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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, June 26, 2019

3:30pm-4:30pm - District Office – Santa Ana Room #103

- I. MINUTES FOR REVIEW AND APPROVAL – May 22, 2019**
- II. REPORT FROM DISTRICT COUNCIL – June 3, 2019**
- III. REVIEW OF DRAFT 2019-2022 STRATEGIC PLAN**
- IV. IEPI PLAN – STATUS UPDATE**
- V. PROPOSED MEETING SCHEDULE 2019-2020**
- VI. GUIDED PATHWAYS**
 - a. Santiago Canyon College
 - b. Santa Ana College
 - c. Districtwide Committee
- VII. PLANNING AT THE COLLEGES**
 - a. Santiago Canyon College
 - b. Santa Ana College
- VIII. GRANT DEVELOPMENT SCHEDULE – Information**
- IX. OTHER**

NEXT MEETING: **Wednesday, July 24, 2019**

POE COMMITTEE MEMBERS:

Susana Arriaga • Michael DeCarbo • Claudia Del Valle • Dr. Marilyn Flores • Melissa Govea • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez
Nga Pham • Yadira Rayo-Peñaloza • 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.



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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draft MINUTES

Wednesday, May 22, 2019 -- 3:30pm-4:30pm

Present:

Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Nga Pham, Kristen Robinson, Mark Smith, Aaron Voelcker & Monica Zarske

Alternate: Daniel Gonzalez attended for Yadira Rayo-Penaloza

Staff: Patricia Duenez

Absent: Susana Arriaga, Claudia Del Valle, Melissa Govea, Yadira Rayo-Penaloza & Sarah Santoyo

Mr. Perez called meeting to order at 3:42pm.

I. MINUTES FOR REVIEW AND APPROVAL – April 24, 2019

Clarification was provided for item VI. a & b.

It was moved by Mr. DeCarbo, seconded by Mr. Voelcker to approve the April 24, 2019 minutes.

II. REPORT FROM DISTRICT COUNCIL – May 6, 2019

Mr. DeCarbo provided a brief review of the May 6 District Council meeting as Mr. Perez was absent from that meeting.

III. MAY 10th DISTRICTWIDE PLANNING RETREAT FOLLOW-UP

Ms. Pham provided a draft 2019-2022 RSCCD Strategic Plan with compiled notes and suggestions that were turned in from the May 10th Retreat. Discussion ensued.

Dr. Lamb arrived during this discussion.

Ms. Duenez will reach out to the groups and ask they forward any remainder notes they may still have to Ms. Pham by June 12th.

Mr. DeCarbo is compiling notes he collected to have them tentatively ready for review at the June POE meeting, if not, then by the July meeting.

IV. RSCCD/VISION FOR SUCCESS GOALS ALIGNMENT

Ms. Pham provided two handouts:

IV. A. Alignment of California Community College Vision for Success Goal

B. RSCCD Goals, April 2019 and Vision for Success-Alignment of Statewide, Santa Ana College and Santiago Canyon College Goals, April 2019

Discussion ensued. Document IV. A. was moved for approval.

It was moved by Mr. DeCarbo, seconded by Dr. Lamb to approve item IV. A.

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V. PROCESS FOR ADDING NEW DISTRICT OFFICE POSITIONS – REORGS

A handout was provided on HR's Reorganization Request Flow Chart.

Discussion ensued on the process at district operations and the colleges for reorgs, the Gov. Participatory Cmtes. involvement in the review process, possible integration in the Planning Design Manual, and a priority list for the colleges and district operations.

Ms. Pham will research what was previously presented at POE regarding the reorg process to bring it back to POE to discuss prioritizing when funding is general funded, blended and categorical.

Dr. Flores will seek clarification on the hiring of categorically funded management positions at SCC.

VI. IEPI PLAN – STATUS UPDATE

Ms. Pham provided a handout and gave an update.

VII. GUIDED PATHWAYS

a. Santiago Canyon College

Mr. DeCarbo provided a brief update, defined 'benchmark', reported that the clusters have met and progressing accordingly.

b. Santa Ana College

Dr. Lamb will provide a report on deliverables at the next meeting.

c. Districtwide Committee

No discussion on this as this committee meeting is to follow.

VIII. PLANNING AT THE COLLEGES

a. Santiago Canyon College

No report provided due to time constraints.

b. Santa Ana College

No report provided due to time constraints.

IX. GRANT DEVELOPMENT SCHEDULE – Information

Committee members were asked to forward questions to Mr. Perez.

X. OTHER

NEXT MEETING: *Wednesday, June 26, 2019*

Mr. Perez adjourned the meeting at 4:32pm

Approved: _____



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PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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DRAFT - MEETING SCHEDULE 2019-2020

Location: DO, Santa Ana Room #103

Time: 3:30pm-4:30pm

2019	2020
Wednesday, July 24	Wednesday, January 22
Wednesday, August 28	Wednesday, February 26
Wednesday, September 25	Wednesday, March 25
Wednesday, October 23	Wednesday, April 22
Wednesday, November 27	Wednesday, May 27
Wednesday, December 18	Wednesday, June 24

Approved: _____

POE COMMITTEE MEMBERS:

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

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>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>General Child Care and Development (CCTR) California Department of Education</i>	DO – Janneth Linnell	Goal #2	12/18/18	UPDATE: awarded	March 2019	Unknown at this time	Expand services for full-day/full-year infant and toddler care	No	Yes
Improving Online CTE Pathways	SAC – Cherylee Kushida SCC – Von Lawson	Goals #1, #3, and #4	LOI 3/15/19 Application due 5/1/19	UPDATE: SAC not awarded SCC awarded	June 2019	No	Create/improve online CTE certificate programs, using regional priorities as a guide.	Yes. Online CTE courses would cont. to be offered 3-5 years.	Yes
July 2019									
<i>Art Works National Endowment for the Arts \$10,000 - \$100,000</i>	SAC – theater faculty, Christina Romero	Goals #1, #2	7/11/19	Planning to apply for the next competition	April 2020	Checking	Produce an Art Work that invite dialogue, foster mutual respect for diverse cultures and beliefs, or that broaden our understanding of ourselves as individuals and society.	No	Pending

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
<i>Humanities Initiatives at Community Colleges Or Humanities Initiatives at Hispanic Serving Institutions National Endowment of the Humanities (\$100,000)</i>	SCC – Cale Cramer and Rachel Petrocelli	Goal #4	7/12/19	Planning	Late fall 2019	No	Implement a project to strengthen the Humanities through integration with applied learning programs, such as MUN or the Forensics teams.	Possible continued use of instructional content for humanities courses and programs	Pending
<i>Title V - Developing Hispanic-Serving Institutions \$550 - \$600,000yr for 5 years</i>	SAC – Lamb & Hubbard SCC – Flores & Rizvi	Goals #1, #3, #4	7/15/19	SAC – considering SCC – not sufficient time, will plan for next competition	October 2019	No, unless a portion of funds are used for an endowment, which would need to be matched	College plans not known at this time	T5 grants are intended to result in institutional transformation; a plan to sustain successful strategies is a part of the proposal	
<i>OC Community Foundation (\$50-\$100,000)</i>	DO – Leila Mozaffari		7/19/19	Planning	September 2019	No	Workforce development project to move people into middle-skill jobs in healthcare, adv. Manufacturing, and IT. Target groups include graduating seniors, disconnected older youth, and underemployed adults.	No	Pending

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
Late Summer/Fall (due dates not out yet)									
<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-Regular	Goals #1, #2 and #3	Expected to be due in fall 2019	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		Expected to be due in fall 2019	Planning	June 2019	No			
March 2020									
<i>National Science Foundation S-STEM Grant \$650,000 over 3 years</i>	SAC – Maria de la Cruz, Cathie Shaffer, George Sweeney	Goals #1, #3 and #4	3/25/20	Planning	7/2020	No	Provide support services and scholarships for low-income students with high potential for success as STEM majors	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

CAREER EDUCATION

- **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.

HUMANITIES

- **Humanities Initiatives at the Community Colleges and Humanities Initiatives at HSIs.** National Endowment of the Humanities. Award ceiling \$100,000. Applications are due 7/12/19. Projects are for curricular and faculty development projects to help strengthen humanities programs and/or incorporate humanistic approaches in fields outside the humanities. Projects must be organized around a core topic or set of themes, or areas of studies.

STEM

- **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 \$650,000. National Science Foundation. Scholarship funds for STEM majors. National Science Foundation. Applications are due 3/25/20.

LIBRARY

- **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.

Grant Schedule – Plans for personnel to be charged to grants

Enclosed are budget sheets developed for the following grant opportunities, which show the plans for personnel. All positions listed are grant-funded, unless otherwise indicated by *italics* to identify match or an in-kind contribution.

- CA Educational Learning Lab
 - Course release for the PI (Crystal Jenkins) \$34,000/annual and 10% of the Project Coordinator's (Cherylee Kushida) salary, stipends for faculty for Use and Improve and Use and Evaluate OER course content, and funds for a contracted instructional designer
- General Child Care and Development (CCTR)
 - 14 FTE master teachers, 14 FTE interns, 16 FTE student assistants, 1 FTE administrative clerk
- Humanities Initiatives at Community Colleges or Humanities Initiatives as HSIs
 - SCC is planning to re-submit; prior budget included, but revisions likely following readers' comments from prior proposal
 - Prior proposal: Beyond Contract for 2 faculty Co-Directors (\$7-\$8,000/each Yr1, \$4,800-\$5,000/each Yrs 2-3), stipends for 8 faculty to participate in the project annually (\$150/day for 10 days total through the year)
- Online CTE Pathways
 - SCC: PT distance ed coord, faculty release, faculty stipends for curriculum development, PT temp assessment and evaluation facilitator
- Scaling Apprenticeships through Sector-Based Strategies
 - Stipends for participation in the project is planned.
- TRIO Student Support Services (the grants below are existing programs that will be competing for continuation of their programs; the director of each of the program below also oversees another TRIO grant project, and their position is split 50/50 to each project)
 - SAC Regular: Project Director (50%) plus summer contract extension, Coordinator (100%), instructors 4 hrs/wk, senior clerk (19 hrs/wk), tutors 15 hrs/wk
 - SAC Veterans: Project Director (50%), Student Services Coord. (6%), Student Program Specialist (47.5%), Senior Clerk (47.5%), instructional assistants (19 hrs/wk), adjunct counselor (11 hrs/wk), and adjunct instructor (6 hrs/wk)
 - SCC Regular: Project Director (50%), Student Services Coord. (100%), Senior Clerk (47.5%), student assistants (15 hrs/wk), instructor stipend (\$500 x 4)

Personnel for the following grant opportunities has not been determined yet

- Art Works
 - At the initial stage of considering. Plans for personnel have not yet been discussed.
- NSF S-STEM Grant
 - 40% of funds can be used for support services
 - 60% of funds have to be used for scholarships
- OC Community Foundation. At the initial stages; plans for personnel have not been discussed.
- Title V – Developing Hispanic Serving Institutions Grant
 - This grant has been highlighted by both campus through an intent to apply. However, the RFA is not out yet, and it is too soon to determine personnel plans.

Santa Ana College

Appendix B: Budget Table and Justification*

Budget for Project Period: July 1, 2019 – June 30, 2022

Name of Project: Community Sourced, Data-Driven Improvements to Open, Adaptive Courseware

COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD					
07/01/2019 to 06/30/2022					
	From: To:	7/1/2019 6/30/2020	7/1/2020 6/30/2021	7/1/2021 6/30/2022	
BUDGET CATEGORY		Year 1	Year 2	Year 3	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>		\$77,000	\$90,000	\$108,000	\$275,000
TRAVEL		\$2,000	\$2,000	\$1,000	\$5,000
MATERIALS & SUPPLIES		\$442	\$0	\$0	\$422
EQUIPMENT		\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0
SUBRECIPIENT		\$225,963	\$213,753	\$222,628	\$662,344
OTHER DIRECT COSTS (ODC)					
ODC #1 Cultural Anthropologist		\$80,000	\$80,000	\$80,000	\$240,000
ODC #2 Amazon Web Services		\$2,500	\$8,750	\$8,750	\$20,000
ODC #3 Lumen/OLI		\$10,000	\$15,000	\$25,000	\$50,000
TOTAL DIRECT COSTS		\$397,885	\$409,503	\$445,378	\$1,252,766
Indirect (F&A) Costs					
<i>Rate ≤ 8%**</i>		\$ 13,754	\$15,660	\$17,820	\$47,234
TOTAL COSTS PER YEAR		\$411,639	\$425,163	\$463,198	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD***					\$1,300,000

* This is a sample template for Appendix B. Please limit this appendix to two pages. Additional pages may be (but are not required to be) submitted for subawardee/subrecipient information, pursuant to Item 6 below.

** Rate should be equal to or less than 8 percent. Please indicate what rate you will be using and multiply Total Direct Costs by that rate to calculate Total Indirect Costs.

*** Total Costs for Proposed Project (indirect plus direct costs) cannot exceed \$1.5 million over the 3 years.

Additional Notes: 1) Funds Reversion Dates: Unless otherwise specified, fund reversion dates are three years from fiscal year end of year funded. 2) Project Period Budget Flexibility: Prior approval will be required for budget changes between approved budget categories above the negotiated thresholds.

Budget Justification

1. Personnel.

<i>Personnel Name</i>	<i>Role on Project</i>	<i>Percent Effort</i>	<i>Year 1 Salary</i>	<i>Year 1 Benefits</i>	<i>Year 2 Salary</i>	<i>Year 2 Benefits</i>	<i>Year 3 Salary</i>	<i>Year 3 Benefits</i>	<i>Total</i>
Crystal Jenkins	Co-PI	15%	\$27,336	\$6,664	\$27,336	\$6,664	\$27,336	\$6,664	\$102,000
Faculty TBD	Use and Improve	Stipends	\$0	\$0	\$6,432	\$1,568	\$12,864	\$3,136	\$24,000
Faculty TBD	Use and Evaluate	Stipends	\$4,020	\$980	\$8,040	\$1,960	\$16,080	\$3,920	\$35,000
Cherylee Kushida	Coordination & Admin	10%	\$14,472	\$3,528	\$14,472	\$3,528	\$14,472	\$3,528	\$54,000
TBH	Instructional Technologist	Hourly	\$18,425	\$1,575	\$18,425	\$1,575	\$18,425	\$1,575	\$60,000

FRINGE BENEFITS:

FY 2019 composite benefit rate for faculty is 24.38%, and for classified is 34.183%. Hourly rate is 8.55%.

2. **Travel.** \$2,000 estimated for years 1 and 2, and \$1,000 for year 3 to participate in project team meetings and in dissemination activities.
3. **Materials and Supplies.** \$422 for basic meeting materials.
4. **Equipment.** N/A.
5. **Consultant Costs.** N/A
6. **Subawardee/Subrecipient (Consortium) Costs.**
 - CSU – Fullerton \$297,693
 - UC Berkeley \$53,460
 - Carnegie Mellon University \$311,191
7. **Other Direct Costs.**
 - Cultural Anthropologist (to be hired by one of the college partners): \$240,000 (\$80,000 annually Years 1-3)
 - Amazon Web Services: \$20,000 (\$2,500 Year 1, and \$8,750 Years 2-3)
 - Lumen Learning/OLI: \$50,000 (\$10,000 Year 1, \$15,000 Year 2, and \$25,000 Year 3)
 - Note regarding the indirect: each sub-recipient applied the 8% indirect costs to their own costs. Santa Ana College Applied the 8% indirect rate was calculated on all its direct costs, excluding the allocations to the sub-recipients.

General Child Care (CTTR) 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

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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.

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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.

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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)



**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

Appendix - Grant Budget Table

Appendix - Grant Budget Table

College:	Santiago Canyon College
District:	Rancho Santiago Community College District
Grant Program:	Improving Online CTE Pathways
Project Title:	SCC Online CTE Pathways Grant
Time Frame:	July 01, 2019 - June 30, 2020

BUDGET CATEGORY	AMOUNT
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STAFFING & PERSONNEL

<i>Employee Salaries</i>	\$	148,000.00
<i>Employee Benefits</i>	\$	30,000.00
Subtotal	\$	178,000.00

SUPPLIES & MATERIALS

<i>Supplies & Materials</i>	\$	75,000.00
Subtotal	\$	75,000.00

OTHER OPERATING EXPENSES & SERVICES
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<i>Technical & Professional Services</i>	\$	77,000.00
<i>Travel & Meetings</i>	\$	15,000.00
<i>Software Licensing</i>	\$	30,000.00
<i>Advertising & Marketing</i>	\$	125,000.00
Subtotal	\$	247,000.00

	Total Grant Budget	\$ 500,000.00
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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.

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.

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