission to the Board of Trustees for approval. The Board of Trustees considered and approved this Follow-Up Report prior to the final submission to the Commission.

**Members of Accreditation Task Force:**

Corinna Evett, President, Academic Senate/English Professor

Aracely Mora, Ed.D., Vice President, Academic Affairs/ALO

Aaron Voelcker, Dean, Institutional Effectiveness, Library & Learning Support Services

Joyce Wagner, Chair, Curriculum & Instruction Council/Mathematics Professor

Michael DeCarbo, Secretary/Treasurer, Academic Senate/Communication Professor

Roberta Tragarz, Faculty Co-Chair, Education Master Plan Committee/English Professor

Scott James, Faculty Coordinator for Distance Education

Lynette Beers, Faculty Co-Chair Professional Development Committee/English Professor

Marilyn Flores, Dean, Arts, Humanities and Social Sciences

Arleen Satele, Vice-President, Administrative Services

Craig Rutan, Physics Professor

Melinda Womack, Communication Professor

Victoria Williams, Facilities Coordinator

## **Response to College Recommendation 1:**

*In order to meet the Commission's 2012 expectation for meeting student learning outcomes standards, the team recommends the college strengthen its assessment of program student learning outcomes to guide improvement. The college should also identify and address outcomes assessment for community services (community education). (II.A.1.c, II.A.2, II.A.2.b)*

The College has accelerated its efforts in student learning outcomes assessment to understand better where students are meeting, or not meeting, the College's standards, including in the area of Community Services.

Within its outcomes assessment process, the College uses outcomes mapping to assist each award program with identifying the extent to which program and course student learning outcomes align with institutional student learning outcomes. Within this mapping process, each course student learning outcome must moderately or majorly contribute to at least one program student learning outcome for core or required courses of a degree or certificate. College constituents document these connections in the revised SLO Mapping for Degree and Certificate Programs forms. Previously, these forms required that only courses, not specific learning outcomes, were mapped to program outcomes ([Evidence: Completed Maps](#)).

By using SLO Mapping for Degree and Certificate Programs as a guide in each department, faculty review course level assessment results and evaluate student achievement of program student learning outcomes during the comprehensive Academic Program Review. This is an opportunity for departments to engage in dialogue concerning sustainable, continuous quality improvement specific to each of their award programs and to note, in a dedicated section for program student learning outcomes assessment, any successes and failures that served as impetus for change within the department ([Evidence: Program Review Template, Program Review Examples](#)).

Programs that have core or required courses that are outside of the program's discipline have been an obstacle for faculty, making apparent the need to share outcomes assessment results across disciplines in a more centralized and timely fashion. Historically, faculty have had access to only a portion of the course level assessment results. As such, it was unrealistic to expect faculty to be able to utilize the SLO Mapping for Degree and Certificate Programs for those programs that reach outside of a single discipline in core courses. The Office of Institutional Effectiveness is working to build a software solution that will replicate course-to-program mapping values but will also include the assessment results for all core or required courses within an award program so that access to information is no longer a limiting factor. In the interim, the Office of Institutional Effectiveness has developed the Institutional Effectiveness and Accreditation Dossier that houses all course level student learning outcome assessment reports, academic and non-academic program reviews, and other annual planning documents and is available to all District employees. The dossier now serves as a central repository for institutional effectiveness and accreditation related documents so that matters of student learning



and achievement, as well as of quality assurance, can be shared District wide, eliminating the need for redundant communication to share information that is readily available ([Evidence: Dossier screenshots, Dossier Link](#)).

In the self-evaluation document it was written,

*Santiago Canyon College continues to refine the assessment of its four Liberal Arts degrees. These interdisciplinary degrees offer a wide range of course options that make the program outcomes mapping more difficult to create. In an effort to assess these interdisciplinary degrees, the Santiago Canyon College Curriculum & Instruction Council created four student surveys that will be used to assess the outcomes for these degrees. Therefore, the College will ask students qualifying for a Liberal Arts Degree to complete a survey assessing how effectively they feel their coursework has addressed the skills listed in the learning outcomes.*

The Office of Institutional Effectiveness replicated the surveys created by the Curriculum & Instruction Council in *SurveyMonkey* so that these surveys could be deployed electronically to student email accounts. With the assistance of Student Services, the College distributed four surveys to students who petitioned to receive any of the aforementioned Liberal Arts degrees during the week of June 1-5, 2015 ([Evidence: Survey tools](#)). While the initial response rate for each of the surveys was lower than desired, the responses themselves were positive ([Evidence: Survey Results](#)). The Curriculum & Instruction Council analyzed and discussed the quantitative and qualitative information gleaned from the surveys in order to determine if the assessment tools themselves were adequate in evaluating whether or not program student learning outcomes were being achieved at an appropriate rate and whether or not any programmatic improvements or changes needed to be made based on the results of the surveys ([Evidence: CIC Minutes](#)). The Curriculum & Instruction Council agreed that the information was useful for evaluating the Liberal Arts degrees. At the request of the Curriculum & Instruction Council, the College is investigating the feasibility of incorporating the Liberal Arts Degree Surveys into the petition-for-award process in order to maximize the number of responses for future assessment cycles.

In an attempt to increase the response rate of 2014-2015 graduates, the survey links were redistributed in the fall 2015 semester to those students who were awarded a Liberal Arts Degree the previous academic year. The College will discuss and analyze the results of the second distribution of the survey in spring 2016.

To address outcomes assessment for Community Services, the College piloted a process during the summer of 2015 whereby a sample of community service instructors was given two question prompts:

- If there is one thing that students walk away from your course having learned, what would that be?
- Is there a particular activity within your course that may enhance students' community awareness and global citizenship? If so, what is that activity?

The first question is designed to glean what learning is critical to the course, and the second question is designed to determine the learning that will occur that can be tied to institutional student learning outcomes. From the instructors' responses, the SLO Coordinator developed two student learning outcomes for each participating course, and the Office of Institutional Effectiveness incorporated student learning outcomes into a survey to be administered to enrolled community service students near or after the conclusion of each course. The College included optional demographic questions in the survey so that learning outcomes results could be disaggregated by student groups so as to meet the requirement of new ACCJC accreditation standards in the coming years ([Evidence: Community Service SLO Survey](#)).

In order to determine the best mode of delivery for student surveys that will yield the maximum number of responses, the College investigated two options: in-class survey deployment and electronic survey deployment. In-class survey deployment is a much more resource dependent option requiring hard-copy surveys to be printed and provided to faculty members prior to the last day of the course. Once students complete the student learning outcomes surveys, faculty return the completed surveys to the Community Services Program Office for manual data entry into a homegrown database for future query and analysis. Electronic survey deployment is far less resource dependent as it merely requires that instructors mention the survey to students, and the Community Services Program staff soliciting student feedback distributes a link to the electronic survey via email to students.

Upon conclusion of the summer 2015 pilot of SCC Community Services student learning outcomes assessment, the College determined that while the electronic survey deployment option was less resource dependent, the response rate was underwhelming. In order to maximize the number of responses per course and the opportunity for student assessment and feedback, the College determined that the in-class survey deployment option was the better of the two. Beginning fall 2015, Community Services Program staff contacted all Community Service instructors asking them to respond to the aforementioned two questions so that student learning outcomes could be developed for courses that had already been scheduled ([Evidence: SLO Development Compliance Spreadsheet for Community Services](#)). Beginning spring 2016, no Community Service course will be offered without identified student learning outcomes. The College will measure all Community Service course learning outcomes using the standardized format developed during the pilot process, and faculty will deploy the student learning outcomes assessment in class on the final day of the course. The College houses the results of in-class surveys within the database developed during the pilot process, and the Community Services Program Office now manages the database.

By strengthening assessment to guide improvement through implementing the mapping of course-level student learning outcomes, improving the distribution of student learning outcomes assessment data, and initiating the use of student learning outcomes assessment in Community Services, the College has satisfied the recommendation.

## **Response to College Recommendation 2:**

*In order to meet the standard, the team recommends that the college establish formal systematic measures for periodically assessing, evaluating, and modifying its integrated planning and resource allocation process at both the college and district. (I.B.6, III.D.4, IV.B.2.b)*

At the time the College prepared the *2014 Institutional Self Evaluation*, the College had not completed full cycles of its new planning and resource allocation processes. However, during the 2014-2015 academic year, the College included all designed components of the planning and resource allocation process for the 2015-2016 planning and budget allocation cycle. In like manner, the Planning & Institutional Effectiveness (PIE) Committee developed a formal evaluation tool for the College's planning and resource allocation process, and the committee utilized the planning and resource allocation process evaluation tool during the 2014-2015 academic year.

In fall 2014, collegial governance committees identified in the planning model were provided an opportunity to prioritize resource requests related to the committee's primary responsibility and forward a list of prioritized requests to the vice president overseeing that College function. As one example, during the 2014-2015 academic year, all units and departments forwarded their technology requests to the Technology Committee in preparation for 2015-2016 planning. The Technology Committee then prioritized those requests based on priorities and goals established in the Technology Master Plan prior to forwarding the list of technology requests on to the Vice President of Academic Affairs, who has oversight of instructional technology at the College ([Evidence: Prioritized Resource request list from Technology Committee](#)). Subsequently, the Technology Committee has created a rubric by which to evaluate future requests and implemented this tool in fall 2015 ([Evidence, Technology Committee Rubric](#)). The committee intends to assess the effectiveness of this rubric in Spring 2016 and amend as needed for Fall 2016 requests.

Evaluation is a critical component of the planning and resource allocation process at the College and was included early on in the current model's inception. Beginning in the 2013-2014 "Year at a Glance" document, the need for an evaluation component to evaluate the planning and resource allocation process itself was identified ([Evidence: 2013-2014 YaaG](#)). During the single transitional year of planning at SCC in 2013-2014, the evaluation consisted of the vice presidents from Academic Affairs, Continuing Education, Student Services, and Administrative Services soliciting feedback for improvement from faculty, staff, and administrators from their respective areas. The PIE Committee discussed that feedback at a meeting in spring 2014 after the prioritization process had already concluded ([Evidence: PIE Minutes](#)). In 2014-2015, the PIE Committee developed a more formal and systematic evaluation process that consisted of a survey, designed by a task force of the PIE Committee, to solicit feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-2015 academic year. The survey, deployed in April 2015, asked questions targeting respondents' attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and

attitudes about overall satisfaction with the outcome of the process and resources received, if any ([Evidence: Survey Tool, Survey Results](#)).

At its May 6, 2015, meeting, the PIE Committee met to discuss the results of the planning and resource allocation process survey and to carefully weigh all feedback and suggestions for change. Some suggestions that came from those who participated in the process implied that the planning process itself, in its entirety, was not well known among all who participated. For some, only the parts in which they participated were known, and any steps that followed after their direct participation were not clear. For many, the process was much too laborious with very little benefit to be gained by the individual unit in participating in the process. The PIE Committee decided to focus on communicating about the planning process. The committee decided to make elements of the process easier by making information readily available to those completing Resource Request Forms rather than having those individuals search for information. The PIE Committee also made the process easier by reviewing the Planning Process Flowchart and Resource Request Forms and eliminating any redundancies that had inadvertently been built in the process and the related documents ([Evidence: PIE Minutes](#)).

As a result of removing redundancies and better providing information, requestors are now asked to identify which one of eight categories the request falls into: staff, faculty, equipment, facilities, etc. ([Evidence: PIE minutes September](#)). This sorting by the requestor allows for a streamlined process so that requests reach the appropriate evaluation committee sooner. Further, it provides vital information to the Budget Committee so that as funds become available in each category, the items can be promptly funded. In 2014-15, the Budget Committee spent many hours determining whether a request could be funded with money from specific categorical programs. As a result, requestors often had to provide additional information, and decisions were delayed until responses were received and acted upon. With this information now provided on the front end, members of the Budget Committee will save many hours of work, and decisions can be made and communicated more quickly.

Ultimately, the PIE Committee was careful to make only moderate changes to the process itself since this was the first year of full implementation of the planning and resource allocation process. The committee was still unclear as to whether some of the negative feedback received on the survey was a result of genuine dislike of the newer process or a result of a general, but expected, resistance to change. It was determined that a second year's worth of evaluation survey data would be needed to ultimately make that determination.

Similarly, at the District level, the Planning & Organizational Effectiveness (POE) Committee developed an evaluation survey that went out on June 1, 2015 to members of District governance committees designed to ascertain the degree to which District committee members understood District wide planning as well as District governance committee member satisfaction with the District wide resource allocation and District operations resource allocation processes. This survey was based on the survey deployed by SCC's Planning & Institutional Effectiveness (PIE) Committee ([Evidence: POE Survey Tool](#)).

Results of the District survey suggested that better alignment of planning and resource allocation timelines between the Colleges and the District must occur in order to ensure that District resource requests in need of support from the Colleges are woven into college-level planning processes at the appropriate time. In order to be prioritized high enough to receive funding, District level resource requests must be received by the appropriate collegial governance committee or vice president at SCC in order to be considered by the Planning & Institutional Effectiveness (PIE) Committee for the subsequent year ([Evidence: POE Survey Results, POE Minutes](#)).

By implementing formal assessment of the planning and resource allocation processes at both the College and District, the College has satisfied the recommendation.

### **Response to College Recommendation 3:**

*In order to meet the standard, the team recommends that the college develop a systematic method by which it assesses its evaluation processes as well as its progress toward achieving its stated goals. Results of these evaluations should be widely communicated and used as the basis for improvement of institutional effectiveness. (I.B, I.B.3)*

Beginning in the 2014-2015 academic year, the College developed and implemented a process for evaluating its progress toward its goals that were published in the *2012-2016 Educational Master Plan*. The results of the evaluation and an assessment of the process then became the basis for revising the evaluation process for use in subsequent evaluation cycles.

In the 2013-2014 academic year, the Educational Master Planning Committee (EMPC) worked to develop an “Educational Master Plan Midterm Update Survey” designed to evaluate the degree to which the College has achieved each of its 15 stated Educational Master Plan Goals as detailed in the *SCC 2012-2016 Educational Master Plan*. At the time of goal development, the College also identified action items. These action items were actions that the College determined to be momentum points, or milestones, in the College’s achievement of each of the 15 *SCC 2012-2016 Educational Master Plan* goals and are specific to each of those goals. In total, the *2012-2016 Educational Master Plan* had 29 action items identified. Furthermore, each action item had a responsible party assigned to it. This structure allowed for a specific individual or group, such as a committee, to be held accountable for an action item to be carried out during the span of the four-year educational master plan cycle ([Evidence: Mapping of the Goals](#)).

In spring 2015, the “2012-2016 Educational Master Plan Midterm Update Survey” went out to all responsible parties so that the EMPC could determine what goal related activity had occurred since fall 2012. Respondents to the survey had to identify the goal and action item they were electing to update, provide detail on the activity that had occurred to date, and identify whether the action item had been completed or not. In the event that the action item had been completed, the survey asked respondents to identify the institutional support they received related to their activity and what affect that activity had on the institution. In the event that the action item had not been completed, the survey asked the respondents to identify the work that still remained to be completed and any resources that were necessary to complete the work ([Evidence: Midterm Update Survey Tool](#)).

After the first round of responses, 21 out of 29 action items had responses. Of the 21 action items that had been updated through the survey, 10 were completed, and 11 still had work that remained to be completed ([Evidence: Midterm Update Survey Results](#)).

During the fall 2015 semester, the Educational Master Planning Committee (EMPC) worked to fill in the gaps where there were no responses for eight action items. Collectively, this

information was pulled together to provide a report back to the College community on the progress made in achieving the *2012-2016 Educational Master Plan* goals (Evidence: [Spring 2016 Flex Calendar](#)). This report came as part of an open forum designed to solicit feedback from College constituents on multiple sources of data, both external and internal, as the College began the development of its next educational master plan and the development of its next set of educational master plan goals. The College wide discussion around this information was to determine campus opinion as to whether the unachieved goals were still relevant, warranting inclusion in the next iteration of the educational master plan, and, if so, whether or not the remaining action items were adequate to lead the College to goal completion (Evidence: [Spring 2016 Flex Calendar](#), [EMPC Flex Presentation PowerPoint](#)).

There were many lessons learned in the process of evaluating progress toward achieving the stated goals of the College. Most notable was the lack of initial participation in the “Educational Master Plan Midterm Update Survey.” It is unclear as to whether responsible parties were reluctant to participate in the survey because of the perceived lack of progress in goal achievement or if it was suspected that the perceived lack of progress would reflect poorly on the responsible parties. What is clear, however, is that the next evaluation of the goal achievement process should include more frequent opportunities for responsible parties to provide updates on action items and goal achievement as well as more frequent opportunities to request resources in the event that a resource need is what is holding the College back from achieving a specific goal (Evidence: [EMPC Minutes 11/12/2015](#)).

By developing and implementing an evaluation process for the achievement of the College’s goals and then assessing the evaluation process, the College has satisfied the recommendation.



## Response to College Recommendation 4

*In order to meet the standard, the team recommends that the college design and implement regular and frequent evaluation processes for governance, with the results informing planning and action. (IV.A.3, IV.B.3.g)*

The College has strengthened the collegial governance process by instituting a yearly evaluation of all collegial governance committees and the governance system. The governance process has been modified to include three steps in its systematic evaluation. The first step occurs in the fall when each governance committee and council reviews its mission, responsibilities, goals, and committee composition. In the spring, each committee conducts a self-evaluation as the second step of the process. The third step occurs the following fall when the College Council reviews the committees' self-evaluations as part of its comprehensive evaluation of the system of governance.

The District and its Colleges embrace the concept of participatory governance. Participatory governance at the College consists of a system of councils and committees. The *Collegial Governance Handbook* outlines and maintains the principles, organizational structure and reporting relationships, operating procedures, missions, responsibilities, and membership of each of the College's councils and committees. Using the recommendations of collegial governance committees following the completion of their annual evaluation, College Council updates the *Collegial Governance Handbook* ([Evidence: SCC Collegial Governance Handbook](#)).

The Rancho Santiago Community College District (RSCCD) has policies in place that detail much of the governance structure in the District and, thus, at Santiago Canyon College (SCC). Board Policy 2510 specifically outlines the role of each constituency group in conducting participatory governance ([Evidence: BP 2510](#)). As detailed in the *SCC 2014 Institutional Self Evaluation*, RSCCD relies on the professional expertise and perspectives of employees across the District to maintain collaborative decision-making processes.

For the collegial governance committees, regular assessments ensure that committee members are oriented to the work of the specific committee and that the committees are goal oriented. Each collegial governance committee conducts evaluations in the fall and spring of every academic year. The fall evaluation process requires each committee to review its committee template, which is found in the *Collegial Governance Handbook* ([Evidence: CGH and minutes from governance committees](#)). During this process, committees focus on a review of their mission, responsibilities, goals, and committee composition. This review occurs at the committee's first meeting. The initial review serves the purpose of educating committee members about the mission and responsibilities of the committee as well as the purpose of reviewing the actual composition of the committee to ensure that the designated constituencies are appropriately represented.

The second piece of the evaluation process occurs at the end of each spring semester. All collegial governance committees conduct a self-evaluation that includes a review of the



following: 1) Committee Mission 2) Committee Responsibilities 3) Major Accomplishments 4) Actions Pending 5) Challenges 6) Recommendations, and 7) Evidence. Each fall, the College Council reviews all committee evaluations in order to assess the effectiveness of the governance process ([Evidence: College Council Minutes](#)). College Council makes recommendations for changes based on themes or issues identified during the review of governance committee evaluations. In addition, College Council determines if any gaps, redundancies, or problems exist and recommends needed changes or modifications to the governance process to the College president ([Evidence: Evaluation Instruction Email, Task Force Report](#)). In fall 2015, College Council created a task force comprised of a classified staff member, a faculty member, and an administrator who identified themes, trends, commendations, and recommendations as they reviewed the spring 2015 committee evaluations. The task force presented its findings to College Council on November 24, 2015 and identified four recurring themes throughout the evaluations:

- Insufficient resources for committees to carry out their work;
- The need to manage increasing regulations and changing standards from external entities;
- The need to consolidate some committees and to work more efficiently, and
- The need to strengthen communication and ties between committees and increase understanding of purpose and committee interconnectivity.

After analyzing and discussing the information from the task force, College Council discussed some of the identified themes that the College had already begun addressing. For example, College Council recognized that the collegial governance calendar had been adjusted to optimize and increase governance committee member participation. Additionally, some committees have changed the modality of their meetings to allow for online and/or virtual meetings. Furthermore, increasingly, more governance committees present information from other related governance committees at the beginning of each meeting so that committee members understand what activity is occurring elsewhere in the collegial governance framework. This allows connections to be drawn and strengthened between a given governance committee and activities carried out by another governance committee ([Evidence: College Council Minutes 11-24-2015](#)).

The effectiveness of the governance process and of integrated planning is further evaluated through an annual survey of the SCC Planning & Institutional Effectiveness (PIE) Committee's resource allocation process ([Evidence: PIE Survey](#)). As the College's central planning committee, the PIE Committee reviews all requests for resource allocation and makes recommendations to College Council. In addition, the PIE Committee regularly administers a planning process evaluation survey and seeks input for planning process improvement from the College community.

In 2014-2015, the Planning & Institutional Effectiveness (PIE) Committee developed a formal and systematic evaluation process consisting of a survey designed by a task force of the PIE

Committee. In April 2015, the committee deployed the survey in order to solicit feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-2015 academic year. The survey asked questions targeting respondents' attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and attitudes related to the overall satisfaction with the process. At its May 6, 2015, meeting, the PIE Committee met and discussed the results of the planning and resource allocation process survey and carefully weighed all feedback and suggestions for change ([Evidence: PIE Survey Results, PIE Minutes](#)).

A similar process of evaluation occurs at the District through its Planning & Organizational Effectiveness (POE) Committee. Since the October 2015 External Evaluation Site Visit, the District has continued to implement its integrated planning process, following the processes established in the *Rancho Santiago Community College District 2013 Planning Design Manual* ([Evidence: Planning Design Manual](#)). The *2013 Planning Design Manual* serves as a resource that guides integrated planning. The Planning & Organizational Effectiveness Committee conducted an evaluation of the planning process through a survey administered to all members from its Colleges and the District who serve on the six Rancho Santiago Community College District (RSCCD) participatory governance committees ([Evidence: POE Survey](#)).

Annually, the POE Committee produces a progress report in order to inform the District community about movement toward achievement of the RSCCD goals. The progress report on the District *Comprehensive Master Plan* is an essential accountability tool in the RSCCD planning design because it reinforces and sustains a District wide dialogue on its long-term and short-term goals. The POE Committee prepares the progress report on the District *Comprehensive Master Plan* in late spring each year. The POE Committee distributes the progress report that describes the prior year's activities related to the RSCCD goals each fall. This document is a key assessment tool in spring planning meetings including the Board of Trustees' February planning retreat ([Evidence: RSCCD Progress Reports, RSCCD Board Planning Session Minutes](#)).

As documented in the *Rancho Santiago Community College District 2013 Planning Design Manual*, RSCCD routinely assesses its planning and decision-making processes and makes revisions as needed. The District conducts a formal assessment of planning every three years. The assessment includes gathering District wide input and using that feedback to prepare an assessment report that is submitted to the District Council. District Council reviews the assessment report and recommends revisions to planning and/or decision making processes as warranted by the assessment. The chancellor considers the recommendations, and approved changes are documented with revisions to the *Rancho Santiago Community College District Planning Design Manual*. In addition to the formal assessment process, the co-chairs of the Planning & Organizational Effectiveness (POE) Committee review and update the *Rancho Santiago Community College District Planning Design Manual* annually to capture minor changes in descriptions, timelines, or processes. The report may include recommended changes to the planning or decision-making processes. These recommendations are forwarded to District Council for review and input. The District incorporates feedback as warranted and forwards the

assessment report to the Chancellor. The Chancellor reviews the report with District Council and determines which changes, if any, will be made to District planning or decision-making processes. The POE Committee co-chairs are responsible for making changes to the manual and making those changes available to the entire District community.

By creating a consistent and regular process for the evaluation of its governance system and using the results to inform its activities, the College has satisfied the recommendation.

## **Response to College Recommendation 5:**

*In order to meet the standard, the team recommends that the college fully integrate distance education into existing planning and program assessment processes to ensure the quality of distance education. (II.A.2.d, III.C.1.b)*

The College's approach to fully integrating distance education into existing planning and program evaluation processes began by making Distance Education an official part of the collegial governance process. This integration includes adding the distance education coordinator in the curriculum process as a voting member of the Curriculum & Instruction Council where the coordinator advises faculty on creating and maintaining high quality distance education curriculum as well as the distance education addendum ([Evidence: CIC Minutes](#)). In addition, the College has developed a department planning portfolio for distance education ([Evidence: Academic Senate DEPC Resolution, College Council minutes approving DEPC, DE DPP](#)).

Beyond formalizing the relationship of distance education to the governance structures, the College has taken a holistic approach of improvement to meet the high-quality expectations for its online program. Starting with services to students, the College has created a *Blackboard* Help Desk, created and maintained a distance education web page, and created an "*Is Distance Education Right for You?*" online orientation. In addition, the College has evaluated its entire student services program for online support (including the creation of a matrix and actionable improvement plan for each service area). Furthermore, the College hired a faculty distance education coordinator whose charge is to support faculty and students in online course delivery as well as to monitor and evaluate program quality and effectiveness through College wide distance education integration ([Evidence: Blackboard Help Desk, Distance Education Website, Online Orientation, Student Service evaluation of online support, Faculty DE Coordinator position](#)).

Per SCC's collegial governance structure, the Technology Committee is responsible for distance education related planning. Based upon the recommendation to further integrate distance education into existing College planning, the College created a distance education specific committee. In spring 2015, the Academic Senate and College Council approved the establishment of the Distance Education Program Committee (DEPC) that consists of faculty from each division, a student, and a student services classified staff member ([Evidence: College Council Minutes](#)). This committee is co-chaired by the distance education coordinator and an administrative dean. The Distance Education Program Committee mission is to steer distance education College wide and to work with the distance education coordinator to establish standards, procedures, and policies that contribute to the quality and growth of distance education. Also as part of the committee's responsibilities, DEPC will evaluate the annual

distance education student survey and make recommendations for improvement based upon the results.

In order to maintain high quality distance education offerings, the College has an online teaching certificate program that interested faculty members complete before they are eligible to teach online classes. This certificate program is a comprehensive certification partially based on the @One online teaching certification curriculum. The 120 hour program contains three classes, Introduction to Online Teaching and Learning, Teaching Online with *Blackboard*, and Creating Accessible Media. The Introduction to Online Teaching and Learning course covers all of the online teaching theory, policies, procedures, organization, and expectations for teaching online. Furthermore, this class has a dedicated assignment and policy that professors include an online student orientation in their welcome letter to their students ([Evidence: Online Teaching Certification information and materials](#)).

Orienting students to online classes is an important part of ensuring that all students have the tools and information needed to support success. Even though the College provides an orientation, faculty can also use freely licensed orientations that are available online. More recently, the College has adopted the California Community College system's Online Education Initiative (OEI) student orientation. In addition, the College has taken steps to implement the OEI online student orientation as the new standard for orienting students who are considering enrolling in online classes beginning in 2016 ([Evidence: Student orientation for DE](#)).

High quality student services are an important part of the College's overall mission of supporting student success. Deploying student services online requires staff and student training, support, and technology designed to effectively and securely deploy services. Many student services are, and have been, offered online for many years. The College provides an online application, registration, and records system ([Evidence: online application, online registration, online records](#)). The Library has also been offering live chat services, online databases, and many other electronic online support services ([Evidence: Library online services](#)). California's Online Education Initiative (OEI) has also helped the College to better support online tutoring. With the Worldwide Whiteboard implementation, which has been paid for by OEI, the College is better positioned to effectively communicate with online students using existing tutors. In addition, the distance education coordinator has conducted a full in-house evaluation of online support services and developed a plan that was given to each service area with recommendations for improvement ([Evidence: Student Services Evaluation](#)). The College also assigned a project manager to regularly connect with the service areas in order to audit their progress as well as to communicate training or technology needs to the distance education coordinator. Moreover, the College has provided a *Blackboard*/Online Classes Help Desk to students for many years. This Help Desk is available by phone, computer conference, or email. Further supporting students, the College has continued to develop a distance education web page. The web page lists all of the distance education specific services that are available to students online. Those services include the name and contact information for the Help Desk and distance education coordinator, Out of

State information and rules, learning management system (*Blackboard*) orientations and tutorial videos, and staff/student training opportunities. The web page also contains the Online Education Initiative's Student Readiness orientation. The College requires that all online teaching faculty know of this orientation, and the College also encourages faculty to use it for all of their students. For additional visibility, the College lists the orientation on *Blackboard's* information page as well as on the College's distance education web page ([Evidence: Blackboard Help Desk, Distance Education Website, Online Orientation](#)).

By formalizing the relationship of the distance education program to the governance system and integrating distance education into existing planning and assessment structures, the College has satisfied the recommendation.

## **Response to College Recommendation 6:**

*In order to increase effectiveness, the team recommends that the college strengthen its efforts to provide all personnel with appropriate opportunities for continued professional development and assess classified staff members' professional development needs as a basis for training.*  
(III.A.5.a, III.A.5.b)

The College has taken several steps to make professional development more inclusive and more beneficial for all employees. These steps included changing the Faculty Development Committee to the Professional Development Committee, broadening the committee's charge, expanding its membership, and assessing the needs of classified staff members.

As part of the College's self evaluation, the Faculty Development Committee began having conversations in October 2013 with regard to making the membership more inclusive of classified staff ([Evidence: PDC Minutes of discussion](#)). Later, on April 22, 2014, the Academic Senate approved the resolution to change the name, composition (that included the addition of four classified staff members), and duties of the Faculty Development Committee ([Evidence: Academic Senate Minutes, PDC Resolution](#)). In fall 2015, the Faculty Development Committee officially became the Professional Development Committee (PDC) ([Evidence: Collegial Governance Handbook Update to PDC](#)). In addition to the revised responsibilities, the Professional Development Committee continued to oversee the planning and coordinating of the College's Professional Development Week, formerly known as FLEX Week.

In an effort to meet the professional development needs of the classified staff, in November 2014, the Professional Development Committee developed a survey and made this available both in paper and online forms to all classified staff. Utilizing the results of the paper and online survey, the Professional Development Committee made several revisions to the previous FLEX session topics, descriptions, and evaluation forms to make them more inclusive of classified staff ([Evidence: PDC Survey Tool, PDC Survey Results](#)). Beginning in spring 2015, the College provided two specific professional development opportunities for classified staff, and both workshops were well attended. Likewise, the "Fall 2015 Professional Development Schedule" included several topics of need as reflected in the classified staff survey ([Evidence: Spring and Fall 2015 Professional Development Schedule](#)). Even though the Professional Development Committee broadened the scope of professional development offerings to include classified staff in the spring and then provided even more comprehensive professional development opportunities in fall 2015, the classified staff survey revealed that there was a need for more mid-semester and Friday morning professional development workshops so that more classified staff would be available to attend. Therefore, on June 11, 2015, the President's Classified Hawks Advisory Group, in coordination with the Professional Development Committee, held an MS

Outlook Professional Development Workshop, which was identified by the classified staff survey as an area of professional development need ([Evidence: Workshop Materials](#)).

In August 2015, in collaboration, the Professional Development Committee and the classified collective bargaining unit sent a special invitation to all classified staff members inviting them to a variety of professional development opportunities scheduled the week preceding the fall 2015 semester ([Evidence: Fall 2015 Professional Development Schedule](#)). In addition, the invitation provided classified staff with a short survey in order to assess their needs and availability. The Professional Development Committee collected the classified staff participation, evaluation, and survey results in August 2015 ([Evidence: Classified Invitation, Updated Professional Development Survey](#)). In response to the specific recommendations of the ACCJC visiting team, the Professional Development Committee comprehensively reviewed all outcomes (surveys, attendance, and evaluations) and developed a report to include outcomes in all areas of professional development as well as suggestions for improvement. At the end of fall 2015, the Professional Development Committee shared the report with the College and provided an opportunity for feedback. Utilizing the governance process, the College will continue to assess, modify, and plan for comprehensive professional development opportunities for all staff based on their needs. The Professional Development Committee will continue to work in collaboration with multiple constituencies to ensure all professional development opportunities are accessible and available to all members of the Santiago Canyon College community.

By broadening the membership, charge, and responsibilities of the Professional Development Committee to include classified staff members, the College has satisfied the recommendation.



## Response to Commission Recommendation

*At the time of the Follow-Up report, Santiago Canyon College must demonstrate that it has eliminated the structural deficit in the budget as identified in the team report in section III.D and IV.B.*

The College took several key steps beginning in 2014-2015 and continuing in 2015-2016 to eliminate its structural budget deficit.

After the ACCJC recommendation was disseminated to the College community, the main three participatory governance committees: College Council (CC), Planning & Institutional Effectiveness (PIE) Committee, and Budget Committee (BC) held initial discussions about eliminating the structural deficit ([Evidence: College Council minutes, PIE Committee minutes, Budget Committee minutes](#)). Members of President's Cabinet also discussed issues surrounding the College's structural deficit. At the District level, the Fiscal Resources Committee and District Council, the two of the six collegial governance committees in the District, discussed Santiago Canyon College's (SCC's) structural deficit ([Evidence: FRC minutes, District Council Minutes](#)).

The SCC Budget Committee is the collegial governance committee that deals with budgetary matters. The mission of the Budget Committee is to provide fiscal analysis of College planning and to advocate greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between College constituents and the District. As two of the committee's primary responsibilities, the Budget Committee reviews the District and College budget allocation models and recommends changes if necessary. The committee also regularly reviews College revenues and expenditures and communicates any concerns about the budget or proposals for budget adjustments to the College community ([Evidence: SCC Collegial Governance Handbook, Budget Committee Minutes](#)).

In the 2014-2015 fiscal year, the Budget Committee monitored and reviewed expenditures on a monthly basis to ensure that the College was making progress toward addressing its structural deficit. The committee proposed the use of appropriate categorical funding to the Planning & Institutional Effectiveness (PIE) Committee as well as to College Council. Upon implementation of the Budget Committee's recommendations, the College saw a decrease in its structural deficit. Following the Budget Committee's recommendations, the College implemented the following to address the budget shortfall:

Significant reductions in operational costs:

- Hourly staff/overtime,
- Supplies,
- Travel,

- Renegotiated contracted services,
- Reduced water usage (mandatory water scheduling to only twice a week),
- Reduced electricity use (installation of retro-fit to efficient LED lighting),
- Froze expenditures on new items, and
- Recruited internal candidates only with no hiring to the vacated position, unless critical to fill new positions with categorical funding.

Revenues:

- Increased rental revenues and
- Maximized the use of other sources of funds:
  - Categorical/IELM/Lottery/Scheduled Maintenance,
  - Bookstore Commission, and
  - Transferred appropriate personnel costs to categorical funds.

(Evidence: [Reductions in Operational Costs, Revenue Optimization](#))

An overestimation of revenues in 2013-2014 led to an ending deficit of \$1.6 million, which was carried forward as a structural deficit for the College’s budget in 2014-2015. Notably, from July 1, 2014 to June 30, 2015, the College reduced its operating deficit from \$1.6 million to \$404,000. Using its stabilization fund, the District funded the shortfall, and the College entered 2015-2016 with the deficit resolved. In its review of the College, ACCJC also noted that the adjunct faculty expenditures line item was the only item not fully budgeted in the 2014-2015 fiscal year ([Evidence of adjunct account not fully budgeted for](#)).

As the College developed its tentative budget and adopted budget for the 2015-2016 fiscal year, the goal was to fully fund all accounts, including the adjunct faculty budget and the operational accounts. In addition, the College community determined to no longer rely on the District stabilization fund ([Evidence: RSCCD Budget documents, FRC Minutes](#)).

In order to assist the College with achieving its budgetary goals, the Budget Committee recommended the following budget assumptions for the 2015-2016 fiscal year:

1. The SCC Budget Committee will continue to monitor and review expenditures to ensure that the College will no longer have a structural deficit;
2. The College will fully fund the adjunct faculty budget and the operational accounts; and
3. In accordance with the Budget Allocation Model (BAM), the Budget Committee will seek to have a 1% contingency fund (\$380,000) to ensure that the College remains on budget throughout the year.

(Evidence: [15/16 Adopted Budget](#))

As of September 14, 2015, the Rancho Santiago Community College District Board of Trustees approved the Adopted Budget. In 2014-2015, the College's allocated general fund budget was \$35.2 million. For the 2015-2016 fiscal year, the College's allocated general fund budget was \$38.1 million. With the 2015-2016 fiscal year budget, the College was able to fully fund the adjunct faculty budget and the operational accounts. For the first time in four years, the Santiago Canyon College budgeted ending balance is \$-0- ([Evidence: BoT Minutes 9/14/2015](#)).

For the remaining fiscal year, the Budget Committee will continue to review College revenues and expenditures, to communicate concerns to constituent group, and to propose adjustments to budgets as requested. By maintaining fiscal discipline, the College continues to save where it can and is working toward its goal of a positive general fund ending balance for 2015-2016 of \$380,000.

By eliminating the structural deficit in the budget, the College has satisfied the recommendation.

Rancho Santiago Comm Coll District

Board Meeting of 02/22/16

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

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Checks Written for Period 01/12/16 Thru 02/09/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62927	General Fund Unrestricted	0.00	722.00	-722.00	92*0443636	92*0443636
63267	General Fund Unrestricted	0.00	1,074.00	-1,074.00	92*0452083	92*0452083
63278	General Fund Unrestricted	0.00	154.00	-154.00	92*0453062	92*0453062
63283	General Fund Unrestricted	0.00	722.00	-722.00	92*0453567	92*0453567
63383	General Fund Unrestricted	0.00	481.00	-481.00	92*0457194	92*0457194
63401	General Fund Unrestricted	0.00	1,835.00	-1,835.00	92*0457610	92*0457625
63402	General Fund Unrestricted	0.00	1,210.00	-1,210.00	92*0457723	92*0457723
63509	General Fund Unrestricted	27,834.51	0.00	27,834.51	92*0460911	92*0460924
63510	General Fund Unrestricted	1,878,781.27	0.00	1,878,781.27	92*0460926	92*0460976
63511	General Fund Unrestricted	4,539.68	0.00	4,539.68	92*0460978	92*0460993
63512	General Fund Unrestricted	10,955.20	0.00	10,955.20	92*0461012	92*0461048
63517	General Fund Unrestricted	17,825.04	0.00	17,825.04	92*0461089	92*0461121
63518	General Fund Unrestricted	90,691.69	0.00	90,691.69	92*0461123	92*0461156
63522	General Fund Unrestricted	78,600.43	0.00	78,600.43	92*0461167	92*0461176
63523	General Fund Unrestricted	12,508.17	0.00	12,508.17	92*0461188	92*0461203
63524	General Fund Unrestricted	15,261.99	0.00	15,261.99	92*0461204	92*0461276
63528	General Fund Unrestricted	27,147.57	0.00	27,147.57	92*0461283	92*0461317
63529	General Fund Unrestricted	48,950.00	0.00	48,950.00	92*0461318	92*0461343
63531	General Fund Unrestricted	7,799.56	0.00	7,799.56	92*0461351	92*0461385
63532	General Fund Unrestricted	208.93	0.00	208.93	92*0461392	92*0461392
63533	General Fund Unrestricted	1,738.68	0.00	1,738.68	92*0461400	92*0461407
63537	General Fund Unrestricted	13,318.27	0.00	13,318.27	92*0461419	92*0461435
63538	General Fund Unrestricted	18,936.88	0.00	18,936.88	92*0461453	92*0461462
63539	General Fund Unrestricted	16,293.25	0.00	16,293.25	92*0461464	92*0461532
63540	General Fund Unrestricted	2,067.40	0.00	2,067.40	92*0461533	92*0461597
63543	General Fund Unrestricted	17,233.30	0.00	17,233.30	92*0461610	92*0461617
63545	General Fund Unrestricted	4,030.61	0.00	4,030.61	92*0461629	92*0461642
63548	General Fund Unrestricted	29,059.34	0.00	29,059.34	92*0461655	92*0461675
63549	General Fund Unrestricted	125.00	0.00	125.00	92*0461677	92*0461683
63550	General Fund Unrestricted	15,626.82	0.00	15,626.82	92*0461684	92*0461786
63556	General Fund Unrestricted	78,796.15	0.00	78,796.15	92*0461820	92*0461836
63557	General Fund Unrestricted	552,083.70	0.00	552,083.70	92*0461840	92*0461897
63558	General Fund Unrestricted	21,927.94	0.00	21,927.94	92*0461901	92*0461913
63559	General Fund Unrestricted	228,130.49	0.00	228,130.49	92*0461924	92*0461929
63563	General Fund Unrestricted	5,354.88	0.00	5,354.88	92*0461938	92*0461939
63564	General Fund Unrestricted	61,319.70	0.00	61,319.70	92*0461943	92*0462018
63570	General Fund Unrestricted	66,307.73	0.00	66,307.73	92*0462037	92*0462073
63571	General Fund Unrestricted	56,435.26	0.00	56,435.26	92*0462080	92*0462130
63576	General Fund Unrestricted	80,581.49	0.00	80,581.49	92*0462169	92*0462215
63577	General Fund Unrestricted	7,531.42	0.00	7,531.42	92*0462219	92*0462241
63578	General Fund Unrestricted	3,598.24	0.00	3,598.24	92*0462242	92*0462257

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63579	General Fund Unrestricted	15,087.62	0.00	15,087.62	92*0462272	92*0462283
63580	General Fund Unrestricted	10,079.60	0.00	10,079.60	92*0462294	92*0462312
63581	General Fund Unrestricted	9,898.98	0.00	9,898.98	92*0462314	92*0462425
63583	General Fund Unrestricted	467.24	0.00	467.24	92*0462429	92*0462429
63584	General Fund Unrestricted	662.50	0.00	662.50	92*0462438	92*0462439
63586	General Fund Unrestricted	8,061.51	0.00	8,061.51	92*0462456	92*0462468
63591	General Fund Unrestricted	71,034.27	0.00	71,034.27	92*0462489	92*0462509
63592	General Fund Unrestricted	182,329.09	0.00	182,329.09	92*0462516	92*0462524
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$3,799,221.40</u></b>	<b><u>\$6,198.00</u></b>	<b><u>\$3,793,023.40</u></b>		

Checks Written for Period 01/12/16 Thru 02/09/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63138	General Fund Restricted	0.00	3,530.40	-3,530.40	92*0449184	92*0449184
63146	General Fund Restricted	0.00	4,500.00	-4,500.00	92*0449240	92*0449240
63311	General Fund Restricted	0.00	57,702.76	-57,702.76	92*0456125	92*0456125
63413	General Fund Restricted	0.00	606.98	-606.98	92*0457847	92*0457847
63449	General Fund Restricted	0.00	23,172.00	-23,172.00	92*0458865	92*0458865
63456	General Fund Restricted	0.00	310.92	-310.92	92*0459066	92*0459066
63509	General Fund Restricted	4,229.46	0.00	4,229.46	92*0460914	92*0460922
63510	General Fund Unrestricted	151,104.79	14,653.53	136,451.26	92*0460925	92*0460962
63511	General Fund Restricted	14,292.38	80.00	14,212.38	92*0460977	92*0461011
63517	General Fund Restricted	258,230.76	0.00	258,230.76	92*0461085	92*0461122
63518	General Fund Restricted	10,542.34	0.00	10,542.34	92*0461126	92*0461153
63522	General Fund Restricted	25,154.72	0.00	25,154.72	92*0461172	92*0461177
63523	General Fund Restricted	21,420.91	0.00	21,420.91	92*0461178	92*0461201
63528	General Fund Restricted	88,960.38	0.00	88,960.38	92*0461284	92*0461316
63529	General Fund Restricted	9,146.11	0.00	9,146.11	92*0461319	92*0461345
63531	General Fund Restricted	47,568.36	0.00	47,568.36	92*0461349	92*0461386
63532	General Fund Restricted	120,296.87	0.00	120,296.87	92*0461387	92*0461399
63533	General Fund Restricted	96,125.45	0.00	96,125.45	92*0461401	92*0461410
63537	General Fund Restricted	2,181.26	0.00	2,181.26	92*0461423	92*0461430
63538	General Fund Restricted	162,256.99	0.00	162,256.99	92*0461436	92*0461463
63543	General Fund Restricted	10,322.37	0.00	10,322.37	92*0461603	92*0461619
63545	General Fund Restricted	8,245.48	0.00	8,245.48	92*0461627	92*0461641
63546	General Fund Restricted	6,018.08	0.00	6,018.08	92*0461643	92*0461651
63548	General Fund Unrestricted	31,743.78	0.00	31,743.78	92*0461657	92*0461676
63556	General Fund Restricted	198,233.53	0.00	198,233.53	92*0461828	92*0461835
63557	General Fund Restricted	114,403.97	0.00	114,403.97	92*0461837	92*0461896
63558	General Fund Restricted	4,609.24	0.00	4,609.24	92*0461898	92*0461912
63559	General Fund Restricted	14,761.96	0.00	14,761.96	92*0461914	92*0461932
63563	General Fund Restricted	87,196.10	0.00	87,196.10	92*0461936	92*0461937
63564	General Fund Restricted	164,254.39	0.00	164,254.39	92*0461940	92*0462021
63570	General Fund Unrestricted	17,077.13	0.00	17,077.13	92*0462042	92*0462079
63571	General Fund Restricted	55,132.36	0.00	55,132.36	92*0462083	92*0462118
63576	General Fund Restricted	7,568.75	0.00	7,568.75	92*0462171	92*0462201
63577	General Fund Restricted	112,125.69	0.00	112,125.69	92*0462216	92*0462226
63578	General Fund Restricted	5,866.64	0.00	5,866.64	92*0462243	92*0462270
63579	General Fund Restricted	2,878.79	0.00	2,878.79	92*0462271	92*0462280
63580	General Fund Restricted	85,986.45	0.00	85,986.45	92*0462284	92*0462313
63583	General Fund Restricted	2,712.72	0.00	2,712.72	92*0462427	92*0462428
63584	General Fund Restricted	6,250.04	0.00	6,250.04	92*0462430	92*0462437
63585	General Fund Restricted	7,672.69	0.00	7,672.69	92*0462440	92*0462446
63586	General Fund Unrestricted	9,717.87	0.00	9,717.87	92*0462447	92*0462469

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63591	General Fund Restricted	18,720.06	0.00	18,720.06	92*0462486	92*0462512
63592	General Fund Restricted	6,864.24	0.00	6,864.24	92*0462513	92*0462535
<b>Total Fund 12 General Fund Restricted</b>		<u><u>\$1,989,873.11</u></u>	<u><u>\$104,556.59</u></u>	<u><u>\$1,885,316.52</u></u>		

Checks Written for Period 01/12/16 Thru 02/09/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63510	General Fund Unrestricted	4,670.80	0.00	4,670.80	92*0460941	92*0460972
63511	GF Unrestricted One-Time Func	457.50	0.00	457.50	92*0460990	92*0460990
63528	GF Unrestricted One-Time Func	2,284.35	0.00	2,284.35	92*0461298	92*0461298
63543	GF Unrestricted One-Time Func	900.00	0.00	900.00	92*0461611	92*0461611
63548	GF Unrestricted One-Time Func	234,288.08	0.00	234,288.08	92*0461664	92*0461665
63557	GF Unrestricted One-Time Func	32,840.00	0.00	32,840.00	92*0461841	92*0461841
63564	General Fund Unrestricted	120,068.56	0.00	120,068.56	92*0461951	92*0461999
63570	General Fund Unrestricted	4,311.04	0.00	4,311.04	92*0462076	92*0462078
63576	General Fund Unrestricted	643.06	0.00	643.06	92*0462211	92*0462211
63580	GF Unrestricted One-Time Func	30,368.00	0.00	30,368.00	92*0462290	92*0462290
63591	General Fund Unrestricted	1,075.36	0.00	1,075.36	92*0462501	92*0462501
<b>Total Fund 13 General Fund Unrestricted</b>		<b>\$431,906.75</b>	<b>\$0.00</b>	<b>\$431,906.75</b>		



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63516	Child Development Fund	10,526.37	0.00	10,526.37	92*0461068	92*0461084
63521	Child Development Fund	4,988.50	0.00	4,988.50	92*0461160	92*0461166
63527	Child Development Fund	8,440.66	0.00	8,440.66	92*0461280	92*0461282
63530	Child Development Fund	992.44	0.00	992.44	92*0461346	92*0461348
63536	Child Development Fund	6,800.16	0.00	6,800.16	92*0461414	92*0461418
63544	Child Development Fund	3,249.73	0.00	3,249.73	92*0461620	92*0461626
63547	Child Development Fund	1,114.36	0.00	1,114.36	92*0461652	92*0461654
63555	Child Development Fund	16,025.31	0.00	16,025.31	92*0461810	92*0461819
63569	Child Development Fund	1,069.07	0.00	1,069.07	92*0462033	92*0462036
63575	Child Development Fund	17,312.06	8,656.03	8,656.03	92*0462139	92*0462168
63590	Child Development Fund	26,903.66	0.00	26,903.66	92*0462476	92*0462485
<b>Total Fund 33 Child Development Fund</b>		<b>\$97,422.32</b>	<b>\$8,656.03</b>	<b>\$88,766.29</b>		

Checks Written for Period 01/12/16 Thru 02/09/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63515	Capital Outlay Projects Fund	112,337.45	0.00	112,337.45	92*0461053	92*0461067
63520	Capital Outlay Projects Fund	85,200.00	0.00	85,200.00	92*0461159	92*0461159
63526	Capital Outlay Projects Fund	19,730.87	0.00	19,730.87	92*0461279	92*0461279
63535	Capital Outlay Projects Fund	20,069.50	0.00	20,069.50	92*0461412	92*0461413
63542	Capital Outlay Projects Fund	176,506.77	0.00	176,506.77	92*0461601	92*0461602
63554	Capital Outlay Projects Fund	226,994.18	0.00	226,994.18	92*0461798	92*0461809
63562	Capital Outlay Projects Fund	165,613.57	0.00	165,613.57	92*0461935	92*0461935
63568	Capital Outlay Projects Fund	17,412.25	0.00	17,412.25	92*0462030	92*0462032
63574	Capital Outlay Projects Fund	18,528.46	0.00	18,528.46	92*0462136	92*0462138
63589	Capital Outlay Projects Fund	26,548.40	0.00	26,548.40	92*0462473	92*0462475
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$868,941.45</b>	<b>\$0.00</b>	<b>\$868,941.45</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63514	Bond Fund, Measure E	6,290.90	0.00	6,290.90	92*0461050	92*0461052
63553	Bond Fund, Measure E	57,728.88	0.00	57,728.88	92*0461795	92*0461797
63561	Bond Fund, Measure E	3,532.00	0.00	3,532.00	92*0461934	92*0461934
63567	Bond Fund, Measure E	4,666.00	0.00	4,666.00	92*0462028	92*0462029
63573	Bond Fund, Measure E	8,243.24	4,121.62	4,121.62	92*0462132	92*0462135
63588	Bond Fund, Measure E	3,543.54	0.00	3,543.54	92*0462471	92*0462472
<b>Total Fund 42 Bond Fund, Measure E</b>		<b>\$84,004.56</b>	<b>\$4,121.62</b>	<b>\$79,882.94</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63508	Bond Fund, Measure Q	126,552.64	0.00	126,552.64	92*0460909	92*0460910
63513	Bond Fund, Measure Q	328.71	0.00	328.71	92*0461049	92*0461049
63525	Bond Fund, Measure Q	2,002,854.45	0.00	2,002,854.45	92*0461277	92*0461278
63541	Bond Fund, Measure Q	39,389.75	0.00	39,389.75	92*0461598	92*0461600
63552	Bond Fund, Measure Q	157,733.29	0.00	157,733.29	92*0461790	92*0461794
63566	Bond Fund, Measure Q	27,658.12	0.00	27,658.12	92*0462023	92*0462027
63572	Bond Fund, Measure Q	306,826.68	0.00	306,826.68	92*0462131	92*0462131
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b>\$2,661,343.64</b>	<b>\$0.00</b>	<b>\$2,661,343.64</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63507	Property and Liability Fund	850.00	0.00	850.00	92*0460908	92*0460908
63519	Property and Liability Fund	5,334.64	0.00	5,334.64	92*0461157	92*0461158
63551	Property and Liability Fund	16,245.63	0.00	16,245.63	92*0461787	92*0461789
63560	Property and Liability Fund	753.25	0.00	753.25	92*0461933	92*0461933
63587	Property and Liability Fund	5,312.55	0.00	5,312.55	92*0462470	92*0462470
<b>Total Fund 61 Property and Liability Fund</b>		<b>\$28,496.07</b>	<b>\$0.00</b>	<b>\$28,496.07</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63565	Workers' Compensation Fund	344.82	0.00	344.82	92*0462022	92*0462022
<b>Total Fund 62 Workers' Compensation Fu</b>		<b><u>344.82</u></b>	<b><u>0.00</u></b>	<b><u>344.82</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63534	Student Financial Aid Fund	185.82	0.00	185.82	92*0461411	92*0461411
63582	Student Financial Aid Fund	300,000.00	0.00	300,000.00	92*0462426	92*0462426
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$300,185.82</u></u>	<u><u>\$0.00</u></u>	<u><u>\$300,185.82</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	3,793,023.40
Total Fund 12 General Fund Restricted	1,885,316.52
Total Fund 13 General Fund Unrestricted	431,906.75
Total Fund 33 Child Development Fund	88,766.29
Total Fund 41 Capital Outlay Projects Fund	868,941.45
Total Fund 42 Bond Fund, Measure E	79,882.94
Total Fund 43 Bond Fund, Measure Q	2,661,343.64
Total Fund 61 Property and Liability Fund	28,496.07
Total Fund 62 Workers' Compensation Fund	344.82
Total Fund 74 Student Financial Aid Fund	300,185.82
Grand Total:	<u><u>\$10,138,207.70</u></u>



Checks Written for Period 01/09/16 Thru 02/05/16

<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>
311601316	Bookstore Fund	17,484.06	14,570.05	2,914.01	31*0106499	31*0106516
311601423	Bookstore Fund	230,092.09	0.00	230,092.09	31*0106517	31*0106555
311601530	Bookstore Fund	163,298.30	0.00	163,298.30	31*0106556	31*0106589
311602105	Bookstore Fund	101,819.02	0.00	101,819.02	31*0106590	31*0106600
<b>Total Fund 31 Bookstore Fund</b>		<b><u>\$512,693.47</u></b>	<b><u>\$14,570.05</u></b>	<b><u>\$498,123.42</u></b>		

Checks Written for Period 01/09/16 Thru 02/05/16

<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>
711601423	Associated Students Fund	1,112.67	0.00	1,112.67	71*0007601	71*0007604
711601530	Associated Students Fund	3,649.09	0.00	3,649.09	71*0007605	71*0007621
711602105	Associated Students Fund	2,541.94	0.00	2,541.94	71*0007622	71*0007627
<b>Total Fund 71 Associated Students Fund</b>		<u><u>\$7,303.70</u></u>	<u><u>\$0.00</u></u>	<u><u>\$7,303.70</u></u>		

Checks Written for Period 01/09/16 Thru 02/05/16

<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>
761601316	Community Education Fund	5,541.65	0.00	5,541.65	76*0006882	76*0006890
761601530	Community Education Fund	6,774.81	0.00	6,774.81	76*0006891	76*0006896
761602105	Community Education Fund	507.01	0.00	507.01	76*0006897	76*0006898
<b>Total Fund 76 Community Education Fund</b>		<b><u><u>\$12,823.47</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$12,823.47</u></u></b>		

Checks Written for Period 01/09/16 Thru 02/05/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791601316	Diversified Trust Fund	19,102.47	0.00	19,102.47	79*0019800	79*0019814
791601423	Diversified Trust Fund	10,999.47	5.40	10,994.07	79*0019815	79*0019830
791601530	Diversified Trust Fund	15,761.77	5.40	15,756.37	79*0019831	79*0019849
791602105	Diversified Trust Fund	213,755.69	0.00	213,755.69	79*0019850	79*0019862
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u>\$259,619.40</u></b>	<b><u>\$10.80</u></b>	<b><u>\$259,608.60</u></b>		

Checks Written for Period 01/09/16 Thru 02/05/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811601316	Diversified Agency Fund	20,986.90	356.07	20,630.83	81*0046331	81*0046345
811601423	Diversified Agency Fund	4,730.54	0.00	4,730.54	81*0046346	81*0046366
811601530	Diversified Agency Fund	46,660.78	330.16	46,330.62	81*0046367	81*0046393
811602105	Diversified Agency Fund	17,601.22	0.00	17,601.22	81*0046394	81*0046417
<b>Total Fund 81 Diversified Agency Fund</b>		<b>\$89,979.44</b>	<b>\$686.23</b>	<b>\$89,293.21</b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	498,123.42
Total Fund 71 Associated Students Fund	7,303.70
Total Fund 76 Community Education Fund	12,823.47
Total Fund 79 Diversified Trust Fund	259,608.60
Total Fund 81 Diversified Agency Fund	89,293.21
<b>Grand Total:</b>	<b><u><u>\$867,152.40</u></u></b>

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

No. 5.2

From 01/08/2016 To 01/31/2016

Board Meeting on 02/22/2016

**BACKGROUND**

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

**ANALYSIS**

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

		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
1000	ACADEMIC SALARIES	8,655	
2000	CLASSIFIED SALARIES		1,331
3000	EMPLOYEE BENEFITS		9,491
4000	SUPPLIES & MATERIALS	9,515	
5000	OTHER OPERATING EXP & SERVICES		2,919
6000	CAPITAL OUTLAY		4,429
<b>Total Transfer Fund 11</b>		<b>\$18,170</b>	<b>\$18,170</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
1000	ACADEMIC SALARIES		15,537
2000	CLASSIFIED SALARIES	11,040	
3000	EMPLOYEE BENEFITS		4,768
4000	SUPPLIES & MATERIALS		13,383
5000	OTHER OPERATING EXP & SERVICES	315,101	
6000	CAPITAL OUTLAY		296,053
7000	OTHER OUTGO		400
7900	RESERVE FOR CONTINGENCIES	4,000	
<b>Total Transfer Fund 12</b>		<b>\$330,141</b>	<b>\$330,141</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
2000	CLASSIFIED SALARIES		47,083
3000	EMPLOYEE BENEFITS		4,773
4000	SUPPLIES & MATERIALS	64,019	
5000	OTHER OPERATING EXP & SERVICES		1,163
6000	CAPITAL OUTLAY		11,000
<b>Total Transfer Fund 13</b>		<b>\$64,019</b>	<b>\$64,019</b>
<b><u>Fund 33: Child Development Fund</u></b>			
2000	CLASSIFIED SALARIES	43,329	
4000	SUPPLIES & MATERIALS		33,658
5000	OTHER OPERATING EXP & SERVICES		6,241
6000	CAPITAL OUTLAY		3,430
<b>Total Transfer Fund 33</b>		<b>\$43,329</b>	<b>\$43,329</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
5000	OTHER OPERATING EXP & SERVICES		15,600
6000	CAPITAL OUTLAY		49,900
7900	RESERVE FOR CONTINGENCIES	65,500	
<b>Total Transfer Fund 41</b>		<b>\$65,500</b>	<b>\$65,500</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
5000	OTHER OPERATING EXP & SERVICES		193
7900	RESERVE FOR CONTINGENCIES	193	
<b>Total Transfer Fund 79</b>		<b>\$193</b>	<b>\$193</b>
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
8800	LOCAL REVENUES	91,365	
1000	ACADEMIC SALARIES		14,188
2000	CLASSIFIED SALARIES		47,821
3000	EMPLOYEE BENEFITS		16,724
4000	SUPPLIES & MATERIALS		4,638
5000	OTHER OPERATING EXP & SERVICES		7,994
<b>Total Transfer Fund 11</b>		<b>\$91,365</b>	<b>\$91,365</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
8100	FEDERAL REVENUES	1,604	
8600	STATE REVENUES	503,456	
8800	LOCAL REVENUES	4,305	
1000	ACADEMIC SALARIES		96,490
2000	CLASSIFIED SALARIES		155,862
3000	EMPLOYEE BENEFITS		28,812
4000	SUPPLIES & MATERIALS		45,493
5000	OTHER OPERATING EXP & SERVICES		186,954
6000	CAPITAL OUTLAY		(4,956)
7000	OTHER OUTGO		710
<b>Total Transfer Fund 12</b>		<b>\$509,365</b>	<b>\$509,365</b>

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

**RECOMMENDATION**

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



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
<b>B017628</b> <b>01/13/16</b>		
5000    OTHER OPERATING EXP & SERVICES	123,160	
6000    CAPITAL OUTLAY		123,160
	_____	_____
<b>Total Reference B017628</b>	<b>\$123,160</b>	<b>\$123,160</b>
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> For lease of new facility for RSAEC		
<b>B017669</b> <b>01/21/16</b>		
5000    OTHER OPERATING EXP & SERVICES	33,602	
6000    CAPITAL OUTLAY		33,602
	_____	_____
<b>Total Reference B017669</b>	<b>\$33,602</b>	<b>\$33,602</b>
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Allocate funds in proper object code for PR 42434		
<b>B017702</b> <b>01/26/16</b>		
6000    CAPITAL OUTLAY		4,000
7900    RESERVE FOR CONTINGENCIES	4,000	
	_____	_____
<b>Total Reference B017702</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Pay for additional hand held citation devices and printers		
<b>B017708</b> <b>01/26/16</b>		
4000    SUPPLIES & MATERIALS		280
5000    OTHER OPERATING EXP & SERVICES	125,031	
6000    CAPITAL OUTLAY		124,751
	_____	_____
<b>Total Reference B017708</b>	<b>\$125,031</b>	<b>\$125,031</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> To allocate funds for AA RARs for FY 15/16		
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
<b>B017678</b> <b>01/22/16</b>		
2000    CLASSIFIED SALARIES		34,021
3000    EMPLOYEE BENEFITS		2,111
4000    SUPPLIES & MATERIALS	36,132	
	_____	_____
<b>Total Reference B017678</b>	<b>\$36,132</b>	<b>\$36,132</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Trsf funds for ST Senior clerk & ST GOC for The Learning Ctr		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 33: Child Development Fund</u></b>		
<b>B017615</b> <b>01/12/16</b>		
2000    CLASSIFIED SALARIES	30,000	
4000    SUPPLIES & MATERIALS		30,000
	\$30,000	\$30,000
<b>Total Reference B017615</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Fund Sysco purchase order		
 <b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
<b>B017607</b> <b>01/11/16</b>		
6000    CAPITAL OUTLAY		25,000
7900    RESERVE FOR CONTINGENCIES	25,000	
	\$25,000	\$25,000
<b>Total Reference B017607</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Allocate funds to contractor svcs		
<b>B017696</b> <b>01/25/16</b>		
5000    OTHER OPERATING EXP & SERVICES		23,000
6000    CAPITAL OUTLAY		22,000
7900    RESERVE FOR CONTINGENCIES	45,000	
	\$45,000	\$45,000
<b>Total Reference B017696</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> To cover carpet installation and emergency PO for CEC		
<b>B017712</b> <b>01/26/16</b>		
6000    CAPITAL OUTLAY	4,500	
7900    RESERVE FOR CONTINGENCIES		4,500
	\$4,500	\$4,500
<b>Total Reference B017712</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Allocate funds to project 3330		
 <b><u>Fund 79: Diversified Trust Fund</u></b>		
<b>B017668</b> <b>01/21/16</b>		
5000    OTHER OPERATING EXP & SERVICES		193
7900    RESERVE FOR CONTINGENCIES	193	
	\$193	\$193
<b>Total Reference B017668</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> To fund conference account for Athletics		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B017616</b>	<b>01/12/16</b>		
8800	LOCAL REVENUES	25,976	
2000	CLASSIFIED SALARIES		21,125
3000	EMPLOYEE BENEFITS		4,851
<b>Total Reference B017616</b>		<b>\$25,976</b>	<b>\$25,976</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Fund Math Instructional Assistants			
<b>B017618</b>	<b>01/12/16</b>		
8800	LOCAL REVENUES	31,386	
2000	CLASSIFIED SALARIES		21,898
3000	EMPLOYEE BENEFITS		9,488
<b>Total Reference B017618</b>		<b>\$31,386</b>	<b>\$31,386</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Fund P. Vazquez' payroll			
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B017636</b>	<b>01/14/16</b>		
8600	STATE REVENUES	373,604	
1000	ACADEMIC SALARIES		78,971
2000	CLASSIFIED SALARIES		110,936
3000	EMPLOYEE BENEFITS		22,554
4000	SUPPLIES & MATERIALS		30,370
5000	OTHER OPERATING EXP & SERVICES		108,600
6000	CAPITAL OUTLAY		19,877
7000	OTHER OUTGO		2,296
<b>Total Reference B017636</b>		<b>\$373,604</b>	<b>\$373,604</b>
<b>Reason:</b> New Budget			
<b>Description:</b> To set-up Student Equity 2549 Budget-SCC			
<b>B017646</b>	<b>01/19/16</b>		
8600	STATE REVENUES	54,492	
2000	CLASSIFIED SALARIES		33,272
3000	EMPLOYEE BENEFITS		21,220
<b>Total Reference B017646</b>		<b>\$54,492</b>	<b>\$54,492</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> To hire Research Coordinator for A.E.B Grant project			
<b>B017647</b>	<b>01/19/16</b>		
8600	STATE REVENUES	(54,492)	
2000	CLASSIFIED SALARIES		(33,272)
3000	EMPLOYEE BENEFITS		(21,220)
<b>Total Reference B017647</b>		<b>\$(54,492)</b>	<b>\$(54,492)</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> To hire Research Coordinator for A.E.B Grant project			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

**BUDGET INCREASES AND DECREASES**

		Revenue	Appropriation
<b>B017711</b>	<b>01/26/16</b>		
8600	STATE REVENUES	100,000	
2000	CLASSIFIED SALARIES		21,769
3000	EMPLOYEE BENEFITS		4,995
4000	SUPPLIES & MATERIALS		8,900
5000	OTHER OPERATING EXP & SERVICES		62,136
6000	CAPITAL OUTLAY		2,200
<b>Total Reference B017711</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	RHT DSN FY 15/16 In-region Investment Funds (DO)		
<b>B017733</b>	<b>01/28/16</b>		
8600	STATE REVENUES	18,182	
1000	ACADEMIC SALARIES		15,519
2000	CLASSIFIED SALARIES		23,157
3000	EMPLOYEE BENEFITS		73
4000	SUPPLIES & MATERIALS		1,718
5000	OTHER OPERATING EXP & SERVICES		5,127
6000	CAPITAL OUTLAY		(27,412)
<b>Total Reference B017733</b>		<b>\$18,182</b>	<b>\$18,182</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	To align Datatel accounts with CCCCCO approved allocation		

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS  
From 01/08/2016 To 01/31/2016  
Board Meeting on 02/22/2016**

**BACKGROUND**

Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

**ANALYSIS**

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

**INTRAFUND TRANSFERS**

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
01/28/16	J035267	To close overspent amount in Prop 39 CE Workforce Program	22.30

**RECOMMENDATION**

It is recommended the Board approve the intrafund and interfund transfers as presented.

5.2 (7)

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Adoption of Resolution No. 16-03 – Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College	
Action:	Request for Adoption	

**BACKGROUND:**

Southern California Edison (SCE) has requested that the Rancho Santiago Community College District (District) dedicate an easement to SCE upon a portion of the District's Santa Ana College site due to the extension of an existing electrical distribution line under SCE Rule 15 (Distribution Line Extensions) and Rule 16 (Service Extensions). Accordingly, SCE has the authority to make a request for rights-of-way or easements to install service facilities on an applicant's property to serve the applicant. SCE has requested an easement under their regulations and rules for the extension of an existing electrical distribution line along Campus Road from the Bristol Street point of service connection to a new electrical building being constructed as part of the Central Plant and utility infrastructure project, just west of the existing Child Development Center in Parking Lot 8 along Pacific Ave. The new electrical distribution work along with the electrical building service work is to be associated with the address 1410 ¾ N. Pacific Ave., Santa Ana Ca. 92706 as per the SCE design plan approval and application. The entire upgrade to the distribution line and electrical service is needed to continue to provide campus-wide electrical service.

**ANALYSIS:**

According to California Education Code Section 81311, the Board of Trustees is procedurally required to first acknowledge the intent to dedicate an easement to SCE per the adoption of Resolution No. 16-03 attached if considering any conveyance of property or easements. At a second Board of Trustees meeting, a public hearing is required prior to the adoption and approval of the dedication of easement. The public hearing is anticipated to occur at the upcoming March 14, 2016 meeting along with a recommendation to approve the dedication of the easement to SCE.

As part of the construction of the new Central Plant building and future new buildings at Santa Ana College, a new electrical building is required as well as an upgrade the 4160v electrical distribution service to the campus. The new electrical building will replace old electrical switchgear equipment, house a new transformer, and allow sufficient space for servicing the equipment. Electrical service will then be distributed campus wide from the new electrical building location. The purpose of the easement is to provide SCE access to underground and above ground power distribution equipment and transmission lines to construct, reconstruct, repair, maintain, operate, alter, replace and inspect the new SCE service and new electrical building at any time and in the future as needed.

The proposed resolution and easement documents have been reviewed by legal counsel, Debby Watson, Public Agency Law Group and the District is currently working with SCE to finalize easement documents and exhibits prior to the next Board of Trustees meeting.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 16-03 which adopts the Resolution of Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College.

Fiscal Impact:	N/A	Board Date: February 22, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	
Submitted by:	Peter J Hardash, Vice Chancellor of Business and Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION APPROVING THE INTENT TO DEDICATE EASEMENT  
TO SOUTHERN CALIFORNIA EDISON (SCE)**

**RESOLUTION NO. 16-03**

**WHEREAS**, the Ranch Santiago Community College District (“District”) is the owner of all real property located at Santa Ana College, and identified by Orange County as APN 004-070-53; and

**WHEREAS**, the plans and specifications for the new Central Plant Building, Infrastructure and Mechanical Building Upgrades Project (“Project”) at Santa Ana College have been approved by DSA and the District has commenced construction;

**WHEREAS**, in order to furnish, facilitate the installation, construction, improvement, use, maintenance, repair and operation of the necessary electrical systems to properly service the new electrical building and larger equipment being installed as part of the Project, Southern California Edison (“SCE”) must encroach on the Santa Ana College property; and

**WHEREAS**, SCE Rules require an easement to own, operate maintain and have access to SCE electrical distribution facilities to provide electrical services to the Project at Santa Ana College, and thus SCE requires, as a condition precedent to furnishing the necessary electrical systems, that the District execute an easement in accordance with SCE Rule 15 granting SCE the right of way to various designated strips of District land to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time its electrical services.

**WHEREAS**, granting the easement is to the District’s benefit, and it will not adversely affect the District in any respect and will not have significant adverse effect on the environment; and

**WHEREAS**, the District is required by California Education Code § 81311 to declare its intention to dedicate the easement and to hold a public hearing regarding the proposed dedication;

**BE IT RESOLVED** that the Board of Trustees of the Rancho Santiago Community College District declares its intention to convey an easement on the real property described in Exhibit 1 to SCE at no cost for the purposes of facilitating the installation, construction, use, maintenance, operation, alterations, repair, reconstruction, inspection and removal at any time and from time to time underground electrical supply systems and communication systems, consisting of wires, underground conduits, cables, vaults, manholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment as necessary or useful for distributing electrical energy and for transmitting by electrical means, in, on, over, under, across and along that certain real property.

**BE IT FURTHER RESOLVED** that a public hearing on the question of making the dedication shall be held on March 14, 2016 at the regularly scheduled Board Meeting in the Board Room (#107) (or such other room as provided for in a public notice prior to that meeting, at the College District’s Operations Center, 2323 North Broadway, Santa Ana, California.



**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Rancho Santiago Community College District this 22nd day of February, 2016, by the following vote:

ROLL CALL:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

I, Claudia C. Alvarez, President of the Rancho Santiago Community College District Governing board, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

\_\_\_\_\_  
Claudia C. Alvarez  
President of the Board of Trustees  
Rancho Santiago Community College District

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the February 22, 2016, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 22nd day of February, 2016.

\_\_\_\_\_  
Clerk of the Board of Trustees  
Rancho Santiago Community College District



RECORDING REQUESTED BY

SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO  
**SOUTHERN CALIFORNIA EDISON COMPANY**

Real Properties  
2131 Walnut Grove Avenue, 2<sup>nd</sup> Floor  
Rosemead, CA 91770

Attn: Distribution/TRES

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF EASEMENT**

DOCUMENTARY TRANSFER TAX \$ NONE (VALUE AND CONSIDERATION LESS THAN \$100.00)	DISTRICT	WORK ORDER	IDENTIFY	MAP SIZE
	Central OC	TD1024967		
SCE Company	FIM: 45-14A-4	APPROVED:	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME	APN: 004-070-53	Real Properties	SLS/BT	10/26/2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a political subdivision of the State of California (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence by electrical means, in, on, over, under, across and along that certain real property in the County of Orange, State of California, described as follows:

VARIOUS STRIPS OF LAND LYING WITHIN PARCEL 1 OF LOT MERGER NO. 2011-10, RECORDED ON MAY 17, 2012 AS DOCUMENT NO. 2012000284155, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (12.00 FEET WIDE)

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF WASHINGTON AVENUE, 40.00 FOOT HALF-WIDTH, WITH THE CENTERLINE OF BRISTOL STREET, 60.00 FOOT HALF-WIDTH, AS SHOWN ON RECORD OF SURVEY 2011-1081, AS PER MAP FILED IN BOOK 253, PAGES 17 THROUGH 20 OF RECORD OF SURVEYS, IN THE OFFICE OF SAID COUNTY RECORDER; THENCE ALONG THE CENTERLINE OF SAID BRISTOL STREET, NORTH 01°32'07" EAST 451.05 FEET; THENCE LEAVING THE CENTERLINE OF SAID BRISTOL STREET, NORTH 88°27'53" WEST 60.00 FEET TO THE WESTERLY LINE OF SAID BRISTOL STREET AND THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING NORTH 88°27'53" WEST 45.24 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "A".

STRIP #2 (6.00 FEET WIDE)

COMMENCING AT SAID POINT "A"; THENCE NORTH 01°32'07" EAST 0.92 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE NORTH 44°09'29" WEST 12.87 FEET; THENCE NORTH 89°09'23" WEST 672.57 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "B".

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHEASTERLY IN THE WESTERLY LINE OF STRIP #1 DESCRIBED HEREINABOVE AND TO JOIN AT THE ANGLE POINT.

STRIP #3 (14.00 FEET WIDE)

**COMMENCING AT SAID POINT "B"; THENCE NORTH 00°50'37" EAST 2.40 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 89°09'23" WEST 18.00 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "C".**

STRIP #4 (6.00 FEET WIDE)

**COMMENCING AT SAID POINT "C"; THENCE SOUTH 00°50'37" WEST 2.35 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 89°09'23" WEST 93.65 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 12.50 FEET; THENCE WESTERLY, SOUTHWESTERLY AND SOUTHERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 90°00'06" AN ARC DISTANCE OF 19.64 FEET; THENCE SOUTH 00°50'31" WEST 105.38 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "D".**

STRIP #5 (28.00 FEET WIDE)

**COMMENCING AT SAID POINT "D"; THENCE NORTH 89°09'29" WEST 11.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°50'31" WEST 20.00 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT "E".**

STRIP #6 (20.00 FEET WIDE)

**COMMENCING AT SAID POINT "E"; THENCE NORTH 89°09'29" WEST 4.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°50'31" WEST 26.00 FEET TO A POINT OF ENDING**

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GRANTOR**

RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT, a political subdivision of the State of  
California

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, notary public,  
(here insert name)

personally appeared \_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(This area for notary stamp)



SCALE: 1" = 100'

STRIP #3  
14' WIDE

PT. "B"

PT. "C"

STRIP #4  
6' WIDE

PT. "D"

STRIP #5  
28' WIDE

PT. "E"

STRIP #6  
20' WIDE

STRIP #2  
6' WIDE

N88°27'53"W  
60.00'

TPOB  
STRIP #1

PT. "A"

STRIP #1  
12' WIDE

**PARCEL 1**  
**LOT MERGER NO. 2011-10**  
**REC. 05/17/2012**  
**DOC. # 2012000284155, O.R.**  
**ORANGE CO.**

BRISTOL STREET

N01°32'07"E  
451.05'

WASHINGTON AVENUE

POC STRIP #1

SCE EASEMENT	
DSE	TD1024967
SLS/BT	10/26/15

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Contract with Southern California Edison (SCE) for Extension of Electrical Distribution Line Rule 15 for the New Central Plant, Mechanical Upgrades and Infrastructure Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement with Southern California Edison (SCE) to pay for the District's share of costs associated with the extension of an existing electrical distribution line in accordance with SCE's Rule 15 (Distribution Line Extensions) for the new Central Plant, Mechanical Upgrades and Infrastructure Project at Santa Ana College. The project includes the construction of a new central plant and thermal ice storage facility, HVAC mechanical upgrades to seven buildings, along with replacing underground utilities. As part of the project, a new electrical building is being constructed to replace old and outdated electrical switchgear equipment and a transformer. Additionally, the extension of the electrical distribution service line to the new electrical building is being upgraded from the connection point at Bristol Street through Campus Road to the new electrical building within the site. Pursuant to SCE's Rule 15, the district must enter into an agreement with SCE for the extension of the distribution line. Service extensions such as this are to be installed pursuant to SCE's Rule 16 (Service Extensions).

**ANALYSIS:**

It is the responsibility of SCE to install, own, operate and maintain the distribution line extension to serve the project. The estimated cost of the District's share for the construction extension of the distribution line is \$16,398.17 pursuant to Rule 16. The District's execution of SCE's Contract for Extension of Electric Distribution Line Rule 15 and payment of the contract amount is required as a condition precedent to SCE's commencement of work associated with the construction and installation of the required electric facilities. The contract has been reviewed by legal counsel, Debby Watson, Public Agency Law Group.

This contract is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the contract with Southern California Edison for Extension of Electric Distribution Line Rule 15 for the Central Plant, Mechanical Upgrades and Infrastructure project at Santa Ana College as presented in form and content.

Fiscal Impact:	\$16,398.17	Board Date: February 22, 2016
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	



Southern California Edison  
Rosemead, California (U 338-E)

Revised Cal. PUC Sheet No. 51556-E  
Cancelling Revised Cal. PUC Sheet No. 45098-E

Sheet 1

CONTRACT FOR EXTENSION OF ELECTRIC DISTRIBUTION LINE  
RULE 15

FORM 16-330

(To be inserted by utility)

Advice 2834-E  
Decision \_\_\_\_\_

108

Issued by  
Akbar Jazayeri  
Vice President

(To be inserted by Cal. PUC)

Date Filed Dec 31, 2012  
Effective Jan 1, 2013  
Resolution \_\_\_\_\_

5.4 (2)

**CONTRACT FOR EXTENSION OF ELECTRIC DISTRIBUTION LINE**  
**RULE 15**

**1. PARTIES**

This Contract for Extension of Electric Distribution Line ("Contract") is issued this \_\_\_\_\_ day of  
05 day of February 2016, \_\_\_\_\_.

The Parties to this Contract are:

RANCHO SANTIAGO COLLEGE

("Applicant")

and Southern California Edison Company ("SCE"). Applicant and SCE are referred to individually as "Party" and collectively as "Parties".

**2. RECITALS**

Applicant has requested SCE, pursuant to SCE's Rule 15, Distribution Line Extensions, to install an electric Distribution Line Extension to the location or locations described as follows:

1410 3/4 N PACIFIC AVE SANTA ANA CA 92706

(Hereinafter referred to as "Project")

**3. AGREEMENT**

**3.1 Responsibilities of Applicant**

**Construction**

Applicant shall, in accordance with SCE's specifications and timing requirements for the Project:

- o Perform route clearing, tree trimming, trenching, excavating, and backfilling and compacting;
- o Furnish imported backfill material and dispose of trench spoil as required;
- o Furnish, install and transfer ownership to SCE any substructures, conduit, and protective structures required;
- o Obtain any necessary construction permits for all work performed by Applicant under this Contract.

If Applicant elects to have SCE perform any part of this work, Applicant shall pay to SCE, as specified herein and before the start of construction, SCE's estimated-installed costs thereof.



## **Rights of Way**

Applicant hereby grants to SCE the rights of way and easements for the Distribution Line Extension over the shortest, most practical, available, and acceptable route within Applicant's property for the purpose of making delivery of electric service hereunder. Such easement shall include the right of access and right to trim trees as necessary. Where formal rights of way, easements, land leases, or permits are required by SCE for installation of facilities on or over Applicant's property, or the property of others, Applicant understands and agrees that SCE shall not be obligated to install the Distribution Line Extension for the Project unless and until any necessary permanent rights of way, easements, land leases, and permits, satisfactory to SCE, are granted to or obtained for SCE without cost to or condemnation by SCE.

## **Advances**

Applicant shall contribute or advance, before the start of construction, the refundable and non-refundable amounts as set forth in Appendix A to this Contract. This includes the costs for substructures and conduits which SCE had previously installed at its expense in anticipation of the current Distribution Line Extension. Any necessary riser conduit, conduit covering, and miscellaneous riser material required for the Distribution Line Extension shall be furnished or paid for by Applicant and shall be installed by SCE.

All contributions and advances by Applicant are taxable and shall include an Income Tax Component of Contribution (ITCC) at the rate provided in SCE's Preliminary Statement. ITCC will be either refundable or non-refundable depending on whether the corresponding contribution or advance is refundable or non-refundable.

Joint Applicants. The total contribution or advance from joint Applicants will be apportioned by SCE among the members of the group in such manner as Applicants mutually agree.

## **3.2 Responsibilities of SCE**

### **Construction**

SCE shall install, own, operate, and maintain the Distribution Line Extension to serve the Project. SCE will install only those facilities that, in SCE's judgment, will be used within a reasonable time to serve permanent loads.

### **Refunds**

SCE shall make refunds to Applicant in accordance with the provisions of Rule 15.

## **3.3 Ownership of Facilities**

Title to and ownership of the Distribution Line Extension shall vest in SCE. Applicant does hereby agree that upon completion and acceptance by SCE of any Applicant-installed facilities, title to each and every component part thereof shall immediately pass to SCE free and clear of all liens and encumbrances.

### 3.4 Service Facilities

Service extensions shall be installed pursuant to SCE's Rule 16, Service Extensions.

### 3.5 Street Lighting Facilities

Street lighting and Distribution Line Extensions within the Project solely for service to street lighting equipment shall be installed in accordance with the appropriate street light tariff schedule. Street light revenues are not applicable toward allowances or refunds for Distribution Line Extensions. Electroliers shall be located at points determined by the governmental agency having jurisdiction over streets to be dedicated to that agency or by Applicant for privately owned and maintained streets open to and used by the general public.

### 3.6 Non-Refundable Discount Option

In lieu of contributing the total refundable amount, Applicant has the option of contributing, on a non-refundable basis, a percentage of such refundable amount as set forth in Appendix A to this Contract. Applicant has or has not chosen this option as indicated by signature on Appendix A.

### 3.7 Refunds

The total refundable amount shall be subject to refund, without interest, in accordance with the provisions of Rule 15, which include the following:

**Residential.** Refunds will be made on the basis of any new customer permanent load connected to the Distribution Line Extension which produces additional revenues to SCE. The refund will be deducted from the total refundable amount, and the remaining amount subject to refund will represent that portion of the Distribution Line Extension cost not supported by revenues.

**Non-Residential.** Refunds will be made on the basis of Applicant or any new customer permanent load connected to the Distribution Line Extension which produces additional revenues to SCE. SCE shall be responsible to review Applicant's actual net revenue for the first three years from the date SCE is first ready to serve. Applicant shall be responsible for notifying SCE if new, permanent load is added the fourth through tenth year from the date SCE is first ready to serve. Such review shall determine if additional net revenue justifies refunds to Applicant.

**Unsupported Distribution Line Extension Cost.** When any portion of a refundable amount has not qualified for a refund at the end of twelve (12) months from the date SCE is first ready to serve, Applicant will pay to SCE a Monthly Ownership Charge of 0.42% on the remaining refundable balance. The difference between the total refundable advance and any refunds made or eligible to be made to Applicant shall serve as the basis of a monthly ownership charge ("base"). The Monthly Ownership Charge includes replacement for 60 years at no additional cost and is derived from the Customer-Financed With Replacement at Additional Cost Added Facilities rates determined in SCE's general rate case proceeding and/or periodic annual review. Monthly ownership charges are distinct from the refundable amount and will normally be accumulated and deducted from refunds due to Applicant. This provision does not apply to individual residential Applicants. (l)

The monthly ownership charges herein shall automatically increase or decrease if the California Public Utilities Commission should subsequently authorize a higher or lower percentage rate for the monthly ownership charges, effective on the date of such authorization.

**Refund Period.** The total refundable amount is subject to refund for a period of ten (10) years after the Distribution Line Extension is first ready to serve. Any unrefunded amount remaining at the end of the ten-year period shall become property of SCE.

### **3.8 Payment Adjustments**

**Contract Compliance.** If, after six (6) months following the date SCE is first ready to serve residential loads for which allowances were granted, one (1) year for non-residential loads, Applicant fails to take service, or fails to use the service contracted for, Applicant shall pay to SCE an additional contribution, based on the allowances for the loads actually installed.

**Excess Facilities.** If the load information provided by Applicant results in SCE having installed facilities which are in excess of those needed to serve the actual loads, and SCE elects to reduce such excess facilities, Applicant shall pay to SCE its estimated total costs to remove, abandon, or replace the excess facilities, less the estimated salvage of any removed facilities.

### **3.9 Reimbursement to Applicant**

Where mutually agreed upon by SCE and Applicant, Applicant may perform SCE's work or install facilities normally installed by SCE. Such work shall be in accordance with SCE's specifications and timing requirements. SCE shall reimburse Applicant SCE's estimated installed cost of such facilities and work by applying a credit toward Applicant's advance. Any amount not so credited shall be reimbursed to Applicant upon acceptance of the work and facilities by SCE.

### **3.10 Delays in Construction**

**Force Majeure.** SCE shall not be responsible for any delay in the installation or completion of the facilities by SCE resulting from the late performance of Applicant's responsibilities under this Contract, shortage of labor or material, strike, labor disturbance, war, riot, weather conditions, governmental rule, regulation or order, including orders or judgements of any court or commission, delay in obtaining necessary land rights, act of God, or any other cause or condition beyond the control of SCE.

**Resources.** SCE shall have the right, in the event it is unable to obtain sufficient supplies, materials, or labor for all of its construction requirements, to allocate materials and labor to construction projects which it deems, in its sole discretion, most important to serve the needs of its customers. Any delay in construction hereunder resulting from such allocation shall be deemed to be cause beyond SCE's control.

**Contract Revision.** If Applicant does not commence installation of any facilities which are Applicant's responsibility or SCE is prevented from commencing the installation of the facilities for causes beyond its reasonable control within one year from the effective date of this Contract, SCE may, in its discretion, revise its cost estimate and recalculate the refundable and/or non-refundable amounts set forth herein. SCE will notify Applicant of such increased costs and give the option to either terminate this Contract or pay SCE the additional charges.

### **3.11 Contract Termination**

If at any time during the term of this Contract, SCE is not the sole deliverer of electrical requirements for the Project, this Contract may be terminated. Upon termination of the Contract, Applicant agrees to forfeit that portion of the advance paid to SCE for its expenses covering any engineering, surveying, right of way acquisition and other associated work incurred by SCE. If such expenses are greater or less than the refundable and/or non-refundable advance, Applicant shall pay to SCE, or SCE shall refund the balance to Applicant, without interest, as the case may be.

### **3.12 Indemnification**

Applicant shall, at its own cost, defend, indemnify, and hold harmless SCE, its officers, agents, employees, assigns, and successors in interest from and against any and all liability, damages, losses, claims, demands, actions, causes of action, costs including attorney's fees and expenses, or any of them, resulting from the death or injury to any person or damages to any property caused by Applicant or its contractor and employees, officers or agents of either Applicant or its contractor, or any of them, and arising out of the performance or nonperformance of their obligations under this Contract.

### **3.13 Assignment of Contract**

Applicant may assign this Contract, in whole or in part, only if SCE consents in writing and the party to whom the Contract is assigned agrees in writing, to perform the obligations of Applicant hereunder. Assignment of the Contract shall not release Applicant from any of the obligations under this Contract unless otherwise provided therein.

### **3.14 Joint and Several Liability**

Where two or more individuals or entities are joint Applicants under this Contract, all Applicants shall be jointly and severally liable to comply with all terms and conditions herein.

**3.15 Warranty**

Applicant warrants that all work and/or equipment furnished or installed by Applicant or its contractor shall be free of defects in workmanship and material. The warranty period shall begin from the date of final acceptance by SCE and extend for one (1) year. Should the work develop defects during that period, SCE, at its election, shall either (a) repair or replace the defective work and/or equipment, or (b) demand that Applicant repair or replace the defective work and/or equipment and, in either event, Applicant shall be liable for all costs associated with such repair and/or replacement. Applicant upon demand by SCE, shall promptly correct, to SCE's satisfaction and that of any governmental agency having jurisdiction, any breach of any warranty.

**3.16 Contract Effective Date**

This Contract shall not be effective unless it is (1) executed and delivered by Applicant to SCE together with payment required hereunder within ninety (90) days of the date in Paragraph 1 of this Contract and (2) accepted by SCE. This Contract shall then be effective on the date executed by SCE and shall take effect without further notice to Applicant.

**3.17 Commission Jurisdiction**

This Contract is subject to the applicable provisions of SCE's tariffs, including Rule 15, filed and authorized by the California Public Utilities Commission.

This Contract shall, at all times, be subject to such changes or modifications by the Public Utilities Commission of the State of California, as said Commission may, from time to time, direct in the exercise of its jurisdiction.

**3.18 Completion Date**

The completion date requested by Applicant is \_\_\_\_\_.

**4. SIGNATURE CLAUSE**

The signatories hereto represent that they have been appropriately authorized to enter into this Contract on behalf of the party for whom they sign.

APPLICANT(S)

CORPORATION, PARTNERSHIP, OR DBA: \_\_\_\_\_

NAME OF AUTHORIZED INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDITIONAL SIGNATURES FOR JOINT APPLICANTS

NAME OF AUTHORIZED INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NAME OF AUTHORIZED INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

APPORTIONMENT OF ADVANCE AMONG JOINT APPLICANTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOUTHERN CALIFORNIA EDISON COMPANY

NAME OF AUTHORIZED INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

DATE SCE FIRST READY TO SERVE: \_\_\_\_

WORK ORDER NO. 1024967 \_\_\_\_\_

ASSOCIATED WORK ORDER NOS. \_\_\_\_\_

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for the Johnson Student Center Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement with 3QC, Inc. for commissioning consulting services for the Johnson Student Center project at Santa Ana College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner's project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building's energy systems and components meet the owner's project requirements and the energy efficient standards as outlined the design.

**ANALYSIS:**

A Request for Proposal (RFP) #516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends 3QC for the Johnson Student Center at Santa Ana College after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications; record of past performance; reference checks; approach to work; ability to meet the

anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The services covered by this agreement shall commence February 23, 2016 and ends December 31, 2020. The contract is a not to exceed fee of \$104,850, which includes \$5,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with 3QC, Inc. for Commissioning Consulting Services for the Johnson Student Center Project at Santa Ana College as presented.

Fiscal Impact:	\$104,850 (includes reimbursables)	Board Date: February 22, 2016
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: 2/22/16**

**Project: Johnson Student Center**

**Site: Santa Ana College**

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**Consultant: 3QC, INC.**

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**Type of Service: Commissioning Consulting Services**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursable</b>	<b>Start</b>	<b>Duration</b>	<b>End</b>
Contract Amount		\$ 99,850.00	\$ 5,000.00	2/23/2016		12/31/2020
<b>Total Agreement Amount</b>		<b>\$ 104,850.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Agreement for commissioning consulting services for the Johnson Student Center at Santa Ana College

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**Total Proposed Amount:** \$ 104,850.00

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**Contract End Date:** 12/31/2020

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for the Science Center Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement with 3QC, Inc. for commissioning consulting services for the Science Center project at Santa Ana College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner's project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building's energy systems and components meet the owner's project requirements and the energy efficient standards as outlined the design.

**ANALYSIS:**

A Request for Proposal (RFP) #1516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, the Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends 3QC for the Science Center project at Santa Ana College after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications; record of past performance; reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The services covered by this agreement shall commence February 23, 2016 and ends December 31, 2020. The contract is a not to exceed fee of \$109,850, which includes \$5,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with 3QC, Inc. for Commissioning Consulting Services for the Science Center Project at Santa Ana College as presented.

Fiscal Impact:	\$109,850 (includes reimbursables)	Board Date: February 22, 2016
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: 2/22/16**

**Project: Science Center**

**Site: Santa Ana College**

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Consultant: 3QC, Inc.

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Type of Service: Commissioning Consulting Services

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Agreement Summary	No.	Amount	Reimbursable	Start	Duration	
						End
Contract Amount		\$ 104,850.00	\$ 5,000.00	2/23/2016		12/31/2020
<b>Total Agreement Amount</b>		<b>\$ 109,850.00</b>				
		<i>(Not to exceed)</i>				

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## **DESCRIPTION:**

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Agreement for commissioning consulting services for the Science Center at Santa Ana College

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**Total Proposed Amount:** \$ **109,850.00**

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**Contract End Date:** **12/31/2020**

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for the Science Center Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to add additional scope of work for a hazardous material inventory statement (HMIS). On October 13, 2014 the Board of Trustees approved an agreement with Hammel, Green and Abrahamson, Inc. (HGA) for Professional Design Services for the new Science Center at Santa Ana College. The District is in need of a HMIS as required by Title 24, California Code of Regulations, Part 9 California Fire Code and DSA. The HMIS is required to be completed by a design professional and indicates the amounts of chemicals that will be stored in the building and determines the proper room occupancy type based on Title 24 quantity limitations. The study was originally excluded from HGA's scope of work because there was a previous interpretation by DSA that this report must be completed by a third party entity and could not be performed by the design team. The design team has since received written clarification from DSA that it does not need to be a third party entity and may be performed by the design team directly.

**ANALYSIS:**

The amendment is to increase the contract by \$21,710. The District has reviewed the fee and it is reasonable and within industry standards. The total revised contract amount is \$4,632,965. The services covered by this agreement commenced on October 14, 2014 and ends June 30, 2020.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Hammel, Green and Abrahamson, Inc. for Professional Design Services for the Science Center Project at Santa Ana College as presented.

Fiscal Impact:	\$21,710	Board Date: February 22, 2016
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: 2/22/16**

Project: Science Center

Site: **Santa Ana College**

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Consultants: **Hammel, Green and Abrahamson, Inc.**

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Type of Service: Professional Design Services

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$3,909,395.00	\$ 200,000.00	10/14/2014		12/31/2019
Amendment #1		\$21,860.00		10/14/2014		12/31/2019
Amendment #2		\$480,000.00		10/14/2014		6/30/2020
Amendment #3		\$21,710.00		10/14/2014		6/30/2020
<b>Total Agreement Amount</b>		<b>\$4,632,965.00</b>				

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**DESCRIPTION:**

Amendment #3 for adding a hazardous material inventory analysis to the overall scope.

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**Total Proposed Amount:** **\$21,710.00**

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**New Contract End Date:** **6/30/2020**

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Amendment to Agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement for additional scope of work. On December 7, 2015 the Board of Trustees approved an agreement with PENCO Engineering, Inc. (PENCO) for topographic land survey consulting services for the Science Center at Santa Ana College. PENCO received an updated title report from the District for the campus which had additional easements that were required to be plotted on a campus map to determine if any easements were located within the Science Center boundary. The District has requested that PENCO incorporate all additional easements to ensure the new information is noted on the campus map in the correct locations. PENCO will be providing a final deliverable including a plotted map of boundaries and existing easements for the Santa Ana College property.

**ANALYSIS:**

The amendment is to increase the contract by \$3,880. The District has reviewed the fee and it is reasonable and within industry standards. The total revised contract is \$25,068. The services covered by this agreement commenced on December 8, 2015 and end June 30, 2016.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$3,880	Board Date: February 22, 2016
Prepared by:	Carri 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: 2/22/16**

Project: Science Center

Site: **Santa Ana College**

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Consultants: **PENCO Engineering, Inc.**

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Type of Service: Land Surveying Consulting

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$20,671.00	\$ 517.00	12/8/2015	6/30/2016
Amendment #1		\$3,880.00	N/A	12/8/2015	6/30/2016
<b>Total Agreement Amount</b>		<b>\$25,068.00</b>			

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**DESCRIPTION:**

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Agreement for land surveying consulting services for the new Science Center at Santa Ana College.

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**Total Proposed Amount:** **\$3,880.00**

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**Contract End Date:** **6/30/2016**

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for the Orange Education Center Project of Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the Orange Education Center project of Santiago Canyon College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner’s project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building’s energy systems and components meet the owner’s project requirements and the energy efficient standards as outlined the design.

**ANALYSIS:**

A Request for Proposal (RFP) #516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, the Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends Sindoni for the Orange Education Center project after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications;

record of past performance; reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The services covered by this agreement shall commence February 23, 2016 and ends August 30, 2019. The contract is a not to exceed fee of \$61,000, which includes \$1,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure E, Budget Stabilization, and Redevelopment Funds, and One-Time Mandated Cost funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for the Orange Education Center Project of Santiago Canyon College as presented.

Fiscal	Impact: \$61,000 (includes reimbursables)	Board Date: February 22, 2016
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: 2/22/16**

**Project: Orange Education Center**

**Site: Santiago Canyon College**

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**Consultant: Sindoni Consulting & Management Services, Inc.**

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**Type of Service: Commissioning Consulting Services**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursable</b>	<b>Start</b>	<b>Duration</b>	
						<b>End</b>
Contract Amount		\$ 60,000.00	\$ 1,000.00	2/23/2016		8/31/2019
<b>Total Agreement Amount</b>		<b>\$ 61,000.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Agreement for commissioning consulting services for the Science Center at Santa Ana College

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**Total Proposed Amount:** \$ **61,000.00**

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**Contract End Date:** **8/31/2019**

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for the Building "D" Interior Renovations at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement for an extension of time. On April 14, 2014 the Board of Trustees approved an agreement with WLC Architects, Inc. for design and programming services related to the Building "D" Renovations at the Santiago Canyon College. The Building "D" renovations are necessary to upgrade aged and damaged interior finishes at multiple areas of the building.

The scope of work for the first phase, completed in August 2015, included interior renovations of the math department division office. The second phase, which is currently in construction, includes the interior renovation of classrooms with new carpeting, painting, and ceiling tiles. The scope also includes the renovation of D-125 into a new digital media center and art exhibit space. The third phase, planned for fall 2016, will include the renovation of art classes, corridor, open lobby, lecture hall space, the forensic speech building, and the interior painting of the counseling area.

**ANALYSIS:**

In order for the architect to complete phases 2 and 3, the District recommends a contract extension. The services covered by this agreement commenced on November 18, 2014 and the new end date has been revised from December 31, 2015 through December 31, 2016. There are no additional costs for this amendment.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with WLC Architects Inc. for architectural and engineering services for the Building "D" Interior Renovations at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: February 22, 2016
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: 2/22/16**

Project: Building "D" Interior Renovations

Site: **Santiago Canyon College**

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Consultants: **WLC Architects, Inc.**

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Type of Service: Architectural and Engineering Services

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
					End	
Original Contract Amount		\$120,039.00	\$ 2,000.00	11/18/2014		12/31/2015
Amendment #1		N/A	N/A	11/18/2014		12/31/2016
<b>Total Agreement Amount</b>		<b>\$122,039.00</b>				

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**DESCRIPTION:**

Amendment for an extension of time only

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**Total Proposed Amount:**

**N/A**

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**Contract End Date:**

**12/31/2016**

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Agreement with Lentz Morrissey Architects for Professional Design Services for ADA Upgrades to the District Office	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for architectural services for the ADA upgrades project at the District Office to address scope of work associated with accessibility. The project consists of redesign of the parking lots, including ADA accessible parking, revise path of travel, modify existing stairs, create new ramps and remove existing barriers.

**ANALYSIS:**

A Request for Proposal (RFP) #1516-129 for architectural design services for ADA improvements at the District Office was released December 1, 2015 to three (3) pre-qualified firms specializing in small projects (Lentz Morrissey Architects, Santa Ana, NAC Architecture, Los Angeles, PBWS, Pasadena) with a due date of December 11, 2015. The District received responses from all three firms. A selection committee reviewed the proposals on December 14, 2015. An interview was held on January 5, 2016 with Lentz Morrissey Architects (LMA). The selection committee recommends LMA after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence February 23, 2016 and ends September 30, 2016. The contract is a not to exceed fee of \$32,800, which includes \$1,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Lentz Morrissey Architects for Professional Design Services for ADA Upgrades to the District Office as presented.

Fiscal Impact:	\$32,800 (includes reimbursables)	Board Date: February 22, 2016
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: 2/22/16**

**Project: ADA Upgrades**

**Site: District Office**

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Consultant: Lentz Morrissey Architects

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Type of Service: Professional Design Services

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Agreement Summary	No.	Amount	Reimbursable	Start	Duration	
						End
Contract Amount		\$ 31,800.00	\$ 1,000.00	2/23/2016		9/31/16
<b>Total Agreement Amount</b>		<b>\$ 32,800.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Agreement for professional design services for the ADA Upgrades Project at the District Office

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**Total Proposed Amount:** \$ 32,800.00

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**Contract End Date:** 9/31/16

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Lease Agreement with Latin Digital Audio	
Action:	Request for Approval	

**BACKGROUND**

The District operates a business incubator for start-up digital media companies at the Digital Media Center (DMC). The incubator was developed as a result of grant funding received from the U.S. Department of Commerce, Economic Development Administration.

**ANALYSIS**

Latin Digital Audio finds itself in the midst of a technological revolution in the audio recording industry. Every aspect of the business, from production to marketing and distribution, we seek to contribute to technological advances in the audio recording field by exploring our own proprietary software and digital media platforms to accelerate our business objectives.

As a start-up, Latin Digital Audio is looking to validate their business model by taking advantage of the valuable services provided for entrepreneurs at the DMC, including mentorship, access to student interns, access to investors, and office space. Through these services, the company hopes to grow and create much needed jobs in our community.

The recommended lease conforms to the District's standard lease agreement for DMC tenants and is for a period of one year: February 23, 2016 to February 22, 2017. The square footage for the rentable area included in this lease agreement is 197 square feet.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the lease agreement with Latin Digital Audio and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$4,018.80	Board Date: February 22, 2016
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**SANTIAGO CANYON COLLEGE**

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Agreement with Innovation Protocol, Inc. for Strategic Brand Development	
Action:	Request for Action	

**BACKGROUND**

Since the recession ended, until 2014, Santiago Canyon College (SCC) had limited funding to market itself to potential students and the community. A marketing task force was formed in 2014 to examine methods for marketing the college to boost enrollment. With the allocation of one-time funding, SCC is looking to create marketing that clearly differentiates SCC from other community colleges.

In the current competitive environment, the college desires to ensure that the SCC brand is clearly articulated to all prospective students and to the community.

**ANALYSIS**

In today's marketplace, current and prospective students have many options open to them. By implementing research techniques based on marketing industry standards, SCC will succeed in differentiating itself from its competitors and will succeed in attracting more students.

The consulting agency will incorporate a wide range of tactics that will ultimately result in the delivery of the following elements in the college's brand platform: brand positioning statement, brand pillars, personality, and tone, up to two communication scenarios illustrating the use of the brand in context, and, up to five tagline options that illustrate the brand position.

Once completed, paid marketing efforts can clearly communicate SCC's brand that will better resonate with current and prospective students. Services under this agreement shall commence on February 23, 2016 and end no later than June 30, 2016. The project is funded by stabilization funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract with Innovation Protocol, Inc. for Strategic Brand Development as presented.

Fiscal Impact:	not to exceed \$38,500	Board Date: February 22, 2016
Prepared by:	Judy Iannaccone, Director, Public Affairs & Publications, Public Affairs & Publications	
Submitted by:	John Weispfenning, Ph.D., President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**STATEMENT OF WORK**

# RETHINK WITH US.

## INTRODUCTION

This agreement is between Innovation Protocol ("IP") and Santiago Canyon College ("SCC"). This agreement is effective as of date signed, ("SOW Effective Date"). No services shall be furnished to SCC by virtue of delivery of this SOW alone, but shall require signatures by SCC and IP, signifying mutual agreement to the terms of this contract.

## WORKING WITH YOU

### INNOVATION PROTOCOL ENGAGEMENT TEAM

Innovation Protocol's multi-disciplinary team will include brand professionals from our Los Angeles office who will work with you throughout the duration of the engagement. This initiative will be led by the following team:

<b>BRAND DEVELOPMENT</b>	<ul style="list-style-type: none"><li>- Jamie Sperling / Senior Consultant, Brand Development</li><li>- Christiana Morgenroth / Analyst, Brand Development</li><li>- Jeremy Tucker / Director, Brand Development</li><li>- Matt Clayman / Director, Client Partnerships</li></ul>
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### SCC ENGAGEMENT TEAM

The following individuals have been identified as those who will be empowered to review and approve work on behalf of the SCC brand:

<b>SCC CORE TEAM</b>	<ul style="list-style-type: none"><li>- John Weispfenning</li><li>- Judy Iannaccone</li></ul>
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Prior to commencing work, SCC will designate one person on SCC's core team who will be the primary project lead to communicate with IP on behalf of SCC and the SCC brand development program.

### Status Reports

IP will send the SCC core team weekly email status reports. The status reports will review work accomplished to date, highlight and discuss outstanding or unexpected challenges and outline elements to be executed before the following report. If requested by SCC, IP will also provide a weekly check in call where the weekly status reports can be discussed in more detail.

### Responsiveness

In order to ensure quick response times, IP will provide office and mobile phone numbers for each IP team member to SCC. All IP team members will respond to calls and emails from SCC within one business day of having received the communication from SCC. The only exception will be if a team member is out of the office due to illness or personal matters that cannot be delayed until the end of the brand development program.

## PHASE 1. BRAND RESEARCH & DIRECTION

### A. Kickoff Session / Information & Insight Handoff

- IP will host a **two-hour Kickoff Session**, with the SCC core team via an in person meeting at the SCC campus / office as well as via conference call for any remote SCC team members who need to be a part of the Kickoff Session. Prior to the Kickoff Session, IP will provide SCC with a Kickoff Packet that will detail the items that will be covered during the Kickoff Session.
- During the Kickoff Session, the following elements of the Brand Research & Direction phase of work will be discussed:
  - Elements of Discovery and Positioning to be completed within the first four weeks of the program
  - Timeline, deliverable dates and presentation scheduling
  - Interview participants & scheduling of phone interviews
  - Scheduling of on-campus engagement with students
  - Primary, secondary and tertiary markets and audiences of focus for SCC offerings
  - Research documents for auditing communications
  - Competitors for audit and analysis
  - Current and potential SCC portfolio of offerings
  - SCC business strategy
  - Review of past brand / marketing / market research
- In addition, and if deemed necessary, SCC will need to compile all previous research studies and brand work into a brief presentation (not to exceed 45 minutes) that SCC will deliver to the IP team during the Kickoff Session.
- Scheduling of the SCC Brand Direction presentation must be confirmed within **five (5)** business days of concluding the Kickoff Session. This presentation must occur within **four (4) weeks** from the date of the Kickoff Session to avoid timeline delays.

### B. Community College Industry & SCC Communications Audit

- The SCC core team will supply documents and resources discussing or describing SCC (marketing and sales collateral along with any internal communication executions), its market and the competitive ecosystem(s) in which SCC operates. These assets will be submitted to IP via email, or mail post for immersion and preparation within **three (3)** business days of concluding the Kickoff Session.
- Most relevant materials will be discussed during and following the Kickoff Session. Items to be provided may include:
  - Relevant press, news articles, press releases and interviews about the state of community colleges and/or SCC
  - Press pieces, articles, interviews crafted by SCC or where SCC is the subject matter
  - Blogs
  - Industry publications/trade publications
  - Brochures
  - Video clips
  - Social media
  - Newsletters
  - Online resources
  - Analyst reports
  - Market reports
  - Recruitment collateral
  - Alumni communications
  - On campus signage
  - Any other beneficial resources/materials as determined by the SCC core team

- Timing for this phase is dependent on the core team's ability to expeditiously deliver all requested materials within **three (3)** business days of concluding the Kickoff Session.

### C. Competitive Analysis

- The SCC core team will identify and communicate a total of **five competitors** (three direct and two indirect) for IP's review within **three (3)** business days of concluding the Kickoff Session.
- Once identified, IP will:
  - Access and review competitors' communication materials, including but not limited to:
    - o Website
    - o Advertising
    - o Marketing communication collateral
    - o Branded terminology
    - o Industry Jargon
  - Assess competitive messaging for brand elements such as mission, vision, positioning, messaging, services/offerings, differentiation, naming/service architecture, and other notable brand elements
- Timing for this phase is dependent on the core team's ability to expeditiously deliver the names of competitive organizations for IP to analyze within **three (3)** business days of concluding the Kickoff Session.

### D. Stakeholder Interviews

- IP will execute a maximum of **thirteen (13) thirty (30) minute internal and external stakeholder interviews** (via in person and phone pending participants' preference and availability).
  - Prior to conducting interviews, IP will draft and share an interview discussion guide including questions, themes and direction that might be used during interviews
  - IP will also provide the SCC core team with an email script for requesting participation, to be modified at the core team's discretion when contacting internal and external stakeholders.
  - If needed, the core team can deliver the discussion guide to interview participants prior to participation.
- The SCC core team will assist IP in the coordination of all internal interviews (i.e. scheduling attendees).
- Timing for this phase is dependent on the core team's ability to expeditiously deliver all requested interviewee contact information within **three (3)** business days of concluding the Kickoff Session, as well as interviewee availability.
- Final number of interviews completed will be depend on SCC personnel and external stakeholder availability within the research window allotted (see Program Timeline section below).

### E. Brand Engagement

- IP will tour the campus and spend additional time on the SCC campus with the intended purpose of having group discussions with enrolled students.
  - Conduct two one-hour long pizza round table discussions with students – SCC will assist IP in the coordination of two round table discussion with enrolled SCC students. Each round table discussion should be comprised of up to 5 enrolled students. SCC will also provide the facilities to conduct the pizza round table discussions.

### F. Positioning Development

- IP will identify, formulate, and develop **three (3) positioning options/directions** for SCC that will lay the foundation for all brand messaging development in the subsequent phase of work.
- The positioning options/directions will set the stage for SCC's brand platform, and will articulate the balance between the emotional and functional characteristics uncovered during Research.

**G. Brand Direction Presentation**

- Brand Direction Presentation – research finding and brand positioning options/directions presented **within four (4) weeks following the Kickoff Session**
- The Presentation will include the following:
  - Findings from desk and field research
  - Review of direct and indirect competitors
  - SCC brand opportunities and hurdles
  - Student perspective of SCC
  - Brand elements that should be retained
  - Positioning narrative framework and brand positioning options/directions – strategic directions the SCC brand should consider pursuing
- The SCC core team will have **three (3)** business days to give feedback and select a positioning direction for refinement during the next phase of work, Brand Platform development. The final iteration of the brand positioning will be delivered as part of the SCC Brand Platform along with the other brand platform elements (personality, tagline, etc.).
- Delay in feedback and selecting a direction may result in project delays during the subsequent phases of work.

## PHASE 2. BRAND SYSTEM

### A. Brand Platform Development & Presentation

- Based on feedback from previous phase of work, IP will develop the SCC brand verbal system.
- Brand Platform Elements are an overview of the brand's refined verbal system that ultimately become a framework for creating a consistent brand experience. Depending on needs identified during Phase One, the SCC Brand Platform Presentation will include:
  - Recap of relevant research findings
  - Brand positioning statement
  - Mission and vision statements
  - Brand Pillars, personality, and tone
  - Up to two communication scenarios illustrating the use of the brand in context
  - Up to five tagline options that illustrate the brand position
- Upon delivery of the Brand Platform presentation, the core team will have **five (5)** business days to review and provide feedback for one round of revisions.
- The final Brand Platform will be delivered via email as a PDF.
- Should the core team request additional rounds of revisions, they will be considered out of scope and IP will bill additional hours, separately, at our hourly rate of \$250/hr.
- Request for additional revisions may result in project delay of the subsequent phases of work.

**PROGRAM TIMELINE**

PHASE	WORKING STEP / DELIVERABLE	TIME	February				March				April			
Phase 1	Brand Direction	4 weeks												
	Kickoff / Brand Audit						█							
	Industry Analysis						█	█						
	Communications Audit						█	█						
	Competitive Analysis						█	█						
	Stakeholder Interviews							█	█					
	Brand Engagement							█	█					
	Brand Direction Presentation										█			
Phase 2	Brand Creation	3 weeks												
	Brand Platform Development										█	█	█	

**SERVICE FEES**

TOTAL SERVICE FEES - \$38,500

**Monthly Payment Schedule**

- Upon Signing the SOW - \$12,832
- Upon Delivery of the Brand Direction Presentation - \$12,832
- Upon Delivery of the Brand Platform Presentation - \$12,836

You will receive an invoice for the scheduled payment. All invoices are payable 30 DAYS FOLLOWING RECEIPT.



## PROJECT DELAYS

Timing for the phases of work detailed in this SOW is based on a historical understanding of the time required to perform similar work for other clients, as well as the availability of key IP personnel allocated to this particular engagement. Pricing for the project is based on the allocation of Innovation Protocol personnel to this engagement. In order to best serve our clients and ensure the most appropriate staff are placed on this project, IP will effectively "reserve" key staff during the phases of work to which they are assigned. In order to ensure that reserved staff are fully dedicated at the right time(s), it is important that the brand development program progresses at the rate described within this SOW.

IP will provide status reports detailing milestones achieved, the current state of the project and upcoming milestones and dates. If delays are caused by the SCC core team that require IP to halt work (e.g. a key decision-maker cannot attend a meeting, work cannot progress without that decision-maker's buy-in, and the meeting must be rescheduled well into the future), IP will make every effort to continue progress on the project, if possible, and make up lost time. However, if delays caused by the SCC core team require the commencement of subsequent working steps to be postponed, and IP can neither make up lost time by working more quickly on subsequent working steps nor allocate "reserved" IP resources to other projects, there may be cost implications beyond those included in the Total Service Fees. IP will communicate to the SCC core team if project delays are running the risk of delaying the overall project, and whether the project is risking time/cost overruns. If necessary, the cost to extend the project due to overruns will be included in a new SOW or amendment to this SOW.

## PROJECT DELIVERABLE REVISIONS

Revisions that are considered beyond scope will be discussed with the SCC core team at the time such revisions are requested and may be billed at our hourly contracted rate of \$250/hour.

Additional changes requested beyond the scoped rounds of revisions scoped may result in subsequent task delays.

### Revisions considered in-scope are those that:

- Are requested within the allotted review period and number of rounds of revisions
- Relate to semantics, style, tone, optimization of findings or recommendations

### Revisions considered out-of-scope are those that:

- Fall outside of the allotted review period or number of rounds of revisions
- Involve a material shift in strategy or creative direction

Requested changes beyond the allotted review period or number of rounds of revisions will be billed separately at our hourly rate for revisions of \$250/hour.

### Revision approval protocol:


- Should out-of-scope revisions occur, IP will communicate the potential costs to the SCC core team before any out-of-scope work begins.

## ADDITIONAL ENGAGEMENT COSTS

SCC may also receive an invoice for costs incurred outside of our professional fees. All out-of-pocket expenses above \$1,000 will be submitted for pre-approval by the SCC core team before additional costs are incurred by Innovation Protocol. These may include travel expenses, delivery fees, catering for meetings with SCC (if requested by SCC), print production, and unique production materials (e.g., image/font purchases)

**EXIT CLAUSE:** IF AT ANY POINT SCC WISHES TO TERMINATE THE WORK INCLUDED IN THIS SOW, THE ONLY COSTS SCC WILL BE RESPONSIBLE FOR ARE PAYMENTS ASSOCIATED WITH SIGNING THE SOW ALONG WITH ANY DELIVERABLES PROVIDED TO SCC PRIOR TO TERMINATION OF THE SOW, AND ANY REIMBURSABLE EXPENSES INCURRED ON THE PROJECT TO DATE. FOR IN-PROCESS WORK, THE AMOUNT WILL BE EQUAL TO A PRO-RATA AMOUNT OF THE WORK PERFORMED, CALCULATED AS PERCENTAGE OF THE WORK COMPLETED. FOR EXAMPLE, IF A PROJECT PHASE IS 5 WEEKS, AND SCC TERMINATES WORK 2 WEEKS INTO THE 5-WEEK PHASE, THEN THE PRO-RATA AMOUNT ASSIGNED TO THAT PHASE WOULD BE 40% (2/5) OF THE TOTAL PHASE AMOUNT MINUS THE AMOUNT PAID UPON SIGNING THE SOW.

**IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS STATEMENT OF WORK (“SOW”) EFFECTIVE AS OF THE DATE WRITTEN BELOW.**

INNOVATION PROTOCOL, INC.	SANTIAGO CANYON COLLEGE
Signature: 	Signature:
(Authorized Signatory)	(Authorized Signatory)
Sasha Strauss	
(Printed Name)	(Printed Name)
Managing Director	
(Title)	(Title)
2/05/2016	
(Date)	(Date)

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 Related to RFP #13-001	
Action:	Request for Approval	

**BACKGROUND**

On behalf of community colleges, the Foundation for California Community Colleges (FCCC) underwent competitive solicitation for Cost Per Copy Printing Services, RFP #13-001. This included cost per copy service and supply plus equipment lease and equipment purchase of multi-function devices (copiers) and production equipment. In order to utilize this agreement, Board approval is required.

**ANALYSIS**

As yearly copier leases expire and technology advances, replacement of multi-function devices for instructional and office use is an ongoing necessity for the District. Currently, the District has been purchasing and leasing these devices, related software, and services from the Xerox Corporation through the FCCC agreement #CB 13-012 under RFP #13-001. However, the District is interested in having more than one manufacturer to choose from to meet our technology needs. Under the same RFP, the FCCC has also awarded an agreement to Konica Minolta, agreement #CB 13-011 as another option for procuring multi-function devices, related software and services. This agreement also includes piggybackable language allowing utilization by any California community college. It is in the best interest of the District to have the flexibility to procure from more than one manufacturer to take advantage of the different features, services and price levels. This will allow us to select the best solution for our specific needs.

The FCCC RFP was developed through a rigorous specification and evaluation process with participation from purchasing representatives of the CA community college districts. Under this agreement, the District has the option to lease equipment with a \$1.00 buyout or purchase equipment. Depending on the procurement option and model selected, the FCCC contract pricing can range between 65% - 75% off manufacturer's suggested retail price. Both lease and purchase options comprise an all-inclusive cost per copy service which includes all maintenance (parts & labor) and consumables (except paper) regardless on the volume. The term of this contract is two years with three one-year renewals.

Attached are excerpts from the FCCC contract. The remaining pages are available for review in the Purchasing Department.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the use of the Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 related to RFP #13-001 for Cost Per Copy Printing Services including equipment lease and purchase of multi-function devices (copiers) and production equipment and all future renewals offered by Konica Minolta and approved authorized dealers as the vendor as presented.

Fiscal Impact:	To Be Determined	Board Date: February 22, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	



FOUNDATION for CALIFORNIA  
COMMUNITY COLLEGES  
[www.foundationccc.org](http://www.foundationccc.org)

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES  
ADMINISTRATIVE SERVICES AGREEMENT**

**CB 13-011**

This ADMINISTRATIVE SERVICES AGREEMENT ("Agreement") is made this **10th day of September, 2013**, between the Foundation for California Community Colleges ("Foundation") and **Konica Minolta Business Solutions U.S.A., Inc.** ("Supplier").

**RECITALS**

The Foundation desires to have **Konica Minolta Business Solutions U.S.A., Inc.** ("Supplier") provide (Services/Products) as described in RFP #13-001, which in its entirety shall serve as Exhibit C.

This Agreement provides that any or all public agencies, public and private school districts, public and private colleges or universities, or the Foundation in California (collectively, "Participating Public or Private Agencies") based in the state of California may purchase Products at prices stated in the RFP #13-001, upon mutual acceptance and subject to prior credit approval by Supplier of each participating agency;

THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, the Foundation and Supplier hereby agree as follows:

**TERMS AND CONDITIONS**

1. The Supplier shall perform all of its duties, responsibilities, and obligations in the time and manner as required to be performed by the Supplier as set forth in the Agreement.
2. The Foundation shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Agreement as set forth herein, and the Supplier hereby agrees that the Foundation shall act in the capacity of administrator of purchases under the Agreement.
3. With respect to any purchases by Participating Public or Private Agencies pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating

Public or Private Agencies; (ii) shall not be obligated, liable or responsible for any order made by Participating Public or Private Agencies or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable, or responsible for any failure by any Participating Public or Private Agencies to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Public or Private Agencies or any employee thereof under this Agreement or the Agreement.

4. With response to Supplier use of Subcontractors: within ten (10) days of the issuance of a Purchase Order or other instrument evidencing the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) under this Agreement, the Supplier shall provide the Participating Public or Private Agency issuing such Purchase Order or other instrument with a written list of Subcontractor(s) to the Supplier for completing the Supplier's obligations under such Purchase Order. The written list of Subcontractors shall identify each Subcontractor who will provide work, labor, or materials valued at one-half of one percent (0.05%) of the total value of the Purchase Order and shall identify the work to be performed by each such Subcontractor and each Subcontractor's business location. The Supplier shall not substitute any listed Subcontractor, except upon the express consent of the Participating Public or Private Agency, as applicable and in strict conformity with applicable law.
5. Insurance. Within ten (10) days of the issuance of a Purchase Order or other similar instrument for the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) under this Agreement, the Supplier and each Subcontractor, identified in its Subcontractors List issued by the Supplier for such Purchase Order, shall deliver to the Foundation, and to the Participating Public or Private Agency issuing the Purchase Order or other similar instrument, Certificates of Insurance evidencing the insurance coverage in the minimum coverage amounts noted below. The foregoing notwithstanding, a Participating Public or Private Agency may require additional or different insurance coverage or minimum coverage amounts in connection with any specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). In such event, to ensure appropriate Supplier compliance, a written request for consideration of such additional or different insurance requirements shall first be made to Supplier prior to issuance of a Purchase Order or other instrument evidencing the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options), and the Supplier shall comply with the same.
  - a. Workers' Compensation Insurance. The Supplier and all Subcontractors shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
  - b. Commercial General Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons; damage to property; completed operations; and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.



- c. Professional Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Professional Liability Insurance policies covering liability arising from any error, omission, negligent or wrongful act of the Supplier or Subcontractor with limits of not less than \$1 million per occurrence and \$2 million aggregate.
  - d. Modifications; Cancellation; Additional Insured. The Foundation and each Participating Public or Private Agency procuring Cost Per Copy Print Services hereunder shall be included as an additional insured to the Commercial General Liability insurance policies of the Supplier and its Subcontractors for each specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). The Workers' Compensation insurance policy, the General Liability insurance policy, and the Professional Liability insurance policy of the Supplier and each Subcontractor for each specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) shall include provisions that the policy terms will not be materially modified and that the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Public or Private Agency, as applicable.
6. Performance Bond. Purchase Order or other similar instrument; provide the Participating Public or Private Agency with a Performance Bond in connection with a specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). If required, the Performance Bond shall be in the form and content included in the RFP and shall be in a penal sum equal to One Hundred Percent (100%) of the value of such Purchase Order or other instrument. Performance Bonds, if required, shall be acceptable only if issued by an Admitted Surety Insurer under California law.

#### **SPECIFIC PROVISIONS**

7. Term. The Term of this Agreement will be for two (2) years, commencing on the date set forth in the Agreement and terminating two (2) years thereafter. The Foundation and Supplier, upon mutual consent, shall have the option to extend the Term for three (3) additional one (1) year Terms ("the Extended Terms") by written notice not less than one (1) month prior to and not more than three (3) months prior to expiration of the Term or the Extended Term, as applicable. If the option for the Extended Terms are exercised, all terms and conditions set forth herein shall be applicable to the Extended Terms, except as expressly modified by written modifications duly executed on behalf of the Foundation and the Supplier. In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the Foundation to initiate a new RFP and subsequent Agreement, the Supplier agrees to continue to provide goods and/or services to the Participating Public or Private Agencies on a month to month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently at the Agreement expiration date.
8. Right to Terminate. Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination

at least thirty (30) days in advance. Termination by Participating Agency will refer to Exhibit B (Special Terms and Conditions, Termination of Contract by Participating Agency only for Termination terms and conditions.)

### QUARTERLY FEES & REPORTING

9. Accounting and Right to Audit. Supplier shall, at its expense, maintain accounting of all purchases made by Participating Public or Private Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation. Furthermore, the Foundation, at its sole discretion, may compare Participating Public or Private Agency Records with quarterly reports submitted by Supplier. If a discrepancy is found, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier's quarterly reports. The Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the record and report reviews; the audit; Foundation staff time; and expenses, counsel, and collection.
10. Quarterly Fees and Reports. Supplier shall pay the Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes for all purchases by Participating Public or Private Agencies under the awarded RFP, and shall provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears in Attachment 2. Quarterly fees and reports shall be made with respect to all purchases shipped and billed pursuant to the Agreement for the applicable quarter. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.
11. Material Breach. Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified in item 10 shall be regarded as a material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement. All administrative fees not paid within thirty (30) days of the end of each quarter shall bear interest at the rate of 1 1/2% per month until paid.
12. Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or

submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 10 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).

### **GENERAL PROVISIONS**

13. Supplier may submit for review new or enhanced products within the various Applications specified in the RFP #13-001 that were not part of the Supplier's product line at contract signing. The Foundation will review the products to ensure they meet minimum requirements and at the Foundation's sole discretion, add products to the contract if deemed acceptable. Supplier must honor enhanced warranty and offer same tiered discount (for similar application) from original RFP response.
14. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail. The exhibits will be given precedence as follows: (1) Mandatory Performance of Services Specifications (Exhibit A); (2) Special Terms and Conditions (Exhibit B); (3) Request for Proposal or RFP (Exhibit C); and (4) Supplier Response to the RFP (Exhibit F).
15. Any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from the Foundation.
16. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which the prevailing party may be entitled.
17. This Agreement and the Foundation's rights and obligations hereunder may be assigned, at the Foundation's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform the Foundation's obligations hereunder. This Contract shall not be assignable by the Supplier in whole or in part without the written consent of the Foundation. For the purpose of this paragraph, Foundation will not unreasonably prohibit Supplier from freely assigning its rights for third party financing and invoicing purposes, subject to prior credit approval, provided that Contractor remains responsible for its obligations hereunder. All reports, notices, and other written or

electronic communications given hereunder shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

A. Foundation

**Foundation for California Community Colleges**  
1102 Q Street, Suite 3500  
Sacramento, CA 95814  
Attn: Jorge J.C. Sales, Director of CollegeBuys  
Email: [jsales@foundationccc.org](mailto:jsales@foundationccc.org)

B. Supplier

**Konica Minolta Business Solutions**  
Address:

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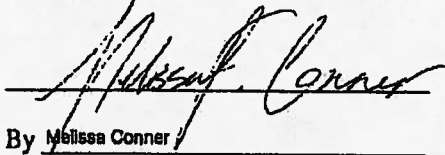
Attn:  
Phone:  
Email:

19. Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatever.
20. This Agreement may not be effectively amended, changed, modified, altered, or terminated without the prior written consent of the parties hereto.
21. General Indemnity. Each party to this Agreement ("Indemnitor") agrees to indemnify, defend and hold harmless the other, and its directors, officers, employees, successors and assigns (collectively, "Indemnitees") against any and all losses, liabilities, claims, actions, suits, proceedings, penalties, fines, damages, costs or expenses, including, but not limited to, reasonable attorneys' fees (including fees and disbursements of in-house and outside counsel), property damage, loss of use, maintenance, cure, or wages, and personal injury or illness and/or death, resulting from, arising out of, or connected with the performance of services or any error, act or omissions related to the same by Indemnitor or its employees, subcontractors, or any person or entity for whom the Indemnitor is responsible under this Agreement. The Indemnitor assumes no liability for the sole negligence or willful misconduct of the Indemnitees. It is the intention of the Parties that where the fault of Foundation and Supplier is determined to have been contributory to a matter subject to this Section 21, principles of comparative fault shall be followed and each party shall bear the proportionate cost of any share of such proportional comparative fault and pay such proportionate cost of any defense and indemnity attributable to the fault of that party, its directors, officers, employees, subcontractors, or any person or entity for whom the Indemnitor is responsible under this Agreement.

22. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, by a California court of appropriate jurisdiction, as a contract executed and delivered within the State of California.
23. This Agreement shall inure to the benefit of and shall be binding upon the Foundation, the Supplier, and any successor and assign thereto subject, however, to the limitations contained herein.

IN WITNESS WHEREOF, the Foundation for California Community Colleges has caused this Agreement to be executed in its name, and the Supplier has caused this Agreement to be executed in its name, all as of the date first above written.

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

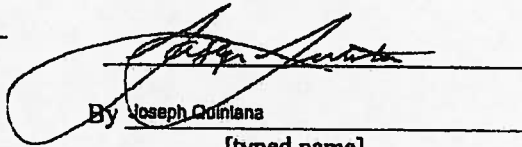
  
\_\_\_\_\_

By Melissa Conner

[typed name]

Title Vice President, Advancement

Date 9/13/13

  
\_\_\_\_\_

By Joseph Guiniana

[typed name]

Title Vice President, Program Development

Date 9/13/13

**SUPPLIER: Konica Minolta Business Solutions U.S.A., Inc.**

  
\_\_\_\_\_

By William Troxil

[typed name]

Title President & Coo

Date Sept. 25, 2013

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Surplus Property	
Action:	Request for Approval	

**BACKGROUND**

The District has accumulated a considerable amount of surplus property which requires an auction to dispose of this property. Legally, in order to dispose of District property, the Board must take action to declare the left over items as surplus prior to the auction.

**ANALYSIS**

An open house was held on January 21, 2016 for District staff to select usable items for their divisions or departments. The same day, an open house was held for non-profit organizations and school districts to select from the remaining items per District Board Policy BP6550. One (1) school district and one (1) non-profit agency attended the preview. Attached is a listing of all the surplus property as of February 8, 2016. This record will change as items continually move in and out of storage. Also, there are non-inventoried, miscellaneous items and e-waste that are not listed but will be sold or disposed.

Therefore, it is recommended that The Liquidation Company (TLC) auctions off the District's surplus property in accordance with the terms and conditions of the current contract. The auctioneer's commission fee is 35.00% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, labor and other related functions. Their performance and service have been very satisfactory. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers and they are licensed e-waste collectors. The contract is good through June 30, 2018.

Following the auction, District staff shall discard any remaining surplus property. This is in accordance with Board Policy BP6550 and AR6550.

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the attached list of equipment as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: February 22, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Chancellor	

**Rancho Santiago Community College District**  
**Surplus Furniture and Equipment at February 8, 2016**

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
305191	EQ	READER/PRINTER, MINOLTA BI-MODAL	1618345	0000	SW	SW	06/01/91	02/04/16	\$ 7,205.00
307405	TE	PRINTER, HEWLETT PACKARD LASERJET 4	USBC057847	0000	SW		01/01/93	09/03/15	\$ 1,373.00
306728	TE	PRINTER, H.P. LASER JET IV	USFC072075	0000	SW	SW	11/01/94	02/04/16	\$ 2,376.00
304991	TE	COMPUTER, USM	553046061781	0000	SW	SW	12/01/96	02/04/16	\$ 2,424.00
304993	TE	COMPUTER, USM	553046061785	0000	SW	SW	12/01/96	02/04/16	\$ 2,424.00
303897	TE	COMPUTER, USM W/MONITOR	553046131338	0000	SW	SW	05/01/97	02/04/16	\$ 1,961.00
303919	TE	COMPUTER, USM W/MONITOR	553046131334	0000	SW	SW	05/01/97	02/04/16	\$ 1,961.00
304245	TE	COMPUTER, USM W/MONITOR	553046131659	0000	SW	SW	05/01/97	02/04/16	\$ 1,961.00
304264	TE	COMPUTER, USM W/MONITOR	553046131534	0000	SW	SW	05/01/97	02/04/16	\$ 1,961.00
307500	TE	PRINTER,HP,LASERJET 4000	USAQA003108	0000	SW	SW	04/28/99	02/04/16	\$ 1,090.16
308372	TE	COMPUTER, DELL B-2-DESK TOP,	CLKST	0000	SW	SW	01/13/00	02/04/16	\$ 1,919.03
310965	EQ	PROJECTOR, ANSI LUMENS	0005924	0000	SW	SW	06/08/00	02/04/16	\$ 6,692.35
F31246	TE	COMPUTER, DELL, GX200 MINI	8K4MG01	1803	SW		03/23/01	02/08/16	\$ 1,768.35
311865	TE	PRINTER, HEWLETT-PACKARD	JHB3067084	2230	SW	SW	05/29/01	02/05/16	\$ 2,050.55
313904	TE	PRINTER, HP LASERJET 9000N	JPBHP14659	0000	SW		03/15/02	02/08/16	\$ 5,246.60
313969	TE	COMPUTER, LAPTOP LATITUDE	714ZC11	3630	SW		04/15/02	12/09/15	\$ 3,064.48
313980	EQ	PROJECTOR, MITSUBISHI MODEL	0002925	2370	SW	SW	04/17/02	02/04/16	\$ 3,909.17
314019	EQ	COMPUTER, LATITUDE C840	G95KF11	0000	SW		04/25/02	12/09/15	\$ 3,105.40
314047	TE	COMPUTER, DELL OPTIPLEX	2C0CH11	2370	SW	SW	05/14/02	02/04/16	\$ 1,215.40
314238	TE	COMPUTER, DELL OPTIPLEX	H6JFK11	2490	SW		06/13/02	02/08/16	\$ 1,795.10
F32001	TE	SERVER, DELL POWEREDGE	8G1TL11	1102	SW		07/03/02	02/08/16	\$ 5,322.99
314334	TE	COMPUTER, DELL OPTIPLEX	6SWZP11	0000	SW	SW	07/31/02	02/04/16	\$ 1,798.35
314373	TE	COMPUTER,DELL OPTIPLEX GX240	G9SZS11	2370	SW	SW	09/03/02	02/05/16	\$ 1,650.71
314483	TE	COMPUTER, DELL OPTIPLEX	3BKP321	2275	SW	SW	12/03/02	02/05/16	\$ 1,514.94
314487	TE	COMPUTER, DELL OPTIPLEX	2BKP321	2275	SW	SW	12/03/02	02/04/16	\$ 1,514.94
F32195	TE	COMPUTER, DELL OPTIPLEX	CQLP321	1801	SW	SW	12/03/02	02/04/16	\$ 1,514.94
F32199	TE	PRINTER, HP LASERJET 3300	SSGG2311F46	1803	SW		12/05/02	02/08/16	\$ 473.03
F32391	TE	PRINTER	SJPCKF32500	1102	SW	SW	07/28/03	02/04/16	\$ 2,140.05
314782	TE	EDGE SWITCH	F0X072202X7	3009	SW		08/13/03	12/09/15	\$ 38,028.30
F32502	EQ	PROJECTOR, INFOCUS	AALN31990483	1127	SW		09/18/03	02/03/16	\$ 1,800.50
314922	TE	COMPUTER, DELL	8840X31	7910	SW	SW	12/29/03	02/05/16	\$ 1,098.20
314933	TE	SERVER, POWEREDGE	CWW4441	2370	SW		01/13/04	02/08/16	\$ 1,685.02

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
314934	TE	SERVER, POWEREDGE	GWW4441	2370	SW		01/13/04	02/08/16	\$ 1,685.02
314940	TE	COMPUTER	FLHZ441	2271	SW	SW	01/20/04	02/05/16	\$ 1,832.17
314950	TE	COMPUTER	G7WF741	0000	SW		02/04/04	02/08/16	\$ 1,508.22
F32641	TE	PRINTER, HP 2300N	CN3CR1306W	1801	SW		03/12/04	09/03/15	\$ 727.06
315058	TE	XEROX WORKCENTRE	128693	2490	SW		03/29/04	02/03/16	\$ 1,588.24
315050	TE	COMPUTER,	D31RM41	0000	SW	SW	04/02/04	02/04/16	\$ 1,434.78
315404	TE	COMPUTER, ROBB	61LC851	3330	SW	SW	07/22/04	02/04/16	\$ 1,379.25
F32988	TE	COMPUTER,	4G87M51	1803	SW	SW	09/08/04	02/04/16	\$ 982.70
315584	TE	COMPUTER,	YM4396YFRK4	2370	SW		09/29/04	02/08/16	\$ 4,226.54
315585	TE	COMPUTER,	YM4396XYRK4	2370	SW		09/29/04	02/08/16	\$ 4,226.54
315586	TE	COMPUTER,	YM4396YPRK4	2370	SW		09/29/04	02/08/16	\$ 4,226.54
315590	TE	COMPUTER, APPLE	YM439EMERK4	2370	SW		09/29/04	02/08/16	\$ 3,521.59
315594	TE	COMPUTER, APPLE	YM4396ZVRK4	2370	SW		09/29/04	02/08/16	\$ 3,521.59
315605	TE	COMPUTER,	FFPKV51	2370	SW		10/21/04	02/08/16	\$ 1,309.83
315749	EQ	PROJECTOR,	AJQN43800378	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315756	EQ	PROJECTOR,	AJQN43800539	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315758	EQ	PROJECTOR,	AJQN43800476	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315759	EQ	PROJECTOR,	AJQN43800460	3012	SW		12/06/04	02/03/16	\$ 2,087.59
315760	EQ	PROJECTOR,	AJQN43800337	3012	SW		12/06/04	02/03/16	\$ 2,087.59
315762	EQ	PROJECTOR,	AJQN43800524	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315763	EQ	PROJECTOR,	AJQN43800333	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315765	EQ	PROJECTOR,	AJQN43800497	3012	SW		12/06/04	02/08/16	\$ 2,087.59
315769	EQ	PROJECTOR,	AJQN43800462	3012	SW		12/06/04	02/03/16	\$ 2,087.59
315770	EQ	PROJECTOR,	AJQN43800479	3012	SW		12/06/04	02/03/16	\$ 2,087.59
315773	EQ	PROJECTOR,	AJQN43800534	3012	SW		12/06/04	02/03/16	\$ 2,087.59
316027	TE	COMPUTER, DELL	84GT761	3012	SW		12/29/04	02/08/16	\$ 1,229.79
316051	TE	COMPUTER, DELL	JN3TF61	3012	SW		12/29/04	02/08/16	\$ 1,229.79
316251	TE	COMPUTER,	FB30G61	2593	SW	SW	01/06/05	02/04/16	\$ 1,210.95
316285	TE	COMPUTER,	JQL4J61	0000	SW	SW	01/14/05	02/04/16	\$ 1,682.74
316407	TE	LAPTOP, JOHN BIRK	6HQMR61	0000	SW		02/08/05	12/09/15	\$ 4,951.87
316409	TE	LAPTOP, BAY DINH	JHQMR61	0000	SW		02/08/05	12/09/15	\$ 4,951.87
316458	EQ	WORKSTATION, PLEION		3330	SW	SW	02/09/05	02/06/16	\$ 2,404.09
316508	TE	COMPUTER,	6K3KZ61	2490	SW		03/15/05	09/03/15	\$ 1,831.62
316594	TE	COMPUTER	9V32B71	2370	SW		04/28/05	02/08/16	\$ 1,324.16
316595	TE	COMPUTER	HR32B71	2370	SW	SW	04/28/05	02/04/16	\$ 1,324.16
316722	TE	COPIER,	NWL014919	2550	SW	SW	06/15/05	02/04/16	\$ 18,740.96
F33334	TE	COMPUTER DELL	4BD2181	1803	SW	SW	08/08/05	02/04/16	\$ 1,509.51



Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
316824	TE	COMPUTER,	FV84981	3020	SW		08/29/05	02/08/16	\$ 1,252.63
316867	TE	COMPUTER,	4TCVG81	2593	SW	SW	09/15/05	02/04/16	\$ 1,157.02
316906	TE	COMPUTER,	2XQXM81	2370	SW	SW	10/19/05	02/04/16	\$ 1,304.87
316907	TE	COMPUTER,	HWQXM81	2370	SW		10/19/05	02/08/16	\$ 1,304.87
316911	TE	COMPUTER,	5WQXM81	2370	SW	SW	10/19/05	02/04/16	\$ 1,304.87
316948	TE	COMPUTER,	2Y9TV81	2593	SW	SW	11/21/05	02/04/16	\$ 1,192.17
316959	TE	COMPUTER,	1LMYV81	0000	SW	SW	11/28/05	02/04/16	\$ 1,507.07
316962	TE	COMPUTER,	6KLYX81	0000	SW	SW	12/01/05	02/04/16	\$ 1,245.23
316975	TE	COMPUTER,	FYM6391	0000	SW	SW	12/28/05	02/04/16	\$ 2,106.89
316988	TE	COMPUTER DELL	62FJ391	0000	SW	SW	01/04/06	02/04/16	\$ 1,862.62
316989	TE	COMPUTER DELL	12FJ391	0000	SW	SW	01/04/06	02/04/16	\$ 1,862.62
316998	TE	COMPUTER,	B8GC691	2416	SW		01/18/06	02/04/16	\$ 1,123.31
F33557	TE	COMPUTER,	B20KH91	1401	SW	SW	02/15/06	02/04/16	\$ 1,299.81
317103	TE	COMPUTER,	JHC5S91	0000	SW	SW	04/13/06	02/04/16	\$ 1,391.10
317120	TE	COMPUTER,	BHKTS91	2210	SW		04/18/06	02/08/16	\$ 1,331.77
317121	TE	COMPUTER,	5JKTS91	2210	SW		04/18/06	02/08/16	\$ 1,331.77
317123	TE	COMPUTER,	7HKTS91	2210	SW		04/18/06	02/08/16	\$ 1,331.77
317138	TE	COMPUTER,	1HKTS91	2210	SW	SW	04/18/06	02/04/16	\$ 1,331.77
317149	TE	COMPUTER,	4FT9V91	0000	SW	SW	04/25/06	02/05/16	\$ 1,039.59
317987	TE	COMPUTER		3020	SW	SW	05/01/06	02/06/16	\$ 5,553.23
317160	TE	COMPUTER,	DK8WX91	0000	SW	SW	05/03/06	02/04/16	\$ 1,496.02
317221	TE	COMPUTER,	BRTNZ91	2370	SW	SW	05/19/06	02/05/16	\$ 1,121.79
F33783	TE	COMPUTER,	629K1BT	1012	SW	SW	05/25/06	02/06/16	\$ 1,439.41
317448	TE	COMPUTER,	GXC53B1	2450	SW	SW	06/12/06	02/04/16	\$ 957.13
317454	TE	COMPUTER,	7XC53B1	2450	SW		06/12/06	02/08/16	\$ 957.13
317467	TE	COMPUTER,	2YC53B1	2450	SW	SW	06/12/06	02/04/16	\$ 957.13
317469	TE	COMPUTER,	9YC53B1	2450	SW	SW	06/12/06	02/04/16	\$ 957.13
317470	TE	COMPUTER,	C53B1	2450	SW	SW	06/12/06	02/04/16	\$ 957.13
317472	TE	COMPUTER,	4ZSS3B1	2250	SW	SW	06/12/06	02/04/16	\$ 1,447.46
317476	EQ	PROJECTOR, VIDEO W/RECEIVER, VCR, DVD	601911869	0000	SW		06/14/06	02/08/16	\$ 2,264.92
317507	TE	COMPUTER,	1NSG5B1	3001	SW	SW	06/19/06	02/04/16	\$ 1,046.89
317556	TE	COMPUTERS,	540K5B1	2490	SW		06/21/06	02/08/16	\$ 1,205.51
317562	TE	COMPUTERS,	G40K5B1	2490	SW		06/21/06	02/08/16	\$ 1,205.51
317563	TE	COMPUTERS,	F90K5B1	2490	SW	SW	06/21/06	02/04/16	\$ 1,205.51
317568	TE	COMPUTERS,	C50K5B1	2490	SW		06/21/06	02/08/16	\$ 1,205.51
317569	TE	COMPUTERS,	990K5B1	2490	SW		06/21/06	02/08/16	\$ 1,205.51
317570	TE	COMPUTERS,	820K5B1	2490	SW		06/21/06	02/08/16	\$ 1,205.51

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
317611	TE	COMPUTER	GZDT5B1	3020	SW		06/22/06	02/08/16	\$ 1,837.18
317628	TE	COMPUTER	GZDT5B1	3020	SW		06/22/06	02/08/16	\$ 1,837.18
F33830	TE	COMPUTER,	1FQO6B1	1103	SW	SW	06/23/06	02/04/16	\$ 1,156.96
F33889	TE	COMPUTER,	9C1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
F33890	TE	COMPUTER,	FC1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
F33892	TE	COMPUTER,	HC1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
F33893	TE	COMPUTER,	6C1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
F33895	TE	COMPUTER,	5C1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
F33896	TE	COMPUTER,	7C1DNB1	1670	SW		08/29/06	02/04/16	\$ 1,301.15
318313	TE	COMPUTER, DELL	HWBMYB1	2370	SW	SW	10/16/06	02/04/16	\$ 1,440.36
318314	TE	COMPUTER, DELL	JWBMYB1	2370	SW	SW	10/16/06	02/04/16	\$ 1,440.36
318316	TE	COMPUTER, DELL	DXBMYB1	2370	SW		10/16/06	02/04/16	\$ 1,440.36
318317	TE	COMPUTER, DELL	GWBMYB1	2370	SW	SW	10/16/06	02/04/16	\$ 1,440.36
318324	TE	COMPUTER, DELL	2XBMYB1	2370	SW	SW	10/16/06	02/04/16	\$ 1,440.36
318363	TE	COMPUTER,	1GP21C1	2271	SW		11/01/06	09/03/15	\$ 1,991.26
318376	TE	COMPUTER,	717M2C1	2150	SW		11/08/06	02/04/16	\$ 1,145.95
318368	TE	COMPUTER,	DCFM2C1	0000	SW	SW	11/13/06	12/09/15	\$ 1,567.40
318375	TE	COMPUTER,	627M2C1	2150	SW		11/13/06	02/04/16	\$ 1,145.95
318515	TE	COMPUTER, DELL	C6LY9C1	2593	SW	SW	01/03/07	02/04/16	\$ 1,395.40
318521	TE	COMPUTER, DELL	29LY9C1	2370	SW		01/04/07	02/08/16	\$ 1,231.58
318523	TE	COMPUTER, DELL	69LY9C1	2370	SW		01/04/07	02/08/16	\$ 1,231.58
318525	TE	COMPUTER, DELL	79LY9C1	2370	SW		01/04/07	02/08/16	\$ 1,231.58
318537	TE	COMPUTER, DELL	H8LY9C1	2370	SW	SW	01/04/07	02/04/16	\$ 1,231.58
318546	TE	COMPUTER, DELL	B8LY9C1	2370	SW	SW	01/04/07	02/04/16	\$ 1,231.58
318565	TE	COMPUTER,	7BGJBC1	2210	SW		01/08/07	02/08/16	\$ 1,124.54
318566	TE	COMPUTER,	4CGJBC1	2210	SW	SW	01/08/07	02/05/16	\$ 1,124.54
318567	TE	COMPUTER,	58GJBC1	2210	SW		01/08/07	02/08/16	\$ 1,124.54
318568	TE	COMPUTER,	6BGJBC1	2210	SW	SW	01/08/07	02/05/16	\$ 1,124.54
318569	TE	COMPUTER,	1CGJBC1	2210	SW	SW	01/08/07	02/04/16	\$ 1,124.54
318572	TE	COMPUTER,	4BGJBC1	2210	SW	SW	01/08/07	02/05/16	\$ 1,124.54
318573	TE	COMPUTER,	D8GJBC1	2210	SW	SW	01/08/07	02/05/16	\$ 1,124.54
318574	TE	COMPUTER,	CBGJBC1	2210	SW	SW	01/08/07	02/05/16	\$ 1,124.54
318577	TE	COMPUTER,	89GJBC1	2210	SW	SW	01/08/07	02/04/16	\$ 1,124.54
318580	TE	COMPUTER,	H9GJBC1	2210	SW		01/08/07	02/08/16	\$ 1,124.54
318581	TE	COMPUTER,	G8GJBC1	2210	SW		01/08/07	02/08/16	\$ 1,124.54
318582	TE	COMPUTER,	H8GJBC1	2210	SW		01/08/07	02/08/16	\$ 1,124.54
318583	TE	LAPTOP CART		2370	SW		01/08/07	02/08/16	\$ 1,928.73

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
318212	TE	COMPUTER,	111XDC1	0000	SW		01/25/07	09/03/15	\$ 2,295.58
318219	TE	COMPUTER, DELL	78TYDC1	2370	SW		01/25/07	02/08/16	\$ 1,089.35
318220	TE	COMPUTER, DELL	39TYDC1	2370	SW		01/25/07	02/08/16	\$ 1,089.35
318152	TE	COMPUTER,	DD1XGC1	0000	SW		02/05/07	09/03/15	\$ 1,909.84
318669	TE	COMPUTER,	3JPLKC1	0000	SW		02/21/07	09/03/15	\$ 2,411.90
318672	TE	COMPUTER,	GHPLKC1	0000	SW		02/21/07	12/09/15	\$ 2,411.90
318674	TE	COMPUTER, DELL	2DGQKC1	2190	SW	SW	02/22/07	02/04/16	\$ 1,808.95
318728	TE	COMPUTER,	9CD4QC1	0000	SW		03/26/07	09/03/15	\$ 2,075.09
318741	TE	COMPUTER,	B8K6QC1	2001	SW		03/26/07	02/08/16	\$ 1,594.09
318758	TE	COMPUTER,	J585QC1	2411	SW	SW	03/27/07	02/04/16	\$ 1,540.20
318781	TE	COMPUTER, DELL	1NWPQC1	2190	SW	SW	04/02/07	02/08/16	\$ 1,430.41
318785	TE	COMPUTER, DELL	1PWPQC1	2190	SW		04/02/07	02/08/16	\$ 1,430.41
318802	TE	COMPUTER, DELL	7QWPQC1	2190	SW		04/02/07	02/08/16	\$ 1,430.41
318812	TE	COMPUTER, DELL	6X1PQC1	2190	SW	SW	04/02/07	02/08/16	\$ 1,430.41
318817	TE	COMPUTER, DELL	JW1PQC1	2190	SW	SW	04/02/07	02/08/16	\$ 1,430.41
318847	TE	COMPUTER,	DCN1RC1	2417	SW		04/03/07	02/08/16	\$ 1,129.67
318958	TE	COMPUTER, DELL	GT29WC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
318976	TE	COMPUTER, DELL	3RV8WC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
318990	TE	COMPUTER, DELL	3X9CWC1	2370	SW	SW	05/01/07	02/04/16	\$ 1,408.85
319000	TE	COMPUTER, DELL	3GBCWC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
319006	TE	COMPUTER, DELL	H9VBWC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
319015	TE	COMPUTER, DELL	2T29WC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
319027	TE	COMPUTER, DELL	7TV8WC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
319050	TE	COMPUTER, DELL	1NBCWC1	2370	SW		05/01/07	02/08/16	\$ 1,408.85
319168	TE	COMPUTER,	CO991D1	2413	SW		06/04/07	02/08/16	\$ 2,253.52
319257	TE	COMPUTER,	D13T2D1	0000	SW		06/13/07	12/09/15	\$ 1,646.47
319258	TE	COMPUTER,	71DS2D1	2270	SW		06/13/07	12/09/15	\$ 1,527.31
318680	TE	COMPUTER,	5DY44D1	0000	SW		06/25/07	12/09/15	\$ 1,869.28
319328	TE	COMPUTER	BX2F2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319432	TE	COMPUTER	5NFF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319434	TE	COMPUTER	4PFF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319451	TE	COMPUTER	JRFF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319452	TE	COMPUTER	CZFF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319464	TE	COMPUTER	CYFF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319477	TE	COMPUTER	40FF2D1	2490	SW		06/26/07	02/08/16	\$ 1,389.89
319485	TE	COMPUTER	FNP53D1	2490	SW		06/26/07	02/08/16	\$ 1,654.34
319493	EQ	COMPUTER	G9C83D1	2490	SW		06/26/07	12/09/15	\$ 1,896.86

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
319506	TE	RACK SYSTEM	EA253KXX02	2370	SW	SW	06/28/07	02/06/16	\$ 16,320.20
319508	TE	COMPUTER, DELL	JDP35D1	2550	SW		06/29/07	02/08/16	\$ 1,325.78
319690	TE	Computer Dell	27MDCD1	0000	SW		07/30/07	12/09/15	\$ 1,641.49
320860	TE	Dell Desktop	9LFDBD1	0000	SW		08/10/07	02/08/16	\$ 1,075.40
319858	TE	Computer, OptiPlex 745	GH3CRD1	0000	SW		10/03/07	09/03/15	\$ 1,486.34
319873	TE	Computer, Dell Optiplex	83JHVD1	0000	SW		10/11/07	12/09/15	\$ 1,685.67
319874	TE	Computer, Dell Optiplex	63JHVD1	0000	SW		10/11/07	12/09/15	\$ 1,685.67
319875	TE	Computer, Dell Optiplex	13JHVD1	0000	SW		10/11/07	02/08/16	\$ 1,685.67
319876	TE	Computer, Dell Optiplex	53JHVD1	0000	SW		10/11/07	12/09/15	\$ 1,685.67
319881	TE	COMPUTER, DELL OPTIPLEX	9GF1WD1	3390	SW		10/16/07	12/09/15	\$ 1,036.57
319901	TE	Computer, Dell optiplex	4S65YD1	0000	SW		10/24/07	12/09/15	\$ 1,646.42
319888	TE	COMPUTER, DELL OPTIPLEX	7PFDXD1	2357	SW		10/30/07	02/04/16	\$ 1,292.38
F34426	TE	Laptop	1FGKLF1	1106	SW	SW	02/12/08	02/08/16	\$ 1,524.38
320286	TE	COMPUTER, DELL OPTIPLEX	95M52G1	0000	SW		04/23/08	12/09/15	\$ 1,220.75
320290	TE	COMPUTER, DELL OPTIPLEX	85M52G1	0000	SW		04/23/08	12/09/15	\$ 1,220.74
320733	TE	Computer	CX7TMG1	2357	SW		06/30/08	02/08/16	\$ 1,014.13
320750	TE	Computer	2Z7TMG1	2357	SW		06/30/08	02/08/16	\$ 1,014.13
320752	TE	Computer	3Z7TMG1	2357	SW		06/30/08	02/08/16	\$ 1,014.13
320754	TE	Computer	4Y7TMG1	2357	SW		06/30/08	02/08/16	\$ 1,014.13
320757	TE	Computer	1Y7YMG1	2357	SW		06/30/08	02/08/16	\$ 1,014.13
320905	TE	Computer	454Q3H1	2002	SW		08/18/08	09/03/15	\$ 1,012.59
323058	TE	COMPUTERS, DELL STANDARD	DF136J1	2150	SW	SW	02/20/09	02/04/16	\$ 1,044.31
F35257	TE	Computer, Optiplex 960	7B5SSJ1	1404	SW		05/04/09	12/09/15	\$ 1,191.68
F35295	TE	COMPUTERS, DELL PRECISION	71CG9K1	1809	SW		06/22/09	02/04/16	\$ 2,158.38
F35299	TE	COMPUTERS, DELL PRECISION	H8RJ9K1	1809	SW		06/22/09	02/04/16	\$ 2,158.38
F35300	TE	COMPUTERS, DELL PRECISION	G8RJ9K1	1809	SW		06/22/09	02/08/16	\$ 2,158.38
F35306	TE	COMPUTERS, DELL PRECISION	79RJ9K1	1809	SW		06/22/09	02/08/16	\$ 2,158.38
F35311	TE	COMPUTERS, DELL PRECISION	9HXH9K1	1809	SW		06/22/09	02/04/16	\$ 2,158.38
F35313	TE	COMPUTERS, DELL PRECISION	CHXH9K1	1809	SW		06/22/09	02/08/16	\$ 2,158.38
F35314	TE	COMPUTERS, DELL PRECISION	HHXH9K1	1809	SW		06/22/09	02/04/16	\$ 2,158.32
F35315	TE	COMPUTERS, DELL PRECISION	JHXH9K1	1809	SW		06/22/09	02/05/16	\$ 2,158.37
F35321	TE	COMPUTERS, DELL PRECISION	4JXH9K1	1809	SW		06/22/09	02/04/16	\$ 2,158.40
323494	TE	COMPUTER, DELL OPTIPLEX	DKJSHL1	0000	SW		12/04/09	02/08/16	\$ 1,122.69
323500	TE	COMPUTER, DELL OPTIPLEX	7LJSHL1	0000	SW		12/04/09	02/08/16	\$ 1,122.69
F35448	TE	COMPUTERS, DELL,	F0FSHL1	1804	SW		12/04/09	02/08/16	\$ 1,192.29
F35456	TE	COMPUTERS, DELL,	91FSHL1	1804	SW		12/04/09	02/08/16	\$ 1,192.29
323941	EQ	Treadmill, Trackmaster	FVF 543	2359	SW		04/01/10	12/09/15	\$ 6,180.06

Tag	Type	Description	Serial Number	Special Project	Building	Room	Acquisition Date	Last Inventory Date	Acquisition Cost
F35746	TE	Computer Dell Optiplex	2L38QL1	1314	SW		04/14/10	12/09/15	\$ 1,150.22
323956	EQ	Camera, Video Conference	8208290A960CCN	2359	SW		05/07/10	02/08/16	\$ 6,124.74
321089	TE	COMPUTER, DELL, OPTIPLEX	85TPRL1	2359	SW		05/13/10	02/08/16	\$ 1,152.74
321093	TE	Computer, Dell, OPTIPLEX	864PRL1	2359	SW		05/13/10	02/08/16	\$ 1,370.95
321172	TE	COMPUTERS, DELL, OPTIPLEX	HFHSRL1	0000	SW		05/25/10	02/08/16	\$ 1,191.54
321198	TE	COMPUTERS, DELL, OPTIPLEX	HFMWRL1	0000	SW		05/25/10	02/08/16	\$ 1,191.54
321201	TE	COMPUTERS, DELL, OPTIPLEX	HFMYRL1	0000	SW		05/25/10	02/08/16	\$ 1,191.54
F35932	TE	Computers, OptiPlex 960	DNPHJM1	1268	SW		06/16/10	12/09/15	\$ 1,176.21
F35934	TE	Computers, OptiPlex 960	DNQGJM1	1268	SW		06/16/10	12/09/15	\$ 1,176.21
F35935	TE	Computers, OptiPlex 960	DNRFJM1	1268	SW		06/16/10	12/09/15	\$ 1,176.21
F35936	TE	Computers, OptiPlex 960	DNPGJM1	1268	SW		06/16/10	12/09/15	\$ 1,176.21
321332	TE	DELL OPTIPLEX 960 W/ 24"	67G7MM1	0000	SW		07/28/10	12/09/15	\$ 1,702.28
321385	TE	Image Mouse Plus - Film	20849	0000	SW		09/22/10	09/03/15	\$ 3,784.00
F36233	TE	Computer,	BPTLMN1	1804	SW		11/09/10	02/08/16	\$ 1,142.39
321812	TE	Computer, Dell OptiPlex	BJGK9P1	2260	SW		01/25/11	12/09/15	\$ 1,263.34
<b>Grand Total</b>									<b>\$ 472,320.55</b>

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

To:	Board of Trustees	Date: February 22, 2016
Re:	Approval of Donation of Surplus Items	
Action:	Request for Approval	

**BACKGROUND**

Board Policy BP6550 allows the District to make available to non-profit organizations and school districts the opportunity to select items of interest prior to auction. Education Code 81452 allows the District to donate items having no monetary value.

**ANALYSIS**

Notices were e-mailed to thirty (30) non-profit organizations within the District's boundaries and thirty-five (35) school districts and community colleges in Orange County. One school district, Orange Unified School District and one non-profit organization, Boys & Girls Clubs of Fullerton selected items of interest and submitted a request for donation. Below are the items to be donated.

**Orange Unified School District, CTE**

Item Description	Barcode/Tag Number
(12) ea. Partition Panels	n/a

**Boys & Girls Clubs of Fullerton**

Item Description	Barcode/Tag Number
InFocus Projector	315760
Projector	315759
Projector	315770
Projector	315769
Projector	315773
Projector & Bag	F32502
All in One Printer, M15i	315058
Tall Metal Supply Cabinet	n/a
Short Metal Supply Cabinet	n/a
(50) ea. Plastic Dancefloor Tiles	n/a
Wooden Desk	n/a
Media Cart	n/a
Folding Cart	n/a
(4) ea. Red Chairs	n/a
Long Table	n/a

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the donations to Orange Unified School District and Boys & Girls Clubs of Fullerton as presented.

Fiscal Impact:	None	Board Date: February 22, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Chancellor	

Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 02/22/2016

Purchase Order List

01/10/2016 thru 01/30/2016

PU0010

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0038974	01/11/2016	12	Corporate Training Institute	Contracted Services	EDUCATIONAL TESTING SVC	3,762.50
16-P0038975	01/11/2016	12	Student Equity	Conference Expenses	MARILYN MARTINEZ-FLORES	235.96
16-P0038976	01/11/2016	12	Veterans Resource Center	Conference Expenses	NAT'L ASSN OF VETERANS UPWARD BOUND	700.00
* 16-P0038977	01/11/2016	12	Biology	Instructional Supplies	ARTEL INC	4,852.48
16-P0038978	01/11/2016	12	Student Equity	Conference Expenses	BOARD OF GOVERNORS	1,200.00
16-P0038979	01/11/2016	11	Safety & Security Office	Conference Expenses	CLERY CTR FOR SECURITY ON CAMPUS	1,110.00
16-P0038980	01/11/2016	12	EOPS	Conference Expenses	CCC EOPS REGION VIII	875.00
16-P0038981	01/11/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	415.49
16-P0038982	01/11/2016	11	Warehouse	Non-Instructional Supplies	METALCRAFT INC	454.02
16-P0038983	01/11/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	216.59
16-P0038984	01/11/2016	12	EOPS	Other Exp Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,500.00
16-P0038985	01/11/2016	12	DSPS	Instructional Supplies	LIVESCRIBE INC	213.32
16-P0038986	01/11/2016	12	Chemistry	Instructional Supplies	IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUES	139.20
16-P0038987	01/11/2016	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	226.80
16-P0038988	01/11/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	7,171.94
16-P0038989	01/11/2016	11	Digital Media Center	Non-Instructional Supplies	LIGHT BULBS ETC	68.95
16-P0038990	01/11/2016	12	Accounting	Books, Mags & Subscrip-Non-Lib	GLEIM PUBLICATIONS INC	314.98
16-P0038991	01/11/2016	12	SAC Continuing Ed-Instruction	Software License and Fees	TECH SMITH CORP	317.50
16-P0038992	01/11/2016	12	Safety & Parking - DO	Contracted Services	COMSEC ASSOCIATES INC	18,295.00
16-P0038993	01/11/2016	12	DSPS	Software License and Fees	DUXBURY SYSTEM INC	451.60
16-P0038994	01/11/2016	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	714.95
16-P0038995	01/11/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	REPLACEMENTLIGHTBULBS.COM INC	129.29
16-P0038996	01/11/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	223.85
16-P0038997	01/11/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	278.03
* 16-P0038998	01/11/2016	12	Welding	Instructional Supplies	THE LINCOLN ELECTRIC COMPANY	9,629.48
16-P0038999	01/11/2016	12	Safety & Parking - DO	Software License and Fees	COMPETITIVE EDGE SOFTWARE	10,800.00
16-P0039000	01/11/2016	12	Safety & Parking - DO	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	800.00
* 16-P0039001	01/11/2016	12	Fire Technology	Equip-All Other >\$200 < \$1,000	B & H PHOTO VIDEO INC	1,439.96
16-P0039002	01/12/2016	33	EHS Administration	Contracted Services	WALSVICK JENNIFER EILEEN	21,000.00
16-P0039003	01/12/2016	33	EHS Administration	Contracted Services	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	20,000.00
16-P0039004	01/12/2016	11	Manufacturing Technology	Contracted Services	ALLEY CAT DEVELOPMENT INC	3,950.00
16-P0039005	01/12/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	3,645.00
16-P0039006	01/12/2016	42	Facility Planning Office	Bldg Impr - Other Services	QUALITY OFFICE FURNISHINGS INC	3,120.00
16-P0039007	01/12/2016	11	Facility Planning Office	Public Agencies' Assess & Fees	ORANGE COUNTY SANITATION DISTRICT	7,700.00
16-P0039008	01/12/2016	11	Safety & Security Office	Security Systems & Services	TOTAL CORPORATE SOLUTIONS	900.00
16-P0039009	01/13/2016	13	Media Systems	Non-Instructional Supplies	MAR VAC ELECTRONICS	971.73
16-P0039010	01/13/2016	12	Student Services Office	Advertising	NGUOI VIET DAILY NEWS	1,411.20
16-P0039011	01/13/2016	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	33,592.89
16-P0039012	01/13/2016	12	Health & Wellness	Non-Instructional Supplies	EMPIRE IMPORTS INC	47.41

Legend: \* = Multiple Accounts for this P.O.

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 02/22/2016

Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039013	01/13/2016	12	Human Svcs & Technology Office	Instructional Supplies	LIPPINCOTT WILLIAMS & WILKINS	113.89
16-P0039014	01/13/2016	12	Athletics	Instructional Supplies	SOCCER CENTRAL #2	255.06
16-P0039015	01/13/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	EDVOTEK	880.01
16-P0039016	01/13/2016	12	Chemistry	Instructional Supplies	ACS DIVCHED EXAMINATIONS INSTITUTE	159.80
16-P0039017	01/13/2016	33	CDC Centennial Education Ctr	Instructional Supplies	SMART & FINAL	200.00
16-P0039018	01/13/2016	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
16-P0039019	01/13/2016	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	147.19
16-P0039020	01/14/2016	62	Risk Management	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	476.60
16-P0039021	01/14/2016	12	Student Equity	Online Training Courses	TABLEAU SOFTWARE INC	500.00
16-P0039022	01/14/2016	11	Academic Support - SCC	Contracted Repair Services	SADDLEBACK GOLF CARS	1,014.03
16-P0039023	01/14/2016	11	International Student Program	Courier/Delivery Services	FEDEX	64.99
16-P0039024	01/14/2016	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	605.00
16-P0039025	01/14/2016	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	375.00
16-P0039026	01/14/2016	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	168.75
16-P0039027	01/14/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	DENNIS JAMES CLEEK	932.97
16-P0039028	01/14/2016	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	FRY'S ELECTRONICS	1,500.00
16-P0039029	01/14/2016	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	4,500.00
16-P0039030	01/14/2016	11	Digital Media Center	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,000.00
16-P0039031	01/15/2016	11	Facility Planning Office	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	928.80
16-P0039032	01/15/2016	11	Business Operations' Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	178.59
* 16-P0039033	01/15/2016	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,730.82
16-P0039034	01/15/2016	12	Center for Teacher Education	Non-Instructional Supplies	DON BOOKSTORE	577.80
16-P0039035	01/15/2016	11	International Student Program	Courier/Delivery Services	FEDEX	124.75
16-P0039036	01/15/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,141.52
16-P0039037	01/15/2016	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
16-P0039038	01/15/2016	11	Student Activities	Non-Instructional Supplies	MICHAEL J MACKENZIE	226.05
16-P0039039	01/15/2016	12	Biology	Instructional Supplies	VWR FUNDING INC	1,855.32
16-P0039040	01/15/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	516.80
16-P0039041	01/15/2016	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	29.70
16-P0039042	01/15/2016	12	Dance	Instructional Supplies	HEATHER K. GILLETTE	2,925.96
16-P0039043	01/15/2016	12	Digital Media Center	Conference Expenses	MATHUR ROOPA	190.00
16-P0039044	01/15/2016	12	Center for Teacher Education	Stipends Paid to Students	DON BOOKSTORE	1,250.00
16-P0039045	01/15/2016	12	Pathways to Teaching	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
16-P0039046	01/15/2016	33	CDC Administration	Food and Food Service Supplies	SYSCO FOOD SVC	30,000.00
16-P0039047	01/15/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,403.36
16-P0039048	01/15/2016	12	DSPS	Equip-All Other >\$1,000<\$5,000	IRIE-AT INC	3,658.60
* 16-P0039049	01/15/2016	12	English	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	21,230.51
* 16-P0039050	01/15/2016	12	English	Instructional Supplies	B & H PHOTO VIDEO INC	14,731.09
16-P0039051	01/15/2016	12	School & Community Partnership	Conference Expenses	AMERICAN EXPRESS	1,308.60

Legend: \* = Multiple Accounts for this P.O.

Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 02/22/2016

Purchase Order List

01/10/2016 thru 01/30/2016

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039052	01/15/2016	12	Transfer Center	Food and Food Service Supplies	MARTHA C. VARGAS	800.00
16-P0039053	01/15/2016	41	Administrative Services Office	Site Improv - Contractor Svcs	CHRISTOPHER JOHNSON	7,400.00
* 16-P0039054	01/19/2016	42	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,543.54
16-P0039055	01/19/2016	12	Transfer Center	Other Participant Travel Exp	RLJ LODGING TRUST MASTER TRS INC	8,692.32
16-P0039056	01/19/2016	11	District Wide Technology	Software License and Fees	NTH GENERATION COMPUTING INC	34,867.00
16-P0039057	01/19/2016	11	District Wide Technology	Equip-All Other > \$5,000	SIDEPATH INC	61,732.64
16-P0039058	01/19/2016	11	Admissions & Records	Software License and Fees	FILEMAKER INC	195.00
16-P0039059	01/19/2016	12	Accounting	Software License and Fees	WELLS FARGO BANK	300.00
16-P0039060	01/19/2016	11	Fiscal Services Office	Contracted Services	ROBERT FERRILLI LLC	14,000.00
16-P0039061	01/19/2016	42	Facility Planning Office	Buildings - Contractor Svcs	DE LA TORRE COMMERCIAL	969.00
16-P0039062	01/19/2016	42	Facility Planning Office	Buildings - Contractor Svcs	COAST ELECTRIC	920.38
16-P0039063	01/19/2016	12	Art	Equip-All Other >\$200 < \$1,000	B & H PHOTO VIDEO INC	4,195.80
16-P0039064	01/20/2016	11	Fiscal Services Office	Contracted Services	TOTAL COMPENSATION SYSTEMS INC	7,800.00
16-P0039065	01/20/2016	12	EOPS	Conference Expenses	WMK SACRAMENTO LLC	871.70
16-P0039066	01/20/2016	12	Career Education Office	Conference Expenses	CCCCIO	990.00
16-P0039067	01/20/2016	12	School & Community Partnership	Conference Expenses	LILIA M. TANAKEYOWMA	1,106.00
16-P0039068	01/20/2016	12	School & Community Partnership	Conference Expenses	ROSA HARRIZON	1,106.00
16-P0039069	01/20/2016	12	ACT Center	Non-Instructional Supplies	ACT	28.75
16-P0039070	01/20/2016	12	EOPS	Food and Food Service Supplies	JAY'S CATERING	336.20
16-P0039071	01/20/2016	42	Facility Planning Office	Bldg Impr - DSA Project Insp	SANDY PRINGLE ASSOCIATES	40,000.00
16-P0039072	01/20/2016	12	Engineering	Transportation - Student	MICHELANGELO LEASING INC	517.13
16-P0039073	01/20/2016	43	Facility Planning Office	Bldg Impr - AE Fee	LENAX CONSTRUCTION SVCS INC	79,700.00
16-P0039074	01/20/2016	12	Engineering	Transportation - Student	MICHELANGELO LEASING INC	829.50
16-P0039075	01/20/2016	33	CDC Administration	Bldg Impr - Contractor Svcs	COAST ELECTRIC	5,394.98
16-P0039076	01/20/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	1,829.24
16-P0039077	01/20/2016	33	EHS Administration	Contracted Services	LATINO HEALTH ACCESS	8,834.00
16-P0039078	01/20/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CAMBRIDGE UNIV PRESS	655.26
16-P0039079	01/20/2016	12	Physics	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	3,148.47
16-P0039080	01/20/2016	12	Mathematics	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	3,186.00
16-P0039081	01/20/2016	33	EHS Administration	Contracted Services	GORAN KAREN BERNICE	8,100.00
16-P0039082	01/20/2016	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	9,185.40
* 16-P0039083	01/20/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	DON BOOKSTORE	64.80
16-P0039084	01/20/2016	12	Safety & Parking - DO	Contracted Services	COMMLINE INC	750.00
16-P0039085	01/20/2016	11	Environ Safety & Emer Services	Other Licenses & Fees	STATE BOARD OF EQUALIZATION	8.00
* 16-P0039086	01/20/2016	12	Biology	Instructional Supplies	DENISE M. FOLEY	121.48
16-P0039087	01/20/2016	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	689.96
16-P0039088	01/20/2016	12	Biology	Equip-All Other >\$1,000<\$5,000	VWR FUNDING INC	1,040.25
16-P0039089	01/20/2016	11	District Wide Technology	Software License and Fees	INTERNET2	6,180.00
16-P0039090	01/21/2016	12	Biology	Equip-Fed Prgm > \$5,000	ARTEL INC	14,084.00

Legend: \* = Multiple Accounts for this P.O.

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Purchase Order List

01/10/2016 thru 01/30/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039091	01/21/2016	12	Small Business Dev Ctr Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	222.90
16-P0039092	01/21/2016	12	Safety & Parking - DO	Non-Instructional Supplies	CLERY CTR FOR SECURITY ON CAMPUS	395.00
* 16-P0039093	01/22/2016	12	Biology	Equip-All Other >\$1,000<\$5,000	SARTORIUS STEDIM NORTH AMERICA INC	10,479.29
16-P0039094	01/22/2016	12	Engineering	Transportation - Student	CHERYL COBBINA	232.76
16-P0039095	01/22/2016	12	Corporate Training Institute	Inst Dues & Memberships	LOS ANGELES AREA CHAMBER OF COMMERCE	530.00
16-P0039096	01/22/2016	12	Athletics	Instructional Supplies	KULI IMAGE INC YKUSTOM IMPRINTS	1,302.95
16-P0039097	01/22/2016	12	Athletics	Instructional Supplies	D3 SPORTS INC.	54.00
16-P0039098	01/22/2016	12	Admin Services Office	Equip-All Other >\$1,000<\$5,000	GRAINGER	1,620.03
16-P0039099	01/22/2016	12	Art	Instructional Supplies	B & H PHOTO VIDEO INC	3,065.04
16-P0039100	01/22/2016	12	Counseling & Student Sup Ofc	Conference Expenses	BOARD OF GOVERNORS	300.00
16-P0039102	01/22/2016	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SANTA ANA UNIFIED SCHOOL DIST	10,000.00
16-P0039103	01/22/2016	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	426.97
16-P0039104	01/22/2016	12	Chemistry	Instructional Supplies	VWR FUNDING INC	1,413.08
16-P0039105	01/22/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	581.56
16-P0039106	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	DOWNEY FIRE DEPT	16,409.00
16-P0039107	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF CORONA	60,602.50
16-P0039108	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CHINO VALLEY INDEPENDENT	19,783.06
16-P0039109	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	ORANGE COUNTY FIRE AUTHORITY	227,620.75
16-P0039110	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF ORANGE	18,127.17
16-P0039111	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	40,706.75
16-P0039112	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF HUNTINGTON BEACH	38,715.94
16-P0039113	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF GARDEN GROVE	15,610.92
* 16-P0039114	01/22/2016	11	Fire Academy	Instructional Agreements	CITY OF COSTA MESA	18,325.19
16-P0039115	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	19,769.75
16-P0039116	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF WEST COVINA	22,756.81
16-P0039117	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	SAN BERNARDINO COUNTY	48,508.98
16-P0039118	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF SAN BERNARDINO FIRE DEPT	24,599.52
16-P0039119	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF RANCHO CUCAMONGA	23,451.96
16-P0039120	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF ONTARIO	15,873.98
16-P0039122	01/22/2016	11	Fire Academy	Instructional Agrmt - Salary	US OCEAN SAFETY	19,611.50
16-P0039123	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF SEAL BEACH	7,297.13
16-P0039124	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF MONTECLAIR	4,270.00
16-P0039125	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF MONTEBELLO	9,898.52
16-P0039126	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF REDLANDS	12,843.68
16-P0039127	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF UPLAND	4,479.69
16-P0039128	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF VERNON	6,613.42
16-P0039129	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF HUNTINGTON BEACH	5,317.17
16-P0039130	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF LAGUNA BEACH	14,690.83
16-P0039131	01/22/2016	11	Fire Academy	Instructional Agreements	CITY OF ANAHEIM	13,348.83

Legend: \* = Multiple Accounts for this P.O.

Purchase Order List

01/10/2016 thru 01/30/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039132	01/22/2016	11	Fire Academy	Instructional Agreements	CITY OF BREA	14,477.75
16-P0039133	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF FOUNTAIN VALLEY	4,897.79
16-P0039134	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF FULLERTON	13,411.10
16-P0039135	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF LAGUNA BEACH	11,210.02
16-P0039136	01/22/2016	11	Fire Academy	Instructional Agrmt - Facility	CITY OF LA VERNE	13,641.13
* 16-P0039137	01/22/2016	11	Networking	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	9,419.69
16-P0039138	01/22/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	8,042.72
* 16-P0039139	01/22/2016	12	Health & Wellness	Contracted Services	POINT AND CLICK SOLUTIONS INC	7,402.50
16-P0039140	01/22/2016	11	Public Affairs/Gov Rel Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,387.60
16-P0039141	01/25/2016	42	Facility Planning Office	Bldg Impr - Contractor Svcs	PATRIOT CONTRACTING &	592,000.00
16-P0039142	01/25/2016	11	Admin Services Office	Contracted Services	METROPRO TOWING INC	82.00
16-P0039143	01/25/2016	12	Media Systems	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,872.64
16-P0039144	01/25/2016	11	Human Resources Office	Legal Expenses	MUSICK, PEELER & GARRETT LLP	6,000.00
16-P0039145	01/25/2016	11	Facility Planning Office	Rental-Equipment (Short-term)	AMERICAN REPROGRAPHICS CO LLC	2,041.20
16-P0039146	01/25/2016	11	Maintenance	Contracted Repair Services	TOMARK SPORTS	995.00
16-P0039147	01/25/2016	12	Student Development	Software License and Fees	HEIBERG CONSULTING INC	1,399.00
16-P0039148	01/25/2016	11	Maintenance & Operations	Contracted Repair Services	HANNEMAN TIM	4,092.32
16-P0039149	01/25/2016	42	Facility Planning Office	Buildings - Contractor Svcs	TEAM ONE MANAGEMENT	5,945.00
16-P0039150	01/25/2016	42	Facility Planning Office	Bldg Impr - Relocation/Moving	XEROX CORP	271.00
16-P0039151	01/25/2016	42	Facility Planning Office	Bldg Impr - Relocation/Moving	XEROX CORP	328.00
16-P0039152	01/25/2016	41	Admin Services Office	Contracted Repair Services	HEID JARED STEPHEN	8,450.00
16-P0039153	01/25/2016	42	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	47,056.28
16-P0039154	01/25/2016	12	Manufacturing Technology	Software License and Fees	PATON GROUP	2,592.00
16-P0039155	01/25/2016	12	Reprographics	Instructional Supplies	XEROX CORP	1,658.88
16-P0039156	01/26/2016	12	Reprographics	Instructional Supplies	VERITIV OPERATING COMPANY	5,400.00
16-P0039157	01/26/2016	11	Administrative Services Office	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	241.92
16-P0039158	01/26/2016	11	Safety & Security Office	Non-Instructional Supplies	BEEGA'S BOYS	82.04
16-P0039159	01/26/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	SO CAL TEAM SPORTS	415.49
* 16-P0039160	01/26/2016	11	Fire Academy	Instructional Agrmt - Facility	CALIFORNIA STATE PARKS	37,109.38
16-P0039161	01/26/2016	12	Digital Media Center	Conference Expenses	SALVIANI MICHAEL	204.00
16-P0039162	01/26/2016	11	Facility Planning Office	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	544.32
16-P0039163	01/26/2016	11	Human Resources Office	Service Pins	TERRYBERRY	9,670.44
16-P0039164	01/26/2016	13	Human Svcs & Technology Office	Non-Instructional Supplies	APPLE COMPUTER INC	84.24
16-P0039165	01/26/2016	11	Maintenance	Contracted Repair Services	KAISER ROBERT	519.65
16-P0039166	01/26/2016	12	Continuing Education Division	Mileage/Parking Expenses	BOYD & ASSOCIATES	100.00
* 16-P0039167	01/26/2016	11	Human Svcs & Technology Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	1,075.36
16-P0039168	01/26/2016	11	Maintenance	Contracted Repair Services	ASSA ABLOY ENTRANCE SYSTEMS	247.16
16-P0039169	01/26/2016	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
16-P0039170	01/26/2016	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	MCGRAW-HILL EDUCATION INC	3,434.50

Legend: \* = Multiple Accounts for this P.O.

Purchase Order List

01/10/2016 thru 01/30/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039171	01/26/2016	11	Safety & Security Office	Non-Instructional Supplies	PACIFIC ATHLETIC WEAR INC	1,107.00
16-P0039172	01/26/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CENGAGE LEARNING/ EDUC. TO GO	1,876.16
16-P0039173	01/26/2016	11	International Student Program	Courier/Delivery Services	FEDEX	69.02
16-P0039174	01/26/2016	12	Continuing Education Division	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	307.64
16-P0039175	01/26/2016	11	Human Resources Office	Contracted Services	TEK PAYROLL TIME SYSTEMS INC	275.74
16-P0039176	01/26/2016	12	Talent Search	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	189.57
* 16-P0039177	01/26/2016	12	Welding	Equip-Fed Prgm > \$5,000	THE LINCOLN ELECTRIC COMPANY	27,159.55
16-P0039179	01/26/2016	11	Library Services	Non-Instructional Supplies	DEMCO INC	191.86
16-P0039180	01/27/2016	11	Continuing Education Division	Non-Instructional Supplies	IDEAL LIGHTING SUPPLY INC	2,000.00
16-P0039181	01/27/2016	33	CDC Administration	Software License and Fees	JANNETH P. LINNELL	253.46
16-P0039182	01/28/2016	33	EHS Administration	Non-Instructional Supplies	SUSAN BALOUN	427.68
16-P0039183	01/28/2016	12	Counseling	Conference Expenses	CALIFORNIA COMMUNITY COLLEGES CALWORKS ASSC	1,700.00
16-P0039184	01/28/2016	12	Student Services Office	Conference Expenses	MIDDLE COLLEGE NATIONAL CONSORTIUM	2,925.00
16-P0039185	01/28/2016	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	160.44
16-P0039186	01/28/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	DENNIS JAMES CLEEK	766.60
16-P0039187	01/28/2016	12	EOPS	Conference Expenses	CCC EOPS REGION VIII	2,275.00
16-P0039188	01/28/2016	12	Biology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	941.17
16-P0039189	01/28/2016	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	807.67
16-P0039190	01/28/2016	12	MESA	Food and Food Service Supplies	SMART & FINAL	1,000.00
16-P0039191	01/28/2016	12	Continuing Education Division	Non-Instructional Supplies	SCANTRON CORP	304.90
16-P0039192	01/28/2016	12	Counseling	Conference Expenses	TODAY'S HOTEL CORP	1,253.88
16-P0039193	01/28/2016	11	Safety & Security Office	Non-Instructional Supplies	PACIFIC ATHLETIC WEAR INC	43.20
16-P0039194	01/28/2016	12	Student Development	Books Paid for Students	DON BOOKSTORE	13,975.00
16-P0039195	01/28/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	4,500.00
16-P0039196	01/28/2016	11	Academic Support - SAC	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	155.75
16-P0039197	01/28/2016	42	Facility Planning Office	Equip-All Other >\$200 < \$1,000	ALLSTEEL INC	58,915.59
16-P0039198	01/28/2016	33	EHS Administration	Contracted Services	POMBO JAIME A	2,400.00
16-P0039199	01/28/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	DON BOOKSTORE	1,240.62
16-P0039200	01/28/2016	13	Counseling Office	Contracted Services	SIGNATURE FLOORING INC	2,135.00
16-P0039201	01/28/2016	12	Reprographics	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	253.69
16-P0039202	01/28/2016	12	Biology	Instructional Supplies	VWR FUNDING INC	550.44
16-P0039203	01/28/2016	12	Humanities & Social Sci Office	Instructional Supplies	DON BOOKSTORE	1,000.00
16-P0039204	01/28/2016	12	Safety & Parking - DO	Contracted Services	EMPIRE PARKING LOT SERVICES	12,025.00
16-P0039205	01/28/2016	11	District Wide Technology	Non-Instructional Supplies	KLM INC	162.00
16-P0039206	01/28/2016	41	Administrative Services Office	Contracted Repair Services	ACCESS GENERAL CONTRACTING INC	14,500.00
16-P0039207	01/28/2016	12	DSPS	Reproduction/Printing Expenses	SCHOOL DATEBOOKS	3,049.12
16-P0039208	01/28/2016	42	Facility Planning Office	Buildings - Contractor Svcs	COAST ELECTRIC	842.25
16-P0039209	01/28/2016	12	Biology	Instructional Supplies	MODERN BIOLOGY INC	435.54
16-P0039210	01/28/2016	41	Facility Planning Office	Site Improv - AE Fee	DONALD KROTEE PARTNERSHIP	22,700.00

Legend: \* = Multiple Accounts for this P.O.

Purchase Order List

01/10/2016 thru 01/30/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-P0039211	01/28/2016	12	Student Equity	Software License and Fees	NCS PEARSON INC	49,980.00
16-P0039212	01/28/2016	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	489.51
16-P0039213	01/28/2016	12	Biology	Instructional Supplies	VWR FUNDING INC	2,041.97
16-P0039214	01/28/2016	12	Geography	Instructional Supplies	VWR FUNDING INC	297.47
16-P0039215	01/28/2016	12	SAC Continuing Ed-Instruction	Instructional Supplies	OPTIMA INC	107.15
16-P0039216	01/28/2016	12	Media Systems	Instructional Supplies	GRAINGER	2,000.00
16-P0039217	01/28/2016	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
16-P0039218	01/28/2016	11	Academic Support - SCC	Non-Instructional Supplies	BUSINESS MACHINES SECURITY	2,688.12
16-P0039219	01/28/2016	11	Music	Contracted Repair Services	WILLIAMS ROBERT	135.00
16-P0039220	01/29/2016	11	Maintenance	Maint/Oper Service Agreements	TRI-SIGNAL INTEGRATION INC	3,350.00
16-P0039221	01/29/2016	42	Facility Planning Office	Equip-All Other >\$200 < \$1,000	ALLSTEEL INC	7,238.24
16-P0039222	01/29/2016	42	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	1,150.00
* 16-P0039224	01/29/2016	12	Continuing Education Division	Non-Instructional Supplies	STAPLES CONTRACT & COMMERCIAL INC	1,396.72
16-P0039225	01/29/2016	12	Center for Teacher Education	Instructional Supplies	LAKESHORE LEARNING MATERIALS	237.55
16-P0039226	01/29/2016	11	Publications	Non-Instructional Supplies	VERITV OPERATING COMPANY	4,215.45
16-P0039227	01/29/2016	11	Publications	Non-Instructional Supplies	STAPLES CONTRACT & COMMERCIAL INC	2,505.60
16-P0039228	01/29/2016	12	Continuing Education Division	Conference Expenses	AMERICAN EXPRESS	500.46
16-P0039229	01/29/2016	11	District Wide Technology	Software License and Fees	FARONICS TECH US INC	3,140.00
16-P0169318	01/12/2016	12	Continuing Education Division	Contracted Services	SANTA ANA UNIFIED SCHOOL DIST	800.00
16-P0169319	01/19/2016	12	Continuing Education Division	Buildings - Facility Lease	AFFORDABLE HOUSING SPECIALISTS GROUP LLC	109,300.00
16-P0169320	01/19/2016	41	Continuing Education Division	Buildings - Facility Lease	2000 CHAPMAN INC.	98,347.50
<b>Grand Total:</b>						<b>2,636,004.51</b>

5.17 (7)

Legend: \* = Multiple Accounts for this P.O.

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Environment: Colleague

LoginID: LNEVILS

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund UnInvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

**Legend:** \* = Multiple Accounts for this P.O.

Printed: 2/1/2016 11:10:12AM

Environment: Colleague

LoginID: LNEVILS

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM JANUARY 10, 2016 THROUGH JANUARY 30, 2016  
BOARD MEETING OF FEBRUARY 22, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038992	\$18,295.00	Consultant services to provide design, bid development, evaluation and related services for a District-wide Digital Radio system	DO-Safety & Security	Board approved: December 7, 2015
16-P0039002	\$21,000.00	Consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start (EHS) standards	DO-Child Development Services	Board approved: January 11, 2016
16-P0039003	\$20,000.00	Consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services	DO-Child Development Services	Board approved: January 11, 2016
16-P0039011	\$33,592.89	Electronic library resources to access a variety of subscription databases	SAC-Library	This is an annual database subscription fee under negotiated pricing for bundled databases for community colleges belonging to a consortium. Continued subscription to these databases provides students uninterrupted access and maintains necessary standards for academic credibility.
16-P0039046	\$30,000.00	Blanket PO for daily snacks and meals provided for the children in the Child Development Center program	DO-Child Development Services	
16-P0039049	\$21,230.51	Audio visual equipment and related components	SAC-Media Systems	Received Quotations: 1) *Golden Star Technology, Inc. 2) B&H Photo *Successful Bidder
16-P0039056	\$34,867.00	Software licenses and support for HP Enterprise Archsight Logger and Quickstart	DO-ITS	Received Quotations: 1) *Nth Generation Computing, Inc. 2) HP Enterprise *Successful Bidder



**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM JANUARY 10, 2016 THROUGH JANUARY 30, 2016  
BOARD MEETING OF FEBRUARY 22, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0039057	\$61,732.64	Compellent storage system hardware, installation and related components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNWNC-108 Board approved: November 9, 2015
16-P0039071	\$40,000.00	Consultant services to provide inspection & inspector of record services for the Temporary Village Phase II project at Santa Ana College	DO-Facility Planning	Board approved: January 11, 2016
16-P0039073	\$79,700.00	Consultant to provide cost estimating consulting services for the new Johnson Student Center project at Santa Ana College	DO-Facility Planning	Board approved: January 11, 2016
16-P0039106	\$16,409.00	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: May 27, 2008
16-P0039107	\$60,602.50	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: May 27, 2008
16-P0039108	\$19,783.06	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: April 7, 2008
16-P0039109	\$227,620.75	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: May 12, 2008
16-P0039110	\$18,127.17	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: January 22, 2008
16-P0039111	\$40,706.75	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: April 21, 2008
16-P0039112	\$38,715.94	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: November 19, 2007

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM JANUARY 10, 2016 THROUGH JANUARY 30, 2016  
BOARD MEETING OF FEBRUARY 22, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0039113	\$15,610.92	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: February 4, 2008
16-P0039114	\$18,325.19	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: December 10, 2007
16-P0039115	\$19,769.75	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: April 21, 2008
16-P0039116	\$22,756.81	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: June 30, 2008
16-P0039117	\$48,508.98	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: March 10, 2008
16-P0039118	\$24,599.52	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: January 22, 2008
16-P0039119	\$23,451.96	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: December 10, 2007
16-P0039120	\$15,873.98	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: May 12, 2008
16-P0039122	\$19,611.50	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: January 22, 2008
16-P0039141	\$592,000.00	Temporary Village Phase II project to include modifying the portable buildings to accommodate the Johnson Center occupants at Santa Ana College	DO-Facility Planning	Bid #1274 Board approved: January 11, 2016
16-P0039153	\$47,056.28	DSA fees for the Dunlap Hall - Building D alterations and construction of new entry tower at Santa Ana College	DO-Facility Planning	

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM JANUARY 10, 2016 THROUGH JANUARY 30, 2016  
BOARD MEETING OF FEBRUARY 22, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0039160	\$37,109.38	Instructional hours for Fire Technology training for Summer 2015	SAC-Fire Technology	Board approved: June 7, 2013
16-P0039177	\$27,159.55	Torchmate Classic cutting system 4X8 Bolt Together	SAC-Manufacturing Technology	Received Quotations: 1) *Lincoln Electric 2) Sims-Orange Welding Supply, Inc. 3) Praxair Distribution, Inc. *Successful Bidder
16-P0039197	\$58,915.59	Miscellaneous furniture parts needed for reconfiguration of existing furniture at Santa Ana College - Temporary Village Phase I	DO-Facility Planning	Purchased from the California Multiple Award Schedule Contract #4-09-71-0087A Board approved: June 22, 2009
16-P0039210	\$22,700.00	Consultant to provide architectural engineering services for the ADA Upgrades Phase I at Santiago Canyon College	DO-Facility Planning	Board approved: January 25, 2016
16-P0039211	\$49,980.00	Smartthinking licenses and online tutoring services in the areas of Math & Writing	SCC-Student Services	Board approved: January 11, 2016
16-P0169319	\$109,300.00	First year of a 3-year lease of property located at 1572 N. Main Street, Orange, CA 92867	OEC	Board approved: January 11, 2016
16-P0169320	\$98,347.50	Continuation of existing lease of property located at 1937 W. Chapman Avenue, Orange CA 92868	OEC	Board approved: January 11, 2016

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
16-B0001013	01/21/2016	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	ISLAND COLOR, INC.	1,840.32
16-B0001014	01/27/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	SPORT CHALET	175.05
16-B0001015	01/28/2016	79	Auxiliary Services Office	Contracted Repair Services	WESTERN POWER SYSTEMS	431.00
16-B0001016	01/28/2016	79	Auxiliary Services Office	Contracted Repair Services	VORTEX INDUSTRIES	310.00
16-B0001017	01/28/2016	79	Auxiliary Services Office	Contracted Repair Services	HEID JARED STEPHEN	120.00
16-B0001018	01/28/2016	79	Auxiliary Services Office	Contracted Repair Services	DAY LITE MAINTENANCE CO INC	1,823.82
16-B0001019	01/28/2016	79	Admissions & Records	Equip-All Other >\$1,000<\$5,000	HEWLETT PACKARD CO	1,209.00
16-B0001020	01/28/2016	79	Admissions & Records	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	2,278.88
16-B0001021	02/03/2016	79	Auxiliary Services Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	14,220.96
16-B0001022	02/04/2016	79	Auxiliary Services Office	Contracted Repair Services	DAY LITE MAINTENANCE CO INC	2,451.07
16-B0001023	02/04/2016	79	Auxiliary Services Office	Contracted Repair Services	SPILLMAN CORP	2,321.80
<b>Grand Total:</b>						<b>27,181.90</b>

5.17 (13)

Legend: \* = Multiple Accounts for this P.O.

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000160	1/11/2016	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$463.50
GM-CAF000162	1/19/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,106.42
GM-CAF000165	1/25/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$281.28
GM-CAF000166	1/14/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$395.52
GM-CAF000167	1/19/2016	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$126.00
GM-CAF000168	1/25/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$479.70
GM-DON002135	1/13/2016	31	SAC Bookstore	General Merchandise	PAPYRUS	\$226.56
GM-DON002284	1/14/2016	31	SAC Bookstore	General Merchandise	SAMSILL	\$868.64
GM-DON002285	1/21/2016	31	SAC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$2,127.32
GM-DON002286	1/26/2016	31	SAC Bookstore	General Merchandise	D&H DISTRIBUTING	\$6,054.93
GM-DON002287	1/12/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$413.12
GM-DON002290	1/12/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$413.12
GM-DON002293	1/13/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$2,211.20
GM-DON002294	1/11/2016	31	SAC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$352.98
GM-DON002295	1/14/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$417.57
GM-DON002296	1/25/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$754.31
GM-DON002298	1/23/2016	31	SAC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$329.18
GM-DON002302	2/1/2016	31	SAC Bookstore	General Merchandise	PENS ETC.	\$723.52
GM-DON002303	2/2/2016	31	SAC Bookstore	General Merchandise	APPERSON EDUCATION PROD.	\$3,925.00
GM-DON002306	2/5/2016	31	SAC Bookstore	General Merchandise	MOUSER ELECTRONICS	\$74.70
GM-DON002307	2/5/2016	31	SAC Bookstore	General Merchandise	ALL ELECTRONICS	\$98.40
GM-DON002308	2/5/2016	31	SAC Bookstore	General Merchandise	TAYDA ELECTRONICS	\$43.20
GM-EXPR001009	1/12/2016	31	Don Express	General Merchandise	PEPSI COLA CO	\$246.51
GM-EXPR001011	1/25/2016	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$139.14
GM-HAWK001818	1/11/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$188.40
GM-HAWK001819	1/11/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$316.88
GM-HAWK001820	1/12/2016	31	SCC Bookstore	General Merchandise	PENS ETC.	\$750.76
GM-HAWK001821	1/13/2016	31	SCC Bookstore	General Merchandise	MERCHANDISE,INC.	\$270.13
GM-HAWK001822	1/14/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$928.42
GM-HAWK001823	1/19/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$68.40
GM-HAWK001824	1/19/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$434.53
GM-HAWK001825	1/19/2016	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$843.55
GM-HAWK001830	1/25/2016	31	SCC Bookstore	General Merchandise	HAMILTON BELL CO	\$159.50
GM-HAWK001831	1/25/2016	31	SCC Bookstore	General Merchandise	A&A JEWELRY & SUPPLIES	\$213.00
GM-HAWK001832	1/25/2016	31	SCC Bookstore	General Merchandise	GIA GEM INSTRUMENTS	\$175.50
GM-HAWK001833	1/25/2016	31	SCC Bookstore	General Merchandise	ACTION PAC	\$312.50
GM-HAWK001834	1/25/2016	31	SCC Bookstore	General Merchandise	SCANTRON CORP	\$3,755.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK001835	1/25/2016	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$945.68
GM-HAWK001836	1/25/2016	31	SCC Bookstore	General Merchandise	AMAZON	\$88.04
GM-HAWK001837	1/25/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$274.14
GM-HAWK001838	1/26/2016	31	SCC Bookstore	General Merchandise	PENS ETC.	\$938.76
GM-HAWK001839	1/26/2016	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$203.16
GM-HAWK001842	2/4/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$120.00
TX-CEC000339	1/12/2016	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$2,227.50
TX-CEC000340	1/13/2016	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$1,110.00
TX-CEC000341	1/28/2016	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$839.70
TX-CEC000342	1/28/2016	31	CEC Bookstore	Textbook	STECK VAUGHN PUBLISHING	\$878.10
TX-DON003544	1/11/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,739.08
TX-DON003545	1/11/2016	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$748.71
TX-DON003546	1/11/2016	31	SAC Bookstore	Textbook	NACSCORP	\$4,063.80
TX-DON003547	1/11/2016	31	SAC Bookstore	Textbook	FLAT WORLD KNOWLEDGE	\$560.00
TX-DON003548	1/12/2016	31	SAC Bookstore	Textbook	NACSCORP	\$1,378.84
TX-DON003549	1/12/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$770.00
TX-DON003550	1/12/2016	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$6,010.00
TX-DON003551	1/12/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$536.25
TX-DON003553	1/20/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$7,927.09
TX-DON003554	1/20/2016	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$7,337.10
TX-DON003555	1/21/2016	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$12,379.35
TX-DON003556	1/21/2016	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$7,803.00
TX-DON003557	1/21/2016	31	SAC Bookstore	Textbook	NORTON, INC.	\$1,197.00
TX-DON003558	1/21/2016	31	SAC Bookstore	Textbook	NACSCORP	\$410.26
TX-DON003559	1/21/2016	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,188.20
TX-DON003560	1/21/2016	31	SAC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$2,975.00
TX-DON003562	1/29/2016	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$210.30
TX-DON003563	2/3/2016	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$3,492.25
TX-DON003564	2/3/2016	31	SAC Bookstore	Textbook	COPELAND GROUP	\$1,100.00
TX-DON003565	2/3/2016	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$2,030.00
TX-DON003566	2/4/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$68.50
TX-DON003567	2/4/2016	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$680.40
TX-DON003568	2/4/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$472.95
TX-DON003569	2/4/2016	31	SAC Bookstore	Textbook	FOLLETT HIGHER EDUCATION GROUP	\$867.75
TX-DON003570	2/5/2016	31	SAC Bookstore	Textbook	JONES & BARTLETT LEARNING	\$1,318.75
TX-DON003571	2/5/2016	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,480.00
TX-DON003573	2/5/2016	31	SAC Bookstore	Textbook	NACSCORP	\$900.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON003574	2/5/2016	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$135.20
TX-HAWK002682	1/11/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$3,140.00
TX-HAWK002683	1/11/2016	31	SCC Bookstore	Textbook	AMAZON	\$1,101.66
TX-HAWK002684	1/11/2016	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$630.00
TX-HAWK002686	1/13/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$315.00
TX-HAWK002687	1/13/2016	31	SCC Bookstore	Textbook	AMAZON	\$578.00
TX-HAWK002688	1/19/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$5,008.50
TX-HAWK002690	1/19/2016	31	SCC Bookstore	Textbook	BLUEDOOR	\$16,704.00
TX-HAWK002691	1/21/2016	31	SCC Bookstore	Textbook	ACR PUBLICATIONS	\$1,475.60
TX-HAWK002692	1/25/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$5,623.50
TX-HAWK002694	1/27/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$2,606.40
TX-HAWK002695	1/28/2016	31	SCC Bookstore	Textbook	AMAZON	\$57.32
TX-HAWK002697	1/28/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$4,311.16
TX-HAWK002698	1/28/2016	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,972.99
TX-HAWK002699	1/28/2016	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$1,290.64
TX-HAWK002700	1/28/2016	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$3,462.00
TX-HAWK002701	1/28/2016	31	SCC Bookstore	Textbook	NACSCORP	\$2,729.33
TX-HAWK002702	1/28/2016	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$2,800.00
TX-HAWK002703	1/28/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$13,516.28
TX-HAWK002704	1/28/2016	31	SCC Bookstore	Textbook	UNIV. SOUTHERN CALIFORNIA	\$400.00
TX-HAWK002707	1/28/2016	31	SCC Bookstore	Textbook	BVT PUBLISHING	\$450.00
TX-HAWK002708	1/28/2016	31	SCC Bookstore	Textbook	NORTON, INC.	\$1,560.00
TX-HAWK002709	1/28/2016	31	SCC Bookstore	Textbook	FLAT WORLD KNOWLEDGE	\$210.00
TX-HAWK002710	1/28/2016	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$5,827.50
TX-HAWK002711	1/28/2016	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,095.94
TX-HAWK002712	1/28/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$218.94
TX-HAWK002713	1/28/2016	31	SCC Bookstore	Textbook	DAWN SIGN PRESS	\$3,941.68
TX-HAWK002715	2/2/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$7,492.24
TX-HAWK002716	2/2/2016	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$5,633.17
TX-HAWK002717	2/2/2016	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$6,237.50
TX-HAWK002718	2/3/2016	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$6,972.00
TX-HAWK002719	2/3/2016	31	SCC Bookstore	Textbook	NACSCORP	\$4,263.99
TX-HAWK002720	2/3/2016	31	SCC Bookstore	Textbook	RANDOM HOUSE, INC.	\$6.99
TX-HAWK002721	2/3/2016	31	SCC Bookstore	Textbook	AMAZON	\$11,572.16
TX-HAWK002722	2/3/2016	31	SCC Bookstore	Textbook	NORTON, INC.	\$3,985.71
TX-HAWK002723	2/3/2016	31	SCC Bookstore	Textbook	KENDALL PUBLISHING	\$3,427.08
TX-HAWK002724	2/3/2016	31	SCC Bookstore	Textbook	DOVER	\$7.98

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK002725	2/3/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$21,940.14
TX-HAWK002726	2/3/2016	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$20,968.08
TX-HAWK002727	2/3/2016	31	SCC Bookstore	Textbook	ACR PUBLICATIONS	\$158.10
TX-HAWK002728	2/3/2016	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$826.76
TX-HAWK002729	2/3/2016	31	SCC Bookstore	Textbook	HARPER COLLINS TRADE DIV.	\$16.48
TX-HAWK002730	2/3/2016	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$140.00
TX-HAWK002731	2/3/2016	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$7,327.50
TX-HAWK002732	2/3/2016	31	SCC Bookstore	Textbook	XYZ TEXTBOOKS	\$1,800.00
TX-HAWK002733	2/3/2016	31	SCC Bookstore	Textbook	INT JEWELERY PUBNS.	\$164.55
TX-HAWK002734	2/3/2016	31	SCC Bookstore	Textbook	J.A.MAJORS	\$167.72
TX-HAWK002736	2/3/2016	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$1,958.54
TX-HAWK002737	2/3/2016	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$3,705.79
TX-HAWK002738	2/3/2016	31	SCC Bookstore	Textbook	UNIVERSITY OF CHICAGO PRE	\$19.16
TX-HAWK002739	2/3/2016	31	SCC Bookstore	Textbook	CHANNING L. BETE	\$69.75
TX-HAWK002740	2/3/2016	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$424.53
TX-HAWK002741	2/3/2016	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$182.25
TX-HAWK002742	2/3/2016	31	SCC Bookstore	Textbook	DAWN SIGN PRESS	\$203.88
TX-HAWK002743	2/3/2016	31	SCC Bookstore	Textbook	AGAINST THE CLOCK	\$49.99
TX-HAWK002745	2/3/2016	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$615.60
TX-HAWK002747	2/3/2016	31	SCC Bookstore	Textbook	BROOKES PUB. CO	\$375.60
TX-HAWK002748	2/4/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$3,387.60
TX-HAWK002749	2/4/2016	31	SCC Bookstore	Textbook	MORTON	\$405.30
TX-HAWK002752	2/4/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$7,749.00
<b>Grand Total:</b>						<b>\$313,374.83</b>



**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM JANUARY 9, 2016 THROUGH FEBRUARY 5, 2016  
BOARD MEETING OF FEBRUARY 22 , 2016**

P.O. #	Amount	Description	Department	Comment
TX-HAWK002690	\$16,704.00	Textbooks for Resale: Spring 2016	SCC Bookstore	Purchased from Bluedoor. Manager Review and Approval - Bill Jeffery 1/19/2016
TX-HAWK002725	\$21,940.14	Textbooks for Resale: Spring 2016	SCC Bookstore	Purchased from Pearson Education. Manager Review and Approval - Bill Jeffery 2/3/2016
TX-HAWK002726	\$20,968.08	Textbooks for Resale: Spring 2016	SCC Bookstore	Purchased from Cengage Learning. Manager Review and Approval - Bill Jeffery 2/3/2016

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvst
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

**Legend:** \* = Multiple Accounts for this P.O.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Board Date: February 22, 2016
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical programs have been developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	<p>California Career Pathways Trust - SAUSD California Career Pathways Trust Grant (SAC)</p> <p>Santa Ana College received a grant award from the California Department of Education for the California Career Pathways Trust (CCPT). Funding was awarded for a regional consortium that includes the Santa Ana Unified School District, Santa Ana College, Coast Community College District, and the ACME Network (ACME) (representing an Advisory Board of local and regional corporate and industry partners and employers). The SAUSD CCPT grant will develop a consortium between SAUSD, local community colleges, community partners, and the Information and Communication Technology (ICT), Public Services, Health Science and Medical Technology, and Engineering and Architecture Industries. The Santa Ana Technology, Engineering, Communications, and Health (SA TECH) consortium will develop an evolving infrastructure to sustain the economic vitality of a skilled and competitive workforce that possesses technical competencies and expertise contributing to the economic growth of these industries in Orange County. (15/16, 16/17, 17/18, 18/19). <i>No match required.</i></p>	1/27/2016	\$811,050
2.	<p>Deputy Sector Navigator - Global Trade &amp; Logistics (District) – <i>Augmentation</i></p> <p>Grant award from the California Community Colleges Chancellor's Office Workforce &amp; Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and career-technical education pathways by providing in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Global Trade career pathways. (15/16, 16/17). <i>No match required on SB 858 funds.</i></p>	12/22/2015	\$100,000

Fiscal Impact: \$1,943,298	Board Date: February 22, 2016
Item Prepared by: Pat Carpenter, Administrative Secretary	
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>3. Deputy Sector Navigator - In-Region DSN ICT/Digital Media Yr. 3 (District) – <i>Augmentation</i>            Augmentation award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the In-Region DSN ICT/Digital Media Yr. 3 Sector Navigator’s CTE in-region investment activities (SB 858 formerly SB 1070) to improve linkages and career-technical education pathways by providing in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Information &amp; Communication Technologies/Digital Media career pathways. (15/16, 16/17). <i>No match required on SB 858 funds.</i></p>	12/31/2015	\$100,000
<p>4 Deputy Sector Navigator – Small Business (District) - <i>Augmentation</i>            Grant award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the Small Business Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and career-technical education pathways by providing in-region investments within education and industry partners to meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/trainings, and articulation of curriculum between secondary and post-secondary educational systems in Small Business career pathways. (15/16, 16/17). <i>No match required on SB 858 funds.</i></p>	12/22/2015	\$100,000
<p>5. Disabled Students Programs &amp; Services (DSPS) (SCC)            Annual allocation from the California Community Colleges Chancellor’s Office to provide services for disabled students. (15/16). <i>Match is \$350,085 that consists of DSPS staff salary and benefits.</i></p>	12/12/2015	\$748,248
<p>6. First 5 California Child Signature Program (CSP) (District) - <i>Augmentation</i>            RSCCD’s Child Development Services received a one-year extension and augmentation for its First 5 California Child Signature Program sub-award grant from the Children and Families Commission of Orange County to increase quality improvement in early learning programs for young children. Extended funding will support enhanced services that include family support services, screening and assessment of children, mental health services, training and technical assistance for teaching staff and program supplies. (15/16). <i>The match required for the one-year extension is \$275,000 that consists of Early Head Start Program federally-funded staff and other grant-funded program costs.</i></p>	01/25/2016	\$44,000

Fiscal Impact: \$1,943,298	Board Date: February 22, 2016
Item Prepared by: Pat Carpenter, Administrative Secretary	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

7. Los Angeles/Orange County Regional Consortium 01/01/2016 \$40,000  
 (District) - *Augmentation*  
 Augmentation award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (15/16) *No match required.*

**RECOMMENDATION**

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

Fiscal Impact: \$1,943,298	Board Date: February 22, 2016
Item Prepared by: Pat Carpenter, Administrative Secretary	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
<b>SANTA ANA COLLEGE (Consortium Member)</b>						
12-22XX-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	1,113	17,686	8,640	3,755	31,194
<b>BIOLOGY DEPARTMENT - BIOTECH</b>						
12-22XX-043000-16410-1310	Part-Time Instructors :					0
12-22XX-043000-16410-1315	Int/Sum-Instructors,Part-Time : - Adjunct faculty for summer bridge class: \$69.02/hr. x 18 hrs. x 3 LHE (*LHE = lecture hour equivalent, 1 hour in class and 1 hour other duties, office hours, prep, etc.)	0	3,727	0	0	3,727
12-22XX-043000-16410-3111	STRS - Instructional :		331			331
12-22XX-043000-16410-3321	Medicare - Instructional :		54			54
12-22XX-043000-16410-3431	H & W - Retiree Fund Inst :		37			37
12-22XX-043000-16410-3511	SUI - Instructional :		2			2
12-22XX-043000-16410-3611	WCI - Instructional :		89			89
12-22XX-619000-16410-1453	Beyond Contract - Coordinators : - Beyond contract/reassigned time for fall and spring \$69.02/hr. x 40 hrs. x 1 semesters	2,761	5,522	4,970	4,970	18,223
12-22XX-619000-16410-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for articulation projects: 3 faculty x \$29.82/hr. x 24 hrs.	716	2,147			2,863
12-22XX-619000-16410-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for curriculum development projects: 3 faculty x \$29.82/hr. x 24 hrs. (1483).	0	2,147			2,147
12-22XX-619000-16410-3115	STRS - Non-Instructional :	310	875	441	441	2,067
12-22XX-619000-16410-3325	Medicare - Non-Instructional :	50	142	72	72	337
12-22XX-619000-16410-3435	H & W - Retiree Fund Non-Inst :	35	98	50	50	232
12-22XX-619000-16410-3515	SUI - Non-Instructional :	2	5	2	2	12
12-22XX-619000-16410-3615	WCI - Non-Instructional :	83	236	119	119	558
12-22XX-649000-16410-2320	Classified Employees - Hourly : -Senior Office Clerk (hourly): \$18.33/hr. x 25 hrs/wk x 39 weeks	0	17,872	17,872	17,872	53,616
12-22XX-649000-16410-2340	Student Assistants - Hourly : -Student Assistants: 5 SAs x \$13.25/hr. x 10hrs/wk x 39 weeks	10,600	25,838	10,335	5,168	51,941
12-22XX-649000-16410-3215	PERS - Non-Instructional :		0	0	0	0
12-22XX-649000-16410-3315	OASDHI - Non-Instructional :		0	0	0	0
12-22XX-649000-16410-3325	Medicare - Non-Instructional :		259	259	259	777

6.1 (4)

**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
12-22XX-649000-16410-3335	PARS - Non-Instructional :		232	232	232	697
12-22XX-649000-16410-3435	H & W - Retiree Fund Non-Inst :	106	437	282	230	1,056
12-22XX-649000-16410-3515	SUI - Non-Instructional :		9	9	9	27
12-22XX-649000-16410-3615	WCI - Non-Instructional :	254	1,050	678	553	2,535
12-22XX-649000-16410-4210	Books, Mags & Subscrip-Non-Lib : <b>-Class set of textbooks, reference materials for pathway courses</b>	0	3,000	0	0	3,000
12-22XX-649000-16410-4610	Non-Instructional Supplies : <b>-supplies and materials</b>	0	1,050	1,050	1,050	3,150
12-22XX-675000-16410-5210	Conference Expenses : <b>-Conference/travel: in-state and mileage costs for meetings/trainings</b>	2,500	2,500	2,000	1,700	8,700
12-22XX-675000-16410-5210	Conference Expenses : <b>-Student memberships/travel to conferences</b>	0	0	1,600	0	1,600
12-22XX-649000-16410-5940	Reproduction/Printing Expenses : <b>-Printing</b>	0	650	650	500	1,800
12-22XX-649000-16410-5950	Software License and Fees : <b>-Software</b>	0	2,035	2,035	1,840	5,910
12-22XX-649000-16410-5966	Transportation - Student : <b>-Transportation/bus rentals to transport student to program activities</b>	0	1,650	1,650	0	3,300
12-22XX-043000-16410-6409	Equip-All Other >\$200 < \$1,000 : <b>-Equipment for computers/tablets</b>	0	21,774	0	0	21,774
12-22XX-043000-16410-6410	Equip-All Other >\$1,000<\$5,000 : <b>-Equipment for storage for tablets</b>	0	3,000	0	0	3,000
	<b>BIOLOGY DEPARTMENT - BIOTECH - SUB-TOTAL</b>	<b>17,417</b>	<b>96,769</b>	<b>44,307</b>	<b>35,069</b>	<b>193,562</b>

6.1 (5)

**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
<b>ENGINEERING DEPARTMENT</b>						
12-22XX-092400-15150-1310	Part-Time Instructors :					0
12-22XX-092400-15150-1315	Int/Sum-Instructors,Part-Time : - Adjunct faculty for summer bridge class: \$69.02/hr. x 18 hrs. x 3 LHE (*LHE = lecture hour equivalent, 1 hour in class and 1 hour other duties, office hours, prep, etc.)	0	3,727	0	0	3,727
12-22XX-092400-15150-3111	STRS - Instructional :		331			331
12-22XX-092400-15150-3321	Medicare - Instructional :		54			54
12-22XX-092400-15150-3431	H & W - Retiree Fund Inst :		37			37
12-22XX-092400-15150-3511	SUI - Instructional :		2			2
12-22XX-092400-15150-3611	WCI - Instructional :		89			89
12-22XX-619000-15150-1453	Beyond Contract - Coordinators : - Beyond contract/reassigned time for fall and spring \$69.02/hr. x 40 hrs. x 1 semesters	2,761	5,522	4,970	4,970	18,223
12-22XX-619000-15150-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for articulation projects: 3 faculty x \$29.82/hr. x 24 hrs.	0	2,147	0		2,147
12-22XX-619000-15150-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for curriculum development projects: 3 faculty x \$29.82/hr. x 24 hrs. (1483).	716	2,147	0		2,863
12-22XX-619000-15150-3115	STRS - Non-Instructional :	310	875	441	441	2,067
12-22XX-619000-15150-3325	Medicare - Non-Instructional :	50	142	72	72	337
12-22XX-619000-15150-3435	H & W - Retiree Fund Non-Inst :	35	98	50	50	232
12-22XX-619000-15150-3515	SUI - Non-Instructional :	2	5	2	2	12
12-22XX-619000-15150-3615	WCI - Non-Instructional :	84	236	119	119	559

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**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
12-22XX-649000-15150-2340	Student Assistants - Hourly : <b>-Student Assistants: 5 SAs x \$13.25/hr. x 10hrs/wk x 39 weeks</b>		25,838	10,335	5,168	41,341
12-22XX-649000-15150-3435	H & W - Retiree Fund Non-Inst :		258	103	52	413
12-22XX-649000-15150-3615	WCI - Non-Instructional :		621	249	124	993
12-22XX-649000-15150-4210	Books, Mags & Subscrip-Non-Lib : <b>-Class set of textbooks, reference materials for pathway courses</b>	0	3,000	0	0	3,000
12-22XX-649000-15150-4610	Non-Instructional Supplies : <b>-supplies and materials</b>	0	1,050	1,050	1,050	3,150
12-22XX-675000-15150-5210	Conference Expenses : <b>-Conference/travel: in-state and mileage costs for meetings/trainings</b>	0	2,500	2,000	1,700	6,200
12-22XX-675000-15150-5210	Conference Expenses : <b>-Student memberships/travel to conferences</b>	0	0	1,600	0	1,600
12-22XX-649000-15150-5940	Reproduction/Printing Expenses : <b>-Printing</b>	0	650	650	500	1,800
12-22XX-649000-15150-5950	Software License and Fees : <b>-Software</b>	0	2,035	2,035	1,840	5,910
12-22XX-649000-15150-5966	Transportation - Student : <b>-Transportation/bus rentals to transport student to program activities</b>	0	1,650	1,650	0	3,300
12-22XX-092400-15150-6409	Equip-All Other >\$200 < \$1,000 : <b>-Equipment for 50 computers</b>	0	61,800	0	0	61,800
12-22XX-092400-15150-6410	Equip-All Other >\$1,000<\$5,000 : <b>-Equipment for machinery</b>	0	10,000	0	0	10,000
12-22XX-092400-15150-6411	Equip-All Other > \$5,000 : <b>-Equipment for</b>	0	9,028	0	0	9,028
	<b>ENGINEERING DEPARTMENT - SUB-TOTAL</b>	<b>3,958</b>	<b>133,842</b>	<b>25,327</b>	<b>16,088</b>	<b>179,216</b>

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**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
<b>LEGAL DEPARTMENT</b>						
12-22XX-051410-15175-1310	Part-Time Instructors :					0
12-22XX-051410-15175-1315	Int/Sum-Instructors,Part-Time : - Adjunct faculty for summer bridge class: \$69.02/hr. x 18 hrs. x 3 LHE (*LHE = lecture hour equivalent, 1 hour in class and 1 hour other duties, office hours, prep, etc.)	0	3,727	0	0	3,727
12-22XX-051410-15175-3111	STRS - Instructional :		331			331
12-22XX-051410-15175-3321	Medicare - Instructional :		54			54
12-22XX-051410-15175-3431	H & W - Retiree Fund Inst :		37			37
12-22XX-051410-15175-3511	SUI - Instructional :		2			2
12-22XX-051410-15175-3611	WCI - Instructional :		89			89
12-22XX-619000-15175-1453	Beyond Contract - Coordinators : - Beyond contract/reassigned time for fall and spring \$69.02/hr. x 40 hrs. x 1 semesters	2,761	5,522		4,970	13,253
12-22XX-619000-15175-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for articulation projects: 3 faculty x \$29.82/hr. x 24 hrs.		2,147	4,970		7,117
12-22XX-619000-15175-1483	Beyond Contr - Reassigned Time : - Faculty reassigned time for curriculum development projects: 3 faculty x \$29.82/hr. x 24 hrs. (1483).	716	2,147			2,863
12-22XX-619000-15175-3115	STRS - Non-Instructional :	310	875	441	441	2,067
12-22XX-619000-15175-3325	Medicare - Non-Instructional :	50	142	72	72	337
12-22XX-619000-15175-3435	H & W - Retiree Fund Non-Inst :	35	98	50	50	232
12-22XX-619000-15175-3515	SUI - Non-Instructional :	2	5	2	2	12
12-22XX-619000-15175-3615	WCI - Non-Instructional :	84	236	119	119	559
12-22XX-649000-15175-2130	Classified Employees : -Job Developer (full-time):		52,594	54,172	0	106,766
12-22XX-649000-15175-2320	Classified Employees - Hourly : -Student Services Coordinator		25,077	25,077	25,077	75,231
12-22XX-649000-15175-2340	Student Assistants - Hourly : -Student Assistants: 5 SAs x \$13.25/hr. x 10hrs/wk x 39 weeks		25,838	10,335	5,168	41,341
12-22XX-649000-15175-3215	PERS - Non-Instructional :		6,626	7,075	0	13,701
12-22XX-649000-15175-3315	OASDHI - Non-Instructional :		3,345	3,442	0	6,787
12-22XX-649000-15175-3325	Medicare - Non-Instructional :		1,146	1,169	364	2,678

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**SPECIAL PROJECT DETAILED BUDGET # 22XX**  
**NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant**  
**FISCAL YEAR: 2015/2016 through 2018/2019**

GL Account String	Description	Year 1	Year 2	Year 3	Year 4	Total SAC
12-22XX-649000-15175-3335	PARS - Non-Instructional :		327	326	326	979
12-22XX-649000-15175-3415	H & W - Non-Instructional :		25,554	25,637	0	51,191
12-22XX-649000-15175-3435	H & W - Retiree Fund Non-Inst :		1,051	909	302	2,263
12-22XX-649000-15175-3515	SUI - Non-Instructional :		40	40	13	92
12-22XX-649000-15175-3615	WCI - Non-Instructional :		2,517	2,183	726	5,426
12-22XX-649000-15175-3915	Other Benefits - Non-Instruct:		1,350	1,350	0	2,700
12-22XX-649000-15175-4210	Books, Mags & Subscrip-Non-Lib : <b>-Class set of textbooks, reference materials for pathway courses</b>	0	3,000	0	0	3,000
12-22XX-649000-15175-4610	Non-Instructional Supplies : <b>-supplies and materials</b>	0	1,050	1,050	1,050	3,150
12-22XX-051410-15175-5100	Contracted Services : <b>-Independent Contractor for Marketing</b>	0	15,000	0	0	15,000
12-22XX-675000-15175-5210	Conference Expenses : <b>-Conference/travel: in-state and mileage costs for meetings/trainings</b>	2,500	2,500	2,000	1,702	8,702
12-22XX-675000-15175-5210	Conference Expenses : <b>-Student memberships/travel to conferences</b>	0	0	1,600	0	1,600
12-22XX-649000-15175-5940	Reproduction/Printing Expenses : <b>-Printing</b>	0	650	652	500	1,802
12-22XX-649000-15175-5950	Software License and Fees : <b>-Software</b>	0	2,035	2,035	1,840	5,910
12-22XX-649000-15175-5966	Transportation - Student : <b>-Transportation/bus rentals to transport student to program activities</b>	0	1,650	1,650	0	3,300
12-22XX-051410-15175-6409	Equip-All Other >\$200 < \$1,000 : <b>-Equipment for computers/tablets</b>	0	21,779	0	0	21,779
12-22XX-051410-15175-6410	Equip-All Other >\$1,000<\$5,000 : <b>-Equipment for storage for tablets</b>	0	3,000	0	0	3,000
	<b>LEGAL DEPARTMENT - SUB-TOTAL</b>	<b>6,458</b>	<b>211,539</b>	<b>146,358</b>	<b>42,723</b>	<b>407,079</b>
	<b>TOTAL PROJECT # 22XX - CCPT - SAUSD CCPT GRANT</b>	<b>28,946</b>	<b>459,837</b>	<b>224,632</b>	<b>97,635</b>	<b>811,050</b>

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**SPECIAL PROJECT DETAILED BUDGET #2343**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)**  
**Career Technical Education In-Region Investment Grant (SB 858) (District)**  
**FISCAL YEARS 2015/2016 and 2016/2017**

**CONTRACT PERIOD: 01/01/2016 - 12/31/2016**  
**CONTRACT INCOME: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 15-157-008 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Lynn Stewart**  
**Date: 2/4/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2343-000000-50000-8659	Other Reimb Categorical Allow : District Operations		100,000
12-2343-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2343-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office - NASBITE Annual Conference, Newport, RI April 4, 2016 – April 8, 2016. One attendee at \$2,300	2,300	
<b>12-2343-684000-53210-2130</b>	<b>Classified Employees : Ctr for Intl Trade Dev Offic</b> - Alejandra Landa, Business Services Coordinator (20%) Grade 13-3 (eff. 7/1/16-12/31/16)	5,401	
<b>12-2343-684000-53210-2320</b>	<b>Classified Employees - Hourly : Ctr for Intl Trade</b> - Business Expert, \$45/hr. x 222 hrs.	10,000	
12-2343-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	705	
12-2343-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	343	
12-2343-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	225	
12-2343-684000-53210-3335	PARS - Non-Instructional : Ctr for Intl Trade Dev O	130	
12-2343-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	1,204	
12-2343-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	155	
12-2343-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	8	
12-2343-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	373	
12-2343-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	135	
12-2343-684000-53210-4210	Books, Mags & Subscrip-Non-Lib : Ctr for Intl Trade	1,000	
12-2343-684000-53210-4610	Non-Instructional Supplies : Ctr for Intl Trade Dev	3,000	
12-2343-684000-53210-4710	Food and Food Service Supplies : Ctr for Intl Trade	3,000	
12-2343-684000-53210-5100	Contracted Services : Ctr for Intl Trade Dev Office To provide specialized services that include: - MS/HS career awareness workshops \$2,000 - HS summer Global Business Academy \$4,000 - Outreach/marketing materials; GTL occupational materials; video projects, \$3,080 - Technology and skills workshops/certifications, \$6,500 - Certified Global Business Professional bootcamp, \$5,000 Sub-agreements: in-region investment projects with school districts/college districts to increase regional sector capacity in GTL education, faculty development, curriculum development, and training on curriculum models, \$30,000	50,580	

**SPECIAL PROJECT DETAILED BUDGET #2343**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)**  
**Career Technical Education In-Region Investment Grant (SB 858) (District)**  
**FISCAL YEARS 2015/2016 and 2016/2017**

**CONTRACT PERIOD: 01/01/2016 - 12/31/2016**  
**CONTRACT INCOME: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 15-157-008 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Lynn Stewart**  
**Date: 2/4/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2343-684000-53210-5220	Mileage/Parking Expenses : Ctr for Intl Trade Dev - Local Travel, \$0.54/mile x 250 miles/mnth x 12 mnths	1,620	
12-2343-684000-53210-5235	District Business/Sponsorships : Ctr for Intl Trade - Counseling Training Event for counselors, faculty, and CTE instructors from HS and CC, \$10,000	10,000	
12-2343-684000-53210-5895	Other Licenses & Fees : Ctr for Intl Trade Dev Offi - Certified Global Business Professional (CGBP) exam fee for five faculty at \$395/each	1,975	
12-2343-684000-53210-6409	Equip-All Other >\$200 < \$1,000 : Ctr for Intl Trade - two (2) projectors	1,900	
12-2343-684000-53210-6410	Equip-All Other >\$1,000<\$5,000 : Ctr for Intl Trade - one(1) laptop	2,100	
<b>Total 2343 - GTL DSN In-Region Investment Funds (Yr. 3)</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2345**

**NAME: Deputy Sector Navigator - In-Region Information & Communication Technologies (ICT)/Digital Media  
Sector Yr. 3 Grant (SB 858) (District)  
FISCAL YEAR 2015/2016 and 2016/2017**

CONTRACT PERIOD: 01/01/2016 - 12/31/2016

PROJ. ADM. Enrique Perez

CONTRACT INCOME: \$100,000

PROJ. DIR. Gustavo Chamorro

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 02/04/16

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD No. : 15-158-006 (Amendment # 1)

SUB-AWARD: N/A

CFDA #: N/A

		New Budget	
GL Accounts	Description	Debit	Credit
12-2345-000000-50000-8659	Other Reimb Categorical Allow : District Oper		100,000
12-2345-672000-50000-5865	Indirect Costs : District Operations	3,846	
12-2345-675000-53330-5210	Conference Expenses : Digital Media Center - Travel Expenses - In-state travel to EWD and related workforce development conferences	6,654	
12-2345-684000-53330-4610	Non-Instructional Supplies : Digital Media Center - Program supplies (USBs, copier paper, toner, easels, binders, etc.)	500	
	<b>Contracted Services : Digital Media Center</b>	89,000	
	Contracted Services : Digital Media Center - Contracted Services: Irvine Valley College to conduct a C-STEM day competition at.... \$20,000		
	Contracted Services : Digital Media Center - CyberPatriot Regional Competition involving Cypress, Coastline and Irvine Valley College (12K each college). \$36,000		
12-2345-684000-53330-5100	Contracted Services : Digital Media Center - Central Orange County CTEp to conduct a county-wide OC Maker Challenge Project for student teams from Middle School, High School and Community College. \$15,000		
	Contracted Services : Digital Media Center - Digital Media based workshops to be offered to high school and community college students. \$3,000		
	Contracted Services : Digital Media Center - Central Orange County CTEp to produce a video and develop a marketing campaign highlighting CTE programs. \$10,000		
	Contracted Services : Digital Media Center - Orange County Department of Ed. to organize an event targeting high school counselors. \$5,000		
<b>Total Project 2345 Econ Dev- In-Reg DSN ICT/Digital Media Yr. 3</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2344**  
**NAME: Deputy Sector Navigator - Small Business**  
**Career Technical Education In-Region Investment Grant (District)**  
**FISCAL YEARS 2015/2016 and 2016/2017**

**CONTRACT PERIOD: 01/01/2016 - 12/31/2016**  
**CONTRACT AWARD: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 15-159-006 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Leila Mozaffari**  
**PROJ DIR: Elizabeth Arteaga**  
**Date: 02/08/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2344-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		3,122
<b>12-2344-602000-15170-1483</b>	<b>Beyond Contr - Reassigned Time : Marketing</b> Faculty Advisor to integrate instructional components for Small Busnss sector. Stipend at \$2,700.	2,700	
12-2344-602000-15170-3115	STRS - Non-Instructional : Marketing	290	
12-2344-602000-15170-3325	Medicare - Non-Instructional : Marketing	39	
12-2344-602000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	27	
12-2344-602000-15170-3515	SUI - Non-Instructional : Marketing	1	
12-2344-602000-15170-3615	WCI - Non-Instructional : Marketing	65	
	<b>Sub-Total (SAC)</b>	<b>3,122</b>	<b>3,122</b>
12-2344-000000-50000-8659	Other Reimb Categorical Allow : District Operations		96,878
12-2344-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2344-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office NACCE Conference, Sacramento, CA. October 8 - 11, 2016. \$2,140 x Seven (7) attendees = \$14,980.	14,980	
12-2344-684000-53410-4210	Books, Mags & Subscrip-Non-Lib : Small Business Dev Reference materials for trainings/workshops	3,152	
12-2344-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr	400	
12-2344-684000-53410-4710	Food and Food Service Supplies : Small Business Dev	2,000	
12-2344-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office In-region investment projects with school districts/college districts to increase regional sector capacity in Small Business education, faculty development, curriculum development, and training on curriculum models. Four to five sub-contract agreements ranging from \$3,000 - 12,000/each.	59,500	
12-2344-684000-53410-5235	District Business/Sponsorships : Small Business Dev Counselors Training Conference, in collaboration with DSNs in OC, for career and CTE pathways development	10,000	
12-2344-684000-53410-5950	Software License and Fees : Small Business Dev Ctr Software license fees for business plan service tool	3,000	
	<b>Sub-Total (DO)</b>	<b>96,878</b>	<b>96,878</b>
	<b>Total 2344 - Small Business DSN In-Region Funds (Yr. 3)</b>	<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 07/01/15 - 06/30/16  
 CONTRACT INCOME: \$748,248 - SCC P1 Allocation

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 02/10/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-20000-8623	DSPS : Santiago Canyon Coll		804,354		748,248	56,106	
	Contract Instructors : DSP - Lucy Carr-Rollitt (31%) - Mary Mettler (44%) - Laura Wirtz (25%)						
12-2230-493031-29400-1110		233,831		101,326			132,505
12-2230-493031-29400-2410	Inst Assistant - Ongoing :	8,593		-			8,593
12-2230-493031-29400-2420	Inst Assistant - Hourly : D	41,917		-			41,917
12-2230-493031-29400-3111	STRS - Instructional : DS	21,022		10,872			10,150
12-2230-493031-29400-3211	PERS - Instructional : DS	1,012		-			1,012
12-2230-493031-29400-3311	OASDHI - Instructional : DS	532		-			532
12-2230-493031-29400-3321	Medicare - Instructional :	4,166		1,488			2,678
12-2230-493031-29400-3331	PARS - Instructional : DS	545		-			545
12-2230-493031-29400-3411	H & W - Instructional : DSP	52,912		23,176			29,736
12-2230-493031-29400-3431	H & W - Retiree Fund Inst :	2,872		1,027			1,845
12-2230-493031-29400-3511	SUI - Instructional : DS	144		51			93
12-2230-493031-29400-3611	WCI - Instructional : DS	6,893		2,462			4,431
12-2230-493031-29400-3911	Other Benefits - Instructio	2,888		1,250			1,638
12-2230-493031-29400-4210	Books, Mags & Subscrip-Non-	2,000		2,000		-	-
12-2230-493031-29400-4310	Instructional Supplies : DS	6,000		10,000		4,000	
12-2230-493031-29400-4710	Food and Food Service Suppl	175		-			175
12-2230-493031-29400-5940	Reproduction/Printing Expen	3,500		5,000		1,500	
12-2230-493031-29400-5950	Software License and Fees :	4,162		15,000		10,838	
12-2230-493031-29400-6410	Equip-All Other >\$1,000<\$5,	7,670		15,000		7,330	

6.1 (14)



**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 07/01/15 - 06/30/16  
 CONTRACT INCOME: \$748,248 - SCC P1 Allocation

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 02/10/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-493031-29400-6414	Equip-Mod Furn>\$1,000 < \$5,	2,000		5,000		3,000	
12-2230-493031-29400-6419	Equip-Software > \$5,000 : D	2,000		10,000		8,000	
12-2230-499900-29400-2410	Inst Assistant - Ongoing : - <b>Trudy Long</b>	-		9,949		9,949	
12-2230-499900-29400-2420	Inst Assistant - Hourly : D	-		94,848		94,848	
12-2230-499900-29400-3211	PERS - Instructional : DSPS	-		1,179		1,179	
12-2230-499900-29400-3311	OASDHI - Instructional : DS	-		616		616	
12-2230-499900-29400-3321	Medicare - Instructional :	-		1,520		1,520	
12-2230-499900-29400-3331	PARS - Instructional : DSPS	-		1,233		1,233	
12-2230-499900-29400-3431	H & W - Retiree Fund Inst :	-		1,048		1,048	
12-2230-499900-29400-3511	SUI - Instructional : DSPS	-		52		52	
12-2230-499900-29400-3611	WCI - Instructional : DSPS	-		2,515		2,515	
12-2230-499900-29401-2420	Inst Assistant - Hourly : D - <b>Interpreters - hourly</b>	31,582		31,582		-	-
12-2230-499900-29401-3211	PERS - Instructional : Deaf	1,636		1,833		197	
12-2230-499900-29401-3311	OASDHI - Instructional : De	861		959		98	
12-2230-499900-29401-3321	Medicare - Instructional :	458		458		-	-
12-2230-499900-29401-3331	PARS - Instructional : Deaf	230		209			21
12-2230-499900-29401-3431	H & W - Retiree Fund Inst :	315		316		1	
12-2230-499900-29401-3511	SUI - Instructional : Deaf	16		16		-	-
12-2230-499900-29401-3611	WCI - Instructional : Deaf	758		758		-	-
12-2230-642000-29400-1430	Part-Time Counselors : DSPS	18,568		-			18,568

6.1 (15)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 07/01/15 - 06/30/16  
 CONTRACT INCOME: \$748,248 - SCC P1 Allocation

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 02/10/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-29400-1433	Beyond Contract - Counselor - Vivien (intersession - 42 hrs)	4,000		2,347			1,653
12-2230-642000-29400-1434	Int/Sum Beyond Contr-Course	4,000		4,000			-
12-2230-642000-29400-1435	Int/Sum - Counselors,Part-T	8,448		3,698			4,750
12-2230-642000-29400-1483	Beyond Contr - Reassigned T	8,940		4,734			4,206
12-2230-642000-29400-1484	Int/Sum Beynd Contr-Reassign	48,658		38,360			10,298
12-2230-642000-29400-1490	Non-Instructional Banked LH	-		31,559		31,559	
12-2230-642000-29400-2130	Classified Employees : DSPS - Amanda Carpenter (100%) - Philip Tran (100%) - Michelle Ford (50% eff 11/23/15)	105,229		106,434		1,205	
12-2230-642000-29400-2320	Classified Employees - Hour	4,910		34,313		29,403	
12-2230-642000-29400-2340	Student Assistants - Hourly	1,800		5,000		3,200	
12-2230-642000-29400-3115	STRS - Non-Instructional :	10,206		9,089			1,117
12-2230-642000-29400-3215	PERS - Non-Instructional :	12,400		12,610		210	
12-2230-642000-29400-3315	OASDHI - Non-Instructional	6,726		6,791		65	
12-2230-642000-29400-3325	Medicare - Non-Instructiona	3,555		3,314			241
12-2230-642000-29400-3335	PARS - Non-Instructional :	283		446		163	
12-2230-642000-29400-3415	H & W - Non-Instructional :	34,800		26,165			8,635
12-2230-642000-29400-3435	H & W - Retiree Fund Non-In	2,468		2,336			132
12-2230-642000-29400-3515	SUI - Non-Instructional : D	122		114			8
12-2230-642000-29400-3615	WCI - Non-Instructional : D	5,929		5,608			321
12-2230-642000-29400-3915	Other Benefits - Non-Instru	3,263		3,108			155

(9) 1.9

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 07/01/15 - 06/30/16  
 CONTRACT INCOME: \$748,248 - SCC P1 Allocation

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 02/10/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-29400-4610	Non-Instructional Supplies	1,500		2,000		500	
12-2230-642000-29400-5630	Maint Contract - Office Equ	950		950		-	-
12-2230-642000-29400-5845	Excess/Copies Usage : DSPS	500		500		-	-
12-2230-642000-29400-6412	Equip-Fed Prgm >\$1,000< \$5,	2,400		-			2,400
12-2230-642000-29401-1250	Contract Coordinator : Dea	2,529		-			2,529
12-2230-642000-29401-2130	Classified Employees : Deaf - Ruth Rodriguez (18.5%)	20,017		18,516			1,501
12-2230-642000-29401-3215	PERS - Non-Instructional :	2,356		2,194			162
12-2230-642000-29401-3315	OASDHI - Non-Instructional	1,258		1,163			95
12-2230-642000-29401-3325	Medicare - Non-Instructiona	294		272			22
12-2230-642000-29401-3415	H & W - Non-Instructional :	4,239		3,987			252
12-2230-642000-29401-3435	H & W - Retiree Fund Non-In	203		188			15
12-2230-642000-29401-3515	SUI - Non-Instructional : D	10		9			1
12-2230-642000-29401-3615	WCI - Non-Instructional : D	487		450			37
12-2230-642000-29401-3915	Other Benefits - Non-Instru	270		250			20
12-2230-642000-29401-5100	Contracted Services : Deaf	38,846		60,000		21,154	
12-2230-675000-29400-5210	Conference Expenses : DSPS	3,500		5,000		1,500	
<b>Totals for PROJECT: 2230</b>	<b>DSPS - SCC (Restricted Fund)</b>	<b>804,354</b>	<b>804,354</b>	<b>748,248</b>	<b>748,248</b>	<b>292,989</b>	<b>292,989</b>

6.1 (17)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 07/01/15 - 06/30/16  
 CONTRACT INCOME: \$748,248 - SCC P1 Allocation

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 02/10/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-493031-29400-1110	Contract Instructors : DSP - Lucy Carr-Rollitt (69%) - Mary Mettler (43%) - Laura Wirtz (75%)	186,554		186,554		-	
11-2230-493031-29400-3111	STRS - Instructional : DSPS	20,071		20,071			-
11-2230-493031-29400-3321	Medicare - Instructional :	2,712		2,712			-
11-2230-493031-29400-3411	H & W - Instructional : DSP	43,397		43,397			-
11-2230-493031-29400-3431	H & W - Retiree Fund Inst :	1,889		1,889		-	
11-2230-493031-29400-3511	SUI - Instructional : DSPS	94		94		-	-
11-2230-493031-29400-3611	WCI - Instructional : DSPS	4,533		4,533		-	
11-2230-493031-29400-3911	Other Benefits - Instructio	2,339		2,339		-	-
11-2230-642000-29400-2130	Classified Employees : DSPS - Michael Rinaldi (100%)	61,676		61,676		-	-
11-2230-642000-29400-3215	PERS - Non-Instructional :	7,307		7,307		-	-
11-2230-642000-29400-3315	OASDHI - Non-Instructional	3,908		3,908		-	-
11-2230-642000-29400-3325	Medicare - Non-Instructiona	914		914		-	-
11-2230-642000-29400-3415	H & W - Non-Instructional :	11,166		11,166		-	-
11-2230-642000-29400-3435	H & W - Retiree Fund Non-In	630		630		-	-
11-2230-642000-29400-3515	SUI - Non-Instructional : D	32		32		-	-
11-2230-642000-29400-3615	WCI - Non-Instructional : D	1,513		1,513		-	-
11-2230-642000-29400-3915	Other Benefits - Non-Instru	1,350		1,350		-	-
<b>Totals for PROJECT: 2230</b>	<b>DSPS - SCC (Match)</b>	<b>350,085</b>	<b>-</b>	<b>350,085</b>	<b>-</b>	<b>-</b>	<b>-</b>

(18)

**SPECIAL PROJECT DETAILED BUDGET #2341**  
**NAME: First 5 California Child Signature Program (CSP) (DISTRICT)**  
**FISCAL YEAR: 2015/2016**

**CONTRACT TERM: 7/1/2013 - 6/30/2016**  
**CONTRACT INCOME: \$55,000**  
**AUGMENTATION INCOME: \$44,000**  
**TOTAL INCOME: \$99,000**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Janneth Linnell**  
**Date: 2/11/2016**

**PRIME SPONSOR: California Children & Families Act of 1998, Children & Families First Initiative**  
**FISCAL AGENT: Children & Families Commission of Orange County**  
**PRIME AWARD No.: N/A**  
**SUB-AWARD No.: FCI-CSP-03 (Amendment 1)**  
**CFDA #: N/A**

GL Account String	Description	Revised Budget	
		Debit	Credit
33_2341_000000_50000_8659	Other Reimb Categorical Allow : District Oper		44,000
<b>33_2341_692000_53327_2320</b>	<b>Classified Employees - Hourly : CDC Santa Ana</b> <b>CD Intern III @ \$12.25/hr. x 850 hrs.</b>	10,413	
<b>33_2341_692000_53327_2340</b>	<b>Student Assistants - Hourly : CDC Santa Ana</b> <b>Student Assistant IV @ \$12.25/hr. x 550 hrs.</b>	6,738	
33_2341_692000_53327_3325	Medicare - Non-Instructional : CDC Santa Ana	151	
33_2341_692000_53327_3335	PARS - Non-Instructional : CDC Santa Ana Coll	135	
33_2341_692000_53327_3435	H & W - Retiree Fund Non-Inst : CDC Santa Ana	172	
33_2341_692000_53327_3515	SUI - Non-Instructional : CDC Santa Ana Colle	5	
33_2341_692000_53327_3615	WCI - Non-Instructional : CDC Santa Ana Colle	412	
33_2341_692000_53327_4310	Instructional Supplies : CDC Santa Ana Colleg	2,000	
33_2341_692000_53327_4610	Non-Instructional Supplies : CDC Santa Ana Co	2,000	
<b>33_2341_692000_53328_2320</b>	<b>Classified Employees - Hourly : EHS Santa Ana</b> <b>CD Intern III @ \$12.25/hr. x 850 hrs.</b>	10,413	
<b>33_2341_692000_53328_2340</b>	<b>Student Assistants - Hourly : EHS Santa Ana</b> <b>Student Assistant IV @ \$12.25/hr. x 546 hrs.</b>	6,689	
33_2341_692000_53328_3325	Medicare - Non-Instructional : EHS Santa Ana	151	
33_2341_692000_53328_3335	PARS - Non-Instructional : EHS Santa Ana Coll	135	
33_2341_692000_53328_3435	H & W - Retiree Fund Non-Inst : EHS Santa Ana	171	
33_2341_692000_53328_3515	SUI - Non-Instructional : EHS Santa Ana Colle	5	
33_2341_692000_53328_3615	WCI - Non-Instructional : EHS Santa Ana Colle	410	
33_2341_692000_53328_4310	Instructional Supplies : EHS Santa Ana Colleg	2,000	
33_2341_692000_53328_4610	Non-Instructional Supplies : EHS Santa Ana Co	2,000	
	<b>Total 2341 - First 5 CA CSP (DO)</b>	<b>44,000</b>	<b>44,000</b>

**The match required is \$275,000 that consists of federally-funded staff in the Early Head Start Program (#1285, #1287) and other grant-funded program costs.**

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 - 6/30/16  
 CONTRACT INCOME: \$370,000  
 Augmentation: \$40,000  
 TOTAL INCOME \$410,000

PROJ ADM: Enriquez Perez  
 PROJ DIR: Steve Glycer

Date: 02/01/16

**Prime Sponsor: US Dept. of Education**

**Fiscal Agent: CCC Chancellor's Office**

**CFDA #: 84.048A; Grant Agreement # 15-150-003**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-000000-50000-8170	VTEA : District Operations		-		40,000		40,000
12-1591-679000-50000-5865	Indirect Costs : District Operations	-		1,538		1,538	
12-1591-675000-53306-5210	Conference Expenses : LA/OC Regional Consortia	-		5,326		5,326	
12-1591-679000-53306-1410	Part-Time Academic Management : LA/OC RC - Lynn Shaw	-		27,706		27,706	
12-1591-679000-53306-3115	STRS - Non-Instructional : LA/OC Regional Consortia	-		2,973		2,973	
12-1591-679000-53306-3325	Medicare - Non-Instructional : LA/OC Regional Conso	-		401		401	
12-1591-679000-53306-3435	H & W - Retiree Fund Non-Inst : LA/OC Regional Cons	-		277		277	
12-1591-679000-53306-3515	SUI - Non-Instructional : LA/OC Regional Consortia	-		14		14	
12-1591-679000-53306-3615	WCI - Non-Instructional : LA/OC Regional Consortia	-		665		665	
12-1591-679000-53306-5220	Mileage/Parking Expenses : LA/OC Regional Consortia	-		500		500	
12-1591-679000-53306-5540	Mobile Phones : LA/OC Regional Consortia	-		600		600	
12-1591-000000-20000-8170	VTEA : Santiago Canyon College		370,000		370,000		
12-1591-679000-20000-5865	Indirect Costs : Santiago Canyon College	14,230		14,230		-	-
12-1591-675000-25205-5210	Conference Expenses : Career Education Office	22,941		22,941		-	-
12-1591-679000-25205-1410	Part-Time Academic Management : Career Education Of	65,723		65,723		-	-
12-1591-679000-25205-2130	Classified Employees : Career Education Office	70,412		70,412		-	-
12-1591-679000-25205-2320	Classified Employees - Hourly : Career Education Of	65,280		65,280		-	-
12-1591-679000-25205-3115	STRS - Non-Instructional : Career Education Office	5,836		5,836		-	-
12-1591-679000-25205-3215	PERS - Non-Instructional : Career Education Office	15,972		15,972		-	-
12-1591-679000-25205-3315	OASDHI - Non-Instructional : Career Education Offic	8,413		8,413		-	-

6.1 (20)

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 - 6/30/16  
 CONTRACT INCOME: \$370,000  
 Augmentation: \$40,000  
 TOTAL INCOME **\$410,000**

PROJ ADM: Enriquez Perez  
 PROJ DIR: Steve Glycer

Date: 02/01/16

**Prime Sponsor: US Dept. of Education**  
**Fiscal Agent: CCC Chancellor's Office**  
**CFDA #: 84.048A; Grant Agreement # 15-150-003**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-679000-25205-3325	Medicare - Non-Instructional : Career Education Off	2,921		2,921		-	-
12-1591-679000-25205-3415	H & W - Non-Instructional : Career Education Office	19,350		19,350		-	-
12-1591-679000-25205-3435	H & W - Retiree Fund Non-Inst : Career Education Of	2,034		2,034		-	-
12-1591-679000-25205-3515	SUI - Non-Instructional : Career Education Office	102		102		-	-
12-1591-679000-25205-3615	WCI - Non-Instructional : Career Education Office	4,883		4,883		-	-
12-1591-679000-25205-3915	Other Benefits - Non-Instruct : Career Education Of	2,025		2,025		-	-
12-1591-679000-25205-4610	Non-Instructional Supplies : Career Education Offic	6,250		6,250		-	-
12-1591-679000-25205-4710	Food and Food Service Supplies : Career Education O	14,490		14,490		-	-
12-1591-679000-25205-5100	Contracted Services : Career Education Office	35,235		35,235		-	-
12-1591-679000-25205-5220	Mileage/Parking Expenses : Career Education Office	7,400		7,400		-	-
12-1591-679000-25205-5300	Inst Dues & Memberships : Career Education Office	2,003		2,003		-	-
12-1591-679000-25205-5630	Maint Contract - Office Equip : Career Education Of	1,000		1,000		-	-
12-1591-679000-25205-5940	Reproduction/Printing Expenses : Career Education O	1,000		1,000		-	-
12-1591-679000-25205-5950	Software License and Fees :	500		500		-	-
12-1591-679000-25205-6412	Equip-Fed Prgm >\$1,000< \$5,000 : Career Education O	2,000		2,000		-	-
<b>Total Project 1591</b>	<b>LA/OC Regional Consortium</b>	<b>370,000</b>	<b>370,000</b>	<b>410,000</b>	<b>410,000</b>	<b>40,000</b>	<b>40,000</b>

6.1 (21)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 22, 2016
Re: Approval of Amendment to Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

**BACKGROUND**

The District was awarded the Sector Navigator-Information Communications Technology/Digital Media grant, No. 15-151-006, by the Chancellor's Office, Economic and Workforce Development Division. The grant requires the District to implement a statewide project that will strengthen and develop the California Community Colleges' information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

**ANALYSIS**

The District developed this project in cooperation with Opportunity Development Enterprises, LLC, which will implement the ICT/Digital Media Sector Navigator project under the terms and conditions of Sub-agreement No. DO-15-2537-01. The Chancellor's Office selected our District based upon the expertise and qualifications of District staff and Opportunity Development Enterprises. The performance period is July 1, 2015 through June 30, 2016, with an amount not to exceed \$172,000. The Project Administrator is Enrique Perez.

**RECOMMENDATION**

It is recommended that the Board approve the amendment to the sub-agreement with Opportunity Development Enterprises, LLC, and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign the agreement on behalf of the district.

Fiscal Impact: \$10,000	Board Date: February 22, 2016
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



**FIRST AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Opportunity Development Enterprises, LLC***

This **FIRST AMENDMENT** is entered into this 23<sup>rd</sup> day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Opportunity Development Enterprises, LLC (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated June 15, 2015, with a term of July 1, 2015 through June 30, 2016, (hereinafter “Term”); and

**WHEREAS**, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant RFA #13-151 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division; and

**WHEREAS**, RSCCD and SUBCONTRACTOR mutually agree to increase the total amount of the agreement;

**NOW, THEREFORE** items under Article I in the have been amended, and replace the items in the original agreement, as follows:

**3. Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$172,000 USD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged.

**IN WITNESS WHEREOF**, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 23<sup>rd</sup> day of February 2016.

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

**OPPORTUNITY DEVELOPMENT  
ENTERPRISES, LLC**

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

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

Name: Peter J. Hardash  
Vice Chancellor, Business Operations

Name: Stephen A. Wright

Title: and Fiscal Services

Title: Managing Partner

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

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

Board Approval Date: February 22, 2016

Employer/Taxpayer Identification Number (EIN)  
26-2009439



CALIFORNIA COMMUNITY COLLEGES

**Doing What MATTERS™**

FOR JOBS AND THE ECONOMY

Date: 1/27/16

RE: Request for \$10K Grant Budget redistribution to increase Sector Navigator travel expense;  
Contact Addendum required.

To: Enrique Perez, Assistant Vice Chancellor, Educational Services **RSCCD**

I would like to request net zero budget redistribution of funds in the ICT-Digital Media Sector Navigator annual budget for 2015-16. Since expenses are paid by me out of a contractual relationship with RSCCD this would require a contract amendment.

I have been requested to travel more than I planned while developing my budget for 2015-16 at the request of the State Chancellors Office or to meet the needs of the CCCs interests in the ICT Sector. Additional travel has included, meeting with the annual CIO Conference, CompTia Government Affairs Annual Conference, National Economic Council at the White House, and the Curriculum Academy special DWM Conference,

To date I have utilized the expense budget, \$11,200.included in my Contract. I have forecast with Francisco Villasenor, RSCCD Staff, that I still have another \$9,000. In anticipated travel expense for the remained of this fiscal year. **As a result I would like to amend my Contract for an additional \$10K for that travel.**

Fortunately I have already reduced overall Grant budget spending by \$25K in other areas by encouraging DSNs in the ICT Sector to pay for several projects throughout the year. So we are adequately covered for this re-allocation.

Thank You,

*Stephen Wright*

**Director & Sector Navigator**

**Information Communication Technologies (ICT)/ Digital Media**

**Workforce & Economic Development - California Community Colleges**

<http://doingwhatmatters.cccco.edu/>

PO Box 1064, Thousand Oaks, CA, 91358

Desk: 805 496 8583, Cell: 805 2318444



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 22, 2016
Re: Approval of Sub-Agreements between RSCCD and Orange Unified School District and Santa Ana Unified School District for the AB 104 Adult Education Block Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District received the Adult Education Block Grant (AEBG) – Regional Consortium Funding Appropriation (Assembly Bill No. 104) from the California Community Colleges Chancellor’s Office. Funding was awarded to the Rancho Santiago Adult Education Consortium (RSAEC) that includes RSCCD as the lead and Fiscal Agent, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department.

The Chancellor’s Office has apportioned AEBG funds to regions throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Funding will support RSAEC’s AB 86 Regional Comprehensive Plan seven program areas: (1) elementary and secondary basic skills, including high school diploma or GED; (2) citizenship, English as a second language, and workforce preparation; (3) adults/older adults entry or re-entry into the workforce; (4) family literacy; (5) adults with disabilities; (6) career technical education; and (7) pre-apprenticeship training activities. The appropriation amount is \$3,079,153. The term of this appropriation is from July 1, 2015 through June 30, 2016 that includes a three-year implementation plan cycle (fiscal years 15/16, 16/17 and 17/18).

**ANALYSIS**

The enclosed sub-agreements are to implement AB 104 Adult Education Block Grant activities within that district. The performance period is July 1, 2015 through June 30, 2016.

<u>District</u>	<u>Agreement No.</u>	<u>Amount</u>
Orange USD	DO-16-2218-02	\$7,518.00
Santa Ana USD	DO-16-2218-03	\$20,118.00

Leading the implementation of the RSAEC plan are project administrators Jose Vargas and Jim Kennedy, project director Mary Walker; and project coordinator Christine Gascon.

**RECOMMENDATION**

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

Fiscal Impact: \$27,636.00 (grant-funded)	Board Date: February 22, 2016
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
ORANGE UNIFIED SCHOOL DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22<sup>nd</sup> day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Orange Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “Adult Education Block Grant Program Consortium Funding Appropriation,” Prime Award #15-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE the Parties agree as follows:

**ARTICLE I**

1. Statement of Work

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2015 through June 30, 2016. NOTE: The entire term of the Grant appropriation is for three years from July 1, 2015 through June 30, 2018 (project years 15/16, 16/17, 17/18). RSCCD will issue amendments to the Agreement on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$7,518.00 USD.

4. Payment

Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as

the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 15, 2016**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.
- (b) Final Reports. SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**). The final reports are due **July 15, 2016**.

Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu).

8. Expenditure of Grant Funds

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

9. Time Extensions

As the full term of the Grant is from July 1, 2015 through June 30, 2018, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works and Project Budgets, to extend the term and increase the total costs for work to be performed in the new project years: e.g., 2016/2017 and 2017/2018. NOTE: As Grant appropriation funds are only available from July 1, 2015 to June 30, 2018, time extensions for use of Grant appropriation funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2016**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines.

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

12. Record Keeping

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

13. Audit

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

14. Mutual Indemnification

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

15. Termination

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

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

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

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

**RSCCD:** Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868  
(714) 628-5974; [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu)

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District

2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)

**SUBCONTRACTOR:** Orange Unified School District  
Attn: Kerrie Torres, Executive Director of Secondary Education  
1401 N. Handy Street  
Orange, CA 92867  
(714) 628-4467; [ktorres@orangeusd.org](mailto:ktorres@orangeusd.org)

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant appropriation agreement, the provisions of AB 104 Section 39 Article 9, and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: Orange Unified  
School District

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Claudio (Joe) Sorrera  
Assistant Superintendent/CBO

Title: Business Operations/Fiscal Services

Title: Business Services

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

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

Board Approval Date: February 22, 2016

95-6004968  
Employer/Taxpayer Identification Number (EIN)



**ORANGE UNIFIED SCHOOL DISTRICT  
Adult Education Block Grant  
Rancho Santiago Adult Education Consortium**

**Scope of Work**

**Summary:**

Funding to support Orange Unified School District’s consortium member(s) to attend RSAEC-AEBG related activities, such as meetings, conferences, professional development, etc. Collaboration between SCC-SCE and OUSD to cover the cost of babysitting for adult students attending ESL classes at Sycamore Elementary School. Rancho Santiago Adult Education Consortium (RSAEC) will reimburse/pay for babysitting costs. OUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend daytime classes, but cannot attend because of the lack of childcare. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, increase the attendance and retention ratios, and accelerate student learning gains.

**Directions:** Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

<b>Activities</b>	<b>Timeline</b>	<b>Performance Outcomes</b>
Rancho Santiago Adult Education Consortium (RSAEC) activities that include but not limited to attending meetings, professional development, conferences, and mileage.	7/1/15 – 6/30/16	Increase involvement in AEBG and RSAEC activities
Provide babysitting services at Sycamore Elementary.	2/22/16 – 6/16/16	Increase in student attendance and retention.

**ORANGE UNIFIED SCHOOL DISTRICT  
Adult Education Block Grant  
Rancho Santiago Adult Education Consortium**

**BUDGET DETAIL SHEET**

Contact	Name	Email	Phone No.
Sycamore Community Liaison	Juana Alvarez	<a href="mailto:jalvarez@orangeusd.org">jalvarez@orangeusd.org</a>	714-997-6277
Principal	Heather Bosworth	hbosworth@orangeusd.org	714-997-6277

Object Code	Description	TOTAL COSTS
1000		
2000	<b>Babysitting Services at Sycamore Elementary:</b>	<b>\$1,920</b>
	1 staff x \$10.00/hour x 12 hours per week x 16 weeks	
3000	<b>Benefits for Babysitting Services at Sycamore Elementary:</b>	<b>\$240</b>
	1 staff x \$1.25 benefits hourly x 12 hours per week x 16 weeks	
4000		
5000	<b>RSAEC activities that include attending meetings, professional development, conferences, and mileage.</b>	<b>\$5,000</b>
6000		
<b>Total Direct Costs:</b>		<b>\$7,160</b>
<b>Total Indirect Costs (not to exceed 5% of Direct Costs):</b>		<b>\$358</b>
<b>TOTAL COSTS:</b>		<b>\$7,518</b>

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SANTA ANA UNIFIED SCHOOL DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22<sup>nd</sup> day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Santa Ana Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “Adult Education Block Grant Program Consortium Funding Appropriation,” Prime Award #15-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE the Parties agree as follows:

**ARTICLE I**

1. Statement of Work

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2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2015 through June 30, 2016. NOTE: The entire term of the Grant appropriation is for three years from July 1, 2015 through June 30, 2018 (project years 15/16, 16/17, 17/18). RSCCD will issue amendments to the Agreement on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$20,118.00 USD.

4. Payment

Disbursement of funds will begin upon RSCCD's receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 15, 2016**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.
- (b) Final Reports. SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**). The final reports are due **July 15, 2016**.

Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu).

8. Expenditure of Grant Funds

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

9. Time Extensions

As the full term of the Grant is from July 1, 2015 through June 30, 2018, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works and Project Budgets, to extend the term and increase the total costs for work to be performed in the new project years: e.g., 2016/2017 and 2017/2018. NOTE: As Grant appropriation funds are

only available from July 1, 2015 to June 30, 2018, time extensions for use of Grant appropriation funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2016**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines.

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

12. Record Keeping

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

13. Audit

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

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this

Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

15. Termination

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

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

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

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

**RSCCD:** Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868  
(714) 628-5974; [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu)

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)

**SUBCONTRACTOR:** Santa Ana Unified School District  
Attn: Jonathan Geizler, Director of Purchasing  
1601 E. Chestnut Ave.  
Santa Ana, CA 92701  
(714) 558-5775; [jonathan.geizler@sausd.us](mailto:jonathan.geizler@sausd.us)

**ARTICLE II**

**1. Legal Terms and Conditions**

This Agreement will be implemented in accordance with the conditions defined in the Grant appropriation agreement, the provisions of AB 104 Section 39 Article 9, and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

**SUBCONTRACTOR:** Santa Ana Unified  
School District

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Tina Douglas  
Assistant Superintendent

Title: Business Operations/Fiscal Services

Title: Business Services

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

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

**Board Approval Date:** February 22, 2016

95-6002823  
Employer/Taxpayer Identification Number (EIN)

**SANTA ANA UNIFIED SCHOOL DISTRICT  
Adult Education Block Grant  
Rancho Santiago Adult Education Consortium**

**Scope of Work**

**Summary:**

Funding to support Santa Ana Unified School District’s consortium member(s) to attend RSAEC-AEBG related activities, such as meetings, conferences, professional development, etc. Collaboration between SAC-SCE and SAUSD to cover the cost of babysitting for adult students attending ESL, GED and/or CTE classes at Wilson Elementary School or Sierra Preparatory Intermediate Academy. Rancho Santiago Adult Education Consortium (RSAEC) will reimburse/pay for babysitting costs. SAUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend daytime and/or evening classes, but cannot attend because of the lack of childcare. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, increase the attendance and retention ratios, and accelerate student learning gains.

**Directions:** Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

<b>Activities</b>	<b>Timeline</b>	<b>Performance Outcomes</b>
Rancho Santiago Adult Education Consortium (RSAEC) activities, include but not limited to attending meetings, professional development, conferences, and mileage.	7/1/15 – 6/30/16	Increase involvement in AEBG and RSAEC activities.
Provide babysitting services at Wilson Elementary.	1/11/16 – 6/2/16	Increase in student attendance and retention.
Provide babysitting services at Sierra Preparatory Intermediate Academy.	1/11/16 – 6/2/16	Increase in student attendance and retention.



**SANTA ANA UNIFIED SCHOOL DISTRICT  
Adult Education Block Grant  
Rancho Santiago Adult Education Consortium**

**BUDGET DETAIL SHEET**

Contact	Name	Email	Phone No.
Wilson Office Manager	Bertha Amezcua	<a href="mailto:bertha.amezcua@sausd.us">bertha.amezcua@sausd.us</a>	714-564-8100
Principal	Jesse Church	<a href="mailto:jessie.church@sausd.us">jessie.church@sausd.us</a>	714-567-3518

Object Code	Description	TOTAL COSTS
1000		
2000	<b>Babysitting Services at Wilson:</b>	<b>7,680</b>
	2 staff x \$16/hour x 12 hours per week x 20 weeks	
	<b>Babysitting Services at Sierra:</b>	<b>6,480</b>
	2 staff x \$13.50/hour x 12 hours per week x 20 weeks	
3000		
4000		
5000	<b>RSAEC activities include attending meetings, professional development, conferences, and mileage.</b>	<b>5,000</b>
6000		
	<b>Total Direct Costs:</b>	<b>19,160</b>
	<b>Total Indirect Costs (not to exceed 5% of Direct Costs):</b>	<b>958</b>
	<b>TOTAL COSTS:</b>	<b>20,118</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 22, 2016
Re: Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for the Global Trade and Logistics Deputy Sector Navigator Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the Global Trade & Logistics (GTL) Deputy Sector Navigator grant (#15-157-008) from the California Community Colleges Chancellor's Office, Division of Workforce and Economic Development. The grant consists of two funding streams that include Deputy Sector Navigator funds (SB 1402, \$200,000) and In-Region Investment funds (SB 858, \$100,000). The in-region investment funds will be used to support projects and promote partnerships that will build on exiting regional structures in Career Technical Education secondary and postsecondary education, to improve programs, to produce a skilled workforce, and to establish career pathways in support of the regional economy and the Global Trade & Logistics industry sector to align with the state Chancellor's Office *Doing What Matters* initiative.

**ANALYSIS**

Rancho Santiago Community College District will be collaborating with the South Orange County Community College District on behalf of Saddleback College to implement the "*Infusing CTE Curriculum with Global Business Content: Curriculum Needs Research and Professional Development, Part II*" through a workshop on integrating GTL content into existing courses and providing guidance on GTL content development aligned to labor market needs. The performance period of the sub-agreement (#DO-16-2343-01) is February 23, 2016 through August 31, 2016, and the sub-award amount shall not exceed \$5,273.00.

The project administrator is Enrique Perez and the project director is Lynn Stewart.

**RECOMMENDATION**

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

Fiscal Impact: \$5,273.00 (grant-funded)	Board Date: February 22, 2016
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22<sup>nd</sup> day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and South Orange County Community College District on behalf of *Saddleback College* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled, “Global Trade & Logistics Deputy Sector Navigator,” Prime Award #15-157-008 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, which includes a role to support projects at local community colleges and promote partnerships that will build on exiting regional structures in Career Technical Education secondary and postsecondary education, to improve programs, to produce a skilled workforce, and to establish career pathways in support of the regional economy and the Global Trade & Logistics industry sector;

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from February 23, 2016 through August 31, 2016.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,273.00 USD.

4. Payment

Fifty percent (50%) of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (*Exhibit B*), which by reference is incorporated into this Agreement.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Scope of Work (*Exhibit A*), upon receipt of a final invoice requesting payment, and the Deputy Sector Navigator's certification of the final report. Invoices should be submitted to the following address:

Rancho Santiago Community College District  
Center for International Trade Development (CITD)  
ATTN: Lynn Stewart, Global Trade and Logistics Deputy Sector Navigator  
2323 North Broadway, Suite 328  
Santa Ana, CA 92706

7. Reporting

SUBCONTRACTOR will provide a final report related to this Agreement to the Deputy Sector Navigator via email at [stewart\\_lynn@rsccd.edu](mailto:stewart_lynn@rsccd.edu) by **September 16, 2016**, addressing the Leading Indicators listed below. Refer to Scope of Work (*Exhibit A*) for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs:

- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market.
- LI 6. Updating the skills of faculty, teachers, counselors, and/or "supporting staff to student" to reflect labor market needs.
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines.

8. Curriculum Development

If this Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.

b. The fact that RSCCD has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

9. Expenditure of Grant Funds

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

10. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **August 31, 2016**.

11. Independent Contractor

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

12. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

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

13. Record Keeping

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

14. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated

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

15. Mutual Indemnification

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

16. Termination

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

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

17. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-

criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

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

**RSCCD:** Rancho Santiago Community College District  
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)

Rancho Santiago Community College District  
Center for International Trade Development (CITD)  
Lynn Stewart, Global Trade & Logistics Deputy Sector Navigator  
2323 N. Broadway, Suite 328  
Santa Ana, CA 92706  
(714) 564-5419; [stewart\\_lynn@rsccd.edu](mailto:stewart_lynn@rsccd.edu)

**SUBCONTRACTOR:** Saddleback College  
Attn: Barbara Cox, Ph.D.  
Faculty and Chair, Business Department  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
(949) 582-4818; [bcox@saddleback.edu](mailto:bcox@saddleback.edu)

South Orange County Community College District  
Attn: Debra L. Fitzsimons, Ed.D.  
Vice Chancellor of Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
(949) 582-4665; [dfitzsimons@socccd.edu](mailto:dfitzsimons@socccd.edu)

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/15 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR – South Orange  
County Community College District

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Debra L. Fitzsimons, Ed.D.

Title: Business Operations/Fiscal Services

Title: Vice Chancellor, Business Services

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

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

95-2479872  
Employer/Taxpayer Identification Number (EIN)

Board Approval Date: February 22, 2016



**EXHIBIT A**



**ORANGE COUNTY**  
CENTER FOR INTERNATIONAL  
TRADE DEVELOPMENT



**Deputy Sector Navigator for Global Trade & Logistics**

**Infusing CTE Curriculum with Global Business Content:  
Curriculum Needs Research and Professional Development**

**PART TWO**

**Proposed by**

**Saddleback College**

**Division of Economic & Workforce Development and Business Science**

**Business Department**

## **EXHIBIT A**

# **Contents**

**Abstract**

**Primary contacts**

**Narrative addressing project objectives**

**Schedule Timeline of work and expected outcomes. (Exhibit A-Workplan)**

**Budget (Exhibit B-Mini Grant Budget)**

## **EXHIBIT A**

### **Abstract**

#### **Infusing CTE Curriculum with Global Business Content**

The main outcomes of this two part project will be (a) the provision of Global Trade and Logistics (GTL) education among CTE faculty leadership and (b) the planning of GTL instruction by that faculty for inclusion in CTE programs.

The information developed in Part One of the project, described in a separate document, provides the foundation for Part Two. It will provide current status, content, and mode of delivery of GTL education in CTE programs, along with needs and plans.

In Part Two, described herein and the topic of this proposal, CTE faculty leadership will participate in a GTL workshop intended to provide critical GTL education elements and guide the development of GTL content specifically pertinent to their CTE industry. The workshop will be video recorded and edited for sharing with other CTE programs, here and at other community colleges.

**EXHIBIT A**

**Primary Contacts**

**John Jaramillo**  
**Dean**  
**Division of EWD & Business Science**  
[jjaramillo@saddleback.edu](mailto:jjaramillo@saddleback.edu)

**Barbara Cox, Ph.D.**  
**Faculty and Chair**  
**Business Department**  
[bcox@saddleback.edu](mailto:bcox@saddleback.edu)

**Mira Manchik**  
**Senior Administrative Assistant**  
**Division of EWD & Business Science**  
[mmanchik@saddleback.edu](mailto:mmanchik@saddleback.edu)

## EXHIBIT A

### Project Part Two Narrative

Infusing CTE curriculum with global business content.

Overview of the two-part project.

The business department needs to develop its knowledge of what global business content our CTE programs already incorporate into their courses, if any. Part One begins the conversation by conducting facilitated curricular inquiries of our CTE program/faculty leaders. The yield will be a useful picture of (a) what they (CTE programs) do now; and (b) what they might think would be appropriate to incorporate into their courses. This also establishes the foundational relationship upon which to build Part Two of the project: a CTE/Global Business workshop will be led by business faculty and a Global Trade and Logistics (GTL) education consultant to help CTE program faculty develop GTL content for their courses.

The Part One report will inform the plan for the next steps, Part Two, described below.

### **PART TWO**

- a. Four to six CTE program leaders will participate in a workshop dedicated to integrating Global Trade and Logistics content into existing target courses. Participants will plan or draft a module of approximately 2 – 3 hours of instruction related to Global Trade and Logistics in their industries.
- b. The workshop will be video recorded and edited for sharing with other CTE programs, here and at other community colleges.

**EXHIBIT A**

**Institution Responsible:** Saddleback College  
**Project Performance Period:** 02/23/2016 - 8/31/2016

**W O R K P L A N**

**Name of Project:** Infusing CTE curriculum with global business content.

**Common Metrics (i.e. LI and/or MP):** LI1, LI6, LI7

<b>Objective 1 of Part Two: Description of Objective</b>			
Provide GTL expertise to assist CTE programs with development of GTL content for their course(s).			
<b>Description of Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Person</b>
Provide workshop dedicated to integrating Global Trade and Logistics into existing target courses.	Workshop completion. Draft of content for incorporation into CTE courses.	Feb. 23 – Aug. 31, 2016	Barbara Cox
<b>Objective 2 of Part Two: Description of Objective</b>			
Make available a video recording of the workshop to other CTE programs.			
<b>Description of Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Person</b>
Record the workshop, edit for sharing, and make it available to others via the Web.	Video recording	Aug. 31, 2016	Barbara Cox

**EXHIBIT B**

**District:** South Orange County **CCD**  
**College:** Saddleback College

**GLOBAL TRADE & LOGISTICS  
PROJECT BUDGET**

<b>Object of Expenditure</b>	<b>Classification</b>	<b>Funds Requested</b>
1100	<b>Academic Salaries, Instructional, Contract or Regular Status</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
1200	<b>Academic Salaries, Noninstructional, Contract or Regular Status</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	\$2,972.00
1300	<b>Instructional Salaries Other</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
1400	<b>Project Director</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	Included in Object 1200 above.
2100	<b>Classified Salaries, Noninstructional (Regular, Full-time)</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2200	<b>Instructional Aides, Regular Status (Regular, Full-time)</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2300	<b>Classified Salaries, Noninstructional (Non-Regular, Full-time)</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	\$750
2400	<b>Instructional Aides' Salaries (Non-Regular, Full-time)</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
3000	<b>Employee Benefits</b> <i>Name and rate charged</i> <i>(3100-3900): STRS Fund, PERS Fund, Old Age, Survivors, Disability, and Health Insurance (OASDHI), Health and Welfare Benefits, State Unemployment Insurance, Workers' Compensation Insurance, Local/Alternative Retirement Systems, Other Benefits</i>	15% total salaries above = \$558
4000	<b>Supplies and Materials</b> <i>List type and costs</i> <i>Instructional and Noninstructional Supplies and Materials (Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost.) (i.e., software, book, magazines and periodicals, instructional supplies and materials, noninstructional supplies and materials)</i>	\$40
5000	<b>Other Operating Expenses and Services</b> <i>Audit, Contract Services, Depreciation, Dues and Membership, Election, Insurance, Interest, Legal, Personal and Consultant Services, Postage, Rents and Leases, Repairs and Maintenance, Self-Insurance Claims, Travel and Conference Expenses, Utilities and Housekeeping Services, Other.</i> <b>Subcontractors</b> <i>Name (daily/hourly rate)</i> <i>Identify specific service to be rendered</i>	\$750
6000	<b>Capital Outlay</b> <i>6400 Equipment (i.e., desk, chairs, vehicles, etc.) with a purchase price of at least \$200 and a useful life of more than one year</i>	
7000	<b>Other Outgo</b> <i>(7100-7900): Debt Retirement, Intrafund Transfers-Out, Interfund Transfers-Out, Other Transfers, Student Financial Aid, Other Student Aid, Reserve for Contingencies</i>	
	<b>Total Direct Costs</b>	\$5,070
	<b>Total Indirect Costs (Not to Exceed 4% of Direct Costs)</b>	\$203
	<b>Total Costs</b>	\$5,273

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: February 22, 2016
Re:	Adoption of Resolution No. 16-04 – Children and Families Commission of Orange County (FCI-CSP-03)	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District's Child Development Services received an extension and augmentation to its First 5 California Child Signature Program grant from the Children and Families Commission of Orange County for the purpose of increasing quality in early learning programs for young children. This funding will provide enhanced services for the Early Head Start Program including training and technical assistance for support staff and instructional materials in RSCCD's Child Development Services (CDS).

The grant award was augmented by \$44,000.00 with a cumulative total of \$99,000.00 and a match requirement of \$275,000.00 that consists of federally-funded Early Head Start program staff and other grant-funded program costs. The project performance period of July 1, 2013 through June 30, 2015 was extended to June 30, 2016. The sub-agreement amendment (#FCI-CSP-03) delineating the terms of RSCCD's CDS extended participation in the First 5 California Child Signature Program is enclosed for the Board's review and approval, as a fully signed amendment is required for the implementation of the program.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

**ANALYSIS**

As part of the acceptance process, the Children and Families Commission of Orange County requires that the Board of Trustees approve the execution of the sub-agreement amendment, and designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this sub-agreement.

**RECOMMENDATION**

It is recommended that the Board adopts this resolution with the Children and Families Commission of Orange County and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: February 22, 2016
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



## RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to **enter into and execute this contract agreement** with the Children and Families Commission of Orange County for the purpose of participating in the First 5 California Child Signature Program to increase quality in early learning programs for young children in the Child Development centers, **and to authorize the designated personnel to sign related contractual and amendment documents for the fiscal years 2013/2014 through 2014/2015 extended to 2015/2016.**

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### RESOLUTION NO. 16-04

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into and executing the contract agreement number **FCI-CSP-03** with the Children and Families Commission of Orange County and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 22<sup>nd</sup> day of February, 2016, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

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(Clerk's Signature)

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(Date)

**FIRST AMENDMENT TO AGREEMENT FCI-CSP-03**

**BY AND BETWEEN**

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**AND**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD),**

**FOR THE PROVISION OF SERVICES**

This **FIRST AMENDMENT TO AGREEMENT** (“First Amendment”) is entered into as of the 2<sup>nd</sup> day of September, 2015 (“Date of Amendment”), which date is enumerated for the purpose of reference only, by and between the **CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**, a public body and legal public entity (“COMMISSION”), and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**, a college district organized and existing under the laws of the State of California (“CONTRACTOR”). The Original Agreement and this First Amendment are and shall continue to be administered by the Executive Director of COMMISSION or his/her authorized designee (“ADMINISTRATOR”).

**RECITALS**

**A.** The COMMISSION and CONTRACTOR previously entered into that certain Agreement for the Provision of Project Services dated July 3, 2013, under which the COMMISSION awarded funds for the “Project” described in Exhibits A, A-1 and B therein (“Original Agreement”).

**B.** Pursuant to the Original Agreement, COMMISSION granted to CONTRACTOR funds to further the purposes of and implement COMMISSION’s Strategic Plan.

**C.** On July 3, 2013, COMMISSION awarded \$55,000 to CONTRACTOR for Child Signature Program (CSP) Services for the period of July 1, 2013 through June 30, 2015.

**D.** On September 2, 2015, COMMISSION awarded additional funding in the amount of \$44,000 for the Child Signature Program (CSP) extension for the period July 1, 2015 through June 30, 2016 and authorized entering into a First Amendment with CONTRACTOR.

**E.** COMMISSION hereby enters into this First Amendment and awards the additional \$44,000 referenced in Recital D to CONTRACTOR in order to provide increased or additional Services for the CSP extension for the period July 1, 2015 through June 30, 2016, and CONTRACTOR desires to accept the additional funding in order to provide increased or additional services pursuant to the terms and conditions of the Original Agreement, as amended by this First Amendment. The Original Agreement and this First Amendment are referred to collectively as the “Agreement.”

**F.** The parties desire by this First Amendment to extend the Term of the Agreement by twelve (12) months.

**G.** The parties desire by this First Amendment to amend and restate COMMISSION's Maximum Payment Obligation.

**H.** The parties desire by this First Amendment to add Exhibit AA, Project Summary for the CSP extension. A copy of Exhibit AA is attached hereto and incorporated herein by reference.

**I.** The parties desire by this First Amendment to amend and restated Exhibit A-1 to add the CSP extension Work Plan for the period July 1, 2015 through June 30, 2016 (Amended and Restated Work Plan). The Amended and Restated Work Plan is added to Exhibit A-1 of the Original Agreement. A copy of the Amended and Restated Work Plan in Exhibit A-1 for the period July 1, 2015 through June 30, 2016 is attached hereto and incorporated herein by reference.

**J.** The parties desire by this First Amendment to amend and restate Exhibit B, Project Budget. This Amended and Restated Exhibit B shall replace the existing Exhibit B in the Original Agreement. A copy of the Amended and Restated Exhibit B is attached hereto and incorporated herein by reference.

**K.** The parties desire by this First Amendment to amend and restate Attachment 1 to Exhibit B, Staffing Table. This Amended and Restated Attachment 1 to Exhibit B shall replace the existing Attachment 1 to Exhibit B in the Original Agreement. A copy of the Amended and Restated Attachment 1 to Exhibit B is attached hereto and incorporated herein by reference.

**L.** The parties desire by this First Amendment to amend and restate Attachment 2 to Exhibit B, Direct Project Expenses Table. The Amended and Restated Attachment 2 to Exhibit B shall replace the existing Exhibit Attachment 2 to Exhibit B in the Original Amendment. A copy of Amended and Restated Attachment 2 to Exhibit B is attached hereto and incorporated herein by reference.

**M.** The parties desire by this First Amendment to amend and restate Attachment 3 to Exhibit B, Location Table. The Amended and Restated Attachment 3 to Exhibit B shall replace the existing Attachment 3 to Exhibit B in the Original Agreement. A copy of the Amended and Restated Attachment 2 to Exhibit B is attached hereto and incorporated herein by reference.

**N.** Capitalized terms in this First Amendment are as set forth in the Original Agreement, or as specifically defined herein.

**O.** The parties desire by this First Amendment to set forth certain modifications, and clarifications to the terms and conditions of the Original Agreement.

**NOW, THEREFORE**, based upon the foregoing Recitals, which are hereby a substantive part of this First Amendment, and in consideration of the covenants contained herein, COMMISSION and CONTRACTOR hereby agree as follows:

**1. Term.** The Term, as defined in Paragraph 1 of the Original Agreement is extended twelve (12) months. Paragraph 1 of the Original Agreement establishing the term of the Agreement with respect to CONTRACTOR is hereby amended to read as follows: "The term of this Agreement shall commence on July 1, 2013 and terminate on June 30, 2016, unless earlier terminated pursuant to the default provisions of Paragraph 22 of this Agreement. CONTRACTOR

and ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement, provided that COMMISSION's Maximum Payment Obligation in this Agreement does not increase as a result."

2. **Maximum Payment Obligation.** Additional funding of \$44,000 is provided by COMMISSION to CONTRACTOR by this First Amendment for a cumulative total of Ninety Nine Thousand Dollars (\$99,000). Paragraph 15 of the Original Agreement, Maximum Payment Obligation, with respect to CONTRACTOR is hereby amended to read as follows: "The 'Maximum Payment Obligation' of COMMISSION to CONTRACTOR under this Agreement shall be Ninety Nine Thousand Dollars (\$99,000), or the actual reasonable cost incurred and paid for performance of the services whichever is *less*." which amount is the sum of (a) the first allocation of \$55,000 on July 3, 2013, and (b) this second allocation of \$44,000 on September 2, 2015 for the CSP extension, as specified in the Amended and Restated Exhibit B to the First Amendment to Agreement.

3. Subparagraph 15.1 of the Agreement is hereby amended to read as follows:

**"15.1 Multi-Year Contracts** For multi-year contracts, the Maximum Payment Obligation for each period shall be as follows:

**15.1.1** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2013 through June 30, 2014 shall be \$27,500.

**15.1.2** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2014 through June 30, 2015 shall be \$27,500.

**15.1.3** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2015 through June 30, 2016 shall be \$44,000."

4. **Project Summary.** The added Project Summary, Exhibit AA, attached hereto and incorporated herein by this reference, is added to the Agreement.

5. **Work Plan.** The Amended and Restated Work Plan, Exhibit A-1, attached hereto and incorporated herein by reference, is added to the Agreement and sets forth the performance tasks and outcomes to be achieved for the period July 1, 2015 through June 30, 2016.

6. **Project Budget.** The Amended and Restated Project Budget, Exhibit B, attached hereto and incorporate herein by this reference, is added to the Agreement and shall replace Exhibit B in the Original Agreement.

7. **No Other Changes.** Except as amended by this First Amendment, the terms of the Original Agreement, shall remain in full force and effect as written and entered into between COMMISSION and CONTRACTOR.

**IN WITNESS WHEREOF**, the COMMISSION and CONTRACTOR have executed this First Amendment to Agreement in the County of Orange, State of California.

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**, a public body and legal public entity

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Chair

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF COMMISSION

By: \_\_\_\_\_  
Robin Stieler  
Interim Clerk of COMMISSION

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

**WOODRUFF, SPRADLIN & SMART**

By: \_\_\_\_\_  
James M. Donich, Commission Counsel

**[Signature block for CONTRACTOR on next page.]**

Page 4 of 5

[Signature block continued from previous page.]

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT (RSCCD), CHILD  
DEVELOPMENT SERVICES (CDS), a California  
college district**

Dated: \_\_\_\_\_

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

Peter J. Hardash, Vice Chancellor,  
Business Operations/Fiscal Services

**EXHIBIT AA**

**TO CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**PROJECT SUMMARY**

**Rancho Santiago Community College District (RSCCD)  
Agreement # FCI-CSP-03  
Program Term: July 1, 2013 through June 30, 2016**

**First 5 California Child Signature Program Extension  
Term: July 1, 2015 through June 30, 2016**

**1. FUNDING RECIPIENT**

Rancho Santiago Community College District (RSCCD),  
Child Development Services (CDS)  
A California College District  
2323 N. Broadway, Suite 350-2  
Santa Ana, CA 92706

Contact: Janneth Linnell, Executive Director, 714-480-7546,  
[linnell\\_janneth@rsccd.edu](mailto:linnell_janneth@rsccd.edu)

Invoices/Documentation Contact: Janneth Linnell, Executive Director, 714-480-7546,  
[linnell\\_janneth@rsccd.edu](mailto:linnell_janneth@rsccd.edu)

Signatories: Peter J. Hardash, Vice Chancellor Business Operations/Fiscal Services

**2. BACKGROUND**

The First 5 California Child Signature Program (CSP) provides funding for local commissions to increase quality in early learning programs for young children. The COMMISSION applied to participate in the expanded program offered through the CSP Request for Application (RFA) #3. Through RFA CSP3, an expanded program opportunity to provide for “essential staff” and funding to support classrooms in achieving key program components was awarded. In September, the COMMISSION awarded funding for the CSP Extension program, targeting support to infant/toddler CSP programs.

**3. PURPOSE AND SCOPE OF WORK**

The purpose of this Agreement is to provide enhanced services to subsidized early childhood programs in Orange County including family support services, screening and assessment of children, mental health services, training and technical assistance for teaching staff and case management. The Child Signature Program Extension is a one-year funding to transition to the new First 5 IMPACT that will focus on system-level quality improvement for early education programs.

CONTRACTOR has two (2) sites selected to participate in CSP Extension:

- Early Head Start Rancho SAC
- State Preschool Rancho SAC E CDC

**Exhibit AA**  
Page 1 of 5

CONTRACTOR has eight (8) classrooms selected to participate in Infant Toddler Training and Support.

CONTRACTOR shall provide Services described in Exhibit AA to achieve the outcomes described in the Work Plan, Exhibit A-1, within the funding limitations of the Project Budget, Exhibit B, and the staffing described in Attachment 1 to Exhibit B. CONTRACTOR shall:

**3.1** Participate in individualized teacher training and purchase curriculum-related materials and supplies.

**3.2** Receive extensive training and coaching services.

**3.3.** Allow a Family Support Specialist hired through Children’s Hospital of Orange County to work at the sites to provide home visitation, resource and referral and case management services.

**3.4** Complete the requirements for the CSP program, including managing staff requirements, completing surveys and forms, arranging and coordinating staff training release time, purchasing materials and participating in leadership meetings.

**3.5** Complete the documentation requirements for the CSP.

**3.5.1** Both the COMMISSION and First 5 California may conduct site visits and/or audits to review program compliance. All documentation will need to be made available for these visits.

**3.5.2** Any staffing or program changes should be reported to the COMMISSION immediately. Staffing or program changes that impact the readiness assessment results could result in CSP ineligibility.

**3.6** Participate in a one-on-one local match.

**3.6.1** Rancho Santiago Community College District CSP cash match obligation for the period July 1, 2015 through June 30, 2016 shall be \$275,000.

**3.7** CONTRACTOR acknowledges that CSP program service providers, under contract to the COMMISSION, will be providing CSP related services at CONTRACTOR’s sites and in the homes of the parents/children, and that these CSP service providers are required to maintain appropriate liability insurance coverage for all staff as required by their COMMISSION contracts, and will provide documentation of such liability insurance coverage to CONTRACTOR upon request, and that the CSP service providers will ensure that their staff have completed the necessary background check clearances, including fingerprint checks, and provide documentation of such clearances to CONTRACTOR upon request.

**3.8** CONTRACTOR shall submit necessary documents according to the First 5 California schedule with program reporting, fiscal and match reporting, and data entry deadlines below. Program invoices will include matching fund information and match expenditure documentation within the program budget categories.

**Exhibit AA**

Page 2 of 5



<b>CSP Extension Due Dates to COMMISSION</b>	
10/15/15	<p>1<sup>st</sup> Quarter Progress Report (QPR)</p> <ul style="list-style-type: none"> <li>• Invoices from every contractor with required category detail: <ul style="list-style-type: none"> <li>○ Essential Staff</li> <li>○ Quality Improvement Staff</li> <li>○ Quality Improvement Other</li> <li>○ Infant/Toddler</li> <li>○ Direct Project Expenses</li> </ul> </li> <li>• Signed match fund documentation from every source</li> </ul>
1/18/16	<p>2<sup>nd</sup> Quarter Progress Report (QPR)</p> <ul style="list-style-type: none"> <li>• Invoices from every contractor with required category detail: <ul style="list-style-type: none"> <li>○ Essential Staff</li> <li>○ Quality Improvement Staff</li> <li>○ Quality Improvement Other</li> <li>○ Infant/Toddler</li> <li>○ Direct Project Expenses</li> </ul> </li> <li>• Signed match fund documentation from every source</li> </ul>
1/18/16	<p>Fall Data Entry</p> <ul style="list-style-type: none"> <li>• Orange County Department of Education (OCDE) submits data as required to First 5 California</li> <li>• OCDE sends copy of data to the Children and Families Commission of Orange County's Evaluation Manager</li> </ul>
3/7/16	<p>1<sup>st</sup> Semi-Annual Fiscal: Expenditure Report (July – Dec)</p> <ul style="list-style-type: none"> <li>• Outstanding Q1 and Q2 invoices</li> <li>• Outstanding Q1 and Q2 match fund documentation</li> <li>• Q1 and Q2 Budget Modification Requests</li> </ul>
4/15/16	<p>3<sup>rd</sup> Quarter Progress Report (QPR)</p> <ul style="list-style-type: none"> <li>• Invoices from every contractor with required category detail: <ul style="list-style-type: none"> <li>○ Essential Staff</li> <li>○ Quality Improvement Staff</li> <li>○ Quality Improvement Other</li> <li>○ Infant/Toddler</li> <li>○ Direct Project Expenses</li> </ul> </li> <li>• Signed match fund documentation from every source</li> </ul>

7/18/16	<p>4<sup>th</sup> Quarterly Progress Report (QPR)</p> <ul style="list-style-type: none"> <li>• Invoices from every contractor with required category detail: <ul style="list-style-type: none"> <li>○ Essential Staff</li> <li>○ Quality Improvement Staff</li> <li>○ Quality Improvement Other</li> <li>○ Infant/Toddler</li> <li>○ Direct Project Expenses</li> </ul> </li> <li>• Signed match fund documentation from every source</li> </ul>
7/18/16	<p>Spring Data Entry</p> <ul style="list-style-type: none"> <li>• Orange County Department of Education (OCDE) submits data as required to First 5 California</li> <li>• OCDE sends copy of data to the Children and Families Commission of Orange County's Evaluation Manager</li> </ul>
8/16/16	<p>2<sup>nd</sup> Semi-Annual Fiscal: Expenditure Reporting (Jan – June)</p> <ul style="list-style-type: none"> <li>• Outstanding Q3 and Q4 invoices</li> <li>• Outstanding Q3 and Q4 match fund documentation</li> <li>• Q3 and Q4 Budget Modification Requests</li> </ul>

**4 ATTACHMENTS TO EXHIBIT B**

- 4.1 Staffing
- 4.2 Direct Project Expenses
- 4.3 Location of Services to be Provided

**5. WAIVERS/AMENDMENTS TO AGREEMENT**

None.

**6. INVOICING/PAYMENT ELECTIONS**

As of the Date of Agreement, the Parties mutually agree to the following invoicing/payment elections. Notwithstanding anything to the contrary and provided that any modifications to these elections do not alter the overall goals and basic purpose of the Agreement, and provided these modifications do not increase COMMISSION's Maximum Payment Obligation during the term of the Agreement, ADMINISTRATOR and CONTRACTOR may, in accordance with the authority described in Section 2.2 of this Agreement; make future modifications to the following invoicing/payment elections.

**6.1 Initial Payment.** The Parties do not anticipate an Initial Payment request as described in Paragraph 15.2 of this Agreement.

**6.2** Billing/Payment Interval. The Parties agree that the interval for Billing and/or Payment for this Agreement as described in Paragraph 15.4 is quarterly.

**6.3** Retention Timing. The Parties agree an amount equal to ten percent (10%) of each quarterly invoice attributable and allocable to Services (“Retention Amount”) as described in Paragraph 15.7 shall be withheld by COMMISSION through ADMINISTRATOR pending the timely and successful completion and performance of each Fiscal Audit for the Services as described in Paragraph 14 of this Agreement.

## **7. FUNDING SOURCE AND ADDITIONAL REQUIREMENTS**

**7.1** The parties acknowledge that funding for this Agreement includes (federal funding, or California Child Signature Program grant funds).

**7.2** The records retention period, as previously described in Subparagraphs 5, 5.1 and 17.1.1 of the Agreement, is hereby modified from three (3) years to five (5) years from the date of final disbursement of funds under this Agreement or the completion of any pending audits, whichever is *later*.

**EXHIBIT A-1**  
**July 1, 2015 through June 30, 2016**  
**Child Signature Program (CSP) Work Plan Template**

Date of Draft: 7/20/15  
 Commission Lead: Jennifer Burrell  
 Work plan template approved by: Sharon Boles, Ph.D., Evaluation Manager, 7/20/15  
 Work plan approved by: Sharon Boles, Ph.D., Evaluation Manager, 9/17/15

Part I. Organization Collaborative Name /	Project Name	Work Plan Contact Name	Contact's Phone and Email	Contract Number
Rancho Santiago Community College District	RSCCD - CSP Extension	Janneth Linnell, Executive Director, Child Development Services	714.480.7546 jl92871@rsccd.edu	FCI-CSP-03
<b>Part II. Project Abstract (a short description of the project):</b>				
Participate in the Child Signature Program project. Will coordinate with CSP Essential Staff to provide enhanced services to families and teaching staff. The Child Signature Program Extension is one-year funding to transition to the new First 5 IMPACT that will focus on system-level quality improvement for early education programs.				
<b>General Instructions</b>				
<ul style="list-style-type: none"> <li>Monthly service update: Update ALL services every month whether or not you have provided a service during that month. Enter 0 New Clients and 0 Repeat Clients. For services, please record the dollars expended in that month.</li> <li>Update beginning and end date: For each monthly update, the beginning date is the first day of the month and the end date is the last day of the month; e.g., July 1, 2015 - July 31, 2016.</li> <li>By the 15th of the month, email excel sheet with CSP match dollars for the previous month to Dr. Sharon Boles, Evaluation Manager, at sharon.boles@cfcoc.ocgov.com. Dr. Boles will then enter this information into the data system on your behalf.</li> </ul>				

**Goal 4. CAPACITY BUILDING**

Outcome	Indicator	Objective	Milestone	Program Data Type	Target #	Start Date	End Date	Instructions
CB.1 Maximize all sustainability activities	Fund Development	CB.1.1 Increase resources	CB.1.1.1a CSP match dollars submitted	Dollars	\$275,000	7/1/15	6/30/16	<b>Dollars:</b> \$ expended in month reported <b>Notes:</b> Document and submit eligible match \$. Include brief description of funding source(s) and how \$'s are supporting CSP.

6.5 (13)

**AMENDED AND RESTATED**

**EXHIBIT B**

**PROJECT BUDGET**

<b>Rancho Santiago Community College District (RSCCD)</b>	<b>Funds Due 07/01/13 – 06/30/14</b>	<b>Funds Due 07/01/14 – 06/30/15</b>	<b>Funds Due 07/01/15 – 06/30/16</b>
Staffing	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$36,000</b>
Direct Project Expenses	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$8,000</b>
Capital Equipment	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Indirect/Administrative	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Subcontracts	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FUNDS DUE</b>	<b>\$27,500</b>	<b>\$27,500</b>	<b>\$44,000</b>

**MAXIMUM PAYMENT OBLIGATION: \$99,000**

**EXHIBIT B**

Page 1 of 1

**Amended and Restated  
Attachment 1 to Exhibit B**

**STAFFING TABLE**

	<b>07/01/13 - 06/30/14</b>	<b>07/01/14 - 06/30/15</b>	<b>07/01/15 - 06/30/16</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Position Title: Master Teacher and Teacher</b>	<b>Salary &amp; Benefits</b>	<b>Salary &amp; Benefits</b>	<b>Salary &amp; Benefits</b>
	N/A FTE	N/A FTE	N/A FTE
	\$5,000	\$5,000	\$0

Minimum Qualifications: Possess a Child Development Teacher Permit, Requirements for this permit include completion of 24 semester units of course work in Early Childhood Education/Child Development, including core courses plus 16 semester units of general education. Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 4 years; demonstration of basic skills proficiency; or completion of an Associate of Arts degree or higher in Early Childhood Education of Child Development or related field, with a three semester unit supervising field experience in an early childhood education setting; or completion of equivalent training approved by the California Commission on Teacher Credentialing.

Job Duties: Provide services as described in subparagraph **3.6** of Exhibit A to this Agreement.

<b>Position Title: Intern and Student Assistant</b>	N/A FTE	N/A FTE	FTE
	\$2,500	\$2,500	\$36,000

Minimum Qualifications: Completion of 9 to 24 units of Early Childhood Education/Child Development.

Job Duties: Provide services as described in subparagraph **3.6** of Exhibit A to this Agreement.

<b>Position Title: Site Supervisor/Assistant Director</b>	N/A	N/A	NA
	\$2,500	\$2,500	\$0

Minimum Qualifications: Possess a Child Development Site Supervisor Director Permit. Requirements for this permit include completion of an Associate of Arts degree or 60 units with 24 Early Childhood Education/Child Development units (including core courses). Six semester units in the administration and supervision of Child Development programs and two units of adult supervision.

Job Duties: Provide services as described in subparagraph **3.6** of Exhibit A to this Agreement.

6.5 (15)

**Amended and Restated  
Attachment 1 to Exhibit B**

**Summary Table of Staffing Costs**

<b>07/01/13 – 06/30/14</b>	<b>07/01/14 – 06/30/15</b>	<b>07/01/15 – 06/30/16</b>
\$10,000	\$10,000	\$36,000

6.5 (16)

**Amended and Restated  
Attachment 2 to Exhibit B**

**DIRECT PROJECT EXPENSES TABLE**

<b>Expense Type</b>	<b>07/01/13 – 06/30/14</b>	<b>07/01/14 – 06/30/15</b>	<b>07/01/15 – 06/30/16</b>	<b>1-2 sentence narrative description of expenses.</b>
Category – Supplies and Materials	\$17,500	\$17,500	\$8,000	Annual cost for supplies and materials to augment quality in the participating CSP classrooms.
Category				Annual cost for
Category				Annual cost for
Category				Annual cost for
Category				Annual cost for
<b>Total Direct Project Expenses</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$8,000</b>	

6.5 (17)





**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Human Resources and Educational Services**

To:	Board of Trustees	Date February 22, 2016
Re:	First Reading of New and Revised Board Policies	
Action:	Information	

**BACKGROUND**

The Board Policy Committee met on February 16, 2016 and reviewed new and revised policies. These policies are now presented for first reading.

**ANALYSIS**

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending that the attached policies be updated and revised to conform to the CCLC recommendations.

**RECOMMENDATION**

These policies are presented for first reading as an information item.

Fiscal Impact: None	Board Date: February 22, 2016
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 2305 Annual Organizational Meeting

## Reference:

Education Code Section 72000(c)(2)(A)

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), Brown Act and Ethics Presentations, Review of District and College Foundations, and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At 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.

Revised: ~~January 13, 2014~~ \_\_\_\_\_ (Previously BP9013)

# BP 2715 Code of Ethics/Standards of Practice

## Reference:

ACCJC Accreditation Standard IV.C.11 (formerly 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, including adherence to Board Policy 3821 Gifts to Employees.
- 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: ~~July 21, 2014~~ \_\_\_\_\_ (Previously BP9002)**

**References Updated: March 16, 2015**

# **BP 3510 Workplace Violence Plan**

**References:** Cal/OSHA; Labor Code §§ 6300 et seq; 8 Cal. Code Regs. § 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6)

The Board is committed to providing a district work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct, to report the incident, and that employees are informed that there will be no retaliation for such reporting.

**Revised August 19, 2013\_(Previously BP4139 and BP3522)**

**References Updated: May 18, 2015**

**Title Revised: \_\_\_\_\_**

## **BP 3821 Gifts to Employees and Officials (New)**

### **References:**

California Code of Regulations, Title 2, Sections 18730 et seq.

Board members and employees are prohibited from accepting gifts from any individual or organization that conducts business with or is seeking the award of a contract from the District.

For the purposes of this policy, the term "gift" applies to any item of value which is offered to an employee or elected official by organizations or individuals. This policy does not apply to meals, beverages, receptions or promotional items received in the course of organized group events (e.g. conferences, workshops, meetings, etc.), which may be hosted or subsidized by individuals or organizations that either do business with the District or are seeking the award of a contract from the District.

Although exempt from the definition of "gift" for purposes of this policy, these items of value may be subject to disclosure by individual employees who are required to report gifts and other items of value pursuant to the regulations of the California Fair Political Practices Commission.

**Adopted:** \_\_\_\_\_

# BP 5030 Fees

**References:** Education Code: Sections 76300, et seq.; ACCJC Accreditation Standard I.C.6

The Board authorizes the following student fees. 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.

**Baccalaureate Degree Pilot Program Fees** (Title 5 Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

**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.

**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 to 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.

Revised ~~July 21, 2014~~ \_\_\_\_\_ (Previously BP5011)

Reference Updated: May 18, 2015

# BP 6400 Financial Audits

## Reference:

Education Code 84040(b); ACCJC Accreditation Standard III.D.7

The Governing Board will assure sound fiscal management practices, via fiscal accountability.

The Governing Board shall provide for an annual audit of all funds, books and accounts of the district, in accordance with the regulations of Title 5. The Chancellor shall assure that an outside audit is completed. The audit shall be made by certified public accountants licensed by the State Board of Accountancy.

The Governing Board shall review the annual audit at one of its regularly scheduled public meetings. The Governing Board shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor for a contract term of no more than every three (3) years, or more frequently if the Board deems it necessary.

The Vice Chancellor of Business and Fiscal Services shall review audit proposals the RFP's and recommend candidates for interview by the Governing Board or a committee designated by the and meet with the Board Fiscal Audit Committee for evaluation and recommendation to the Governing Board.

The Governing Board selects the independent auditor.

The ~~Board Fiscal Audit Committee~~ ~~Governing Board~~ shall meet each year with the independent auditor ~~prior to the commencement of auditing work, which is to be done for the fiscal year, to discuss the scope and purpose of the annual audit.~~ draft audit report and have an opportunity to confer with the independent auditor prior to the final audit being presented to the Governing Board.

Administrators and employees involved in the auditing process shall refrain from activity that could conflict or compromise the execution of the audit or the independence of the auditor.

Revised: ~~September 9, 2013~~ \_\_\_\_\_ (Previously BP3104)

References and Title Updated May 18, 2015



# BP 7001 Code of Ethics

## Reference:

Accreditation Standard IIIA.1.d

All employees of Rancho Santiago Community College District are professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, intellectual development, and uniqueness of each individual, as well as the collegiality of a learning community. Although we work in various settings and positions, we are committed to protecting human rights and to the advancement of learning. While we require an environment with freedom of inquiry and open communication, we accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and a learning community; and avoidance of conflicts of interest and the appearance of impropriety.

The consistent exercise of integrity is the cornerstone of ethical behavior.

Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

The RSCCD Board of Trustees, administration, faculty, staff, and contractors shall subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to individuals hired and/or paid by the District, including members of the Board of Trustees, full- and part-time employees, and student employees. Employees will:

- address responsibilities and work with people without prejudice, and therefore not discriminate unjustly against or in favor of any student or employee. Employees will act to prevent intimidation, harassment, favoritism, and discrimination.
- ensure the accurate representation of District and college goals, services, programs, and policies to the public, students, and colleagues.
- avoid creating the impression that, when speaking as individuals, we speak or act for the District or the colleges.
- not enter into relationships that seek to benefit the employee at the expense of the District, a student, or a person under their supervision. They avoid conflicts of interest which may result from dual relationships, such as those of a contractual, personal, financial, or sexual nature.
- avoid conflicts of interest between their contractual obligations to the District and those to private business or personal commitments. For example, they will not solicit clients and sell services or products during the course of their regular work at RSCCD, and they refuse remuneration for services rendered to persons for whom they perform the same services as an employee of the District., and adhere to Board Policy 3821 Gifts to Employees.
- not use the resources of the District (e.g., computers, programs, offices, supplies) to secure financial gain for oneself or any other person or party. No employee shall conduct business at the District that is not directly related to the mission of the District and colleges.
- recognize that personal problems and conflicts can interfere with employee effectiveness. Accordingly, employees monitor their personal and professional effectiveness, seek assistance when needed (e.g., psychological, medical, legal), and maintain physical, mental, and emotional health.
- contribute to the development of their respective professions through dialogue with colleagues; serving professional organizations; and serving as mentors to emerging professionals.
- maintain and enhance individual professional effectiveness, currency, and competence through continuing education to improve abilities and acquire new knowledge, and they assure the same opportunity for persons within their supervision.

- accurately represent their experience and credentials, competencies and limitations to all concerned. Employees will provide services within the boundaries of their competence, based on their education, training, professional experience, ongoing professional development and licensure.
- in supervisory, management and administrative roles, treat those they supervise with respect and integrity, and value the well-being of employees as they make decisions about the needs of the institution. They use the power inherent in their positions wisely and with serious regard for individual worth and personal and professional growth.
- foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.
- ensure that students and employees have access to varying points of view.
- make reasonable effort to protect students and employees from conditions harmful to learning or to health and safety.
- not disclose private information about students or employees obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- recognize that an information society gives us access to increasing amounts of data, much of it automated. They exercise the privilege of using such information with care and integrity, actively protect the privacy of individuals, and use due caution when creating conclusions relative to such data specific to RSCCD.
- avoid knowingly making false or malicious statements about students or employees.
- not intentionally embarrass or disparage a student or employee.
- be respectful of fellow employees, community members, and students and their opinions. Diverse opinions and free inquiry should be encouraged.
- facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to peacefully dissent.
- not impose personal values, beliefs, and behaviors on others.

**Revised ~~October 28, 2013~~ \_\_\_\_\_ (Previously BP7020)**

# BP 7330 Communicable Disease

**Reference:** Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from one of the college health centers or an examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Revised ~~October 28, 2013~~ \_\_\_\_\_ (Previously BP4130)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Human Resources and Educational Services**

To:	Board of Trustees	Date February 22, 2016
Re:	Review of Proposed Administrative Regulations (AR)	
Action:	Information	

**BACKGROUND**

Board Policy (BP) 2410 states the following: *“Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.”*

The Board Policy Committee reviewed the following administrative regulations at its 2015 and 2016 meetings: AR 2105 Selection and Regulations of Student Trustee and AR 2365 Recording.

**ANALYSIS**

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies and administrative regulations which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. Administrative Regulations are developed by the administration and presented to the District Council for review prior to implementation. Administrative regulations that pertain to policies and operations of the Board of Trustees are reviewed by the Board Policy Committee. Although the committee does not consider the abovementioned administrative regulations to be inconsistent with the board's own policies, the Board Policy Committee is recommending the full board review and comment on the administrative regulations.

**RECOMMENDATION**

The administrative regulations are presented to the Board of Trustees as an information item for review and comment.

Fiscal Impact: None	Board Date: February 22, 2016
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	

# AR2105 Selection and Regulations of Student Trustee

The Student Trustee shall be selected by the following process:

## Eligibility

1. Interested students must submit an application, accompanied by a resume, at ~~one of the colleges'~~ their home campuses' Student Life office by the election deadline. If a resume is not included with the application, the applicant will not be eligible.
2. Applicants are required to perform a brief presentation of introduction and any other necessary information regarding their candidacy and qualifications at a Board of Trustees meeting prior to the spring elections held at both credit colleges.
3. The Associated Student Government Advisors, from both Santa Ana College and Santiago Canyon College ~~colleges~~, shall review the applications to ensure that each candidate meets the following criteria:
  - a. Current RSCCD student.
  - b. Current enrollment in 6 or more units.
  - c. Cumulative GPA of ~~2.2~~ 3.0 or higher at the time of application.
  - d. Verifiable RSCCD student government/organization experience, defined as the completion of ~~14 weeks~~ one traditional semester as a voting member in the ASG Senate, Executive Cabinet, or ICC Executive Board, ~~a Shared Governance Council, or as an officer in a college club/organization.~~
  - e. Completion of at least 12 units at either Santiago Canyon College and/or Santa Ana College within the past two (2) academic years prior to the time of application.
  - f. Meets RSCCD employment requirements.
  - g. Has not previously served any part of a Student Trustee term at RSCCD or any other California Community College, with the exception of an acting Student Trustee capacity, under the Vacancy section below.
  - h. Must be in good disciplinary standing and must not have pending disciplinary action in RSCCD.

## Election

- ~~3~~ 4. All eligible Student Trustee applicants will be placed on the Associated Student election ballot at each credit college for student voting in the spring. The candidate receiving the plurality of the combined votes at both colleges shall be elected as the Student Trustee.

## Term of Office

- ~~4~~ 5. June first (1<sup>st</sup>) to May thirty-first (31<sup>st</sup>) shall be the term of the Student Trustee. No person may serve for more than one term.
- ~~5~~ 6. The new Student Trustee shall be oriented and trained by the outgoing Student Trustee prior to assuming office on June 1<sup>st</sup>.
- ~~6~~. ~~The new Student Trustee receive an orientation by the Associated Students leadership and their advisors at both colleges two weeks prior to the start of the fall semester.~~
7. The eligibility requirement (under Eligibility section above) must be maintained throughout the term of office.

8. The Board of Trustees President or designee will act as a mentor to the Student Trustee to provide guidance throughout term.
9. One mentoring activity will be provided to the Student Trustee by the Chancellor upon assuming office, ensuring the incoming Student Trustee understands the inherent roles and responsibilities.

### **Duties**

~~8-~~ 10. The duties and responsibilities of the RSCCD Student Trustee shall include, but are not limited to the following:

- a. Participate in mentoring activities with members of the Board of Trustees and the Chancellor throughout the year as appropriate.
  - b. Will identify an Administrator from either SAC or SCC as an advisor to cultivate leadership growth throughout their term.
  - ~~a-c.~~ Attend at least one of the following meetings per campus: an joint meeting with the ASGSAC and ASGSCC Executive Cabinet, ASGSAC and ASGSCC Senate, CEC and OEC Student Leadership, or similar leadership groups, and SAC and SCC Advisors once a month in each semester.
  - ~~b-d.~~ Attend meetings of the Board of Trustees and act as the primary liaison between the RSCCD Board of Trustees and the Associated Students of Santa Ana College and Santiago Canyon College, including CEC and OEC.
  - ~~e-e.~~ Fulfill all duties and responsibilities of a Student Trustee as stated in the California Education Code and the RSCCD Board of Trustees policies including BP 2105 and BP 2715.
  - ~~d.~~ ~~Participate in mentoring activities with members of the Board of Trustees and the Chancellor as appropriate.~~
  - ~~e-f.~~ Complete mid-semester grade check ~~sheet~~ and submit to the Office of Student Life Coordinators.
  - ~~f-g.~~ Enroll in and complete 6 units per semester and maintain a minimum ~~2-2~~ 3.0 GPA for the semester and overall. (Non-compliance with this requirement will result in removal from office).
- ~~9-11.~~ The Student Trustee shall be voting member on the RSCCD Board of Trustees (however, the vote is advisory) and a non-voting member on the ASGSAC and ASGSCC Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASGSCC as a paid employee of the District.

### **Vacancy**

- ~~10-12.~~ Should the Student Trustee resign, be dismissed, or recalled, the two college credit student presidents shall alternate attending Board meetings as the acting Student Trustee until a special election is held. Service as the acting Student Trustee does not count toward the one-year term limit in Section 2 g. above.
- ~~11~~ 13. The Student Trustee must comply with the duties outlined above or be subject to a fact-finding investigation to determine possible noncompliance of the Student Trustee's duties by an AD HOC committee. The student members comprising the committee will be considered voting members while the Advisor or Associate Dean of Student Life and Leadership will be present to provide guidance and fairness to all parties. The committee will be comprised of:
  - a. Each campus ASG President and Vice-President.
  - b. One Supreme Court Justice, and one Senator from each campus.

c. An ASG Advisor or Associate Dean of Student ~~Services~~ Life and Leadership.

d. A 2/3 vote of the total voting committee membership determining there is noncompliance with the Student Trustee is needed to ~~impeach the Student Trustee~~ move the impeachment process forward to a joint SACASG and SCCASG Senate meeting. Less than a 2/3 vote will yield no action. ~~If the Student Trustee is impeached, a recall election shall be scheduled.~~

### **Recall**

12. ~~The Student Trustee will be subject to a recall election if a recall petition is signed by at least 3% of currently enrolled RSCCD students, which includes non-credit students. The recall will be successful if at least 5% of currently enrolled students vote in favor of the recall.~~
14. A Special Meeting comprised of both SACASG and SCCASG Senate branches will be co-chaired by the ASGSAC and ASGSCC Chief Justices to determine if there is noncompliance of the Student Trustee. Both campuses' ASG Advisors or Associate Deans of Student Life and Leadership will be present to provide guidance and fairness to the process. The combined branches must have a majority of Senators present to meet quorum, which will be based on all eligible Senators from both campuses. If quorum is not met, the joint meeting will be rescheduled. If quorum is met, the Chief Justices will make a presentation of the evidence/findings of noncompliance of the Student Trustee to the Senate branches. At this meeting the Student Trustee will have the opportunity to speak on the alleged evidence of noncompliance as well as have her Board of Trustees mentor be present and speak on her behalf. A 2/3 vote of all senators present is needed to schedule a recall election for the removal of the Student Trustee.
15. The recall election to remove the Student Trustee from their position will be successful if a simple majority of students who voted, voted in favor of the removal. The yielded voting average of the last three annual ASG elections at both Santa Ana College and Santiago Canyon College will determine the threshold of votes needed for a successful removal. The election shall not be sufficient to remove the student trustee unless the number of students who vote in the election equals, or exceed the average of the number of student voters who voted in the previous three ASG elections. The voting average will also be determined by the total number of unduplicated voters in said elections.
16. The ASG President or a designee at each campus will be responsible for relaying all necessary information regarding the special election to their respective student body.
17. As per California Assembly Bill AB 1358 Section 1b, the Santa Ana College and Santiago Canyon College ASGs who have adopted Student Representation Fee legislation are authorized to use said funds in order to promote the special election.

**Revised February 10, 2014**

# AR 2365 Recording

**Reference:** Government Code Section 54953.5

The Chancellor's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for a minimum of two years following the meeting.

The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

**Adopted:** \_\_\_\_\_



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Resolution in Honor of Dr. Juan Francisco Lara**

Resolution No. 16-05

**WHEREAS**, Dr. Juan Francisco Lara dedicated his life to helping students achieve their dreams of education as a teacher, an educational leader, and a philanthropist; and

**WHEREAS**, Dr. Juan Francisco Lara's distinguished career included 18 years at UCLA and 17 years of service at UC Irvine, where he served as Assistant Vice Chancellor; and

**WHEREAS**, Dr. Juan Francisco Lara was a tireless leader of the Santa Ana Partnership and brought all of his personal and professional energy into opening doors for students to Santa Ana College, California State University, Fullerton, and UC Irvine; and

**WHEREAS**, Dr. Juan Francisco Lara was equally committed to students in K-12 regionally, he was especially concerned with the success of students in the Santa Ana Unified School District; and

**WHEREAS**, Dr. Juan Francisco Lara's commitment to students resulted in his work as a founder and subsequent Chair of the Board of the Hispanic Education Endowment Fund, which is exclusively concerned with helping local students to fund higher education; and

**WHEREAS**, Dr. Juan Francisco Lara was especially dedicated to the Padres Promotores de la Educación, part of the Santa Ana Partnership and anchored at Santa Ana College, and;

**WHEREAS**, Dr. Juan Francisco Lara's reputation as an equity-centered philanthropist led to his appointment to the Santa Ana College Foundation Board where he provided many years of distinguished service; and

**WHEREAS**, Dr. Juan Francisco Lara expressed his personal interest in everyone he met by committing to memory their name and life circumstances so that he could help them forward on their journey into and through higher education; and

**WHEREAS**, Dr. Juan Francisco Lara was a most distinguished and beloved leader in our community whose contributions were a force in reshaping our local educational pipeline in the service of students; and

**THEREFORE BE IT RESOLVED**, that the Rancho Santiago Community College District Board of Trustees recognizes the extraordinary contributions of this singularly passionate and committed individual and adjourns its Board of Trustees meeting in honor of his memory on February 22, 2016.

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Raúl Rodríguez, Ph.D.  
Secretary to the Board of Trustees

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date: February 22, 2016
Re:	Appointments to the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Action	

**BACKGROUND**

Measure Q was approved by the electorate of the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District (RSCCD) on November 6, 2012. This measure authorizes RSCCD to issue up to \$198 million in general obligation bonds to finance renovation, repair and construction at Santa Ana College. Under the auspices of Proposition 39, the Board must appoint community members who satisfy various categories of membership to serve on the Citizens' Bond Oversight Committee (Committee).

**ANALYSIS**

The district accepts applications from those interested in serving on the Committee on an ongoing basis, so there is a pool of candidates to fill vacancies that may arise.

Ms. Cecilia Aguinaga, a member of the Middle Class Taxpayers Association, has submitted an application to serve on the Committee as the taxpayers' representative. The bylaws of the Committee, which the Board approved at its meeting of October 14, 2013, require a taxpayers' representative on the Committee. This position is currently vacant. The taxpayers' representative must represent a bona fide taxpayer organization and there are few who qualify to serve in this position. As a member of the Middle Class Taxpayers Association, Ms. Aguinaga is a qualified candidate for the taxpayers' representative.

Mr. David Brandt, an active member of the Santa Ana Community, has submitted an application to serve on the committee. Mr. Brandt has served as a member of the Orange County Board of Education, member of the Santa Ana City Council, Chairman of the Santa Ana Redevelopment Agency and a founding member of the Orange County Transportation Commission. Mr. Brandt is a qualified candidate for the community-at-large representative.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointments to the Measure Q Citizens' Bond Oversight Committee as presented.

Fiscal Impact:	None	Board Date:	February 22, 2016
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
February 22, 2016

FACULTY

FARSCCD Beyond Contract/Overload Step Increases Spring 2016/Attachment #1

FARSCCD Part-time/Hourly Step Increases Effective Spring 2016/Attachment #2

Ratification of Resignation/Retirement

Kanzler, Dietrich  
Professor, Manufacturing Technology  
Human Services & Technology Division  
Santa Ana College

Effective: June 3, 2016 (Last Day)  
Reason: Retirement

Morris, Marilou  
Professor, Communication Studies  
Fine & Performing Arts Division  
Santa Ana College

Effective: June 3, 2016 (Last Day)  
Reason: Retirement

Change of Assignment

Sneddon, Marta  
Professor, Physical Education (Fitness)  
From: Fire Technology  
To: Criminal Justice Academies  
Human Services & Technology Division  
Santa Ana College

Effective: July 1, 2015  
Salary Placement: VI-C \$112,215.37/Year  
(No Change)

Change of Location

Gutierrez, Violet  
Master Teacher  
Child Development Services  
District

Effective: February 2, 2016  
From: SAC East Child Development Center  
To: SAC Child Development Center

Extension of Interim Assignment

Lemus Vallejo, Cristina  
Acting Master Teacher  
SAC East Child Development Center  
Child Development Services  
District Office

Effective: December 16, 2015 – June 30, 2016  
Salary Placement: MT/AA-1 \$36,968.21/Year

**FACULTY (CONT'D)**

*End of Voluntary Reduced Workload*

Orr, Estelle  
Professor, Art  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 1, 2016  
From: 0.89 FTE  
To: 1.00 FTE

*Adjustment of Final Salary Placement*

Jones, Louise  
Assistant Professor, Nursing  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: August 21, 2014  
Salary Placement: II-9 \$72,961.46/Year

*Adjustment of Contract Step Increase*

Jones, Louise  
Assistant Professor, Nursing  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: August 15, 2015  
Salary Placement: II-10 \$75,452.72/Year

*15/16 Contract Extension Days*

Burke, Jeffrey  
Coordinator, Math Center  
Science, Mathematics, &  
Health Sciences Division  
Santa Ana College

Effective: January 4 – January 30, 2016  
Contract Extension: 20 Days  
Contract Extension Rate: VI-11 \$442.88/Day

Sneddon, Marta  
Professor, Physical Education/Kinesiology  
Human Services & Technology Division  
Santa Ana College

Effective: July 1, 2015 – June 30, 2016  
Contract Extension: 12 Days  
Contract Extension Rate: VI-C \$561.08/Day

*Leaves of Absence*

Galvan, Javier  
Professor, Spanish  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 1 – June 4, 2016  
Reason: Banking Leave/Withdrawal: 2.0 LHE

**FACULTY (CONT'D)**

Leaves of Absence (cont'd)

McMillan, Jeffrey  
Professor, Chemistry  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: February 1 – June 4, 2016  
Reason: Banking Leave/Withdrawal: 0.40 LHE

Sadler, Dennis  
Counselor  
Counseling Division  
Santa Ana College

Effective: February 1 – June 4, 2016  
Reason: Banking Leave/Withdrawal: 6.0 LHE

Scoggin, Sally  
Coordinator, ESL  
Continuing Education/CEC  
Santa Ana College

Effective: January 6 – June 2, 2016  
Reason: Banking Leave/Withdrawal: 1.38 LHE

Beyond Contract/Overload Stipends

Adams, Richard  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Adams, Richard  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Babayan, Diana  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Babayan, Diana  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Deaver, Douglas  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends (cont'd)*

Elchlepp, Elizabeth Effective: March 4, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Elchlepp, Elizabeth Effective: April 29, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Evelt, Corinna Effective: March 4, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Evelt, Corinna Effective: April 29, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Foley, Denise Effective: May 2, 2016  
Mathematics & Sciences Division Amount: \$4,000.00  
Santiago Canyon College Reason: Staff Development (Project #1621)

Gause, Tiffany Effective: March 4, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Gause, Tiffany Effective: April 29, 2016  
Arts, Humanities & Social Amount: \$300.00  
Sciences Division Reason: Staff Development (Project #2549)  
Santiago Canyon College

Gonzaga-Siguenza, L. Patricia Effective: February 22, 2016  
Continuing Education/CEC Amount: \$4,667.56  
Santa Ana College Reason: Program Facilitation (Project #2490)

Hager, Benjamin Effective: February 8, 2016  
Science, Mathematics & Amount: \$1,000.00  
Health Sciences Division Reason: Freshman Experience (Project #1669)  
Santa Ana College

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends (cont'd)*

Hardy, Michelle  
Human Services &  
Technology Division  
Santa Ana College  
Effective: August 17, 2015  
Amount: \$4,281.00  
Reason: Coordination, Child Development  
Training Consortium (Project #1241)

Jones, Vanessa  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Kosuth-Wood, Kathryn  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Lennertz, William  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Lennertz, William  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Martin, Linda  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Malone, Charlie  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Malone, Charlie  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Miller, Robert  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends (cont'd)*

Pecenkovic, Nidzara Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: March 4, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)
Pecenkovic, Nidzara Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: April 29, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)
Rabii-Rakin, Narges Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: April 29, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)
Roe, Maureen Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: March 4, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)
Roe, Maureen Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: April 29, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)
Shaffer, Catherine Counseling Division Santa Ana College	Effective: February 8, 2016 Amount: \$1,000.00 Reason: Freshman Experience (Project #1669)
Takahashi, Mary K. Science, Mathematics, & Health Sciences Division Santa Ana College	Effective: February 8, 2016 Amount: \$4,000.00 Reason: Program Facilitation (Project #1621)
Vercelli, Julia Continuing Education/CEC Santa Ana College	Effective: February 22, 2016 Amount: \$2,450.24 Reason: Program Facilitation (Project #2490)
Womack, Melinda Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: March 4, 2016 Amount: \$300.00 Reason: Staff Development (Project #2549)



**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends (cont'd)*

Womack, Melinda  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

Woodhead, Ian  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: March 4, 2016  
Amount: \$300.00  
Reason: Staff Development (Project #2549)

*Column Changes*

Albenbernd, Eric  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 11, 2016  
From: II-3 \$47.25/\$23.63  
To: III-3 \$48.44/\$24.22

Bitterlich, Adell  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 11, 2016  
From: II-5 \$49.65  
To: III-5 \$50.89

Bleakley, Norma J  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 11, 2016  
From: II-5 \$49.65  
To: III-5 \$50.89

Elliott, Amanda  
Instructor, Nursing Clinical  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: February 1, 2016  
From: I-3 \$48.67  
To: II-3 \$51.11

George, Sarah F  
Instructor, English  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: February 8, 2016  
From: II-4 \$59.62  
To: III-4 \$62.60

Glicker, Eric A  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 11, 2016  
From: II-5 \$49.65  
To: III-5 \$50.89

**FACULTY (CONT'D)**

Column Changes (cont'd)

Lam, Tri L  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: January 11, 2016  
From: II-5 \$49.65  
To: III-5 \$50.89

Sura, Alma  
Instructor, Vocational/Office Technology  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: January 11, 2016  
From: I-3 \$46.10  
To: II-3 \$47.25

Part-time Hourly New Hires/Rehires

Bagdonas, Sheri  
Instructor, Office Technologies/Academic  
Computing Center  
Business Division  
Santa Ana College  
Effective: February 20, 2016  
Hourly Lab Rate: I-3 \$48.67

Baird, Christie M  
Instructor, Human Development (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2016  
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Barboza, Troy A  
Instructor, Small Business/  
Entrepreneurship  
Business Division  
Santa Ana College  
Effective: February 11, 2016  
Hourly Lecture Rate: I-3 \$54.08

Bauer, Jill E  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 1, 2016  
Hourly Lecture Rate: II-3 \$57.25

Benoun, Joseph E  
Instructor, High School Subjects/Math  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 10, 2016  
Hourly Lecture Rate: III-3 \$58.44

Boles, Ian R  
Instructor, Geography  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: June 13, 2016  
Hourly Lecture Rate: II-3 \$56.79

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Camarena, Maria Z  
Counselor  
Counseling Division  
Santa Ana College  
Effective: February 8, 2016  
Hourly Lab Rate: II-3 \$48.27

Chavez, Ricardo  
Instructor, ESL  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: February 5, 2016  
Hourly Lecture Rate: II-3 \$47.25

Choe, Jae W  
Instructor, Philosophy  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 8, 2016  
Hourly Lecture Rate: II-3 \$56.79

Cottrell, Laurie S  
Instructor, Disable Students Program & Services  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 1, 2016  
Hourly Lecture Rate: III-3 \$48.44

Delaby, Michael L  
Instructor, Nursing Clinical  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 10, 2016  
Hourly Lab Rate: II-4 \$53.67

Dixon, Todd  
Instructor, Kinesiology  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 1, 2016  
Hourly Lab Rate: II-3 \$51.11

Do, Mina Phuong  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 8, 2016  
Hourly Lecture/Lab Rates: II-4 \$59.62/\$53.67

Dormitorio, Mark M  
Instructor, TV/Video Communications  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: February 9, 2016  
Hourly Lecture Rate: II-3 \$56.79

English, Eissa  
Instructor, Sociology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 1, 2016  
Hourly Lecture Rate: II-3 \$56.79

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Farid, Sheila  
Instructor, Clinical Nurse  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 1, 2016  
Hourly Lab Rate: II-3 \$51.11

Flocken, Elise M  
Instructor, Education  
Counseling & Student Support Services Division  
Santiago Canyon College  
Effective: February 8, 2016  
Hourly Lecture Rate: II-3 \$56.79

Gage, Rebecca  
Instructor, Sign Language  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 8, 2016  
Hourly Lecture Rate: IV-3 \$62.60

Gonzalez, Jessica  
Substitute Teacher  
Educational/Child Development Services Division  
District Operation  
Effective: February 2, 2016  
Hourly Rate: II-1 \$17.50

Grant, Jeff A  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 15, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Hackmann, Debra  
Instructor, Kinesiology  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 8, 2016  
Hourly Lab Rate: II-3 \$51.11

Hanson, Maria Y  
Counselor, Cal Works  
Student Services Division/EOPS/Cal Works  
Santa Ana College  
Effective: February 4, 2016  
Hourly Lab Rate: II-3 \$48.27

Jacovani, Melissa M  
Instructor, Nursing Clinical  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 8, 2016  
Hourly Lab Rate: I-3 \$48.67

Janzen, Andrew J  
Instructor, Fire Technology/Wellness  
Human Services & Technology Division  
Santa Ana College  
Effective: February 8, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Kang, Tiffany  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: June 13, 2016  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Lagoykina, Svetlana  
Instructor, Chemistry  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 1, 2016  
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Low, Teddy  
Instructor, Public Works/Code Enforcement  
Business & Career Technical  
Education Division  
Santiago Canyon College  
Effective: February 28, 2016  
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Massey, Brian J  
Instructor, Nursing Clinical  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 8, 2016  
Hourly Lab Rate: I-4 \$51.11

Mathews, Brian J  
Instructor, Fire Science  
Human Services & Technology Division  
Santa Ana College  
Effective: February 1, 2016  
Hourly Lecture Rate: I-4 \$56.79

Mills, Mystyn  
Instructor, Geography  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 22, 2016  
Hourly Lecture Rate: II-3 \$56.79

Nguyen, Van B  
Instructor, Music  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 8, 2016  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Raneses, Michael E  
Instructor, Public Works Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: February 22, 2016  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Reeder, Richard  
Instructor, Fire Technology/Wildland  
Human Services & Technology Division  
Santa Ana College

Effective: February 12, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Rodriguez, Gene A  
Instructor, Criminal Justice/Narcotics (equivalency)  
Human Services & Technology Division  
Santa Ana College

Effective: February 22, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Ruiz, Oscar  
Instructor, Counseling  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: February 22, 2016  
Hourly Lecture Rate: II-3 \$56.79

Samaniego, Adriel  
Instructor, Vocational/Business Skills  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: February 5, 2016  
Hourly Lecture Rate: I-3 \$46.10

Sirgy, Alan E  
Instructor, Criminal Justice/Terrorism  
Human Services & Technology Division  
Santa Ana College

Effective: February 22, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Smith, John  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College

Effective: February 15, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Solis, Eric  
Instructor, High School Subject/Study Skills  
Continuing Education Division (CEC)  
Santa Ana College

Effective: February 8, 2016  
Hourly Lecture Rate: II-3 \$47.25

Truong, Leah D  
Instructor, Health & Safety  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: February 5, 2016  
Hourly Lecture Rate: I-3 \$46.10

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Ulloa, Kathy M  
Instructor, Geography  
Humanities & Social Sciences Division  
Santa Ana College

Effective: June 13, 2016  
Hourly Lecture Rate: II-3 \$56.79

Valeriote, Robert  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: June 13, 2016  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$48.67

Vines, Eva N  
Instructor, Ethnic Studies  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 8, 2016  
Hourly Lecture Rate: IV-3 \$62.60

Waldren, William Robert  
Counselor  
Counseling & Student Support Services Division  
Santiago Canyon College

Effective: February 8, 2016  
Hourly Lab Rate: II-3 \$48.27

Wise, Lorna  
Instructor, Accounting  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 9, 2016  
Hourly Lecture Rate: IV-3 \$62.60

*Non-paid Instructors of Record*

Abbruzzes, Robert E  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

Arrellanes, Jorge L  
Instructor, Apprenticeship/Surveyor  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: February 28, 2016

Bakas, David V  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Bennett, Ricard A  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Blanco, Matthew M  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

De Laurie, Jeffrey E  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Gardiner, Eric S  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Jay, Thomas W  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

McClellan, David  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

McDowell, Jennifer I  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016



**FACULTY (CONT'D)**

*Non-paid Instructor of Record (cont'd)*

Odebralski, Timothy R  
Instructor of Record  
Riverside Cty Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective; February 23, 2016

Park, Brian H  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

Perna, Anthony W  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

Poduska, Art J  
Instructor of Record  
Rialto Fire Station  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

Reynolds, Tyler C  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016

Soto, Jose L  
Instructor, Apprenticeship/Electrical  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 1, 2016

Staley, Michael S  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: February 23, 2016



**FACULTY (CONT'D)**

*Non-paid Intern Service (cont'd)*

Padilla, Brenda  
Outreach/Student Affairs  
Santa Ana College

Effective: February 23 – June 30, 2016  
College Affiliation: CSU, Fullerton

Prado-Lazareno, Johanna  
Counseling Division  
Santa Ana College

Effective: February 23 – June 30, 2016  
College Affiliation: CSU, Fullerton

Truong, James  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: February 23 – June 30, 2016  
College Affiliation: University of Redlands

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**FARSCCD BEYOND CONTRACT/OVERLOAD STEP INCREASES**  
*Effective Spring 2016*

ATTACHMENT #1

NAME	TITLE	DIVISION	LOC	CLASS/ (NEW) STEP	LHE RATE	.90	.85	.50
						LHE RATE	LHE RATE	LHE RATE
Cornwall, Carrie	Long-term Sub	Business	SAC	II-4	\$59.62	\$53.67	N/A	\$29.82
Corp, Richard	Asst Professor	Science, Math, & Health Sci	SAC	III-4	\$62.60	\$56.35	N/A	\$31.30
Graham, Song	Counselor	Counseling & Student Support Svcs	SCC	IV-5	\$69.02	\$62.12	\$58.67	\$34.51
Jones, Louise	Asst Professor	Science, Math, & Health Sci	SAC	II-5	\$62.60	\$56.35	N/A	\$31.30
Kirchen, DeAnna	Asst Professor	Business & Career Technical Ed	SCC	IV-4	\$65.73	\$59.16	N/A	\$32.87
Lastra, Stacey	Asst Professor	Science, Math, & Health Sci	SAC	IV-5	\$69.02	\$62.12	N/A	\$34.51
Liang, Mark	Instructor	Business	SAC	III-4	\$62.60	\$56.35	N/A	\$31.30
Lui, Rachel	Asst Professor	Science, Math, & Health Sci	SAC	II-5	\$62.60	\$56.35	N/A	\$31.30
Tashima, John	Coordinator	Continuing Ed (CEC)	SAC	III-5	\$65.73	\$59.16	N/A	\$32.87
Vasquez, Michelle	Asst Professor	Science, Math, & Health Sci	SAC	IV-4	\$65.73	\$59.16	N/A	\$32.87
Vu, Vivien	Counselor	Student Services	SCC	IV-5	\$69.02	\$62.12	\$58.67	\$34.51

**FARSCCD PART-TIME/HOURLY STEP INCREASES  
EFFECTIVE SPRING 2016**

**ATTACHMENT #2**

LAST NAME	FIRST NAME	LOC	COLUMN	NEW STEP	NEW LAB_NI 1RATE	NEW LAB RATE	NEW LEC RATE
Adams	Alexi	SCC	2	4		\$53.67	\$59.62
Allen	Mason	SAC	2	4		\$53.67	\$59.62
Allen	Robert	SCC	2	5		\$56.35	\$62.60
Anderson	Richard	SAC	2	5		\$56.35	\$62.60
Aquino	Antonio	SAC	1	4		\$51.11	\$56.79
Arrieta	Jose	SCC	2	5		\$56.35	\$62.60
Arteaga	Elizabeth	SAC	2	5		\$56.35	\$62.60
Barone	Katie	SAC	2	4		\$53.67	\$59.62
Barrett	Deborah	SAC	3	5		\$59.16	\$65.73
Barsha	Anthony	SCC	2	4		\$53.67	\$59.62
Batth	Navanjot	SAC	2	4		\$53.67	\$59.62
Bell	John	SCC	2	4		\$53.67	\$59.62
Bennett	Sarah	SAC	2	4		\$53.67	\$59.62
Bletscher	Bethany	SAC	1	5		\$53.67	\$59.62
Bonsall	Laura	SAC	2	4		\$53.67	\$59.62
Bradley	Michael	SAC	2	5		\$56.35	\$62.60
Broussard	Anne	SCC	2	4		\$53.67	\$59.62
Bruckman	Daniela	SAC	4	4		\$59.16	\$65.73
Bufkin	Lindsay	SAC	2	4		\$53.67	\$59.62
Bui	Annette	SAC	2	4	\$50.68		\$59.62
Burkhard	Khanh	SAC	2	5		\$56.35	\$62.60
Candelaria	Keith	SAC	2	4		\$53.67	\$59.62
Carrera	Steve	SCC	3	4		\$56.35	\$62.60
Chantana	Nissa	SCC	3	4		\$56.35	\$62.60
Chroman	Lauren	SAC	2	5		\$56.35	\$62.60
Covey	Jeff	SCC	1	4		\$51.11	\$56.79
Cramer	Joe	SAC	3	4		\$56.35	\$62.60
Cranford	Clayton	SAC	2	4		\$53.67	\$59.62
Crossen	Adam	SCC	2	4		\$53.67	\$59.62
Dinh	Minhan	SAC	2	4		\$53.67	\$59.62
Do	Field	SAC	2	4	\$50.68		\$59.62
Dunham	John	SCC	2	4		\$53.67	\$59.62
Elizalde-Henson	Susan	SAC	2	4		\$53.67	\$59.62
Enke	Nicholas	SAC	2	4		\$53.67	\$59.62
Ferrari Santhon	Elaine	SCC	1	4		\$51.11	\$56.79
Fimbres	Michael	SAC	2	4		\$53.67	\$59.62
Foye	Jocelyn	SAC	2	4		\$53.67	\$59.62
Friedman	Katie	SAC	2	5		\$56.35	\$62.60
Fuentes	Fred	SAC	2	5		\$56.35	\$62.60
Gamache	Keith	SAC	4	4		\$59.16	\$65.73
Garcia	Laura	SAC	2	4	\$50.68		\$59.62
George	Sarah	SCC	3	5		\$59.16	\$65.73
Ghuloum	Adam	SAC	2	4		\$53.67	\$59.62
Gil	Steven	SAC	2	4		\$53.67	\$59.62
Gioiello	Vito	SAC	1	4		\$51.11	\$56.79
Gomez	Ernesto	SAC	1	5		\$53.67	\$59.62

**FARSCCD PART-TIME/HOURLY STEP INCREASES  
EFFECTIVE SPRING 2016**

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	COLUMN	NEW STEP	NEW LAB_NI 1RATE	NEW LAB RATE	NEW LEC RATE
Gonis	Andrew	SAC	2	5		\$56.35	\$62.60
Gonzalez	Juan	SCC	3	5		\$59.16	\$65.73
Greear	Kelly	SAC	2	4		\$53.67	\$59.62
Guerra	Jorge	SAC	4	4		\$59.16	\$65.73
Habeeb	Mark	SAC	3	4		\$56.35	\$62.60
Hagelbarger	Theresa	SAC	1	4		\$51.11	\$56.79
Hays	Christian	SAC	1	5		\$53.67	\$59.62
Hernandez	Angel	SCC	2	4		\$53.67	\$59.62
Hie	Michael	SAC	2	4		\$53.67	\$59.62
Higuera	William	SAC	1	4		\$51.11	\$56.79
Hirahatake	Kristin	SAC	2	4		\$53.67	\$59.62
Hirano	Conrad	SAC	4	4		\$59.16	\$65.73
Holland	Loren	SAC	2	4		\$53.67	\$59.62
Hosseini Qanatqazi	Abbas	SCC	4	4		\$59.16	\$65.73
Hurt	Monica	SAC	1	4		\$51.11	\$56.79
Irwin	Kari	SCC	2	4		\$53.67	\$59.62
Jacobs	Carin	SAC	2	4		\$53.67	\$59.62
Jameson	Todd	SAC	1	4		\$51.11	\$56.79
Jasieniecki	Carol	SCC	2	5		\$56.35	\$62.60
Jung	Matthew	SCC	3	4		\$56.35	\$62.60
Kalamian	Jenifer	SCC	2	5		\$56.35	\$62.60
Khatoonabadi	Mojgan	SCC	2	4		\$53.67	\$59.62
Khong	San	SAC	3	5		\$59.16	\$65.73
King	Yesenia	SAC	2	5		\$56.35	\$62.60
Kocaman	Fulya	SCC	2	5		\$56.35	\$62.60
Komor	Andrew	SCC	2	4		\$53.67	\$59.62
Kow	Chu	SCC	1	4		\$51.11	\$56.79
Landaveri	Alberto	SAC	4	4		\$59.16	\$65.73
Langley	Ryan	SCC	2	4		\$53.67	\$59.62
Lara	Arthur	SAC	2	4	\$50.68		\$59.62
Lara	Jose	SAC	2	5	\$53.21		\$62.60
Law	Douglas	SCC	2	4		\$53.67	\$59.62
Lee	David	SAC	1	4		\$51.11	\$56.79
Lee	Sungae	SAC	4	4		\$59.16	\$65.73
Levy	Josef	SAC	2	4		\$53.67	\$59.62
Lisk	Ryan	SAC	2	4		\$53.67	\$59.62
Little	Lisa	SCC	3	4		\$56.35	\$62.60
Lobaina	Elisa	SAC	2	4	\$50.68		\$59.62
Lombard	Karen	SCC	3	4		\$56.35	\$62.60
Lopez	Ruben	SAC	4	4		\$59.16	\$65.73
Lopez	Terry	SAC	2	4		\$53.67	\$59.62
Lyons	Kelley	SCC	2	5		\$56.35	\$62.60
Malmgren	Stephanie	SAC	2	4		\$53.67	\$59.62
Malouf	Terri	SCC	2	5		\$56.35	\$62.60
Margo	Jaqueline	SAC	2	4		\$53.67	\$59.62
Marquez	Lorena	SAC	2	5	\$53.21		\$62.60



**FARSCCD PART-TIME/HOURLY STEP INCREASES  
EFFECTIVE SPRING 2016**

**ATTACHMENT #2**

LAST NAME	FIRST NAME	LOC	COLUMN	NEW STEP	NEW LAB_NI 1RATE	NEW LAB RATE	NEW LEC RATE
Mastain	Kent	SAC	1	4		\$51.11	\$56.79
Minassian	Eric	SAC	4	4		\$59.16	\$65.73
Mirbeik Sabzevary	Mohammadreza	SAC	2	4		\$53.67	\$59.62
Mirbolooki	Mohammad	SAC	4	4		\$59.16	\$65.73
Mitchell	Craig	SAC	3	4		\$56.35	\$62.60
Moore	Sharon	SCC	2	4		\$53.67	\$59.62
Musselman	Matthew	SCC	2	5		\$56.35	\$62.60
Navarro	Maria	SAC	2	4		\$53.67	\$59.62
Nguyen	Dai	SAC	2	5		\$56.35	\$62.60
Nguyen	John	SAC	2	4		\$53.67	\$59.62
Nguyen	Linda	SAC	2	5		\$56.35	\$62.60
Nguyen	My-Hanh	SAC	2	4		\$53.67	\$59.62
Norman	Kimberly	SCC	3	5		\$59.16	\$65.73
Novak	Adam	SAC	1	4		\$51.11	\$56.79
Null	Christopher	SCC	3	5		\$59.16	\$65.73
Osterloh	Gina	SAC	2	4		\$53.67	\$59.62
Padilla	Alejandro	SAC	4	4	\$55.88		\$65.73
Paniagua	Paul	SAC	2	5		\$56.35	\$62.60
Paquette	Christopher	SCC	4	5		\$62.12	\$69.02
Perez	Enrique	SAC	3	4		\$56.35	\$62.60
Peterson	Robert	SAC	1	4		\$51.11	\$56.79
Petrie	Caleb	SCC	4	5		\$62.12	\$69.02
Pratt	Cynthia	SAC	2	5		\$56.35	\$62.60
Pruznick	Jennifer	SAC	2	4		\$53.67	\$59.62
Puckett	Jeffrey	SAC	2	4		\$53.67	\$59.62
Quintero	Erica	SAC	2	5		\$56.35	\$62.60
Ramirez	Leslie	SAC	2	4		\$53.67	\$59.62
Reiter	Michael	SCC	3	4		\$56.35	\$62.60
Rico	Juliana	SAC	2	4		\$53.67	\$59.62
Roberts	David	SAC	1	4		\$51.11	\$56.79
Rodriguez	Albert	SAC	3	4		\$56.35	\$62.60
Rodriguez	David	SCC	2	5		\$56.35	\$62.60
Rodriguez	Maria	SCC	2	4		\$53.67	\$59.62
Rodriguez Castillo	Mario	SAC	2	4		\$53.67	\$59.62
Rodriguez Ponce	Leonardo	SAC	1	5		\$53.67	\$59.62
Romero	Maria	SCC	4	4		\$59.16	\$65.73
Salinas	Keo	SAC	2	4		\$53.67	\$59.62
Satow	Jingfang	SAC	3	5		\$59.16	\$65.73
Scanlon	Brian	SAC	2	4		\$53.67	\$59.62
Sharp	Grant	SCC	1	4		\$51.11	\$56.79
Silver	Matthew	SCC	3	5		\$59.16	\$65.73
Simpson	Steve	SAC	1	4		\$51.11	\$56.79
Smith	Harold	SAC	2	5		\$56.35	\$62.60
Smith	Timothy	SAC	3	5		\$59.16	\$65.73
Spetner	Rebecca	SAC	1	4		\$51.11	\$56.79
Stansbury	DeAnna	SCC	3	5		\$59.16	\$65.73

**FARSCCD PART-TIME/HOURLY STEP INCREASES  
EFFECTIVE SPRING 2016**

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	COLUMN	NEW STEP	NEW LAB_NI 1RATE	NEW LAB RATE	NEW LEC RATE
Stevens	Christopher	SAC	1	4		\$51.11	\$56.79
Stinson	Rodney	SCC	2	4		\$53.67	\$59.62
Sullivan	John	SCC	2	4		\$53.67	\$59.62
Sutherland	Mark	SAC	2	4		\$53.67	\$59.62
Tiscareno	Arthur	SAC	1	5		\$53.67	\$59.62
Tran	Thien	SAC	2	4		\$53.67	\$59.62
Tran	Vinh	SAC	4	5		\$62.12	\$69.02
Turner	Elizabeth	SAC	2	5		\$56.35	\$62.60
Valdez	Javier	SAC	2	4	\$50.68		\$59.62
Valles	Rodrigo	SAC	2	5		\$56.35	\$62.60
Vasquez	Angelica	SAC	2	4		\$53.67	\$59.62
Vu	Nhat	SCC	3	5		\$59.16	\$65.73
Wachs	Michael	SCC	4	4		\$59.16	\$65.73
Wade	Veronica	SAC	1	4		\$51.11	\$56.79
Walker	Jamaar	SCC	4	4		\$59.16	\$65.73
Wallace	Thao	SAC	2	5		\$56.35	\$62.60
Walters	Charles	SAC	1	5		\$53.67	\$59.62
West	Ronald	SAC	1	4		\$51.11	\$56.79
Whynaught	Jeffrey	SAC	2	5		\$56.35	\$62.60
Wiemann	Kurt	SCC	1	4		\$51.11	\$56.79
Wigginton	De Anne	SAC	1	5		\$53.67	\$59.62
Wohlgezogen	Laura	SCC	2	4		\$53.67	\$59.62
Woodson	Carrie	SCC	2	5		\$56.35	\$62.60
Wray	Melanie	SCC	2	5		\$56.35	\$62.60
Zurn	Catherine	SAC	2	5		\$56.35	\$62.60



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
FEBRUARY 22, 2016**

**CLASSIFIED**

New Appointment

Denim, Susan Senior Clerk (CL15-0736) Financial Aid/ SCC	Effective: February 8, 2016 Grade 8, Step 6 \$48,928.03
Fernandez, Luis Admissions & Records Spec. III (CL15-0730) Admissions/ SAC	Effective: February 22, 2016 Grade 10, Step 1 \$41,689.19
Kaveh, Haydeh Research Analyst (CL15-0687) Institutional Effectiveness, Library & Learning Support Services/ SCC	Effective: February 2, 2016 Grade 16, Step 1 \$56,969.80
Murillo, Raquel Admissions & Records Spec. I (CL15-0734) School of Continuing Education/ SAC	Effective: February 18, 2016 Grade 6, Step 1 \$35,353.64
Sardan, Angela Student Services Coord. (CL15-0684) Counseling/ SAC	Effective: February 8, 2016 Grade 15, Step 1 \$53,695.38

Temporary to Contract

Cadenas, Marlon General Office Clerk (CL15-0697) EOPS/ SAC	Effective: January 29, 2016 Grade 3, Step 1 \$32,016.50
Hagelbarger, Theresa Job Developer (CL15-0749) Business Division/ SAC	Effective: February 8, 2016 Grade 12, Step 1 \$45,829.27

Professional Growth Increments

Gallegos, Nicole Instructional Center Tech./ School of Continuing Education/ SAC	Effective: March 1, 2016 Grade 7, Step 1 + 2PG (1000) \$37,783.85
McAdam, Justin Custodian/ Admin Services/ SAC	Effective: March 1, 2016 Grade 4, Step 6 + 5% SW + 3 PG (1500) \$45,826.92

Out of Class Assignment

Atanasio, Alexandria Student Services Specialist/ Financial Aid/ SCC	Effective: 01/01/16 – 06/30/16 Grade 10, Step 2 \$43,796.87
Bergara, Elizabeth Student Services Coordinator/ Financial Aid/ SCC	Effective: 01/01/16 – 06/30/16 Grade 15, Step 3 \$59,202.92
Lopez, Sonia Financial Aid Technician/ Financial Aid/ SAC	Effective: 02/08/16 – 04/29/16 Grade 8, Step 5 \$46,594.55
Prajapati, Jitesh Financial Aid Analyst/ Financial Aid/ SCC	Effective: 01/01/16 – 06/30/16 Grade 11, Step 4 + 1PG (500) \$50,933.52

Change in Position

Hawn, Theresa Senior Clerk (Reorg 935) Community Services/ SAC	Effective: January 20, 2016 From 75% FTE To 100% FTE Grade 8, Step 6 + 5%L \$51,374.43
Nguyen, Mai From: Admissions & Records Spec. II To: Sr. Admissions & Records Spec. (CL15-0733) Admissions/ SCC	Effective: January 25, 2016 Grade 11, Step 1 \$43,545.96

Change in Position cont'd

Sehm Kellett, Aggie  
Administrative Secretary  
From: DSPS  
To: Admissions & Records (CL15-0729)  
Admissions/ SAC

Effective: February 8, 2016  
Grade 12, Step 2 \$48,162.75

Vu, Giang  
From: Assessment Assistant  
To: Administrative Clerk  
(Reclass 930) Counseling/ SAC

Effective: January 1, 2016  
Grade 10, Step 3 + 10%L + 6PG (3000)  
\$53,591.60

Vu, Ruby  
From: Financial Aid Tech  
To: Financial Aid Computer Tech  
(CL15-0703) Financial Aid/ SAC

Effective: February 8, 2016  
Grade 10, Step 6 + 6 PG(3000)  
\$56,218.65

Weekes, Patricia  
From: Senior Clerk/Dispatcher  
To: Administrative Secretary  
(Reclass 932) District Safety

Effective: January 1, 2016  
Grade 12, Step 2 \$48,162.75

Longevity Increment

Andrews, Thomas  
Skilled Maintenance Worker/ Admin.  
Services/ SAC

Effective: March 1, 2016  
Grade 11, Step 6 + 7.5%L  
\$59,785.98

Ratification of Resignation/Retirement

Andrews, Thomas  
Skilled Maintenance Worker/ Admin.  
Services/ SAC

Effective: March 30, 2016  
Reason: Retirement

Duclos, Chelsea  
Administrative Secretary/ Resource Dev./  
District

Effective: January 11, 2016  
Reason: Resignation

Garcia, Andrea  
Student Services Coordinator/ Financial  
Aid/ SCC

Effective: February 22, 2016  
Reason: Resignation

*Ratification of Resignation/Retirement cont'd*

Morrow, Maritza  
Administrative Clerk/ Human Resources/  
District  
Effective: May 31, 2016  
Reason: Retirement

Waldren, William  
Student Services Coordinator/ Counseling/  
SCC  
Effective: February 5, 2016  
Reason: Resignation

**CLASSIFIED HOURLY**

*New Appointments*

Aburto, Guadalupe  
Admissions & Records Spec. I  
(CL15-0754)/ School of Continuing  
Education/ SAC  
Effective: February 9, 2016  
19 Hours/week 12 Months/Year  
Grade 6, Step A + 2.5%Bil \$17.36/Hour

Villa, Jessica  
Instructional Assistant (CL15-0742)  
Continuing Educ. / SCC  
Effective: February 1, 2016  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.35

Yates, Amelia  
Instructional Assistant (CL15-0719)  
Continuing Educ. / SCC  
Effective: February 1, 2016  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.35

*Temporary to Hourly Ongoing*

Ayala, Michelle  
Job Developer (CL15-0706)  
EOPS/ SAC  
Effective: January 21, 2016  
19 Hours/Week 12 Months/Year  
Grade 12, Step A \$21.94/Hour

Le, Sophia  
Student Services Specialist (CL15-0707)  
EOPS/ SAC  
Effective: February 10, 2016  
19 Hours/Week 12 Months/Year  
Grade 10, Step A \$19.97/Hour

Moreno, Monique  
Admissions & Records Spec. I  
(CL15-0755) School of Continuing  
Education/ SAC  
Effective: February 15, 2016  
19 Hours/Week 12 Months/Year  
Grade 6, Step A + 2.5%Bil \$17.36/Hour

*Change in Position*

Camarena, Evangelina  
From: Intermediate Clerk  
To: Admissions & Records Spec. I  
(CL15-0711) School of Continuing  
Education/ SAC

Effective: February 1, 2016  
19 Hours/Week 12 Months/Year  
Grade 6, Step A + 2.5%Bil + 7.5%L  
\$18.63/Hour

*Professional Growth Increment*

Silva, Nancy  
Instructional Assistant/ School of  
Continuing Education/ SAC

Effective: March 1, 2016  
Grade 5, Step A + 2.5%L + 2.5%Bil +  
4PG (1000) \$17.17/Hour + \$83.33/Mo. PG

*Leave of Absence*

Concepcion, Alexandra  
Counseling Assistant/ School of  
Continuing Education/ SAC

Effective: 01/18/16 – 03/27/16  
Reason: Maternity Leave

*Ratification of Resignation/Retirement*

Cowdell, Cynthia  
Instructional Assistant/ Student Services/  
SCC

Effective: February 16, 2016  
Reason: Resignation

Sassarini, Fiorella  
Instructional Assistant/ Science & Math  
/SCC

Effective: January 12, 2016  
Reason: Resignation

Weiss, Scott  
Video Technician/ Fine & Performing Arts/  
SAC

Effective: February 29, 2016  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

Aguilar, Jaime  
Instructional Assistant/ Human Services/  
SAC

Effective: 02/23/16 – 06/30/16

Ames, Travis  
Instructional Assistant/ Humanities & Soc.  
Sci./ SAC

Effective: 02/23/16 – 06/30/16

**TEMPORARY ASSIGNMENT cont'd**

Burgos, Jimmy Intermediate Account Clerk/ Educ. Services/ District	Effective: 02/23/16 – 06/30/16
Dang, Luan Instructional Assistant/ Science & Math /SAC	Effective: 02/23/16 – 06/30/16
Galazyn, David Student Services Coord./ Student Affairs/ SAC	Effective: 02/23/16 – 06/30/16
Mendoza, Dagoberto Instructional Assistant/ Student Affairs/ SAC	Effective: 02/23/16 – 06/30/16
Nava, Omar Instructional Assistant/ Science & Math /SAC	Effective: 02/23/16 – 06/30/16
Hagie, Tyler Learning Facilitator Science & Math /SAC	Effective: 02/24/16 – 06/10/16
Hashemi Tari, Seyed Instructional Assistant/ Science & Math /SAC	Effective: 02/23/16 -06/05/16
Ortiz Ruiz, Maria Instructional Assistant/ Science & Math /SCC	Effective: 02/23/16 – 06/05/16
Patel, Jay Instructional Assistant/ Counseling/ SAC	Effective: 02/23/16 – 06/03/16
Sotelo, Micaela Instructional Assistant/ Counseling/ SAC	Effective: 02/23/16 – 06/03/16
Walter, Alexander Instructional Assistant/ Science & Math /SAC	Effective: 02/23/16 – 06/05/16
Vazquez, Evelyn District Safety Officer/ District	Effective: 02/23/16 – 06/30/16

*Change in Temporary Assignment*

Nguyen, Nhu  
Instructional Assistant/ Science & Math/  
SAC

Effective: 01/04/16 – 02/06/16

Truong, James  
Admissions & Records Spec. II/  
Admissions/ SCC

Effective: 01/12/16 – 05/06/16

*Additional Hours for Ongoing Assignment*

Aguirre, Marysol  
Instructional Assistant/ School of  
Continuing Education/ SAC

Effective: 02/01/16 – 06/30/16  
Not to exceed 19 consecutive days in any  
given period.

Camarena, Evangelina  
Admissions & Records Spec. I/ School of  
Continuing Education/ SAC

Effective: 02/01/16 – 06/30/16  
Not to exceed 19 consecutive days in any  
given period.

Champion, Michael  
Instructional Assistant/ Science & Math  
/SCC

Effective: 02/08/16 – 06/03/16  
Not to exceed 19 consecutive days in any  
given period.

Cheung, Arthur  
Instructional Assistant/ Business Div./  
SAC

Effective: 01/04/16 – 06/30/16  
Not to exceed 19 consecutive days in any  
given period.

Corona, Jose  
Student Program Specialist/ Student  
Services/ SAC

Effective: 02/08/16 – 04/29/16  
Not to exceed 19 consecutive days in any  
given period.

Hawn, Theresa  
Senior Clerk/ Admin. Services/ SAC

Effective: 01/04/16 – 01/19/16  
Not to exceed 19 consecutive days in any  
given period.

Khan, Khadija  
Student Program Specialist/ Student  
Services/ SAC

Effective: 02/01/16 – 04/22/16  
Not to exceed 19 consecutive days in any  
given period.

Mendoza, Elena  
Instructional Assistant/ Business Div./  
SAC

Effective: 01/04/16 - 06/30/16  
Not to exceed 19 consecutive days in any  
given period.

*Additional Hours for Ongoing Assignment cont'd*

Nguyen, Trinity Instructional Assistant/ Science & Math /SCC	Effective: 02/08/16 – 06/03/16 Not to exceed 19 consecutive days in any given period.
Palencia, Debora Instructional Assistant/ Counseling/ SAC	Effective: 02/08/16 – 06/03/16 Not to exceed 19 consecutive days in any given period.
Palencia, Debora Instructional Assistant/ Science & Math /SAC	Effective: 11/11/15 – 12/10/15 Not to exceed 19 consecutive days in any given period.
Pugelli, William Instructional Assistant/ Science & Math /SCC	Effective: 02/08/16 – 06/03/16 Not to exceed 19 consecutive days in any given period.
Quinlan, Liliana Intermediate Clerk/ Financial Aid/ SAC	Effective: 01/30/16 – 02/26/16 Not to exceed 19 consecutive days in any given period.

*Substitute Assignments*

Medina, Jennifer Cashier/ Bookstore/ SCC	Effective: 01/04/16 – 03/16/16
Ortiz Flores, Oscar Instructional Assistant/ School of Continuing Education/ SAC	Effective: 01/12/16 – 06/30/16
Plascencia, Cynthia Auxiliary Services Specialist/ Bookstore/ SAC	Effective: 01/04/16 – 03/16/16
Salgado, Jovani Bookstore Storekeeper/ SCC	Effective: 01/04/16 – 02/19/16
Sassarini, Fiorella Instructional Assistant/ Science & Math /SCC	Effective: 02/01/16 – 06/05/16
Vazquez, Evelyn District Safety Officer/ District	Effective: 02/18/16 - 06/30/16



**MISCELLANEOUS POSITIONS**

Bush, Nicholas Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 06/04/16 – 06/30/16
Gomez, Cassandra Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 01/19/16 – 06/30/16
Oshiro, Gail Sign Language Interpreter IV/ DSPS/ SAC	Effective: 02/04/16 – 06/30/16
Siegfried, Wayne Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 06/04/16 – 06/30/16
Smith, Teddine Community Services Presenter/ Continuing Ed./ SCC	Effective: 03/26/16

*Instructional Associates/Associate Assistants*

**Criminal Justice**

Almaguer, Carol	Effective: 02/23/16
Beltran, Martin	Effective: 02/23/16
Corrales, Marco	Effective: 02/23/16
Duvignau, Edmundo	Effective: 02/23/16
Pickard, Kyle	Effective: 02/23/16
Robinson, Blake	Effective: 02/23/16

**Nursing**

Chirdon, Joel	Effective: 02/08/16
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**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Arellano, Damian E.	Effective:	02/10/16-06/30/16
Avila, Mireya	Effective:	01/19/16-06/30/16
Baeza, Josefina	Effective:	01/27/16-06/30/16
Becerra, Eliza B.	Effective:	02/03/16-06/30/16
Brewer, Crystal D.	Effective:	02/08/16-06/30/16
Burkhart, Madison G.	Effective:	02/08/16-06/30/16
Carias, Catherine M.	Effective:	02/03/16-06/30/16
Carrillo, Vanessa G.	Effective:	01/19/16-06/30/16
Chamu, Elizabeth	Effective:	02/08/16-06/30/16
Cisneros-Avina, Ingrid F.	Effective:	02/08/16-06/30/16
Correa, Jesus	Effective:	02/08/16-06/30/16
Espinoza, Citlali G.	Effective:	02/08/16-06/30/16
Garcia, Andrew J.	Effective:	02/08/16-06/30/16
Gonzalez, Guadalupe S.	Effective:	02/03/16-06/30/16
Gonzalez, Victoria	Effective:	02/03/16-06/30/16
Gutierrez, Damian R.	Effective:	02/03/16-06/30/16
Hidalgo, Isabel G.	Effective:	02/03/16-06/30/16
Juarez Palafox, Ana C.	Effective:	01/27/16-06/30/16
Lariz, Marisela	Effective:	02/16/16-06/30/16
Lopez Espinosa, Karla F.	Effective:	02/03/16-06/30/16
Najar, D'Ann L.	Effective:	02/08/16-06/30/16
Nava Aleman, Maria G.	Effective:	02/08/16-06/30/16
Palma, Carlos I.	Effective:	02/10/16-06/30/16
Palomino Neri, Maria G.	Effective:	02/03/16-06/30/16
Pineda, Angel D.	Effective:	02/08/16-06/30/16
Ramirez, Xavier	Effective:	02/08/16-06/30/16
Rangel, Armando	Effective:	02/08/16-06/30/16
Rebolledo, Karina	Effective:	02/03/16-06/30/16
Rivera, Carlos S.	Effective:	02/03/16-06/30/16
Romero, Candy	Effective:	02/03/16-06/30/16
Rosas Vallecillos, Eduardo	Effective:	02/11/16-06/30/16
Saldana, Oscar J.	Effective:	02/08/16-06/30/16
Sant, Megan L.	Effective:	02/08/16-06/30/16
Seo, Kuiyoung	Effective:	02/08/16-06/30/16
Sierra Ruiz, Alejandra L.	Effective:	02/03/16-06/30/16
Silva, Christian	Effective:	02/01/16-06/30/16
Silva, Daniel	Effective:	02/16/16-06/30/16
Trujillo, Mosselle S.	Effective:	02/08/16-06/30/16
VU, Thanh N.	Effective:	02/08/16-06/30/16

Santiago Canyon College  
STUDENT ASSISTANT NEW HIRE LIST

Aleman Heredia, Katerin	Effective: 02/08/2016 – 06/30/2016
Bailey, Samantha	Effective: 02/03/2016 – 06/30/2016
Bergner, Derek	Effective: 02/01/2016 – 06/30/2016
Birmingham, Matthew	Effective: 01/19/2016 – 06/30/2016
Cabrera, Shannon	Effective: 02/02/2016 – 06/30/2016
Chavez, Christina	Effective: 02/01/2016 – 06/30/2016
Christiansen, Zachary	Effective: 01/28/2016 – 06/30/2016
Cortez, Carina	Effective: 02/01/2016 – 06/30/2016
Cravens, Gabrielle	Effective: 01/27/2016 – 06/30/2016
D’Aiello, Christopher	Effective: 02/08/2016 – 06/30/2016
Delgado Guzman, Abiezer	Effective: 02/03/2016 – 06/30/2016
Flanagan, Jackson	Effective: 02/08/2016 – 06/30/2016
Fragoso, Isela	Effective: 02/09/2016 – 06/30/2016
Harris, Erin	Effective: 02/01/2016 – 06/30/2016
Haytham, Beltran	Effective: 01/19/2016 – 06/30/2016
Herley, Anastacia	Effective: 02/08/2016 – 06/30/2016
Hsu, Therese	Effective: 02/03/2016 – 06/30/2016
Huynh, Andrew	Effective: 02/01/2016 – 06/30/2016
Jones, Caroline	Effective: 02/01/2016 – 06/30/2016
Kovacs, JoAnne	Effective: 01/20/2016 – 06/30/2016
Maier, Jacob	Effective: 01/19/2016 – 06/30/2016
Metwale, Rana	Effective: 02/01/2016 – 06/30/2016
Nguyen, Phuc	Effective: 02/03/2016 – 06/30/2016
Ooi, Eu-Jee	Effective: 02/01/2016 – 06/30/2016
Pizarro, Brandon	Effective: 01/27/2016 – 06/30/2016
Razo, Asusena	Effective: 02/08/2016 – 06/30/2016
Rios, Vanessa	Effective: 01/28/2016 – 06/30/2016
Robles jr., Ruben	Effective: 01/19/2016 – 06/30/2016
Rodriguez Zepeda, Marco	Effective: 02/03/2016 – 06/30/2016
Roman Sanchez, Karen	Effective: 02/01/2016 – 06/30/2016
Sasso, Christopher	Effective: 02/03/2016 – 06/30/2016
Schinowsky, Jonathan	Effective: 01/28/2016 – 06/30/2016
Welker, Jenna	Effective: 02/03/2016 – 06/30/2016
Williams, Darren	Effective: 02/03/2016 – 06/30/2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: February 22, 2016
Re:	Rejection of Claim	File # EMP1501939 MH
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # EMP1501939 MH.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 16-02

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on January 25, 2016, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Lawrence “Larry” R. Labrado was not present at the board meeting; and

**Whereas**, the board has determined that Trustee Labrado’s absence was due to illness;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Labrado shall be paid at the regular rate of compensation for the board meeting on January 25, 2016.

Dated this 22<sup>nd</sup> day of February 2016.

Ayes:  
Noes:  
Absent:  
Abstain:

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Raúl Rodríguez, Ph.D.  
Secretary to the Board of Trustees