

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, March 13, 2017
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 February 27, 2017

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 in Honor of Women's History Month

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons

- Board Safety & Security Committee

3.0 INSTRUCTION

- *3.1 Approval of Community Services Program at Santa Ana College (SAC) for Summer 2017 Action
The administration recommends approval of the Community Services program at SAC for Summer 2017.

- *3.2 Approval of Community Services Program at Santiago Canyon College (SCC) for Summer 2017 Action
The administration recommends approval of the Community Services program at SCC for Summer 2017.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.

- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund Transfers Action
The administration recommends approval of budget increases, decreases, transfers, and intrafund transfers from February 11, 2017, to February 24, 2017.

- *4.3 Approval of Change Order #1 for P& P Develop, Inc. for Tenant Improvements at District Office Action
The administration recommends approval of change order #1 for P&P Develop, Inc. for tenant improvements at the district office as presented.

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

- *4.4 Approval of Amendment to Agreement with Creative Design Associates, Inc. for ADA Consulting Services for District's Americans with Disabilities Act (ADA) Transition Plan for Various Sites Action
The administration recommends approval of the amendment with Creative Design Associates, Inc. for ADA Consulting Services for the district's ADA transition plan for various sites as presented.
- *4.5 Acceptance of Completion of Bid #1309 for Wallpaper Removal and Painting at District Office and Approval of Recording of Notice of Completion Action
The administration recommends accepting the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.6 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: One Zero Digital Media LLC to create a series of seven promotional videos for the Business Division at Santa Ana College to promote its programs and increase enrollment. The videos will feature kinetic animation, video and photographs which will be obtained during two on-campus video shoots and one photo shoot. Dates of service are March 14, 2017, through June 30, 2017. The fee is estimated at \$24,800.
- *4.7 Approval of Appointment to Measure E Citizens' Bond Oversight Committee Action
It is recommended that the board approve the appointment for the Measure E Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

5.0 GENERAL

- *5.1 Approval of First Amendment to Sub-Agreement between RSCCD and Concentric Sky for Career Technical Education (CTE) Data Unlocked Initiative Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.2 Approval of Sub-Agreement between RSCCD and Mt. San Antonio Community College District on behalf of Center of Excellence serving Los Angeles and Orange County Region for Career Technical Education Data Unlocked Initiative Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- 5.3 Adoption of Resolution No. 17-06 relating to Deferred Action for Childhood Arrivals (DACA) Action
It is recommended that the board adopt Resolution No. 17-06.
- 5.4 Approval of Legislative Recommendation – Amendment to Senate Bill (SB) 769 Baccalaureate Degree Pilot Program Action
It is recommended that the board review and approve support of the amendment to SB 769 by Senator Jerry Hill.
- 5.5 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 888
4. 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.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel Action

- Approval of Employment Agreements
- Approval of New Job Descriptions
- Approval of Interim to Permanent Positions
- Approval of Extension of Interim Assignments
- Approval of Appointments
- Approval of Hiring of Long-term Substitute per Education Code 87481 & 87482
- Approval of Beyond Contract Stipends
- Approval of Step Increases
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel Action

- Approval of Revised Job Descriptions
- 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 Assignment
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of 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

6.3 Authorization for Board Travel/Conferences Action

It is recommended that the board authorize the submitted conference and travel by a board member.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 27, 2017.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, February 27, 2017

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. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Ms. Esther Chian. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Dr. Bonita Jaros, Professor/Coordinator, Institutional Effectiveness & Assessment, Santa Ana College (SAC).

Mr. Hanna asked for a moment of silence for the Rancho students entering the new semester and especially the students who have to worry about coming home and maybe not having their parents there when they get home.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Mendoza and seconded by Ms. Alvarez to approve revised pages to Item 7.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Chian's advisory vote was aye.

1.4 Public Comment

Ms. Rosemarie Hirsch spoke on behalf of Ms. Becky Haglund and Ms. Mary Steckler regarding the proposal to the district from the Faculty Association of Rancho Santiago Community College District (FARSCCD).

Ms. Kristen Guzmán spoke regarding the proposal to the district from FARSCCD.

1.5 Approval of Minutes

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the minutes of the meeting held February 6, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Chian’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado 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, with the exception of Item 4.7 (Criminal Justice Academies [CJA] Amendment Number Eleven to Contract #Z1000000068 with County of Orange), 4.8 (CJA Amendment Number Six to Contract #MA-060-11010909 with County of Orange), and 4.9 (CJA Amendment Number One to Contract #MA-060-13010027 with County of Orange) removed from the Consent Calendar by Ms. Barrios; and Item 5.3 (Ratification of Award of Bid #1310 for Door Hardware Replacement at SAC) removed from the Consent Calendar by Ms. Alvarez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Chian’s advisory vote was aye.

4.1 Adoption of Resolution No. 17-04 – California Guided Pathways Project

The board adopted Resolution No. 17-04 – California Guided Pathways Project and authorized the chancellor or his designee to sign and enter into a related contractual agreement.

4.2 Approval of New Educational Affiliation Agreement for Occupational Therapy Assistant (OTA) Program with BHC Alhambra Hospital

The board approved the new educational affiliation agreement for the OTA program with BHC Alhambra Hospital in Rosemead, California.

4.3 Approval of New Educational Affiliation Agreement for Occupational Therapy Assistant Program with El Monte City School District

The board approved the new educational affiliation agreement for the OTA program with El Monte City School District in El Monte, California.

4.4 Approval of New Educational Affiliation Agreement for Occupational Therapy Assistant Program with PRN Desert Rehabilitation Institute

The board approved the new educational affiliation agreement for the OTA program with PRN Desert Rehabilitation Institute in El Centro, California.

4.5 Approval of New Educational Affiliation Agreement for Speech-Language Pathology Assistant Program with SenseAbilities Therapy Group

The board approved the new educational affiliation agreement for the Speech-Language Pathology Assistant program with SenseAbilities Therapy Group in Riverside, California.

1.6 Approval of Consent Calendar (contd.)

4.6 Approval of New Educational Affiliation Agreement for Speech-Language Pathology Assistant Program with Del Sol School

The board approved the new educational affiliation agreement for the Speech-Language Pathology Assistant program with Del Sol School in Cypress, California.

4.10 Approval of Renewal of Clinical Community Health Training Affiliation Agreement for Nursing Program with Vanguard University

The board approved renewal of the clinical community health training affiliation agreement for the nursing program with Vanguard University located in Costa Mesa, California.

4.11 Approval of College Central Network, Inc. Career Services Central Application Service Provider (ASP) Agreement

The board approved the College Central Network, Inc. Career Services Central ASP agreement as presented.

4.12 Approval of Amendment No. 1 to Contract No. 105916 Professional Services Agreement for Fire Technology Wellness Program with City of Glendale

The board approved Amendment No. 1 to contract No. 105916 professional services agreement for the fire technology wellness program with the city of Glendale in California.

4.13 Approval of Fire Technology Agreement Renewal with State of California, Department of Parks and Recreation

The board approved the agreement renewal with the State of California, Department of Parks and Recreation in San Clemente, California.

4.14 Approval of Lease Agreement between Rancho Santiago Community College District and Santa Ana Unified School District (SAUSD)

The board approved the five-year lease agreement with SAUSD for classroom and support facilities at the Remington Elementary facility.

4.15 Approval of Instructional Services Agreement with Orange Unified School District (OUSD)

The board approved the instructional services agreement with OUSD to give authorization to Santiago Canyon College (SCC) Orange Education Center (OEC) to provide noncredit courses to adults leading to an adult high school diploma for the period of March 10, 2017, through June 30, 2018, as presented.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (contd.)

5.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from January 23, 2017, to February 10, 2017.

5.4 Approval of Appointment to Measure E Citizens' Bond Oversight Committee

The board approved the appointment for the Measure E Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

5.5 Approval of Appointments to Measure Q Citizens' Bond Oversight Committee

The board approved the appointments for the Measure Q Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

5.6 Approval of Purchase Orders

The board approved the purchase order listing for the period December 7, 2016, through January 31, 2017.

6.1 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:

-Calrecycle Beverage Container Recycling Grant (District)	\$ 191,200
-Career Technical Education Data Unlocked Initiative (District) – <i>Augmentation</i>	\$ 80,000
-Disabled Students Programs & Services (DSPS) (SAC)	\$ 1,167,322
-Project RAISE (Regional Alliance in STEM [Science, Technology, Engineering, and Mathematics] Education) – Year 1 (SAC)	\$ 20,000
-Strong Workforce Program – Regional Share (District)	\$26,038,597
-Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) (SAC)	\$ 16,500
-Workforce Investment Act Title I – Youth Grand/Seeds to Trees – Career Academy Scholars Program (SAC)	\$ 6,539

6.2 Approval of Sub-Agreement between RSCCD and Cerritos, Citrus, Coast, Compton, El Camino, Glendale, Long Beach, Los Angeles, Mt. San Antonio, North Orange County, Pasadena Area, Rio Hondo, Santa Monica, and South Orange County Community College Districts for Strong Workforce Program – Regional Funds Initiative

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

1.6 Approval of Consent Calendar (contd.)

6.3 Approval of Sub-Agreement between RSCCD and Concentric Sky for Career Technical Education (CTE) Data Unlocked Initiative

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

The board president asked the Santa Ana College Student President to give her report at this time since she had to leave early to attend a class.

3.4 Reports from Student Presidents

Ms. Lisette Cervantes, Student President, Santa Ana College, provided a report to the board.

2.0 BOARD PLANNING SESSION

2.1 Board of Trustee's Annual Planning Session

Mr. Perez, Interim Vice Chancellor, Educational Services, indicated the planning session included 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

Mr. Perez presented the district's mission statement, planning design, participatory governance, planning process, and strategic plan, which identified the objectives to achieve RSCCD goals, the quantitative data to support the objectives, the responsible party to oversee/complete each objective, and progress and final reports presented to the board and distributed to college/district.

Mr. Yarbrough arrived during Mr. Perez' presentation.

Ms. Nga Pham, Director of Research, presented an external environmental scan of the district's community growth projections, Orange County's (OC) population shift by age, OC births, and top OC occupations by growth. In addition, she presented an internal scan of SAC and SCC's successful course completion, Associate of Art (AA) and Associate of Science (AS) degrees and certificates awarded, high school diplomas and certificates of completion awarded, matriculation of continuing education students to credit programs, student transfers to four-year institutions, and financial aid awarded to students. Ms. Pham gave a brief overview of the planning design manual and supporting data for the 2016-2019 strategic plan during her presentation.

2.1 Board of Trustee's Annual Planning Session (contd.)

Dr. Bonita Jaros, Professor/Coordinator, Institutional Effectiveness & Assessment, SAC, presented the planning process for Santa Ana College on the current planning structure, Educational Master Plan, enhancement of integrated planning and institutional effectiveness at SAC, and SAC's planning connection to the district.

Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, presented the planning process for SCC, on the mission statement, collegial governance, integrated planning, planning calendar, institutional goals, and shared objectives.

Mr. Hernandez, President, SCC, and Dr. Rose, President, SAC, presented enrollment strategies for Spring 2017 for their respective colleges.

Board members received clarification on data presented in the report from Mr. Hernandez, Dr. Jaros, Mr. Perez, Ms. Pham, Dr. Rose, Dr. Rodríguez, and Mr. Voelcker.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

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

3.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, Interim President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

3.3 Report from Student Trustee

Ms. Chian provided a report to the board.

3.4 Reports from Student Presidents

Ms. Esther Chian, Student President, Santiago Canyon College, provided a report to the board (Ms. Cervantes provided a report after Item 1.6 [Consent Calendar]).

3.5 Report from Classified Representative

Ms. Theresa Hagelbarger, Career Technical Education Internship Coordinator, provided a report to the board on behalf of the classified staff relating to California School Employees Association members serving students through SAC Career Technical Education internships.

3.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

4.0 INSTRUCTION

Items 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, and 4.10 through 4.15 were approved as part of Item 1.6 (Consent Calendar).

4.7 Approval of Criminal Justice Academies (CJA) Amendment Number Eleven to Contract #Z1000000068 with County of Orange

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the CJA Amendment Number Eleven to Contract #Z1000000068 with the County of Orange in Santa Ana, California. Ms. Barrios recused herself due to a potential conflict of interest and Ms. Mendoza recused herself due to her employment with the County of Orange. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

4.8 Approval of Criminal Justice Academies Amendment Number Six to Contract #MA-060-11010909 with County of Orange

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the CJA Amendment Number Six to Contract #MA-060-11010909 with the County of Orange in Santa Ana, California. Ms. Barrios recused herself due to a potential conflict of interest and Ms. Mendoza recused herself due to her employment with the County of Orange. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

4.9 Approval of Criminal Justice Academies Amendment Number One to Contract #MA-060-13010027 with County of Orange

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the CJA Amendment Number One to Contract #MA-060-13010027 with the County of Orange in Santa Ana, California. Ms. Barrios recused herself due to a potential conflict of interest and Ms. Mendoza recused herself due to her employment with the County of Orange. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.4, 5.5, and 5.6 were approved as part of Item 1.6 (Consent Calendar).

5.3 Ratification of Award of Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College

It was moved by Mr. Labrado and seconded by Ms. Alvarez to ratify the award of Bid #1310 for door hardware replacement at Buildings C, H, L, R, and S at SAC as presented. Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

6.0 GENERAL

Items 6.1, 6.2, and 6.3 were approved as part of Item 1.6 (Consent Calendar).

6.4 Board Member Comments

Ms. Alvarez, Mr. Hernandez, Mr. Hanna, and Mr. Yarbrough provided a report on the Association of Community College Trustees (ACCT) Community College National Legislative Summit held in Washington, D.C. on February 13-16, 2017. Mr. Hernandez reported that he attended the ACCT New Trustee Academy on February 13, 2017, and the California Delegation breakfast meeting on February 15, 2017, in addition to the Legislative Summit. The trustees reported that they met with legislators and discussed issues relating to protecting students with the Deferred Action for Childhood Arrivals (DACA) immigration policy, Career Technical Education (workforce training), and advocacy on behalf of community colleges.

Ms. Alvarez reported she and Mr. Hanna attended the legal portion of the ACCT conference where she received materials that she plans to provide for distribution to appropriate committees to ensure compliance with the latest legal requirements.

Mr. Hanna reminded board members that Board Policy 2740 Board Education requires board members to provide a report on the activity to the board at the next regularly scheduled board meeting. He asked if trustees that attended the conference share materials with trustees that were not able to attend.

Mr. Hernandez reported that he attended the SAC Academic Senate retreat on February 8, 2017, the SCC Academic Senate business meeting on February 21, 2017, and a networking reception on February 23, 2017, hosted by the California Women's Leadership Association and Orange County Taxpayer's Association.

6.4 Board Member Comments (contd.)

Mr. Hernandez commended Congressman Lou Correa on his immigration forum held on February 24, 2017.

Mr. Hernandez reported that he participated in the Santa Ana Unified School District School Services Neighborhood Walk on February 25, 2017, with Mr. John Palacio, Board President, SAUSD, and a student promoting Heroes School.

As president of the League of United Latin American Citizens (LULAC), Mr. Hernandez indicated he attended a community reception on February 22, 2017, where Dr. Rose and Dr. Stefanie Phillips, SAUSD superintendent, were recognized as top educators. Ms. Mendoza indicated she was honored to introduce Dr. Rose at this event.

Since Mr. Yarbrough participated in the February 6, 2017, board meeting via teleconference and left the meeting before board members' comments were heard, he provided a report on the Community College League of California Legislative Conference (January 29-30) held in Sacramento.

Ms. Mendoza reported that she attend the convocations for SAC and SCC on February 10, 2017, and spoke on behalf of Board President Hanna.

Mr. Hanna commended staff on the information provided on Item 2.1 (Board Planning Session).

Mr. Hanna asked that the meeting be adjourned in memory of a friend and colleague, Mr. Louie Medina, who lost a long fight with cancer on February 26, 2017.

RECESS TO CLOSED SESSION

The board convened into closed session at 8:40 p.m. to consider the following items:

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

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Ms. Chian left the meeting at this time.

RECONVENE

The board reconvened at 10:07 p.m.

Public Comment

There were no public comments.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, labor negotiations, the chancellor's evaluation, and public employee discipline/dismissal/release. Ms. Barrios reported the board ratified an eight-day suspension of a custodian during closed session with the following vote: Aye - Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Ms. Barrios reported the board took no other reportable action at this time.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve 2016-2017 Permanent Cabinet Annual Salary Schedule
- Approve 2016-2017 Permanent Management Annual Salary Schedule
- Approve New Job Descriptions
- Approve Appointments
- Approve Changes of Assignment

7.1 Management/Academic Personnel (contd.)

- Approve Interim Assignments
- Approve 2017-2018 Institutional Tenure Review Recommendations
- Ratify Resignations/Retirements
- Approve Adjusted Effective Dates of Retirement
- Approve Banked Leaves of Absence
- Approve Leaves of Absence
- Approve Adjusted 2015-2016 Contract Stipends
- Approve Beyond Contract/Overload Stipends
- Approve Adjusted Beyond Contract/Overload Hourly Step Increases
- Approve Adjusted Part-time Hourly FARSCCD Rates Due to Column Change
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

7.2 Classified Personnel

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

- Approve 2016-2017 CSEA Salary Schedule
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Salary Placement Corrections
- Approve Professional Growth Increments
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Short Term Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists & Stipends

7.3 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association, Chapter 579

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the agreement with CSEA, Chapter 579 for the period of July 1, 2016, through June 30, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.4 Approval of Compensation Adjustment for Management and Cabinet Employees

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve a 1.06% salary adjustment and a 0.5% off-schedule payment for management and cabinet employees effective July 1, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.5 Approval of Agreement with AON Consulting, Inc. for Benefit Plan Consultation Services

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the agreement with AON Consulting, Inc. for benefit plan consultation services. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.6 Approval of Employee Calendar for 2017-2018

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the 2017-2018 Employee Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, March 13, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 10:09 p.m., in memory of Mr. Louie Medina.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: March 13, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of Community Services Program at Santa Ana College for Summer 2017	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these programs offered to the public for a fee. The nature of the program determines which classes to add or replace that have the most cost-effective impact on the program and the community.

ANALYSIS

The proposed Summer 2017 schedule supports the mission of Santa Ana College as a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of this diverse community. Adults and children in the Santa Ana College service area will have access to 200 academic and professional development courses, personal enrichment and recreational activities. This summer, the College for Kids Program will feature 65 academic and recreational activities. This comprehensive fee-based menu provides educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Community Services Program at Santa Ana College for Summer 2017.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: March 13, 2017
Prepared by:	Michael T. Collins Ed.D, Vice President Administrative Services	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – SUMMER 2017 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Active Adult			
Watercolor	James Hendershott	\$44	60/40
Elder Care-Gov't Grants & Subsidies	Carl Leiter	\$25	60/40
VA Benefits	Carl Leiter	\$25	60/40
Tai Chi	Brittany Amsler	\$39	60/40
Mixed Media	Jennifer Lee	\$44	60/40
You're Retired..Now What	Elaine Moran	\$35	60/40
Animal Care			
Basic Dog Manners	Dog Services	\$88	50/50
Dog Obedience	Dog Services Unlimited	\$96	50/50
Arts & Crafts			
Candlemaking	Quayum Abdul	\$29	60/40
Soapmaking	Quayum Abdul	\$29	60/40
Wire Wrapping	Brigitte Burns	\$29	60/40
Auto Upholstery	Paul Dominguez	\$89	60/40
Succulent Jewelry	Anne, the Barefoot Gardener	\$25	70/30
Succulent Shoes	Anne, the Barefoot Gardener	\$25	70/30
Open Painting	Jeanie Brown	\$120	70/30
Glass Fusing	Karen Nan Varela	\$89	60/40
Summer Floral Design	Mina Asadirad	\$70	60/40
Around the Home & Garden			
Electrical Repairs	Phil Famolaro	\$105	60/40
Electronics Job Training	Phil Famolaro	\$105	60/40
Plumbing Repairs	Phil Famolaro	\$105	60/40
Succulent Container Gardening	Anne, the Barefoot Gardener	\$12	70/30
Miniature Gardens	Anne, the Barefoot Gardener	\$12	70/30
Windchimes	Beth Davidson	\$12	70/30
Hypertufa Workshop	Beth Davidson	\$35	70/30
Suncatcher Workshop	Beth Davidson	\$30	70/30
Furniture Upholstery	Frank Morales	\$89	60/40
Automotive			
BAR Update	James Rudd	\$350	60/40
CCDET Smoke Opacity	James Rudd	\$175	60/40
DEAM Certification	James Rudd	\$175	60/40
Electrical I & II	Glen Hammond	\$200	60/40
EPA Certification	James Rudd	\$215	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
HVAC I & II	Glen Hammond	\$200	60/40
Transit Vehicle Safety	Noemi English	\$100	60/40
Auto Upholstery	Paciano Dominguez	\$89	60/40
Business & Careers			
Become A Notary Public	Notary Public Seminars, Inc.	\$85	60/40
Renewing Notaries	Notary Public Seminars, Inc	\$49	60/40
Loan Signing	Notary Public Seminars, Inc.	\$89	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
Sell Your Ideas & Inventions	Nancy Miller	\$39	60/40
Increase Income with Home Based Business	Nancy Miller	\$39	60/40
Market Your Small Business	Michael Rounds	\$39	60/40
How to Sell on eBay	Francis Greenspan	\$79	60/40
Voice Overs-Now is Your Time!	Such A Voice	\$29	60/40
Finding the Right Career	Patricia de Santos	\$29	60/40

COMMUNITY SERVICES – SUMMER 2017 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Benefits of Real Estate License	Patricia de Santos	\$29	60/40
Writing Effective Evaluations	Silvia Gonzalez	\$39	60/40
Find the Right Business Opportunity	Gene Konstant	\$39	60/40
Cart Vending	Gene Konstant	\$39	60/40
Freelance Accountant	Ruby Flores	\$89	60/40
Home Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Screenwriting for TV & Movies	LeeAnne Krusemark	\$29	60/40
Become A Mystery Shopper	Jennifer Schutza	\$39	60/40
Make-Up 101	Michelle Jackson	\$65	60/40
Make-Up Artist Certificate	Michelle Jackson	\$125	60/40
Become A Romance Writer	Madeline Porter	\$89	60/40
Job Hunt	James Martin	\$69	60/40
College For Kids			
Music Around the World	Jennifer Schutza	\$89	60/40
Musical Theatre	Camelot Academy	\$135	60/40
Draw & Write	Mary Alice Perez	\$59	60/40
Galaxy Defenders	Mad Science	\$145	60/40
Yoga for Kids	Shary Nasrabadi	\$89	60/40
Imagination Station	Erna van Dyk	\$135	70/30
Around the World Art	Erna van Dyk	\$135	70/30
Sweets & Treats	Erna van Dyk	\$135	70/30
Design, Paint & Sew	Erna van Dyk	\$40	70/30
Fairy Garden	Beth Davidson	\$120	70/30
Kids Beading	Beth Davidson	\$75	70/30
Coding for Kids	Bit Scouts	\$135	70/30
Web Development	Bit Scouts	\$135	70/30
Early Reader	Alpine Tutoring	\$89	\$35/hr
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr
Basic Math	Alpine Tutoring	\$89	\$35/hr
Study Skills & Test Taking	Alpine Tutoring	\$89	\$35/hr
Writing Academy	Alpine Tutoring	\$92	60/40
English Composition	Phyllis Neal	\$59	\$30/hr
Seriously Awesome Sitters	Workshops on Wellness	\$39	60/40
Cooking Around the World	Angela Barber	\$79	\$35/hr
Dance Camp	Leo Cendejas	\$89	\$25/hr.
SAT Prep	Angela Barber	\$115	\$35/hr
Teen Make-Up & Skin Care	Michelle Jackson	\$39	60/40
MSI (Mad Science Investigators) Forensics	Mad Science	\$145	60/40
Crazy Chemworks	Mad Science	\$145	60/40
NASA Jr. Astronauts	Mad Science	\$145	60/40
Secret Agent Lab	Mad Science	\$145	60/40
Robots 101	Mad Science	\$145	60/40
MakerStudio Drone Developer	Brainstrom Studios	\$180	60/40
Young Einsteins: LEGO Lab	Brainstrom Studios	\$180	60/40
LEGO Engineering: Jedi Academy	Brainstrom Studios	\$180	60/40
LEGO Engineering & Robotics	Brainstrom Studios	\$180	60/40
Minecraft Coddling/Modding	Brainstrom Studios	\$180	60/40
Moviemaker: LEGO Animation	Brainstrom Studios	\$180	60/40
Moviemaker: 3D Animation	Brainstrom Studios	\$180	60/40
Comic Creator Camp	Bricks4Kidz	\$130	60/40
Remote Control Mania Camp	Bricks4Kidz	\$130	60/40

COMMUNITY SERVICES – SUMMER 2017 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Amusement Park Camp	Bricks4Kidz	\$130	60/40
Space Adventure Camp	Bricks4Kidz	\$130	60/40
Super Hero Camp	Bricks4Kidz	\$130	60/40
Jurassic Brick Land Camp	Bricks4Kidz	\$130	60/40
Brick City Engineers	Bricks4Kidz	\$130	60/40
Lego Flix	Incrediflix	\$155	60/40
Minecraft Flix	Incrediflix	\$155	60/40
Star Wars Stop, Action & Motion Flix	Incrediflix	\$155	60/40
Online Driver's Ed	Erika Vieyra	\$55	60/40
Spanish For Kids	Sonia Maldonado	\$69	60/40
Science for Kids	Eden Perez	\$79	60/40
Game Making Camp	Patricia Waterman	\$125	60/40
Basketball Camp	Rob Wakefield	\$79	60/40
Keyboarding	Nancy Haugen	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Pre-Algebra	Maryann Jacques	\$99	\$35/hr
Algebra	Maryann Jacques	\$99	\$35/hr
Fractions, Decimals & Percents	Angela Barber	\$99	\$35/hr
Geometry	Angela Barber	\$99	\$35/hr
Aquatics Camp	Alfred Reyes	\$34	60/40
Zumba	Atosa Doust	\$59	60/40
Research Writing Skills	Phyllis Neal	\$59	\$30/hr
Beginning Guitar	Jaime Baeza-Pina	\$69	\$25/hr.
Kids Piano	Omar Avalos	\$69	60/40
App Attack	Black Rocket	\$180	60/40
Code Breakers	Black Rocket	\$180	60/40
LEGO Comic Design	Black Rocket	\$180	60/40
Computers			
MS Applications	Debra Crowley	\$79	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Computer Basics	Dori Dumon	\$44	\$35/hr.
Email/Outlook	Dori Dumon	\$44	\$35/hr.
Intro to MS Word	Dori Dumon	\$44	\$35/hr.
Intro to MS Excel	Dori Dumon	\$44	\$35/hr.
Intro to MS Access	Analisa Morgan	\$44	\$35/hr.
Intro to Powerpoint	Analisa Morgan	\$44	\$35/hr.
Court Mandated			
Alcohol & Drug Awareness	Pat Verwiel	\$50	50/50
V.C. 14601.1 Suspended License Program	Berry Reed	\$260	50/50
DEJ Deferred Dismissal Drug Program	Diego Fuentes	\$260	50/50
Petty Theft	Lori Thomas	\$65	50/50
Anger Management	Richard Reilley	\$65	50/50
Life Skills	Katherine Boelts	\$65	50/50
Behavior Modifications	Diego Fuentes	\$65	50/50
Domestic Violence Education	Pat Verwiel	\$65	50/50
Victim Impact	Pat Verwiel	\$65	50/50
Relapse Prevention	Pat Verwiel	\$65	50/50
Culinary Arts			
Mexican Food Made Easy	Claudia Figueroa	\$29	60/40
Summer Cooking with Tarla	Tarla Fallgatter	\$29	60/40

COMMUNITY SERVICES – SUMMER 2017 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Dance			
Salsa	Salomon Rivera	\$59	60/40
Caribbean & Latin Dance	Miguel Figueroa	\$69	60/40
Social Dancing	Miguel Figueroa	\$69	60/40
Classic Ballroom	Leo Cendejas	\$59	60/40
Night Club Dance	Leo Cendejas	\$59	60/40
Big Band Swing	Leo Cendejas	\$59	60/40
Health, Fitness & Beauty			
Yoga	Brittany Amsler	\$59	60/40
Basic First Aid & CPR	Workshops on Wellness	\$25	60/40
Open Court Badminton	Jeff Kamphuis	\$29/\$44	60/40
Women's Self-Defense	Brittany Amsler	\$59	60/40
Language			
Conversational Spanish	Alpine Tutoring	\$69	\$35/hr.
Conversational Italian	Alpine Tutoring	\$69	\$35/hr.
Conversational French	Alpine Tutoring	\$69	\$35/hr.
Medical Billing			
Medical Insurance Billing Certificate	Kris Patterson	\$250	60/40
Start A Medical Billing Service	Kris Patterson	\$25	60/40
Medical Front Office	Kris Patterson	\$25	60/40
Money Matters			
Investment Bootcamp	Jalon O'Connell	\$39/\$59	60/40
Estate Conservation	James Peters	\$25	60/40
Maximize Your Social Security Benefits	James Peters	\$25	60/40
Savvy Medicare Planning	James Peters	\$25	60/40
Retirement Plans: Knowing Rules/Avoid Mistakes	Ronald Gable	\$49/\$69	60/40
Modern Retirement Planning	James Peters	\$59	60/40
Financial Planning	James Martin	\$69	60/40
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$89	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$89	\$52
Computer Troubleshooting & Networking	Education To Go	\$89	\$52
Computer Programming	Education To Go	\$89	\$52
Digital Photography & Digital Video	Education To Go	\$89	\$52
Languages (various)	Education To Go	\$89	\$52
Writing Courses	Education To Go	\$89	\$52
Entertainment Industry	Education To Go	\$89	\$52
Business Planning & Sales	Education To Go	\$89	\$52
Business Marketing & Accounting	Education To Go	\$89	\$52
Finance, Wealth & Career Building	Education To Go	\$89	\$52
Family, Parenting & Child Care	Education To Go	\$89	\$52
Personal Enrichment	Education To Go	\$89	\$52
Online Career Training Programs			
Business & Professional	Gatlin Education	\$1795	\$300
Healthcare & Fitness	Gatlin Education	\$1795	\$300
Hospitality & Gaming	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300

COMMUNITY SERVICES – SUMMER 2017 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Management & Corporate	Gatlin Education	\$1795	\$300
Media & Design	Gatlin Education	\$1795	\$300
Skilled Trades & Industrial	Gatlin Education	\$1795	\$300
Sustainable Energy & Going Green	Gatlin Education	\$1795	\$300
Real Estate			
Smart Home Buying	Sandy Flores	\$25	60/40
Travel			
Hollywood Bowl Spectacular	Good Times Travel Tours	\$96	70/30
Big Bear Escape	Good Times Travel Tours	\$84	70/30
Magicopolis	Good Times Travel Tours	\$69	70/30
Central Coast Lighthouses	Good Times Travel Tours	\$200/deposit	65/35
Newport Bay Kayak Tour	Newport Bay Conservancy	\$25	50/50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: March 13, 2017
Re: Approval of Santiago Canyon College Community Services Program, Summer 2017	
Action: Request for Approval	

BACKGROUND

The Summer 2017 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area. Classes offered are presented to SCC's Curriculum and Instruction Council twice per year to ensure that they do not compete with credit and noncredit course offerings.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Community Services Program for Summer 2017.

Fiscal Impact: \$25,000 revenue	Board Date: March 13, 2017
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: John C. Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Active Adults</i>			
Online Courses	Education To Go	Varied	Varied
Retired – Now What?	Elaine Moran	\$35	60/40
Total Fitness	Jeff Nolasco	\$25	\$35/hour
Tai Chi For Balance	Karen Mack	\$59	60/40
Chair Yoga	Mariana Fischer-Militaru	\$59	\$35/hour
Meditation for Everyday	Mariana Fischer-Militaru	\$16	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$24	\$40/hour
Senior Safety; At Home, Work, Traveling	Mike Rounds	\$39	60/40
Advanced Retirement Strategies	Pure Financial Advisors	\$49	No Charge
<i>Animal Care</i>			
Basic Dog Manners “Crash Course”	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$29	50/50
Online Courses	Education To Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagonos	\$78	60/40
S.T.A.R. Puppy	Kim Pagonos	\$78	60/40
<i>Around the Home & Garden</i>			
Online Courses	Education To Go	Varied	Varied
<i>Arts & Crafts</i>			
Creating Vision Boards	Bonnie Henderson	\$30	60/40
Printmaking for Fun	Deborah Goldman	\$120	60/40
Painting & Drawing with Pastels	Dori Dewberry	\$120	60/40
Online Courses	Education To Go	Varied	Varied
Beginners Buttercream Cake Decorating	Elizabeth Perreault	\$50	60/40
Beginners Holiday Cookie Decorating	Elizabeth Perreault	\$50	60/40
Beginners Fondant Cake Decorating	Elizabeth Perreault	\$50	60/40
Introduction to Drawing	Jennifer Lee	\$69	60/40
Mixed Media	Jennifer Lee	\$30	60/40
Pastels for Beginners	Jennifer Lee	\$69	60/40
Summer Still Life Workshop	Jennifer Lee	\$30	60/40
Watercolor	Jennifer Lee	\$TBD	60/40
Become a Floral Designer	Mina Wholesale Flowers	\$70	50/50
Summer Floral Designs	Mina Wholesale Flowers	\$70	50/50
<i>Business & Careers</i>			
LS Exam Review Class	CA Land Surveyors Assoc.	\$395/\$365	Varied
Online Courses	Education To Go	Varied	Varied
How to Become a Mystery Shopper	Elaine Moran	\$45	60/40
How to Sell on EBay	Frances Greenspan	\$59	60/40
Backflow Prevention Device Repair	Gary Blackmore	\$250	\$55/hour
Advanced Computer Aided Drafting	Jeff Covey	\$290	\$50/hour
ACLS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
BLS/CPR for Healthcare Professionals	Joe Mendivil	\$50	\$35/Participant

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Business & Careers Continued</i>			
PALS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
Accounting for the Non-Accountants	Joseph Kibbe	\$120	\$40/hour
Medical Front Office Certificate Program	Kris G. Patterson	\$25	60/40
Medical Insurance Billing Certificate Program	Kris G. Patterson	\$150	60/40
Start Your Own Billing Service	Kris G. Patterson	\$25	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Introduction to Screenwriting for TV and Movies	LeeAnne Krusemark	\$19	60/40
Make Money with a Typing/WP Business	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional Publishing	LeeAnne Krusemark	\$39	60/40
Successful Home-Based Business	LeeAnne Krusemark	\$39	60/40
How to Sell Your Ideas and Inventions	Nancy Miller	\$39	TBD
Become a Notary Public	Notary Public Seminars	\$85	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
HR Employee Relations	TBD	\$75	TBD
Intro/Advanced QuickBooks	TBD	\$99	TBD
Nurse Assistant Training Program	Teddine Smith	\$1,500	\$40/hour
Introduction to Voiceovers	Voices for All	\$29	60/40
<i>College For Kids</i>			
Yoga for Kids	Alexandra Boggio	\$89	60/40
Algebra (Grades 7-10)	Alpine Tutoring	\$99	\$38/hour
Algebra I (Grades 8-10)	Alpine Tutoring	\$84	\$38/hour
Basic Math Review (Grades 3-4)	Alpine Tutoring	\$99	\$38/hour
Basic Math Review (Grades 5-6)	Alpine Tutoring	\$99	\$38/hour
Early Reader	Alpine Tutoring	\$89	\$38/hour
Geometry (Grades 9-11)	Alpine Tutoring	\$99	\$38/hour
NEW SAT Preparation	Alpine Tutoring	\$99	\$38/Hour
Pre-Algebra (Entering Grades 7-8)	Alpine Tutoring	\$99	\$38/hour
Reading Development (Grades 1-2)	Alpine Tutoring	\$89	\$38/hour
Reading Development & Com. (Grades 3-5)	Alpine Tutoring	\$89	\$38/hour
Stellar College Application Essay	Alpine Tutoring	\$89	\$38/hour
Study Skills for Struggling Students	Alpine Tutoring	\$39	\$38/hour
Writing Academy (Grades 1-2)	Alpine Tutoring	\$84	\$38/hour
Writing Academy (Grades 3-5)	Alpine Tutoring	\$84	\$38/hour
Writing Academy (Grades 6-8)	Alpine Tutoring	\$84	\$38/hour
Basic Math Skills (Grades 4-5)	Amanda Robins	\$84	\$35/hour
Creative Writing (Grades 4-5)	Amanda Robins	\$84	\$35/hour
Language Arts Development (Grades 4-5)	Amanda Robins	\$84	\$35hour
Reading Comprehension & Development (4-5)	Amanda Robins	\$84	\$35/hour
Coding for Kids, AI Games (Grades 4-6)	Bit Scouts	\$135	\$80/Person
Coding for Kids, Jr. (Grades 1-3)	Bit Scouts	\$135	\$80/Person
Coding for Kids, (Grades 4-6)	Bit Scouts	\$135	\$80/Person

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>College For Kids Continued</i>			
Python Programming (Grades 7-9)	Bit Scouts	\$135	\$80/Person
Python Programming (Grades 10-12)	Bit Scouts	\$135	\$80/Person
Web Development Immersive (Grades 7-9)	Bit Scouts	\$135	\$80/Person
Brick Camp! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Challenge Camp! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Classic Adventures! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Brick World! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
LEGO! ®	Bricks 4 Kidz	\$135	\$94/Person
Remote Control Mania! (Ages 7-12)	Bricks 4 Kidz	\$135	\$94/Person
Entrepreneur School Jr. (Ages 9-13)	Christopher J. Trujillo	\$115	TBD
Entrepreneur School (Ages 14-18)	Christopher J. Trujillo	\$115	TBD
Basic Math Skills (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
Creative Writing (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
First Grade Prep	Courtney Depsky	\$84	\$35/hour
Language Arts Development (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
Reading Comprehension & Development (2-3)	Courtney Depsky	\$84	\$35/hour
Natural A's (Ages 10-17)	Curtis Adney	\$49	60/40
Exploring Photoshop (Ages 13-17)	Dori Dumon	\$85	\$35/hour
Action Movie Flix (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Full Day Action & Lego Flix Camp (7-13)	IncrediFlix	\$252	\$171.36/Person
Lego Flix (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Star Wars & Lego Flix Camp (7-13)	IncrediFlix	\$252	\$171.36/Person
Star Wars Live Action (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Stop Motion Tricks & Effects (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Video Editing	Jacob Mindes	TBD	TBD
YouTube Channel	Jacob Mindes	TBD	TBD
Young Writers	Jacob Mindes	TBD	TBD
Debate Camp (Grades 7-12)	Jared Kubicka-Miller	\$400	\$35/hour
Writing a College Application Essay (10-12)	Jayne Munoz	\$59	\$40/hour
Writing Workshop-Grammar & Composition	Jayne Munoz	TBD	\$40/hour
Premium Hoops Basketball Camp	Jeff Bonds	\$150	\$95/person
Sports Camp	Jeff Bonds	\$150	\$95/person
Animation – Learning to Draw	Jennifer Lee	TBD	60/40
Kids Mixed Media Studio (Ages 7-12)	Jennifer Lee	\$120	60/40
Teen Mixed Media Studio (Ages 13-16)	Jennifer Lee	\$120	60/40
Contemporary Dance Camp	Juliana Carbonaro	TBD	TBD
Hip Hop Dance Camp	Juliana Carbonaro	TBD	TBD
Pop Music Dance Camp	Juliana Carbonaro	TBD	TBD
Photography Study Hall (Ages 6-13)	Julie Diebolt-Price	\$39	50/50
Balloon Twisting for Kids	Kim-Yen Gil	TBD	60/40
Crazy Chemical Concoctions (Ages 5-12)	Mad Science	\$135	\$89/Person
Galaxy Defenders (Ages 5-12)	Mad Science	\$135	\$89/Person
Journey Into Space (Ages 5-12)	Mad Science	\$135	\$89/Person
Into the Garden with Mad Science (Ages 5-12)	Mad Science	\$135	\$89/Person
Little Scientists Preschool Lab (Ages 3-5)	Mad Science	\$135	\$89/Person

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>College For Kids Continued</i>			
Robots 101 (Ages 5-12)	Mad Science	\$119	\$89/Person
Science Explorers (Ages 5-12)	Mad Science	\$135	\$89/Person
Private Swim Lessons	N. Irvine Water Polo Club	\$30	75/25
Swim Lessons	N. Irvine Water Polo Club	\$60	25/75
Swim Camp (Ages 5-13)	N. Irvine Water Polo Club	\$125	25/75
Water Polo Camp (Ages 7-14)	N. Irvine Water Polo Club	\$125	25/75
Keyboarding for Kids (Ages 8-12)	Nancy Haugen	\$79	\$35/hour
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Pre-Engineering –Mine, Craft, Build (Ages 5-6)	Play-Well TEKnologies	\$145	\$96/Person
Engineering FUNdamentals – (Ages 7-11)	Play-Well TEKnologies	\$145	\$96/Person
Recreational Swimming (Ages 13+)	Premier Swim School	\$63	25/75
Speed Reading & Vocabulary Building (6-10)	Readwrite Education Solutions	\$69	\$35/hour
Study Skills & Test Taking Techniques (6-10)	Readwrite Education Solutions	\$69	\$35/hour
Beginning Guitar for Kids (Ages 8-16)	Ron Gorman	\$99	50/50
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Zumba for Kids	Salomon Rivera	\$59	60/40
Intermediate Spanish (Ages 10-14)	Sonia Maldonado	\$79	\$35/hour
Spanish for Beginners (Ages 10-14)	Sonia Maldonado	\$79	\$35/hour
Intermediate Spanish for Kids (Ages 6-9)	Sonia Maldonado	\$79	\$35/hour
Beginners Spanish for Kids (Ages 6-9)	Sonia Maldonado	\$79	\$35/hour
Identify Career Possibilities (Grades 6-8)	Sue Montelone	\$39	60/40
Identify Career Possibilities (Grades -9-12)	Sue Montelone	\$39	60/40
Acting Fundamentals (Ages 8-16)	Tara Meyer	\$59	\$35/hour
Modeling and Style (Ages 11-16)	Tara Meyer	\$59	\$35/hour
Zumba for Kids	TBD	TBD	TBD
Basketball Training for Beginners	Thomas Foroughi	\$65	TBD
Once Upon a Time Dance Camp (Ages 4-6)	Val Weaver Dance Center	\$150	50/50
Pop Star Dance Camp (Ages 6-9)	Val Weaver Dance Center	\$150	50/50
Pastel Drawing Classes (Ages 6-12)	Young Rembrandts	\$79	60/40
<i>Computers</i>			
Intro and Intermediate Publisher	Adam/Analisa Morgan	TBD	TBD
MS Excel – Part I/ Part II	Adam/Analisa Morgan	\$89	\$40/hour
Computer Basic	Analisa Morgan	\$44	\$35/hour
Introduction to Microsoft Windows	Analisa Morgan	\$44	\$35/hour
Managing Your Computer Files	Analisa Morgan	\$44	\$35/hour
Python Programming for Adults	Bit Scouts	\$135	\$80/Person
Microsoft Word - Part I/ Pat II	Dori Dumon	\$44	\$35/hour
Photoshop Fundamentals	Dori Dumon	\$89	\$35/hour
Online Courses	Education To Go	Varied	Varied
Little Writers Workshop	Jacob Mindes	TBD	TBD
Video Editing	Jacob Mindes	TBD	TBD
YouTube Channel	Jacob Mindes	TBD	TBD
How to Create a Website in 24 Hours for Free!	Mike Rounds	\$39	60/40

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Computers Continued</i>			
Blogging for Fun and Profit	Robert Cohen	\$39	50/50
iCloud for iPhones & iPads	Robert Cohen	\$39	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50
Marketing w/Facebook & Social Media	Robert Cohen	\$39	50/50
Programming for Non-Programmers	Robert Cohen	\$39	50/50
<i>Dance</i>			
Ballroom Dance	Diana Krivosheya	\$59	60/40
Beginning Social Dance	Diana Krivosheya	\$59	60/40
Hip Hop Dance Party	Juliana Carnonaro	TBD	TBD
Jazz for Beginners	Juliana Carbonaro	TBD	TBD
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa Level I & II	Salomon Rivera	\$49	60/40
Zumba	Salomon Rivera	\$49	60/40
Beginner Line Dance	Val Weaver Dance	\$60	50/50
Intermediate Line Dance	Val Weaver Dance	\$60	50/50
Swing Dance	Val Weaver Dance	\$72	50/50
<i>Gemology</i>			
Color Me Purple	John Eyre	\$35	60/40
Deceivers and Destroyers in the Gem World	John Eyre	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Everything You Wanted to Know About Gems	Lothar Vallot	\$35	60/40
Jewelry Appraising Explained	Lothar Vallot	\$35	60/40
Jewelry Bench Explained	Lothar Vallot	\$35	60/40
<i>Health, Beauty & Fitness</i>			
Yoga for Relaxation/Renewal	Alexandra Boggio	\$89	60/40
Online Courses	Education To Go	Varied	Varied
Pilates	Francine Ansari	TBD	TBD
Fit Body Bootcamp	Thomas Foroughi	\$65	TBD
Chair Yoga	Mariana Fischer-Militaru	\$89	60/40
Hatha Yoga	Mariana Fischer-Militaru	\$89	60/40
Back to Basics Makeup and Skin Care	Michelle Jackson	\$59	60/40
Beauty Trends: Make up Workshop	Michelle Jackson	\$65	60/40
Private Swim Lessons	N. Irvine Water Polo Club	\$60	75/25
Adult Water Aerobics	Premier Swim	\$99	50/50
Family Yoga	TBD	\$89	TBD
<i>Language</i>			
Conversational Spanish I & II	Alpine Tutoring	\$69	\$38/hour
Spanish at Work	Alpine Tutoring	\$69	\$38/hour
Italian for Travelers Part I & Part II	Alpine Tutoring	\$69	\$38/hour
Online Courses	Education To Go	Varied	Varied
Fast Fun French	Katherine Watson	\$59	60/40

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Language Continued</i>			
ESL – Learning the Basics	TBD	TBD	TBD
English Language Program (ELP)	Uyen W. Dinh	\$862-\$3,450	TBD
English Language Program (ELP)	Nayrouz Raslan	\$862-\$3,450	TBD
English Language Program (ELP)	Yolanda Villa	\$862-\$3,450	TBD
<i>Money Matters</i>			
Baby Boomer Retirement Course	Chuck Rowan	\$39	60/40
Re-Energize your Retirement	Chuck Rowan	\$39	60/40
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$29	No Charge
Investment Bootcamp	Jalon O'Connell	\$29	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Understanding Stocks and Bonds	Jalon O'Connell	\$45	No Charge
College Funding & Planning A-Z	Michael Alimo	\$10	No Charge
Retirement Planning – Your Way the Right Way	Pinnacle Financial	\$39/\$59	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40
Retirement Course	Pure Financial Advisors	\$49	No Charge
<i>Music</i>			
Online Courses	Education To Go	Varied	Varied
Beginning Ukulele	Ron Gorman	\$99	50/50
Beginning & Intermediate Guitar	Ron Gorman	\$99	50/50
SCC Community Chorale	Lee Lee Truong-Sawicki	\$60	\$25/hour
<i>Personal Enrichment</i>			
Creating Balance	Bonnie Henderson	\$20	60/40
Cultivating Happiness	Bonnie Henderson	\$85	60/40
Journaling for Success	Bonnie Henderson	\$20	60/40
Meaningful Goals for Powerful Results	Bonnie Henderson	\$20	60/40
Powerful Goal Setting	Bonnie Henderson	\$85	60/40
Stress Management	Bonnie Henderson	\$20	60/40
Time Management	Bonnie Henderson	\$20	60/40
Online Courses	Education To Go	Varied	Varied
Feng Shui & Chinese Astrology	Kim-Yen Gil	\$59	60/40
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	50/50
Assertiveness Skills for Toxic Relationship	Nick Lazaris	\$29	50/50
Overcome Your Fear of Public Speaking	Nick Lazaris	\$29	50/50
Identify Your Perfect Career	Sue Montelone	\$39	60/40
<i>Real Estate</i>			
Real Estate License Prep	Alana Gates	\$25	60/40
Online Courses	Education To Go	Varied	Varied
How to Sell Residential Real Estate	TBD	\$49	50/50

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2017

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Special Interest</i>			
Online Courses	Education To Go	Varied	Varied
ESL Training for Live Theatre	Foroud Beigi	\$75	60/40
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
The Creative Photographer	Julie Diebolt Price	\$79	50/50
Holiday Photography: Know How	Julie Diebolt Price	\$39	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$149	50/50
Introduction to Lightroom/Photoshop	Julie Diebolt Price	\$99	50/50
Intermediate/Advanced Digital Photography	Julie Diebolt Price	\$99	50/50
iPhone Photography	Julie Diebolt Price	TBD	50/50
Night Photography Series	Julie Diebolt Price	\$69	50/50
Open Lab Lightroom + Photoshop Time	Julie Diebolt Price	\$69	50/50
The Novice Photographer	Julie Diebolt Price	\$35	50/50
Personal Projects in Photography	Julie Diebolt Price	\$129	50/50
Photography Study Hall	Julie Diebolt Price	\$39	50/50
Stock Photography Basics	Julie Diebolt Price	\$29	50/50
Sunrise at Bolsa Chica	Julie Diebolt Price	TBD	50/50
Wildlife Photography	Julie Diebolt Price	\$30	50/50
Balloon Twisting	Kim-Yen Gil	\$49	60/40
Your Personal Destiny Revealed	Kim-Yen Gil	\$39	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
CPR	Sabrina Bradley	\$25	60/40
<i>Test Preparation</i>			
Math Tutoring	Alicia Frost	\$20	50/50
Online Courses	Education To Go	Varied	Varied
Online Driver's Education	Safety Drivers Ed	\$45	50/50
<i>Travel</i>			
San Diego Festival	Good Times Travel	TBD	TBD
Big Bear	Good Times Travel	TBD	TBD
Hollywood Bowl	Good Times Travel	TBD	TBD
Magicopolis	Good Times Travel	TBD	TBD
Miramar Blue Angels	Good Times Travel	TBD	TBD
Olive the Best	Good Times Travel	TBD	TBD
That's Amore	Good Times Travel	TBD	TBD
Christmas in Coronado	Good Times Travel	TBD	TBD
Multi day Tours	Good Times Travel	TBD	TBD

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64762	General Fund Unrestricted	5,959.91	0.00	5,959.91	92*0482793	92*0482801
64767	General Fund Unrestricted	4,335.77	0.00	4,335.77	92*0482841	92*0482856
64768	General Fund Unrestricted	2,237.02	0.00	2,237.02	92*0482859	92*0482865
64769	General Fund Unrestricted	16,526.76	0.00	16,526.76	92*0482886	92*0482903
64770	General Fund Unrestricted	15,922.50	0.00	15,922.50	92*0482904	92*0482943
64772	General Fund Unrestricted	17,346.18	0.00	17,346.18	92*0482947	92*0482969
64773	General Fund Unrestricted	27,297.76	0.00	27,297.76	92*0482984	92*0483010
64778	General Fund Unrestricted	7,903.20	0.00	7,903.20	92*0483021	92*0483033
64779	General Fund Unrestricted	31,574.04	0.00	31,574.04	92*0483035	92*0483036
64780	General Fund Unrestricted	43,868.69	0.00	43,868.69	92*0483049	92*0483066
64785	General Fund Unrestricted	4,579.01	0.00	4,579.01	92*0483078	92*0483094
64786	General Fund Unrestricted	23,677.67	0.00	23,677.67	92*0483103	92*0483122
64787	General Fund Unrestricted	128,715.01	0.00	128,715.01	92*0483123	92*0483139
64788	General Fund Unrestricted	24,537.00	0.00	24,537.00	92*0483145	92*0483219
64789	General Fund Unrestricted	17,568.40	0.00	17,568.40	92*0483220	92*0483307
64790	General Fund Unrestricted	12,975.00	0.00	12,975.00	92*0483308	92*0483385
Total Fund 11 General Fund Unrestricted		\$385,023.92	\$0.00	\$385,023.92		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64581	General Fund Restricted	0.00	433.91	-433.91	92*0479847	92*0479847
64757	General Fund Restricted	0.00	4,179.12	-4,179.12	92*0482678	92*0482680
64762	General Fund Restricted	8,907.76	0.00	8,907.76	92*0482797	92*0482805
64763	General Fund Restricted	8,068.06	0.00	8,068.06	92*0482806	92*0482809
64767	General Fund Restricted	5,666.78	0.00	5,666.78	92*0482835	92*0482858
64768	General Fund Restricted	150,681.83	0.00	150,681.83	92*0482862	92*0482879
64769	General Fund Restricted	63,388.18	0.00	63,388.18	92*0482880	92*0482895
64772	General Fund Restricted	186,542.31	0.00	186,542.31	92*0482948	92*0482983
64773	General Fund Restricted	482,990.47	0.00	482,990.47	92*0482987	92*0483000
64778	General Fund Restricted	396.42	0.00	396.42	92*0483026	92*0483032
64779	General Fund Restricted	54,768.64	0.00	54,768.64	92*0483037	92*0483043
64780	General Fund Restricted	228,172.54	0.00	228,172.54	92*0483045	92*0483065
64785	General Fund Restricted	20,781.81	0.00	20,781.81	92*0483077	92*0483101
64786	General Fund Restricted	170,939.94	0.00	170,939.94	92*0483102	92*0483120
64787	General Fund Restricted	2,190.49	0.00	2,190.49	92*0483130	92*0483144
Total Fund 12 General Fund Restricted		\$1,383,495.23	\$4,613.03	\$1,378,882.20		

Checks Written for Period 02/15/17 Thru 02/28/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64768	GF Unrestricted One-Time Func	2,051.17	0.00	2,051.17	92*0482861	92*0482861
64769	GF Unrestricted One-Time Func	55,395.25	0.00	55,395.25	92*0482889	92*0482893
64773	GF Unrestricted One-Time Func	20,441.20	0.00	20,441.20	92*0483004	92*0483009
64778	GF Unrestricted One-Time Func	102,265.65	0.00	102,265.65	92*0483020	92*0483025
64779	GF Unrestricted One-Time Func	260.00	0.00	260.00	92*0483034	92*0483034
64780	GF Unrestricted One-Time Func	1,406.75	0.00	1,406.75	92*0483044	92*0483046
64785	General Fund Unrestricted	3,054.92	0.00	3,054.92	92*0483079	92*0483096
Total Fund 13 General Fund Unrestricted		\$184,874.94	\$0.00	\$184,874.94		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64766	Child Development Fund	11,049.57	0.00	11,049.57	92*0482816	92*0482834
64771	Child Development Fund	56.57	0.00	56.57	92*0482944	92*0482946
64777	Child Development Fund	48,254.34	0.00	48,254.34	92*0483014	92*0483019
64784	Child Development Fund	5,851.80	0.00	5,851.80	92*0483074	92*0483076
Total Fund 33 Child Development Fund		<u>\$65,212.28</u>	<u>\$0.00</u>	<u>\$65,212.28</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64765	Capital Outlay Projects Fund	35,723.05	0.00	35,723.05	92*0482812	92*0482815
64776	Capital Outlay Projects Fund	7,000.00	0.00	7,000.00	92*0483013	92*0483013
64783	Capital Outlay Projects Fund	449,989.48	0.00	449,989.48	92*0483070	92*0483073
Total Fund 41 Capital Outlay Projects Fun		<u>\$492,712.53</u>	<u>\$0.00</u>	<u>\$492,712.53</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64782	Bond Fund, Measure Q	2,073,583.53	0.00	2,073,583.53	92*0483068	92*0483069
Total Fund 43 Bond Fund, Measure Q		<u>2,073,583.53</u>	<u>0.00</u>	<u>2,073,583.53</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64764	Property and Liability Fund	5,318.92	0.00	5,318.92	92*0482810	92*0482811
64775	Property and Liability Fund	3,122.15	0.00	3,122.15	92*0483012	92*0483012
Total Fund 61 Property and Liability Fund		<u><u>\$8,441.07</u></u>	<u><u>\$0.00</u></u>	<u><u>\$8,441.07</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64774	Workers' Compensation Fund	1,551.62	0.00	1,551.62	92*0483011	92*0483011
Total Fund 62 Workers' Compensation Fu		<u>\$1,551.62</u>	<u>\$0.00</u>	<u>\$1,551.62</u>		

Checks Written for Period 02/15/17 Thru 02/28/17

64781	Student Financial Aid Fund	127.74	0.00	127.74	92*0483067	92*0483067
Total Fund 74 Student Financial Aid Fund		<u><u>\$127.74</u></u>	<u><u>\$0.00</u></u>	<u><u>\$127.74</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	385,023.92
Total Fund 12 General Fund Restricted	1,378,882.20
Total Fund 13 General Fund Unrestricted	184,874.94
Total Fund 33 Child Development Fund	65,212.28
Total Fund 41 Capital Outlay Projects Fund	492,712.53
Total Fund 43 Bond Fund, Measure Q	2,073,583.53
Total Fund 61 Property and Liability Fund	8,441.07
Total Fund 62 Workers' Compensation Fund	1,551.62
Total Fund 74 Student Financial Aid Fund	127.74
Grand Total:	<u><u>\$4,590,409.83</u></u>

Checks Written for Period 02/11/17 Thru 02/24/17

<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>
311702318	Bookstore Fund	47,767.17	0.00	47,767.17	31*0107624	31*0107639
311702424	Bookstore Fund	1,032.79	0.00	1,032.79	31*0107640	31*0107642
Total Fund 31 Bookstore Fund		<u><u>\$48,799.96</u></u>	<u><u>\$0.00</u></u>	<u><u>\$48,799.96</u></u>		

Checks Written for Period 02/11/17 Thru 02/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711702424	Associated Students Fund	2,431.10	0.00	2,431.10	71*0007898	71*0007900
Total Fund 71 Associated Students Fund		<u>\$2,431.10</u>	<u>\$0.00</u>	<u>\$2,431.10</u>		

Checks Written for Period 02/11/17 Thru 02/24/17

<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>
761702424	Community Education Fund	16,995.00	0.00	16,995.00	76*0007126	76*0007128
Total Fund 76 Community Education Fund		<u><u>\$16,995.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$16,995.00</u></u>		

Checks Written for Period 02/11/17 Thru 02/24/17

<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>
791702318	Diversified Trust Fund	15,553.70	0.00	15,553.70	79*0020569	79*0020579
791702424	Diversified Trust Fund	13,635.27	0.00	13,635.27	79*0020580	79*0020594
Total Fund 79 Diversified Trust Fund		<u><u>\$29,188.97</u></u>	<u><u>\$0.00</u></u>	<u><u>\$29,188.97</u></u>		

Checks Written for Period 02/11/17 Thru 02/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811702318	Diversified Agency Fund	7,748.81	0.00	7,748.81	81*0047454	81*0047469
811702424	Diversified Agency Fund	26,387.75	3,079.52	23,308.23	81*0047470	81*0047492
Total Fund 81 Diversified Agency Fund		<u>\$34,136.56</u>	<u>\$3,079.52</u>	<u>\$31,057.04</u>		

SUMMARY

Total Fund 31 Bookstore Fund	48,799.96
Total Fund 71 Associated Students Fund	2,431.10
Total Fund 76 Community Education Fund	16,995.00
Total Fund 79 Diversified Trust Fund	29,188.97
Total Fund 81 Diversified Agency Fund	31,057.04
Grand Total:	<u><u>\$128,472.07</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

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.

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	32,146	
2000	CLASSIFIED SALARIES	109,442	
3000	EMPLOYEE BENEFITS	55,797	
4000	SUPPLIES & MATERIALS		13,682
5000	OTHER OPERATING EXP & SERVICES		67,114
6000	CAPITAL OUTLAY	8,411	
7900	RESERVE FOR CONTINGENCIES		125,000
		\$205,796	\$205,796
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		36,858
2000	CLASSIFIED SALARIES	21,193	
3000	EMPLOYEE BENEFITS	12,434	
4000	SUPPLIES & MATERIALS		16,079
5000	OTHER OPERATING EXP & SERVICES	68,820	
6000	CAPITAL OUTLAY		38,049
7000	OTHER OUTGO		11,461
		\$102,447	\$102,447
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS	10,974	
5000	OTHER OPERATING EXP & SERVICES	23,865	
6000	CAPITAL OUTLAY		124,273
7900	RESERVE FOR CONTINGENCIES	89,434	
		\$124,273	\$124,273
<u>Fund 33: Child Development Fund</u>			
4000	SUPPLIES & MATERIALS	462	
5000	OTHER OPERATING EXP & SERVICES		462
		\$462	\$462
<u>Fund 41: Capital Outlay Projects Fund</u>			
6000	CAPITAL OUTLAY		10,000
7900	RESERVE FOR CONTINGENCIES	10,000	
		\$10,000	\$10,000

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

BUDGET TRANSFERS	From	To
<u>Fund 62: Workers' Compensation Fund</u>		
6000 CAPITAL OUTLAY		2,400
7900 RESERVE FOR CONTINGENCIES	2,400	
	\$2,400	\$2,400
<u>Fund 79: Diversified Trust Fund</u>		
4000 SUPPLIES & MATERIALS	174	
5000 OTHER OPERATING EXP & SERVICES		174
	\$174	\$174
 BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
8600 STATE REVENUES	(97,720)	
1000 ACADEMIC SALARIES		12,818
2000 CLASSIFIED SALARIES		(2,351)
3000 EMPLOYEE BENEFITS		51,060
4000 SUPPLIES & MATERIALS		(6,634)
5000 OTHER OPERATING EXP & SERVICES		8,772
6000 CAPITAL OUTLAY		(161,385)
	\$(97,720)	\$(97,720)

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 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B020402	02/13/17		
1000	ACADEMIC SALARIES		37,114
2000	CLASSIFIED SALARIES	41,534	
3000	EMPLOYEE BENEFITS		4,420
		\$41,534	\$41,534
Total Reference B020402			
Reason:		New Budget	
Description:		SP# 2230-SAC DSPS MATCA	
B020442	02/22/17		
1000	ACADEMIC SALARIES	69,260	
2000	CLASSIFIED SALARIES	70,000	
3000	EMPLOYEE BENEFITS	60,740	
5000	OTHER OPERATING EXP & SERVICES		200,000
		\$200,000	\$200,000
Total Reference B020442			
Reason:		Adjustment	
Description:		Cover Cosmetology Instructional Agreement	
B020452	02/23/17		
5000	OTHER OPERATING EXP & SERVICES	125,000	
7900	RESERVE FOR CONTINGENCIES		125,000
		\$125,000	\$125,000
Total Reference B020452			
Reason:		Adjustment	
Description:		Move remaining election fund to colleges	
<u>Fund 12: General Fund Restricted</u>			
B020448	02/23/17		
1000	ACADEMIC SALARIES		28,086
2000	CLASSIFIED SALARIES	12,662	
3000	EMPLOYEE BENEFITS	10,667	
4000	SUPPLIES & MATERIALS		1,296
5000	OTHER OPERATING EXP & SERVICES	6,053	
		\$29,382	\$29,382
Total Reference B020448			
Reason:		Special Project Adjustment	
Description:		Adjustments to existing 16-17 Equity Budget.	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

BUDGET TRANSFERS	From	To
B020464 02/24/17		
5000 OTHER OPERATING EXP & SERVICES	44,000	
6000 CAPITAL OUTLAY		44,000
	\$44,000	\$44,000
Total Reference B020464		
Reason: Special Project Adjustment		
Description: Purchase equipment awarded in resource request process		
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B020405 02/13/17		
4000 SUPPLIES & MATERIALS	472	
6000 CAPITAL OUTLAY		15,770
7900 RESERVE FOR CONTINGENCIES	15,298	
	\$15,770	\$15,770
Total Reference B020405		
Reason: Adjustment		
Description: Cover counseling dept chairs		
B020408 02/14/17		
4000 SUPPLIES & MATERIALS		3,710
7900 RESERVE FOR CONTINGENCIES	3,710	
	\$3,710	\$3,710
Total Reference B020408		
Reason: Adjustment		
Description: Cover 48 ABC extinguishers		
B020452 02/23/17		
5000 OTHER OPERATING EXP & SERVICES	24,515	
7900 RESERVE FOR CONTINGENCIES		24,515
	\$24,515	\$24,515
Total Reference B020452		
Reason: Adjustment		
Description: Move remaining election fund to colleges		
B020459 02/23/17		
6000 CAPITAL OUTLAY		94,941
7900 RESERVE FOR CONTINGENCIES	94,941	
	\$94,941	\$94,941
Total Reference B020459		
Reason: Adjustment		
Description: Cover vehicles for Transportation department		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
B020397 02/13/17		
6000 CAPITAL OUTLAY		10,000
7900 RESERVE FOR CONTINGENCIES	10,000	
	\$10,000	\$10,000
Total Reference B020397		
Reason: Special Project Adjustment		
Description: Allocate to contractor services		

<u>Fund 62: Workers' Compensation Fund</u>		
B020461 02/24/17		
6000 CAPITAL OUTLAY		2,400
7900 RESERVE FOR CONTINGENCIES	2,400	
	\$2,400	\$2,400
Total Reference B020461		
Reason: Adjustment		
Description: Purchase modular furniture for accommodation request		

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
B020403 02/13/17		
8600 STATE REVENUES	(98,420)	
1000 ACADEMIC SALARIES		12,818
2000 CLASSIFIED SALARIES		(2,351)
3000 EMPLOYEE BENEFITS		51,060
4000 SUPPLIES & MATERIALS		(6,634)
5000 OTHER OPERATING EXP & SERVICES		8,072
6000 CAPITAL OUTLAY		(161,385)
	\$(98,420)	\$(98,420)
Total Reference B020403		
Reason: New Budget		
Description: SP#2230-SAC DSPS		

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 02/11/2017 To 02/24/2017
Board Meeting on 03/01/2017**

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.

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
-------------	-------------------	--------------------	---------------

RECOMMENDATION

It is recommended the Board approve the intrafund and interfund transfers as presented.

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

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of Change Order #1 for P&P Develop, Inc. for Tenant Improvements at District Office	
Action:	Request for Approval	

BACKGROUND:

On January 9, 2017, the Board of Trustees approved a contract with P&P Develop, Inc. for Bid #1312 for Tenant Improvements at District Office. The project consists of reconfiguration of first floor and third floor work areas in Suites 112 and 350 at the District Office to add additional work stations, reconfigure offices, provide additional electrical and data upgrades, repair and painting, including necessary mechanical HVAC modifications.

ANALYSIS:

The project was completed on February 28, 2017. The Deductive Change Order #1 decreases the contract by \$2,000 which is a credit back to the District for unused unforeseen conditions allowance expenditures. Change Order #1 also extends the contract from February 9, 2017 to February 24, 2017 due to a delay in the delivery of doors. The revised contract amount is \$66,400. Pursuant to Board Policy 6630 and Administrative Regulation 6630, the change order was ratified by the Vice Chancellor of Business Operations/Fiscal Services. A Notice of Completion has been scheduled for approval by the Board of Trustees on the same agenda of March 13, 2017.

This project is funded by Capital Outlay Funds and Career Tech Education (CTE) Enhancement Fund.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for P&P Develop, Inc. for Tenant Improvements at District Office as presented.

Fiscal Impact:	(\$2,000)	Board Date: March 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: March 13, 2017
 Project/Bid No. 17.1312
 Site: District Office
 Change Order (CO) No. : 1

Project Name: Tenant Improvements Suite 350/112
 Contractor: P&P Develop
 Contract #: 17-P0044271 and 17-P0044387

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
12/15/16	56 calendar days	02/09/17	0	15	2/24/2017

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$68,400.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	(\$2,000.00)	-2.9%
Total Change Order (s)		(\$2,000.00)	-2.9%
Revised Contract Amount		\$66,400.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order also extends the formal completion date to February 24,2017 due to a delay in the delivery of the doors.	Owner	5		(\$2,000.00)	\$0.00	(\$2,000.00)
							\$0.00
							\$0.00
Subtotal					(\$2,000.00)	\$0.00	(\$2,000.00)
Grand Total							(\$2,000.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of Amendment to Agreement with Creative Design Associates, Inc. for ADA Consulting Services for the District's Americans with Disabilities Act (ADA) Transition Plan for Various Sites	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On May 16, 2016 the Board of Trustees approved an agreement with Creative Design Associates, Inc. (CDA) for Americans with Disabilities Act (ADA) consulting services for the District's facility assessment updates to the ADA Transition Plans for Santa Ana College, Santiago Canyon College, District Office, Digital Media Center, Centennial Education Center and Orange County Sheriff's Regional Training Academy.

The District is in need of extending these consultant services as the schedule for the project has been updated. The work will now be done in a two phased approach with the first phase being completing prioritization of condition deficiencies, which will occur over the course of the year. The second phase of work includes working with the college and their respective participatory governance committees to update the transition plans for each site noted to update and further comply with the Federal ADA Title II Regulations. The consultant is currently assisting the District with the first phase of work, by assisting in reviewing the condition deficiencies by site and type of work and developing recommendations for prioritization. Due to the magnitude of work that the District has to coordinate across facilities and in review of the scope types, additional time is needed to further prioritize scope, evaluate the timeline associated with the work for scheduling, developing and analyzing budgets, and developing a final prioritization that can be presented to the colleges for review in the second phase of work. There are multiple meetings that are needed across the committees and colleges over the next two years. The parties require further time to undertake this process in coordination with the colleges. Therefore, the amendment to extend the contract time will provide the time necessary to complete this work with the respective participants required.

ANALYSIS:

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on May 17, 2016 and the new end date has been revised to December 31, 2019. There are no additional costs for this amendment.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Creative Design Associates, Inc. for ADA Consulting Services for the District's Americans with Disabilities Act (ADA) Transition Plan for Various Sites as presented.

Fiscal Impact:	N/A	Board Date: March 13, 2017
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: 3/13/17

Project: ADA Transition Plan

Site: **Santa Ana College,
Santiago Canyon College,
District Office, Digital Media
Center, Centennial Education
Center, Orange County Sheriff's
Regional Training Academy**

Consultants: **Ceative Design Associates, Inc.**

Type of Service: Consulting Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$102,440.00	\$ 5,000.00	5/17/2016	6/30/2017
Amendment	N/A	N/A	5/17/2016	12/31/2019
Total Agreement Amount	\$107,440.00			

DESCRIPTION:

Amendment for contract duration only

N/A

Contract End Date:

12/1/3119

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

To:	Board of Trustees	Date: March 13, 2017
Re:	Accept the Completion of Bid #1309 for Wallpaper Removal and Painting at District Office and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On January 9, 2017, the Board of Trustees approved a contract with TL Veterans Construction, Inc. Bid #1309 for Wallpaper Removal and Painting at District Office. The project was completed on February 21, 2017.

ANALYSIS:

The Project was completed on February 21, 2017. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$45,250.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: March 13, 2017
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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as District Office, located 2323 N. Broadway, Santa Ana, Orange, caused improvements to be made to the property to with: Bid #1309 for Wallpaper Removal and Painting at District Office, the contract for the doing of which was heretofore entered into on the 9th day of January 2017, which contract was made with TL Veterans Construction, Inc. PO 17-P0044265 as contractor; that said improvements were completed on the 21st day of February, 2017 and accepted by formal action of the governing Board of said District on the 13th day of March, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Indemnity Company of California.

I, the undersigned, say: I am the Vice Chancellor of Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

On _____ before me, _____, Notary Public, 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 _____ (Seal)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: March 13, 2017

INDEPENDENT CONTRACTORS

One Zero Digital Media LLC

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To create a series of seven promotional videos for the Business Division at Santa Ana College to promote its programs and increase enrollment. The videos will feature kinetic animation, video and photographs which will be obtained during two on campus video shoots and one photo shoot.

Date(s) of Service: March 14, 2017 through June 30, 2017

Fee: \$24,800.00

Requested by: Madeline Grant

Funded by: Contracted Services: Business Division
Office
13-0000-601000-15105-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **13th** of **March, 2017** by and between **One Zero Digital Media LLC** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

TO CREATE A SERIES OF SEVEN PROMOTIONAL VIDEOS FOR THE BUSINESS DIVISION AT SANTA ANA COLLEGE TO PROMOTE ITS PROGRAMS AND INCREASE ENROLLMENT. THE VIDEOS WILL FEATURE KINETIC ANIMATION, VIDEO AND PHOTOGRAPHS WHICH WILL BE OBTAINED DURING TWO ON CAMPUS VIDEO SHOOTS AND ONE PHOTO PHOOT PER SCOPE OF WORK DATED DECEMBER 16, 2016.

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Twenty Four Thousand Eight Hundred Dollars & No Cents (\$24,800.00)**.

The contracted services are to commenced on or about **March 14, 2017** and completed on or about, but not later than **June 30, 2017**.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date



Proposal for Photo/Video Projects

(page 1 of 1)

December 16, 2016

This proposal given on November 10, 2016 has been prepared by One Zero Digital Media, LLC for SAC Business Division to define and detail projects resulting in marketing videos to promote their programs.

Project Details

One Zero Digital Media will create a series of **seven** promotional videos for the Business Division at Santa Ana College to promote its programs and increase enrollment. The videos will each be one minute in length and feature kinetic animation to visually communicate an overview of the departments listed below, as well as their benefits, including career opportunities.

The departments featured will be:

- 1) Engineering
- 2) Legal Studies
- 3) Global Business and Entrepreneurship
- 4) Accounting/Finance
- 5) Computer Science
- 6) Business Applications and Technology
- 7) Business Division Overview

Process and Content

Using the IBEA video as a starting concept, these videos will reflect the look and feel of Santa Ana College as outlined in its brand standards. They will feature large, engaging copy and visuals that reflect the demographics of the Division's target audiences. Opening and closing bumpers for the videos will ensure consistency across the series. The opening sequence will include a feature that quickly displays the various departments within the Business Division before emphasizing the department to be highlighted in each respective video.

One Zero Digital Media will collect original stock photography on campus in a 2-3 hour session and original videography in up to two half day sessions which will be combined with stock images and stock videos to be placed behind the text. One Zero Digital Media will shoot, edit, create text animations, and add stock music to each video.

Fees:

- 7 videos at \$3,350 each for a total of \$23,450
- 2 video shoots at \$500 each for a total of \$1000
- 1 Photo Shoot for \$350
- TOTAL FEES \$24,800** (To be completed by June 1, 2017)

Thank you for considering working with One Zero Digital Media, LLC. Please contact Josh Friedman, any time for questions about this quote or to receive a contract for any of the proposed projects. Josh@OneZeroDM.com

*THIS IS NOT A CONTRACT



PROFESSIONAL VIDEO · PHOTOGRAPHY · MUSIC & AUDIO PRODUCTION

Josh Friedman | Owner of One Zero Digital Media, LLC
Educator at Cypress College

One Zero Digital Media, LLC began as Josh Friedman Productions in 2008. Based in Orange County, California, OZDM provides professional video, music, audio, and photography services. Josh has been involved in the aerial imaging industry since purchasing one of the first DJI Phantom 2 drones in February of 2014. Owner Josh Friedman is a Part 107 Pilot with the FAA and he has earned his company a 333 exemption to fly drones commercially in the US. As a videographer, composer, sound designer, music producer and photographer, Josh Friedman enjoys working on all aspects of a large variety of creative projects from inception to delivery. He is the founder of the Drone Educators Group and the creator of the Drone Educators Conference which he coordinated in February of 2016 at Cal Poly Pomona and in October of 2016 at Skyline College in San Bruno, CA. Josh Friedman teaches Aerial Cinematography and Photography at Cypress College and taught recently for five years as part of the Digital Media department at Golden West College in Huntington Beach, CA. He has earned a Masters Degree in Music from the Bob Cole Conservatory of Music, at CSU Long Beach. Prior to 2008 he toured extensively as a musician, worked as a full time fine arts educator and earned a BM and BME from The Ohio State University in Columbus, Ohio. More at www.OneZeroDM.com.

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

To:	Board of Trustees	Date:	March 13, 2017
Re:	Approval of the Appointment to the Measure E Citizens' Bond Oversight Committee		
Action:	Request for Approval		

BACKGROUND

One of the requirements for bonds that are approved under the auspices of Proposition 39 is the provision of a Citizens' Bond Oversight Committee comprised of residents of the district who satisfy various categories of membership. The Board approved the membership of the original committee in December of 2002 and acts upon the appointment, reappointment and reaffirmation of the committee each year.

ANALYSIS

The committee terms are based on the calendar year. Therefore, we recommend the following two year appointment to the committee as follows:

Name	Membership Category	Recommended Action
Kenny Nicholson	SCC Student Representative	Appoint

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment for the Measure E Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

Fiscal Impact:	None	Board Date:	March 13, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of 1 st Amendment to Sub-Agreement between RSCCD and Concentric Sky for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's CTE Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

ANALYSIS

The Chancellor's Office has selected Concentric Sky as an implementation partner to develop UI/UX as is commissioned by EdResults, WestEd, and/or CCCCCO Workforce & Economic Development Division. The Chancellor's Office requested that the start date for the Agreement be revised from February 28, 2017 to February 1, 2017. Also, the end date of the sub-agreement was listed as February 29, 2019, which extends past the end date of the grant funds, May 31, 2018. Therefore Item 2. Period of Performance has been revised to have a start date of February 1, 2017 and an end date of February 28, 2018.

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve the amendment to the 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: (none)	Board Date: March 13, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CONCENTRIC SKY**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of March, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and CONCENTRIC SKY (hereinafter “SUBCONTRACTOR”), to amend that certain Agreement between the parties which commenced on February 27, 2017, and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance, page 1, of the Agreement is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from February 1, 2017 through February 28, 2018.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *CONCENTRIC SKY*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: March 13, 2017

By: _____

Name: Wayne Skipper

Title: CEO

Date: _____

Employer/Taxpayer Identification Number (EIN)

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CONCENTRIC SKY**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 27th day of February, 2017, between Rancho Santiago Community College District (hereinafter "RSCCD") and Concentric Sky (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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 28, 2017 through February 29, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as

appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Invoices

SUBCONTRACTOR will submit invoices that include the Agreement number (refer to footer) and be submitted on a monthly basis, but no later than on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

6. Payment

RSCCD shall remit payment to the SUBCONTRACTOR for the cost of the work performed through an invoicing process (see I.5 "Invoices"), up to but not exceeding the amount listed above under Article I.3. "Total Costs".

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, if requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

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 dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

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 approval by the Prime Sponsor. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services.

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 via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
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

SUBCONTRACTOR:

Primary Contact:
Wayne Skipper, CEO
1045 Willamette St.
Eugene, OR 97401
wayne@concentricsky.com

Fiscal Contact:
Gerri Couper, Controller
1045 Willamette St.
Eugene, OR 97401
(541) 342-8456
accounting@concentricsky.com

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. 01/16 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. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.


[Reminder of page left intentionally blank. Signature page follows.]

Sub-Agreement between RSCCD and CONCENTRIC SKY

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: CONCENTRIC SKY

By: 
Name: Peter J. Hardash

By: _____
Name: Wayne Skipper

Title: Vice Chancellor
Business Operations/Fiscal Services

Title: CEO

Date: 

Date: _____

Board Approval Date: February 27, 2017

Employer/Taxpayer Identification Number (EIN)

EXHIBIT A

Scope of Work

Concentric Sky will develop UI/UX as is commissioned by EdResults, WestEd, and/or CCCC Workforce & Economic Development Division.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of Sub-Agreement between RSCCD and Mt. San Antonio Community College District on behalf of the Center of Excellence serving the Los Angeles and Orange County region for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's CTE Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

ANALYSIS

The Chancellor's Office is approved an allocation of CTE Data Unlocked funds for the Center of Excellence serving the LA/OC Region to conduct a labor market study of the workforce demand for Heating, Air Conditioning, Ventilation, and Refrigeration workers in Southern California.

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve the 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: \$35,000	Board Date: March 13, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of March, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Mt. San Antonio Community College District (hereinafter “SUBCONTRACTOR”), on behalf of the Center of Excellence serving the Los Angeles and Orange County region. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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 March 1, 2017 through June 30, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$35,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Invoices

SUBCONTRACTOR will submit invoices that include the Agreement number (refer to footer) and be submitted no more frequently than monthly but no later than on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

6. Payment

RSCCD shall remit payment to the SUBCONTRACTOR for the cost of the work performed through an invoicing process (see I.5 “Invoices”), up to but not exceeding the amount listed above under Article I.3. “Total Costs”.

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, if requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

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 dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

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 approval by the Prime Sponsor. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services.

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 or willful misconduct 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 via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
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

SUBCONTRACTOR:

Primary Contact:

Lori Sanchez
COE Director – LA/OC Region
Mt. San Antonio College
1100 N. Grand Ave., Bldg. 21D
Walnut, CA 91789
lsanchez144@mtsac.edu
(909) 274-6106

Fiscal Contact:

Name:
Title:
Address:
City, State, Zip:
Email:
Phone:

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. 01/16 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. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

[Reminder of page left intentionally blank. Signature page follows.]

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: *Mt. San Antonio
Community College District*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: March 13, 2017

By: _____

Name: _____

Title: _____

Date: _____

95-6002131
Employer/Taxpayer Identification Number (EIN)

EXHIBIT A



To: Jim Caldwell, Sector Navigator, Energy, Construction and Utilities

From: Lori Sanchez, Los Angeles/Orange County Center of Excellence, Mt. San Antonio College

Date: February 1, 2017

PROPOSAL AND COST ESTIMATE EMPLOYER SURVEY

Project Description

The Los Angeles/Orange County (LAOC) Center of Excellence (COE) hosted at Mt. San Antonio College is thankful for the opportunity to submit a proposal to develop a project that will provide research and data findings to the Energy Construction and Utilities (ECU) Sector Navigator (SN) for programmatic decision-making.

Currently, the ECU Sector Navigator and team of Deputy Sector Navigators have the need to better understand the existing and forecasted demand for Heating, Air Conditioning, Ventilation, and Refrigeration (HVACR) worker jobs in Southern California (Los Angeles, Orange, San Bernardino, Riverside, and San Diego counties). It is believed that the existing labor market information does not adequately quantify the existing HVACR workforce.

To meet the needs outlined by the ECU SN the LAOC COE recommends a primary research survey to better quantify HVACR workers in Southern California. Upon completion of survey data collection, the LAOC COE will conduct thorough data cleaning and analysis that will result in a written report to include data-based findings.

Deliverables

The LAOC COE will produce the following deliverables:

- Questionnaire for survey HVACR employers
- Written report with findings from the employer survey

Budget and Timeline

Davis Research estimates the survey will take six weeks to complete.

Data cleaning, analysis, and a finished report will take five weeks to complete, after receipt of survey data.

Total cost of project is \$60,000 inclusive of:

- \$56,000 for data collection and purchase of employer database
- \$4,000 for data cleaning, analysis, and finished report

\$10,000 in-kind value contributed by COE inclusive of:

- Project management
- Questionnaire development
- Identification of businesses
- Finished report

Data Analysis for the HVACR Occupational Cluster

A Proposal for Support by the Centers of Excellence

Purpose

This proposal requests \$35,000 from the California Community Colleges Chancellor's Office (CCCCO) to fully fund data clean-up in support of a Data Visualization pilot addressing the Southern California labor market for Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) workers. This research will identify labor market demand in Ventura, Los Angeles, Orange, Riverside, San Bernardino, and San Diego Counties. Engagement is expected by these colleges: El Camino, LA Trade Tech, Mt. SAC, Antelope Hills, Cypress, Orange Coast, Riverside, and College of the Desert.

Background

The labor market demand in California for HVACR workers appears to be substantially higher than the number of workers being trained in the community colleges, Apprenticeship programs, and private training institutions. "Appears" is the operative word because traditional labor market data sources are not organized in a way that allows the total demand to be easily quantified.

In addition to this fuzzy labor market data, research by multiple industry associations^{1,2,3} and frequent meetings with HVACR employers over the past two years indicate a serious shortfall in qualified entry-level workers.

Workforce Impact

As an integral part of implementing AB 32, the Global Warming Solutions act of 2006, the California Long-Range Energy Efficiency Strategic Plan calls for "a prepared and fully engaged workforce by 2020". In 2015, the Clean Energy and Pollution Reduction Act⁴ (SB 350) doubled the energy efficiency goals for 2030 set by AB 32, creating the potential for thousands of new jobs but adding concern about workforce preparedness to meet the state's energy efficiency mandates. As indicated by the above research, California is far behind in developing an HVACR workforce capable of meeting these goals.

¹ Western HVAC Performance Alliance, *Recruiting HVAC Technicians for the Next Decade*
www.performancealliance.org

² HVACR Workforce Development Foundation, *Heating Up: The Sweltering Demand for Heating, Ventilation, Air Conditioning & Refrigeration Workers* <http://www.careersinhvacr.org/site/306/Labor-Analysis-Reports>

³ HVACR Business, *2016 HVACR Contractors' Study* <http://www.hvacrbusiness.com/2016-hvacr-contractor-study.html>

⁴ SB 350, The Clean Energy and Pollution Reduction Act of 2015

HVACR accounts for approximately 43% of energy consumption in commercial buildings⁵, the primary target for developing higher quality data on labor market demand. Traditional sources of labor market data indicate that 50% more new HVACR workers are needed each year. The California Community Colleges believe the gap is much wider, a hypothesis that can only be addressed by deeper research.

What's not captured at all by traditional sources is the problem of workforce qualifications among California's approximately 50,000⁶ incumbent HVACR workers. Research shows that only one in three of these workers ever completed an HVACR credentials program at an accredited education or training institution, creating additional doubts about workforce preparedness to meet the SB 350 energy efficiency goals.

The bottom line is that California's HVACR workforce development initiatives must be based on strong data that allow informed investments.

The HVACR Data Problem

Good data are necessary to drive decisions for investment in California's HVACR education and training programs. A relatively large demand is projected for HVACR workers, but determining exactly how many, and with which specializations, is not possible with current labor market data. Investment decisions relying solely on these data will be problematic.

The HVACR occupational cluster is complex. Many workers are employed in direct HVACR positions, while others are scattered among thousands of workers in the Sheet Metal, Pipes, and Stationary Engineering trades. Traditional labor market data sources do not provide the granularity to identify the number of HVACR workers and job openings within these "other" categories, illustrated in Figure 1.

Occupations	2015 Jobs	2016-2020		Annual Openings
		Openings	Replacements	
HVACR Occupational Cluster				
Plumbers, Pipefitters, and Steamfitters	46,996	8,653	3,729	1,730
Sheet Metal Workers	14,530	3,033	1,835	606
Heating, Air Conditioning, and Refrigeration Mechanics	27,024	5,968	2,462	1,194
Stationary Engineers and Boiler Operators	4,066	727	588	146
Totals	92,616	18,381	8,614	3,675

Figure 1. HVACR Occupational Cluster⁷

It seems clear that most workers in the Sheet Metal and Pipes trades do not work on HVACR systems, but the question is what percentage are primarily engaged in HVACR work. Even more complicated is the category of "Building Operators", classified as Stationary Engineers and Boiler Operators. Traditional data sources estimate the number as 4,066. Two unions – Locals 39 and 501 – report a combined number of workers in this category as 31,000 in California. The Building Owners and Managers Association (BOMA) estimates that these

⁵ California Energy Commission, *California Commercial End-use Survey*
<http://www.energy.ca.gov/2006publications/CEC-400-2006-005/CEC-400-2006-005.PDF>

⁶ Estimate based on data from Economic Modeling Specialists Inc, 2016 and other labor market sources

⁷ California Community Colleges Centers of Excellence, *Data Pull from Economic Modeling Specialists Inc, 2016*

unions represent about 40% of California's Building Operators, which means there may be as many as 70,000 workers in this classification, not 4,000.

Job openings are the key to investment decisions. Based on inputs from HVACR employers across California, job openings are grossly underestimated in Figure 1. The 5-year growth rate for Heating, Air Conditioning, and Refrigeration Mechanics is shown as 5,968, or 4.4% annually. That's roughly 1/3 the national average⁸. Another factor is retirement and attrition which totals 2,462 over five years - "Replacements" in Figure 1 -, or 2% annually versus 10% or higher by industry estimates⁹.

And then it gets more complicated because specialization creates the need for highly differentiated skill sets. Some workers focus exclusively on commercial systems and others work on residential buildings. Some workers do both. Within these two broad sectors, many segments exist such as commercial office buildings, factories, hospitals, hotels, restaurants, refrigerated storage facilities and transport vehicles, apartment buildings, etc. - all with unique HVACR characteristics.

Perhaps most important is the skills gap in the incumbent HVACR workforce. California's HVACR education and training infrastructure does not have the capacity to upskill the two-thirds of HVACR workers who have not obtained a certification from an accredited institution, which may be required for a "a prepared and fully engaged workforce by 2020". This requires a highly impactful investment decision since poor installation and maintenance of residential and commercial HVACR systems is a widespread problem. The California Energy Commission estimates that up to 50% of new HVAC systems and up to 85% of replacement systems are not installed and maintained to a quality level of specification. Given the high potential savings associated with improving residential and commercial installation and maintenance practices, the CPUC set targets to improve HVAC performance by 50% by 2020 and 75% by 2030¹⁰. The difficulty is that current workforce competencies have not been benchmarked as the first step in measuring progress toward these targets.

Proposed Project for the Centers of Excellence

Research Objective

The first step in this complex environment is to capture reliable data on the current size of the HVACR workforce and projected demand. So, a narrow focus is proposed for the Centers of Excellence to quantify the following ...

- Estimated number of workers primarily engaged in HVACR functions within the occupational cluster defined in Figure 1.
- Annual demand for workers primarily engaged in HVACR functions within the occupational cluster defined in Figure 1, including growth and replacements.

⁸ HVACR Workforce Development Foundation, *Heating Up: The Sweltering Demand for Heating, Ventilation, Air Conditioning & Refrigeration Workers* <http://www.careersinhvacr.org/site/306/Labor-Analysis-Reports>

⁹ ECU Sector Team, 2016 based on anecdotal data from two years of HVACR employer meetings

¹⁰ Energy Market Innovations, Inc., *HVAC Educational Needs Assessment*, submitted to Southern California Edison August 2012

... within the geographic area of Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura Counties.

Data Reliability

Highly reliable data is required: 90% confidence level and 10% margin of error for each county in this geographic area. Sampling would be 70 employers per county for a total of 350 surveys.

Segmentation

Current workforce and associated demand is required for each classification within the Figure 1 HVACR Occupational Cluster. The data for each classification is to be 90% confidence level and 10% margin of error across the combined geographic area.

Key Decisions to be Enabled by the Data

Fourteen community colleges currently offer HVACR education and training programs in the targeted region. Three more community colleges are considering HVACR programs. The data from this research will be used – individually and as a regional collaborative - to make decisions about enrollment, industry outreach, staffing of instructors, and articulation with K-12 and adult education facilities.

The primary decision is about expanding capacity to train entry-level workers required versus supply from all HVACR training institutions in the region. In some cases, a determination may be made to augment an evening class structure, potentially increasing capacity through new offerings of daytime classes. The colleges may opt for compressed 10-month certificate programs due to the urgency of the workforce requirement. It's not necessary that the research identify demand for daytime classes; faculty will have access to other data to make those determinations.

A clear quantification of the incumbent workforce will enable ECU and faculty to open a dialog with employers about numbers of employees and options for upskilling. Data on required skill sets will be acquired through analysis of factors outside the scope of this research.

Many other decisions must be made about specialization and how those competencies are addressed by the community colleges, but data to support those decisions are beyond the scope of this research.

This research will also impact decisions about expansion or deployment of HVACR programs statewide. While this proposal is for five counties in Southern California, the research will inform decisions for similar studies in other regions.

Resources Available

The Energy Construction & Utilities Sector team (ECU) within the Doing What MATTERS for Jobs and the Economy framework will facilitate access to the following resources in support of the Centers of Excellence:

- *The Western HVAC Performance Alliance*¹¹ (WHPA) – a 230-member association of HVACR manufacturers, distributors, contractors, educators, utilities, and professional

¹¹ www.performancealliance.org

services firms. WHPA staff and volunteers, including ECU team members, comprise the Workforce Education and Training Committee and can contribute domain expertise to the survey design, engaging key industry resources to contribute to the research.

- *Air Conditioning Contractors of America*¹² (ACCA) - a non-profit association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Preliminary discussions are underway with ACCA leadership to create differentiation for contractors with high workforce quality.
- *Institute of Heating and Air Conditioning Industries*¹³ (IHACI) – a nonprofit trade association of contractors, manufacturers, distributors, utilities, and related business actively engaged in heating, ventilation, air conditioning, and sheet metal industries. ECU maintains an ongoing dialog with this association regarding workforce quality.
- *Building Owners and Managers Association*¹⁴ (BOMA) - a federation of 91 BOMA U.S. associations and 18 international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10.5 billion square feet of U.S. office space. ECU maintains an ongoing dialog with this association regarding workforce quality.
- *International Facility Management Association*¹⁵ (IFMA) - the world's largest and most widely recognized international association for facility management professionals, supporting 24,000 members in 104 countries. ECU and IFMA established a formal partnership to build a statewide Talent Pipeline in California.
- *Statewide Advisory Council* – ECU maintains an ongoing dialog with major HVACR employers, including the California Department of General Services, PG&E, Southern California Edison, Sempra Utilities, AT&T, Kaiser Permanente, Brookfield Properties, ABM Engineering, Cushman & Wakefield, CBRE, Jones Lang LaSalle, Facebook, Oracle, Ricoh, SAP, and many others.

These resources can augment the Centers of Excellence capabilities in domain expertise, survey design, listing potential target companies and executives for surveys, sampling process, focus group convenings, outreach for interviews, survey distribution, and data analysis.

Proposed Timeline and Budget

Completion and final report are proposed for March 31, 2017. The ECU available budget is \$25,000. Additional funding of \$35,000 is requested from CCCCCO.

Implications of this Project

In addition to its strategic importance in achieving the energy efficiency goals mandated by SB 350, HVACR is the test case for new dimensions in regional collaboration. ECU has

¹² www.acca.org/home

¹³ <http://www.ihaci.org/>

¹⁴ www.boma.org

¹⁵ www.ifma.org

partnered with the Southern California Leadership Council¹⁶ (SCLC) and the California Community Colleges Chancellor's Office¹⁷ (CCCCO) in developing a regional HVACR initiative that demonstrates the economic impact associated with workforce quality. Also engaged in this partnership are Workforce Development Boards, Labor Unions, and key industry stakeholders. Reliable data is key to investment in and evaluation of progress for this initiative. Major elements of the initiative include:

- *Workforce Intermediary*: This work stream integrates workforce initiatives and funding through an overlay structure on current education, industry, and economic development entities.
- *The Value of Quality*: This work stream aligns business objectives of the BOMA California membership with those of key HVACR contractors who are committed to quality installation and maintenance. A trial is proposed to test the cost-effectiveness of this approach and build new business models designed to achieve the SB 350 energy efficiency mandates.
- *Data Visualization*: This work stream develops interactive displays of key data to indicate progress in achieving common objectives for HVAC workforce quality, high performance buildings, and economic impact.

This regional initiative, when fully implemented, will establish a common vision, metrics, and milestones supported by well-integrated strategies and tactics among the stakeholders. It is anticipated that economic impact evaluation will rest on solid data about performance of HVACR systems and return on investment (ROI) for energy efficiency investments. Correlations will be needed between building owner HVACR ROI versus workforce quality, supply versus demand, and upgrades in competencies for new and incumbent workers.

Submitted by:

Jim Caldwell
Statewide Director and Sector Navigator
Energy, Construction & Utilities
Phone: (925) 899-2665
Email: jcaldwell@workforceincubator.org
Website: www.ECUsectorDWM.com

¹⁶ <http://socalc.org/>

¹⁷ <http://cccco.edu/>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Resolution No. 17-06 relating to Deferred Action for Childhood Arrivals (DACA)

Resolution No. 17-06

WHEREAS, the Rancho Santiago Community College District (the “District”) is committed to serving all students who can benefit from a post-secondary education, without regard to race, ethnicity, heritage, religion, national origin, immigration status, age, language, socio-economic status, gender, gender identity, sexual orientation, medical condition or disability; and

WHEREAS, the District believes that all people should have the opportunity to reach their full educational potential in a climate of respect and inclusion and in an educational environment that protects students from pressures and intrusive actions that would disrupt or impair their education; and

WHEREAS, the District is proud to serve its richly diverse community and is committed to following the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. § 99.1 et seq., and the California Education Code, § 49076, that govern the privacy of student records, AB 540 that exempts undocumented students from non-resident tuition, and the California Dream Act which allows undocumented students to apply for and receive state based financial aid and institutional scholarships; and

WHEREAS, great uncertainty exists amongst students about what specific immigration policies will be pursued by the federal government, and immigrants and other populations within the Rancho Santiago Community College District community are fearful of policies that may result in deportation or forced registration based on immigration status, religion or beliefs; and

WHEREAS, the District desires to reassure students that our campuses will remain safe and welcoming places for students of all backgrounds and inform them that state law grants qualified undocumented students the right to admissions and financial aid; and

WHEREAS, the District desires to join the Board of Governors of the California Community Colleges, the California Community Colleges Chancellor’s Office, the University of California and the California State University to: 1) reassure its students that the campuses will remain safe and welcoming places to learn for students of all backgrounds, whether documented or undocumented; 2) call on President Donald Trump to preserve DACA; and 3) defend the right of all students to obtain a higher education in California; and

WHEREAS, the Rancho Santiago Community College District recognizes that DACA students do not represent a public safety threat but rather represent some of the finest young individuals on whom our country’s future depends, now,

THEREFORE BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District declare that our campuses remain open, safe and welcoming to students of all backgrounds who meet the minimum requirements for admission, regardless of immigration status and will continue to provide services for DACA and other documented and undocumented students,

including counseling, instructional support, places to study, assistance in applying to our colleges and for financial aid through the California Dream Act and other appropriate support services, and

BE IT FURTHER RESOLVED that the Board of Trustees of the Rancho Santiago Community College District, urges President Donald Trump to continue the DACA program, which grants “Dreamers” – people who were brought to this country as children by their parents, to continue to pursue an education – reprieve from deportation because California and the United States are stronger due to their contributions to our economy, to our communities and to our Armed Forces; and

BE IT FURTHER RESOLVED that the Rancho Santiago Community College District, acting in accordance with the values of the District and the values of the University of California, California State University, California, the Board of Governors of the California Community Colleges, the California Community Colleges Chancellor’s Office supports continuation of the following District Practices, absent legal authority, the District will not: (1) allow Federal immigration officials on campus; (2) act on behalf of Federal agencies to enforce immigration laws or aid in deportation; (3) share student records containing immigration or citizenship status with immigration officials; (4) allow District police to detain, question, or arrest anyone on the basis of suspected undocumented immigration status or participate in any voluntary program of immigration enforcement; and (5) cooperate with any efforts to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation; and

BE IT FURTHER RESOLVED, that the District will partner with the City of Santa Ana, Santa Ana Unified School District, Orange Unified School District, Garden Grove School District, local agencies, nonprofit entities, legal services entities, and other entities and groups where appropriate to provide support for families with deportation concerns; and

BE IT FURTHER RESOLVED that the Board of Trustees direct the Chancellor and College Presidents to ensure that faculty, staff, and students understand the District’s policies and have accurate and timely information on student’s rights to privacy and the limitations on the information which can be provided to external governmental and other agencies without their consent; and

BE IF FURTHER RESOLVED that the Board of Trustees and the Rancho Santiago Community College District will vigorously advocate at every level of government to protect our students and our system’s values.

Dated this 13th day of March 2017.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

BOARD OF TRUSTEES OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____

John R. Hanna, President

By: _____

Nelida Mendoza, Vice President

By: _____

Arianna P. Barrios, Clerk

By: _____

Claudia C. Alvarez, Trustee

By: _____

Zeke Hernandez, Trustee

By: _____

Lawrence "Larry" R. Labrado, Trustee

By: _____

Phillip E. Yarbrough, Trustee

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees Office)

To:	Board of Trustees	Date: March 13, 2017
Re:	Approval of Legislative Recommendation – Amendment to Senate Bill (SB) 769 Baccalaureate Degree Pilot Program	
Action:	Request for Action	

BACKGROUND

Existing law, until July 1, 2023, authorizes the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, to establish a statewide baccalaureate degree pilot program. Existing law requires the statewide baccalaureate degree pilot program to consist of a maximum of 15 district baccalaureate degree pilot programs. Existing law requires a district baccalaureate degree pilot program to commence by the beginning of the 2017–18 academic year and requires a student participating in a baccalaureate degree pilot program to complete his or her degree by the end of the 2022–23 academic year. Existing law prohibits a district’s baccalaureate degree pilot program from offering a baccalaureate degree program or program curricula already offered by the University of California or the California State University.

ANALYSIS

Senator Jerry Hill is sponsoring an amendment to SB 769 Baccalaureate Degree Pilot Program amendment that would limit the prohibition to a district’s baccalaureate degree program or program curricula that is offered within 100 miles of the California State University’s or the University of California’s baccalaureate degree program or program curricula. The bill would extend the operation of the statewide baccalaureate degree pilot program indefinitely and would no longer require a student to complete his or her degree by the end of the 2022–23 academic year. The bill would increase the maximum number of district baccalaureate degree pilot programs to 30 programs.

RECOMMENDATION

It is recommended that the board review and approve support of the amendment to SB 769 by Senator Hill.

Fiscal Impact:	None	Board Date: March 13, 2017
Prepared by:	Anita Lucarelli, Exec. Assistant to the Board of Trustees	
Submitted by:	Claudia Alvarez, Chairperson, Board Legislative Committee	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Introduced by Senator HillFebruary 17, 2017

An act to amend Sections 78040, 78041, and 78042 of, and to repeal Section 78043 of, the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

SB 769, as introduced, Hill. Baccalaureate Degree Pilot Program.

Existing law, until July 1, 2023, authorizes the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, to establish a statewide baccalaureate degree pilot program. Existing law requires the statewide baccalaureate degree pilot program to consist of a maximum of 15 district baccalaureate degree pilot programs. Existing law requires a district baccalaureate degree pilot program to commence by the beginning of the 2017–18 academic year and requires a student participating in a baccalaureate degree pilot program to complete his or her degree by the end of the 2022–23 academic year. Existing law prohibits a district's baccalaureate degree pilot program from offering a baccalaureate degree program or program curricula already offered by the University of California or the California State University.

This bill would limit that prohibition to a district's baccalaureate degree program or program curricula that is offered within 100 miles of the California State University's or the University of California's baccalaureate degree program or program curricula. The bill would extend the operation of the statewide baccalaureate degree pilot program indefinitely and would no longer require a student to complete his or her degree by the end of the 2022–23 academic year. The bill would increase the maximum number of district baccalaureate degree pilot programs to 30 programs.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 78040 of the Education Code is amended
2 to read:

3 78040. For purposes of this article, “district” means any
4 community college district identified by the Chancellor of the
5 California Community Colleges as participating in the statewide
6 baccalaureate degree pilot program. Each participating district
7 may establish ~~one~~ a baccalaureate degree pilot program pursuant
8 to Section 78041.

9 SEC. 2. Section 78041 of the Education Code is amended to
10 read:

11 78041. Notwithstanding Section 66010.4, and commencing
12 January 1, 2015, the Board of Governors of the California
13 Community Colleges, in consultation with the California State
14 University and the University of California, may authorize the
15 establishment of district baccalaureate degree pilot programs that
16 meet all of the eligibility requirements set forth in Section 78042.
17 A district *baccalaureate degree* pilot program established pursuant
18 to this article shall commence no later than the 2017–18 academic
19 year. ~~A student participating in a baccalaureate degree pilot~~
20 ~~program shall complete his or her degree by the end of the 2022–23~~
21 ~~academic year.~~ For purposes of this section, a pilot program
22 commences when the first class of students begins the program.
23 The statewide baccalaureate degree pilot program shall consist of
24 a maximum of ~~15 districts, with one baccalaureate degree program~~
25 ~~each,~~ *30 baccalaureate degree pilot programs* to be determined
26 by the Chancellor of the California Community Colleges and
27 approved by the Board of Governors of the California Community
28 Colleges.

29 SEC. 3. Section 78042 of the Education Code is amended to
30 read:

31 78042. (a) A district shall seek approval to offer a
32 baccalaureate degree *pilot* program through the appropriate
33 accreditation body.

34 (b) When seeking approval from the Board of Governors of the
35 California Community Colleges, a district shall maintain the

1 primary mission of the California Community Colleges specified
2 in paragraph (3) of subdivision (a) of Section 66010.4. The district,
3 as part of the baccalaureate degree pilot program, shall have the
4 additional mission to provide high-quality undergraduate education
5 at an affordable price for students and the state.

6 (c) As a condition of eligibility for consideration to participate
7 in the statewide baccalaureate degree pilot program, a district shall
8 have a written policy that requires all potential students who wish
9 to apply for a Board of Governors Fee Waiver pursuant to Section
10 76300 to complete and submit either a Free Application for Federal
11 Student Aid or a California Dream Act application in lieu of
12 completing the Board of Governors Fee Waiver application.

13 ~~(d) A district shall not offer more than one baccalaureate degree~~
14 ~~program, as determined by the governing board of the district and~~
15 ~~approved by the Board of Governors of the California Community~~
16 ~~Colleges, and *district's baccalaureate degree pilot program shall*~~
17 ~~*be* subject to the following limitations:~~

18 (1) A district shall identify and document unmet workforce
19 needs in the subject area of ~~the a~~ baccalaureate degree to be offered
20 and offer a baccalaureate degree at a campus in a subject area with
21 unmet workforce needs in the local community or region of the
22 district.

23 (2) A baccalaureate degree pilot program shall not offer a
24 baccalaureate degree program or program curricula already offered
25 by the California State University or the University of ~~California.~~
26 ~~*California if that district's program or program curricula is within*~~
27 ~~*100 miles of the California State University's or the University of*~~
28 ~~*California's program or program curricula.*~~

29 (3) A district shall have the expertise, resources, and student
30 interest to offer a quality baccalaureate degree in ~~the a~~ chosen field
31 of study.

32 ~~(4) A district shall not offer more than one baccalaureate degree~~
33 ~~program within the district, which shall be limited to one campus~~
34 ~~within the district.~~

35 ~~(5) A district shall notify a student who applies to the district's~~
36 ~~baccalaureate degree pilot program that the student is required to~~
37 ~~complete his or her baccalaureate degree by the end of the 2022–23~~
38 ~~academic year, as specified in Section 78041.~~

39 (e) A district shall maintain separate records for students who
40 are enrolled in courses classified in the upper division and lower

1 division of a baccalaureate program. A student shall be reported
2 as a community college student for enrollment in a lower division
3 course and as a baccalaureate degree program student for
4 enrollment in an upper division course.

5 (f) A governing board of a district seeking authorization to offer
6 a baccalaureate degree pilot program shall submit all of the
7 following for review by the Chancellor of the California
8 Community Colleges and approval by the Board of Governors of
9 the California Community Colleges:

10 (1) Documentation of the district’s written policy required by
11 subdivision (c).

12 (2) The administrative plan for the baccalaureate degree pilot
13 program, including, but not limited to, the governing board of the
14 district’s funding plan for its specific district.

15 (3) A description of the baccalaureate degree pilot program’s
16 curriculum, faculty, and facilities.

17 (4) The enrollment projections for the baccalaureate degree pilot
18 program.

19 (5) Documentation regarding unmet workforce needs specifically
20 related to the proposed baccalaureate degree pilot program, and a
21 written statement supporting the necessity of a four-year degree
22 for that program.

23 (6) Documentation of consultation with the California State
24 University and the University of California regarding collaborative
25 approaches to meeting regional workforce needs.

26 (g) (1) On or before March 31, 2015, the Board of Governors
27 of the California Community Colleges shall develop, and adopt
28 by regulation, a funding model for the support of the statewide
29 baccalaureate degree pilot program that is based on a calculation
30 of the number of full-time equivalent students enrolled in all district
31 pilot programs.

32 (2) Funding for each full-time equivalent student shall be at a
33 marginal cost calculation, as determined by the Board of Governors
34 of the California Community Colleges, that shall not exceed the
35 community college credit instruction marginal cost calculation for
36 a full-time equivalent student, as determined pursuant to paragraph
37 (2) of subdivision (d) of Section 84750.5.

38 (3) A student in a baccalaureate degree pilot program authorized
39 by this article shall not be charged fees higher than the mandatory

1 systemwide fees charged for baccalaureate degree programs at the
2 California State University.

3 (4) Fees for coursework in a baccalaureate degree pilot program
4 shall be consistent with Article 1 (commencing with Section 76300)
5 of Chapter 2 of Part 47.

6 (5) A district shall, in addition to the fees charged pursuant to
7 paragraph (4), charge a fee for upper division coursework in a
8 baccalaureate degree pilot program of eighty-four dollars (\$84)
9 per unit.

10 (h) (1) The Legislative Analyst's Office shall conduct both an
11 interim and a final statewide evaluation of the statewide
12 baccalaureate degree pilot program implemented pursuant to this
13 article.

14 (2) The results of the interim evaluation shall be reported as a
15 progress report, in writing, to the Legislature and the Governor on
16 or before July 1, 2018. The interim evaluation shall include, but
17 is not limited to, all of the following:

18 (A) How many, and which specific, districts applied for a
19 baccalaureate degree pilot program, and the baccalaureate degree
20 pilot programs they applied for.

21 (B) Which potential four-year baccalaureate degrees were denied
22 and why they were denied.

23 (C) Baccalaureate degree pilot program costs and the funding
24 sources that were used to finance these programs.

25 (D) Current trends in workforce demands that require four-year
26 degrees in the specific degree programs being offered through the
27 statewide baccalaureate degree pilot program.

28 (E) Current completion rates, if available, for each cohort of
29 students participating in a baccalaureate degree pilot program.

30 (F) Information on the impact of baccalaureate degree pilot
31 program on underserved and underprepared students.

32 (3) The results of the final evaluation shall be reported, in
33 writing, to the Legislature and the Governor on or before July 1,
34 2022. The final evaluation shall include, but is not limited to, all
35 of the following:

36 (A) The number of new district baccalaureate degree pilot
37 programs implemented, including information identifying the
38 number of new programs, applicants, admissions, enrollments,
39 and degree recipients.

1 (B) The extent to which the baccalaureate degree pilot programs
2 established under this article fulfill identified workforce needs for
3 new baccalaureate degree programs, including statewide supply
4 and demand data that considers capacity at the California State
5 University, the University of California, and in California's
6 independent colleges and universities.

7 (C) Information on the place of employment of students and
8 the subsequent job placement of graduates.

9 (D) Baccalaureate degree program costs and the funding sources
10 that were used to finance these programs, including a calculation
11 of cost per degree awarded.

12 (E) The costs of the baccalaureate degree programs to students,
13 the amount of financial aid offered, and student debt levels of
14 graduates of the programs.

15 (F) Time-to-degree rates and completion rates for the
16 baccalaureate degree pilot programs.

17 (G) The extent to which the programs established under this
18 article are in compliance with the requirements of this article.

19 (H) Information on the impact of *the* baccalaureate degree pilot
20 ~~program~~ *programs* on underserved and underprepared students.

21 (I) Recommendations on whether and how the statewide
22 baccalaureate degree pilot program can or should be ~~extended and~~
23 expanded.

24 (4) A district shall submit the information necessary to conduct
25 the evaluations required by paragraph (1), as determined by the
26 Legislative Analyst's Office, to the Chancellor of the California
27 Community Colleges, who shall provide the information to the
28 Legislative Analyst's Office upon request.

29 (5) A report to be submitted pursuant to paragraph (2) or (3)
30 shall be submitted in compliance with Section 9795 of the
31 Government Code.

32 SEC. 4. Section 78043 of the Education Code is repealed.

33 ~~78043. This article shall become inoperative on July 1, 2023,~~
34 ~~and as of January 1, 2024, is repealed, unless a later enacted statute~~
35 ~~that is enacted before January 1, 2024, deletes or extends that date.~~

O

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

March 13, 2017

MANAGEMENT

Employment Agreement/Attachment #1

Kruizenga, Alicia M.
Dean
Student Affairs
Santa Ana College

New Job Description/Attachments #2-3

Executive Director, Institute for Workforce Development
Classified Supervisory
Grade Level E

Manager of Budget, Forecasting & Analysis
Classified Supervisory
Grade Level G

Interim to Permanent

Perez, Enrique
Vice Chancellor
Educational Services
District

Effective: July 1, 2017
Salary Placement: 2-6 \$213,928.16/Year
(Reorg #943)

Extension of Interim Assignment

Chitlik, Judyanne
Interim Vice Chancellor
Human Resources
District

Effective: July 1, 2017 – June 30, 2018
Salary Placement: 2-6 \$213,928.16/Year

FACULTY

Appointment

Abramovitz, Julieta
Master Teacher, Home Based Parent Educator
Child Development Services
Educational Services
District Operations Center

Effective Date: March 13, 2017
Salary Placement: MT/BA-1 \$39,418.07/Year
(Requisition #AC16-0566)

FACULTY (CONT'D)

Hiring of Long-term Substitute per E.C. 87481 & 87482

Damon, Susan
Long-term Substitute Instructor, Management
Business Division
Santa Ana College

Effective: February 13, 2017
Salary Placement: 3-5 \$66.08/Hour

Beyond Contract Stipend

Manzano, F. Richard
Professor, Legal Assistant
Business Division
Santa Ana College

Effective: January 9, 2017
Amount: \$1,500.00
Reason: Curriculum Development/
Distance Education (Project #3201)

Manzano, F. Richard
Professor, Legal Assistant
Business Division
Santa Ana College

Effective: January 9, 2017
Amount: \$1,500.00
Reason: Curriculum Development/
Distance Education (Project #2549)

Mowrer, Melanie
Professor, English/ESL
Humanities & Social Sciences Division
Santa Ana College

Effective: February 13, 2017
Amount: \$1,000.00
Reason: Professional Development
(Project #2549)

Walczak, Katharine
Assistant Professor/Coordinator, Learning Skills
Humanities & Social Sciences Division
Santa Ana College

Effective: February 13, 2017
Amount: \$1,000.00
Reason: Professional Development
(Project #2549)

Step Increase

Choi, Ron J.
Instructor, High School Subjects/Bridge
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 09, 2017
From: II-3 \$49.14/\$24.58
To: II-4 \$50.38/\$25.19

Part-time Hourly New Hires/Rehires

Barbosa, Roger S.
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: February 27, 2017
Hourly Lecture Rate: II-4 \$50.38

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Bonfil, Jennifer B.
Instructor, Dance
Fine & Performing Arts Division
Santa Ana College

Effective: March 13, 2017
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Davis, Kimberly S.
Instructor, Computer Science
Business Division
Santa Ana College

Effective: February 14, 2017
Hourly Lecture Rate: II-3 \$57.09

Herrera, Raul M.
Instructor, Ethnic Studies
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Hourly Lecture Rate: II-3 \$57.09

Hester, Becky L.
Instructor, Computer Science
Business Division
Santa Ana College

Effective: February 14, 2017
Hourly Lecture Rate: II-5 \$62.94

Hulse, Sharon L.
Instructor, Older Adults
Continuing Education Division (CEC)
Santa Ana College

Effective: February 28, 2017
Hourly Lecture Rate: I-4 \$49.14

Rosenberger, Jonathan D.
Instructor, Welding Technology
Human Services & Technology Division
Santa Ana College

Effective: March 6, 2017
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Schaadt, Nicholas G.
Instructor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: February 28, 2017
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Wheelahan, Melissa M.
Instructor, Child Development
Business & Career Technical Education Division
Santiago Canyon College

Effective: April 17, 2017
Hourly Lecture Rate: II-3 \$57.09

FACULTY (CONT'D)

Non-paid Instructors of Record

Sinsky, Thomas J.
Instructor, Vocational/Workforce Readiness
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 21, 2017

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Alicia Kruiuzenga** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
2. **Position.** District hereby employs Administrator in the position of **Dean of Student Affairs** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **March 16, 2017** and ending **June 30, 2018**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$137,146.13** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

ATTACHMENT #2

EXECUTIVE DIRECTOR, INSTITUTE FOR WORKFORCE DEVELOPMENT

CLASS SUMMARY

Under general direction is responsible for the operations, program/resource development, and promotion of the Institute for Workforce Development. Manages the staff and programs in accordance applicable guidelines and in cooperative and collaborative community-based environment.

Representative Duties

Develops and implements contract education business plans and models designed to generate resources to support sustainability and growth; Plans, develops, organizes, implements, and manages high quality fee-based and/or grant funded workforce development programs. Maintains close working relationship with funding agencies; Works with Division Deans to coordinate contract education offerings. Develops and implements regional staff and faculty development activities related to workforce development; Establish liaisons with business and industry organizations, community and regional groups, and other educational institution. Directs business development: Promotion and marketing of workforce development fee-based and Contract Education programs through traditional and on-line marketing, outreach and public presentations to targeted groups to generate qualified leads. Sales calls and proposal generation leading to closing the sale; Recruits, orients, and schedules independent contractors, professional experts and presenters who provide assessment, training and consulting services to businesses and agencies. Directs the work and assignments of professional staff and administrative program support personnel providing assessment, customized training and consulting services to businesses; Directs, coordinates, and participates in short-range and long-range planning; conducts research and survey to determine current effectiveness and future needs, analyzes business and industry trends to identify key workforce needs; prepares related report and plan and shares with college community; Prepares and administers annual budgets for assigned programs. Manages program budget and record-keeping system. Maintains records and prepares reports to funding agencies and the district administration, and prepares grant applications for funding. Performs other related duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

ORGANIZATIONAL RELATIONSHIP

This class reports to the designated administrator/supervisor.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree or higher from an accredited institution in a related area, a minimum of five years of related experience in business development, management and administration of programs for businesses. Master's degree preferred.

EXECUTIVE DIRECTOR, INSTITUTE FOR WORKFORCE DEVELOPMENT CONT'D

Knowledge and Abilities

Knowledge of: strategic planning to attain sales and marketing objectives, training methodologies, training delivery, particularly in workplace environments, curriculum development, basic skills, language and technical skills assessment, sales and marketing principles and practices, proposal and grant writing, principles of economic development, and business organizations. Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully develop and complete grants and other funding applications, assure accurate and complete records, develop effective working relationships both within the District and in the community, operate effectively within a highly regulated work environment.

Board Approval Date: March 13, 2017

MANAGER OF BUDGET, FORECASTING & ANALYSIS

CLASS SUMMARY

Under the direction of the Assistant Vice Chancellor of Fiscal Services, maintains responsibility for the budget, financial reporting, forecasting, analysis and other related fiscal budgetary services of the District. Coordinates the budget development, implementation and submission process for the District. Utilizes a thorough working knowledge of general budgeting processes, principles, and procedures of governmental budgeting, generally accepted accounting principles and procedures, significant cost analysis, and financial forecasting.

REPRESENTATIVE DUTIES

Assists in the development of administrative policies and procedures as they relate to the District budget; administers and directs the budget planning and development leading to the formulation of the tentative and adopted budget; evaluates budgetary proposals, analyzes performance, and develops alternative scenarios of the future prospects based on legislative and other revenue changes for both income and expense; Assists with the strategic budget development process over the daily budget operations and an annual calendar of analysis, forecasting, and multi-year projections; Prepares and develops analyses on various budget planning proposals; Develops decision support tools in spreadsheet format for maintaining funds and performing "what-if" calculations and analysis; Designs the budget systems and instructions for the preparation of annual and new budget plans, requests, and proposed operating budgets of individual budget administrators and/or units; Assists in the development of justification and explanatory material and strategy suggestions for annual negotiations and special request; Plans and directs internal and external reporting; acts as a liaison between the District and Federal, State, and local government agencies for interpretation of and advice on mandatory reporting requirements; Confers with the Assistant Vice Chancellor of Fiscal Services to discuss analysis of activities, costs, budgets, and forecasts to determine changes required to continue effective and efficient operations that support the District's goals; Monitors and interprets the external environment to include legislative activities and laws affecting budget and resource analysis activities and responsibilities; develops and implements such programs, as necessary, to ensure District compliance; Directs the study of District budget proposals and makes recommendations for proposed future expenditures of the District; Conducts studies of complex budgetary operations in both computerized and manual systems, and leads others in the conduct of such work; Interviews and selects employees; plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; coordinates and arranges appropriate training for subordinates; Maintains currency of knowledge and skills related to the duties and responsibilities; Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIP

This position reports to the designated administrator/supervisor of Fiscal Services.

QUALIFICATION GUIDE

Training and Experience

Bachelor's degree in Accounting, Finance, or a related field and five years of related experience including demonstrated experience analyzing and interpreting complex and confidential financial data.

Desirable Qualifications:

Master's degree in Accounting, Finance, or a related field; A Certified Public Accountant (CPA) license; Experience working in a Community College within the State of California; Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.

MANAGER OF BUDGET, FORECASTING & ANALYSIS (cont'd)

Knowledge and Abilities

Knowledge of:

Principles and methods of general accounting; Federal, State, and Local revenues and projections, laws and regulations; Budget planning and development process implementation; Forecasting analyses; Applying legislative changes and impacts to a budget; Advanced research methods and analysis techniques; forecasting analyses; Oral and written communication skills; Principles and practices of effective administration, supervision, and training; Operation of a computer and assigned software.

Ability to:

Coordinate the budget development and submission process; Perform complex work within departmental policies and/or objectives; Maintain accurate and effective records of projects and the status of assignments; Communicate effectively orally and in writing, and make presentations of proposed systems to both financial and non-financial staff; Perform analyses and research; Evaluate alternatives and develop sound conclusions and recommendations; Prepare clear, concise, and comprehensive correspondences, reports, studies and other written materials; Handle confidential information and exercise independent judgment within general policy guidelines; Exercise tact and diplomacy in dealing with sensitive and complex issues and situations; Establish and maintain positive and effective working relationships with others; Provide tactical planning; Think critically and creatively; Organize complex projects or activities that are interdepartmental in scope; Be open to change and new methods in the assigned area of responsibility; Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences; Be well organized, flexible, and manage multiple projects simultaneously; Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 13, 2017**

CLASSIFIEDRevised Job DescriptionsAttachments # 1, #2, #3

Desktop Publishing Technician	Grade 12
Development Coordinator	Grade 15
Facilities Coordinator	Grade 11

New Appointment

Dennewitz, Randell Technical Specialist I (CL16-0893) ITS/ SAC	Effective: February 13, 2017 Grade 13, Step 1 \$49,504.97
Ner, Florence Accountant (CL16-0881) Admin. Services/ SCC	Effective: February 27, 2017 Grade 13, Step 1 \$49,504.97
Lehman, Candice Instructional Center Specialist (CL160854) Science & Math /SAC	Effective: February 21, 2017 Grade 12, Step 1 \$47,032.94

Temporary to Contract

Zambrano Reynoso, Ivan Financial Aid Tech (CL16-0866) Financial Aid/ SCC	Effective: February 7, 2017 Grade 8, Step 1 \$39,282.09
--	--

Professional Growth Increments

Dinh, Ngoc Ha Financial Aid Computer Analyst/ SAC	Effective: April 1, 2017 Grade 13, Step 6 + 7.5%L + 3PG (1500) \$69,472.12
Garcia, Omelina Student Services Coord./ Student Services/ SAC	Effective: April 1, 2017 Grade 16, Step 6 + 5%L + 9PG (4500) \$82,855.62

Professional Growth Increments cont'd

Nevils, Marcelina Administrative Secretary/ ITS	Effective: April 1, 2017 Grade 12, Step 6 + 5%L + 2PG (1000) \$64,092.77
Nguyen, Jimmy Administrative Secretary/ Fine & Performing Arts/ SAC	Effective: April 1, 2017 Grade 12, Step 4 + 2.5%L + 9PG (3000) \$5,849.84
Nguyen, Hung Business Systems Analyst/ Admissions & Records/ SAC	Effective: April 1, 2017 Grade 15, Step 6 + 2.5%L + 8PG (2500) \$74,595.37

Out of Class Assignment

Cadotte, Angela Sr. Payroll Specialist/ District	Effective: 03/06/17 – 06/30/17 Grade 12, Step 6 + 2.5%L \$61,590.56
Easter, Candi Senior Accountant/ Fiscal Services/ District	Effective: 03/06/17 – 06/06/17 Grade 15, Step 5 + 2.5%L + 2PG (1000) \$69,677.38
Zambrano, Wendy Admissions & Records Spec III/ School of Continuing Education/ SAC	Effective: 02/06/17 – 06/30/17 Grade 10, Step 2 \$49,947.16

Change in Assignment

Limback, Renee Research Analyst From: Academic Affairs/ SAC To: Student Services/ SAC	Effective: February 23, 2017 Grade 16, Step 1 \$58,466.07
Ma, Ran Research Analyst From: Student Services/ SAC To: Academic Affairs/ SAC	Effective: February 23, 2017 Grade 16, Step 1 \$58,466.07

Change in Position

Andrade, Jose
From: Sr. Account Clerk/ OEC
To: Accountant (CL16-0889)
School of Continuing Education/ SAC

Effective: February 17, 2017
Grade 13, Step 4 + 6PG (3000)
\$56,992.58

Chapple, Felomina
From: Sr. Purchasing Clerk
To: Buyer (CL16-0891) Purchasing/
District

Effective: February 22, 2017
Grade 14, Step 2 + 5%L \$57,522.97

Dorin, Mirela
From: Administrative Secretary/ Bus.
Div./ SAC
To: Executive Secretary (CL16-0910)
Human Resources/ District

Effective: March 6, 2017
Grade 14, Step 5 + 7.5%L + 3PG (1500)
\$69,735.09

Leave of Absence

Motley, Elizabeth
District Safety Officer/ District

Effective: 01/09/17 – 04/03/17
Reason: FMLA

Torres, Esmeralda
Intermediate Account Clerk/ Fiscal
Services

Effective: 01/12/17 – 04/06/17
Reason: Maternity/FMLA

Ratification of Resignation/Retirement

Ramos, Concepcion
Sr. Payroll Specialist/ District

Effective: March 3, 2017
Reason: Resignation

Xu, Xiaofei
Sr. Accountant/ Fiscal Services/ District

Effective: March 3, 2017
Reason: Resignation

CLASSIFIED HOURLY

New Appointments

DeMar, John
Learning Facilitator (CL17-0932)
Humanities & Soc. Sci./ SAC

Effective: February 13, 2017
Up to 19 Hours/Week School Session
Grade 8, Step A \$18.81/Hour

CLASSIFIED HOURLY cont'd

New Appointments

Lopez, Mayra Counseling Assistant (CL16-0905) EOPS/ SAC	Effective: February 21, 2017 19 Hours/Week 12 Months/Year Grade 5, Step A \$16.78/Hour
---	--

Temporary to Hourly Ongoing

Cristobal, Daniel Counseling Assistant (CL16-0904) EOPS/ SAC	Effective: February 13, 2017 19 Hours/Week 12 Months/Year Grade 5, Step A \$16.78/Hour
--	--

TEMPORARY ASSIGNMENT

Arias, Juan Instructional Assistant/ Business, Career Tech./ SCC	Effective: 03/14/17 – 06/03/17
--	--------------------------------

Avila, Jessett Learning Facilitator / Science & Math /SAC	Effective: 03/14/17 – 06/30/17
---	--------------------------------

Bui, Loc Instructional Assistant/ Business, Career Tech./ SCC	Effective: 03/14/17 – 06/02/17
---	--------------------------------

Cato, Rosalia Career Technician/ Counseling/ SAC	Effective: 3/14/17 – 06/30/17
---	-------------------------------

Davis, Mark Instructional Assistant/ Science & Math /SAC	Effective: 03/14/17 – 06/30/17
--	--------------------------------

Galicia, Erik Instructional Assistant/ Counseling/ SAC	Effective: 03/14/17 – 06/09/17
---	--------------------------------

Huerta, Anthony Learning Facilitator /Science & Math /SAC	Effective: 03/28/17 – 06/16/17
--	--------------------------------

Miranda, Carissa Student Services Specialist/ School of Continuing Education/ SAC	Effective: 03/14/17 – 06/30/17
---	--------------------------------

TEMPORARY ASSIGNMENT cont'd

Mora, Manuel
Instructional Assistant/ Science & Math
/SAC
Effective: 03/14/17 – 06/30/17

Pinon, Teresa
Career Technician/ Counseling/ SAC
Effective: 03/14/17 – 06/30/17

Reinhart, Charles
Learning Facilitator /Science & Math /SAC
Effective: 03/14/17 – 06/30/17

Roman Sanchez, Karen
Instructional Assistant/ Student Services/
SAC
Effective: 03/14/17 – 06/30/17

Roman Sanchez, Karen
Instructional Assistant/ Student Services/
SAC
Effective: 03/14/17 – 06/30/17

Valdivia, Janice
Instructional Assistant/ Science & Math
/SAC
Effective: 03/14/17 – 06/30/17

Winn, Brigitte
Instructional Assistant/ Science & Math
/SCC
Effective: 03/20/17 – 06/09/17

Additional Hours for Ongoing Assignment

Almanza, Danielle
Job Developer/ Science & Math /SAC
Effective: 02/13/17 – 06/30/17
Not to exceed 19 consecutive days in any
given period.

Substitute Assignments

Kelly, Tracie
Intermediate Account Clerk/ Fiscal
Services/District
Effective: 03/06/17 – 06/02/17

Talarico, Christina
Administrative Secretary/ Business Div./
SAC
Effective: 03/06/17 – 06/30/17

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST cont'd

Bernstein, Paula A.	Effective:	02/13/17-06/30/17
Brewer, Crystal D.	Effective:	02/13/17-06/30/17
Cain, Nevan P.	Effective:	02/21/17-06/30/17
Carrillo, Andreina	Effective:	02/16/17-06/30/17
Castillo Jacobo, Joe L.	Effective:	02/13/17-06/30/17
Contreras Lopez, Maria G.	Effective:	02/21/17-06/30/17
Choukry, Kenza	Effective:	02/13/17-06/30/17
Cortes Vigueras, Hector E.	Effective:	02/13/17-06/30/17
Davis, Holly L.	Effective:	02/23/17-06/30/17
Diaz, Crystal M.	Effective:	02/13/17-06/30/17
Dimas, Luis A.	Effective:	02/13/17-06/30/17
Esqueda, Juan R.	Effective:	02/13/17-06/30/17
Flores Rojo, Alvaro	Effective:	02/13/17-06/30/17
Fuertes Diaz, Schendell Y.	Effective:	02/13/17-06/30/17
Garcia, Melissa	Effective:	02/28/17-06/30/17
Guardado Gochez, Alejandra D.	Effective:	02/08/17-06/30/17
Guzman Segura, Mariana	Effective:	02/13/17-06/30/17
Ha, Christine T.	Effective:	02/13/17-06/30/17
Hernandez Zaragoza, Stephanie	Effective:	02/13/17-06/30/17
Herrera, Alejandro	Effective:	02/21/17-06/30/17
Hooper, Dalreen Q.	Effective:	02/14/17-06/30/17
Itehua Cervantes, Estefania	Effective:	02/13/17-06/30/17
Lopez, Alondra	Effective:	02/08/17-06/30/17
Martinez, Victoria V.	Effective:	02/13/17-06/30/17
Montoya Chavez, Pablo F.	Effective:	02/13/17-06/30/17
Montoya Chavez, Stacy P.	Effective:	02/27/17-06/30/17
Munoz Anaya, Alma J.	Effective:	02/21/17-06/30/17
Nguyen, Thi T.	Effective:	02/14/17-06/30/17
Nguyen, Thuan D.	Effective:	02/27/17-06/30/17
Padilla Cornejo, Andres	Effective:	02/13/17-06/30/17
Payan Rosales, Luis D.	Effective:	02/14/17-06/30/17
Ramirez, Cindy	Effective:	02/13/17-06/30/17
Ramirez, Daniel	Effective:	02/13/17-06/30/17
Ramos-Ramirez, Amairani	Effective:	02/13/17-06/30/17
Rodriguez, Cristina	Effective:	02/13/17-06/30/17
Rodriguez, Nestor E.	Effective:	02/13/17-06/30/17
Ruvalcaba, Ana B.	Effective:	02/13/17-06/30/17
Saba, Ryan J.	Effective:	02/13/17-06/30/17
Sanchez, Brian L.	Effective:	02/13/17-06/30/17
Salazar, Arturo	Effective:	02/13/17-06/30/17
Sarabia, Katherine	Effective:	02/13/17-06/30/17
Solorio, Jennifer	Effective:	02/13/17-06/30/17

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST cont'd

Soriano, Joanna	Effective:	02/22/17-06/30/17
Strand, Megan S.	Effective:	03/01/17-06/30/17
Tran, Pierre T.	Effective:	02/13/17-06/30/17
Vander Kaay, Nicholas K.	Effective:	02/13/17-06/30/17
Vargas Sandoval, Brenda	Effective:	02/13/17-06/30/17
Zacarias Torres, Maria D.	Effective:	02/22/17-06/30/17

Stipends

Cadena, Daisy	Counseling: S4S Champions
\$300.00 One Time Stipend Fall 2016	Effective: 08/26/16-12/02/16
Duong, Trinh H.	Counseling: S4S Champions
\$300.00 One Time Stipend Fall 2016	Effective: 08/26/16-12/02/16
Figueroa, Lorraine A.	Counseling: S4S Peer Mentor
\$1600.00 One Time Stipend Fall 2016	Effective: 08/22/16-12/09/16
Montoya Chavez, Stacy P.	Counseling: S4S Peer Mentor
\$2700.00 One Time Stipend Fall 2016	Effective: 08/22/16-12/09/16
Tellez, Mario R.	Counseling: S4S Champions
\$300.00 One Time Stipend Fall 2016	Effective: 08/26/16-12/02/16
Tran, Khoa P.	Counseling: S4S Champions
\$300.00 One Time Stipend Fall 2016	Effective: 08/26/16-12/02/16
Vi, Thuan N.	Counseling: S4S Champions
\$300.00 One Time Stipend Fall 2016	Effective: 08/26/16-12/02/16

**Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST**

Bravo, Alex	(Revised Start Date) - Effective: 02/07/2017 – 06/30/2017
Carter, Matthew	Effective: 02/13/2017 – 06/30/2017
Chesin, Andrew	Effective: 02/27/2017 – 06/30/2017
Chavez, Ricardo	Effective: 02/09/2017 – 06/30/2017
Fahmi, Amal	Effective: 02/13/2017 – 06/30/2017
Flores, Jacqueline	Effective: 02/14/2017 – 06/30/2017
Halwani, Sami	Effective: 02/23/2017 – 06/30/2017
Learned-Swart, Asia	Effective: 02/27/2017 – 06/30/2017
Matus Rojas, Grecia	Effective: 02/13/2017 – 06/30/2017
Gonzalz, Odaliz	Effective: 02/22/2017 – 06/30/2017
Orozco, Monica	Effective: 02/07/2017 – 06/30/2017
Orrillo, Bryan	Effective: 02/07/2017 – 06/30/2017
Patterson, Julia	Effective: 02/27/2017 – 06/30/2017
Perez, Jonathan	Effective: 02/07/2017 – 06/30/2017
Sanchez, Abraham	Effective: 02/06/2017 – 06/30/2017
Schwartz Jr., David	(Revised Start Date) -Effective: 02/27/2017 – 06/30/2017
Zimmerman, Jason	Effective: 02/14/2017 – 06/30/2017

Attachment #1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised MARCH 2017

DESKTOP PUBLISHING TECHNICIAN

CLASS SUMMARY

Plans, composes, organizes, and produces text-and-graphics media for internal and external promotional and informational use. Acquires text and graphics and, using computer and fundamental principles of graphic composition, creates layouts for printed and multimedia publication. Organizes and maintains digital source files for district's major support publications and coordinates periodic revision. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

REPRESENTATIVE DUTIES

Composes and produces, using desktop publishing and other software, digital and hardcopy finished layouts for publications that range from simple to complex. Materials include but not limited to, class schedules, catalogs, bookmarks, postcards, stationery, forms, applications, directories, maps, handbooks, student and media guides, media guides, signage, banners and other publications.

Participates in production planning for informational and promotional text-only and text-with-graphics layouts. Consults directly with administrators, faculty, and support staff to plan, authorize, acquire, revise, verify and deliver both electronic and hard copy publication material.

Consults directly with district media, publications, and computer/network personnel, as well as outside vendors, to facilitate distribution and production of publication materials. Adheres to established graphic standards and inter-department timeline requirements and ensures workability of layout specifications for traditional presswork, electronic copying, and electronic publishing. Reviews and approves hard and soft copy proofs for general and major district publications.

Acquires and prepares text and graphic elements, prior to layout composition, using a variety of methods: direct typing; disk-copy and e-mail transfer of files; scanning of documents/illustrations/photographs; optical character recognition (OCR); search and download from internet; word processing and spreadsheet software to import/export and modify text; illustration and photo software to import/export, create and modify graphics.

Works with committee-planned timelines and guidelines, taking part in periodic large-scale revision processes for class schedules and seasonal publications such as student and media guides ensuring adherence to district graphics standards and deadlines.

Design, establishes, tests, and troubleshoots coding schemes to enable translation of large text database files into automatically formatted electronic page layout files.

Troubleshoots system hardware and software problems. Maintains publications layout system components such as computers, laser printers, scanner, file storage and transfer devices.

Uses type management software to install and manage a large collection of typefaces, and file management software to organize and maintain a large collection of graphics files.

Analyzes publications layout practices, and hardware and software, in light of changing district needs and technology advances; modifies procedures, adopts new techniques and recommends system upgrades to accommodate changes and improve productivity.

Performs document and file conversion processes for publications department customers to facilitate production.

Performs file conversions for online distribution of documents.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised MARCH 2017

DESKTOP PUBLISHING TECHNICIAN cont'd

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to appropriate department administrator providing substantial support to the Graphic Communications, Electronic Media, Public Affairs and Publication teams, producing documents for print and electronic distribution.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training/experience equivalent to at least two years of specialized training in desktop publishing practices and procedures with increasing levels of responsibility in a print and electronic production environment.

Knowledge and Abilities

Highly proficient with personal computer platforms as well as Microsoft Office software.

Thorough Knowledge of: offset and reprographic print production and file formatting practices. English, spelling, punctuation, hyphenation, grammar, proofreading and basic composition skills.

Familiarity with and ability to: implement fundamental principles of graphic design for a variety of text-with-graphics layouts; classifications, characteristics and appropriate use of type fonts and font families; Postscript printing environment; ability to develop and work with text coding schemes that enable automatic conversion of text databases; and to perform multiple tasks in high volume, service-based environment.

Attachment #2

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised MARCH 2017

DEVELOPMENT COORDINATOR

CLASS SUMMARY

Under general direction the Development Coordinator is responsible for the development and coordination of fundraising programs, donor development and stewardship regarding the Office of College Advancement. Develops and coordinates annual giving campaigns and other fundraising campaigns. Develops and maintain mutually respectful and collaborative relationships with community leaders, faculty and staff to foster their participation in donor outreach and solicitations. Responsible for the development, maintenance, and integrity of fundraising and constituent data; analyzes donor trends to develop effective strategies and recommendations; utilizes database and social networking tools to facilitate alumni development and build an online community; provides technical support and serves as an integral member of the college's development/fund raising team; Coordinates special events, other Foundation related activities; and performs other related duties as required.

REPRESENTATIVE DUTIES

Develops and coordinates annual giving and other fundraising campaigns, engages in donor development and general donor stewardship.

Coordinate strategies and implement tactics that increases philanthropic support from key constituencies using data and marketing tools.

Participate in the identification and cultivation of prospective donors including individuals, corporations, corporate foundations, and private foundations.

Provide technical support and management of fundraising database; train others in database use as required.

Develop digital and printed materials to support donor relationships with the college--materials such as e-newsletters and direct mail.

Develops procedures to ensure the accuracy, confidentiality, and quality of constituent information; continually work towards improving database quality and usefulness; regularly review and maintain data to ensure integrity.

Maintain a working knowledge of fundraising activities and proactively support them with electronic systems; establish strategies and plans for the maintenance, use, and development of the database that will benefit users and programs.

Develop donor groups and an annual giving program that incorporates alumni, employees, and retirees. Develop strategies that increase alumni support; work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni to encourage a long-term relationship with the College.

Develop and maintain mutually respectful and collaborative relationships with community leaders, faculty and staff foster their participation in donor solicitations.

Use internet tools to develop and maintain an online presence; research and recommend appropriate social networking and marketing opportunities; design, develop and implement programs to cultivate and build constituent relations and enhance online giving.

Participate in a variety of fundraising activities including the organization and execution of special events; design and prepare invitations, letters, and other materials appropriate to the event; provide assistance at events and represent the Foundation to attendees; perform follow-up activities, such as tracking donations and gifts, sending acknowledgement letters, and documenting procedures.

Attend meetings and functions on and off campus to promote the work of the Foundation; makes presentation, represent the Foundation to internal and external constituents.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised MARCH 2017

DEVELOPMENT COORDINATOR CONT'D

ORGANIZATIONAL RELATIONSHIPS

This position reports to the college administrator responsible for advancement and foundation activities.

QUALIFICATIONS

Training and Experience:

Any combination of education and training equivalent to a Bachelor's degree in business administration, communications, public relations, marketing or a related field and two years of experience in one or more of the following areas: managing a donor database, alumni development, foundation stewardship, proposal development, fundraising events, internet marketing, and social network marketing.

Desirable:

Experience working with community groups, donor development and governmental entities, and documentation of program activities.

Knowledge and Abilities

Knowledge of: fundraising techniques including proposal development, prospect identification, fund solicitation, database management, donor tracking, and social networking and marketing tools.

Ability to: design, generate, and manage reports; research, compile, analyze and interpret data; execute special event planning; communicate effectively using a high level of written and oral communication skills; and work independently or in a team environment while managing multiple priorities.

Skills: Possess a valid California Motor Vehicle License and driving record acceptable to the District.

Attachment #3

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised MARCH 2017

FACILITIES COORDINATOR

CLASS SUMMARY

Under general direction – responsible for scheduling college facilities for use by the college and the community; processes the contracts for such use; and assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Schedules and coordinates the use of campus facilities for non-class functions (both Civic-Center and Campus events) held on campus; maintains a master calendar for facilities use; maintains the campus room schedule book, updates and records room use into the computer system; determines the facility type of space required and available; estimates cost of equipment set-up and custodial overtime, and provides the accounting office with billing charges; prepares contracts for use of facilities; coordinates the set-up of facilities; screens Civic Center applicants to make sure facility use complies with policy; prepares semi-weekly calendar of events; order requested equipment and/or food service; compiles statistics and prepares departmental, State and Federal reports. Assumes and performs related duties and responsibilities as required.

ORGANIZATIONAL RELATIONSHIPS

This position/class reports to the designated administrator or supervisor. May direct part-time clerical or student help.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a two-year college course with emphasis on public relations, office organization and program coordinating; and sufficient experience to become familiar with the proper uses of the 120-150 facilities available for assignment.

Knowledge and Abilities

Good Knowledge of: the 120-150 facilities available for assignment; College and District policies regarding facilities use; support systems (e.g., food or media service), staffing and fee schedules; insurance requirements; various reports and statistics required by the College.

Ability to: type contracts; coordinate scheduling of 120-150 facilities, work with various campus department to coordinate services.

Board of Trustees
March 13, 2017

Conference Docket
No. 6.3

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
ANNUAL TRUSTEES CONFERENCE
Lake Tahoe/Truckee, California– May 4-7, 2017

1 Board Member
(Phil Yarbrough)