

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board of Trustees (Regular meeting)**

**Monday, May 11, 2009**

**2323 North Broadway, #107  
Santa Ana, CA 92706**

**Vision Statement (Board of Trustees)**

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

**Americans with Disabilities Acts (ADA)**

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

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Public Comment

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

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

1.4 Approval of Minutes – Regular meeting of March 23, 2009  
Regular meeting of April 13, 2009  
Regular meeting of April 27, 2009

Action

1.5 Approval of Consent Calendar Action

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

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

1.6 Adoption of Resolution in Recognition of Classified Employees' Week Action  
(May 17-23, 2009)

1.7 Public Hearing – California School Employees Association Chapter 579 (CSEA)  
Initial Bargaining Proposal to the Rancho Santiago Community College District

1.8 Public Hearing – Faculty Association of Rancho Santiago Community College  
District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community  
College District

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

2.2 Report from College Presidents

- Student Recognition
- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Reports from Academic Senate Presidents

- Senate meetings

2.6 Informational Presentation on Accreditation

2.7 Informational Presentation on the Budget

**RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment
  - a. Part-time faculty
  - b. Classified temporary/substitute assignments
2. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association
3. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957[b][1])

## **RECONVENE**

### **Issues discussed in Closed Session (Board Clerk)**

#### **Public Comment**

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

**Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

## **3.0 HUMAN RESOURCES**

- |   |               |
|---|---------------|
| 3.1 <u>Management/Academic Personnel</u>  | <u>Action</u> |
| <ul style="list-style-type: none"><li>• Approval of Management Leave of Absence</li><li>• Approval of Adjustments to Long-term Substitute Assignments</li><li>• Approval of Full-time Faculty Change of Assignments</li><li>• Approval of Full-time Faculty Change of Classifications</li><li>• Approval of Stipends</li><li>• Approval of Part-time Faculty Appointments</li><li>• Approval of Non-paid Instructor of Record Assignments</li></ul> |               |
| 3.2 <u>Classified Personnel</u>   | <u>Action</u> |
| <ul style="list-style-type: none"><li>• Approval of Revised Job Descriptions</li><li>• Approval of Out-of-Class Assignments</li><li>• Approval of Professional Growth Increment</li><li>• Approval of Change in Salary Placement</li><li>• Approval of Change in Hourly Assignment</li></ul>  |               |

3.2 Classified Personnel - (cont.) Action

- Approval of Leave of Absence
- Approval of Temporary Assignments
- Approval of Substitute Assignment
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistants

3.3 Presentation of the Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to the Rancho Santiago Community College District Action

The administration recommends receiving this bargaining proposal and scheduling a public hearing for May 26, 2009.

**4.0 INSTRUCTION**

\*4.1 Approval of Memorandum of Understanding with KidWorks Action

The administration recommends approval of the memorandum of understanding between Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education and KidWorks in Santa Ana, California.

\*4.2 Approval of Memorandum of Understanding with Orange County Children's Therapeutic Arts Center Action

The administration recommends approval of the memorandum of understanding between Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education and Orange County Children's Therapeutic Arts Center in Santa Ana, California.

**5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

\*5.1 Approval of the Payment of Bills Action

The administration recommends the payment of bills as submitted.

\*5.2 Approval of the Quarterly Financial Status Report (CCFS-311Q) for the Period Ended March 31, 2009 Action

The administration recommends approval of the Quarterly Financial Status Report (CCFS-311Q) for the period ended March 31, 2009, as presented.

\*5.3 Quarterly Investment Report as of March 31, 2009 Information

The quarterly investment report as of March 31, 2009, is presented as information.

\* Item is included on the Consent Calendar, Item 1.5.

- \*5.4 Approval of Resolution No. 09-10 – Expenditure Transfers to Permit Payment of Obligations Action  
The administration recommends approval of Resolution No. 09-10 regarding expenditure transfers.
- 5.5 Approval of Additional Testing Services for SCC Maintenance & Operations Building and Concession Building – Twining Laboratories (P.O. 09-P006572) Action  
The administration recommends approval of the agreement to increase the compensation to Twining Laboratories as presented.
- 5.6 Approval of Award of Bids – SAC Child Development Center Action  
The administration recommends approval of awarding multiple prime bids to the lowest cost responsible bidders as noted on the SAC Child Development Center Bidder Award List.
- 5.7 Approval to Reject Bid #1101/Structural Steel, Bid #1103/Glass/Glazing, Bid #1105/Ceramic Tile, and Bid #1110/HVAC Action  
The administration recommends rejection of Bid #1101/Structural Steel, Bid #1103: Glass/Glazing, Bid #1105: Ceramic Tile, and Bid #1110: HVAC for the SAC Child Development Center as presented; and approval of rebidding the same four items.
- 5.8 Approval of Change Order: Construction Management Services SAC Classroom (I) Building and Maintenance & Operations Building Action  
The administration recommends approval of the additional construction management services for Bernards Builders and Management Services as presented.
- 5.9 Approval of Change Order: Geotechnical Observation & Testing Services – SAC Classroom and Maintenance & Operations Buildings (Bid #1051) Action  
The administration recommends approval of the change order for geotechnical observation and testing as presented.
- 5.10 Approval of Change Order #1: Bid #1115/Data Closets – Remediation Project Action  
The administration recommends approval of Change Order #1: Bid #1115/Data Closets – Remediation Project.
- 5.11 Approval of Change Order #2: Bid #1078/SCC Maintenance & Operations Building/Parking Lot Action  
The administration recommends approval of Change Order #2: Bid #1078/SCC maintenance and operations building/parking lot.

\* Item is included on the Consent Calendar, Item 1.5.

5.12 Approval of Land Surveying Services for the Construction of the Child Development Center at Santa Ana College Action  
The administration recommends approval of the agreement with North American Land Services Corporation to perform the required surveying services for the new Child Development Center at SAC as presented.

5.13 Approval of Southern California Edison Company Electrical Facilities at SCC Science Building Action  
The administration recommends approval of the request for additional electrical service as presented.

## **6.0 GENERAL**

6.1 BP9022.5 - Board of Trustees Evaluation of District Goals (NEW) Action  
The Board Policy Committee recommends approval of BP9022 – Board of Trustees Evaluation of District Goals (NEW).

6.2 Adoption of Resolution No. 09-06 – Federal Dream Act 2009 Action  
Student Trustee Garcia recommends adoption of Resolution No. 09-06 in support of the Federal Dream Act 2009.

6.3 Approval of Communications from the Board of Trustees to Staff Action  
Trustee Conley recommends approval of sending electronic communications to staff regarding the board's activities.

\*6.4 Adoption of Resolution #09-08 Authorizing Payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Lisa Woolery for her absence on April 27, 2009, due to a family emergency.

\*6.5 Adoption of Resolution #09-09 Authorizing Payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Phillip Yarbrough for his absence on April 27, 2009, due to illness.

6.6 Board Member Comments Information

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on May 26, 2009.

\* Item is included on the Consent Calendar, Item 1.5.

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

**Board of Trustees (Regular meeting)**

**Monday, March 23, 2009**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Dr. David Chapel. Other members present were Mr. Brian Conley, Mr. Paul Garcia, Mr. John Hanna, Mr. Mark McLoughlin, Ms. Lisa Woolery, and Mr. Phillip Yarbrough. Mr. Larry Labrado arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Eddie Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Alex Flores, Student President, Santa Ana College.

Mr. Larry Labrado arrived at this time.

1.3 Accreditation Board Evaluation Workshop

Dr. Barbara Beno, President, Accrediting Commission for Community and Junior Colleges (ACCJC), gave a PowerPoint presentation to the board entitled *Accreditation and Trusteeship: What Every Board Should Know*.

Dr. Chapel declared a brief recess at 5:37 p.m.

The board reconvened at 5:43 p.m.

1.4 Public Comment

Mr. Jim Adams, Mr. Daryl Brandt, and Mr. Chris Hannan addressed the board regarding the construction of Santiago Canyon College's Maintenance & Operations Building.

Mr. Ernesto Torres and Mr. Josh Fink addressed the board regarding Item 5.8, Approval of Bid #1116: Santa Ana College Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the minutes of March 9, 2009.

1.6 Approval of Consent Calendar

It was moved by Mr. Conley, seconded by Mr. McLoughlin, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of items 5.3, 5.4, 5.6, 5.7, 5.8, and 6.3 pulled by Mr. Yarbrough; item 6.2 pulled by Ms. Woolery; and item 6.4 pulled by Mr. Hanna:

4.1 Non-Credit Instructional Calendar 2009-2010

The board approved the 2009-2010 Non-Credit Instructional Calendar.

4.2 Renewal of Speech-Language Pathology Assistant Program Agreement with Providence Speech and Hearing Center

The board approved the renewal of the Speech-Language Pathology Assistant Program agreement with Providence Speech and Hearing Center in Orange, California.

4.3 Renewal of Nursing Program Agreement – College Hospital Partial Hospitalization Program

The board approved this clinical affiliation agreement renewal with College Hospital Partial Hospitalization Program in Santa Ana, California.

4.4 Renewal of Pharmacy Technology Agreement – Anaheim Memorial Medical Center, Inc.

The board approved this contract with Anaheim Memorial Medical Center, Inc. in Anaheim, California.

4.5 Proposed Revisions for 2009-2010 Catalog, Santa Ana College

The board approved the proposed revisions for the 2009-2010 catalog for Santa Ana College.

4.6 Proposed Revisions for 2009-2010 Catalog, Santiago Canyon College

The board approved the proposed revisions for the 2009-2010 catalog for Santiago Canyon College.

4.7 Santiago Canyon College Community Services Program, Summer 2009

The board approved the attached proposed Community Services Program for Summer 2009 for Santiago Canyon College.

1.6 Approval of Consent Calendar - (cont.)

4.8 Memorandum of Understanding between the Community College University Partnership (CCUP), Santiago Canyon College (SCC), and the University of California, Irvine (UCI)

The board approved the Memorandum of Understanding between the Community College University Partnership, SCC, and UCI.

5.1 Payment of Bills

The board approved the payment of bills as submitted.

5.2 Budget Transfers and Budget Increases/Decreases

The board approved budget transfers, increases, and decreases during the month of February 2009.

5.5 Disposal of Surplus Vehicle

The board declared one vehicle as surplus property and authorized Ken Porter Auctions to conduct an auction as presented.

6.1 Budgets for Categorical Programs

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Community Colleges Summit Initiative Programs (SAC)           \$20,914
- Community Colleges Initiative for Egypt (SAC)                 \$23,674

1.7 Presentation of Board President's Awards

Mr. Yarbrough recognized Ms. Ruth Negrete, a student at Santa Ana College, with the Board President's award.

Mr. McLoughlin acknowledged Ms. Aylin Kuzucan, a student at Santiago Canyon College, with the Board President's Award.

Dr. Chapel recognized the Santiago Canyon College science department with the Board President's Award. Ms. Debra Brooks, professor and chair of the Earth Science/Geology department, and Cindy Swift, Assistant Professor of Physics, accepted the award on behalf of the science department.

**2.0 REPORTS AND INFORMATIONAL ITEMS**

2.1 Report from the Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

2.2 Report from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)  
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Mr. Paul Garcia provided a report to the board.

2.4 Reports from Student Presidents

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

Mr. Alejandro Flores, Student President, Santa Ana College  
Ms. Tina Lam, Student President, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College  
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

2.6 Informational Presentation on Accreditation

Dr. Hernandez, Mr. Hardash, Mr. Didion, Dr. Martinez, and Mr. Vázquez provided updated information on responses to the accreditation commission's recommendations.

2.7 Informational Presentation on the Budget Update

Mr. Hardash provided an update on the budget.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 7:19 p.m. to consider the following items:

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Chancellor
  - b. Part-time Faculty

1. Public Employment (pursuant to Section 54957[b][1]) – (cont.)
  - c. Classified Staff
  - d. Educational Administrator Appointment
    - (1) Assistant Dean, Student Services
  
2. Conference with Labor Negotiator (pursuant to Section 54957.6)

Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services

Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association

## **RECONVENE**

The board reconvened at 9:05 p.m.

### **Closed Session Report**

Mr. Conley announced the board discussed the aforementioned items, and there was no action taken during closed session.

## **PUBLIC COMMENT**

There were no public comments.

## **3.0 HUMAN RESOURCES**

### **3.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the following action on the management/academic personnel docket and addendum:

- Approve Permanent 2008/09 Cabinet and Management Salary Schedules
- Appoint Assistant Dean, Student Services
- Approve Management/Academic Leave of Absence
- Approve Permanent 2008/09 Full-time and Part-time Faculty Salary Schedules
- Approve Adjusted Reduced Work Load
- Approve Stipends
- Ratify Acceptance of Resignations/Retirements
- Approve Salary Adjustments
- Approve Part-time/Hourly Hire/Rehire
- Approve Non-Paid Instructors of Record
- Approve Non-Paid Interns

### 3.2 Classified Personnel

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the following action on the classified personnel docket and addendum:

- Approve Permanent 2008/09 CSEA Salary Schedule
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Change in Position due to Reclassification
- Approve Changes in Salary Placement, Position, and Location
- Ratify Acceptance of Resignations/Retirements
- Approve Temporary Assignments
- Approve Instructional Associates/Associate Assistants/Volunteers
- Approve Student Assistants

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to suspend the rules and consider Item 6.3 BP 9022 – Evaluation of the Trustees at this time.

### 6.3 BP 9022 – Evaluation of the Trustees

It was moved by Mr. Conley and seconded by Mr. Garcia to approve new Board Policy 9022 effective immediately.

It was moved by Mr. Hanna and seconded by Mr. Labrado to substitute the previous motion by rejecting the second reading of BP 9022 as presented and substituting it with a draft of BP 9022 prepared by Mr. Yarbrough and to consider the draft as a first reading.

Discussion ensued. A Board Policy Committee meeting date was scheduled for Monday, March 30, 2009, at 4:30 p.m.

The substitute motion carried unanimously to reject the second reading of BP 9022 as presented and substitute it with a draft of BP 9022 prepared by Mr. Yarbrough which is to be considered as its first reading.

Mr. Yarbrough left at this time.

### 4.0 INSTRUCTION

All items listed under instruction were approved as part of Item 1.6: Consent Calendar.

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

Items No. 5.1, 5.2, and 5.5 were approved as part of Item 1.6: Consent Calendar.

### **5.3 Approval of Alterations to Classroom Building (D) at Santa Ana College (DSA No. 04-102506)**

It was moved by Mr. Labrado, seconded by Mr. Hanna, and carried unanimously to approve the Notice of Completion for Nextel project (DSA No. 04-102506) as of September 12, 2008.

### **5.4 Approval of Architect's Contract for the Final Project Proposal (FPP) and Initial Project Proposal (IPP) for SAC Russell Hall Renovation and SCC Student Services Center.**

It was moved by Mr. Labrado and seconded by Mr. Conley to approve the Schools Legal Services Agreement with HMC Architects to provide design and engineering services for the projects as presented. Discussion ensued. The motion carried unanimously.

### **5.6 Purchase Orders**

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the purchase order listing for the period February 8, 2009, through March 7, 2009.

### **5.7 Renewal of Contract with Law Firm**

It was moved by Mr. Hanna and seconded by Mr. Labrado to authorize the chancellor or his designee to renew the contract with the law firm of Atkinson, Andelson, Loya, Ruud & Romo. Discussion ensued. The motion carried with the following vote: Aye – Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. Labrado, and Ms. Woolery; Nay – Mr. McLoughlin.

### **5.8 Approval of Bid #1116: Santa Ana College Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation**

It was moved by Mr. Conley and seconded by Ms. Woolery to approve awarding Bid #1116: SAC gym restroom addition, gym floor replacement and fire sprinkler installation to General Consolidated Constructors, Inc. Discussion ensued. The motion carried with the following vote: Aye – Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. Labrado, and Ms. Woolery; Abstain - Mr. McLoughlin.



6.2 Approval of New and Revised Board Policies – (cont.)

- Organizations Right of Access - BP4133 Revise
- Solicitation of Political Contributions and Political Activities  
by Employees - BP4135 Revise
- International Travel - BP4136 Eliminate
- Whistleblower Protection - BP4140 Revise
- Faculty Multiple Site Assignment - BP4203 Eliminate
- Faculty Dismissal and/or Discharge - BP4206 Revise
- Faculty Retirement (Workload Reduction) - BP4207 Revise
- Faculty Retirement - BP4208 Eliminate
- CLASSIFIED PERSONNEL - Definition Classified Service - BP4301 Revise
- Classified Salary Payments - BP4302 Revise
- Classified Retirement System - BP4303 Eliminate
- Management Medical/Dental Insurance Benefits - BP4402 Revise
- Bereavement Leave Management - BP4404 Revise
- Duties - Management Interns - BP4416 Eliminate
- Administrative Leave - BP4419 Revise
- Retirement Administrative - BP4420 Eliminate
- Salary Payments Administrative - BP4503 Eliminate
- Educational Management Employee Retroactive Pay  
Administrative - BP4519 Revise
- Administrative Retreat Rights - Administrative - BP4520 Revise
- Claims and Actions Against The District - BP4602 Revise
- District Property & Liability Protection - BP4603 Revise
- Bonding of Personnel - BP4604 Revise
- Open Enrollment - BP 5009 Revise
- Military Withdrawals - BP 5121 Revise
- Withholding of Student Records - BP 5555 New
- Credit/No Credit Courses - BP 6120 (Grading and  
Academic Record Symbols) Revise
- Credit by Examination - BP 6121 Revise
- Committee Structure - BP 9009 Revise
- Quorum and Voting - BP 9016 Revise
- Meetings - Special - BP 9020 Revise
- Board of Trustees Political Activities and Solicitation  
of Political Contributions - BP 9027 Revise

The motion carried unanimously to approve BP 5201 - Standards of Student Conduct and postpone action on the abovementioned new and revised policies.

#### 6.4 Revision of Public Comment Form

It was moved by Mr. Conley and seconded by Mr. Labrado to approve the revised public comment form.

It was moved by Mr. Hanna and seconded by Mr. Conley to amend the motion to include the following statement under item #2 of the public comment form: *If the topic does not relate to a particular agenda item, it must be within the subject matter jurisdiction of the Rancho Santiago Community College District.* Discussion ensued. The amended motion carried unanimously to revise the public comment form to include the aforementioned statement under item #2 on the form.

The motion carried unanimously to approve the revised public comment form as amended.

#### 6.5 Board of Trustees Cast Ballot for California Community College Trustees Board of Directors Election – 2009

Due to a potential conflict of interest, Mr. Labrado excused himself from participating in the discussion or vote related to this agenda item.

It was moved by Mr. Hanna and seconded by Mr. Conley to nominate the following candidates for the 2009 CCCT Board of Directors: Nancy Chadwick, Douglas W. Otto, Jacqueline Simon, Christopher Stampolis, Jeanette Mann, and Carmen Avalos. Discussion ensued. The motion carried with the following vote: Aye – Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. McLoughlin, and Ms. Woolery.

#### 6.6 Approval of Disposing of Audio Tape Recordings of Public Meetings after 30 Days

It was moved by Mr. Conley and seconded by Mr. Labrado to approve disposing of audio tape recordings of public meetings after 30 days. Discussion ensued. The motion failed with the following vote: Aye – Dr. Chapel, Mr. McLoughlin; Nay: Mr. Conley, Mr. Hanna, Mr. Labrado, and Ms. Woolery.

#### 6.7 Board Member Comments

Mr. McLoughlin reported he attended the Santa Ana Unified School District's (SAUSD) State of the District event and spoke of the benefit of the SAUSD/RSCCD partnership to provide Middle College High School.

Mr. McLoughlin asked that an update on the Datatel conversion be given at the next board meeting and a method of storing minutes other than cassette tapes be researched.

**7.0 ADJOURNMENT**

Dr. Chapel announced the next regular meeting of the Board of Trustees will be held on Monday, April 13, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 9:50 p.m.

Respectfully submitted,

---

Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes Approved: May 11, 2009

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

**Board of Trustees (Regular meeting)**

**Monday, April 13, 2009**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Dr. David Chapel. Other members present were Mr. Brian Conley, Mr. Paul Garcia, Mr. John Hanna, Mr. Larry Labrado Mr. Mark McLoughlin, and Ms. Lisa Woolery. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Eddie Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Jose Velasco, Student Treasurer, Santa Ana College.

Mr. Phillip Yarbrough arrived at this time.

1.3 Public Comment

Mr. Dave Hall, President, RSCCD Continuing Education Faculty Association, addressed the board regarding the closing of Marketplace Education Center (MEC).

Mr. Carlos Ayub, pastor of a church that met at Santa Ana College, thanked the board for allowing the church to use its facilities.

1.4 Approval of Minutes – Regular meeting of March 23, 2009

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve the minutes of March 23, 2009.

Discussion ensued. A Board Policy Committee meeting date was scheduled for Monday, April 20, 2009, at 4:30 p.m. to review the minutes of that meeting for consistency.

The motion was amended by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to postpone action on the minutes of March 23, 2009.

### 1.5 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Hanna, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

#### 4.1 New Speech-Language Pathology Assistant Program Agreement with Tustin Unified School District

The board approved the new Speech-Language Pathology Assistant Program agreement with Tustin Unified School District in Tustin, California.

#### 4.2 New Speech-Language Pathology Assistant Program Agreement with Anaheim Union High School District

The board approved the new Speech-Language Pathology Assistant Program agreement with Anaheim Union High School District in Anaheim, California.

#### 4.3 New Human Development Agreement – Anaheim City School District

The board approved the contract with Anaheim City School District in Anaheim, California.

#### 4.5 Amendment of Pharmacy Technology Agreement – Anaheim Memorial Medical Center, Inc.

The board approved the amendment with Anaheim Memorial Medical Center, Inc. in Anaheim, California.

#### 4.7 Vocational Education Agreement with Hair California Beauty Academy

The board approved the agreement with Hair California Beauty Academy in Orange, California, for the academic and fiscal year 2009-2010.

#### 5.1 Payment of Bills

The board approved the payment of bills as submitted.

## 2.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

### 2.1 Report from the Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

### 2.2 Report from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)  
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Mr. Paul Garcia provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Tina Lam, Student President, Santiago Canyon College  
Mr. Jose Velasco, Student Treasurer, Santa Ana College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College  
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

2.6 Informational Presentation on Accreditation

Dr. Hernandez provided updated information on responses to the accreditation commission's recommendations.

2.7 Informational Presentation on Budget

Dr. Hernandez and Mr. Hardash provided an update on the budget.

2.8 Informational Presentation on Datatel

Ms. Sylvia LeTourneau, Mr. John Thompson, Mr. John Birk, Mr. Robert Manson, and Mr. Sergio Rodriguez provided an update on the Datatel implementation.

Mr. Yarbrough left the meeting at this time.

2.9 Informational Presentation on Facilities

Mr. Hardash, Mr. Daryl Odum, and Mr. Al Chin provided an update on facilities.

Mr. Labrado left the meeting at this time.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:35 p.m. to consider the following items:

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Interim Master Teacher
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  
2. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association
  
3. Public Employee Discipline/Dismissal Release (pursuant to Section 54957[b][1])

## **RECONVENE**

The board reconvened at 6:53 p.m.

### **Closed Session Report**

Mr. Conley reported the board discussed the aforementioned items and voted unanimously to ratify the release of Guadalupe Golden during her probationary period.

### **Public Comment**

There were no public comments.

## **3.0 HUMAN RESOURCES**

### **3.1 Management/Academic Personnel**

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Employment Agreement: Assistant Dean, Student Services
- Approve Stipends
- Approve Interim Assignment
- Ratify Acceptance of Resignations/Retirements
- Approve Salary Adjustments
- Approve Part-time Faculty Appointments

### 3.2 Classified Personnel

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to approve the following action on the classified personnel docket:

- Approve Revised Job Description: Financial Aid Analyst
- Approve Longevity Increments
- Approve Out of Class Assignments
- Approve Change in Location
- Approve Change in Position
- Approve Change in Salary Placement
- Approve Return from Leave
- Ratify Acceptance of Resignation/Retirements
- Approve Professional Growth Increment
- Approve Temporary Assignments
- Approve Interns, Models, Instructional Associates/Associate Assistants, Community Services Presenters, Student Assistants

### 3.3 Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to receive and file the district's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) and schedule a public hearing for April 27, 2009.

### 3.4 Rancho Santiago Community College District Initial Bargaining Proposal to the California School Employees Association (CSEA), Chapter 579

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to receive and file the district's initial bargaining proposal to the California School Employees Association (CSEA), Chapter 579, and schedule a public hearing for April 27, 2009.

### 3.5 Rancho Santiago Community College District Initial Bargaining Proposal to the Continuing Education Faculty Association (CEFA)

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to receive and file the district's initial bargaining proposal to the Continuing Education Faculty Association (CEFA) and schedule a public hearing for April 27, 2009.

3.6 Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers Teachers Association (CDCTA)

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to receive and file the district's initial bargaining proposal to the Child Development Centers Teachers Association (CDCTA) and schedule a public hearing for April 27, 2009.

3.7 Board Travel/Conferences

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to approve the submitted conferences and travel by board members.

**4.0 INSTRUCTION**

Items No. 4.1, 4.2, 4.3, 4.5, and 4.7 were approved as part of Item 1.5: Consent Calendar.

4.4 Contract with Mythics, Inc. for Datatel Report Writing Training

It was moved by Ms. Woolery, seconded by Mr. Hanna, and carried unanimously to approve the contract with Mythics, Inc. in Virginia Beach, Virginia, to perform the Datatel report writing training.

4.6 Amendment of Distance Education Agreement – Joint Powers Agreement, Intelcom Southern California Consortium for Community College Television

It was moved by Mr. Conley, seconded by Mr. McLoughlin, and carried unanimously to approve the contract with Intelcom, the Southern California Consortium for Community College Television in Pasadena, California.

**5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Item No. 5.1 was approved as part of Item 1.5: Consent Calendar.

5.2 Additional Testing Services for SAC Maintenance & Operations Building and Classroom Building – Twining Laboratories (P.O. 08-P002333)

It was moved by Mr. Hanna and seconded by Ms. Woolery to approve the agreement to increase the compensation to Twining Laboratories as presented. Discussion ensued. The motion carried unanimously.

5.3 Architectural Contract: Miscellaneous SAC Infrastructure Projects

It was moved by Mr. Hanna, seconded by Ms. Woolery, and carried unanimously to approve the request for additional services provided by LPA, Inc. in the amount of \$109,771 as presented.

5.4 Architectural Services Contract: SAC Child Development Center

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve the request for additional services provided by Harley Ellis Devereaux in the amount of \$175,000 as presented.

5.5 Change Order #16 - Bid #1051/SAC Classroom Building

It was moved by Mr. Hanna, seconded by Ms. Woolery, and carried unanimously to approve change order #16, EMAE International, Inc. for Bid #1051, construction of the Classroom and Maintenance & Operations buildings at Santa Ana College as presented.

5.6 Change Order #17 – Bid #1051/SAC Maintenance & Operations Building

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #17, EMAE International, Inc. for Bid #1051, construction of the Classroom and Maintenance & Operations buildings at Santa Ana College as presented.

5.7 Change Order #1 – Bid #1053/SCC Science Building/Bond Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #1, Reed Thomas for Bid #1064, earthwork for Santiago Canyon College Science building as presented.

5.8 Change Order #1 – Bid #1053/SCC Science Building/State Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #1, Reed Thomas for Bid #1064, earthwork for Santiago Canyon College Science building as presented.

5.9 Change Order #1 – Bid #1063/SCC Science Building/Bond Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #1, J.M. Farnan Company, Inc. for Bid #1063 for plumbing services provided in the Santiago Canyon College Science building as presented.

5.10 Change Order #2 – Bid #1063/SCC Science Building/State Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #2, J.M. Farnan Company, Inc. for Bid #1063 for plumbing services provided in the Santiago Canyon College Science building as presented.

5.11 Change Order #1 – Bid #1064/SCC Science Building/Bond Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #1, Baker Electric for Bid #1064 for electrical services provided in the Santiago Canyon College Science building as presented.

5.12 Change Order #1 – Bid #1064/SCC Science Building/State Funded

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve change order #1, Baker Electric for Bid #1064 for electrical services provided in the Santiago Canyon College Science building as presented.

5.13 Construction Management Agreement: SAC Gym Project (Restroom Addition, Gym Floor Replacement)

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve hiring Bernards as the construction management firm for the SAC Gym Project as presented.

5.14 DSA Inspection Services: Santa Ana College Fire Alarm System Replacement

It was moved by Mr. Conley, seconded by Ms. Woolery, and carried unanimously to approve the change order for Johnston Inspections, Inc. to provide DSA-mandated inspection services at Santa Ana College as presented.

5.15 Budget Assumptions

It was moved by Mr. Conley and seconded by Ms. Woolery to approve the Tentative Budget Assumptions for the 2009-2010 fiscal year as presented. Discussion ensued. The motion carried unanimously.

## 6.0 GENERAL

### 6.1 New and Revised Board Policies

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve the following board policies:

	<u>Action</u>
• Community Services Activities - BP1350	Revise
• Conflict of Interest – BP3101	Revise
• General Personnel Policy Statement – B 4101	Revise
• Recruitment and Selection of Employees – BP4102	Revise
• Employee Appointment and Transfer – BP4104	Eliminate
• Equal Employment Opportunity – BP4104 (NEW)	New
• Employment Contracts – BP4105	Eliminate
• Insurance – BP4107	Eliminate
• Personnel Files – BP4110	Revise
• One Day Change of Assignment – BP4112	Eliminate
• Short-Term Excused Absence Without Loss of Pay – BP4113	Eliminate
• Military Leave – BP4115	Revise
• Employment of Relatives/Nepotism – BP4118	Revise
• Unlawful Discrimination and Sexual Harassment – BP4119	Revise
• Copyright and Patents – BP4120	Eliminate
• Acceptance of Outside Obligations – BP4126	Revise
• Salary Deductions – BP4127	Revise
• Employee Evaluation – BP4128	Revise
• Resignation - BP4129	Revise
• Medical Examinations – BP4130	Revise
• Diversity and Equal Employment Opportunity – BP4131	Eliminate
• Organizations Right of Access – BP4133	Revise
• Solicitation of Political Contributions and Political Activities by Employees – BP4135	Revise
• International Travel – BP4136	Eliminate
• Whistleblower Protection – BP4140	Revise
• Faculty Multiple Site Assignment – BP4203	Eliminate
• Faculty Dismissal and/or Discharge – BP4206	Revise
• Faculty Retirement (Workload Reduction) – BP4207	Revise
• Faculty Retirement – BP4208	Eliminate
• CLASSIFIED PERSONNEL - Definition Classified Service – BP4301	Revise
• Classified Salary Payments – BP4302	Revise
• Classified Retirement System – BP4303	Eliminate
• Management Medical/Dental Insurance Benefits – BP4402	Revise
• Bereavement Leave Management – BP4404	Revise

<u>6.1 Approval of New and Revised Board Policies – (cont.)</u>	<u>Action</u>
• Duties - Management Interns – BP4416	Eliminate
• Administrative Leave – BP4419	Revise
• Retirement Administrative – BP4420	Eliminate
• Salary Payments Administrative – BP4503	Eliminate
• Educational Management Employee Retroactive Pay Administrative – BP4519	Revise
• Administrative Retreat Rights - Administrative – BP4520	Revise
• Claims and Actions Against The District – BP4602	Revise
• District Property & Liability Protection – BP4603	Revise
• Bonding of Personnel – BP4604	Revise
• Open Enrollment - BP5009	Revise
• Military Withdrawals - BP5121	Revise
• Withholding of Student Records - BP5555	New
• Credit/No Credit Courses - BP6120 (Grading and Academic Record Symbols)	Revise
• Credit by Examination - BP6121	Revise
• Committee Structure - BP9009	Revise
• Quorum and Voting - BP9016	Revise
• Meetings - Special - BP9020	Revise
• Board of Trustees Political Activities and Solicitation of Political Contributions - BP9027	Revise

Discussion ensued.

The motion was amended by Mr. Hanna and seconded by Ms. Woolery to remove the following policies from the aforementioned list for approval:

- |   |        |
|---|--------|
| • Recruitment and Selection of Employees - BP4102 | Revise |
| • Equal Employment Opportunity - BP4104 (NEW)     | New    |
| • Administrative Leave - BP4419                   | Revise |

The motion carried unanimously to approve the aforementioned policies excluding BP4102, BP4014 (NEW), and BP4419.

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve BP4102 - Recruitment and Selection of Employees. Discussion ensued. It was decided that after review by the board attorney, BP4102 will be reviewed by the Board Policy Committee. The motion to approve BP4102 failed unanimously.

6.1 Approval of New and Revised Board Policies – (cont.)

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve BP4104 (NEW) – Equal Employment Opportunity. Discussion ensued. It was decided that after review by the board attorney, BP4104 (NEW) will be reviewed by the Board Policy Committee. The motion to approve BP4104 failed unanimously.

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve BP4119 - Administrative Leave. Discussion ensued. The motion to approve BP4119 carried unanimously.

6.2 BP9022 – Evaluation of the Trustees

This policy was presented for first reading as an informational item. Discussion ensued. Mr. Hanna presented an edited version of BP9022 and a new BP9022.5.

Dr. Chapel declared a brief recess at 7:36 p.m. due to outside noise.

The board reconvened at 7:41p.m.

It was decided that Dr. Hernandez will present the edited BP9022 to the District Accreditation Taskforce assigned to the recommendation on board self-evaluation for review, and the Board Policy Committee will review BP9022.5.

6.3 Disposing of Audio Tape Recordings of Public Meetings after 180 Days

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve disposing audio tape recordings of public meetings after 180 days. Discussion ensued. The motion failed with the following vote: Aye – Dr. Chapel, Mr. McLoughlin; Nay: Mr. Conley, Mr. Hanna, and Ms. Woolery.

6.4 Board Member Comments

Mr. Hanna and Mr. Conley attended Richard O’Neill’s funeral service today. Both trustees requested the board meeting be adjourned in Mr. O’Neill’s honor.

Mr. Conley reported he plans to attend a State Board of Education meeting in Sacramento on April 15. In addition, he requested information on Middle College High School for an April 15 meeting with State Superintendent Jack O’Connell.

Dr. Chapel made comments regarding an article on perks and privileges for board members.

**7.0 ADJOURNMENT**

Dr. Chapel announced the next regular meeting of the Board of Trustees will be held on Monday, April 27, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 8:19 p.m. in memory of public servant Richard O'Neill.

Respectfully submitted,

---

Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes Approved: May 11, 2009

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

**Board of Trustees (Regular meeting)**

**Monday, April 27, 2009**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:38 p.m. by Dr. David Chapel. Other members present were Mr. Brian Conley, Mr. Paul Garcia, Mr. John Hanna, and Mr. Larry Labrado. Mr. Mark McLoughlin arrived at the time noted. Mr. Phillip Yarbrough and Ms. Lisa Woolery were not present.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Eddie Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Alex Flores, Student President, Santa Ana College.

Mr. Mark McLoughlin arrived at this time.

Mr. Garcia asked the board to consider hearing Item 6.5 – Adoption of Resolution No. 09-06 – Federal Dream Act 2009 after public comments. There was no objection to Mr. Garcia's request.

1.3 Public Comment

Mr. Carlos Amador, Mr. Francisco Bravo, Ms. Vanessa Castillo, Mr. Alex Flores, Ms. Gloria Holguin, Mr. Manuel Maldonado, Ms. Liliana Rosas, Mr. Miguel Santamaria, and Mr. Alfredo Singh spoke regarding Item 6.5 - Adoption of Resolution No. 09-06 – Federal Dream Act 2009.

6.5 Adoption of Resolution No. 09-06 – Federal Dream Act 2009

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to refer Resolution No. 09-06 – Federal Dream Act to the Board Legislative Committee for review.

1.4 Approval of Consent Calendar

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of items 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, and 5.4 pulled by Mr. McLoughlin.

5.1 Approval of the Payment of Bills

The board approved the payment of bills as submitted.

5.2 Approval of Budget Transfers and Budget Increases/Decreases

The board approved budget transfers, increases, and decreases during the month of March 2009.

5.5 Purchase Orders

The board approved the purchase order listing for the period March 8, 2009, through April 12, 2009.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- California Early Childhood Mentor Teacher Program - <i>Augmentation (SAC)</i>	\$ 1,000
- Extended Opportunity Programs & Services (EOPS) - <i>Augmentation (SCC)</i>	\$ 7,196
- Faculty Inquire Network (FIN) - <i>Augmentation (SAC)</i>	\$ 1,000
- Family Support Project - <i>Augmentation (District)</i>	\$15,000
- Math, Engineering and Science Achievement (MESA) Program - <i>Augmentation (SAC)</i>	\$ 8,467
- SBDC – SBA/CSUF - <i>Augmentation (District)</i>	\$50,000
- WIA II – Adult Basic Education - <i>Augmentation (SAC/SCC)</i>	\$27,922

6.2 Adoption of Resolution No. 09-05 – Naturalization Services

The board adopted the resolution agreement which authorizes the chancellor and identified designees to sign the grant contract and associated amendments.

1.5 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD).

There were no public comments.

1.6 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to the California School Employees Association (CSEA), Chapter 579

There were no public comments.

1.7 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to the Continuing Education Faculty Association (CEFA)

There were no public comments.

1.8 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers Teachers Association (CDCTA)

There were no public comments.

1.9 Presentation of Board President's Awards

Mr. Conley recognized Mr. Steve Anticono, a student at Santa Ana College, with the Board President's award.

Mr. Garcia acknowledged Mr. Daniel Orozco, a student at Santiago Canyon College, with the Board President's Award.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

2.2 Report from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)  
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Mr. Paul Garcia provided a report to the board.

#### 2.4 Reports from Student Presidents

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

Mr. Alejandro Flores, Student President, Santa Ana College  
Ms. Tina Lam, Student President, Santiago Canyon College

#### 2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College  
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

#### 2.6 Informational Presentation on Budget

Mr. Hardash provided an update on the budget.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:19 p.m. to consider the following items:

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Part-time Faculty
  - b. Non-paid Instructors of Record
  - c. Temporary Classified Staff
2. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association
3. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957[b][1])

### **RECONVENE**

The board reconvened at 6:53 p.m.

#### Closed Session Report

Mr. Conley reported the board discussed the aforementioned items, and there was no action taken.

### Public Comment

There were no public comments.

## **3.0 HUMAN RESOURCES**

### **3.1 Management/Academic Personnel**

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Management Reorganization
- Approve Interim Assignments
- Approve Stipends
- Ratify Acceptance of Resignations/Retirements
- Approve Leave of Absence
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record

### **3.2 Classified Personnel**

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the following action on the classified personnel docket:

- Approve of Changes in Locations
- Ratify Acceptance of Resignations/Retirements
- Approve of Professional Growth Increments
- Approve of Returns to Regular Assignment
- Approve of Leaves of Absence
- Approve of Instructional Associates/Associate Assistants
- Approve of Volunteers

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

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to schedule a public hearing for May 11, 2009.

### **3.4 Presentation of Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community College District**

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to schedule a public hearing for May 11, 2009.

#### **4.0 INSTRUCTION**

4.1 Approval of Addendum of Nursing Program Agreement with the University of California, Irvine Medical Center

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to approve this addendum of nursing program agreement with the University of California, Irvine Medical Center.

4.2 Approval of Renewal of OTA Agreement – Catholic Healthcare West, dba Northridge Hospital Medical Center

It was moved by Mr. Hanna and seconded by Mr. Conley to approve this contract with Catholic Healthcare West, dba Northridge Hospital Medical Center in Northridge, California. Discussion ensued. The motion carried unanimously.

4.3 Approval of New Pharmacy Technology Agreement – Target, Westminster Mall

It was moved by Mr. Hanna and seconded by Mr. Labrado to approve this contract with Target in Westminster, California. Discussion ensued. The motion carried unanimously.

4.4 Approval of Amendment to Affiliation Agreement Contract with CRC Sign Language Interpreting Services

It was moved by Mr. Hanna and seconded by Mr. Conley to approve the amendment to the affiliation agreement with CRC for sign language interpreter services to increase the amount to \$75,000 annually (inclusive of 2008-09 and renewable on an annual basis through June 30, 2010). Discussion ensued. The motion carried unanimously.

4.5 Ratification of Santa Ana College Fall 2008 Degrees and Certificates Awarded

It was moved by Mr. Hanna and seconded by Mr. Conley to ratify the recipients of the associate degrees and certificates awarded for Fall 2008 for Santa Ana College. Discussion ensued. The motion carried unanimously.

4.6 Ratification of Santiago Canyon College Fall 2008 Degrees and Certificates Awarded

It was moved by Mr. Hanna and seconded by Mr. Conley to ratify the recipients of the associate degrees and certificates awarded for Fall 2008 for Santiago Canyon College. Discussion ensued.

It was moved by Mr. Labrado, seconded by Mr. Conley, and carried unanimously to amend the motion to ratify the recipients of the associate degrees and certificates awarded for Fall 2008 for Santiago Canyon College upon removal of the students' phone numbers from the list of recipients.

**5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 5.1, 5.2, and 5.5 were approved as part of Item 1.4: Consent Calendar.

5.3 Approval of Pepsi Sponsorship Agreement

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve the five-year agreement with the Pepsi Bottling Group as presented. Discussion ensued. The motion carried unanimously.

5.4 Approval of Rose & Tuck Consulting Contract

It was moved by Mr. McLoughlin and seconded by Mr. Hanna to approve the contract with Rose & Tuck for consulting services. Discussion ensued. The motion carried unanimously.

**6.0 GENERAL**

Items 6.1 and 6.2 were approved as part of Item 1.4: Consent Calendar; Item 6.5 was moved after Item 1.3.

6.3 Approval of BP9022 - Board of Trustees Self-Evaluation

It was moved by Mr. Hanna and seconded by Mr. Conley to approve BP 9022 - Board of Trustees Self-Evaluation.

Mr. Hanna read the following statement into the record for accreditation purposes:

*"I wanted to thank my colleagues for your support for the revised Board Policy 9022 dealing with our self-evaluation. I wanted to especially thank Trustee Yarbrough*

6.3 Approval of BP9022 - Board of Trustees Self-Evaluation – (cont.)

*who prepared a second draft of the policy and Policy Chair Conley who patiently conducted two meetings that went almost six hours in length on this subject.*

*I also wanted to thank the District Accreditation Task Force of faculty members and administrators who presented us with their first draft of a revised policy and continued to work with the board on changes. The task force challenged the board to go beyond the minimum standards necessary to comply with accreditation standards and take a leadership role in establishing self-evaluation standards. I believe a fair reading of our work clearly establishes that we have met and exceeded the accreditation standards.*

*The process that we went through to get the final product was one of dialogue in a participatory environment. While I was proud to have authored the final draft, it was really a combination of input from our board, including our student trustee; the chancellor; college president; and faculty leaders like Ray Hicks, Morrie Barembaum, Bonnie Jaros, and Jeff McMillan.*

*Setting policy is a major trustee role and we realize that it is our responsibility to make final decisions regarding policy. That being said, this could not have been done without the participation and support of all those mentioned above.”*

The motion carried unanimously to approve BP 9022 - Board of Trustees Self-Evaluation.

6.4 BP 9022.5 (New) - Board of Trustees Evaluation of District Goals

This policy was presented for first reading as an information item.

6.6 ACCT Public Policy Committee – Nomination of Brian Conley

It was moved by Mr. Hanna, seconded by Mr. McLoughlin, and carried unanimously to approve a letter of nomination for Mr. Conley’s service on the Association of Community College Trustees Public Policy committee for the 2010 calendar year.

6.7 Communications from the Board of Trustees to Staff

After discussing Trustee Conley’s recommendation to have electronic communications sent to staff regarding the board’s activities, it was decided to have Mr. Conley and Dr. Hernandez discuss the issue further and report back to the board.

6.8 Board Member Comments

Mr. Conley gave a report on his visit with State Superintendent Jack O'Connell. He provided Mr. O'Connell with information on SAC's Middle College High School.

Mr. Labrado asked for additional copies of the RSCCD pamphlet on conducting business with the district.

Mr. Labrado expressed concerns over regulatory relief.

Mr. Hanna reported that he plans to attend an upcoming Community College League of California (CCLC) Advisory Committee on Legislation (ACL) meeting.

Dr. Chapel gave a brief report on the recent Orange County Legislative Task Force (OCLTF) legislative breakfast.

7.0 ADJOURNMENT

Dr. Chapel announced the next regular meeting of the Board of Trustees will be held on Monday, May 11, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 7:31 p.m.

Respectfully submitted,

---

Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes Approved: May 11, 2009

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

**Resolution #09-07 in honor of Classified School Employee Week  
May 17-23, 2009**

To recognize the event locally, CSEA's Rancho Santiago Chapter 579 requests you to adopt the following resolution:

**WHEREAS**, classified professionals provide valuable services to the schools and students of the Rancho Santiago Community College District; and

**WHEREAS**, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

**WHEREAS**, classified professionals serve a vital role in providing for the welfare and safety of Rancho Santiago Community College District's students; and

**WHEREAS**, classified professionals employed by the Rancho Santiago Community College District strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, that the Rancho Santiago Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Rancho Santiago Community College District and declares the week of May 17-23, 2009, as Classified School Employee Week in the Rancho Santiago Community College District.

Dated this 11<sup>th</sup> day of May, 2009.

Ayes:  
Noes:  
Absent:  
Abstain:

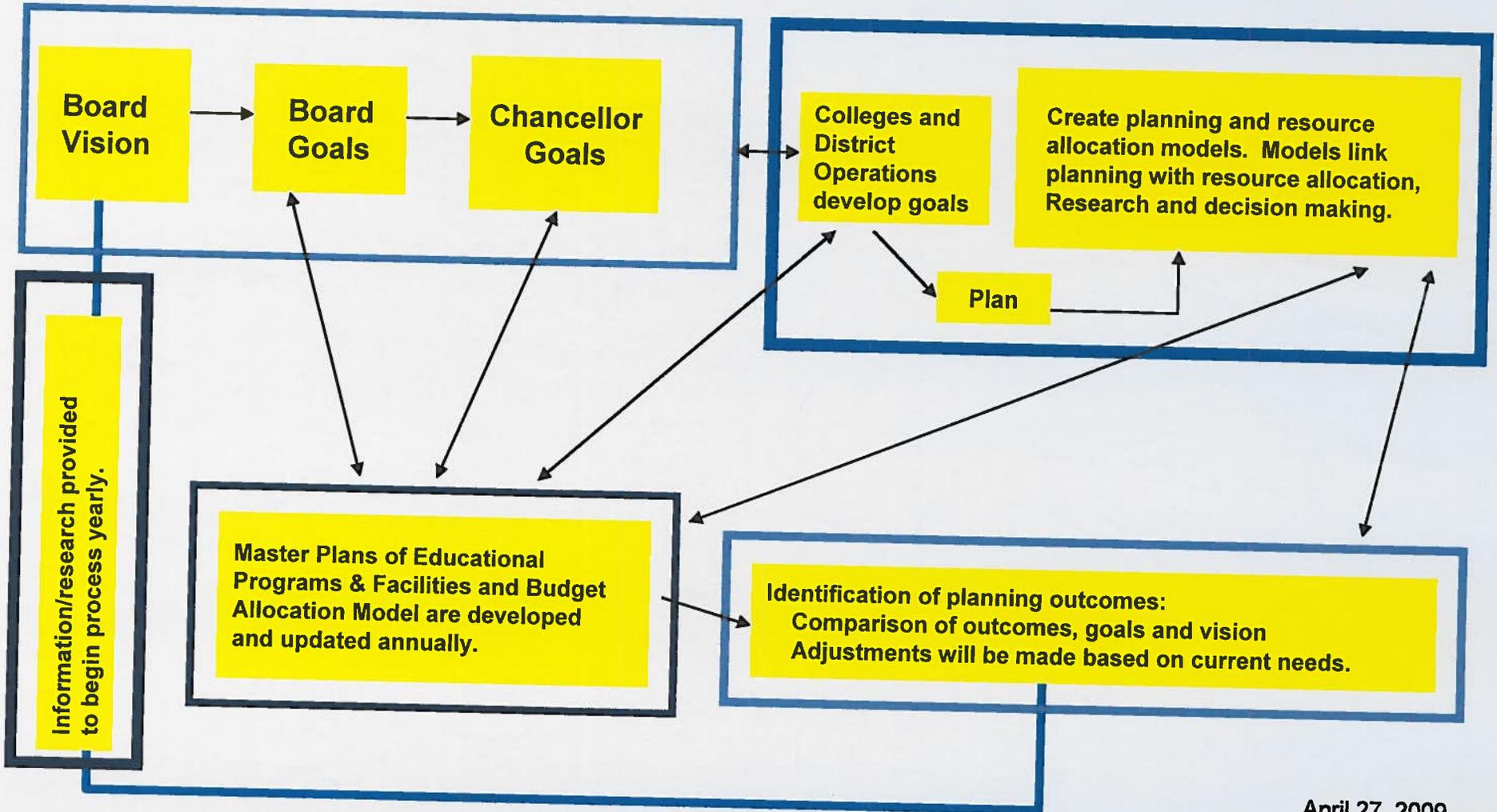
---

Edward Hernandez, Jr., Ed.D.  
Secretary to the Board of Trustees

# RSCCD "Plan to Plan"

## Board and Chancellor

## Colleges and District Operations

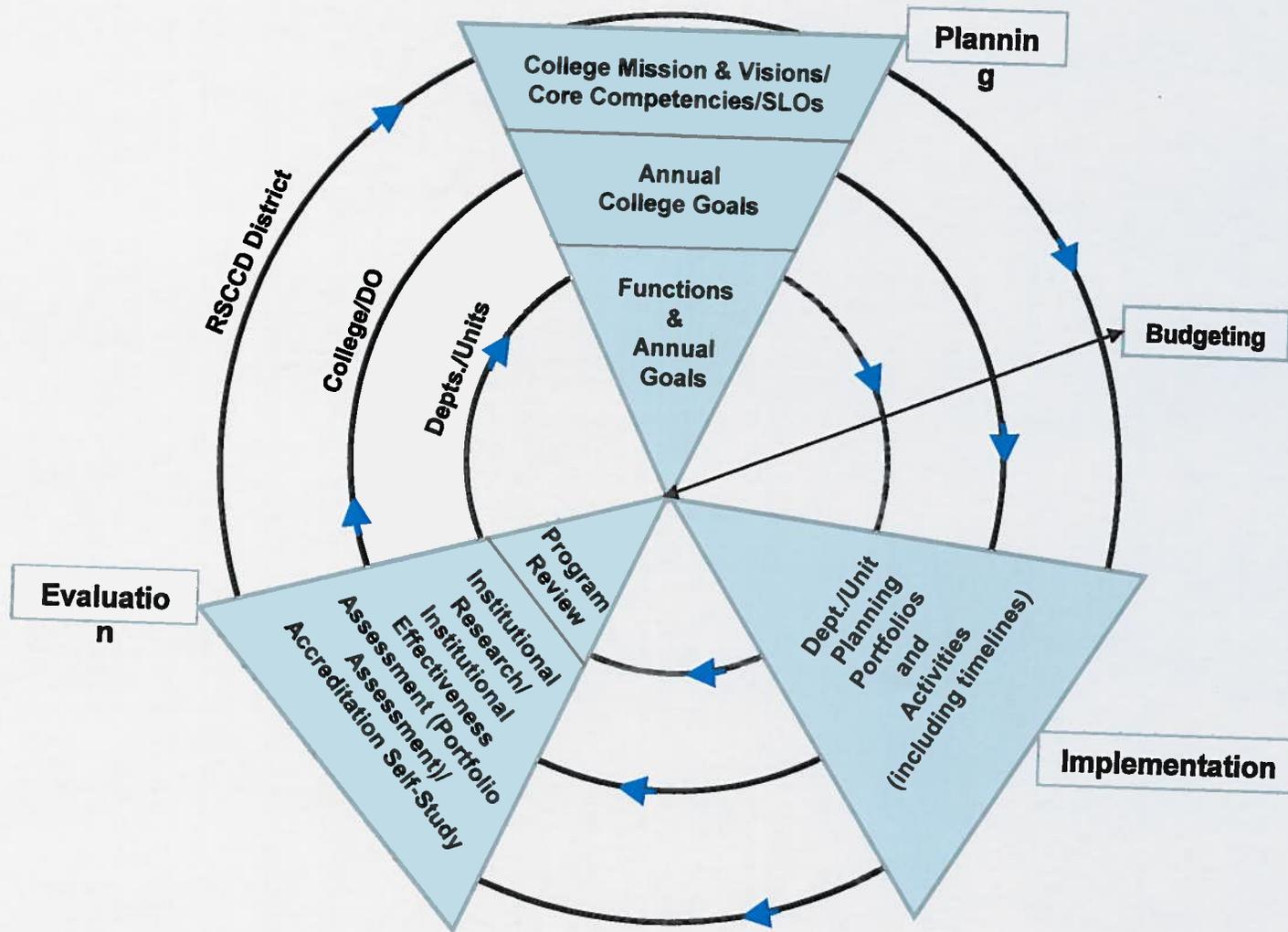


April 27, 2009

2.6/11

11-09 Item 2.6

# RSCCD Planning and Budget Model



This diagram represents the cyclical nature of planning and evaluation as we would like it to be carried out. We believe that the planning decisions should be reflected in budgeting, and that after planning decisions are implemented, evaluation should take place. Further planning then reflects evaluation findings. Additionally, planning, budgeting, implementation, and evaluation occurs in a coordinated fashion throughout the district at the college, service area, division, and department levels.

## RSCCD Strategic Plan & Framework 2010-2012

---

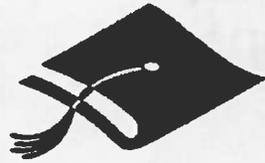
### SAC/SCC/DO

**Please identify objectives to complement the appropriate goal(s) as they relate to your college/program.  
Progress towards these objectives/goals will be evaluated in December 2011 and December 2012.**

Board of Trustees' Goals	Objectives	Outcomes (How will you measure the objectives)	2011 Progress Towards Goals	2012 Progress Towards Goals
Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.				
Increase access and retention for completion programs, including transfer, vocational, and high school diploma programs, and prepare students for success in their academic, career, and personal life endeavors.				
Implement facilities master plans, and incorporate "green" efforts into facilities development and other efforts where possible and cost-effective.				
Promote flexible, cost-effective educational programs and services, including the use of cutting-edge technology and educational program delivery via technology.				

2.6(3)

Board of Trustees' Goals	Objectives	Outcomes (How will you measure the objectives)	2011 Progress Towards Goals	2012 Progress Towards Goals
Pursue alternative funding sources to implement the district's vision and goals, and encourage the foundations to create plans for capital campaigns and alumni association development.				
Maintain a positive, productive working environment for employees, recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology.				
Expand partnerships with business, labor, community groups, universities, schools, and other public agencies in order to ensure student access and success, ensure robust economic development programs, and be responsive to workforce development needs and high demand career fields.				
Assess the educational needs of the communities we serve, and enhance awareness of the colleges, and community involvement through outreach and advocacy among community constituencies and leaders.				



**RANCHO SANTIAGO**  
COMMUNITY COLLEGE DISTRICT



**Santiago  
Canyon  
College**

# 2008-2009/2009-2010 Budget Update

Board of Trustees Meeting  
May 11, 2009

# What's New?

- **May 19<sup>th</sup> Special Election polls show measures 1A, 1B,1C, 1D,1E failing...**
  - \$5.9 billion in state revenue on the line included in February 20, 2009 state budget
- **“May Revise” now expected this Thursday May 14**
  - Governor will present two versions
    - One with May 19 passage of ballot measures
    - One without
  - Rumors and “threats” persisting
  - Legislators dropping “hints” of fiscal calamity
    - “no new taxes”
    - Layoff of police, firefighters, release of prisoners...
- **Legislative Analyst Report**
  - May 7, 2009
  - California’s Cash Flow Crisis: May 2009 Update

# LAO Cash Flow Report

- State is out of cash (\$20 billion + need)
  - State can't borrow that much with poor credit rating
- LAO urges Legislature to approve solutions real fast...
  - June or early July
- This is a “cash flow” issue
- LAO recommendation:
  - “Because state payments to schools represent a large portion of General Fund disbursements in cash flow deficit months like July and October, additional measures to delay scheduled state payments to schools may be necessary.”
- RSCCD already has \$13 million in state revenue deferrals...
  - 08/09 state income deferred to July 09 and October 09
    - More smoke and mirrors...

# Reminder

## Probable State revenues shortfall

- \$8 billion shortfall in state revenue in 09/10
  - Already past \$10 billion
    - \$2 billion revenue shortfall in 08/09
  - Approximately \$10+ million reduction for RSCCD
- If May 19<sup>th</sup> measures don't pass
  - Approximately \$7 million additional reduction for RSCCD

# What are we doing to prepare?

- 2008-2009 \$10.5 million in reductions
  - Already included in current operating budget
- 2009-2010 Tentative Budget
  - Additional \$10 million in reductions
  - Campuses are identifying Tentative Budget reductions
  - Goal of \$10 million in reductions
    - Santa Ana College - \$5.6 million (56.18%)
    - Santiago Canyon College - \$2.7 million (27.33%)
    - District Operations - \$1.6 million (16.49%)
  - Pending negotiations with bargaining groups

# What are we doing to prepare?

- Campuses are preparing for additional reductions of \$7 million to \$17 million
- This is in addition to the current \$10 million for the Tentative Budget

## Summary

- #1 - \$10.5 million for 2008-2009 Adopted Budget
- #2 - \$10 million for 2009-2010 Tentative Budget
- #3 - \$7 to \$17 million for 2009-2010 Adopted Budget

# Budget Process

- Tentative Budget – due by July 1
  - BOT approval at June 22 meeting
- Adopted Budget – due by September 15
  - Scheduled for BOT adoption at September 14 meeting
  - However, state budget may be delayed longer than September 14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
May 11, 2009**

**MANAGEMENT**

*Leave of Absence Without Pay*

Villarraga, Gina  
Family Services Manager  
Child Development Services  
District

Effective: May 18 – November 16, 2009  
Reason: Personal Leave

**FACULTY**

*Adjusted End Dates of Long-term Substitute Assignments (Temporary Employee per E.C. 87482)*

Blake, Sherri  
Long-term Substitute Counselor  
Counseling Division  
Santa Ana College

From: June 12, 2009  
To: June 19, 2009  
(No change to duty days)

Lockhart, Ann  
Long-term Substitute Counselor  
Counseling Division  
Santa Ana College

From: June 5, 2009  
To: June 11, 2009  
(No change to duty days)

*Changes of Assignment*

Gonzaga-Siguenza, L. Patricia  
Professor, Psychology  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 24, 2009

Kim, Henry  
Associate Professor, English and English as a  
Second Language  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 24, 2009

Macias, Aaron  
Professor, English as a Second Language and Spanish  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 24, 2009

**FACULTY (CONT'D)**

*Changes of Assignment (cont'd)*

Mowrer, Melanie  
Associate Professor, English and English as a  
Second Language  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 24, 2009

Tran, Melissa  
Professor, English  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 24, 2009

*Change of Classification*

Shain, Sheila  
Assistant Professor, Business Administration  
Business Division  
Santa Ana College

Effective: August 18, 2008  
From: Class II  
to: Class III

*Stipends*

Ortiz, Fernandez  
Professor, Psychology  
Humanities and Social Sciences Division  
Santa Ana College

Effective: April 23, 2009  
Amount: \$1,600.00  
Reason: Summer Research Scholar's Program

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: June 22, 2009  
Amount: \$1,000.00  
Reason: BSI Facilitation

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: June 22, 2009  
Amount: \$500.00  
Reason: College Visits

**FACULTY (CONT'D)**

**Part-time/Hourly Hire/Rehire**

**Musacchia, Beatrice**  
**Instructor, Public Works (equivalency)**  
**Instructional Services and Career Education Division**  
**Santiago Canyon College**

**Effective: April 7, 2009**  
**Hourly Lecture Rate: I-3 \$51.73**

**Non-paid Instructors of Record**

**Amat, Alex**  
**Fire Technology (equivalency)**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 12, 2009**  
**Newport Beach Fire Department**

**Ault, Jeremy**  
**Fire Technology (equivalency)**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 12, 2009**  
**Chino Valley Fire Department**

**Brown, Christopher (equivalency)**  
**Fire Technology**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 12, 2009**  
**Newport Beach Fire Department**

**Kime, Justin**  
**Fire Technology (equivalency)**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 12, 2009**  
**Newport Beach Fire Department**

**McDonough, Brian**  
**Fire Technology (equivalency)**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 12, 2009**  
**Newport Beach Fire Department**

**Wilson, Royce**  
**Fire Technology (equivalency)**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: March 17, 2007**  
**Upland Fire Department**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES DOCKET  
CLASSIFIED  
May 11, 2009  
ADDENDUM**

**TEMPORARY**

Lucero De Gutierrez, Maria del Pilar  
Administrative Clerk/ Orange Education  
Center

Effective: 04/21/09 – 05/22/09  
Correction of Assignment

Monzon, Jason  
Financial Aid Computer Analyst/ SAC

Effective: 04/15/09 – 04/27/09  
Correction of Assignment

Nunez, Vincent  
Learning Resources Specialist/ Human  
Services/ SAC

Effective: 04/09/09 – 05/08/09  
Correction of Assignment

**Substitute Assignment**

Nguyen, Rose  
Publications Assistant/ School of Continuing  
Educ./ SAC

Effective: 05/01/09 – 06/30/09

**Additional Hours for On Going Assignment**

Kay, Trevor  
Admissions & Records Specialist I/ SAC

Effective: 03/13/09 – 03/13/09  
Not to exceed 19 consecutive working days in  
any given period.

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET**  
**CLASSIFIED**  
**MAY 11, 2009**

**CLASSIFIED**Revised Job Descriptions Family #5Attachments #1 - #34

Admissions Assistant	#1	International Student Coordinator	#18
Admissions & Records Specialist I	#2	International Student Program Specialist	#19
Admissions & Records Specialist II	#3	Job Developer	#20
Admissions & Records Specialist III	#4	Job Placement Coordinator	#21
Alternate Media Specialist	#5	Placement Specialist	#22
Assessment Assistant	#6	Program Specialist	#23
Career Guidance Specialist	#7	Scholarship Coordinator	#24
Career Technician	#8	Senior Admissions & Records Specialist	#25
Counseling Assistant	#9	Senior EOPS Specialist	#26
DSPS Specialist	#10	Student Activities Coordinator	#27
EOPS Specialist	#11	Student Activities Specialist	#28
Financial Aid Computer Analyst	#12	Student Program Specialist	#29
Financial Aid Computer Technician	#13	Student Services Specialist	#30
Financial Aid Coordinator	#14	Student Services Coordinator	#31
Financial Aid Technician	#15	Support Services Assistant	#32
Graduation Specialist	#16	Transfer Center Specialist	#33
High School & Community Outreach Specialist	#17	Veterans Affairs Coordinator	#34

Out of Class Assignment

Castrejon, Orlando Custodian/ Admin. Services/ SAC	Effective: 04/27/09 – 06/30/09 Grade 4, Step 2 + 5%SW \$2904
Palomares, Maria Senior Custodian/ Admin. Services/ SAC	Effective: 03/23/09 – 03/30/09 Grade 7, Step 3 \$3234
Penning, Kerry Computer Operations Specialist/ ITS	Effective: 01/12/09 – 04/01/09 Grade 15, Step 6 + 5%L + 5%SW \$6009

Professional Growth Increment

Vu, Ruby Financial Aid Tech./ SAC	Effective: June 1, 2009 Grade 8, Step 1 + 3PG (1500) \$3176
--------------------------------------	--

**Change in Salary Placement**

Ceniceros, Carmella  
Admissions & Records Specialist I/ School  
of Continuing Educ./ SAC  
Effective: March 1, 2003 (Retroactive)  
Grade 6, Step 6 + 7.5%L \$3873

**CLASSIFIED HOURLY  
Change in Position**

Gonzalez, Jaime  
District Safety Officer/ District  
Effective: May 3, 2009  
16 Hours/Week 12 Month  
Grade 9, Step A \$18.27/Hour

**Professional Growth Increment**

Palomares, Eva  
Transfer Center Specialist/ SCC  
Effective: June 1, 2009  
Grade 13, Step A + 2PG (500)  
\$19.95/Hour + \$41.67/Mo. PG

**Leave of Absence**

Rodriguez, Rosalba  
Instructional Assistant/ School of  
Continuing Educ./ SAC  
Effective: 04/13/09 – 05/26/09  
Reason: Maternity Leave

**TEMPORARY ASSIGNMENT**

Donley, David  
Learning Facilitator/ Tutoring Center/ SCC  
Effective: 06/01/09 – 06/30/09

Godman, Irene  
Learning Facilitator/ Tutoring Center/ SCC  
Effective: 06/01/09 – 06/30/09

Nguyen, Diem  
Transfer Center Specialist/ Counseling/  
SAC  
Effective: 05/18/09 – 06/30/09

Pov, Tina  
Data Entry Clerk/ Academic Affairs/ SAC  
Effective: 05/18/09 – 06/05/09

Vitale, Michelle  
Instructional Assistant/ Human Services &  
Tech./ SAC  
Effective: 05/12/09 – 06/30/09

**Additional Hours for On Going Assignment**

Castellanos, Margie  
Counseling Assistant/ School of  
Continuing Educ./ SAC

Effective: 03/30/09 – 06/30/09  
Not to exceed 19 consecutive working days  
in any given period.

Ediss, Christine  
Counseling Assistant/ School of  
Continuing Educ./ SAC

Effective: 03/30/09 – 06/30/09  
Not to exceed 19 consecutive working days  
in any given period.

Gomez, Daniel  
Video Tech./ Human Services & Tech./  
SAC

Effective: 03/27/09 – 03/27/09  
Not to exceed 19 consecutive working days  
in any given period.

Negrete, Carmen  
Counseling Assistant/ School of  
Continuing Educ./ SAC

Effective: 03/30/09 – 06/30/09  
Not to exceed 19 consecutive working days  
in any given period.

Ordiano, Cesar  
Video Tech./ Human Services & Tech./  
SAC

Effective: 03/27/09 – 03/27/09  
Not to exceed 19 consecutive working days  
in any given period.

Vasquez, Yolanda  
Admissions Assistant/ School of  
Continuing Educ./ SAC

Effective: 03/30/09 – 06/30/09  
Not to exceed 19 consecutive working days  
in any given period.

Weis, Scott  
Video Tech./ Human Services & Tech./  
SAC

Effective: 03/26/09 – 03/31/09  
Not to exceed 19 consecutive working days  
in any given period.

**Substitute Assignments**

Nguyen, Diem  
Administrative Clerk/ Counseling/ SAC

Effective: 03/18/09 – 05/15/09

**MISCELLANEOUS POSITIONS**

**Instructional Associates/Associate Assistants**

**Criminal Justice**  
Maldonado, Jesus

Effective: 05/12/09

Rodriguez, Gene

Effective: 05/12/09

**VOLUNTEERS**

**Zapata, Deanne  
Non Student/ School of Continuing Educ./  
SAC**

**Effective: 05/12/09 – 06/30/09**

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

**Alba, Yareiry Vanessa  
Aparicio, Noe  
Chen, She-Chia  
Luu, Hai Quoc  
Torrice, Carlos Fernando  
Tran, Huong Thu**

**Effective: 04/20/09-06/30/09  
Effective: 04/21/09-06/30/09  
Effective: 03/31/09-06/30/09  
Effective: 04/20/09-06/30/09  
Effective: 04/20/09-06/30/09  
Effective: 04/15/09-06/30/09**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

Attachment #1  
CLASS SPECIFICATION  
Revised May 2009

## **ADMISSIONS ASSISTANT**

### **CLASS SUMMARY**

Under supervision, performs specialized clerical duties involved with student registration and admission; provides information to students and performs related work as required.

### **REPRESENTATIVE DUTIES**

Provides information and assistance to students regarding admissions, registration, course and campus information; verifies completeness and processes various registration forms; accepts transcript requests and petitions; operates specialized office equipment, such as computer terminals, printers; and performs other duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated Administrator/Supervisor.

### **QUALIFICATIONS GUIDE**

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience.

#### **Knowledge and Abilities**

Knowledge of: English usage, spelling, grammar, vocabulary; arithmetic, public relations, office policies and procedures, use of various equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; respond to requests and inquiries from students and the general public; follow oral and written directions; learn policies and procedures regarding proper information to be released at a public counter or over the telephone.

**ADMISSIONS/RECORDS SPECIALST I**

**CLASS SUMMARY**

Under general supervision, performs a variety of technical duties related to public information, student records, admissions and registration functions, and related activities; performs related duties as required.

**REPRESENTATIVE DUTIES**

Provides assistance to the public, staff and students; interprets institutional policy and procedures; instructs students in correct admissions and records procedures to complete applications, registration, fee collection, fee refunds, class changes, petitions and related student forms; screens students for admissions requirements and matriculation process; refers students to appropriate testing/counseling area; reviews student records, applications, and other forms for completeness and accuracy; determines residency, processes student transactions using PC and other office equipment; performs a variety of office clerical duties relating to student, instructor and mailing requests; maintains records and files of clerical functions, may direct the work of student workers assisting with work-related functions; assists in training of short-term counter personnel; operates microfilm and auxiliary equipment to preserve student, instructor and other related district documents; utilizes optical imaging equipment; scans and indexes documents to update database; maintains transcript records, including accounts receivable and liens, and records of transcript destinations; corrects admission application and attendance error lists as needed; inputs corrected data on PC; processes outgoing transcripts by fax, mail, electronically, and over the counter; creates and maintains files of past and present requests on both PC and hard copy; processes all requests for catalogs and course descriptions from prior years; prepares and transmits student transcripts/folders to other district offices as requested; performs lock-up procedures at end of day, including securing of file cabinets, cash drawer and vault, and powering off of all equipment; may assist with admissions and guidance correspondence and purchasing requisitions.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated Administrator/Supervisor.

**QUALIFICATIONS GUIDE**

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience, including direct public contact, preferably in college admissions and records.

**ADMISSIONS/RECORDS SPECIALST I (continued)**

**Knowledge and Abilities**

Knowledge of: English usage, spelling, grammar, punctuation, vocabulary; arithmetic; public relations; office policies, procedures and equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; utilize Centrex equipment, PC and mainframe software programs for related area; follow oral and written directions; establish and maintain effective relationships with students, college personnel, employees and other professional agencies and the public; understand, interpret and explain policies and procedures regarding admissions and records to be released at the counter or over the telephone; file, post and check records.

**ADMISSIONS/RECORDS SPECIALIST II**

**CLASS SUMMARY**

Under general supervision, performs a variety of technical duties related to student records, evaluation of transcripts, admissions, registration, fee collection, and public contact; performs related duties as required.

**REPRESENTATIVE DUTIES**

Evaluates incoming transcripts to determine transferable units; course equivalency, unit value, grading system of courses at previous colleges for prerequisites, transfer (IGETC & CSU) certification and degree requirements; interprets and assists counselors and students with course equivalence; processes grade changes, G.P.A. and grades, maintains transcripts; utilizes a variety of computer programs to implement and update record changes; prepares outgoing transcripts and maintains accounts receivable and records indicating where transcripts have been sent; prepares and transmits student records to district offices; research and prepare responses to civil and state subpoenas and logs subpoenas received; screens instructor grades for accuracy and completeness for data entry; processes variable unit changes, class transfers, and add/drops; adjusts student fees; corrects lists, including academic renewal, cumulative audit, attendance, applications, student ID, graduation lists and grades; maintains instructor books; creates, collects, maintains, and files instructor grade books and posts grade changes; assists with admissions, determination of residency, editing of applications, matriculation, registers students, processes add/drops, determines fee waivers and fee credit eligibility; answers questions concerning catalog and class schedule information; refers students to special programs; interprets and explains rules and regulations to students, staff and faculty; directs student workers assisting in work-related functions; operates office machinery including typewriter, fax machine, PC; utilizes mainframe software for a variety of PC programs for admissions, records, and imaging system; researches admissions and records problems; performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated Administrator/Supervisor.

**QUALIFICATIONS GUIDE**

Combination of training and/or experience equivalent to a high school diploma and two years of responsible records experience, preferably in admissions records maintenance, including business math, good judgment and interpretation of regulations.

**ADMISSIONS/RECORDS SPECIALIST II (continued)**

**Knowledge and Abilities**

**Knowledge of:** rules, regulations, procedures, and policies of the college, and relevant county, state and federal regulations; English usage, mathematics, public relations and use of modern office equipment.

**Ability to:** perform work involving judgment, accuracy, and confidentiality; establish and maintain effective relationships with others; understand, interpret, and explain district policies and procedures regarding admissions, registration and evaluations; make arithmetic calculations; perform typing and keyboarding tasks accurately; utilize related PC programs; communicate clearly and concisely, orally and in writing.

**ADMISSIONS/RECORDS SPECIALIST III**

**CLASS SUMMARY**

Under direction, coordinates, performs and assists in planning, organizing and providing work direction for a wide variety of specialized and complex clerical duties related to admissions, registration, evaluation, residency, attendance and maintenance of student records; serves as a primary reference source to public and/or staff; assists in the resolution of difficult problems; works with a high degree of independent judgment; assumes and performs related duties as required.

**REPRESENTATIVE DUTIES**

Resolves problems as a primary resource person; assists with planning, organization and direction of office workload; assists in staff training and participates in the hiring of hourly classified and student assistants; evaluate incoming transcripts for overall units, course equivalency for prerequisites, transfer certification (IGETC & CSU) and degree requirements; interprets and assists counselors and students with course equivalencies for special programs and procedures; coordinates and participates in the maintenance and utilization of current and past student transcripts, individual student records, and ID numbers; direct the distribution, collection and correction of Positive Attendance forms and data; enters and audits the data, as needed; assists in ordering distributing and collecting of class rosters and grade sheets; coordinates the processing and reviewing of admissions applications and other related documents; checks for completeness, accuracy and conformance to standards; evaluates and determines residency requirements according to state and federal regulations; interprets residency legislation to resolve complex visa and amnesty problems; directs and provides admissions and registration and enrollment support for a variety of special programs, academies, and Early Decision, as appropriate, collects and accounts for fees of specialized programs; develops and maintains accounting records of charges and payment for fee collection within special programs, including debits, credits, waivers and fees of individuals or groups; serves as liaison with computer center to develop reports; directs scheduling of staff function, including counter and phones; coordinates dissemination of accurate information regarding office, district and state procedures and regulations to the public, students and staff; assists with coordination of microfilm and optical imaging of records for storage and use; assists in the development of support systems for admission, attendance, residency, transcripts, registration and special programs.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated Administrator/Manager.

**ADMISSIONS/RECORDS SPECIALIST III (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

Any combination of training and/or experience equivalent to a high school diploma and three years of responsible records experience including experience with college admissions/records preferred, business math; experience in directing group activities.

**Knowledge and Abilities**

**Knowledge of:** English usage; principles of public relations; student record systems; business or technical math; modern office methods, procedures, terms and equipment; rules and regulations, procedures, and policies of the college, and relevant county, state and federal regulations.

**Ability to:** perform work involving judgment, accuracy, and confidentiality; establish and maintain effective relationships with others; understand, interpret, and explain district policies and procedures regarding admission, registration and evaluations; make arithmetic calculations; perform typing and keyboarding tasks accurately; utilize related PC programs; communicate clearly and concisely, orally and in writing.

## ALTERNATE MEDIA SPECIALIST

### Class Summary

Under general supervision and direction, coordinates the operation of the Alternate Media component of Disabled Student Programs and Services (DSPS). Provides technical assistance, training, and resource materials regarding alternate media to faculty and staff with an emphasis on the production of educational materials in alternate formats. Alternate formats include but are not limited to: Braille, electronic text, audio recording, open and closed captioning, teleconferencing and large print access for individuals with disabilities. Assumes leadership and responsibility for the execution of all projects related to alternate media production and support; assists supervisor(s) with complex reporting and research activities; performs a wide variety of tasks requiring specialized knowledge. Assumes and performs related duties and responsibilities as required.

### Representative Duties

**Production of Alternate Print Material:** Serve as a liaison between faculty, students and the DSPS program to secure and translate instructionally related materials into alternate formats in a timely manner; provide group in-service and one-to-one assistance to faculty and staff for formatting documents and information; serve as liaison to the statewide center and to community agencies utilized on a contract basis to produce alternate media.

**Access to Distance Education:** Develop and maintain a current resource bank of access strategies for the various types of disabilities which students may have and for the various instructional media used by faculty; provide group in-service and one-on-one assistance to faculty in their design and redesign of distance education offerings to assure they meet the access guidelines; provide technical assistance to campus instructional and technology committees on access requirements for persons with disabilities.

**Access to Electronic Information:** Develop and maintain a current resource bank of access strategies for the various types of electronic information used by the college including Web Pages, kiosks, etc.; provide group in-service and one-on-one assistance to faculty/staff in their design and redesign of electronic information to assure the information is provided in an accessible format; provide technical assistance to campus technology, public information, and other committees, on access requirements for persons with disabilities.

**Other Duties:** Act as primary contact person to faculty, staff and external agencies for questions related to alternate media, access to distance education, and electronic information for the disabled; install, configure and maintain approved access technology equipment and software across campus. Examples: screen reading, voice recognition, magnification, and Braille hardware and software. Survey current access technology needs of the college and develop an access technology plan; identify and recommend for purchase, specific access technology software, hardware and/or services; assist in the recruitment, hiring, training, scheduling and provide work direction to hourly help; keep current regarding new access

### **ALTERNATE MEDIA SPECIALIST cont'd**

technology guidelines/laws relating to individuals with disabilities, alternate media, distance education and electronic information.

#### **Organizational Relationships**

This class reports to the appropriate supervisor and administrator of Disabled Students Programs and Services. Some workload may be directed by the Director of Instructional Technology or the Assistive Technology Instructor.

#### **Desirable Qualifications Guide**

##### **Training and Experience**

Any combination of training and/or experience equivalent to the completion of two years of college level coursework in computer science or a related field, and two years of experience with adaptive computer technology (software and hardware) as a user or technician. Familiarity with the Americans with Disabilities Act (ADA). AA/AS degree in computer science desired, but not required.

##### **Knowledge and Abilities**

**Knowledge of:** assistive technology for persons with disabilities; pertinent legislation and regulations relevant to information access for persons with disabilities.

**Ability to: Exercise a high degree of independent judgment.** research, evaluate and implement production of alternative media for persons with disabilities; assess the state of the college regarding compliance with mandated access requirements related to curriculum, distance education, and all types of digital and non-digital sources of information; ensure Web Page accessibility; demonstrate effective interpersonal skills in order to interact successfully with faculty, students, staff, vendors and community members; develop and deliver presentations and training seminars; conduct meetings; collect data, compile complex reports and meet deadlines; problem solve and demonstrate creativity regarding access issues; plan, organize and schedule programs and projects; evaluate processes and products and make recommendations for improvement; communicate well orally and in writing.

## **ASSESSMENT ASSISTANT**

### **CLASS SUMMARY**

Under general supervision – administers and scores tests of aptitude, abilities and/or career interests and/or other work samples, in addition, performs related clerical duties; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Administers and scores tests such as aptitude, abilities and career interest to individuals and small groups of students, and other work samples; records observations of student behavior during test as it relates to employment choice possibilities; performs related clerical duties such as filing, record keeping, maintaining supplies, and making appointments; prepares and disseminates lists of test scores to students and appropriate staff; answers questions from students and staff regarding tests, test scoring, and interpretation of test results; prepares statistical reports for use by counselors; operates CRT to record or correct test scores.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator/supervisor and may be under the direction of Counselors or Instructors. This class works closely with students in an assessment situation.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training, and/or experience equivalent to 6 months experience in a clerical position.

#### **Knowledge and Abilities**

Knowledge of: testing procedures, security and control; good written and oral English, record keeping, clerical and general office procedures.

Ability to: learn and utilize a variety of tests including administration and scoring; understand and follow oral and written general and technical instructions; maintain a proper assessment environment; establish and maintain effective relationships with employers and students; be sensitive to students from diverse backgrounds; perform clerical and filing duties; learn and operate office equipment; give explanation to groups of students.

Skills: Some positions may require oral and written proficiency in a second language, as measured by biliteracy tests.

## **CAREER GUIDANCE SPECIALIST**

### **CLASS SUMMARY**

Under supervision – assists in organizing and executing the operation of the Career Planning Center; assists in developing programs to meet student needs and to ensure provision of updated career, labor market and college information to students, faculty, staff and RSCCD community; assists in developing referral systems; provides individual and group guidance and assistance; assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Orders, reviews, catalogs, inventories and maintains a wide variety of educational and career related material; prepares and updates lists of information and resources available in the Center for use by individual students, classes and teachers; maintains audio-visual material; evaluates material to keep information current; schedule and plan career workshops; arranges for speakers programs and job skills workshops assists in publicizing the Center on campus and in community through fliers, bulletins, T.V. announcements, posters and other media, prepares press releases; conducts tours of the Center; assists students and others with job applications, resumes and interview preparation; describes vocational and related tests to students; informs staff of new materials in Center.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator/supervisor.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to an A.A. degree with course work in counseling or social sciences, and one year of experience in a position that involves principles and techniques of para-professional counseling related to student career choice.

#### **Knowledge and Abilities**

**Good Knowledge of:** sources and types of vocational literature and material; basic self appraisal (vocational) tools and techniques; sophisticated appraisal and counseling resources available and criteria for referring people for additional counseling.

**Knowledge of:** a wide variety of vocational career opportunities and criteria for choosing those careers.

**Ability to:** speak to and direct groups research necessary material and resources on own initiative; prioritize and budget time, space and monetary resources; identify persons who should be referred for help beyond that which can be offered by the Center itself; evaluate and critique usefulness of a wide variety of guidance material; work with individuals from various socio-economic backgrounds.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised May 2009

## **CAREER TECHNICIAN**

### **CLASS SUMMARY**

Under general supervision – Assess, advise and direct students to job resources or appropriate programs; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Assist students with resume and cover letters, completing applications and interviewing skills. Refer students to occupational and training information, campus services, and occupational resources. Create and/or present career center workshops, market services to classes and participate in job fairs. Phone or makes on-site contact with present or potential employers to develop jobs and/or to visit workers at their job sites; reviews job orders; reviews continuing education and/or training programs; counsel students on job search qualifications and techniques; meets with counselors and instructors to coordinate placement efforts; directs students to appropriate job openings or programs; conducts group orientation programs for students; screens non-profit organizations' requests for CETA jobs; directs students to counselors; prepares regular and special reports.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to designated administrator or supervisor.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to an A.A. degree with course work in social sciences, business, and/or counseling, and one year's experience in employment interviewing and placement or a related field.

#### **Knowledge and Abilities**

Good Knowledge of: employment market in the area; various alternative programs (e.g., work-study, trainee, apprenticeship available); qualification for those programs; interview techniques which need to be taught to students; legal criteria for assessing job opportunities.

Knowledge of: basic counseling techniques; business economics; problems of the students seeking employment.

Ability to: communicate effectively with students, faculty and employers; follow-up on leads on own initiative; match student capabilities with placement opportunities and direct students to most appropriate placement; determine exact requirements and demands of specific placement opportunities.

License: valid California Motor Vehicle Operator's License.

## **COUNSELING ASSISTANT**

### **CLASS SUMMARY**

Under general supervision – assists credentialed counselors by performing initial interviews of students, student orientation to programs, and para-professional counseling; in addition, performs related clerical duties; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Conducts initial interview with students and completes related forms; orients students to program(s); performs clerical duties such as maintaining student files and making appointments for counselors; assists in establishing referral liaison between students and college or community resources; may conduct presentations on program(s) to public; may provide para-professional counseling to individual or groups of students; maintains a proper counseling environment. Some incumbents in this class may act as an interpreter for monolingual/limited English students.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to designated administrator and is directed in their work by Counselors. This class works closely with students, may communicate to the public about their program and may interface with faculty or community resources about a student.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to 6 months experience in a position that involves considerable public contact.

#### **Knowledge and Abilities**

**Knowledge of:** human behavior and principles of psychology; good written and spoken English, appropriate to college level students; relevant college procedures, policies, and programs; college and community resources available for dealing with student problems; principles and techniques of para-professional counseling related to student interests and problems; clerical, filing and record keeping procedures.

**Ability to:** interview and assist a wide variety of students in helpful and mature ways; refer students to resource materials and other offices where further assistance may be obtained; give explanations to individuals and groups of students; establish and maintain effective relationships with students and employees; understand and follow oral and written instructions; be sensitive to students from diverse backgrounds; perform clerical, filing and supportive duties; maintain a proper counseling environment.

**Skills:** Some positions may require oral and written proficiency in a second language as measured by biliteracy tests.

**DSPS SPECIALIST**

**CLASS SUMMARY**

Under general direction, provides individualized assessments of students with learning disabilities and other disabilities through the administration of psycho-educational tests; facilitates academic accommodations for disabled students; performs with a high degree of independence and accuracy; acts as a liaison with faculty, administrators and staff regarding disabled students; assumes related responsibilities as assigned.

**REPRESENTATIVE DUTIES**

Conducts interviews with prospective students, assess student's difficulties, assists the Learning Disabilities instructors with the operation of the Learning Disabilities Program; administers individualized psycho-educational assessment battery; assists with interpretation of vocational assessments; facilitates academic and testing accommodations for students; facilitates communication with faculty, staff, and administrators on behalf of students; assists with hiring, training, scheduling, and directs the work of Instructional Assistants and a Program Specialist; provides registration assistance and assists with academic advisement; assists in the development of student educational plans; maintains detailed records of progress of students with learning disabilities; keeps abreast of federal and state guidelines which affect disabled students in particular, the Americans with Disabilities Act (ADA); schedules, plans, and organizes office procedures and record keeping for the Learning Disabilities Program; assists in monitoring learning disabilities expenditures; composes correspondence; conducts outreach activities; compiles MIS data for DSPS programs.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator responsible for the DSPS and tutorial programs.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Bachelor's degree in Education, Special Education or related field or equivalent education and experience. Two years experience working with adults with disabilities and experience directing the work of staff. Demonstrated expertise administering psycho-educational assessments.

**Knowledge and Abilities**

**Good Knowledge of:** assessment batteries used to determine student's program eligibility; laws,

**DSPS SPECIALIST (continued)**

regulations and guidelines regarding DSPS; all types of disabilities with emphasis in learning disabilities; processes for determining academic accommodations; principles of supervision and training; written and spoken English and grammar.

Knowledge of: principles of office procedures, record keeping, and organization; computer operations and programs.

Ability to: make difficult judgments in an independent manner with a high degree of accuracy; communicate effectively with students, instructors, administrators and staff; make apprehensive students feel at ease; problem solve the needs of students informally and through formal assessment; work in a busy environment with frequent interruptions; organize a wide variety of activities into a cohesive system; think calmly in stressful situations.

**EOPS SPECIALIST**

**CLASS SUMMARY**

Under direction – advise and assist EOPS program students regarding resources available for financial aid; performs related duties as required.

**REPRESENTATIVE DUTIES**

Advises students on resources available from financial aid; reviews financial aid applications for completeness and accuracy; advises students regarding financial aid application requirements; coordinates EOPS student load activities with Financial Aid Office; interviews EOPS students to complete financial aid applications; advises and trains EOPS staff on matters related to financial aid; assists and counsels EOPS students regarding financial aid availability and procedures; sets-up and maintains records and files related to EOPS programs finance aid; operates office equipment; composes memos, letters and reports, trains clerical and student workers; supervises student workers.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator and may oversee the work of several student helpers.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to high school graduation and one year of general office experience.

**Knowledge and Abilities**

Knowledge of: modern office practices and procedures; English and grammar; filing and filing systems; arithmetic; records checking.

Familiarity with: financial aid available to students; procedures for obtaining financial aid in a community college.

Ability to: effectively communicate with students; read and interpret laws, regulations and policies regarding the EOPS program and financial aid; train and supervise the work of others.

## **FINANCIAL AID COMPUTER ANALYST**

### **CLASS SUMMARY**

Under general direction, is responsible for implementation and control of Financial Aid software and computer hardware; acts as department contact person for Information Technologies Services department and outside service, software, and hardware vendors; initiates projects and makes recommendations to improve and enhance the financial aid data processing system; works independently; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Evaluates, recommends, installs, manages, modifies, and maintains Financial Aid software and hardware; provides technical support for microcomputer systems, communications and applications; analyzes, designs, implements, and reviews computer systems; plans, coordinates, and performs installation or upgrades of hardware and software systems to assure smooth transitions; participates in the formulation of long-range Financial Aid computer systems plans; tests and debugs application programs and resolves problems to make the software work effectively; identifies, diagnoses, troubleshoots and coordinates resolution of hardware and software problems by contacting the appropriate vendor; develops and conducts training sessions and related materials; analyzes network and/or applications needs and coordinates recommended solutions with Information Technologies Services; is responsible for producing accurate state and federally mandated Financial Aid reports such as the FISAP, MIS and electronic PELL transmissions; transmits and downloads records to and from the Department of Education via modem; contacts the Department of Education to resolve problems, clarify issues, and make recommendations for improvements to their financial aid software; performs data recovery of damaged files utilizing programming and analytical skills; utilizes spreadsheet, database, word processing, and financial aid programs to collect information and produce required reports and documentation; devises ways to produce desired results in spite of software errors and limitations; handles and coordinates computer repairs and lockdowns.

### **ORGANIZATIONAL RELATIONSHIPS**

This position class to the designated manager/administrator and directs the work of part-time student assistants. May lead, direct, and coordinate the work of other staff members on specific projects.

**FINANCIAL AID COMPUTER ANALYST (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Bachelor's degree preferably in a computer related field and two years of programming or computer related experience utilizing technical and analytical skills. Additional computer or financial aid experience may be substituted for the education requirement on a year-for-year basis.

**Knowledge and Abilities**

**Thorough Knowledge of:** systems analysis and design; computer programming concepts, logic, principles, procedures, techniques, and methods; microcomputer systems including hardware, operating systems, network commands and software packages for financial aid, word processing, spreadsheet, and database.

**Ability to:** read, understand, interpret, and apply technical and educational data and information; elicit information and communicate with staff and management effectively; produce, finalize, and check work efficiently; operate a variety of office automation equipment such as microcomputers and peripherals in a network environment; identify and troubleshoot equipment and software failures to ensure minimal downtime; evaluate and recommend the usefulness of a wide variety of software and hardware; stay apprised of current trends and developments in information technologies hardware and software; apply knowledge and analytical skills to solving programming and operational problems; establish cooperative working relationships with staff, administrators, vendors, and others contacted in the course of performing assigned duties; make independent judgments and work independently.

**Skills:** pass district administered microcomputer use aptitude test.

**Working Conditions:** This position requires prolonged video display terminal viewing.

## **FINANCIAL AID COMPUTER TECHNICIAN**

### **CLASS SUMMARY**

Under general direction, provides responsible support involving the coordination of diverse functions into a cohesive program or service; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Maintain financial aid computer system and student database; download applications from U.S. DOE into system; generate, send and receive electronic transmissions from federal processing center; transmit electronic student aid report corrections, resolve problems, interface student enrollment from the mainframe to the financial aid system; Compiles complex documents according to established guidelines requiring thorough knowledge of federal, state, and district policies and financial aid procedures; assists supervisor in difficult reporting and research activities; reviews and processes a variety of documents and records relating to assigned function; develops complex files, coordinates in put from a variety of sources and maintains information for related databases; prepares agendas, calendars, reports, correspondence, and statistical records; ensures required approvals and proper processing of preliminary and final documents; handles difficult and complex public relations; coordinates scheduling with district support systems; may lead and coordinate the work of clerical assistants; may coordinate office work flow.

Downloads student information to generate production of annual student aid files; develops and maintains letters and forms for correspondence with students; oversees mass mailings of packets and ensures the correct forms are sent to the appropriate students; coordinates combining and rollover of files from year to year; maintains records of student flow for statistical purposes; performs packet intake, reviewing all forms for completeness and accuracy; identifies and resolves inconsistencies; responsible for analyzing data to produce accurate state and federally mandated reports for various financial aid programs such as BOGW and PELL, Cal Grant, MIS; assists financial Aid computer Analyst in maintaining and modifying program parameters; generates, sends, and receives electronic transmissions such as ISIR, EPV and resolves any resulting discrepancies; downloads and transforms financial aid data into a spreadsheet format to produce required reports; coordinates resolution of problems with advisors, students, mainframe and PC software; accesses security file to perform necessary system functions; trains some hourly staff and student assistants.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. May be responsible for determining workflow to other support staff.

**FINANCIAL AID COMPUTER TECHNICIAN (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to four years of college coursework in business, accounting, computer information systems or related field, and two years of increasingly responsible financial aid experience, including training in electronic systems, financial aid software and programs and progressively responsible experience in complex support to management involving some independent responsibility.

**Knowledge and Abilities**

**Good Knowledge of:** the principles of record keeping and the ability to devise record keeping and reporting systems; various reports and statistics required by the college and state; data processing procedures, terminology and operation; office methods, procedures and equipment, including automated equipment; basic research and data collection methods, computer systems and various software packages for word processing, financial aid applications, spreadsheets and databases.

**Ability to:** communicate effectively and clearly, both orally and in writing with students, parents, and staff; interpret and apply federal, state, and financial aid policies and procedures; examine and verify financial aid documents and reports; read, understand, interpret, and apply technical and educational data and information; operate a variety of office automation equipment such as microcomputers and peripherals in a network environment; prepare, transmit, and download information via modem; stay apprised of current trends and developments in information technologies hardware and software; apply knowledge and analytical skills to solving programming and operational problems; establish and maintain cooperative working relationships with staff, administrators, vendors, outside agencies, and others contacted in the course of performing assigned duties; analyze and resolve complicated situations using independent judgment and problem solving techniques; work independently.

## **FINANCIAL AID COORDINATOR**

### **CLASS SUMMARY**

Under general direction of the designated manager/administrator of Financial Aid, manage, coordinate, organizes, develops, and direct a variety of complex technical tasks involved in the implementation of student financial aid programs and procedures in accordance with federal and state regulations, including computerized management systems and electronic processing; assists in the supervision and delegation of responsibilities and training of office staff; provides financial aid advisement and counseling for students and parent with special circumstances.

### **REPRESENTATIVE DUTIES**

Coordinate, direct, and organize internal day-to-day operations of the financial aid office; design, develop, write and implement office policies and procedures for all functions of the financial aid office; collaborate with designated manager to formulate yearly award policy, student budget, academic progress policy and coordinate disbursement schedule with accounting. Examine, analyze and assess student/parent federal tax forms, W-2s, schedules, verifies reported information; exercises independent judgment; acts as resource person, providing technical assistance and information to staff and students regarding interpretation of regulations and policy and develops solutions to implementation of procedures; conducts training workshops for other on-campus service programs; coordinates with the Placement Office, Student Business Office, Accounting office, EOPS, Counseling, and outreach on financial aid procedures; evaluate, monitor and manage progress reports, notifications and correspondence; counsel probation/appeal students; chair financial aid appeal committee and consult with academic counselors and instructors; acts as an agent of the federal/state government using Title IV funding, attend training, conferences, workshops and region meetings; communicates with government agencies concerning financial aid operations; updates the federal Perkins loan forms and procedures for the emergency loan program in accordance with the Student Business Office; evaluates eligibility for federal Pell Grant, campus-based aid, BOGW and Stafford loan programs and awards such programs using a computerized need analysis system and verification procedures in accordance with federal regulation; revises student budget, federal work study, and federal Perkins loan awards in accordance with student requests; assists with reconciliation in reporting final expenditures for the Pell Grant, federal Perkins loan, federal Supplemental Educational Opportunity Grant, and federal work study programs; organizes the ordering of supplies, paper forms, and oversees the maintenance of a variety of records, lists, and files related to regulations, policies, and procedures; organizes financial aid material related to federal and state updates in a way that can be easily referenced; keeps abreast of changes in federal and state regulations through written material and attending workshops and conferences.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

**FINANCIAL AID COORDINATOR cont'd**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

A Bachelor's degree in Public Administration, Social Science, Human Services, Business Administration or related field and three years of experience in a financial aid office at a responsible technical para-professional level.

**Knowledge and Abilities**

**Knowledge of:** electronic application, correction, and payment document processing; eligibility requirements and application procedures for financial aid programs; financial aid verification and packaging concepts and procedures; state and federal financial aid programs, regulations and guidelines; operations processes and activities of a college financial aid office; principles and practices of training and providing work direction; counseling and interviewing techniques; oral and written communication skills; personal and social problems of disadvantaged youth; interpersonal skills using tact, patience, and courtesy; modern office practices, procedures and equipment including a computer terminal; statistical record keeping.

**Ability to:** coordinate college financial aid operations and processing; interpret and apply federal and state regulation and guidelines related to financial aid; communicate in writing effectively and accurately; maintain records and prepare reports; train and provide work direction, assignment and support to others; resolve difficult financial aid issues, cases, and review appeals; performs needs analysis and award financial aid programs; interpret income tax reports; plan and organize work, meeting schedules and deadlines; operate a computer terminal; conduct meetings and workshops; use independent judgment in assessing the needs of students; recommend and draft policies, directives, and procedures pertaining to technical material.

## **FINANCIAL AID TECHNICIAN**

### **CLASS SUMMARY**

Under general supervision – assists students with general application process; provide information on eligibility, review files for completeness, accuracy, and consistency; advises applicants of availability and requirements for various financial aid programs; performs related clerical work and duties as required.

### **REPRESENTATIVE DUTIES**

Assists students in the application process; provides information to students and parents concerning financial aid and eligibility; analyze and evaluate academic transcript for compliance and satisfactory academic progress; Review student's files for accuracy, completeness and consistency; initiate, prepare and distribute correspondence to students with incomplete documents or forms; verifies student eligibility for payment; assist with validation, packaging and awarding grant, scholarships, and loan/work study programs; assists in compiling for Federal, State and other reports; assists in Financial Aid Workshops; keeps abreast of state and federal regulations; conducts entrance interviews for National Direct Student Loan.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designed manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and experience equivalent to two years of college; or two years experience in financial aid or student services; or one year of college and one year of work experience in a financial aid office or student services.

#### **Knowledge and Abilities**

Knowledge of: interviewing techniques; student support services; record keeping; data gathering; modern office practices and procedures; financial aid programs strongly preferred.

Ability to: deal with sensitive and confidential information; understand and communicate with a diverse population of students; provide assistance to students through timely completion of their financial aid documents; understand and apply changing policies, procedures and guidelines; communicate orally and in writing; understand directions and work independently; comprehend and apply technical written material.

## **GRADUATION SPECIALIST**

### **CLASS SUMMARY**

Under direction – Evaluate and audit student records to determine completion of degree and certificate programs, and to determine General Education completion for transfer to four year institutions and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Evaluates and reviews college transcripts of courses completed at Santa Ana College, Santiago Canyon College or other colleges to determine completion of degree or certificate requirements; research courses from other institutions to determine equivalencies toward graduation or transfer requirements; advises personnel from other institutions on RSCCD course content and transferability; notifies student of eligibility or ineligibility for degree or certificate; create statistical reports on degrees and certificates conferred; computes division honors for each graduation period and assists in the compilation of the commencement program; answers questions from students and counselors by telephone and personal contact regarding graduation requirements; assists counselors, as requested, in analyzing student records; interprets admissions/records office policies and applies them in a variety of procedural situations; evaluates student records to determine completion of prerequisites for application to different program; Create diplomas and certificates utilizing customized software; performs registration duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

High school diploma or GED and any combination of training and/or experience equivalent to two years of experience in an academic environment including college admissions/records experience.

#### **Knowledge and Abilities**

**Knowledge of:** modern office methods, practices and equipment; student record systems; English grammar, spelling and arithmetic functions; statistical tabulation procedures; rules, regulations, policies and procedures of the college that affect the student record function; registration procedures.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised March 2008

**GRADUATION SPECIALIST cont'd**

**Ability to: learn, interpret and explain rules, regulations, and policies affecting areas of responsibility; establish and maintain effective relationships with administrative personnel, students and other college personnel; compile and maintain accurate records and reports.**

**HIGH SCHOOL/COMMUNITY OUTREACH SPECIALIST**

**CLASS SUMMARY**

Under general direction, plans and coordinates outreach and articulation programs; serves as liaison with district administrators on matters related to recruitment, outreach and articulation; participates in the development and oversees the implementation of policies and procedures related to areas of responsibility; directs the work of paraprofessionals, classified staff and student workers assigned to the program; assumes and performs related duties as required.

**REPRESENTATIVE DUTIES**

Coordinates, facilitates, and monitors student recruitment and articulation activities; may provide leadership to college student outreach and recruitment programs directed at the district high schools; gives outreach presentations to high schools, agencies, community organizations and/or businesses; schedules and monitors visitations; works with local high school and district representatives relative to effective outreach and high school relations programs; closely coordinates outreach responsibilities with other departments such as EOPS, Admissions, Counseling, Financial Aid, special outreach programs, and instruction; assists in the development of presentation packages, including flyers, brochures, newsletters, press releases and multi-media presentations; trains and directs the work of staff or paraprofessionals assigned to the program; provides training for college faculty and staff in areas such as presentation packages and outreach programs; works closely with other special outreach staff and programs to increase the number of under-represented groups attending; prepares an annual calendar of activities and services; may assist in monitoring the program budget, data collection, and developing reports.

**ORGANIZATIONAL RELATIONSHIPS**

This classification reports to the designated manager/administrator.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to two years working with high school and college students; experience giving oral presentations; some college education preferred.

**Knowledge and Abilities**

Knowledge of: good concepts of practices of recruitment, marketing and public relations; excellent communication skills, both spoken and written.

**HIGH SCHOOL/COMMUNITY OUTREACH SPECIALIST (continued)**

**Ability to:** communicate effectively; be sensitive to students with special needs; learn, understand, and explain high school and college curriculum and regulations; work a flexible schedule; establish and maintain effective working relationships with a diverse population of students, community agencies and the public.

**Skills:** interpersonal relations skills that demonstrate the capability to work with the many constituencies involved in high school and the community.

**License:** valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.

## **INTERNATIONAL STUDENT COORDINATOR**

### **CLASS SUMMARY**

Under general direction, plans, coordinates, and directs all operations of the International Student Center, including its programs and services; provides direction in the development and implementation of college policies regarding foreign students; serves as District Liaison with Immigration and Naturalization Services; coordinates policies of admission and retention of foreign students with the Associate Dean of Admissions & Records; provides direction to staff on the day-to-day operation; and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Provides program planning and design, direction, and coordination for all international student support services including admissions, immigration, orientation, housing, social activities, monitoring academic progress and other related issues and activities; Oversees the recruitment, admission, enrollment, maintenance and retention of all international students; responsible for and provides direction and schedules to execute the recruitment and outreach to English language schools and global recruitment for international students district wide; provides direction for advertisements, literature, promotional products and web page updates, identifying target markets and tracking web responses for admissions; serves as the District's primary liaison with Immigration and Naturalization Services; serves as a liaison with language schools, faculty and other student service areas; coordinates the International Festival, International Club, and other special activities; administers the International Student Alumni Association for outreach and possible fund raising, manages work direction of the special international operational budgets; provides supervision, direction, and training of all staff.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator and directs the work of full-time, part-time, and student workers.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to four years of college; one year of experience working with F-1 international students.

#### **Knowledge and Abilities**

Knowledge of: immigration and naturalization processes as they apply to students; college programs, particularly ESL; diverse cultural and ethnic groups; record keeping; principles of public contact and public relations; and, admission/registration procedures.

Ability to: establish and maintain effective relationships with a diverse population of students, community agencies, and the public; communicate effectively; interpret and explain college procedures, policies and regulations; and to execute programmatic responsibilities.

## **INTERNATIONAL STUDENT PROGRAM SPECIALIST**

### **CLASS SUMMARY**

Under general direction, performs technical and related duties pertaining to international students. Applies policies and regulations in regard to Immigration and Naturalization Service regulations and procedures, registration, orientation, retention, and transfer. Coordinates a variety of recruitment and service activities for the International Student Program; and perform other duties as assigned.

### **REPRESENTATIVE DUTIES**

Prepare, maintain, and monitor records and files of international students in accordance with INS, Custom Enforcement Department of Homeland Security, and college regulations. Evaluate, review, and advise students in meeting their basic needs including but not limited to immigration status, academic standing, employment & documents. Assists in the resolution of problems on complex issues as it pertains to international students including immigration issues and areas of service. Maintain statistics and prepare reports of the International Student Program. Monitor student F-1 Visa status, retention, and academic progress. Coordinate, facilitate and monitor student recruitment and articulation/orientation activities directed at district high schools and English Language programs. Conduct orientation on Immigration regulations, registration requirements, and information on maintaining student status. Gives outreach presentations, schedules and monitors special tours and campus visitations and coordinates outreach with admissions, counseling, health center, district safety and special outreach programs. Process a variety of forms and applications related to the F-1 International Student Programs such as program extensions, transfers, practical training experience and other related matters. Provide assistance to students in transfer procedures. Serve as liaison between students and Department of Immigration, Counselors, Instructors, and staff. May direct work of student assistants.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training and/or education equivalent to an Associates degree and two years of related experience working with F-1 visa students or other international student groups. Additional relevant experience may be substituted for the educational requirement on a year-for-year basis.

**INTERNATIONAL STUDENT PROGRAM SPECIALIST cont'd**

**Knowledge and Abilities**

Knowledge of: State and Federal regulations, INS laws, procedures, regulations, and other INS documents as it pertains to international students; modern office equipment and basic computer programs.

Ability to: Establish good working relationships with students, faculty, staff and outside agencies; conduct oral presentations; learn related mainframe and computer applications programs.

Skills: Posses a valid California Motor Vehicle License.

## **JOB DEVELOPER**

### **CLASS SUMMARY**

Under general direction, initiates contacts with private industry and the public sector for on-the-job training and to develop jobs for students who have completed vocational programs; provides information and training in job search skills for students in the California Works program; collects follow-up data on placement of students; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Initiates contacts with employers by phone and in person to identify and develop work opportunities for students; provides occupational information to students; identifies and analyzes job duties to match the students capabilities and training; assists in preparation of students resumes and applications as appropriate; present workshops, attend job fairs, assist students in filling out applications and writing resumes; screens and refers qualified applicants for employment vacancies; assists students with interviewing and job search skills; completes activity logs of all employer and student contacts; may direct daily job club activities; assists in maintaining placement files for students and collects follow-up data on all placements.

### **ORGANIZATIONAL RELATIONSHIPS**

This classification reports to the designated manager/administrator and may lead and coordinate the work of clerical employees and student workers.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to an Associate degree with course work in counseling, psychology, business and one year experience in employment interviewing and job placement r a related field.

#### **Knowledge and Abilities**

Good Knowledge of: the Internet and job databases such as JOBTRAK; local labor market information; job search skills; job development techniques; record keeping; various alternative programs (i.e., work study, work experience, internships).

Ability to: establish and maintain effective relationships with students and those contacted in the course of work; communicate effectively, both orally and in writing; be sensitive to students with special needs; work without close supervision; follow-up on leads on own initiative.

License or certification: valid California Motor Vehicle Operator's license.

## **JOB PLACEMENT COORDINATOR**

### **CLASS SUMMARY**

Under general supervision, performs specialized tasks in developing planning, coordinating and implementing the on-campus Student Assistant Program; has responsibility for the day-to-day operation of the Student Placement Office; coordinates and organizes diverse functions into a cohesive program; interprets rules, regulations, and procedures; maintains the budget; coordinates the clerical work flow among staff and students; and assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinates the student assistant program for district educational sites and Child Development Centers; maintains the fiscal budget for the student assistant program; develops and coordinates procedures for providing employment opportunities to program participants; coordinates with staff in Human Resources, Payroll, Accounting, Financial Aid, ITS and faculty and managers. Conducts interviews and places students in appropriate on-campus jobs as part of the Student Assistant Program; responsible for the day-to-day operation of the Student Placement Office; performs tasks using independent judgment and decision-making skills; implements Federal, State and Local laws affecting services; develops and coordinates tracking system for record keeping, monitoring of program participants and program outcomes; processes paperwork related to the hiring and payment of students, distributes, collects, audits and signs student assistant monthly timesheets; maintains and updates student assistant files; enters data in the computer; performs specialized financial record-keeping duties; directs and coordinates the work flow for clerical staff and student assistants; performs needs assessment for the Student Assistant Program; evaluates and makes recommendations of job slots for the Student Assistant Program; conducts student and supervisor conferences; performs a variety of complex clerical duties, including typing all office correspondence, designing and preparing all office forms; creating and maintaining, and updating Federal Work Study reports for the Financial Aid Director; interacts with students and faculty in evaluating student assistant job performance; maintains files and records for the District housing program; creates and maintains a system to monitor expiration dates of employment authorization documents; creates and designs handbook which is distributed to all supervisors; supervises the collection of all payroll packets; verifies required employment documents for validity; maintains files and records of employment opportunities for students; prepares regular and special reports; responds to inquiries concerning student assistant payroll; prepares and submits employment verifications, unemployment insurance forms, and subpoenaed information.

**JOB PLACEMENT COORDINATOR (continued)**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to an AA degree and at least two years of experience or a high school diploma and four years of experience in a Job Placement function including working with a diverse population.

**Knowledge and Abilities**

**Knowledge of:** laws, regulations, policies and procedures governing on-campus employment programs and private sector placement.

**Thorough knowledge of:** the principles of interviewing and hiring of students; the special problems of disadvantaged students, and the principles of budgeting.

**Ability to:** plan, prioritize and organize work; make decisions in accordance with established regulations and procedures; establish and maintain effective interpersonal relationships and maintain a positive rapport with students and staff; organize work flow, lead other staff and students and follow through on own initiative to resolve discrepancies or obtain information related to the hiring and payment of students.

**ESSENTIAL FUNCTIONS**

Responsibility for the day-to-day operations of the Student Placement Office. Coordinates the student assistant program for district educational sites including Child Development Centers. Interviews and places students in on-campus jobs. Implements Federal, State and local laws affecting services. Processes payroll paperwork related to the hiring and payment of student assistants. Directs and coordinates workflow for clerical support staff and student assistants. Performs needs assessment for the student assistant program. Evaluates and makes recommendations of job slots for the Student Assistant Program. Conducts student and supervisor conferences. Prepares regular and special reports and correspondence. Maintains files and records for the District housing program. Coordinates work flow for clerical staff in the placing of students in jobs in the private sector. Maintains files and records of employment possibilities for students. Maintains records and files of students' employment in the private sector. Maintains a budget.

## **PLACEMENT SPECIALIST**

### **CLASS SUMMARY**

Under direction, performs specialized tasks in planning, coordinating and implementing the on-campus Student Assistant Program and coordinates the private sector program; has responsibility for the day-to-day operation of the Job Placement Office without close supervision; coordinates and organizes diverse functions into a cohesive program; interprets rules, regulations, and procedures; maintains budget; coordinates the clerical work flow among staff and students; and assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinates, implements and maintains all aspects of the Student Assistant Program for the District administration offices, Santa Ana College or Santiago Canyon College and its affiliated continuing education and child development centers; coordinates and maintains fiscal budgets for the student assistant program; Interviews and places students in appropriate on-campus jobs as part of the Student Assistant Program; responsible for the day-to-day operation of the Student Placement Office; performs tasks using independent judgment and decision-making skills; implements Federal, State and Local laws affecting services; develops and coordinates tracking system for record keeping, monitoring of program participants and program outcomes; processes paperwork related to the hiring and payment of students, including disbursing student assistant monthly paychecks, distributing, collecting, auditing and signing student assistant monthly timesheets; monitors student enrollment status; maintains and updates student assistant files; enters data in the computer; performs specialized financial record-keeping duties; directs and coordinates the work flow for clerical staff and student assistants; performs needs assessment for the Student Assistant Program; evaluates and makes recommendations of job slots for the Student Assistant Program; holds student and supervisor conferences; performs a variety of complex clerical duties, including typing all office correspondence, designing and preparing all office forms, and creating, maintaining, and updating Federal Work Study reports for the Financial Aid Director; interacts with students and faculty in evaluating student assistant job performance; maintains files and records for the District housing program; authorizes students to drive district vehicles; processes paperwork and maintains driver files for Dean of Student Affairs; directs and coordinates work flow for clerical staff in the placement of students in jobs in the private sector; directs staff in the operation of the private sector JOBTRAK computer program; maintains files and records of employment opportunities for students; maintains records and files of students' employment in the private sector; prepares regular and special reports; responds to inquiries concerning student assistant payroll; prepares and submits employment verifications, unemployment insurance forms, and subpoenaed information.

**PLACEMENT SPECIALIST (continued)**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to an AA degree and at least two years of experience or a high school diploma and four years of experience in a Job Placement function including working with a diverse population.

**Knowledge and Abilities**

**Knowledge of:** laws, regulations, policies and procedures governing on-campus employment programs and private sector placement.

**Thorough knowledge of:** the principles of interviewing and hiring of students; the special problems of disadvantaged students.

**Ability to:** plan, prioritize and organize work; make decisions in accordance with established regulations and procedures; establish and maintain effective interpersonal relationships and maintain a positive rapport with students and staff; organize work flow, lead other staff and students and follow through on own initiative to clear up discrepancies or obtain information related to the hiring and payment of students.

**ESSENTIAL FUNCTIONS**

Responsibility for the day-to-day operations of the Job Placement Office. Interviews and places students in on-campus jobs. Implements Federal, State and local laws affecting services. Processes payroll paperwork related to the hiring and payment of student assistants. Directs and coordinates workflow for clerical support staff and student assistants. Performs needs assessment for the student assistant program. Evaluates and makes recommendations of job slots for the Student Assistant Program. Holds student and supervisor conferences. Prepares regular and special reports and correspondence. Disburses student assistant monthly paychecks. Maintains files and records for the District housing program. Authorizes students to drive district vehicles and maintains files. Coordinates work flow for clerical staff in the placing of students in jobs in the private sector. Maintains files and records of employment possibilities for students. Maintains records and files of students' employment in the private sector.

## **PROGRAM SPECIALIST**

### **CLASS SUMMARY**

Under direction – Administers and scores learning disability assessment battery and processes records; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Administers and scores learning disability assessment battery; organizes and handles general office tasks, information inquires and referrals regarding, classes, assessment, etc., and schedule student appointments; works with instructors to determine tutorial needs; recruits, trains and supervises part-time student tutors; prepare and process high school transcript and special education record requests; corresponds with outside agencies regarding student advocacy and accommodations; prepares usage reports including usage by EOP students; gives orientation about services to visitors; tutors students in content and study skills, refers students to appropriate programs and resources.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator and may direct Tutor, Clerks, and part-time student tutors.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to two years of college courses and one-year experience in tutoring.

#### **Knowledge and Abilities**

Good Knowledge of: principles of tutoring; written and spoken English and grammar, mathematics; principles of training and supervision/

Knowledge of: the special needs of various types of student populations including disadvantaged students; office practices and record keeping; principles of public contact work and public relations; relevant college programs, policies and procedures. Statistical and report writing procedures.

Ability to: establish and maintain effective working relations with faculty, staff and a diverse population of students; communicate effectively; be sensitive to students with special needs; train and supervise workers; read, understand, and explain college coursework materials; maintain a proper learning environment; plan and organize office procedures and record keeping; assume responsibility for program operations; prepare narrative and statistical reports.

## **SCHOLARSHIP COORDINATOR**

### **CLASS SUMMARY**

Under general direction plans, implements and coordinates a district-wide scholarship program; directs the daily operation of the scholarship office; participates in the development and oversees the implementation of policies and procedures related to scholarship activities; serves as a resource and liaison with district staff, local high schools, donors and foundation representatives; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Responsible for coordinating, facilitating and monitoring scholarship activities; participates in the development and oversees implementation of goals and objectives related to scholarship activities; represents the program at college and community functions; keeps abreast of governmental regulations and Foundation policies regarding donations and Foundation functions; develops and implements program publicity including flyers, brochures and press releases; develops and implements advertising strategies and marketing plans for tradition and non-traditional awarding that generates funding while developing viable applicant pools; conduct presentations to the community to generate funding; offer student workshops to generate qualified applicant pools; works closely with the foundation office, partnership foundations and high schools; develops and maintains relationships with donors; determine donor's requested student profile and facilitate selection of candidates and assist students in preparing for interviews; advises donors on scholarship criteria, available funding process such as yearly pledge, payroll deductions, one-time donation and perpetual awards; establish policies and procedures to analyze and develop methods to implement strategies that meet compliance mandates; determines applicant eligibility for scholarship competitions and conducts interviews with students regarding confidential information; coordinates, facilitates and monitors student scholarship competitions and ceremonies; develops and coordinates a tracking system, monitoring of scholarship activities; trains and assigns work to staff and student assistants; coordinates with other departments in selecting, awarding, disbursing and reporting of student scholarships; prepares specialized reports for MIS, Financial Aid, donors, partnership foundations; develops, compiles and analyzes research related to outcomes of RSC scholarships.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or education equivalent to a bachelor's degree, and experience working with scholarships or foundations, public relations, communications, resource development, business.

**SCHOLARSHIP COORDINATOR (continued)**

**Knowledge and Abilities**

**Good Knowledge of: Marketing and public relations; concepts and practices of community relations; excellent written and oral communication; office practices; statistical record keeping.**

**Ability to: Communicate effectively; be sensitive to students with special needs; understand and explain college policies, regulations and curriculum; work effectively with people; resolve complex problems; interpret income tax reports; organize, plan and schedule work to meet deadlines; work a flexible schedule, exercise decision-making skills; conduct meetings and workshops; work independently without close supervision.**

**Skills: Evidence of effective interpersonal relation skills that demonstrate the capability to work with the many constituencies involved in the community, foundations and high schools.**

**SENIOR ADMISSIONS/RECORDS SPECIALIST**

**CLASS SUMMARY**

Under direction, coordinates and facilitates the maintenance of admissions and academic records for students and faculty; resolves problems regarding student registration, program changes and records; performs registration duties; serves as liaison with ITS; and performs related duties as required.

**REPRESENTATIVE DUTIES**

Coordinate, facilitate and assists in planning and organizing procedures, materials and equipment used in the maintenance of student records; direct work of lower level staff; develops work schedules and prioritizes tasks for admissions and records staff; plans, organizes and prepares students pre-enrollment and public registration process and procedures; assists in the development of systems regarding student matriculation, record maintenance, storage, registration, probation, course repetition and evaluation; resolves problems regarding student registration, program changes and records, including auditing, and performs student ID number changes; coordinates the distribution of grade sheets and the corrections of grades on the computer; coordinates the distribution of verification forms, class lists, course prerequisite drop rosters, add notifications, honor and probation lists; coordinates microfilming of records, optical imaging, and record storage; acts as a liaison with the Computer Center to schedule data runs and review programs concerning student records; assists in training and review of clerical personnel and student assistants; may perform the duties of Admissions/Records specialist III, including registration; maintains faculty mail box location list for appropriate distribution of information; acts as a resource person for difficult and unusual problems.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. May direct work of other admissions and records staff. This class serves as a liaison with the Computer Center.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to three years of increasingly responsible clerical and records experience, which includes college admissions/records experience with academic records, and experience with information record processing systems.

**SENIOR ADMISSIONS/RECORDS SPECIALIST (continued)**

**Knowledge and Abilities**

Good Knowledge of: modern office methods, practices and equipment; English, grammar, spelling, and arithmetic functions; statistical tabulation procedures; record systems.

Knowledge of: rules, regulations, procedures and precedents of the college and relevant federal, state and county regulations that affect the student records function including student registration and registration procedures.

Ability to: perform complex and responsible clerical work with speed and accuracy; able to analyze and resolve problems; compile and maintain accurate records and reports; learn, interpret, and explain rules, regulations, laws and policies affecting areas of responsibility; establish and maintain effective relationships with administrative personnel, faculty, students, and other college personnel; plan and coordinate the work of others; utilize related PC program.

**SENIOR EOPS SPECIALIST**

**CLASS SUMMARY**

Under general direction, coordinate, implement and manage all aspects of department finances and updating the electronic database and MIS system; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

**REPRESENTATIVE DUTIES**

Collect data for statistical purposes, identify and resolve inconsistencies to produce detailed state mandated documentation and reports; assist in the supervision of collecting data and the maintenance of detailed student records; implements program policies according to regulations provide training and technical support for staff; recommends and maintains EOPS/CARE software; responsible for maintaining and troubleshooting EOPS electronic scheduling system; coordinate installation of upgrades of hardware and software systems; maintain and update department web pages; ensures required approvals and proper processing of final documents district wide for EOPS students. Monitor accounts: manage expenditures, analyze monthly budget reports and advise Associate Dean on changes and transfers; set up new accounts, organize invoices and prepare purchase orders; prepare correspondence and meeting minutes, create flyers, program brochures and other marketing pieces; assists in the development and maintenance of letters and forms for correspondence with students; coordinates and combines the rollover of files from semester to semester and year to year; serves as EOPS liaison to ITS to develop reports as mandated by state law; responsible for analyzing data to produce accurate state and institutionally mandated reports; assumes responsibility for the collection, documentation and maintenance of book voucher database; trains clerical and student workers on software applications; oversee and direct student workers; assists in advising EOPS students regarding financial aid availability; serves as liaison to the Financial Aid Office in the application of PowerFaid system. Creates flyers, program brochures and marketing pieces.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of training, education and experience equivalent to an Associate in Arts degree with some college course work in computer information systems and two years experience working with management information systems and computer applications.

**SENIOR EOPS SPECIALIST CONT'D**

**Knowledge and Abilities**

**Good Knowledge of:** The principles of record keeping and the ability to devise record keeping and reporting systems; data processing procedures and applications; record checking; office methods, procedures and equipment; basic research and data collection methods; written and spoken English.

**Ability to:** Coordinate and organize a wide variety of material from many different sources; plan organize and complete assignments with a minimum of supervisory direction; plan and organize work to meet deadlines; work cooperatively with a variety of people and serve as liaison to various college programs district wide; effectively communicate with students; learn, read and interpret regulations and policies regarding the EOPS program as well a related college and state reporting protocol and procedures; train and direct the work of a student assistants.

**Knowledge of:** Modern office equipment including personal computer usage.

## **STUDENT ACTIVITIES COORDINATOR**

### **CLASS SUMMARY**

Under general direction; plans and coordinates all social, cultural, educational and special student programs, events, and activities; serve as resource person and advisor for campus clubs, organizations, and government; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Supervise and coordinate the Student Activities Center; planning, advertising, promotion and production of activities; advise, counsel, direct and monitor all Associated Student Government meetings, activities and promote and facilitate student leadership experiences; coordinate Student Leadership Institute, obtain presenters, and work collaboratively with local universities to enhance partnerships; oversee the disbursement and expenditures of student fees; allocate and manage fiscal budgets for student clubs and student government; review and prepare contracts for performers and vendors; develop funding proposals for internal and external organizations to cultivate funding sources for additional programs; -train and direct the work of student staff; responsible for assessment of student involvement and evaluation of programs; work and consult with administrators and collaborate with faculty and staff to enhance student life initiatives; perform related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. It directs and supervises part-time help and student volunteers and officers.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination training and/or experience equivalent to a Bachelor's degree in public administration, education, student personnel services, or related field and two years of increasingly responsible experience in the organization and coordination of student programs and activities.

#### **Knowledge and Abilities**

Good Knowledge of: college policies and procedures regarding student activities and events; procedures, safeguards and legal implications of hiring entertainers and speakers; functions of various student offices, clubs, and activities; campus facilities.

**STUDENT ACTIVITIES COORDINATOR (continued)**

**Knowledge of:** procedures for preparing various printed materials (brochures, handbooks, newsletter); counseling, advisory and public speaking techniques.

**Ability to:** communicate effectively orally and in writing; delegate responsibilities to student and community groups with effective monitoring; coordinate and prioritize activities of numerous groups; organize and project own workload so as to meet seasonal demands of school calendar.

## **STUDENT ACTIVITIES SPECIALIST**

### **CLASS SUMMARY**

Under general direction, assists the Student Activities Coordinator in planning and coordinating all social, cultural, educational, and special student programs, events, and activities; assists the Student Activities Coordinator in advising and serving as a resource person for campus clubs, organizations, and student government; assumes other duties and responsibilities as assigned.

### **REPRESENTATIVE DUTIES**

Assists in the operations and organization of the student activities office and all of its related functions; prepares contracts, forms, and publicity; provides information, assists with in-services, and acts as a resource for student groups to arrange for facilities, media equipment, purchase orders, publicity, and payments for entertainment, speakers, conferences, and programs for Associated Students and student club events; assists with the preparation and maintenance of a variety of records, files, and reports related to student activities, programs, and budgets; assists with preparation and distribution of a variety of written materials such as student bulletins, yearly student handbook, flyers, and brochures; assists in the coordination of legal aid services of student activities; assists with the coordination and control of student elections to homecoming court and various student government and student club positions; performs related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. Directs a limited amount of part-time help and many student volunteers and officers.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or education equivalent to a Bachelor's degree preferred. Two years experience which demonstrates knowledge of student activities programs. Experience should consist of working with students from diverse cultural, economic and linguistic backgrounds.

#### **Knowledge and Abilities**

Good Knowledge of: college policies and procedures regarding student activities and events; procedures, safeguards and legal implications of hiring entertainers and speakers; functions of various student offices, clubs and activities; campus facilities.

**STUDENT ACTIVITIES SPECIALIST (continued)**

**Knowledge of:** procedures for preparing various printed materials (brochures, handbooks, newsletters).

**Ability to:** delegate responsibilities to student and community groups with effective monitoring; organize and prioritize own workload so as to coordinate activities of different student groups.

## STUDENT PROGRAM SPECIALIST

### CLASS SUMMARY

Under general direction, assists in specific student development programs; may direct clerical support staff, and student workers, performs related duties as required.

### REPRESENTATIVE DUTIES

Provides information to students regarding available programs and services. May refer and/or assist students in obtaining counseling, admission, registration, financial aid and other campus services. Provides orientation and direction for program staff in procedures, protocols and policies related to the services offered. Assists program professionals(s) in most phases of program delivery and development, i.e., scheduling, recordkeeping, report writing, needs analysis, new services and outreach. Compile and input data to facilitate program reporting requirements; may perform other related duties as assigned.

### ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator and may direct activities of student workers and clerical support staff.

### DESIRABLE QUALIFICATION GUIDE

#### **Training and Experience**

High School Diploma or GED and any combination of training, education and experience equivalent to one year in a position that involves considerable public contact or working with students.

#### **Knowledge and Abilities**

Working Knowledge of: techniques and methods of interviewing; mainframe/micro computers, student records and word processing/spreadsheet software.

Ability to: gather and analyze data; communicate effectively orally and in writing; establish and maintain cooperative working relationships with students, staff and faculty.

## **STUDENT SERVICES SPECIALIST**

### **CLASS SUMMARY**

Under direction gives oral presentations to the community and high schools for recruitment purposes; assists students in academic advisement, career planning, and transitioning from high school, continuing education and other types of institutions to the college; may supervise student workers; and performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

Responsible for recruitment of high school and non traditional students; conduct outreach presentations to high schools and community agencies on subjects such as: admissions, financial aid, residency issues, and program information; collect student information and maintain database for tracking students through the applications, testing and registration process; assists students in obtaining counseling, admission, registration and other campus services; organize and provide support for on campus events; assists in the performance of retention services; conducts tours of campuses; perform other related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. This class works closely with students and gives outreach presentations to the public and community services.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training and/or education equivalent to one year of related experience working with students which could include students with special needs.

#### **Knowledge and Abilities**

**Good Knowledge of:** methods and procedures of academic and/or career advisement; college programs, policies, and procedures; written and spoken English.

**Knowledge of:** principles of training; the special needs of diverse student populations; record keeping; principles of public contact and public relations.

**Ability to:** establish and maintain effective relationships with students, community agencies and the public; communicate effectively; be sensitive to students with special needs; train and supervise personnel; learn, understand and explain college procedures and regulations; advise students on relevant content area.

**Skills:** May require oral and written proficiency in a language of student population targeted for recruitment, as measure by bi-literacy tests.

## **STUDENT SERVICES COORDINATOR**

### **CLASS SUMMARY**

Under general direction, develops, coordinates and implements student services programs, including the assignment of projects and tasks to staff and the supervision of projects and program activities; directs the daily operations of student services programs; develops reports; implements program policies according to regulations.

### **REPRESENTATIVE DUTIES**

Develops, implements, coordinates, and directs student services activities. Supervises data collection and the maintenance of detailed student records. Works directly and consults with students, project staff, faculty and managers in providing information and coordinating project activities. Writes comprehensive reports pertaining to program goals, achievements, and evaluations. Trains office personnel and assigns work to staff. Monitors progress of staff and program activities. Prepares and presents written and oral reports and charts regarding technical and strategic aspects of the program. Represents the program at community and college functions.

Coordinates the process for recruitment and selection of students for various programs. Develops and coordinates procedures: for students in order to develop individualized educational plans in consultation with counselors; that result in an assessment and counseling program with provision for monitoring students progress in achieving academic success; for providing classroom, tutorial and study opportunities for project participants designed to assure college success and subsequent retention in college; a program of career development utilizing program, college, and community resources; that will offer a systematic program in transfer orientation, visitation, and selection of four-year colleges and universities, and maintains critical contacts and working relationships with university-level personnel; for a tracking system for effective record keeping, monitoring of project activities, program outcomes, and coordinates the oversight of fiscal budgets for the program.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to a designated manager/administrator and may function in the absence of the manager/administrator as the liaison within the college and with external agencies relative to student services. This class directs and provides training for the staff, including student assistants and consultants. This class also coordinates the work of faculty within the student services; and consults with college administration and faculty regarding related program issued.

**STUDENT SERVICES COORDINATOR (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to a Bachelor's degree and four years experience which demonstrates knowledge of student services programs. Experience should be in implementing state or federally governed programs and in interpreting and following statutes and regulations. Experience should consist of working with students from diverse cultural, economic, and linguistic backgrounds.

**Knowledge and Abilities**

**Good Knowledge of:** Student services models designed to meet the needs of disadvantaged students; student equity program components; approaches to multi-cultural education; cross-cultural communication; tracking and monitoring systems; report writing; advisement techniques; oral and written communication techniques; organizational procedures; community college programs and policies; local community organizations, schools and colleges; principles of training and supervision; principles of public contact and public relations; methods and procedures of academic and/or career advisement.

**Ability to:** Lead, train, and direct the work of a diverse staff; develop, implement, and coordinate program components for a diverse student population; establish and maintain effective relationships with students, staff, faculty, and community members; train and supervise staff; advise students in relevant content areas; initiate and write comprehensive reports; make effective oral presentations to diverse audiences; evaluate program effectiveness and make recommendations for procedural modifications; communicate effectively with college personnel and community leaders; read, understand and interpret complex program regulations; provide direct support services to students; organize complex projects and timelines.

## **SUPPORT SERVICES ASSISTANT**

### **CLASS SUMMARY**

Under general supervision, provides responsible support involving the coordination of diverse functions into a cohesive program or service; edit and update college catalog; compile and maintain curriculum database, class schedule; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Coordinate, organize, edit and maintain college catalog, curriculum database and class schedules; provides data entry of courses into software programs; assists supervisor in reporting and research activities; review and verify state and district curriculum policies and procedures related to the curriculum processes; reviews and processes a variety of documents and records relating to assigned function; prepares agendas, calendars, reports, correspondence, and statistical records; ensures required approvals and proper processing of preliminary and final documents; coordinates scheduling with District support systems; may lead and coordinate the work of clerical assistants.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to designated manager/administrator, may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

High School diploma or GED and any combination of training, education and/or experience equivalent to 3 years of progressively responsible experience in complex support to management involving some independent responsibility.

#### **Knowledge and Abilities**

Good Knowledge of: The principles of record keeping and the ability to devise record keeping and reporting systems; college and district policies for support area assigned; support systems (e.g., scheduling, print shop, media services, computer center); various reports and statistics required by the college and state; information technology procedures, terminology and operations; procedures for programs and course approval; office methods, procedures and equipment, including automated equipment; basic research and data collection methods.

**SUPPORT SERVICES ASSISTANT cont'd**

**Ability to: coordinate and organize a wide variety of material from many different sources; plan, organize and complete assignments with a minimum of supervisory direction; plan and organize work to meet deadlines; perform technical work in assigned areas including operation of automated equipment; work cooperatively with a variety of people in all levels of responsibility and authority.**

**Skills: Must complete keyboarding, clerical (filing names) and software skill evaluation.**

**TRANSFER CENTER SPECIALIST**

**CLASS SUMMARY**

Under direction and supervision advise and assist student on transfer requirements, general education, major preparation and other transfer related issues; assists in developing programs to meet students needs and to ensure provision of updated transfer, university and college information to students, faculty, staff and RSCCD community; performs related duties as required.

**REPRESENTATIVE DUTIES**

Advise and assist students on transfer requirements, general education, major preparation, applications process and other transfer related issues; assist in developing, organizing and conducting programs and activities that promote recruitment and assist students in the transfer process; assist students with resources and research tools in the research of schools and/or major; maintain and update calendar for all events, create and distribute promotional/informational flyers; orders, reviews, catalogs, inventories, and maintains a wide variety of educational and transfer related material; prepares and updates information and resources available in the Transfer Center for use by students and faculty; arranges for speakers, tours, and university application and financial aid workshops; coordinates and conducts tours of the Transfer Center and visitations to university campuses; performs a variety of complex clerical duties, including providing information on-site or over the telephone, making appointments, maintaining counselors' schedules, typing and correspondence, filing, maintaining weekly and monthly statistical records, compiling statistical reports and other related duties as required.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. The Transfer Center Specialist will direct the work of student aides and part-time classified staff.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or education equivalent to an associate degree and one year of experience assisting a multi-cultural population.

**TRANSFER CENTER SPECIALIST (continued)**

**Knowledge and Abilities**

**Good Knowledge of:** sources and types of transfer information and material, including university admissions criteria ; problem-solving techniques and knowledge of resources for area of concern such as financial aid, housing, and availability of special programs and services at universities, student service resources and criteria for referring people for additional assistance; office procedures and telephone techniques.

**Knowledge of:** computer software applications; English language, written and oral; general office equipment.

**Ability to:** make presentation and direct groups; research necessary material and resources on own initiative; prioritize time, space, and expenditures; evaluate and critique usefulness of a wide variety of transfer material; work with individuals from various socio-economic/cultural backgrounds.

**VETERANS AFFAIRS COORDINATOR**

**CLASS SUMMARY**

Under direction - oversees the daily activities of the Veterans Affairs office; performs a wide variety of complex clerical and typing work requiring specialized knowledge, and involving frequent and responsible public contacts; works with a high degree of independent judgment; performs related duties as required.

**REPRESENTATIVE DUTIES**

Directs and supervises the Veterans Affairs Office program and staff; supervises the daily maintenance and storage of veterans; records; prepares required reports to Veterans Regional or any other federal or state office regarding veterans, when required; organizes and directs effective recruitment programs; keeps veterans informed of current G.I. benefits, services, and privileges; coordinates efforts with relevant agencies; keeps informed of new legislation; plans, schedules, and performs a wide variety of difficult and complex clerical work; serves as a liaison to other departments and personnel; tracks department expenditures to make certain budget is maintained.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. Direct and oversee the office support staff.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to two years of college training and two years of increasingly responsible office experience.

**Knowledge and Abilities**

Through Knowledge of: laws pertaining to veterans; veterans programs and services; modern office practices and procedures.

Ability to: direct and supervise a veterans program and office; maintain records and prepare reports; interpret rules, regulations, and policies; work cooperatively with others.

Skills: typing at an acceptable rate of speed.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Human Resources and Educational Services**

To:	Board of Trustees	Date: May 11, 2009
Re:	Presentation of the Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to the Rancho Santiago Community College District.	
Action:	Receipt of Bargaining Proposal and Approval of Scheduling of Public Hearing	

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the Continuing Education Faculty Association's initial bargaining proposal to the Rancho Santiago Community College District is presented for your information. The Government Code requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

**ANALYSIS**

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its May 26, 2009 meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive this bargaining proposal and schedule a public hearing for May 26, 2009.

Fiscal Impact: TBD	Board Date: March 11, 2009
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

Check Registers Submitted for Approval  
 Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42999	General Fund Unrestricted	33,253.13	0.00	33,253.13	92*0220895	92*0220895
43002	General Fund Unrestricted	25,335.55	0.00	25,335.55	92*0220908	92*0220911
43004	General Fund Unrestricted	439.43	0.00	439.43	92*0220920	92*0220921
43006	General Fund Unrestricted	18,253.28	0.00	18,253.28	92*0220930	92*0220933
43012	General Fund Unrestricted	408.21	0.00	408.21	92*0220943	92*0220945
43016	General Fund Unrestricted	1,518.69	0.00	1,518.69	92*0220966	92*0220968
43017	General Fund Unrestricted	3,752.29	0.00	3,752.29	92*0220969	92*0220975
43019	General Fund Unrestricted	27,500.00	0.00	27,500.00	92*0220984	92*0220984
43020	General Fund Unrestricted	487.98	0.00	487.98	92*0220985	92*0220986
43021	General Fund Unrestricted	10,119.23	0.00	10,119.23	92*0220987	92*0220990
43022	General Fund Unrestricted	4,972.00	0.00	4,972.00	92*0220991	92*0220992
43024	General Fund Unrestricted	8,800.00	0.00	8,800.00	92*0220997	92*0220997
43026	General Fund Unrestricted	24,964.55	0.00	24,964.55	92*0221006	92*0221006
43027	General Fund Unrestricted	983.90	0.00	983.90	92*0221007	92*0221013
43028	General Fund Unrestricted	4,279.60	0.00	4,279.60	92*0221014	92*0221021
43034	General Fund Unrestricted	5,548.79	0.00	5,548.79	92*0221044	92*0221049
43036	General Fund Unrestricted	21,157.47	0.00	21,157.47	92*0221051	92*0221054
43037	General Fund Unrestricted	7,722.50	0.00	7,722.50	92*0221055	92*0221057
43039	General Fund Unrestricted	3,110.00	0.00	3,110.00	92*0221060	92*0221061
43042	General Fund Unrestricted	418.90	0.00	418.90	92*0221072	92*0221072
43048	General Fund Unrestricted	3,504.04	0.00	3,504.04	92*0221084	92*0221087
43049	General Fund Unrestricted	6,581.91	0.00	6,581.91	92*0221088	92*0221091
43052	General Fund Unrestricted	3,582.22	0.00	3,582.22	92*0221116	92*0221120
43055	General Fund Unrestricted	1,020.90	0.00	1,020.90	92*0221125	92*0221125
43057	General Fund Unrestricted	2,562.52	0.00	2,562.52	92*0221128	92*0221130
43058	General Fund Unrestricted	16,622.00	0.00	16,622.00	92*0221131	92*0221131
43059	General Fund Unrestricted	92.51	0.00	92.51	92*0221132	92*0221133
43060	General Fund Unrestricted	4,544.85	0.00	4,544.85	92*0221135	92*0221135
43062	General Fund Unrestricted	1,247.13	0.00	1,247.13	92*0221137	92*0221141
43063	General Fund Unrestricted	634.62	0.00	634.62	92*0221142	92*0221146
43064	General Fund Unrestricted	1,826.00	0.00	1,826.00	92*0221147	92*0221147
43066	General Fund Unrestricted	2,017.85	0.00	2,017.85	92*0221157	92*0221161
43067	General Fund Unrestricted	2,920.55	0.00	2,920.55	92*0221162	92*0221165
43071	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0221178	92*0221182
43072	General Fund Unrestricted	8,642.69	0.00	8,642.69	92*0221184	92*0221184
43078	General Fund Unrestricted	7,601.62	0.00	7,601.62	92*0221210	92*0221212
43079	General Fund Unrestricted	363.10	0.00	363.10	92*0221213	92*0221215

Check Registers Submitted for Approval  
 Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43081	General Fund Unrestricted	332.50	0.00	332.50	92*0221226	92*0221226
43082	General Fund Unrestricted	1,490.00	0.00	1,490.00	92*0221227	92*0221229
43085	General Fund Unrestricted	12,150.04	0.00	12,150.04	92*0221234	92*0221237
43088	General Fund Unrestricted	1,195.29	0.00	1,195.29	92*0221242	92*0221244
43090	General Fund Unrestricted	16,166.06	0.00	16,166.06	92*0221248	92*0221248
43091	General Fund Unrestricted	1,470.00	0.00	1,470.00	92*0221250	92*0221250
43094	General Fund Unrestricted	78,931.26	0.00	78,931.26	92*0221259	92*0221259
43095	General Fund Unrestricted	694.74	0.00	694.74	92*0221260	92*0221260
43098	General Fund Unrestricted	8,902.25	0.00	8,902.25	92*0221268	92*0221274
43101	General Fund Unrestricted	1,330,152.78	0.00	1,330,152.78	92*0221284	92*0221285
<b>Anthem Blue Cross</b>						
43102	General Fund Unrestricted	63,456.70	0.00	63,456.70	92*0221286	92*0221287
43103	General Fund Unrestricted	4,383.82	0.00	4,383.82	92*0221288	92*0221294
43105	General Fund Unrestricted	3,590.00	0.00	3,590.00	92*0221301	92*0221301
43106	General Fund Unrestricted	10,446.73	0.00	10,446.73	92*0221302	92*0221303
43115	General Fund Unrestricted	7,587.63	0.00	7,587.63	92*0221347	92*0221351
43116	General Fund Unrestricted	124.82	0.00	124.82	92*0221353	92*0221353
43117	General Fund Unrestricted	5,352.81	0.00	5,352.81	92*0221354	92*0221357
43121	General Fund Unrestricted	917.00	0.00	917.00	92*0221376	92*0221376
43125	General Fund Unrestricted	699.67	0.00	699.67	92*0221386	92*0221386
43127	General Fund Unrestricted	3,207.82	0.00	3,207.82	92*0221388	92*0221388
43129	General Fund Unrestricted	18,631.46	0.00	18,631.46	92*0221392	92*0221393
43130	General Fund Unrestricted	1,598.53	0.00	1,598.53	92*0221394	92*0221399
43136	General Fund Unrestricted	17,904.60	0.00	17,904.60	92*0221414	92*0221414
43137	General Fund Unrestricted	2,681.54	0.00	2,681.54	92*0221415	92*0221416
43139	General Fund Unrestricted	14,477.38	0.00	14,477.38	92*0221420	92*0221427
43142	General Fund Unrestricted	4,332.75	0.00	4,332.75	92*0221436	92*0221441
43143	General Fund Unrestricted	3,567.95	0.00	3,567.95	92*0221442	92*0221448
43144	General Fund Unrestricted	535.41	0.00	535.41	92*0221450	92*0221450
43145	General Fund Unrestricted	14,720.00	0.00	14,720.00	92*0221451	92*0221452
43146	General Fund Unrestricted	1,024.12	0.00	1,024.12	92*0221455	92*0221459
<b>Total Fund 11 General Fund Unrestricted</b>		<b>1,899,615.67</b>	<b>0.00</b>	<b>1,899,615.67</b>		

Check Registers Submitted for Approval  
 Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42998	General Fund Restricted	490.98	0.00	490.98	92*0220887	92*0220894
43000	General Fund Restricted	35,129.19	0.00	35,129.19	92*0220896	92*0220896
43001	General Fund Restricted	7,285.18	0.00	7,285.18	92*0220897	92*0220907
43003	General Fund Restricted	7,484.44	0.00	7,484.44	92*0220912	92*0220919
43005	General Fund Restricted	5,241.64	0.00	5,241.64	92*0220922	92*0220929
43007	General Fund Restricted	2,921.08	0.00	2,921.08	92*0220934	92*0220934
43013	General Fund Restricted	4,095.00	0.00	4,095.00	92*0220946	92*0220954
43014	General Fund Restricted	910.00	0.00	910.00	92*0220955	92*0220956
43015	General Fund Restricted	4,095.00	0.00	4,095.00	92*0220957	92*0220965
43018	General Fund Restricted	2,607.68	0.00	2,607.68	92*0220976	92*0220983
43021	General Fund Restricted	9,120.00	0.00	9,120.00	92*0220989	92*0220989
43023	General Fund Restricted	6,329.60	0.00	6,329.60	92*0220993	92*0220995
43024	General Fund Restricted	2,573.50	0.00	2,573.50	92*0220996	92*0220996
43025	General Fund Restricted	28,712.59	0.00	28,712.59	92*0220998	92*0221005
43033	General Fund Restricted	11,000.00	0.00	11,000.00	92*0221032	92*0221043
43035	General Fund Restricted	11,000.00	0.00	11,000.00	92*0221050	92*0221050
43038	General Fund Restricted	755.28	0.00	755.28	92*0221058	92*0221059
43040	General Fund Restricted	912.47	0.00	912.47	92*0221062	92*0221065
43041	General Fund Restricted	5,036.00	0.00	5,036.00	92*0221066	92*0221071
43043	General Fund Restricted	359.17	0.00	359.17	92*0221073	92*0221073
43044	General Fund Restricted	419.63	0.00	419.63	92*0221074	92*0221075
43045	General Fund Restricted	461.74	0.00	461.74	92*0221076	92*0221076
43046	General Fund Restricted	7,866.00	0.00	7,866.00	92*0221077	92*0221078
43047	General Fund Restricted	352.15	0.00	352.15	92*0221079	92*0221083
43050	General Fund Restricted	5,750.00	0.00	5,750.00	92*0221092	92*0221103
43051	General Fund Restricted	5,500.00	0.00	5,500.00	92*0221104	92*0221115
43053	General Fund Restricted	680.75	0.00	680.75	92*0221121	92*0221122
43055	General Fund Restricted	215.55	0.00	215.55	92*0221124	92*0221124
43056	General Fund Restricted	178,545.20	0.00	178,545.20	92*0221126	92*0221127
Don Bookstore						
43060	General Fund Restricted	3,101.12	0.00	3,101.12	92*0221134	92*0221134
43061	General Fund Restricted	59,502.78	0.00	59,502.78	92*0221136	92*0221136
43064	General Fund Restricted	1,533.83	0.00	1,533.83	92*0221148	92*0221150
43065	General Fund Restricted	3,211.19	0.00	3,211.19	92*0221151	92*0221155
43066	General Fund Restricted	461.17	0.00	461.17	92*0221156	92*0221156
43067	General Fund Restricted	4,054.40	0.00	4,054.40	92*0221163	92*0221164
43068	General Fund Restricted	2,090.44	0.00	2,090.44	92*0221166	92*0221169
43069	General Fund Restricted	1,680.97	0.00	1,680.97	92*0221170	92*0221172

Check Registers Submitted for Approval  
Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43070	General Fund Restricted	1,820.18	0.00	1,820.18	92*0221173	92*0221177
43072	General Fund Restricted	16,266.51	0.00	16,266.51	92*0221183	92*0221183
43075	General Fund Restricted	800.00	0.00	800.00	92*0221188	92*0221197
43076	General Fund Restricted	600.00	0.00	600.00	92*0221198	92*0221204
43077	General Fund Restricted	375.00	0.00	375.00	92*0221205	92*0221209
43079	General Fund Restricted	589.60	0.00	589.60	92*0221216	92*0221216
43080	General Fund Restricted	974.90	0.00	974.90	92*0221217	92*0221224
43081	General Fund Restricted	75.00	0.00	75.00	92*0221225	92*0221225
43083	General Fund Restricted	432.75	0.00	432.75	92*0221230	92*0221231
43086	General Fund Restricted	17,304.24	0.00	17,304.24	92*0221238	92*0221238
43087	General Fund Restricted	10,976.10	0.00	10,976.10	92*0221239	92*0221241
43091	General Fund Restricted	1,049.29	0.00	1,049.29	92*0221249	92*0221249
43093	General Fund Restricted	3,488.56	0.00	3,488.56	92*0221253	92*0221258
43095	General Fund Restricted	1,059.23	0.00	1,059.23	92*0221261	92*0221262
43096	General Fund Restricted	320.12	0.00	320.12	92*0221263	92*0221264
43097	General Fund Restricted	10,084.14	0.00	10,084.14	92*0221265	92*0221267
43099	General Fund Restricted	917.34	0.00	917.34	92*0221275	92*0221280
43100	General Fund Restricted	688.96	0.00	688.96	92*0221281	92*0221283
43104	General Fund Restricted	1,485.44	0.00	1,485.44	92*0221295	92*0221299
43105	General Fund Restricted	3,880.20	0.00	3,880.20	92*0221300	92*0221300
43110	General Fund Restricted	598.36	0.00	598.36	92*0221308	92*0221315
43111	General Fund Restricted	710.28	0.00	710.28	92*0221316	92*0221324
43112	General Fund Restricted	7,715.25	0.00	7,715.25	92*0221325	92*0221332
43113	General Fund Restricted	2,250.05	0.00	2,250.05	92*0221333	92*0221343
43114	General Fund Restricted	44,033.35	0.00	44,033.35	92*0221344	92*0221346
43116	General Fund Restricted	504.00	0.00	504.00	92*0221352	92*0221352
43118	General Fund Restricted	3,151.95	0.00	3,151.95	92*0221358	92*0221362
43119	General Fund Restricted	427.88	0.00	427.88	92*0221363	92*0221365
43120	General Fund Restricted	4,905.03	0.00	4,905.03	92*0221366	92*0221375
43126	General Fund Restricted	10,000.00	0.00	10,000.00	92*0221387	92*0221387
43128	General Fund Restricted	1,944.00	0.00	1,944.00	92*0221389	92*0221391
43131	General Fund Restricted	3,839.84	0.00	3,839.84	92*0221400	92*0221402
43132	General Fund Restricted	1,553.11	0.00	1,553.11	92*0221403	92*0221408
43138	General Fund Restricted	47,770.64	0.00	47,770.64	92*0221417	92*0221419
43140	General Fund Restricted	7,750.27	0.00	7,750.27	92*0221428	92*0221430
43141	General Fund Restricted	1,699.05	0.00	1,699.05	92*0221431	92*0221435
43144	General Fund Restricted	200.00	0.00	200.00	92*0221449	92*0221449

Check Registers Submitted for Approval

Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43145	General Fund Restricted	8,910.97	0.00	8,910.97	92*0221453	92*0221454
43146	General Fund Restricted	59.89	0.00	59.89	92*0221456	92*0221456
43147	General Fund Restricted	146.94	0.00	146.94	92*0221460	92*0221464
43148	General Fund Restricted	5,701.35	0.00	5,701.35	92*0221465	92*0221473
43149	General Fund Restricted	265.90	0.00	265.90	92*0221474	92*0221476
<b>Total Fund 12 General Fund Restricted</b>		<b>648,811.39</b>	<b>0.00</b>	<b>648,811.39</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43008	Child Development Fund	1,478.76	0.00	1,478.76	92*0220935	92*0220938
43009	Child Development Fund	762.39	0.00	762.39	92*0220939	92*0220940
43029	Child Development Fund	3,829.25	0.00	3,829.25	92*0221022	92*0221028
43074	Child Development Fund	1,920.77	0.00	1,920.77	92*0221186	92*0221187
43084	Child Development Fund	277.78	0.00	277.78	92*0221232	92*0221233
43089	Child Development Fund	1,621.44	0.00	1,621.44	92*0221245	92*0221247
43092	Child Development Fund	147.38	0.00	147.38	92*0221251	92*0221252
43107	Child Development Fund	1,008.64	0.00	1,008.64	92*0221304	92*0221305
43122	Child Development Fund	748.19	0.00	748.19	92*0221377	92*0221380
43123	Child Development Fund	1,269.37	0.00	1,269.37	92*0221381	92*0221384
43133	Child Development Fund	1,991.84	0.00	1,991.84	92*0221409	92*0221411
43134	Child Development Fund	488.29	0.00	488.29	92*0221412	92*0221412
43150	Child Development Fund	726.78	0.00	726.78	92*0221477	92*0221479
43151	Child Development Fund	4,970.33	0.00	4,970.33	92*0221480	92*0221485
<b>Total Fund 33 Child Development Fund</b>		<b>21,241.21</b>	<b>0.00</b>	<b>21,241.21</b>		

Check Registers Submitted for Approval  
 Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43010	Capital Outlay Projects Fund	18,990.00	0.00	18,990.00	92*0220941	92*0220941
43011	Capital Outlay Projects Fund	22,791.00	0.00	22,791.00	92*0220942	92*0220942
43031	Capital Outlay Projects Fund	14,930.00	0.00	14,930.00	92*0221030	92*0221030
43054	Capital Outlay Projects Fund	4,946.00	0.00	4,946.00	92*0221123	92*0221123
43109	Capital Outlay Projects Fund	375.50	0.00	375.50	92*0221307	92*0221307
43156	Capital Outlay Projects Fund	39,276.00	0.00	39,276.00	92*0221495	92*0221495
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b>101,308.50</b>	<b>0.00</b>	<b>101,308.50</b>		

Check Registers Submitted for Approval  
 Checks Written for Period 04/18/09 thru 05/01/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43030	Bond Fund, Measure E	308.00	0.00	308.00	92*0221029	92*0221029
43073	Bond Fund, Measure E	1,862.64	0.00	1,862.64	92*0221185	92*0221185
43108	Bond Fund, Measure E	8,619.58	0.00	8,619.58	92*0221306	92*0221306
43124	Bond Fund, Measure E	12,366.95	0.00	12,366.95	92*0221385	92*0221385
43152	Bond Fund, Measure E	273,924.00	0.00	273,924.00	92*0221486	92*0221487
Union Bank of Calif						
43153	Bond Fund, Measure E	41,859.64	0.00	41,859.64	92*0221488	92*0221490
43154	Bond Fund, Measure E	78,826.68	0.00	78,826.68	92*0221491	92*0221492
43155	Bond Fund, Measure E	16,864.85	0.00	16,864.85	92*0221493	92*0221494
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>434,632.34</u></b>	<b><u>0.00</u></b>	<b><u>434,632.34</u></b>		

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
43135	Workers' Compensation Fund	161.52	0.00	161.52	92*0221413	92*0221413
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>161.52</u></u>	<u><u>0.00</u></u>	<u><u>161.52</u></u>		

Check Registers Submitted for Approval  
Checks Written for Period 04/18/09 thru 05/01/09

43032	Student Financial Aid Fund	349.27	0.00	349.27	92*0221031	92*0221031
-------	----------------------------	--------	------	--------	------------	------------

<b>Total Fund 74 Student Financial Aid Fund</b>	<b><u>349.27</u></b>	<b><u>0.00</u></b>	<b><u>349.27</u></b>
---	----------------------	--------------------	----------------------

**SUMMARY**

<b>Total Fund 11 General Fund Unrestricted</b>	<b>1,899,615.67</b>
<b>Total Fund 12 General Fund Restricted</b>	<b>648,811.39</b>
<b>Total Fund 33 Child Development Fund</b>	<b>21,241.21</b>
<b>Total Fund 41 Capital Outlay Projects Fund</b>	<b>101,308.50</b>
<b>Total Fund 42 Bond Fund, Measure E</b>	<b>434,632.34</b>
<b>Total Fund 62 Workers' Compensation Fund</b>	<b>161.52</b>
<b>Total Fund 74 Student Financial Aid Fund</b>	<b>349.27</b>
<b>Grand Total:</b>	<b><u><u>3,106,119.90</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****BUSINESS OPERATIONS AND FISCAL SERVICES**

To: Board of Trustees	Date: May 11, 2009
Re: Approval of Quarterly Financial Status Report (CCFS-311Q) for period ended March 31, 2009	
Action: Request for Approval	

**BACKGROUND**

Pursuant to Section 58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the third quarter in fiscal year 2008-09 ended March 31, 2009.

**ANALYSIS**

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the nine months covered in this report, the District has recognized 65.4% of budgeted revenues and other financing sources and 68.6% of budgeted expenditures and other outgo in the unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending March 31, 2009 as presented.

Fiscal Impact: Not applicable	Board Date: May 11, 2009
Prepared by: Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

District: (879) RANCHO SANTIAGO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	128,935,988	148,494,345	148,396,127	147,529,779
A.2	Other Financing Sources (Object 8900)	15,617	6,506	24,803	9,207
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>128,951,605</b>	<b>148,500,851</b>	<b>148,420,930</b>	<b>147,538,986</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,584,038	139,776,049	154,228,868	152,911,125
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	882,474	1,506,664	2,756,793	913,936
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>129,466,512</b>	<b>141,282,713</b>	<b>156,985,661</b>	<b>153,825,061</b>
C.	<b>Revenues Over(Under) Expenditures (B.3 - B.2)</b>	<b>-514,907</b>	<b>7,218,138</b>	<b>-8,564,731</b>	<b>-6,286,075</b>
D.	<b>Fund Balance, Beginning</b>	<b>17,011,000</b>	<b>16,815,848</b>	<b>24,041,478</b>	<b>15,476,747</b>
D.1	Prior Year Adjustments + (-)	319,755	7,492	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>17,330,755</b>	<b>16,823,340</b>	<b>24,041,478</b>	<b>15,476,747</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>16,815,848</b>	<b>24,041,478</b>	<b>15,476,747</b>	<b>9,190,672</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13%	17%	9.9%	6%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	30,418	31,471	32,840	33,924
-----	---	--------	--------	--------	--------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			26,412,691	18,199,747
H.2	Cash, borrowed funds only			0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>15,602,608</b>	<b>28,808,132</b>	<b>26,412,691</b>	<b>18,199,747</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	147,386,687	147,529,779	96,475,140	65.4%
I.2	Other Financing Sources (Object 8900)	6,000	6,000	9,207	153.5%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>147,386,687</b>	<b>147,535,779</b>	<b>96,484,347</b>	<b>65.4%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	152,726,868	152,911,125	105,532,361	69%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	916,801	913,936	30,103	3.3%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>153,643,669</b>	<b>153,825,061</b>	<b>105,562,464</b>	<b>68.6%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-6,256,982</b>	<b>-6,289,282</b>	<b>-9,078,117</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>15,476,747</b>	<b>15,476,747</b>	<b>15,476,747</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>9,219,765</b>	<b>9,187,465</b>	<b>6,398,630</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6%	6%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
a. SALARIES:						

b. BENEFITS:	Year 1:							
	Year 2:							
	Year 3:							
	Year 1:							
	Year 2:							
	Year 3:							

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date: May 11, 2009
Re:	Quarterly Investment Report as of March 31, 2009	
Action:	For Information	

**BACKGROUND**

Pursuant to Section 53646(b) of the Government Code the Chief Fiscal Officer may render a quarterly report on investments to the Board of Trustees within 30 days following the end of the quarter covered by the report. The district's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

Accordingly, attached is the District's investment report for the quarter ended March 31, 2009.

**ANALYSIS**

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of March 31, 2009 for all District funds; (2) excerpts from the Orange County Treasurer's "Management Report" for the period ended March 31, 2009, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending March 31, 2009.

All investments for the quarter ended March 31, 2009 are in accordance with Board Policy 3211, and there has been no change in the policy during this quarter.

**RECOMMENDATION**

The quarterly investment report as of March 31, 2009 is presented as information.

Fiscal Impact:	None	Board Date: May 11, 2009
Prepared by:	Noemi M. Kanouse, Assistant Vice Chancellor Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**Rancho Santiago Community College district**  
**Statement of Cash**  
**March 31, 2009**

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	151,072,049	1.91%	Sep-Dec	67.55%
Bond Sinking Funds	12,117,574	1.91%	Sep-Dec	5.42%
All Other Funds	60,141,027	1.91%	Sep-Dec	26.89%
Local Agency Investment Fund (LAIF)	146,323	1.91%	Sep-Dec	0.07%
Revolving Fund, Refundable Deposits and Cash in Banks	175,000	0.00%	Sep-Dec	0.08%
	<u>223,651,973</u>			<u>100.00%</u>

## Rancho Santiago Community College District

### Cash Position

March 31, 2009

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 9121	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11 & 12)	1	11/12	17,982,072				117,675	100,000			18,199,747
Child Development Fund	12	33	86,537				22,271				108,808
Bond Fund Measure E	22	42	151,072,049								151,072,049
Bond Int & Red Fund	31	21				3,391,478					3,391,478
Bond Int & Red Fund	32	22				4,468,341					4,468,341
Bond Int & Red Fund	33	23				4,257,755					4,257,755
Capital Outlay Projects Fund	40	41	14,275,719								14,275,719
Workers' Compensation Fund	68	62	2,889,311						50,000		2,939,311
Property and Liability Fund	70	61	267,281						25,000		292,281
Retiree Benefits Fund	71	63	23,143,094							146,323	23,289,417
Student Financial Aid	74	74	911,803	(7,001)	449,892		2,373				1,357,067
<b>Totals</b>			<b>210,627,866</b>	<b>(7,001)</b>	<b>449,892</b>	<b>12,117,574</b>	<b>142,319</b>	<b>100,000</b>	<b>75,000</b>	<b>146,323</b>	<b>223,651,973</b>



## OFFICE OF THE TREASURER-TAX COLLECTOR

HALL OF FINANCE & RECORDS  
11 CIVIC CENTER PLAZA, SUITE G76  
POST OFFICE BOX 4515  
SANTA ANA, CA 92701  
[www.ttc.ocgov.com](http://www.ttc.ocgov.com)

CHRISS W. STREET  
TREASURER-TAX COLLECTOR

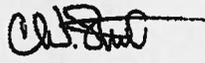
PAUL C. GORMAN, C.P.A., CTP  
CHIEF ASSISTANT TREASURER-TAX COLLECTOR

JENNIFER BURKHART, CFA  
ASSISTANT TREASURER-TAX COLLECTOR

ROBIN RUSSELL  
ASSISTANT TREASURER-TAX COLLECTOR  
ADMINISTRATION

April 15, 2009

TO: Board of Supervisors  
Thomas G. Mauk, County Executive Officer  
Treasury Oversight Committee  
Treasurer's Advisory Committee  
Participants

FROM: Chriss W. Street   
Treasurer-Tax Collector

SUBJECT: Treasurer's Management Report for March 31, 2009

Attached please find the Treasurer's Management Report for the County of Orange for the month & quarter ended March 31, 2009. The information provided herein, including all charts, tables, graphs and numerical representations, is provided to readers solely as a general overview of the economic and market conditions which the Treasurer utilizes in making investment decisions. In addition, a complete version of this report is also available for download at our website [www.ttc.ocgov.com](http://www.ttc.ocgov.com).

### TREASURER'S REPORT

In order to assist you in reading this report, please note that the current balances reflect the investments recorded in the portfolios for each particular fund for the period ending March 31st. Each money market fund has an average maturity of less than sixty days, with a net asset value (NAV) falling within the range of \$0.9950 and \$1.0050. The Extended Fund shall have a duration not to exceed a leading 1-3 Year index +25%. All investments are marked to the market at the end of the reporting period due to the narrow valuation range prescribed by the Pools' Investment Policy Statement.

The reports reflect the par value (face value), the cost and market value (the price of each security at the close of the market on the last trading day of the month). Market values are derived from the Bloomberg Professional Service, a premier provider of instant access to real-time and historical financial data. The difference between the market value and book value is the unrealized gain or (loss). The Detail Transaction Report Section is provided in compliance with California Government Code Section 53607, which requires that the Treasurer file such a report with the Board of Supervisors, from whom his investment authority has been delegated.

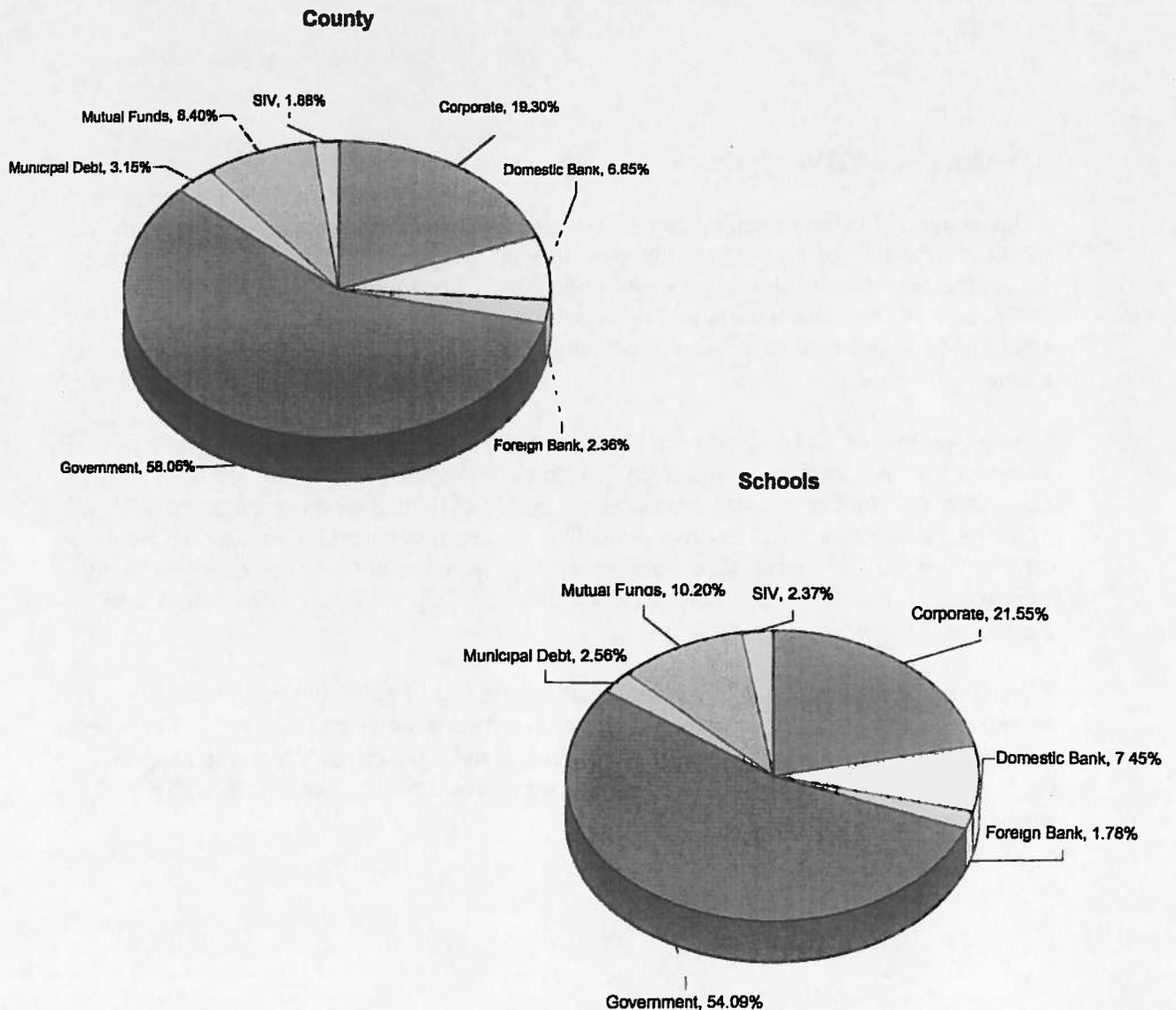
### APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

We have prepared a forecast for the timing of the County Investment Pool's February 2009 interest apportionment. We anticipate posting the February 2009 interest apportionment to participants' cash accounts in the County general ledger by approximately May 21, 2009.

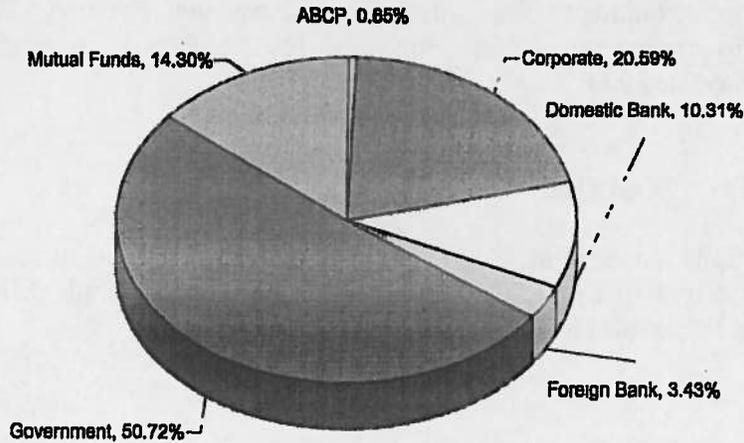
### PORTFOLIO COMPOSITION

The following graphs represent the County, School and John Wayne Airport investment pools' composition by issuer type. The County and School pools include their portion of the Extended Fund (Exhibit 1).

#### Exhibit 1:



John Wayne Airport



**MARKET OBSERVATIONS**

Television pundits have been clamoring with new proclamations of market "tops" and market "bottoms" for the past month. Considering the recent track record of the talking heads, their excitement should give investors pause. The Orange County Treasurer's Office continues to take a measured approach during these turbulent times. For the first time since taking office as Treasurer, we have positioned the portfolios to be interest rate neutral.

Creating an interest rate neutral portfolio means we are not positioning for interest rates to rise or fall. As goldilocks would say, "we picked the one that was not too hot or too cold." We have locked in attractive yields on both fixed rate government agency debt and FDIC backed corporate floating rate debt. This was accomplished by purchasing the different types of debt when their respective styles were out of favor and thus less costly. This approach has allowed us to lock rates which will help provide a stable return over the rest of the year.

We continue to believe the recession will ebb by the end of 2009, but early recovery will be very modest. The economic pain will take up to two more years to subside. The world is locked in a deflationary cycle, and the US government is desperately trying to spend our way out of it. The actions of the Federal Government could have a profoundly negative impact in the long run.

Markets are forward looking and what they see on the horizon is new taxes. The unholy marriage of high taxes and slow growth help create a bleak outlook. Americans have quickly unwound an enormous level of private debt, but it has been replaced with an unprecedented amount of Government debt. Two steps forward and one and a half backward, does not create a winning economic strategy.

#### **The Federal Gov't to Guarantee California Debt?**

The Treasurer's office believes another significant risk to the financial markets, especially as it relates to local government, is a new effort by the State to secure the Full Faith and Credit of the US Government for its California's next debt issuance. If the Fed took this unprecedented step it would have far reaching consequences. Last Fall when the government stepped in to bailout AIG, it led to a collapse in the commercial paper market. The actions being contemplated in Washington may have a similarly significant impact on local government debt. *The Danger of Guaranteeing California Debt*, a position piece written by Chriss Street, can be found on our website at [www.ttc.ocgov.com](http://www.ttc.ocgov.com).

Additionally, the United States may see its AAA credit rating downgraded if it guaranteed the debt of the world's seventh largest economy. Such an event would quickly drive long term borrowing rates much higher.

The balanced approach to investing adopted by the Orange County Treasurer's office will insure our pool participants a competitive rate of return and stable portfolio values.

The Treasurer's Office appreciates your continued confidence as well as the opportunity to provide you exemplary portfolio and cash management services in the future. Please call Orange County Treasurer, Chriss W. Street, at 714-834-7625 with any questions.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**

**EXECUTIVE SUMMARY**

April 1, 2008 - March 31, 2009

PERIOD ENDING - MONTH / YEAR	MARKET VALUE	EARNINGS FOR MONTH	YIELD FOR MONTH	MONTH END WAM
<b>Current Month - March 2009</b>				
County Pool - Money Market Fund	\$ 2,029,184,984	\$ 1,400,404	0.81%	48
Educational Pool - Money Market Fund	\$ 1,338,411,552	\$ 1,109,701	0.88%	48
Extended Fund	\$ 2,645,713,854	\$ 5,538,166	2.57%	426
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	91
<b>February 2009</b>				
County Pool - Money Market Fund	\$ 2,189,443,772	\$ 1,630,117	1.00%	53
Educational Pool - Money Market Fund	\$ 1,576,700,518	\$ 1,540,126	1.17%	59
Extended Fund	\$ 2,350,452,260	\$ 5,828,267	3.12%	387
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	122
<b>January 2009</b>				
County Pool - Money Market Fund	\$ 2,014,879,118	\$ 1,827,150	0.99%	50
Educational Pool - Money Market Fund	\$ 1,856,648,856	\$ 1,820,578	1.13%	53
Extended Fund	\$ 2,533,665,548	\$ 7,079,923	3.32%	281
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	150
<b>December 2008</b>				
County Pool - Money Market Fund	\$ 2,308,197,426	\$ 3,627,727	1.77%	58
Educational Pool - Money Market Fund	\$ 2,152,827,732	\$ 2,244,826	1.46%	55
Extended Fund	\$ 2,503,173,696	\$ 7,064,362	3.32%	326
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	25
<b>November 2008</b>				
County Pool - Money Market Fund	\$ 1,923,820,987	\$ 3,212,472	2.18%	30
Educational Pool - Money Market Fund	\$ 1,591,357,027	\$ 2,695,568	2.01%	48
Extended Fund	\$ 2,337,562,301	\$ 6,880,107	3.45%	349
OC Extended Fund B	\$ 53,690,398	\$ -	N/A	56
<b>October 2008</b>				
County Pool - Money Market Fund	\$ 1,693,321,937	\$ 3,606,898	2.55%	36
Educational Pool - Money Market Fund	\$ 1,716,217,568	\$ 3,457,222	2.36%	43
Extended Fund	\$ 2,491,877,137	\$ 6,861,334	3.30%	346
OC Extended Fund B	\$ 53,690,395	\$ -	N/A	86
<b>September 2008</b>				
County Pool - Money Market Fund	\$ 1,633,883,931	\$ 3,733,815	2.64%	51
Educational Pool - Money Market Fund	\$ 1,707,114,565	\$ 3,660,952	2.52%	52
Extended Fund	\$ 2,333,839,343	\$ 3,483,307	1.84%	393
OC Extended Fund B	\$ 69,117,440	\$ -	N/A	117
<b>August 2008</b>				
County Pool - Money Market Fund	\$ 1,735,397,363	\$ 3,733,249	2.51%	47
Educational Pool - Money Market Fund	\$ 1,839,799,053	\$ 3,668,783	2.42%	45
Extended Fund	\$ 2,182,413,404	\$ 6,883,249	3.74%	477
OC Extended Fund B	\$ 69,117,440	\$ -	N/A	147
<b>July 2008</b>				
County Pool - Money Market Fund	\$ 1,787,284,123	\$ 3,899,411	2.41%	50
Educational Pool - Money Market Fund	\$ 1,797,891,082	\$ 3,698,983	2.38%	50
Extended Fund	\$ 2,104,561,539	\$ 7,010,329	3.73%	481
OC Extended Fund B	\$ 69,117,440	\$ -	N/A	178
<b>June 2008</b>				
County Pool - Money Market Fund	\$ 1,922,691,656	\$ 4,090,847	2.44%	33
Educational Pool - Money Market Fund	\$ 1,707,534,727	\$ 4,119,816	2.46%	33
Extended Fund	\$ 2,194,236,720	\$ 7,014,632	3.92%	503
OC Extended Fund B	\$ 69,117,440	\$ -	N/A	209
<b>May 2008</b>				
County Pool - Money Market Fund	\$ 2,052,055,391	\$ 4,328,189	2.42%	29
Educational Pool - Money Market Fund	\$ 2,208,622,434	\$ 4,646,915	2.45%	35
Extended Fund	\$ 2,188,235,769	\$ 7,248,040	3.81%	486
<b>April 2008</b>				
County Pool - Money Market Fund	\$ 2,313,762,854	\$ 5,646,143	2.66%	33
Educational Pool - Money Market Fund	\$ 2,328,134,710	\$ 4,593,731	2.62%	42
Extended Fund	\$ 2,281,021,020	\$ 7,592,402	4.16%	466
<b>April 1, 2008 - March 31, 2009</b>				
	<b>Annual Average</b>	<b>Total for Year</b>	<b>Annual Average</b>	<b>Annual Average</b>
County Pool - Money Market Fund	\$ 1,965,281,127	\$ 40,738,421	2.03%	43
Educational Pool - Money Market Fund	\$ 1,818,421,650	\$ 37,247,201	1.99%	47
Extended Fund	\$ 2,394,950,738	\$ 78,494,007	3.38%	408

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POOL STATISTICS  
FOR THE MONTH and QUARTER ENDED MARCH 31, 2009**

**INVESTMENT STATISTICS - By Investment Fund\***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Current Yield	MONTH Average Yield	Quarter Average Yield	Current NAV
<u>O.C. Money Market Fund</u>	MARKET Value \$ 2,029,134,984 COST (Capital) \$ 2,030,049,917 MONTHLY AVG Balance \$ 2,037,790,489 QUARTERLY AVG Balance \$ 2,107,773,494 BOOK Value \$ 2,030,214,031	48	0.79%	0.81%	0.93%	1.00
<u>O.C. Educational Money Market Fund</u>	MARKET Value \$ 1,338,411,552 COST (Capital) \$ 1,337,951,170 MONTHLY AVG Balance \$ 1,481,906,051 QUARTERLY AVG Balance \$ 1,698,193,093 BOOK Value \$ 1,338,482,780	48	0.82%	0.88%	1.06%	1.00
<u>Extended Fund</u>	MARKET Value \$ 2,645,713,854 COST (Capital) \$ 2,829,882,819 MONTHLY AVG Balance \$ 2,536,353,865 QUARTERLY AVG Balance \$ 2,494,845,233 BOOK Value \$ 2,829,343,668	428	2.05%	2.57%	3.00%	1.01
<u>OC Extended Fund B (Whistlejacket Holdings)</u>	MARKET Value \$ 52,200,929 COST (Capital) \$ 62,143,964	NA	NA	NA	NA	0.84

**ALLOCATION OF EXTENDED FUNDS**

<u>Extended Fund (X Fund) County's Share of X Fund</u>	MARKET Value \$ 1,316,035,340 COST (Capital) \$ 1,308,051,208 MONTHLY AVG Balance \$ 1,186,353,865 BOOK Value \$ 1,307,892,450	428	2.05%	2.56%	3.01%	1.01
<u>Educational Share of X Fund</u>	MARKET Value \$ 1,329,678,514 COST (Capital) \$ 1,321,811,611 MONTHLY AVG Balance \$ 1,350,000,000 BOOK Value \$ 1,321,461,208	428	2.05%	2.58%	2.99%	1.01
<u>OC Extended Fund B County's Share</u>	MARKET Value \$ 28,354,683 COST (Capital) \$ 33,765,575	NA	NA	NA	NA	0.84
<u>Educational Share</u>	MARKET Value \$ 23,848,246 COST (Capital) \$ 28,368,389	NA	NA	NA	NA	0.84

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POOL STATISTICS  
FOR THE MONTH and QUARTER ENDED MARCH 31, 2009**

**INVESTMENT STATISTICS - By Investment Pool\*\*\***

DESCRIPTION	CURRENT BALANCES	Average	Current Yield	MONTH	Current NAV
		Days to Maturity		Average Yield	
<b>COMBINED POOL BALANCES</b>					
<i>County Pool</i>	MARKET Value \$ 3,373,524,988	199	1.25%	1.66%	1.00
	COST (Capital) \$ 3,371,858,699				
	MONTHLY AVG Balance \$ 3,257,889,929				
	QUARTERLY AVG Balance \$ 3,415,665,944				
	BOOK Value \$ 3,371,862,056				
<i>Educational Pool</i>	MARKET Value \$ 2,691,936,312	239	1.41%	1.91%	1.00
	COST (Capital) \$ 2,687,951,170				
	MONTHLY AVG Balance \$ 2,860,284,439				
	QUARTERLY AVG Balance \$ 3,019,844,301				
	BOOK Value \$ 2,688,322,377				

**INVESTMENT STATISTICS - Non Pooled Investments \*\***

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
<b>Specific Investment Funds:</b> 112, 161, 225, 283, 480, 482, 483, 494, 497, 505, 510, 514, 546	MARKET Value \$ 111,647,914 COST (Capital) \$ 110,638,502 MONTHLY AVG Balance \$ 110,460,740	Interest Bearing Accounts \$ 32,581 Money Market Funds 16,864,309 Repurchase Agreement 1,081,500 John Wayne Airport Investment Pool 58,211,327 CFCOC Investment Pool 34,448,785 <b>\$ 110,838,502</b>

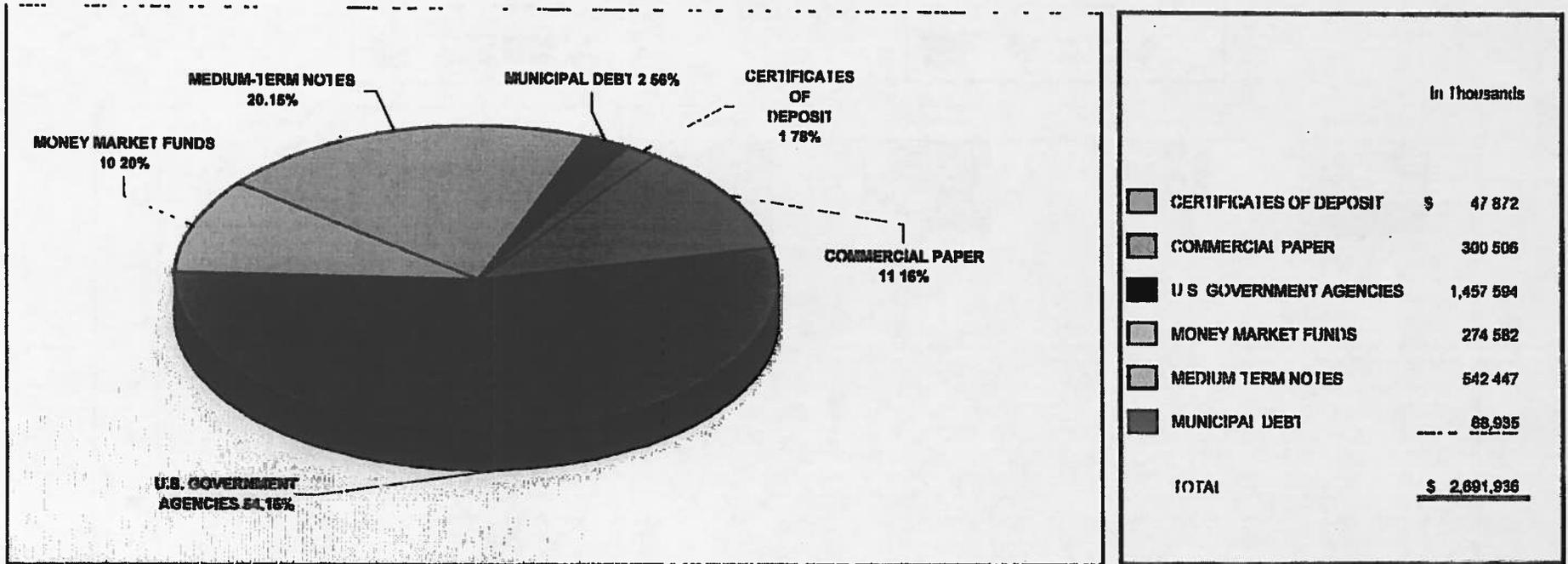
**MONTH END TOTALS\*\*\***

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
County Money Market Fund \$ 2,030,049,917	County Funds \$ 3,350,876,648 School Funds 2,694,146,322 Specific Investments 110,838,502
County Cash (20,980,051)	
Educational Money Market Fund 1,337,951,170	
Extended Fund 2,629,662,819	
OC Extended Fund B 62,143,984	
School Cash 6,195,152	
Non Pooled Investments @ Cost 110,638,502	
<b>\$ 6,155,661,472</b>	<b>\$ 6,155,661,472</b>

\* Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.  
 \*\* Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.  
 \*\*\*The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund and Extended Fund B

**ORANGE COUNTY TREASURER - TAX COLLECTOR  
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL  
PORTFOLIO COMPOSITION - COMBINED \*\***

**March 31, 2009**

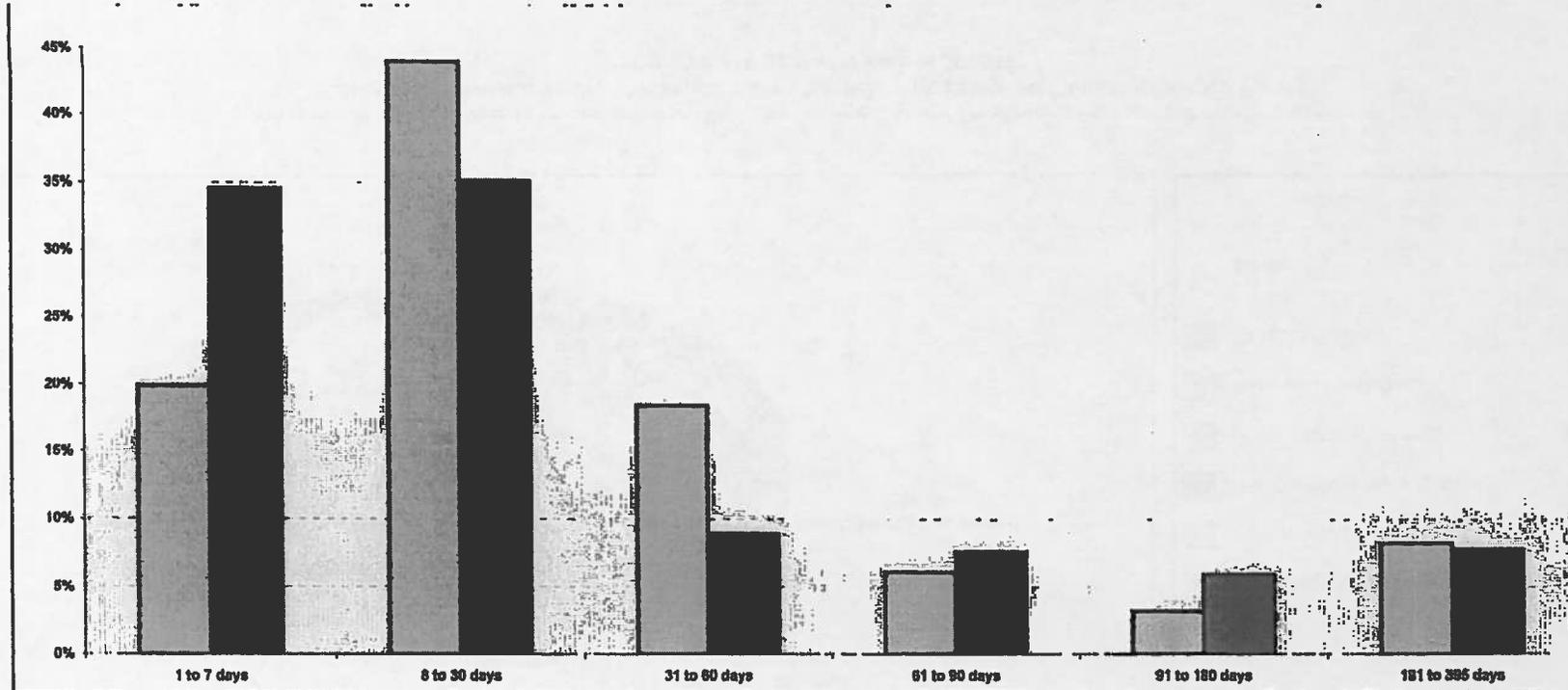


*Investment Composition Is In Compliance With The Orange County Treasurer's Investment Policy Statement*

*\*Educational Investment Pool Includes: Money Market Fund, Extended Fund, & Extended Fund B*

*\*\* Calculated Using Market Value at 3/31/2009*

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**ORANGE COUNTY MONEY MARKET FUND AND EDUCATIONAL MONEY MARKET FUND**  
**MATURITIES DISTRIBUTION**  
**March 31, 2009**



<b>O.C. INVESTMENT POOL MONEY MARKET FUND</b>		
	In Thousands	%
1 TO 7 DAYS	\$ 403,968	18.91%
8 TO 30 DAYS	892,727	44.00%
31 TO 60 DAYS	375,000	18.48%
61 TO 90 DAYS	124,400	6.13%
91 TO 180 DAYS	85,100	3.20%
181 TO 395 DAYS	167,966	8.28%
<b>TOTAL</b>	<b>\$ 2,029,061</b>	<b>100.00%</b>

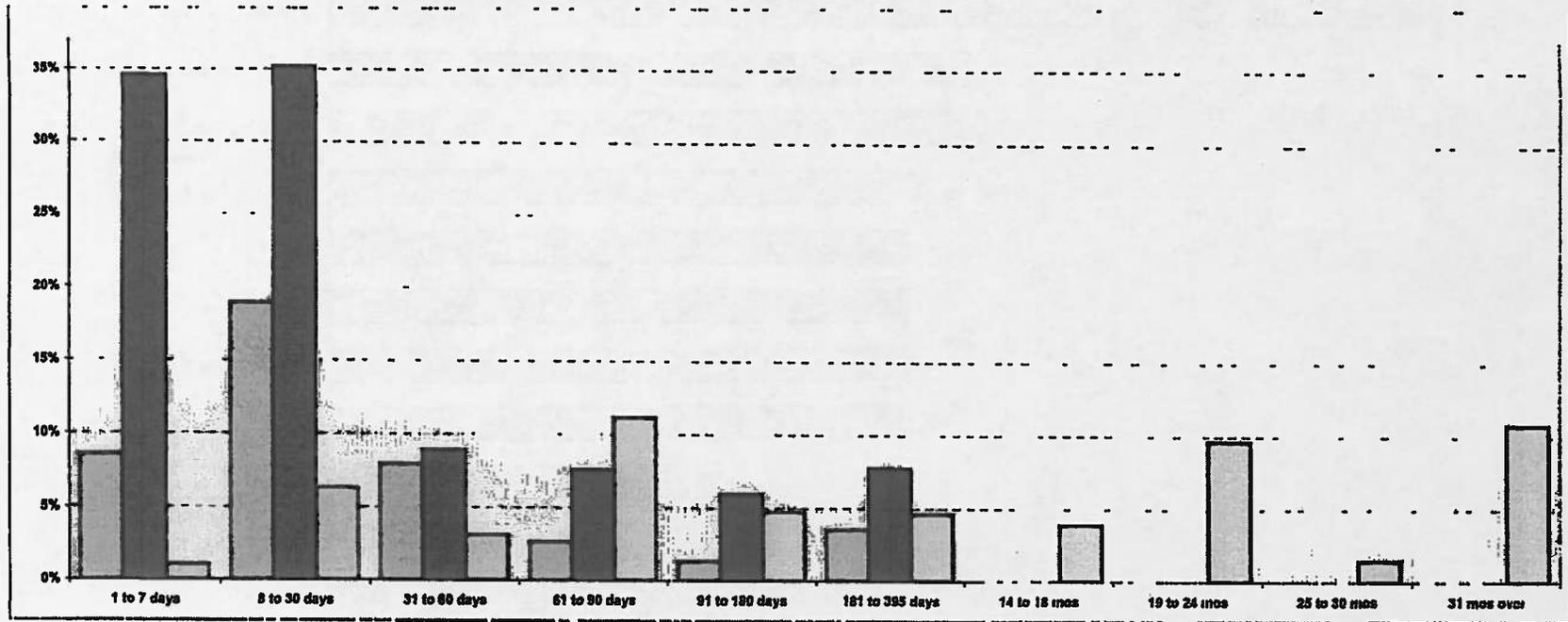
<b>O.C. EDUCATIONAL MONEY MARKET FUND</b>		
	In Thousands	%
1 TO 7 DAYS	\$ 462,782	34.67%
8 TO 30 DAYS	470,800	35.14%
31 TO 60 DAYS	119,423	8.92%
61 TO 90 DAYS	101,777	7.60%
91 TO 180 DAYS	79,600	5.95%
181 TO 395 DAYS	104,868	7.82%
<b>TOTAL</b>	<b>\$ 1,338,750</b>	<b>100.00%</b>

*Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement*

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date  
 At March 31, 2009 Floating Rate Notes comprise 27.38% and 32.22% of the O.C. Money Market Fund and Educational Money Market Fund respectively

**ORANGE COUNTY TREASURER - TAX COLLECTOR  
ORANGE COUNTY AND EDUCATIONAL INVESTMENT POOLS  
MATURITIES DISTRIBUTION**

March 31, 2009



O C INVESTMENT POOL (Includes MMF, Extended Fund & Extended Fund B)				
In Thousands				
Money Market Fund	1 TO 7 DAYS	\$ 103,988		8.57%
Money Market Fund	8 TO 30 DAYS	882,727		18.92%
Money Market Fund	31 TO 90 DAYS	375,000		7.95%
Money Market Fund	91 TO 180 DAYS	124,400		2.84%
Money Market Fund	181 TO 395 DAYS	65,000		1.38%
Extended Fund	1 TO 7 DAYS	60,000		1.08%
Extended Fund	8 TO 30 DAYS	287,303		6.31%
Extended Fund	31 TO 90 DAYS	147,300		3.12%
Extended Fund	91 TO 180 DAYS	525,500		11.17%
Extended Fund	181 TO 395 DAYS	224,740		4.77%
Extended Fund	14 TO 18 MONTHS	218,635		4.64%
Extended Fund	19 TO 24 MONTHS	185,875		3.94%
Extended Fund	25 TO 30 MONTHS	456,810		9.69%
Extended Fund	31 MOS OVER	70,000		1.48%
		<u>509,325</u>		<u>10.80%</u>
<b>TOTAL</b>		<b>\$ 4,715,249</b>		<b>100.00%</b>

O C EDUCATIONAL MONEY MARKET FUND		
In Thousands		
1 TO 7 DAYS	\$ 462,782	34.57%
8 TO 30 DAYS	478,800	35.14%
31 TO 90 DAYS	118,428	8.82%
91 TO 180 DAYS	101,777	7.60%
181 TO 395 DAYS	78,600	5.95%
	<u>104,888</u>	<u>7.82%</u>
<b>TOTAL</b>	<b>\$ 1,338,765</b>	<b>100.00%</b>

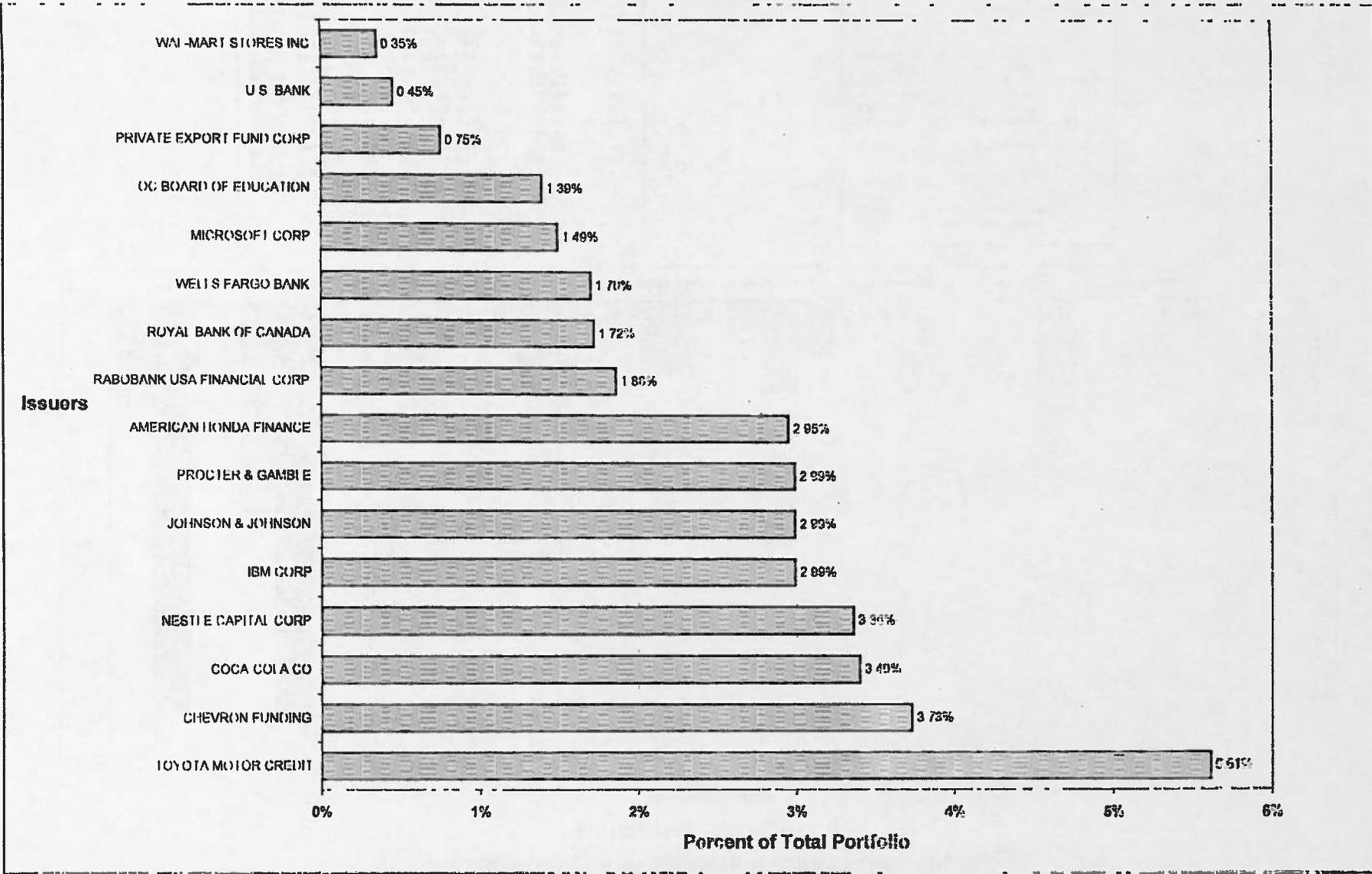
*Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement*

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date  
At March 31, 2009, Floating Rate Notes comprise 28.96% and 32.22% of the O C Investment Pool and Educational Money Market Fund respectively

# ORANGE COUNTY TREASURER - TAX COLLECTOR

## EDUCATIONAL INVESTMENT POOL - ISSUER CONCENTRATION

March 31, 2009



NOTE: See noncompliance report summary for issuers over 5%

S.3 (14)

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POLICY COMPLIANCE  
March 31, 2009**

Investment Policy Guidelines	Investment Type	Orange County Money Market Fund		Extended Fund		Orange County Educational Money Market Fund		John Wayne Airport Investment Pool	
		Market Value of Investments	Percent of Portfolio	Market Value of Investments	Percent of Portfolio	Market Value of Investments	Percent of Portfolio	Market Value of Investments	Percent of Portfolio
100%	U.S. Treasuries	\$ -	0.00%	\$ -	0.00%	\$ -	-	\$ -	-
40%	Bankers' Acceptances	-	-	-	-	-	-	-	-
30%	Negotiable Certificates of Deposit	79,737,015	3.93%	-	0.00%	47,871,655	3.58%	1,999,540	3.43%
45%	Commercial Paper	332,940,661	16.41%	-	0.00%	300,506,288	22.45%	12,376,285	21.25%
100%	U.S. Government Agencies	1,067,308,372	52.60%	1,788,440,247	66.29%	558,762,605	41.75%	29,542,840	50.72%
20%	Money Market Funds	283,367,817	13.96%	-	0.00%	274,581,665	20.51%	6,003,300	10.30%
30%	Medium-Term Notes	209,381,804	10.32%	809,474,537	30.00%	138,011,594	10.31%	8,327,597	14.30%
50%	Repurchase Agreements	-	-	-	-	-	0.00%	-	-
10%	Municipal Debt	56,399,295	2.78%	100,000,000	3.71%	18,677,745	1.40%	-	-
10%	Receivable-Backed Securities	-	-	-	-	-	-	-	-
		\$ 2,029,134,964	100.00%	\$ 2,697,914,784	100.00%	\$ 1,338,411,551	100.00%	\$ 58,249,562	100.00%

Compliance Category (Yes/No)	Orange County Money Market Fund	Extended Fund	Orange County Educational Money Market Fund	John Wayne Airport Investment Pool
Percentage Limits	Yes		No	Yes
Maturity Limits	Yes	Yes	Yes	Yes
Quality Limits	Yes		Yes	Yes
Net Asset Value Limits	Yes		Yes	Yes

- Notes (1) The Money Market Fund (MMF) is authorized to purchase an additional 5-percent of its total assets in any authorized investment type, except commercial paper, for a period not to exceed 30 business days
- (3) The Money Market Fund (MMF) is authorized to purchase up to 12.5 percent of its total assets in any authorized issuer for a period not to exceed 3 business days
- (4) The Extended Fund includes the Extended Fund and OC Extended Fund B



**JOHN CHIANG**  
**California State Controller**

**LOCAL AGENCY INVESTMENT FUND**  
**REMITTANCE ADVICE**

**Agency Name** RANCHO SANTIAGO COMM COLL DST  
**Account Number** 75-30-010

As of 04/15/2009, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2009

<b>Earnings Ratio</b>		.00005227211614311
<b>Interest Rate</b>		1.91%
<b>Dollar Day Total</b>	\$	13,156,063.38
<b>Quarter End Principal Balance</b>	\$	146,322.92
<b>Quarterly Interest Earned</b>	\$	687.70

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****BUSINESS OPERATIONS AND FISCAL SERVICES**

<b>To:</b>	<b>Board of Trustees</b>	<b>Date:</b> May 11, 2009
<b>Re:</b>	<b>Approval of Resolution on Expenditure Transfers to Permit Payment of Obligations</b>	
<b>Action:</b>	<b>Request for Approval</b>	

**BACKGROUND**

Each year the Orange County Department of Education requires the district to submit a board resolution which authorizes the County Superintendent of Schools to make necessary transfers between the reserve for contingencies and any expenditure classification or classifications of the district as are necessary to permit the payment of obligations. This resolution covers the fiscal year ending June 30, 2009.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Resolution regarding expenditure transfers.

<b>Fiscal Impact:</b>	<b>None</b>	<b>Board Date:</b> May 11, 2009
<b>Prepared by:</b>	<b>Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services</b>	
<b>Submitted by:</b>	<b>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</b>	
<b>Recommended by:</b>	<b>Edward Hernandez, Jr., Ed.D., Chancellor</b>	

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
OF ORANGE COUNTY, CALIFORNIA**

**Resolution No. 09-10, dated this 11<sup>th</sup> day of May 2009**

On motion of \_\_\_\_\_, duly seconded, it is hereby resolved that, at the close of the 2008-09 fiscal year, the County Superintendent of Schools may make such transfers between the Reserve for Contingencies and any expenditure classification or classifications or balance any expenditure classification of the budget of the District for such school year as are necessary to permit the payment of obligations of the District incurred during such school year. (Education Code Section 42601/85201)

\_\_\_\_\_  
Trustee R. David Chapel

\_\_\_\_\_  
Trustee Mark McLoughlin

\_\_\_\_\_  
Trustee Brian E. Conley

\_\_\_\_\_  
Trustee Lisa Woolery

\_\_\_\_\_  
Trustee John R. Hanna

\_\_\_\_\_  
Trustee Phillip E. Yarbrough

\_\_\_\_\_  
Trustee Lawrence R. "Larry" Labrado

---

---

**FOR SCHOOL FINANCIAL SERVICES USE**

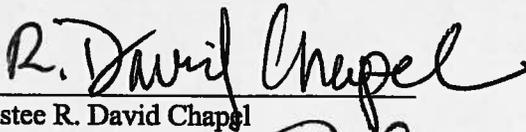
The transfers below were made to permit the payment of final obligations and recording of the current liabilities of the District for such school year per the Resolution above.

By \_\_\_\_\_

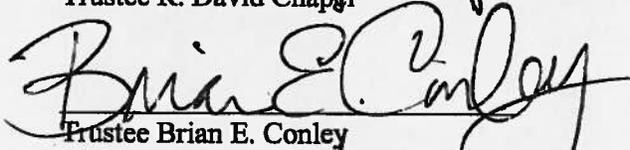
**RESOLUTION OF THE BOARD OF TRUSTEES  
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
OF ORANGE COUNTY, CALIFORNIA**

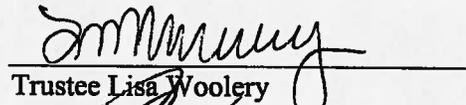
Resolution No. 09-10, dated this 11<sup>th</sup> day of May 2009

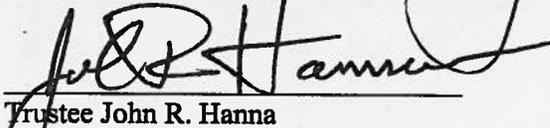
On motion of Brian Conley, duly seconded, it is hereby resolved that, at the close of the 2008-09 fiscal year, the County Superintendent of Schools may make such transfers between the Reserve for Contingencies and any expenditure classification or classifications or balance any expenditure classification of the budget of the District for such school year as are necessary to permit the payment of obligations of the District incurred during such school year. (Education Code Section 42601/85201)

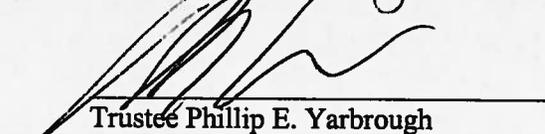
  
Trustee R. David Chapel

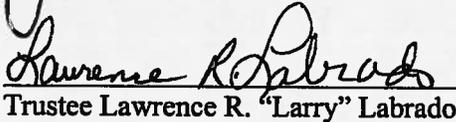
  
Trustee Mark McLoughlin

  
Trustee Brian E. Conley

  
Trustee Lisa Woolery

  
Trustee John R. Hanna

  
Trustee Phillip E. Yarbrough

  
Trustee Lawrence R. "Larry" Labrado

---

**FOR SCHOOL FINANCIAL SERVICES USE**

The transfers below were made to permit the payment of final obligations and recording of the current liabilities of the District for such school year per the Resolution above.

By \_\_\_\_\_

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

To: Board of Trustees	Date: May 11, 2009
Re: Approval for Additional Testing Services for SCC Maintenance & Operations Building and Concession Building — Twining Laboratories (P. O. 09-P006572)	
Action: Request for Approval	

**BACKGROUND:**

On June 30, 2008, the Board of Trustees approved the above noted agreement with Twining Laboratories to perform construction testing for these projects as required by the Division of State Architect (DSA).

The work was authorized under the District's P. O. 09-P006572.

**ANALYSIS:**

The original amount was estimated at \$120,000, based upon assumptions by Twining Labs as to the construction schedule and anticipated tests and inspections.

It is now indicated the actual tests and inspections that will be required to complete the project will require additional compensation in the amount of \$126,000 (see March 2, 2009 letter from Twining Laboratories).

It should be noted that our agreement with Twining Labs establishes the unit costs for all tests and inspections and Twining was the least costly firm for their unit priced services when proposals were obtained in 2008.

The additional costs for services is driven by a combination of factors, including a large construction schedule, as well as tests required by the DSA Inspector and DSA Field Representatives.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement to increase the compensation to Twining Laboratories as presented.

Fiscal Impact: \$126,000.00	Board Date: May 11, 2009
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

March 2, 2009

Rancho Santiago Community College District  
Attn Robb Gumbert  
2323 N Broadway  
Santa Ana, CA 92706-1640

RE: Santiago Canyon College – Maintenance & Operations Bldg (04-108423)  
Santiago Canyon College – Parking Lot (04-109053)

Subject: Increase in Funding needed

Dear Mr. Gumbert,

Twining Laboratories is requesting an increase in funding as the original purchase order NTE turned out to be insufficient to cover the actual inspection and testing needs dictated by the construction schedule.

PO 09-P0006572:	\$ 120,000.00
<u>Twining billed to date:</u>	<u>\$ 167,586.58</u>
Overage:	\$ 47,586.58
<u>Anticipated billing:</u>	<u>\$ 77,763.00</u>
<u>Estimated Increase Needed:</u>	<u>\$ 125,349.58</u>

**Funding Increase Requested: \$ 126,000.00**

The project inspector informed me of the remaining work to be performed and provided me a revised schedule, which I used to determine the anticipated costs. If you have any questions, please don't hesitate to contact me at 562-426-3355 ext 217 or by email at [sschmitz@twininglabs.com](mailto:sschmitz@twininglabs.com).

Respectfully,

Twining Laboratories of Southern California, Inc.

*Shawn Schmitz*  
Shawn Schmitz  
Project Manager

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

Page 1 of 2

To: Board of Trustees	Date: May 11, 2009
Re: Approval of the Award of Bids – SAC Child Development Center	
Action: Request for Approval	

**BACKGROUND:**

The District intends to construct the SAC Child Development Center under a multi-prime delivery system, utilizing Bernards to coordinate the construction process.

In compliance with Public Contract Code, the District advertised the fourteen (14) multiple prime trades associated with this project and opened bids on April 14 and 16, 2009.

There was only one (1) bidder for ceramic tile, and due to the fact that the bids for glass/glazing, structural steel and HVAC significantly exceeded the budget estimates, we are requesting in another Board item that these four trades be rejected.

**ANALYSIS:**

The attached spreadsheet indicates the bidders name, amount of each bid, and the specific trade area involved. The low bidder is indicated on the attached spreadsheets and summarized on the attached page entitled, "Bidder Award List".

Bernards performed a due diligence review for each of the lowest cost responsible bidders. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

All lowest cost responsible bidders met the due diligence requirements.

Total estimated cost for the eleven (11) bids opened on April 14, 2009 and April 16, 2009 and brought to the Board for approval is \$5,821,953. The total estimated cost of the bids as they were advertised is \$5,515,000. The four bids rejected will be re-advertised and presented to the Board as an addendum.

**RECOMMENDATION:**

It is recommended that the Board of Trustees award multiple prime bids to the lowest cost responsible bidders and as noted on the SAC Child Development Center Bidder Award List.

<b>Fiscal Impact:</b>	<b>\$5,821,953.00</b>	<b>Board Date: May 11, 2009</b>
<b>Prepared by:</b>	<b>Darryl A. Odum, Director District Construction and Support Services</b>	
<b>Submitted by:</b>	<b>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</b>	
<b>Recommended by:</b>	<b>Edward Hernandez, Jr., Ed.D., Chancellor</b>	

5.6(2)

### BID RESULTS (Revised)

<b>BID # 1097</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: GENERAL CONSTRUCTION</b>		<b>Bid Package 01</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
ISEC, Inc., So. Calif. Region 6161 Chip Avenue Cypress, CA 90630	\$1,831,427.00		
Great Western Contractors 4562 Eisenhower Circle Anaheim, CA 92807	\$1,864,000.00		
Meadows Construction Services, Inc. 1691 Jenks Drive Corona, CA 92880	\$1,877,000.00		
Construct 1 One Corp. 2832 Walnut Avenue, #C Tustin, CA 92780	\$1,884,246.00		
United Contractors Company, Inc. 2050 S. Santa Cruz Avenue Anaheim, CA 92806	\$1,945,000.00		
USS Cal Builders, Inc. 8051 Main Street Stanton, CA 90680	\$1,987,000.00		
JRH Construction Company, Inc. 1185 Warner Avenue Tustin, CA 92780	\$2,078,432.00		
Oakview Constructors, Inc. P. O. Box 625 Calimesa, CA 92320	\$2,308,000.00		
Plyco Corp. 5150 Etiwanda Avenue Mira Loma, CA 91752	Non-responsive-did not acknowledge Addendum 5		

S.B (3)

**SAC CHILD DEVELOPMENT CENTER  
 BIDDER AWARD LIST (Revised)**

General Construction Bid No.	Land-scaping Bid No.	Earthwork Bid No.	Concrete Bid No.	Structural Steel Bid No.	Roofing Bid No.	Glass/ Glazing/Acc oustical Tiles Bid No.	Drywall/Plas tering Bid No.	Ceramic Tile Bid No.	Flooring Bid No.	Painting Bid No.	Plumbing Bid No.	HVAC Bid No.	Electrical Bid No.	TOTAL
1097	1098	1099	1100	1101	1102	1103	1104	1105	1107	1108	1109	1110	1111	
ISEC, Inc.	Nature Tech Landscaping, Inc.	Triangle Enterprise, Inc.	Micon Constructi on	Re-bid	Petersen Dean	Re-bid	Insul Drywall and Plastering	Re-bid	Progressive Floor Covering	Kronos Painting	J. M. Farnan Co.	Re-bid	Snowden Electric	
\$1,831,427	\$146,900	\$266,900	\$949,926		\$299,000		\$397,800		\$82,900	\$65,000	\$625,700		\$1,156,400	\$5,821,953

## BID RESULTS

<b>BID # 1097</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: GENERAL CONSTRUCTION</b>		<b>Bid Package 01</b>
BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
ISEC, Inc., So. Calif. Region 6161 Chip Avenue Cypress, CA 90630	\$1,831,427.00 Non-responsive elevator tier subcontractor not listed		
Great Western Contractors 4562 Eisenhower Circle Anaheim, CA 92807	\$1,864,000.00		
Meadows Construction Services, Inc. 1691 Jenks Drive Corona, CA 92880	\$1,877,000.00		
Construct 1 One Corp. 2832 Walnut Avenue, #C Tustin, CA 92780	\$1,884,246.00		
United Contractors Company, Inc. 2050 S. Santa Cruz Avenue Anaheim, CA 92806	\$1,945,000.00		
USS Cal Builders, Inc. 8051 Main Street Stanton, CA 90680	\$1,987,000.00		
JRH Construction Company, Inc. 1185 Warner Avenue Tustin, CA 92780	\$2,078,432.00		
Oakview Constructors, Inc. P. O. Box 625 Calimesa, CA 92320	\$2,308,000.00		
Plyco Corp. 5150 Etiwanda Avenue Mira Loma, CA 91752	Non-responsive-did not acknowledge Addendum 5		

## BID RESULTS

<b>BID # 1098</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: LANDSCAPE/IRRIGATION</b>		<b>Bid Package 02</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
Nature Tech Landscaping 1760 Marlborough Riverside, CA 92507	\$146,900.00		
Sierra Landscape 73-771 Dinah Shore Drive, Suite 200 Palm Desert, CA 92211	\$151,400.00		
Marina Landscape 1900 S. Lewis Street Anaheim, CA 92805	\$169,900.00		
Teserra P. O Box 1280 Coachella, CA 92236	\$167,727.00 non-responsive, incorrect bid form		
DMA Greencare Contracting, Inc 3000 East Coronado Anaheim, CA 92806	\$189,372.00		
Southern California Landscape, Inc 8636 Banana Avenue Fontana, CA 92335	\$193,700.00		
Agave Landform, Inc 42145 Lyndie Lane, #120 Temecula, CA 92591	\$198,690.00		
Land Forms Landscape Construction, Inc. 27601 Forbes Road, Suite 36 Laguna Niguel, CA 92677	\$215,000.00		

## BID RESULTS

**BID # 1099**

**PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER**

**DUE DATE: 04/16/2009 @ 2:00PM**

**TRADE CONTRACT: EARTHWORK/DEMO/AC PAVING**

**Bid Package 03**

BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
Triangle Enterprises, Inc PO Box 11386 Burbank, CA 91510	\$266,900.00		
Crew, Inc. 19618 S, Susana Road Rancho Dominguez, CA 90221	\$288,000.00		
NPG Corporation PO Box 1515 Perris, CA 92572	\$299,992.00 non-responsive, incorrect bid form		

## BID RESULTS

**BID # 1100**

**PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER**

**DUE DATE: 04/14/2009 @ 2:00PM**

**TRADE CONTRACT: CONCRETE/CONCRETE MASONRY**

**Bid Package 04**

BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
Micon Construction, Inc. 1616 E. Sierra Madre Circle Placentia, CA 92870	\$949,926.00		
JBH Structural Concrete, Inc. PO Box 869 Murrieta, CA 92564	\$989,780.00		
KAR Construction, Inc. 1306 W. Brooks Street Ontario, CA 91762	\$991,500.00		
Meadows Construction Services, Inc. 1691 Jenks Drive Corona, CA 92880	\$997,000.00		
Granitex Construction Company, Inc. 185 East Paularino Avenue Suite D Costs Mesa, CA 92626	\$1,160,709.00		
Y & M Construction, Inc. 17800 S. Main Street #206 Gardena, CA 90248	\$1,268,350.00		
United Riggers and Erectors, Inc. 4188 Valley Boulevard Walnut, CA 91789	\$1,804,486.00		

**This page left blank.**

### BID RESULTS

<b>BID # 1102</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/16/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: ROOFING/SHEET METAL</b>		<b>Bid Package 06</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
Petersen Dean Roofing and Solar Systems 1250 Enterprise drive Corona, CA 92882	\$299,000.00		
Best Contracting Services 19027 S Hamilton Avenue Gardena, CA 90248	\$334,860.00		
Chapman Coast Roof Company, Inc PO Box 7050 Fullerton, CA 92834	\$438,000.00		
Vance & Associates Roofing, Inc 2550 E Mira Loma Way Suite 200 Anaheim, CA 92806	\$446,147.00 non-responsive, incorrect bid form		
Letner RoofingCo 1490 N Glassell Orange, CA 92867	\$478,000.00		
Stone Roofing Company, Inc 730 North Coney Avenue Azusa, CA 91702	\$478,796.00		
RGSLA, Inc. 13555 Imperial Highway Whittier, CA 90605	Non-Responsive (Did not acknowledge all 5 addendums)		

## BID RESULTS

**BID # 1104**

**PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER**

**DUE DATE: 04/16/2009 @ 2:00PM**

**TRADE CONTRACT: DRYWALL/PLASTER/CEILINGS**

**Bid Package 08**

BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
Insul Drywall and Plastering, Inc 370 Meyer Circle Suite 102 Corona, CA 92879	\$397,800.00		
Superior Wall Systems, Inc. 1232 E Orangethorpe Avenue Fullerton, CA 92831	\$445,000.00 non-responsive, incorrect bid form		
Church and Larsen, Inc 1438 E Arrow Highway Unit C Irwindale, CA 91706	\$445,000.00 non-responsive, incorrect bid form		
Orange County Plastering Co Inc 3191-B1 Airport Loop Drive Costa Mesa, CA 92626	\$449,700.00		

## BID RESULTS

<b>BID # 1107</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/16/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: FLOORING</b>		<b>Bid Package 10</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
Progressive Floor Covering 1411 E. Wilshire Avenue Santa Ana, CA 92705	\$82,900.00		
Donald M. Hoover Company 10130 Redwood Avenue Fontana, CA 92335	\$82,935.00		
SCS Flooring Systems 530 S Main Street Suite 110 Orange, CA 92868	\$85,500.00 non-responsive, incorrect bid form		
Pro Spectra 17405 B Valley View Avenue Cerritos, CA 90703	\$86,814.00		
JJJ Floor Covering, Inc 4831-A Parsons Boulevard Pica Rivera, CA 90660	\$90,700.00 non-responsive, incorrect bid form		

## BID RESULTS

<b>BID # 1108</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/16/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: PAINTING</b>		<b>Bid Package 11</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
Kronos Painting, Inc 10700 Downey Avenue #213 Downey CA 90241	\$65,000.00		
J Kel Painting and wallcovering, Inc 2047 Applegate Circle Corona, CA 92882	\$91,670.00 non-responsive, Bid Bond only includes one seal		
Industry Coatings Company 3710 Barbara Street San Pedro, CA 90731	\$113,000.00		
Borbon, Inc 7312 Walnut Avenue Buena Park, CA 90620	\$119,000.00		
Painting Unlimited, Inc 330 S Maple Street Unit D Corona, CA 92880	\$124,700.00		
C T Georgiou Painting Company 433 Lecouveau Avenue Wilmington, CA 90744	\$133,000.00		

## BID RESULTS

<b>BID # 1109</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: PLUMBING</b>		<b>Bid Package 12</b>
<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>	<b>BIDDERS</b>	<b>TOTAL BID AMOUNT</b>
H. L. Moe Co , Inc. 614 W. Colorado Blvd Glendale, CA 91204	\$593,680.00 non-responsive, incorrect bid form		
J. M Farnum 2705 Sierra Way, #5 LaVerne, CA 02750	\$625,700.00		
Continental Plumbing, Inc. 11165 Thurston Lane Mira Loma, CA 91752	\$686,879.00		
H. P. L. Mechanical Contractor, Inc 1941 Logan Santa Ana, Ca 92701	\$754,937.00		
American Plumbers Company, Inc. 210-1/4 Main Street Seal Beach, CA 90740	\$770,000.00		
Verne's Plumbing, Inc 8561 Whitaker Street Buena Park, CA 90621	\$778,400.00		
Blue Plumbing Company, Inc 1840 Flower Street Glendale, CA 91201	\$993,200.00		
EMAE International, Inc 13744 Milroy Place Santa Fe Springs, CA 90670	non-responsive, all addendums have not been acknowledged		

## BID RESULTS

<b>BID # 1111</b>	<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>		
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>	<b>TRADE CONTRACT: ELECTRICAL</b>		<b>Bid Package 14</b>
BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
FEI Enterprises, Inc. 5749 Venice Boulevard Los Angeles, CA 90019	\$1,035,000.00 non-responsive, incorrect fire alarm	Morrow-Meadow Corporation 231 Benton Court City of Industry, CA 91789	\$1,496,000.00
Snowden Electric Company, Inc. 6820 Orangethorpe Avenue Suite A Buena Park, CA 90620	\$1,156,400.00	On Target Electric, Inc 357 W. Grove Avenue Orange, CA 92865	Non-responsive (No Bid Bond)
Ryan Electric, Inc 1340 W. Princeton Street Ontario, Ca 91762	\$1,157,400.00	EMAE International 13744 Milroy Place Santa Fe Springs, CA 90670	Non-responsive (Did not acknowledge Addendum 5)
Gilbert and Stearns, Inc 609 E. Fourth Street PO Box 176 Santa Ana, Ca 92702	\$1,174,000.00		
American Electric Company 1015 W Briardale Avenue Orange, CA 92865	\$1,178,000 00		
Tri Power Electric 12832 Garden Grove Boulevard Suite E Garden Grove, CA 92843	\$1,184,000.00		
Cornerstone General, Inc 16127 Whittier Boulevard Whittier, CA 90603	\$1,262,942.00		
Westside Electric 2727 S Robertson Boulevard Los Angeles, CA 90680	\$1,287,500.00		
Mel Smith Electric, Inc. 10950 Dale Street Stanton, CA 90680	\$1,440,000.00		

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

To:	Board of Trustees	Date: May 11, 2009
Re:	Approval to Reject Bid #1101 Structural Steel, Bid #1103 Glass/Glazing, Bid #1105 Ceramic Tile and Bid #1110 HVAC	
Action:	Request for Approval	

**BACKGROUND:**

On April 14 and 16, 2009, the District opened fourteen (14) bids for the SAC Child Development Center.

**ANALYSIS:**

Upon review of the fourteen (14) bids, staff and the District's Construction Manager (Bernards) recommend that four (4) of the bids be rejected and bid again in compliance with Public Contract Code.

Specifically, Bid #1105 Ceramic Tile had only one (1) bidder, Bid #1101 Structural Steel had six (6) bidders, Bid #1103 Glass/Glazing had only two (2) bidders and Bid #1110 HVAC had five (5) bidders. However, Bid #1101, #1103 and #1110 came in at a significantly higher bid amount than the budget estimates.

BID #	TRADE	ESTIMATED COST	BID AMOUNT
1101	Structural Steel	\$450,000	\$716,600
1103	Glass/Glazing	\$225,000	\$512,691.39
1105	Ceramic Tile	\$49,000	\$149,227.00
1110	HVAC	\$450,000	\$602,800.00

**RECOMMENDATION:**

It is recommended that the Board of Trustees reject Bid #1101, Bid #1103, Bid #1105 and Bid #1110 for the SAC Child Development Center as presented and approve the rebidding of these same four items.

Fiscal Impact:	N/A	Board Date: May 11, 2009
Prepared by:	Darryl A. Odum, Director District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

## BID RESULTS

<b>BID # 1101</b>		<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>	
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>		<b>TRADE CONTRACT: STRUCTURAL STEEL/MISC. STEEL</b>	
		<b>Bid Package 05</b>	
BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
United Riggers & Erectors, Inc. 4188 Valley Blvd. Walnut, CA 91789	\$716,600.00  protest filed		
RND Contractors, Inc. 14796-A Jurupa Ave. Fontana, CA 92337	\$751,700.00  non-responsive, incorrect bid form		
JD-2 Innovative Steel Solutions 12970 Earhart Ave., Suite 210 Auburn, CA 95602	\$758,000.00  non-responsive, bid bond was not signed by principal		
Scrape Certified Welding 2525 N. Old Wwy. 395 Fallbrook, CA 92028	\$862,500.00		
Columbia Steel, Inc. 2175 N. Linden Ave. Rialto, CA 92377	\$866,200.00		
Junior Steel Co. 146 W. 168th Street Gardena, CA 90248	\$914,700.00		

## BID RESULTS

**BID # 1103**

**PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER**

**DUE DATE: 04/16/2009 @ 2:00PM**

**TRADE CONTRACT: STOREFRONT/GLASS/GLAZING**

**Bid Package 07**

BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
Huntington Glazing, Inc. 5344 Alhambra Avenue Los Angeles, CA 90032	\$512,691.39		
Best Contracting Services 19027 S. Hamilton Avenue Gardena, CA 90248	\$586,450.00		



## BID RESULTS

<b>BID # 1110</b>		<b>PROJECT: SANTA ANA COLLEGE CHILD DEVELOPMENT CENTER</b>	
<b>DUE DATE: 04/14/2009 @ 2:00PM</b>		<b>TRADE CONTRACT: HVAC</b>	
		<b>Bid Package 13</b>	
BIDDERS	TOTAL BID AMOUNT	BIDDERS	TOTAL BID AMOUNT
PPC Air Conditioning, Inc. 5950 Lakeshore Drive Cypress, CA 90630	\$602,800.00		
Liberty Climate Control 2447 N. Chico Avenue South El Monte, CA 91733	\$620,000.00		
Air Masters Air Conditioning 12556 McCann Drive Santa Fe Springs, CA 90670	\$634,900.00		
Los Angeles Air Conditioning, Inc. 1714 Lindbergh Court LaVerne, CA 91750	\$712,600.00		
EMAE International, Inc. 13744 Milroy Place Santa Fe Springs, CA 90670	Non-responsive-did not acknowledge Addendum 5		

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

To:	Board of Trustees	Date: May 11, 2009
Re:	Approval of Change Order: Construction Management Services SAC Classroom ('I') Building and Maintenance & Operations Building	
Action:	Request for Approval	

**BACKGROUND:**

On 11/19/07, the Board of Trustees approved an agreement with Bernards Builders and Management Services to provide construction management services for the SAC Classroom ('I') Building and Maintenance & Operations Building.

There exists a continuing need for construction management services for these projects through April, 2009.

**ANALYSIS:**

As noted in the attached Board Change Order dated March 17, 2009, from Bernards Builders and Management Services, several contractor Change Orders have required additional construction management services and an increase to the construction schedule by an estimated 94 days. The estimated additional fee through the end of April, 2009 is estimated at \$100,436, as Bernards' fee is based on approximately 3.5% of the new construction cost of \$11,398,376.01. This increases Bernards' original contract of \$375,000 to \$475,436.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the additional construction management services for Bernards Builders and Management Services as presented.

Fiscal Impact:	\$100,436.00 plus 94 calendar days added to the construction schedule	Board Date: May 11, 2009
Prepared by:	Darryl A. Odum, Director District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# BOARD CHANGE ORDER

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

Project: SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE & OPERATIONS BLDGS. BERNARDS BUILDERS AND MANAGEMENT	Bid No. 1051	P.O. #	BP000200
	D.S.A. No. 04-10860 / 04-108151		
Contractor: SERVICES	Change Order No. 1		
Architect: LPA, Inc.	Date: 3/17/09		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

CHANGE ORDER SUMMARY		
Original Contract Amount		\$375,000.00
Previous Change Orders	\$0.00	
This Change Order	\$100,436.00	
Total Change Orders		\$100,436.00
Revised Contract Amount		\$475,436.00
Previous Time Extensions	0	
Time Extension - This Change Order	94 Days	
Total Time Extensions		94
Original Completion Date		January 26, 2009
Revised Contract Completion Date		April 30, 2009
Board Approval Date:		April 13, 2009

# BOARD CHANGE ORDER

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

<b>Project:</b> SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE & OPERATIONS BLDGS.	<b>Bid No.</b> 1051 <b>P.O. #</b> BP000200
<b>Contractor:</b> BERNARDS BUILDERS AND MANAGEMENT SERVICES	<b>D.S.A. No.</b> 04-10860 / 04-108151
<b>Architect:</b> LPA, Inc.	<b>Change Order No.</b> 1
	<b>Date:</b> 3/17/09

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0CM	<p><b>DESCRIPTION:</b> Provide additional Construction Management services for the months of February-March and April 2009</p> <p><b>REASON:</b> Extended construction schedule, original completion date for management services per agreement dated 3-17-08, January 26, 2009</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 94 Days</p>		\$75,255.00
2.0CM	<p><b>DESCRIPTION:</b> Per management agreement dated 3-17-08 , Additional management services due to increase of Contract amount through Board Change Orders #1 thru #17 (Contractor Change Orders) \$735,942.01 @ 3.5%</p> <p><b>REASON:</b> Per Independent Contractor Agreement dated 3-17-08, Page 1 of 5 paragraph 3 (Compensation)</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 94 Days</p>		25,181.00
<b>Sub-Total</b>		\$0.00	\$100,436.00
<b>Total</b>			\$100,436.00

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

To:	Board of Trustees	Date: May 11, 2009
Re:	Approval of Change Order: Geotechnical Observation & Testing Services – SAC Classroom and Maintenance & Operations Buildings (Bid #1051)	
Action:	Request for Approval	

**BACKGROUND:**

On September 28, 2007, the Board of Trustees approved an agreement with Ninyo & Moore to provide geotechnical observation and testing services for the SAC Classroom and Maintenance & Operations Buildings (Bid #1051). Such services are required by the Division of State Architect (DSA).

The original agreement was estimated at \$50,725. On September 22, 2008 the Board of Trustees approved a \$20,000 increase to the contract due to abnormally wet soil and additional compaction tests. This revision reflects the additional costs for geotechnical services related to the installation of underground utilities and placement of aggregate base and asphalt concrete. Additional costs have also been incurred due to delays in construction and retesting of compaction tests. This Change Order (#3) increases the original contract amount to \$85,725.

**ANALYSIS:**

As noted in the attached proposal (dated March 30, 2009) from Ninyo & Moore, the additional cost for their services is estimated at \$15,000. However, this is only an estimate and the final and actual cost is driven by the contractor's schedule and site conditions and is subject to variables beyond the control of the geotechnical engineer.

Therefore, the final and actual cost is subject to the schedule of fees in the March 30, 2009 proposal.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the change order for geotechnical observation and testing as presented.

Fiscal Impact:	Based on Schedule of Fees	Board Date: May 11, 2009
Prepared by:	Darryl A. Odum, Director District Construction & Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

March 30, 2009  
Project No. 206426005

Mr. Robb Gumbert  
Rancho Santiago Community College District, Facilities Planning  
2323 North Broadway, Suite 112  
Santa Ana, California 92706

**Subject: Budget Status and Additional Services  
New Classroom and Maintenance and Operations Buildings  
Santa Ana Community College  
Santa Ana, California**

**Reference: Ninyo & Moore, 2007, Proposal for Geotechnical Observation and Testing Services, New Classroom and Maintenance and Operations Buildings, Santa Ana Community Colleges, Santa Ana, California, dated October 3.**

**Ninyo & Moore, 2008, Budget Status and Additional Services, New Classroom and Maintenance and Operations Buildings, Santa Ana Community College, Santa Ana, California, dated September 11.**

Dear Mr. Gumbert:

In accordance with the district's authorization, we are providing geotechnical observation and testing services during construction of the New Classroom and Maintenance and Operations Buildings on a time-and-materials basis. Our work is being performed in general accordance with the scope of services outlined in our referenced proposal dated October 3, 2007, and our letter dated September 11, 2008. As discussed in your February 25, 2009 e-mail, we have reached our budget for the project. A review of our file and project status indicates that as of March 30, 2009, we have exceeded our budget and will continue to accrue charges to complete the project. This letter provides a summary of our additional field time and associated costs incurred due to additional construction time and additional project improvements, and requests a budget amendment to cover these costs.

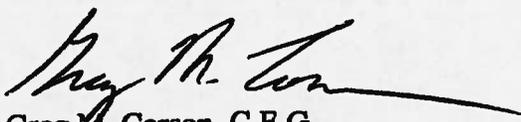
Since issuing our referenced letter, we have been requested by the district and project construction team to perform observation and testing services for improvements added to the project. These improvements were not a part of the original scope of work and exceeded the anticipated work discussed in the letter. These improvements were generally associated with work performed

in College Avenue, including the installation of underground utilities and the placement of aggregate base and asphalt concrete. In addition, the estimated hours to perform observation and testing services for the remaining items within the project were highly dependent on the contractor's schedule and work methodology. We have incurred additional charges beyond what was estimated due to the contractor's piece-meal construction methodology, retesting of failed compaction tests, and stand-by time while the contractor recompacted failed areas.

Based on our review of the file and project status, we estimate that we will exceed our budget by approximately \$15,000 (fifteen thousand dollars) due to the additional work and contractor's methodology. Accordingly, we request that the total budget be amended to \$85,725 (eighty-five thousand seven hundred twenty-five dollars). This amendment includes our estimated amounts to complete our observation and testing services and to prepare our compaction report for the project.

Ninyo & Moore appreciates the opportunity to provide geotechnical consulting services on this project.

Respectfully submitted,  
**NINYO & MOORE**

  
Greg M. Corson, C.E.G.  
Senior Project Geologist

  
Lawrence Jansen, C.E.G.  
Principal Geologist

GMC/LTJ/jad

Distribution: (1) Addressee

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

To: Board of Trustees	Date: May 11, 2009
Re: Approval of Change Order #1: Bid #1115/Data Closets – Remediation Project	
Action: Request for Approval	

**BACKGROUND:**

On February 23, 2009, the Board of Trustees awarded a contract to Comtech Infrastructure Solutions, Inc. for the Data Closets – Remediation Project throughout the District.

**ANALYSIS:**

During the course of the project, certain changes to the scope of work were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$300.00. As noted, the revised contract amount is \$79,876.00. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the District Construction Supervisor and District Inspector.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 as presented.

Fiscal Impact:	\$300.00	Board Date: May 11, 2009
Prepared by:	Alex Oviedo, Construction Supervisor	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

<b>BOARD CHANGE ORDER</b>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Data Closets — Remediation Project	Bid No. 1115	P.O. # 09-P0009921
		D.S.A. No.	
Contractor:	Comtech Infrastructure Solutions, Inc.	Change Order No.	1
Architect:	N/A	Date:	April 2, 2009

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

CHANGE ORDER SUMMARY		
Original Contract Amount		\$79,576.00
Previous Change Orders	\$0.00	
This Change Order	\$300.00	
Total Change Orders		\$300.00
Revised Contract Amount		\$79,876.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date	June 24, 2009	
Revised Contract Completion Date		June 24, 2009
Board Approval Date:		May 11, 2009

# BOARD CHANGE ORDER

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

<b>Project:</b>	Data Closets — Remediation Project	<b>Bid No.</b>	1115	<b>P.O. #</b>	09-P0009921
<b>Contractor:</b>	Comtech Infrastructure Solutions, Inc.	<b>D.S.A. No.</b>		<b>Change Order No.</b>	1
<b>Architect:</b>	N/A	<b>Date:</b>	April 2, 2009		
<b>ITEM NO.</b>	<b>EXPLANATION:</b>	<b>CREDIT</b>	<b>EXTRA</b>		
1.0	<p><b>DESCRIPTION:</b> Un-terminate and re-terminate a total of (36) cables in IDF L-101</p> <p><b>REASON:</b> Existing cables fed from bottom of closet</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$0.00	\$300.00		
<b>Sub-Total</b>		\$0.00	\$300.00		
<b>Total</b>			\$300.00		

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

To:	Board of Trustees	Date:	May 11, 2009
Re:	Approval of Change Order # 2 – Bid #1078 SCC M & O Building / Parking Lot		
Action:	Request for Approval		

**BACKGROUND:**

On April 28, 2008, the Board awarded a contract to MEPCO Services, Inc. for Bid #1078, / SCC M & O Building / Parking Lot

**ANALYSIS:**

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order # 2.

Change Order #2 increases the contract by \$107,898. The revised contract amount is \$8,194,967. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 2.8% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2 as presented.

Fiscal Impact:	\$107,898.00	Board Date:	May 11, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

<b>BOARD CHANGE ORDER</b>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Maintenance & Operations Building & Parking Lot at Santiago Canyon College	Bid No. 1078	P.O. # 08-BP-000207
		D.S.A. No.	
Contractor:	MEPCO Services, Inc.	Change Order No.	2
Architect:	LPA, Inc.	Date:	March 30, 2009

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

CHANGE ORDER SUMMARY		
Original Contract Amount		\$7,970,000.00
Previous Change Orders	\$117,069.00	
This Change Order	\$107,898.00	
Total Change Orders		\$224,967.00
Revised Contract Amount		\$8,194,967.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date	May 6, 2009	
Revised Contract Completion Date		May 6, 2009
Board Approval Date:		May 11, 2009

# CHANGE ORDER

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

Project: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BP000207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 2	
Architect: LPA, Inc.	Date: 3/30/09	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Additional utility hook-ups for washer and dryer REF: CCD #4, Mecpo COR #21 R1</p> <p><b>REASON:</b> Added by the College</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$10,420.00
2.0	<p><b>DESCRIPTION:</b> Remove 6" trench drain at the M &amp; O Building REF: Mecpo COR #24</p> <p><b>REASON:</b> Not required</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>	\$1,360.00	
3.0	<p><b>DESCRIPTION:</b> Additional gas valve at the POC</p> <p><b>REASON:</b> To provide future flexibility for the building REF: Mecpo COR #29 R1</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$3,386.00
4.0	<p><b>DESCRIPTION:</b> Remove existing conduit bank blocking the sewer line REF: Mecpo COR #32 R1</p> <p><b>REASON:</b> Unforeseen field condition</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$1,218.00

# CHANGE ORDER

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

Project: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P O. # 08-BP000207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 2	
Architect: LPA, Inc.	Date: 3/30/09	

5.0	<p><b>DESCRIPTION:</b> Repair leak at the existing gas line REF: Mepco COR #36 R1</p> <p><b>REASON:</b> Repair existing leaking gas line</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$1,192.00
6.0	<p><b>DESCRIPTION:</b> Modify the concrete thickness at the Fire Lane REF: CCD #6, Mepco COR #37 R1</p> <p><b>REASON:</b> To provide better Fire Lane</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$7,673.00
7.0	<p><b>DESCRIPTION:</b> Remove extra thick asphalt paving at the Newport entrance REF: Mepco COR #39 R1</p> <p><b>REASON:</b> The asphalt paving was thicker than expected</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$904.00
8.0	<p><b>DESCRIPTION:</b> Modificof the SCE conduits and additional of existing conduits for the future Humanities and Perform. Arts building. REF: Mepco COR #10 R5</p> <p><b>REASON:</b> Master Planning issue - to provide future electrical connections to Humanities and Performing Arts buildings.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$70,000.00

# CHANGE ORDER

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

Project: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BP000207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 2	
Architect: LPA, Inc.	Date: 3/30/09	

9.0	<p><b>DESCRIPTION:</b> Change in block color</p> <p><b>REASON:</b> To provide better signage wall REF: Mepco COR #23 R1</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$534.00
10.0	<p><b>DESCRIPTION:</b> Modification to SCE Conduit system The indicated vaults were not required and existing conduits were used instead of new. REF: Mepco COR #28 R2</p> <p><b>REASON:</b> SCE drawing modifications</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>	\$2,700.00	\$0.00
11.0	<p><b>DESCRIPTION:</b> Modify Louver at the M &amp; O Building - modified to sight-proof louver REF: CCD #8; Mepco COR #40</p> <p><b>REASON:</b> To provide better security</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$1,200.00
12.0	<p><b>DESCRIPTION:</b> Modify the Fuel Tank Alarm location and add power to the South Gate REF: Mepco COR #41</p> <p><b>REASON:</b> To provide better functionality to the gate</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$15,431.00
<b>Sub-Total</b>		<b>credit \$4,060.00</b>	<b>add \$111,958.00</b>
		<b>TOTAL</b>	<b>\$107,898.00</b>

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

To:	Board of Trustees	Date: May 11, 2009
Re:	Approval of Land Surveying Services for the Construction of the Child Development Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

The District intends to begin construction of a new Child Development Center at SAC. As part of this project, the District needs to utilize the services of a land surveying company to provide construction staking throughout the course of the project.

The Child Development Center is approximately 17,000 square feet and will consist of four one-story buildings and one two-story building. Stakes will be needed to set the project perimeters as well as construction fencing, building foundations, sewer lines, sidewalks, electrical, water and gas services.

**ANALYSIS:**

Our construction management firm, Bernards Builders and Management Services sent out a Request for Proposal (RFP) on February 4, 2009. The companies who have provided a cost proposal are North American Land Services, Corp., Adkan Engineers and Land Mark Surveying with their fees listed below.

<b>SURVEYING COMPANY</b>	<b>FEE</b>
North American Land Surveyors Corporation	\$17,830.00
Adkan Planning Engineers	\$22,260.00
Land Mark Surveying	\$48,765.00

Our construction managers and District staff reviewed all of the proposals and recommend North American Land Services Corporation to the District. Total cost for the service is estimated at \$17,830.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve an agreement with North American Land Services Corporation to perform the required surveying services for the new Child Development Center at SAC as presented.

Fiscal Impact:	\$17,830.00	Board Date: May 11, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



# North American Land Services Corp.

*Knowledge is our passion*

**Land Surveyors**

Construction Staking, Topographic, Boundary, Geodetic and ALTA Surveys

10211 Constitution Dr.  
Huntington Beach Ca. 92646

Ph# 714-501-0218  
Fax# 714-849-6163  
E-Mail [Noram@socal.rr.com](mailto:Noram@socal.rr.com)

---

## Proposal for Construction Staking Services

March 24, 2009

**Project:** Santa Ana College Child Development Center

Page 1 Of 3

**Location:** South side of campus parking area

These tasks are based on the R.F.P. , dated March 6<sup>th</sup>, 2009 from Elena Blackwell construction manager "Bernards".

Tasks delineation per Section 01050 Field Engineering Part 1 general.

**Task 1.03 A:** Create coordinate plan for site staking.

**Task 1.03 B:** Locate and verify existing plan control, then set close proximity site project control.

**Task 1.03 C** Included (please see Task 1.03 F 1-11)

**Task 1.03 E** Included (please see Task 1.03 G 1-2)

**Task 1.03 F-1 and N:** Set *all* perimeter stakes for removals and construction site fencing.

**Task 1.03 F 2-8,10-11:** Set all necessary rough grade stakes for pads, swales, grade breaks, sidewalks and play areas.

**Task 1.03 F 9** Set all necessary rough and finish stakes for sidewalk cart path and streams et. al.

**Task 1.03 D:** Certify horizontal and vertical location of pads.

**Task 1.03 G 1-2:** Set all necessary foundation and plan grid lines stakes around each building on usable offset.

**Task 1.03 H:** Check anchor bolts for correct horizontal and vertical locations for buildings A-E

**Task 1.03 I:** Set all necessary stakes for Storm Drain pipe and catch basins.

**Task 1.03 J 1-6:** Set all necessary stakes for curb and V gutter for construction.



# North American Land Services Corp.

*Knowledge is our passion*

## Land Surveyors

Construction Staking, Topographic, Boundary, Geodetic and ALTA Surveys

10211 Constitution Dr.  
Huntington Beach Ca. 92646

Ph# 714-501-0218  
Fax# 714-849-6163  
E-Mail [Noram@socal.rr.com](mailto:Noram@socal.rr.com)

---

### Proposal for Construction Staking Services

March 24, 2009

**Project:** Santa Ana College Child Development Center

Page 2 of 3

**Location:** South side of campus parking area

Task 1.03 K 1-3: Set all necessary stakes for sewer also joins and clean outs.

Task 1.03 L 1-2: Set all necessary stakes for fire water line with fire hydrants.

Task 1.03 M 1-2 Set all necessary stakes for Domestic water services with join connection.

Task 1.03 N: (See task 1.03 F 1 and N)

Task 1.03 O 1-2: Set all necessary stakes for CMU walls.

Tasks 1.03 P: Set all necessary stake for electric equip pad , new box at existing building E and precast box at N.E. corner new building B.

Task 1.03 Q: Set one set of stakes for sweeps and one set of stakes for Light Pole base locations.

Task 1.03 R: Provide As build and fine grade certification.

Task per E-Mail (Dated 3-24-08) Set Gas Line stakes.

Task 1.03 S: Hourly rates

Two person crew \$170 per

Three person crew \$225 per

Office calculations \$80 per

Travel Time \$100 per

Exclusions A) everything inside building foundations except bolt templates

B) Any and all survey property monuments.

This proposal is based on all plans published by McGraw Hill Construction.com along with Addenda 1 through 3 *Revised per E- Mail Request*



# North American Land Services Corp.

*Knowledge is our passion*

## Land Surveyors

Construction Staking, Topographic, Boundary, Geodetic and ALTA Surveys

10211 Constitution Dr.  
Huntington Beach Ca. 92646

Ph# 714-501-0218  
Fax# 714-849-6163  
E-Mail [Noram@socal.rr.com](mailto:Noram@socal.rr.com)

---

### Proposal for Construction Staking Services *March 24, 2009*

Project: Santa Ana College Child Development Center

Page 3 Of 3

Location: South side of campus parking area

#### Cost of proposed services

Task 1.03 A: Coordinate plan.....	\$1080
Task 1.03 B: Check and set control.....	\$680
Task 1.03 C: (see F1-11).....	\$0
Task 1.03 E: (see F1-11).....	\$0
Task 1.03 F1 & N: Perimeter stakes.....	\$1000
Task 1.03 F 2-8,10-11 Rough Grade.....	\$1040
Task 1.03 D: Pad Cert.....	\$500
Task 1.03 G: Building Corners, Column Lines.....	\$1550
Task 1.03 H: Bolt check.....	\$1400
Task 1.03 I: Storm Drain.....	\$1500
Task 1.03 J: Curb.....	\$2300
Task 1.03 K: Sewer.....	\$1020
Task 1.03 L: Fire water.....	\$1000
Task 1.03 M: Dom Water.....	\$800
Task 1.03 N: (see F1).....	\$0
Task 1.03 O: CMU walls.....	\$1160
Task 1.03 P: Electric Vaults.....	\$400
Task 1.03 Q: Light Standards.....	\$1200
Task 1.03 R: As Build.....	\$1000
Task Gas Line E Mail Request.....	\$200

**Our Total Estimate is \$17830.00**

Our License is PLS 8459 and we carry all professional and liability insurances.

Thank you for your consideration  
John T Morris

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: May 11, 2009
Re:	Approval of Southern California Edison Company Electrical Facilities at SCC Science Building	
Action:	Request for Approval	

**BACKGROUND:**

As a part of the completion of the Science Building at SCC, additional electrical facilities are required and to be provided by Southern California Edison Company.

**ANALYSIS:**

The facilities Planning office has obtained a proposal from Southern California Edison to relocate a 12 KV electrical meter for (\$ 43,157.45) and provide additional electrical service to meet the Science Building requirements for (\$195,000.25) These cost are SCE estimates and the actual amounts will be determined after the work has been completed.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the request for additional electrical service as presented.

Fiscal Impact:	\$ 238,157.70	Board Date: May 11, 2009
Prepared by:	Darryl Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations & Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



**SOUTHERN CALIFORNIA  
EDISON**

An EDISON INTERNATIONAL Company

Southern California Edison Company

1241 SOUTH GRAND AVENUE  
SANTA ANA CA 92705

DARRYL ODUM

2323 BROADWAY

SANTA ANA CA 92706 1606

**Invoice #** 58114

**Invoice Date:** 03/30/2009

**SCE Contact:**

**Telephone:**

**Install - Billing Option:**

Description		Amount
Service Request Number: 1128524 Project Address: 8045 E CHAPMAN 12KV ORANGE CA 92869 4512		
Item #	61308 86752 105533	\$43,157 45
261373 - RELOCATE FACILITIES		
Previous Payment		\$0
Invoice Total		\$43,157 45

Please detach and return payment stub with payment

**Payment  
Stub**

Invoice #: 58114

DARRYL ODUM  
2323 BROADWAY  
SANTA ANA CA 92706 1606

Please pay total amount now due:

\$43,157.45

Thank you for paying promptly

Make check payable to Southern California  
Edison  
1241 SOUTH GRAND AVENUE  
SANTA ANA CA 92705



**SOUTHERN CALIFORNIA EDISON**  
 An EDISON INTERNATIONAL Company  
 Southern California Edison Company  
 1241 SOUTH GRAND AVENUE  
 SANTA ANA CA 92705

DARRYL ODUM  
 2323 BROADWAY  
 SANTA ANA CA 92706 1606

Invoice #	58113
Invoice Date:	03/27/2009
SCE Contact:	Alfred Day
Telephone:	(714)-973-5406
Install - Billing Option:	

Description		Amount
Service Request Number: 1128524 8-6752 RELOCATE 12KV METER & INSTALL ADDED-FACILITIES SYSTEM ON 8-8201		
Project Address: 8045 E CHAPMAN 12KV ORANGE CA 92869 4512		
Item #	61189 88201 105535	\$195,000.25
261375 - ADDED FACILITIES		
Previous Payment		\$0
<ul style="list-style-type: none"> <li>* Enclosed are 2 copies of our invoice. Please return 1 copy of the invoice with your payment</li> <li>* Final electrical inspection from the local governmental building and safety department must be received before we can energize your service.</li> <li>* All prices are applicable for a period of 90 days from this date and are subject to change thereafter.</li> <li>* Please return all applications and/or contracts fully completed.</li> <li>* Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance</li> <li>* An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection.</li> <li>* Call the Edison company at 1-800-655-4555 to make application for electrical service.</li> </ul>		
Invoice Total		\$195,000.25

Please detach and return payment stub with payment

**Payment Stub**

Invoice #: 58113

DARRYL ODUM  
 2323 BROADWAY  
 SANTA ANA CA 92706 1606

Please pay total amount now due:

\$195,000.25

Thank you for paying promptly

Make check payable to Southern California Edison  
 1241 SOUTH GRAND AVENUE  
 SANTA ANA CA 92705

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**EDUCATIONAL SERVICES**

<b>To:</b> Board of Trustees	<b>Date:</b> May 11, 2009
<b>Re:</b> Board Policy 9022.5 (New) Board of Trustees Evaluation of District Goals	
<b>Action:</b> Request for Approval	

**BACKGROUND**

Trustee Hanna drafted a new policy pertaining to the Board's evaluation of district goals and presented that policy to the Board on April 13, 2009. The policy was referred to the Board Policy Committee for review.

**ANALYSIS**

The Board Policy Committee met on April 20, 2009 and is recommending this policy be presented to the board for second reading and adoption.

**RECOMMENDATION**

The Board Policy Committee recommends the Board of Trustees approve BP9022.5 - Board of Trustees Evaluation of District Goals.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 11, 2009
<b>Prepared by:</b> John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
<b>Submitted by:</b> John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
<b>Recommended by:</b> Dr. Edward Hernandez, Jr., Chancellor	

## **Board of Trustees Annual Evaluation of District Goals – BP9022.5**

**April 27, 2009**

**The board recognizes that it can better perform its policy making and broad oversight roles if it annually reviews the district's goals in addition to its own internal board operation and performance goals. Therefore, separate from the annual self-evaluation meeting, the board president, with the assistance of the chancellor or third party will develop a survey instrument to members of the District Citizens' Advisory Committee; District Bond Oversight Committee; local Chambers of Commerce and trade unions; community organizations; college and district foundations; federal, state, county and local elected officials who represent parts of the district; city and school district managers and superintendents; and others whom the board may feel can provide important feedback to the board. In addition, all district employees and students will be encouraged to respond to this survey instrument. The board president shall work with the chancellor or third party to ensure the information from the survey instrument is collected.**

**The board will then schedule an annual meeting at a time to maximize coordination with the planning process of the district administration and colleges, to discuss district goals and use the results of the survey and any information received at the annual meeting to assist the board in assessing the areas where the district goals have been met or exceeded and those areas where improvement was needed. District goals and policies will be updated or revised as a result of the information obtained in this process. Any student, employee, or resident of the district shall also have the opportunity to attend this public meeting to provide input to the board. The results of the survey will be widely distributed and will be maintained at the district office.**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Board of Trustees**

<b>To:</b> Board of Trustees	<b>Date:</b> May 11, 2009
<b>Re:</b> Adoption of Resolution #09-06 – Federal Dream Act 2009	
<b>Action:</b> Request for Action	

**RECOMMENDATION**

It is recommended to adopt Resolution #09-06 in support of the Federal Dream Act 2009.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 11, 2009
<b>Prepared by:</b> Anita Lucarelli, Executive Assistant to the Board of Trustees	
<b>Submitted by:</b> Paul Z. Garcia, Student Trustee	
<b>Recommended by:</b> Paul Z. Garcia, Student Trustee	

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

**Adoption of Resolution in Support of the Federal Dream Act 2009**

**Resolution No. 09-06**

**Whereas, the Rancho Santiago Community College District and its colleges are committed to ensuring equal access and planning comprehensive educational opportunities throughout our communities; and**

**Whereas, we will be global leaders in many fields delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students; and**

**Whereas, we will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities; and**

**Whereas, currently undocumented students are not eligible for state and federal financial aid and loans. The only financial assistance available to these students at this time is private scholarships. Due to the high cost of living in Orange County; the rising cost of housing, textbooks, supplies and other college expenses; students struggle to make ends meet and either drop out of school or limit their course load due to financial pressures; and**

**Whereas, upon graduation undocumented students are not eligible to enter an occupation legally and utilize their degrees and skills due to their immigration status; and**

**Whereas, undocumented students who meet basic requirements will be eligible under the Federal Dream Act for Conditional Permanent Resident Status and later can qualify for Lawful Permanent Resident Status; and**

**Now, therefore, be it resolved that the Rancho Santiago Community College District Board of Trustees hereby endorses H. R. 1751 and S. 729 (the Federal Dream Act) or any similar legislation that will provide the same opportunities afforded to documented students, and urges the United States House of Representatives, the United States Senate, and President Barack Obama to pass and sign the bill into law; thereby advancing educational opportunities for undocumented students across Orange County and the United States of America.**

Dated this 27<sup>th</sup> day of April 2009.

Ayes:

Noes:

Absent:

Abstain:

---

Edward Hernandez, Jr., Ed.D.  
Secretary to the Board of Trustees

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Board of Trustees**

<b>To:</b> Board of Trustees	<b>Date:</b> May 11, 2009
<b>Re:</b> Communications from the Board of Trustees to Staff	
<b>Action:</b> Request for Approval	

**RECOMMENDATION**

Trustee Conley recommends electronic communications be sent to staff regarding the board's activities.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 11, 2009
<b>Prepared by:</b> Anita Lucarelli, Executive Assistant, Board of Trustees	
<b>Submitted by:</b> Anita Lucarelli, Executive Assistant, Board of Trustees	
<b>Recommended by:</b> Brian Conley, Clerk, Board of Trustees	

## **COMMUNICATIONS FROM THE BOARD OF TRUSTEES TO STAFF**

**The Board of Trustees shall distribute via email a communication to RSCCD staff four times a year. The email will be from the Board President and communicate the following:**

- 1. An overview of issues/actions the board has been addressing.**
- 2. Congratulations to individual staff members for accomplishments/awards received.**
- 3. Board activity (conferences and workshops board members have attended and other activities related to the college district).**

**The communication may include photographs from meetings with legislators, ground breaking ceremonies, and other activities related to the district.**

**The communication may serve as documentation of board activities for accreditation purposes.**

**The Board President will work with the Chancellor to create this communication.**

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

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 09-08

**Whereas, California Education Code Section 72024(5d) provides that "a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board," and**

**Whereas, on April 27, 2009, the Board of Trustees of the Rancho Santiago Community College District held its regular board meeting; and**

**Whereas, Trustee Lisa Woolery was not present at the Board meeting; and**

**Whereas, the board has determined that Trustee Woolery's absence was due to a family emergency;**

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Woolery shall be paid at the regular rate of compensation for the board meeting on April 27, 2009.

Dated this 11th day of May 2009.

Ayes:  
Noes:  
Absent:  
Abstain:

---

Edward Hernandez, Jr., Ed.D.  
Secretary to the Board of Trustees

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

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 09-09

**Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and**

**Whereas, on April 27, 2009, the Board of Trustees of the Rancho Santiago Community College District held its regular board meeting; and**

**Whereas, Trustee Phillip Yarbrough was not present at the Board meeting; and**

**Whereas, the board has determined that Trustee Yarbrough’s absence was due to illness;**

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Yarbrough shall be paid at the regular rate of compensation for the board meeting on April 27, 2009.

Dated this 11<sup>th</sup> day of May 2009.

Ayes:

Noes:

Absent:

Abstain:

---

Edward Hernandez, Jr., Ed.D.  
Secretary to the Board of Trustees

---

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor of Business Operations/Fiscal Services*

---

2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** May 11, 2009  
**To:** Dr. Eddie Hernandez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee - Yarbrough*

5.3 1. We have \$60m in "All Other Funds". What are these other funds and how secure are they? This accounts for 27% of our deposits.

Response – The breakdown of funds (All Other Funds) on deposit at the County Treasury can be found on page 5.3 (3) in the docket. The funds are as secure as the investment management practices of the Orange County Treasury.

2. What is CPI in California?

Response – The projected 2009 Consumer Price Index for California is currently 1.6% for All Urban Consumers and 0.9% for Urban Wage Earners and Clerical Workers.

3. In Treasurer Street's letter on 5.3 (7), he states "The Treasurer's office believes another significant risk to the financial markets, especially as it relates to local government, is a new effort by the State to secure the Full Faith and Credit of the US Government for its California's next debt issuance."

In Treasurer Streets letter entitled "The Danger of Guaranteeing California Debt" he states, "Moody's and S&P have both assigned an A rating to the State of California. Given that TRANS are sold to money market funds that require a minimum rating of AA, there currently is no market for California TRANS. Issuing RAWs appears to be the only way for the State to meet its cash flow needs".

- A) Is his assumption that there would be no market for TRANS valid? I don't believe so.
- B) Will we need to issue TRANS when the May 19th propositions fail to meet our obligations?

If we assume that the May 19th Propositions will fail, the State of California will have to sell bonds to meet its spending obligations.

Response – Tax and Revenue Anticipation Notes (TRANS) are valid and available financing alternatives for school districts and community colleges. The state of California typically does not issue TRANS. They issue Revenue Anticipation Notes (RANS) and Revenue Anticipation Warrants (RAWs).