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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, February 27, 2019

Time: 3:30pm-5:00pm

District Office – Santa Ana Room #103

- I. INTRODUCTION OF NEW MEMBER**
- II. MINUTES FOR REVIEW AND APPROVAL** – January 23, 2019
- III. REPORT FROM DISTRICT COUNCIL** – January 28, 2019
- IV. IEPI PLAN** – Update
- V. VISION FOR SUCCESS** – Update and Presentation to the Board (April 29, 2019)
- VI. 2019-2022 STRATEGIC PLANNING RETREAT** – May 10, 2019
 - a. Draft Agenda – Review
- VII. GUIDED PATHWAYS**
 - a. Santiago Canyon College
 - b. Santa Ana College
 - c. Districtwide Committee
- VIII. PLANNING AT THE COLLEGES**
 - a. Santiago Canyon College
 - b. Santa Ana College
- IX. GRANT DEVELOPMENT SCHEDULE** – Information
- X. DISTRICT SERVICES SATISFACTION SURVEY/PLANNING PORTFOLIOS** - Information
- XI. OTHER**
- XII. NEXT MEETING:** ***Wednesday, March 27, 2019***

POE COMMITTEE MEMBERS:

Michael DeCarbo • Claudia Del Valle • Dr. Marilyn Flores • Melissa Govea • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Yadira Rayo • Kristen Robinson
Sarah Santoyo • Mark Smith • Aaron Voelcker • Monica Zarske

RSCCD Mission Statement

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.

2013 – 2023 RSCCD Goals

RSCCD Goal 1

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

RSCCD Goal 2

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

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.



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Draft – Minutes

Wednesday, January 23, 2019 - Time: 3:30pm-5:00pm

MEMBERS PRESENT:

Michael DeCarbo, Claudia Del Valle, Melissa Govea, Dr. Jeffrey Lamb, Enrique Perez, Nga Pham, Sarah Santoyo, Mark Smith, Aaron Voelcker, and Monica Zarske

Staff: Patricia Duenez

Not Present: Faviola Chacon, Dr. Marilyn Flores & Kristen Robinson

Mr. Perez called meeting to order at 3:40pm.

I. MINUTES FOR REVIEW AND APPROVAL – November 27, 2018

It was moved by Mr. Smith, seconded by Mr. Voelcker to approve the November 27 minutes. One abstention from Ms. Zarske as she was not present at the November 27 meeting.

II. REPORT FROM DISTRICT COUNCIL – November 19, 2018

Mr. Perez provided a brief report on the reaffirmation of mission statement and the Chancellor's selection committee.

III. IEPI PLAN – Update

Ms. Pham provided an update on the Retreat Sub-Committee being formed with members: Mr. DeCarbo, Mr. Perez, Ms. Pham, Mr. Voelcker and Ms. Zarske. The Strategic Plan objectives was discussed along with Enrollment Management and Guided Pathways.

A.1. **Ms. Pham** will provide Dr. Lamb and Mr. Voelcker mapping to look for gaps in the Strategic Planning objectives for 2019-2022.

Dr. Lamb arrived at this time.

Dr. Lamb, Mr. Voelcker and Ms. Pham will meet to review the Gap Analysis portion of the Retreat.

Updates were made to the work plan.

B. 2. **Mr. Perez** will connect with Dr. Lamb and Dr. Flores to assist with IT's involvement on the purchase of analytics software. Dr. Lamb is working on contributions to the Functions Mapping but needs assistance with getting the work done. **Mr. Perez** will assist Dr. Lamb on the attendees for his working session.

IV. VISION FOR SUCCESS - ALIGNMENT TO PLANNING

- Mr. Voelcker reported on the process of voting with the goal to have everything together by March to present to the Board on April 29th.
- Dr. Lamb reported on localizing the data to come up with goals with the same deadline to present to the Board. **Dr. Lamb** will appoint a SAC presenter.

POE COMMITTEE MEMBERS:

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V. 2019-2022 STRATEGIC PLANNING RETREAT – May 10, 2019

a. Draft Agenda – Review

Ms. Pham reported on the Retreat Sub-committee meeting on January 9th to draft the calendar of activities. A draft agenda was reviewed. An additional handout of ‘Calendar of Activities Leading up to the Retreat’ was provided.

Discussion ensued on the agenda, pre-activity emails to the Governance Committees, and follow-up.

Board of Trustees Guiding Principle and Goals for 2019-2020 (additional handout-informational)

Mr. Perez provided the informational handout from the Board of Trustees Retreat on January 18 and 19th. These are charges, a clear set of goals that the Board wants the next Chancellor to work on. The Board will be approving these draft Goals at the February 4th Board meeting.

Discussion ensued. Mr. Perez will bring back comments from POE to the Chancellor’s Cabinet.

VI. GUIDED PATHWAYS

Guided Pathways Steering Committee – Draft Members (additional handout)

Mr. Perez provided an additional handout of the Guided Pathways Steering Committee, a task force that will report to POE. Discussion ensued. It was suggested for POE to meet 3:30-4:30pm and the Guided Pathways Committee to meet 4:30-5:30pm, same days that POE meets. Ms. Duenez will reach out to the draft committee members for their availability to meet from 4:30-5:30pm. Mr. Perez invited all POE Committee Members to attend the Guided Pathways Steering Committee.

a. Santiago Canyon College

Mr. DeCarbo reported on the institute and the communication leads and facilitators meeting on March 11; letter to be sent to the college, not students, related to surveys.

b. Santa Ana College

Dr. Lamb reported on the upcoming conference and pricing on software aligned with Guided Pathways.

VII. PLANNING AT THE COLLEGES

a. Santiago Canyon College

b. Santa Ana College

No new updates to report from both colleges

VIII. GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo reviewed the grant schedule.

IX. OTHER

None.

X. NEXT MEETING: *Wednesday, February 27, 2019*

Mr. Perez adjourned the meeting at 5:02pm



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

**Institutional Effectiveness Partnership Initiative
 Partnership Resource Teams
 Institutional Innovation and Effectiveness Plan**
 Date: revised 1-23-19 (from POE mtg)

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of Districtwide Goals to College Master Plan Activities	POE	February 2019	<ol style="list-style-type: none"> POE establishes sub-committee to work on matrix Subcommittee creates, refines, and obtains approval of matrix Disseminate information district-wide 	<ol style="list-style-type: none"> Subcommittee set Matrix created and approved Matrix disseminated 	<ul style="list-style-type: none"> Alignment of District Goals to SCC Goals are completed Nga will align District Goals to SAC goals (2014-16)
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	May 2019	<ol style="list-style-type: none"> Set date for retreat Invite all participatory governance committees Develop communication plan to disseminate information on retreat (purpose, etc.) Hold retreat Document and disseminate results Incorporate findings into planning processes at DO, SAC, and SCC 	<ol style="list-style-type: none"> Date set Invitations issued Communication plan finalized Retreat held Results disseminated Retreat findings incorporated into all three planning processes 	<ul style="list-style-type: none"> May 10, 2019 retreat Invitations sent 1st week of December 2018 Sub-committee planning the day & pre-retreat work
A. Strategic Planning	3. Update Function Map	POE	February 2019	<ol style="list-style-type: none"> POE establishes sub-committee to work on updates Subcommittee updates and obtains approval of updates Disseminate information district-wide 	<ol style="list-style-type: none"> Subcommittee set Function map updated and approved Function map disseminated district-wide 	<ul style="list-style-type: none"> VP Academic Affairs coordinate for SAC/SCC Nga coordinates for DO

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	4. Identify and Address Gaps Between 2019-22 District-wide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	December 2019	<ol style="list-style-type: none"> 1. Establish DO/SAC/SCC committee to identify gaps 2. Committee identifies gaps, and recommends approaches to addressing them 3. Applicable committees address the identified gaps 4. Conduct new environmental scan if committee determines necessary 	<ol style="list-style-type: none"> 1. Committee set 2. Gaps identified and recommendations made to applicable committees 3. Gaps addressed by committees and progress report made to DC 4. New environmental scan conducted (if needed) 	
B. Enrollment Management	1. Clarify DO role in Enrollment Management	District Council	November 2019	<ol style="list-style-type: none"> 1. Establish committee 2. Discuss in DC, POE and district curriculum committee 3. Delineate, document, and disseminate DO role 4. Incorporate DO role as applicable into college and district enrollment management planning processes 	<ol style="list-style-type: none"> 1. Committee set 2. Discussions completed 3. DO role in EM district-wide disseminated 4. DO role incorporated 	
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	June 2019	<ol style="list-style-type: none"> 1. Begin conversation at POE as to: <ol style="list-style-type: none"> (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? 2. Develop multi-pronged approach (more than just software). Determine what other district-wide systems / processes need to be improved / changed. 3. Connect with other colleges on what software has worked for them. 4. Identify and meet with vendors 5. Select, obtain, install, test, and implement software 6. Implement other changes in EM processes as needed 7. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Conversations completed 2. Multi-pronged approach developed; determination made 3. Communications with other colleges completed and information provided to POE. 4. Vendor meetings completed 5. Software obtained and implemented 6. Other necessary changes to EM processes implemented 7. Schedule for ongoing evaluation and improvement set 	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	June 2019	<ol style="list-style-type: none"> 1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set 	
C. Budget Allocation Model	<ol style="list-style-type: none"> 1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs. 	FRC	Fall 2018	<ol style="list-style-type: none"> 1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service. 	<ol style="list-style-type: none"> 1. Consultant contracted 2. Discussions with FRC / DC completed 3. Discussions with stakeholder unions completed 4. Internal reviews completed and recommendations made to DC 5. Minimum funding identified 	<p>1. Consultant contracted</p> <p>2. Discussion in FRC/DC on-going</p>

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	<ol style="list-style-type: none"> 1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Consultant contracted 2. Review and study conducted, and findings documented 3. Discussions completed 4. Recommendations made 5. Implementation approach and schedule finalized 6. Improvements implemented according to schedule 7. Schedule for ongoing evaluation and improvement set 	1. Consultant contracted
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	<ol style="list-style-type: none"> 1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward 	<ol style="list-style-type: none"> 1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set 	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	\$100,000
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	\$60,000
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	\$30,000
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	\$10,000
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name: Raul Rodriguez, Ph.D.	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President, Santa Ana College <i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Monica Zarske	
Signature or E-signature:	Date:
Academic Senate President, Santiago Canyon College <i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Michael DeCarbo	
Signature or E-signature:	Date:

2019-2022 RSCCD STRATEGIC PLANNING RETREAT

(Internal) A G E N D A

May 10, 2019, 9:00am - 4:00pm

Bowers Museum - 2002 N Main St. - Santa Ana

Participants include all members of the district and college governance committees

- I. **Welcome & Introductions** (Perez; 5 minutes)
- II. **Review RSCCD Planning Design Manual** (*will be sent to participants for review*) (DeCarbo facilitates; 5 minutes)
 - a. Groups to address a particular section of the manual (45 minutes)
 - b. Groups share their feedback (60 minutes)
- III. **Overall Strategic Planning Process** (discussion of RSCCD Mission Statement, District Goals, Strategic Planning Processes, Integration of College District Plans, Use of Data, etc. (*will be sent to participants April 1, 2019 for review*) (Pham; 30 minutes)
- IV. **Address Concerns from Environmental Scan** - (12 Measures of Success, service area scan, update on pressing initiatives (vision for success, guided pathways, strong workforce, SEA, etc) and potential impacts for RSCCD – (*will be sent to participants April 8, 2019 for review and feedback*) (Pham; 20 minutes)
- LUNCH** (60 minutes)
- V. **Gap Analysis** of 2013-2023 RSCCD Goals/2016-19 Strategic Objectives and College Educational Master Plan Goals and Objectives/Vision for Success Goals (*will be sent to participants April 8, 2019 for review*) (Lamb/Voelcker; 45 minutes)
- VI. **Review RSCCD Strategic Plan** (Perez facilitates; 5 minutes)
 - a. Groups to address a particular goal & its objectives (60 minutes)
 - b. Groups share their feedback (60 minutes)
- VII. **Creation of the 2019-2022 RSCCD Strategic Plan** (Perez, 15 minutes)

February 4, 2019 – draft

POE COMMITTEE MEMBERS:

Faviola Chacon • Michael DeCarbo • Claudia Del Valle • Dr. Marilyn Flores • Melissa Govea • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Kristen Robinson • Sarah Santoyo • Mark Smith • Aaron Voelcker • Monica Zarske

**RSCCD Districtwide Strategic Planning for 2019-2022
Calendar of Activities Leading up to the Retreat**

		January				February				March				April				May	
		7-11	14-18	21-25	28-1	4-8	11-15	18-22	25-1	4-11	11-15	18-23	25-30	1-5	8-12	15-19	22-26	29-3	10
Planning Meeting	Jan 9																		
Enrique email District Governance Committee chairs to verify their committee's roles/responsibilities & membership	Jan 23																		
Michael will put together assignment for planning guide portion, forms participants to groups, and instructions for homework	Jan 9 - Feb 3																		
Send out Planning Design Manual assignment	Feb 13																		
Participants review/complete Planning Design Manual assignment	Feb 13-Mar 15																		
Planning Meeting	Feb 4																		
Patricia/Enrique send out reminder on Planning Design Manual assignment	Feb 25																		
Committee Chairs return input of the committee's roles/responsibilities & membership	Feb 28																		
Planning Meeting	Mar 4																		
Submissions are reviewed and follow-up	Mar 18-31																		
Conduct environmental scan. Nga will have draft of 12 measures and Environmental Scan for review	Jan-Mar																		
Planning Meeting	April tbd																		
Send out to groups: review assigned goal & its objectives	Apr 1																		
Send out to participants: quantitative data metrics for 2016-19 strategic plan, environmental scan, information on Guided Pathway and vision for success metrics (including colleges' goals), and planning implications	Apr 8																		
Participants review quantitative data metrics for 2016-19 strategic plan, environmental scan, information on Guided Pathway and vision for success metrics (including colleges' goals), and planning implications	Apr 8-26																		
Planning Meeting	May tbd																		
Retreat	May 10																		

Planning Taskforce Members: Michael DeCarbo, Enrique Perez, Nga Pham, Aaron Voelcker, Monica Zarske



DISTRICTWIDE GUIDED PATHWAYS COMMITTEE

draft - A G E N D A

Wednesday, March 27, 2019

Time: 4:30pm-5:30pm

District Office – Executive Conference Room #114

- I. Welcome and Introductions
- II. Purpose/Roles/Membership of the Committee Enrique Perez
- III. Goals of the Committee Enrique Perez
- IV. Where Are We Fernando Ortiz
 - a. Santa Ana College Denise Foyer/Joyce Wagner
 - b. Santiago Canyon College
- V. Next Steps: 2019 Agenda All Members

2019 Meeting Schedule:

Date:	Time:	Location:
Wednesday, April 24	4:30-5:30pm	DO, ECR #114
Wednesday, May 22	4:30-5:30pm	DO, ECR #114
Wednesday, June 26	4:30-5:30pm	DO, ECR #114
Wednesday, July 24	4:30-5:30pm	DO, ECR #114
Wednesday, August 28	4:30-5:30pm	DO, ECR #114
Wednesday, September 25	4:30-5:30pm	DO, ECR #114
Wednesday, October 23	4:30-5:30pm	DO, ECR #114
Wednesday, November 27	4:30-5:30pm	DO, ECR #114
Wednesday, December 18	4:30-5:30pm	DO, ECR #114

Next Meeting: April 24, 2019 - 4:30pm-5:30pm

DO, Executive Conference Room #114

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-ization?	District/College authorized submission
Submitted									
<i>Humanities Initiatives at Community Colleges (National Endowment for the Humanities) \$100,000 each program *Competitive</i>	SCC: Marilyn Flores, Cale Crammer	Goal #1, #3 and #4	7/19/18	UPDATE: Not awarded.	Dec 2018	No	Engage students in enriched MUN and Speech and Debate activities to strengthen the application of knowledge and skills of the humanities disciplines.	No	Yes
<i>Tobacco-Free College Program Truth Initiative \$20,000 *Competitive</i>	SCC – Beth Hoffman	Goals #1 and #2	9/13/18	UPDATE: Awarded	December 2018	No.	Engage and mobilize students to create support for implementing a 100% smoke- or tobacco-free policy	Yes	Yes
<i>Scaling Apprenticeships through Sector-Based Strategies Department of Labor (\$120,000/yr for 4 years)</i>	District sub-awardee in national proposal - Dr. Davis	Goals #1, #2 and #4	10/16/18	Submitted	Spring 2019	No	District would work with LA and OC colleges to develop IT apprenticeship programs, and would benefit from additional business & workforce development partners.	No	Yes
<i>Early Head Start Expansion of Community Partnerships U.S. Department of Education \$1+ million</i>	DO – MyLe Pham	Goals #1 and #2	11/30/18	Submitted	May 2019	25% to be provided by state-fund Child Dev grants, by contribution by SAUSD,	In partnership with SAUSD, DO Child Development would increase capacity and serve more children.	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-alization?	District/College authorized submission
						and unclaimed indirect.			
<i>Song-Brown Capitation Office of Statewide Health Planning and Development \$200,000/yr x 2 years</i>	SAC – Becky Miller	Goals #3 and #4	12/3/18	Submitted	March 2019	No	Improve disadvantaged and under-represented students’ completion of the nursing program.	No	Pending
<i>General Child Care and Development (CCTR) California Department of Education</i>	DO – Janneth Linnell	Goal #2	12/18/18	Submitted	March 2019	Unknown at this time	Expand services for full-day/full-year infant and toddler care	No	Yes
<i>STEM Academy CCCC \$1.4 million over 6 years</i>	SCC – Marilyn Flores, Martin Stringer or Syed Rizvi	Goals #1, #2, #3, and #4	1/25/19	Update: College decided not to submit.	2/1/2019	4%. Unidentified due to status. Possible source includes federal Upward Bound Math & Science.	Cost-free STEM program, grades 9-14, includes workplace learning, intensive support, opportunity to earn as A.S. or transfer in STEM, and business commitment to hire students who complete the program.	No	No. College decided not to submit.
<i>Currently and Formerly Incarcerated Students Reentry Program (\$100,000 per award, over 2.5 years)</i>	SAC – Jim Kennedy, Lorena Chavez	Goals #1, #2, #4	1/31/19	Submitted	3/15/19	50% match. Can be met by WIOA funds.	Provide college and career pathways and reentry services for formerly and currently incarcerated persons.	Yes	Yes
	SCC – Lori Fasbinder			Submitted					Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution-alization?	District/College authorized submission
March 2019									
<i>California Education Learning Lab \$1 - \$1.5 million</i>	SAC – Cherylee Kushida	Goal #1, #2 and #4	3/15/19	Writing	5/30/19	No	The purpose of the grant is to incorporate learning science and adaptive learning technology into the curriculum. SAC would implement a project to expand and strengthen its OER.	No	Pending
Mid-Spring 2019									
<i>Student Support Services U.S. Department of Education \$265,000/per year for up to 5 years (Student Support Services may offer multiple programs for special populations: e.g., STEM majors, students with disabilities, ESL, teacher prep.)</i>	SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Reg	Goals #1, #2 and #3	Delayed due to federal gov shutdown	Planning	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk to attain ambitious achievement targets in persistence, GPA at 3.0 or greater, completion, transfer, and persistence to the 2 nd year at four-year universities.	No	Pending
	SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Martin Stringer & STEM faculty: SSS-STEM Joseph Alonzo: SSS-Vets		Delayed due to fed gov shutdown	Planning	June 2019	No			

RSCCD Resource Development Grant Development Schedule

1) Plans for personnel to be hired by the grants listed above: please refer to attachments.

2) GRANT OPPORTUNITIES

- **Improving Online CTE Pathways.** Individual awards may not exceed \$500,000, but there is no minimum. Funded by the California Virtual Campus – Online Education Initiative. Letters of Intent are due 3/15/19; Applications are due 5/1/19.
 - Program is designed to support online education interventions that produce meaningful improvement in online student education outcomes. One-time funding for competitive grants to community college district to develop online programs and courses that support: short-term, industry-valued certificates or credentials, or programs; or enable a student in a pathway developed by CA Online Community College to continue in a career pathway at an existing community college. Grants may be awarded to individual colleges or districts or multiple colleges and districts.
- **Improving Undergraduate STEM Education.** National Science Foundation. Applications are due 9/30/19.
 - **Exploration and Design:** Engaged Student Learning up to \$300,000 for 3 years; Institutional and Community Transformation up to \$300,000 for up to 3 years; - \$3,000,000. National Science Foundation.
 - **Development and Implementation:** Engaged student learning up to \$600,000 for up to 3 years; Institutional and Community Transformation up to \$3 million for up to 5 years.
- **Scholarship in STEM Program.** Up to \$600,000. National Science Foundation. Scholarship funds for STEM majors. National Science Foundation. Applications are due 3/27/19.
- **Advanced Technological Education.** \$70,000 - \$7.5 million. National Science Foundation. Funds for career education programs related to STEM, implementation of innovation and development of models that can be taken to scale. Applications are due 10/3/19.
 - Emphasis on 2-year college programs that focus on technicians for high-technology fields that drive nation's economy. Program involves partnerships with K12, other IHEs, and industry partners. Invites research proposals that advance knowledge related to technician education.
- **High School Equivalency Program (HEP).** \$180,000-\$475,000.U.S. Department of Education. 4/9/19.
 - Assist eligible persons to obtain the equivalent of a diploma and subsequently be gainfully employed, enter into military service, or be placed into an IHE. Competitive Priorities: 1) Fostering flexible and affordable paths to obtaining knowledge and skills, 2) Consideration of prior experience (existing programs only).
- **Laura Bush 21st Century Librarian Grant (correction).** \$50,000 - \$1,000,000.The application is due 3/20/19; however, a required letter of intent was due 9/17/18. We have missed the first phase to submit an LOI. However, this is a cyclical program that has been offered every year. If 2019 is similar to prior years, the grant should come up again in fall 2019.



**Humanities Initiatives
BUDGET FORM**

OMB No 3136-0134
Expires 6/30/2021

Applicant Institution: **Santiago Canyon College**

Project Director: **Dr. Rachel Petrocelli & Prof. Cale Crammer**

Project Grant Period: **01/01/2019 through 12/31/2021**

Item	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	(notes)	Year 3	Project Total
1. Salaries & Wages:								
Name and Title <i>(Including stipends for faculty participants--for personnel employed by applicant Institution)</i>	Institutional base salary (IBS) for faculty or full-time equivalent (FTE) for non-faculty	% of IBS or FTE		% of IBS or FTE		% of IBS or FTE		
Project Co-Director: Dr. Rachel Petrocelli	Academic year salary: \$93,757	8.5%	\$8,000	5%	\$5,000	5%	\$5,000	\$18,000
Project Co-Director: Cale Crammer	Academic year salary: \$96,019	8%	\$7,680	5%	\$4,800	5%	\$4,800	\$17,280
Faculty Participation Stipend	\$150/day x 8 faculty x 10 days total	5 days	\$6,000	3 days	\$3,600	2 days	\$2,400	\$12,000
		%		%		%		\$0
2. Fringe Benefits								
<i>Full-time personnel benefits include health & welfare (max \$27,143/yr); other benefits \$1,750/yr) and all positions include based on FY 2018/19: Retirement (16.280%); Medicare (1.45%); Active Ret. (3.63%); Unemployment (0.05%); Workers Comp. (2.25%) - total 23.660%</i>								\$0
Project Co-Director: Dr. Rachel Petrocelli		23.66%	\$1,893	23.66%	\$1,183	23.66%	\$1,183	\$4,259
Project Co-Director: Cale Crammer		23.66%	\$1,818	23.66%	\$1,136	23.66%	\$1,136	\$4,090
Faculty Participation Stipend		23.66%	\$1,420	23.66%	\$852	23.66%	\$568	\$2,840

3. Consultant Fees and Honoraria <i>(personnel not employed by applicant Institution)</i>								
								\$0
4. Travel <i>(Include Project Directors' Meeting in Washington, DC)</i>								
Washington DC Conference: Project Co-Director - Dr. Rachel Petrocelli	Airfare & Ground: \$692 Hotel: \$285/night x 2 nights = \$570 Perdiem: \$69/day x 2 days = \$138		\$1,400		\$0		\$0	\$1,400
Washington DC Conference: Project Co-Director - Cale Crammer	Airfare & Ground: \$692 Hotel: \$285/night x 2 nights = \$570 Perdiem: \$69/day x 2 days = \$139		\$1,400		\$0		\$0	\$1,400
Model United Nations (MUN) and Speech and Debate Conferences - Students	Aifare, ground transportation, hotels, and perdiem for students participation		\$20,000		\$10,000		\$8,000	\$38,000
5. Supplies & Materials								
Project-related books for library			\$500		\$0		\$0	\$500
6. Services								
								\$0
7. Other Costs								
								\$0
7a. Total Direct Costs (the sum of items 1-7)			\$50,111		\$26,571		\$23,087	\$99,769
8. Indirect Costs			\$0		\$0		\$0	\$0

9. Total Project Costs (the sum of items 8 and 9—Direct and Indirect Costs—for the entire project)		\$99,769	
10. Project Funding	a. Requested from NEH	Outright:	\$99,769
		Federal Matching Funds:	\$0
		TOTAL REQUESTED FROM NEH:	\$99,769
	b. Voluntary Cost Sharing	Applicant's Contributions:	\$0
		Third-Party Contributions:	\$0
		Project Income:	\$0
		TOTAL COST SHARING:	\$0
	11. Total Project Funding		\$99,769

Roles and Activities of the Tech Quest Apprenticeship Expansion Consortium

Activities to be performed by the Lead Institute for Higher Education
Lead IHE will serve as the grantee and point of contact, manage drawdown of funds from the HHS - Payment Management System based on actual expenditures internally and those paid to Tech Quest Consortium members or outside vendors.
Ensure sustained fiscal integrity and accountability. All expenditures must be allowable, allocable, and reasonable.
Request any needed grant amendments as programmatic or budgetary needs may change.
Maintain proper programmatic and accounting records and adequate documentation. Any Lead IHE data that contains Personally Identifiable Information will remain secure and un-accessed by TQ Consortium members. IHE Lead will work with the Administrative Entity to add or integrate a Tech Quest student-id to their systems as needed. Integration will be defined during program ramp up.
Submit technical (programmatic) and financial quarterly reports to the USDOL-ETA.
Ensure technical assistance is provided to sub-recipients regarding fiscal issues.
Oversee all programmatic activities through joint access to a real-time work-based-learning platform provided by the Sponsor (Virtual Employment Readiness Assistant – VERA - Work module)
Conduct financial monitoring of all sub-recipients.
Ensure independent audit of all employment and training programs.
Coordinate with a national evaluator is asked by DOL and compliantly close out the grant with DOL
Compliantly close out the grant with DOL

Activities to be performed by Institutes for Higher Education
One IHE will serve as the Lead Fiscal Agent
Consult with the apprenticeship programs to define curriculum and standards of apprenticeship in partnership with business/industry partners
Collaborate on individual training plans with industry and sponsors as needed
Work collaboratively with business/industry members for the Consortium to submit the new Industry Recognized Apprenticeship Program (IRAP) curriculum standards for certification (in addition to the prior Registered Apprenticeships) and designation by the Department of Labor for a new third-party certifier from the private sector.
Provide classroom training to Apprentices when appropriate, or coordinate such training with business or industry specific sources to provide the related instruction on the technical and academic competencies that apply to the job in collaboration with the Business/Industry employers.

these activities would be consultant type work by representatives from the IHE

Activities to be performed by Business
Employ participants, post jobs, define wage progression, training needs and upward career path within each apprenticeship customized to their company's specific needs.
Provide on-the-job training in alignment with each Apprentice's training plan and track/report progress on the job to Sponsor.
Collaborate in developing standards of apprenticeship that defines the training, compensation, progression of new apprenticeships in collaboration with Education and Program Sponsor
Serve on a Program Apprenticeship Committee
Work towards the approval of the new Industry Recognized Apprenticeship Program (IRAP) certification and designation as a new third-party certifier as defined in the recent DOL Training and Employment Notice 3-18 (July 2018 which defines a new simpler type of apprenticeship in addition to the exiting more complex formal Registered Apprenticeships.

SONG BROWN CAPITATION					18.130%	1.300%	20.800%	6.200%	1.450%	Health & Welfare		3.630%	0.050%	2.250%	25.510%			
Personnel	Monthly rate	Mths per Year	Annual Salary	%	Salary Amount	STRS	PARS	PERS	OASDHI	MEDI.	Health	Life	Ret. Fd (H & W)	SUI	WCI	Fringe	Total Benefit	TOTAL
Adjunct Faculty, \$64.25/hr. x 10.50 LHE x 2 semesters	67.79	10.00	18.00		24,404.40	4,424.52				353.86			885.88	12.20	549.10		6,225.56	30,629.96
Adjunct Faculty (simulation) \$61.20/hr. x 100 hrs.	67.79	100.00			6,779.00	1,229.03				98.30			246.08	3.39	152.53		1,729.32	8,508.32
Learning Facilitators, \$19.18/hr. x 300 hrs. (Y1)	19.18	300.00			5,754.00		74.80			83.43			208.87	2.88	129.47		499.45	6,253.45
Elva Negrete, Student Services Coordinator, Grade 16-6 +5%L	6,761.17	12.00	81,134.09	43.0%	34,887.66			7,256.63	2,203.02	515.22	7,059.34	79.54	1,289.84	17.77	799.48	645.00	19,865.86	54,753.51

**Truth Initiative
Tobacco Free College Program
Santiago Canyon College**

A. Personnel	Total:	15,460
A health educator will coordinate project activities: \$23/hour x 16 hours/week x 39 weeks + benefits		
B. Supplies	Total:	0
C. Printing	Total:	490
Printing as described in the project workplan: 1) printing of S&TFC Resolution \$3 x 30 = \$90; Permanent S&TFC Signage \$400		
D. Incentives	Total:	2,250
Purchase book vouchers as incentives for students' service as College Leads and Coalition members, and participation in activities: \$25/each x 90		
E. Meeting Expenses	Total:	1,800
Food for student events and meetings: \$75/meeting x 12 meetings = \$900; \$75/event x 12 events = \$900.		
Total Director Costs		20,000
Indirect Costs (waived)		0
Total Project Costs		20,000
15% student engagement requirement: the vouchers and meeting expenses total \$4,050, and represent 20% of total direct costs, as well as represent costs directly associated with student engagement.		

and printers for each classroom, and iPads for teaching staff to use for assessments and children’s portfolios. Laptops will be purchased for the mentor coach and FSCC for easy accessibility and mobility during site visits.

Finally, one large classroom will need a pony wall installed to create separate classrooms. It is anticipated to be completed before the 120 days of the start date. Once completed, this classroom will be able to accommodate two groupings of eight children.

EHS Expansion Budget

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
PERSONNEL				
Academic Salaries				
Director, Parent Services/ ERSEA (30%) - Requires BA in Early Childhood or related field. Plans, coordinates, supervises and evaluates the ERSEA process; assists parents in assessing their needs and developing programs and activities; establish and maintain effective relationships with personnel, children, parents, volunteers, and the community; and plans, coordinates, supervises and evaluates parent involvement and education components of the program. Identify program needs and objectives through analysis of monitoring and assessment data. Salary = \$88,194/year @ 30% (+1.56% COLA + 1 salary step eff. 07/2019)	27,486			27,486
Director, Education/Disabilities (30%) - Requires BA in Early Childhood or related field. Develops and delivery of curriculum provided to children and parents/caregivers; develops and executes staff development and training. Supervises, directly and through subordinates, the center-based operations of EHS	27,486			27,486

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
<p>program, assuring the program guidelines, regulations and performance standards are met in the areas of child growth and development. Assures home visitor compliance. Salary = \$88,194/year @ 30% (+1.56% COLA + 1 salary step eff. 7/2019)</p>				
<p>(6) Master Teachers, Child Care Services (50%) - Requires CA Commission Teacher Credentialing Master Teacher Permit (units in specialization and adult supervision). Fully responsible for classroom curriculum delivery, child assessments, management of environment, supervision of all staff, establishment of relationships with parents/caregivers. Negotiated salary with Child Development Teachers Association Master Teacher level. Salary = \$43,197 - \$49,906/year (+1.56% COLA + 1 salary step eff. 7/2019); (50% Federal, 5% Non-Federal (state funded))</p>	139,734		13,980	153,714
<p>(1) Homebase Parent Educator (100%) - Requires CA Commission Teacher Credentialing Master Teacher Permit (units in specialization and adult supervision). Bilingual (Spanish or Vietnamese). Responsible for conducting home visits and parent socialization events, recruiting/enrolling families, assessing children, assisting with family referrals. Negotiated Salary with Child Development Teachers Association Master Teacher level. Salary Range = \$44,578/year</p>	44,578			44,578
<p>(1) Mentor Coach (100%) - Plan, coordinate, coach, observe and guide EHS staff; assure compliance of Performance Standards, Title 22 regs., Title 5 and Part C disabilities, outreach, referrals, and coordination. <i>Negotiated salary with Child Development</i></p>	44,578			44,578

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
<i>Teachers Association Master level. Salary = \$44,578/year</i>				
(6) Child Development Beginning Teachers - Hourly - Requires a minimum 15 core ECE units. Qualifies for Child Development Associate Teacher Permit. Assists teacher with delivery of curriculum, classroom environment and management. Using Intern II hourly rate as average: 6 interns x \$13.50/hour x 8 hrs./day x 212 days	137,376			137,376
(6) Student Assistants - Hourly - Requires enrollment in college classes preferably Child Development. Assists teacher with delivery of curriculum, classroom environment and management. Using Student Assistant II hourly rate as ave.: 6 SAs x \$12.50/hr. x 8 hrs. x 212 days	127,200			127,200
Sub-Total - Academic Salaries	548,438	0	13,980	562,418
Classified Salaries				
(1) Family Service Care Coordinator (100%) - Connect families to services; conduct referrals to resources for families; assist with Family Partnership Agreements (FPA) and Family Needs Assessments (FNA). Salary = \$53,102/year (+1.56% COLA + 1 salary step eff. 7/2019)	55,111			55,111
Custodian (SAUSD in-kind contribution) - \$42.25/hr x 212 days x 6 classrooms			53,742	53,742
Sub-Total - Classified Salaries	55,111	0	53,742	108,853
TOTAL PERSONNEL	603,549	0	67,722	671,271
FRINGE BENEFITS - STRS 16.28%; PERS 18.062%; OASDI 6.2%; PARS 1.3%; Medicare 1.45%; Retiree Fund 3.63%; SUI 0.05%; WCI 2.25%. Fringe costs at \$1,500/yr. (classified), \$1,500/yr. (academic) and \$3,320/yr. (management). Health and welfare insurance at \$14,220/yr. (academic), \$26,656/yr. (classified) and \$31,838/yr. (management).				
Benefits rates: <u>FY 18/19</u> <u>FY 19/20</u>	363,101		10,080	373,181
Management 23.66% 25.51%				
Academic 23.66% 25.51%				

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
Classified 31.642% 34.38% Hourly 8.68% 8.68% Full-time employees' benefits costs include fringe costs and health and welfare insurance.				
TOTAL FRINGE BENEFITS	363,101	0	10,080	373,181
TRAVEL - conference costs include meals per diem rate at \$57/day; mileage per diem rate at \$0.54/mile (Based on IRS 2017 rate); in-state roundtrip \$300; out-state roundtrip \$450; conference registration and lodging varies (average lodging at \$130/night, registration at \$450/attendee), and other costs.				
<u>Out-of-State Travel</u> -NHSA Family Development Credential, TBD: one attendee=\$1,450 - Parent as Teachers Conference, TBD: one attendee =\$1,450 <u>In-State Travel</u> -Parent Engagement Conference, Riverside, CA: three (3) attendees=\$1,704 -CHSA Policy and Leadership Conference, Sacramento, CA: five (3) attendees=\$3,300 -CHSA Annual Education conference, Riverside, CA: five (5) attendees=\$2,500 -PITC Home Visiting Institute, TBD, one attendees (\$3,000) total cost for conferences= \$13,404		13,404		13,404
TOTAL TRAVEL	0	13,404	0	13,404
EQUIPMENT				
N/A	0			0
TOTAL EQUIPMENT	0	0	0	0
SUPPLIES AND MATERIALS				
Non-instructional supplies for office use. \$200/month x 12 months	2,400			2,400
Dental supplies - (\$100/quarter x 7 classrooms x 3 months)	2,100			2,100
Homebase food and supplies for children - food to meet USDA requirement for meals, snacks with service supplies. - Lunch: \$3.31 x 12 kids x 3x/month x 12 months	1,500			1,500

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
Home-based non-instructional supplies and materials for socializations (plates, cups, food handling gloves, disinfectant), etc... \$300 x 12 months	3,600			3,600
Home-based Instructional Supplies - manipulative, books, music, and related curriculum supplies.	4,000			4,000
Center - Diapers & Supplies. 6 changes/day x \$0.26/change x 207 days x 48 children	15,500			15,500
Center-based non-instructional supplies and materials for classrooms. \$1,000/year x 6 classrooms	6,000			6,000
Center-based Instructional Supplies - manipulative, books, music, and related curriculum supplies. \$4,000/yr x 6 classrooms	24,000			24,000
SAUSD - In-Kind: <u>Food Reimbursement (48 kids @ 207 days):</u> - Daily rate of (breakfast, lunch, snack) = \$7.66			65,438	65,438
TOTAL SUPPLIES AND MATERIALS	59,100	0	65,438	124,538
CONTRACTUAL				
Contracted Services: Health Services Consultant - Maintains health requirements (well baby checks, immunizations) of children enrolled in program. Provides health education, consults with families, and activity programming for SAC ECEC and home visits as needed and/or requested by referrals. Assist parents with maintaining current health requirements. \$55/hours x 60 hrs. = \$3,300	3,300			3,300
Contracted Services: Mental Health Consultant/Family Services Interns Supervisor - Provides oversight and coordination of all mental health services for the children and families on any health and safety related issues.	9,000			9,000

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
Works closely with all case management staff to ensure completeness of all mental health records. \$50/hour x 180 hours = \$9,000				
Contracted Services: Nutrition Services Consultant - Provides health and/or nutrition education, health and/or nutrition consults with families, and EHS activity programming for SAC Early Childhood Education Center (SAC) and home visits as needed and/or requested by referrals. \$55/hour x 60 hours = \$3,300	3,300			3,300
Contracted Services: PHFE Services - Parent Education and Development: Includes materials, facilities, child care, meals and transportation; parent conferences and travel expenses; Parent Committees and Policy Council attendance (food, transportation, supplies, and child care). \$300/child x 60 slots = \$12,000	18,000			18,000
Contracted Services: Trainers to provide technical assistance and materials for Policy Council and EHS staff. Train on curriculum (HighScope, PAT, ASQ, DRDP) = \$7,000		7,000		7,000
Contracted Services: Technical assistance and coaching for parent educators on home visits and socialization; PITC training for home-based and center-based programs.		5,000		5,000
Contracted Services: Child Plus consultant to provide technical assistance for database system.		2,000		2,000
TOTAL CONTRACTUAL	33,600	14,000	0	47,600
FACILITIES/CONSTRUCTION				
N/A				0
TOTAL FACILITIES/CONSTRUCTION	0	0	0	0
OTHER OPERATING EXPENSES AND SERVICES				

BUDGET JUSTIFICATION (12-month Budget)	Base Federal	T &TA Federal	Non- Federal	Total
Local Travel - Mileage for home visits, program meetings, local travel (458 miles/mth. x \$0.545 x 12 mths). (Based on IRS 2018 rate)	3,000			3,000
Licensing fees for 3 sites at \$600 per year (\$600 x 3)	1,800			1,800
Publications/Advertising/General Printing	500			500
RSCCD software license fee for all users (Child Plus)	1,500			1,500
Fingerprinting and live-scan - required for all staff and volunteers \$100/each x 26 staff	2,600			2,600
SAUSD - In-Kind: - Facility fees: \$2.35/hour x 8 hrs x 212 days x 6 classrooms			23,914	23,914
TOTAL OTHER	9,400	0	23,914	33,314
Total Direct Costs	1,068,750	27,404	167,154	1,259,708
Indirect Rate @ 4% applied to Total Direct Costs	42,750	1,096		43,846
Unclaimed Indirect @ 10.52% applied to Total Direct Cost: (\$1,263,308 - \$143,094 in-kind contributions from SAUSD) = \$1,120,214 x 10.52% = \$117,846			117,846	117,846
TOTAL BUDGET	1,111,500	28,500	285,000	1,425,000

EHS Expansion – Start-Up Budget

DESCRIPTION	Total Funding
A. PERSONNEL	
TOTAL PERSONNEL COSTS	\$0
B. FRINGE BENEFITS	
TOTAL BENEFIT COSTS	\$0
C. TRAVEL	
TOTAL TRAVEL COSTS	\$0
D. EQUIPMENT	
TOTAL EQUIPMENT COSTS	\$0
E. SUPPLIES	
(9) Desktops computers with monitors @ \$1,200 each	\$10,800

(13) Ipads and accessories apps for children @ \$515 each	\$6,700
(2) Surface Pro @ \$1,300	\$2,600
(2) Washer and dryer sets @ \$1,500 set	\$3,000
(2) Refrigerators @ \$900 each	\$1,800
(2) Printers with toner @ \$975 each	\$1,950
(2) Complete Classroom Sets for Early Head Start Infants - Ages 0-18 months @ \$11,338 set	\$22,676
(3) Complete Classroom Sets for Toddlers - Ages 24-36 months @ \$18,776 set	\$56,328
(2) Complete Classroom Sets for Outdoor Environment - @ \$11,871 set	\$23,742
TOTAL SUPPLIES COSTS	\$129,596
F. CONTRACTUAL	
Start-up Planner Contracted Services-Consultant for start-up implementation of performance standards, trainings and facilitating meetings (12 months) (\$100/hr x 4 hrs/week x 52 weeks)	\$20,800
TOTAL CONTRACTUAL COSTS	\$20,800
G. CONSTRUCTION	
Install one pony wall (4 ft. high) to separate existing large classroom into 2 classrooms for maximum grouping of 8 children	\$10,000
TOTAL CONSTRUCTION	\$10,000
H. OTHER	
TOTAL OTHER COSTS	\$0
I. TOTAL DIRECT COSTS	\$160,396
Modified Direct Costs exclude sub-agreement portion in excess of >\$25,000/each	\$160,396
Indirect Cost @ 4% on Modified Direct Costs	\$6,416
J. TOTAL INDIRECT COSTS	\$6,416
K. TOTAL BUDGET	\$166,812

General Child Care (CCTR) Request for Application (RFA) Fiscal Forms

California Department of Education - Early Learning and Care Division

Worksheet A-4 Full-Day/Full-Year Projected Annual Program Budget

Part 2 - Proposed Budget Plan

Related Reimbursable Expenses

Information Requested	Information to Complete
1) Certificated Salaries (1000)	\$ 658,425
2) Classified Salaries (2000)	\$ 708,885
3) Employee Benefits (3000)	\$ 654,882
4) Books and Supplies (4000)	\$ 123,561
5a) Rent/Lease	
5b) Service Contracts	
5c) Nutrition	
5d) Travel	
5e) Other 1	
5f) Other 2	
5 Total) Services and Other Operating Expenses (5000)	\$ -
6) New Equipment (6400) Annual, other than Start-Up	\$ 80,573
7) Equipment Replacement (6500) Annual, Other than Start-Up	
8) Depreciation or Use Allowance	
9) Indirect Cost	
10) Other	
11) Budget Total (Auto-calculates based on above)	\$ 2,226,326
12) Total Administrative Costs included above (includes "Indirect Cost"). (Total Administrative Costs, including "Indirect Cost," are limited to 15 percent of the total contract).	

*NOTE: Complete Annual Program Budget Worksheet A-4 (Parts 2 - 5) on Subsequent Pages

Program Staffing Plan FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count) **Master Teacher (14 FTE)**

Number of Full-Time-Equivalent Employees (For This Program Only) 14 FTE

Salary Range (Hourly or Monthly)

Minimum \$24.53 hourly

Maximum \$30.28 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count) Intern (14 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only) 14 FTE

Salary Range (Hourly or Monthly)

Minimum \$13.50 hourly

Maximum \$15.75 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (IS)

Job Title/Number of Employees (head count) **Student Assistant (16 FTE)**

Number of Full-Time-Equivalent Employees (For This Program Only) 16 FTE

Salary Range (Hourly or Monthly)

Minimum \$13.00 hourly

Maximum \$15.00 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Program Staffing Plan FY 2018–19 CCTR Expansion RFA

Legal Name of Agency: Rancho Santiago Community College District

Code Definitions:

Administration (A) - Includes program directors, site supervisors, fiscal coordinators, secretaries, clerks, and others whose primary function is to facilitate the administrative processes of your agency.

Other Operational Services (OS) - Includes custodians, cooks, bus drivers, grounds persons, and others performing similar functions.

Instructional Services (IS) - Includes certificated, classified staff or CTC permit holders providing instruction to children

Support Services (SS) - Includes nurses, counselors, social workers, resource teachers, and others who are licensed and performing specialized professional services.

List below the staff positions that will be paid from the requested contract dollars (Please use additional pages if needed).

Code/Job Title Use Codes (A, IS, OS, SS)

Code (A)

Job Title/Number of Employees (head count) Administrative Clerk (1 FTE)

Number of Full-Time-Equivalent Employees (For This Program Only) 1 FTE

Salary Range (Hourly or Monthly)

Minimum \$20.90 hourly

Maximum \$23.52 hourly

List other staff resources that are not paid through this application but support program activities (In-Kind).

Code

Job Title/Number of Employees (head count)

Number of Full-Time-Equivalent Employees (For This Program Only)

Estimated Budget for
Reorg Planning Meeting

Student Support Services - Regular Budget Scenario Year 4	
Award Amount:	242,136
LaKyshia Perez, Director of Special Programs @ 50% (H-1)	41,705
Helen Kang, Student Services Coordinator @ 100% (15-3)	63,652
Senior Clerk, Vacant (reorg Admin. Clerk) (0.475 FTE) 50%	9,774
(4) Student Assistants x \$14.25/hr. x 15 hrs./wk. x 32 wks.	27,360
(3) Instructor stipend @ \$500/stipend x 4	6,000
Benefits:	
Director, Special Programs TBD (H-1) (50%)	26,193
Student Services Coordinator (15-3) (100%)	33,766
Senior Clerk, Vacant (0.475 @ 50%)	848
Student Assistants	3,702
Instructor reassigned time	1,420
Conference and Travel	3,200
Supplies	500
Instructional Supplies	1,000
student travel/cultural events buses	2,800
Fees/tickets paid for students	2,280
Total Direct Costs	\$224,200
8% Indirect	\$17,936
Total Costs	\$242,136
Overbudget by:	0.00

Regular Student Support Services Program – Budget Narrative			
1. PERSONNEL	Rates	% Time	Total
SSS Director	\$9,365/month x 10 months	50%	\$46,826
SSS Director, summer	\$463/day x 20 days	100%	9,265
SSS Coordinator	\$7,257/month x 12 months	100%	87,089
Instructors	\$51.26/hr x 4 hrs/wk x 28 wks	100%	5,741
Senior Clerk (19 hrs/wk)	\$1,629/month x 12 months	100%	19,548
Tutors (2)	\$17.58/hr x 15 hrs/wk x 28 wks x (2)	100%	14,771
TOTAL PERSONNEL			\$183,240
2. FRINGE BENEFITS			
Director and Coordinator: 31.642% rate, plus health insurance and fringe			79,618
Senior Clerk: 31.642% rate; Tutors: 8.680% rate			7,468
Instructor: 23.660% rate			1,358
<p>All salary rates at SAC are a result of collective bargaining. Certificated/Faculty salaries are determined by degrees attained and years of service. All other salaries are determined by classification specifications based on the duties and responsibilities of the position.</p> <ul style="list-style-type: none"> • Full-time personnel benefits include health & welfare (max \$27,589.54/yr), other fringe benefits range \$1,500-\$3,300 and all positions include the following based on FY 2018/19: 18.062% (retirement), 6.2% (OASDI), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 31.642% • Faculty/Counselor: 16.280% (retirement), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 23.660% • Tutor: 1.30% (retirement), 1.45% (medicare), 3.63% (active retirement), 0.05% (SUI), 2.25% (WCI) = 8.680% 			
TOTAL FRINGE BENEFITS			\$88,444
3. TRAVEL			
National Conference – Council for Opportunity in Education (COE), Director: Registration Fee - \$800; Airfare & Ground Transportation - \$700; Hotel for 4 nights at \$300/night = \$1,200; Per Diem for 5 days at \$69/day = \$345 = \$3,045 (50%)			2,717
Regional Conference – Western Association of Educational Opportunity Personnel (WESTOP), Director: Registration Fee - \$550; Airfare & Ground Transportation - \$434; Hotel for 4 nights at \$265/night = \$1,060; Per Diem for 5 days at \$69/day = \$345 = \$2,389 (50%)			
TOTAL TRAVEL			\$2,717
4. EQUIPMENT – not applicable			
			\$0
5. SUPPLIES			
Supplies for Student and Program: file folders, toner, colored paper, labels, clipboards, table tents, markers, flip charts, easels, poster board, USB, and etc. (approximately \$80/month x 12 months)			1,000
TOTAL SUPPLIES			\$1,000
6. Contractual - not applicable			
			\$0
7. Construction – not applicable			
			\$0

8. OTHER	
a) Maintenance contract – equipment	500
b) Excess copies/reproduction	350
c) TB Testing/Background check	300
d) Refreshments for programs meetings and ceremony – 4 meetings at \$50/each and one SSS Graduation Ceremony for 75	1,000
TOTAL OTHER	\$2,150
9. TOTAL DIRECT COSTS	\$277,551
TOTAL Modified Direct Costs (excludes 4)	277,551
10. INDIRECT COST RATE (8% of Modified Direct Costs)	\$22,204
11. TRAINING STIPENDS (Grant aid to students)	\$22,000
12. TOTAL PROGRAM COSTS (sum of line 9, 10, and 11.)	\$321,755

Veterans Student Support Services – Santa Ana College (SAC)

Award No. P042A151188-18

Budget Period: 9/1/2018 – 8/31/2019

Proposed Budget

Date: October 1, 2018

BUDGET NARRATIVE – YEAR 4

1. PERSONNEL	Rate	% Time	Mths./Wks.	Total
Project Director <i>(50/50 split between Vets-SSS and Veterans Upward Bound Program)</i>	\$7,671/month	1 FTE @ 50%	12 months	\$46,026
Student Services Coordinator	\$6,294/month	1 FTE @ 6%	12 months	\$4,532
Student Program Specialist	\$3,736/month	0.475 FTE	12 months	\$21,294
Senior Clerk	\$3,429/month	0.475 FTE	12 months	\$19,543
(2) Instructional Assistants*	\$17.58/hour	19 hours/week	44 weeks	\$29,400
Adjunct Counselor*	\$58.90/hour	11 hours./week	52 weeks	\$33,693
Adjunct Instructor	\$55.21/hour	6 hours/week	18 weeks	\$5,962
TOTAL PERSONNEL				\$160,450
2. FRINGE BENEFITS				
Project Director	31.642% rate, plus health insurance and fringe			\$27,596
Student Program Coordinator	31.642% rate, plus health insurance and fringe			\$2,955
Student Program Specialist	8.68% rate			\$1,848
Senior Clerk	8.68% rate			\$1,696
Instructional Assistants	8.68% rate			\$2,552
Adjunct Counselor	23.66% rate			\$7,971
Adjunct Instructor	23.66% rate			\$1,411
TOTAL FRINGE BENEFITS				\$46,029
31.642% rate: PERS 18.062%, OASDHI 6.2%, Medicare 1.45%, Retiree Fund 3.63%, SUI 0.05%, and WCI 2.25%. Project Director and Coordinator also receive health & welfare (max. \$26,974/year) and fringe benefit (range \$1,500 - \$3,320/year). 8.68% rate: PARS 1.3%, Medicare 1.45%, Retiree Fund 3.63%, SUI 0.05%, and WCI 2.25%. 23.66% rate: STRS 16.28%, Medicare 1.45%, Ret. Fund 3.63%, SUI 0.05%, and WCI 2.25%.				
3. TRAVEL				
a) (Out-of-State) SSS-Vets Project Director Travel: <u>National Conference</u> : Council for Opportunity in Education (COE): includes roundtrip airfare & ground transportation \$750; hotel for 4 nights @ \$300/night = \$1,200; per diem 4 days @ \$57/day = \$228; conference fee of \$875, other costs \$47 = \$3,100 In addition, attending three ticketed events (two dinners @ \$200/each and one lunch @ \$135/each = \$535				\$3,635
b) TRIO professional development training: Registration fee \$150, mileage rate \$0.535/mile x 40 miles = \$21; lunch \$19; parking \$10 = \$200				\$200
TOTAL TRAVEL				\$3,835

Veterans Student Support Services – Santa Ana College (SAC)
Award No. P042A151188-18
Budget Period: 9/1/2018 – 8/31/2019
Proposed Budget
Date: October 1, 2018

BUDGET NARRATIVE – YEAR 4

4. ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	
a) Student travel/cultural event: Appx. 40 SSS-Vets students to attend a cultural event: entrance fee \$25.00/each x 40 students	\$1,000
TOTAL ACTIVITIES/TRAVEL STUDENT	\$1,000
5. SUPPLIES	
a) SSS-Vets program supplies: paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, markers, flip charts, easels, program banner, recruitment materials, etc. \$77.25/mth. x 12 mths.	\$927
TOTAL SUPPLIES	\$927
6. EQUIPMENT (<i>per unit cost</i> ≥ \$5,000)	
TOTAL EQUIPMENT	\$0
7. CONTRACTUAL	
TOTAL CONTRACTUAL	\$0
8. OTHER	
a) Hospitality, food and food services associated with Vets-SSS program meetings or workshops for participants, campus visits for participants and their families, and the Vets-SSS program recognition ceremony.	\$700
b) Bridge Program designed to assist Vets-SSS program participants with time management, test taking, note taking, soft skills development, and personal development. This is a one-week program hosted at Santa Ana College.	\$2,000
TOTAL OTHER	\$2,700
9. TOTAL DIRECT COSTS	\$214,941
10. INDIRECT COSTS (8% exclude grant aid to students)	\$17,195
11. TRAINING STIPENDS (Grant Aid to Students)	\$10,000
12. TOTAL COSTS (9., 10., and 11.)	\$242,136

Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District's Board of Trustees approved salary schedules. All non-personnel items were researched and based on current prices. NOTE: An asterisk (*) next to a line item indicates a relation to the Competitive Priorities.

DISTRICT SERVICES SATISFACTION SURVEY, 2019

In an effort to provide quality services to the colleges, District Services needs your feedback. Because each area needs input, we ask that you patiently evaluate all 30 departments listed. We took care to make this survey short, but as comprehensive as possible. The survey is anonymous and results will be disaggregated by department for their internal review. Thank you for your time and feedback.

1. Your work site:

- Santa Ana College
- Santiago Canyon College
- District Operations

2. Your position:

- Confidential/Classified
- Faculty
- Supervisory/Administration

3. Your employment status:

- Full-time
- Part-time

ITS TECHNICAL SUPPORT is responsible for all classrooms and offices districtwide (including SAC, SCC, DO and approved satellite locations); installing software and hardware and providing technical expertise, providing procurement quotes, guidelines and standards to help ensure accessibility compliance, responding to technical service requests, and collaborating with Media Services department to support mediated classrooms.

4. How often do you use the services of ITS Technical Support

- Weekly
- Monthly
- Quarterly
- Twice a year
- Once a year
- Never (please skip to the next department)

5. Please rate the ITS Technical Support in the following categories:

	Excellent	Good	Average	Below Average	Poor	Not Applicable
Staff helpfulness	<input type="radio"/>					
Staff knowledge	<input type="radio"/>					
Timeliness of response to my request(s)	<input type="radio"/>					
Availability of assistance	<input type="radio"/>					
Services provided fit the needs of my area	<input type="radio"/>					
Overall quality of services	<input type="radio"/>					

6. Additional feedback and suggestions for ITS Technical Support (such as ease of use, usefulness of services, specific processes, etc.):