

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board of Trustees (Regular Meeting)  
**Tuesday, May 26, 2009**  
**2323 North Broadway, #107**  
**Santa Ana, California 92706**

**Addendum to Agenda**

**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:

➤ **Add:**

3. Conference with Legal Counsel: Existing Litigation (pursuant to Section 54956.9[a])

*FEI Enterprises, Inc. v. Rancho Santiago Community College District et al, Orange County  
Superior Court Case No. 30-2009-00123206*

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Tuesday, May 26, 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 May 11, 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 Presentation to 2008-2009 Student Trustee

- 1.7 Presentation of Board President's Awards
- 1.8 Public Hearing – Continuing Education Faculty Association (CEFA) 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
  - 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**

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

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

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Part-time Faculty
  - b. 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. Conference with Legal Counsel: Existing Litigation (pursuant to Section 54956.9[a])

*FEI Enterprises, Inc. v. Rancho Santiago Community College District et al, Orange County Superior Court Case No. 30-2009-00123206*

## **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 Management/Academic Personnel Action

- Approval of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of Stipends
- Approval of Part-time Faculty Appointments

### 3.2 Classified Personnel Action

- Approval of New Appointments
- Approval of Out of Class Assignments
- Approval of Voluntary Furloughs
- Approval of Temporary Assignments
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters
- Approval of Volunteers

### 3.3 Child Development Centers Teachers Association (CDCTA) Initial Proposal to the Rancho Santiago Community College District Action The administration recommends a public hearing be scheduled for June 8, 2009.

### 3.4 Accreditation Recommendation Regarding Planning/Budget Allocation Processes Action The administration recommends approval of the revised planning and budgeting processes and timelines.

## **4.0 INSTRUCTION**

- \*4.1 Approval of Application for New Adult High School Diploma Program at Santiago Canyon College, Division of Continuing Education Action  
The administration recommends review and approval of the high school diploma program as listed on the attached Form CCC-459: Application for Approval of a New Adult High School Diploma Program for submission to the State Chancellor's Office of the California Community Colleges.

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

- \*4.2 Approval of Application for New Adult High School Diploma Program at Santa Ana College, School of Continuing Education Action  
The administration recommends review and approval of the Adult High School Diploma Program as listed on the attached Form CCC0459: Application for Approval of a New Adult High School Diploma Program for submission to the State Chancellor's Office of the California Community Colleges.
- \*4.3 Approval of New Noncredit Course for Santiago Canyon College, Division of Continuing Education Action  
The administration recommends approval of the attached list of new noncredit courses for submission to the State Chancellor's Office and that they be added to Santiago Canyon College's Noncredit Course Inventory.
- \*4.4 Approval of New Noncredit Course for Santa Ana College, School of Continuing Education Action  
The administration recommends approval of the attached list of new noncredit courses for submission to the State Chancellor's Office and that they be added to Santa Ana College's Noncredit Course Inventory.
- \*4.5 Approval of Memorandum of Understanding (MOU) for Paraprofessional Teacher Training Program (2009-2010) with the Orange County Department of Education Action  
The administration recommends approval of the Memorandum of Understanding between RSCCD on behalf of Santa Ana College and the Orange County Department of Education.
- \*4.6 Approval of New OTA Agreement – Oxnard Family Circle ADHC Action  
The administration recommends approval of this contract with Oxnard Family Circle ADHC in Oxnard, California.
- \*4.7 Approval of New OTA Agreement – 5nex & Company, Inc. Action  
The administration recommends approval of this contract with 5nex & Company, Inc., in Walnut, California.
- \*4.8 Approval of Santa Ana Unified School District (SAUSD) Multiple Pathways/CTE Subcontract Action  
The administration recommends approval of the agreement between Santa Ana Unified School District and Santa Ana College which will cover the project from the date of approval through June 30, 2011.

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

- \*4.9 Approval of Renewal of Nursing Program Agreement – La Amidstad Family Health Center Without Instructor Action  
The administration recommends approval of this clinical affiliation agreement renewal with St. Joseph Hospital in Orange, California, which operates La Amidstad Family Health Center.
- \*4.10 Approval of Renewal of Occupational Therapy, Emergency Medical Technician, Nursing, Health Sciences, Hemodialysis Technician, and Pharmacy Technician Programs Agreement – St. Joseph Hospital Without Instructor Action  
The administration recommends approval of this clinical affiliation agreement renewal with St. Joseph Hospital in Orange, California.
- \*4.11 Approval of Renewal of Occupational Therapy, Emergency Medical Technician, Nursing, Health Sciences, Hemodialysis Technician, and Pharmacy Technician Programs Agreement – St. Joseph Hospital With Instructor Action  
The administration recommends approval of this clinical affiliation agreement renewal with St. Joseph Hospital in Orange, California.
- \*4.12 Approval of Agreement with Chapman University and Santa Ana College Upward Bound Summer Residential Program for 2009 Action  
The administration recommends approval of this agreement with Chapman University and Santa Ana College Upward Bound Summer Residential Program for 2009.

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

- \*5.1 Approval of Payment of Bills Action  
The administration recommends the payment of bills as submitted.
- \*5.2 2009-2010 Tentative Budget Action  
The administration recommends the board hold a public hearing on the 2009-2010 Tentative Budget at the next scheduled meeting on June 22, 2008.
- \*5.3 Approval of Budget Transfers and Budget Increases/Decreases Action  
The administration recommends approval of budget transfers, increases, and decreases during the month of April 2009.
- 5.4 Award of Bid #1117/Obstacle Course Lighting/Sheriff's Training Academy Action  
The administration recommends awarding Bid #1117 for Obstacle Course Lighting at the Orange County Sherriff's Regional Training Academy to RMF Contracting in the amount of \$86,756.

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

- \*5.5 Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period April 12, 2009, through May 9, 2009.
- \*5.6 Approval of Vendor Name Change Action  
The administration recommends approval of the vendor Getronics name change to CompuCom Systems, Inc. as presented.

## **6.0 GENERAL**

- \*6.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:  
- Job Development, Training, and Placement Program for \$1,083,621  
The Disabled – Workability III (SAC)
- \*6.2 Adoption of Resolution 09-11 – California Department of Education (CRPM-6088) Action  
The administration recommends approval of the resolution agreement with the California Department of Education and authorization be given to the chancellor or his designee(s) to sign the contract documents for the 2008-2009 fiscal year.
- \*6.3 Adoption of Resolution #09-12 – Job Development, Training, and Placement Program for the Disabled (Workability III) Action  
The administration recommends adoption of the resolution and authorization be given to the chancellor or his designee(s) to sign the grant contract, associated amendments and clauses.
- \*6.4 Approval of Subcontract Agreement with Central County Regional Occupational Program (CCROP) for the Career Technical Education (CTE) Community Collaborative Grant Action  
The administration recommends approval of the subcontract agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the subcontract agreement.
- 6.5 Board Legislative Committee Report Action
- 6.6 Adoption of Resolution for Reduction in Trustee Compensation Action  
Trustee Hanna recommends adoption of Resolution #09-13 in support of reduction in trustee compensation.

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

6.7 Board Member Comments

Information

**7.0 ADJOURNMENT**

The Board of Trustees has scheduled a board meeting on Monday, June 8, 2009, for the purpose of meeting accreditation timelines relating to the board's self-evaluation process.

The next regular meeting of the Board of Trustees will be held on June 22, 2009.

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

**Board of Trustees (Regular meeting)**

**Monday, May 11, 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. Larry Labrado, and Ms. Lisa Woolery. Mr. John Hanna and 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 Steve Eastmond, President, Faculty Association of Rancho Santiago Community College District (FARSCCD).

It was moved by Mr. Garcia and seconded by Mr. Labrado to suspend the rules and consider Item 6.2 - Adoption of Resolution No. 09-06 – Federal Dream Act 2009 after Public Comments. Discussion ensued. The motion carried unanimously.

1.3 Public Comment

Ms. Lucy Leon and Ms. Liliana Rosas spoke regarding Item 6.2 - Adoption of Resolution No. 09-06 – Federal Dream Act 2009.

Mr. John Hanna arrived at this time.

Mr. Alex Flores and Ms. Maria Robles spoke regarding Item 6.2 - Adoption of Resolution No. 09-06 – Federal Dream Act 2009.

Mr. Phillip Yarbrough arrived at this time.

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

It was moved by Mr. Garcia and seconded by Mr. Labrado to adopt Resolution No. 09-06 in support of the Federal Dream Act 2009. Discussion ensued.

It was moved by Mr. Hanna and seconded by Mr. Labrado to amend the resolution to amend Section 5(d)(1)(D)(i) of S. 729 and H.R. 1751 to include “*and has performed at least one year (910 hours) of volunteer community service*” so that section (i) would now read “*The alien has acquired either a degree from an institution of higher education in the United States or has completed at least 2 years in good standing in a program for a bachelor's degree of higher degree in the United States and further, has performed at least one year (910 hours) of volunteer community service.*”

Discussion ensued. The motion carried with the following vote: Aye – Mr. Conley, Mr. Hanna, Mr. Labrado, Ms. Woolery; Nay: Dr. Chapel, Mr. McLoughlin, and Mr. Yarbrough. The student’s advisory vote was nay.

It was moved by Mr. Hanna and seconded by Mr. Labrado to amend the resolution to include the following statement: “*The board is further resolved that Congress should provide sufficient funding to ensure that public institutions of higher education are able to accommodate students availing themselves of the provisions of this Act as well as students who are citizens or otherwise have legal status.*” Discussion ensued. The motion carried with the following vote: Aye – Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. Labrado, Mr. McLoughlin, and Ms. Woolery; Nay: Mr. Yarbrough. The student’s advisory vote was aye.

Discussion ensued on the original motion to adopt Resolution No. 09-06 in support of the Federal Dream Act 2009. The motion carried with the following vote: Aye – Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. Labrado, and Mr. McLoughlin; Nay: Mr. Yarbrough and Ms. Woolery. The student’s advisory vote was aye.

1.3 Public Comment – (cont.)

Mr. Gian Madrigal spoke regarding Item 5.6 - Approval of Award of Bids – SAC Child Development Center.

1.4 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. McLoughlin, and carried unanimously to approve the minutes of March 23, 2009, April 13, 2009, and April 27, 2009.

1.5 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:

4.1 Memorandum of Understanding with KidWorks

The board approved 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 Memorandum of Understanding with Orange County Children's Therapeutic Arts Center

The board approved 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.

5.1 Payment of Bills

The board approved the payment of bills as submitted.

5.2 Quarterly Financial Status Report (CCFS-311Q) for the Period Ended March 31, 2009

The board approved the Quarterly Financial Status Report (CCFS-311Q) for the period ended March 31, 2009, as presented.

5.4 Resolution No. 09-10 – Expenditure Transfers to Permit Payment of Obligations

The board approved Resolution No. 09-10 regarding expenditure transfers.

6.4 Resolution #09-08 Authorizing Payment to Trustee Absent from Board Meetings

The board adopted Resolution #09-08 which authorized payment to Lisa Woolery for her absence on April 27, 2009, due to a family emergency.

6.5 Resolution #09-09 Authorizing Payment to Trustee Absent from Board Meetings

The board adopted Resolution #09-09 which authorized payment to Phillip Yarbrough for his absence on April 27, 2009, due to illness.

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

It was moved by Mr. Yarbrough and seconded by Mr. Conley to adopt Resolution #09-07 in recognition of Classified Employees' Week. Discussion ensued. The motion carried unanimously.

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

There were no public comments.

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

There were no public comments.

## **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 Accreditation

Dr. Hernandez, Mr. Didion, Dr. Martinez, and Mr. Vázquez provided updated information on responses to the accrediting commission's recommendations. The board agreed to two additional board meetings (June 8, 2009, and July 13, 2009) to meet accreditation timelines relating to the board's self-evaluation process.

2.7 Informational Presentation on the Budget

Mr. Hardash provided an update on the budget.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 6:55 p.m. to consider the following items:

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**

The board reconvened at 7:56 p.m.

Closed Session Report

Mr. Conley reported the board discussed the aforementioned items, and it was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the suspension of Rudy Tjiptahadi, Research Analyst, for ten days.

Public Comment

Mr. Thomas E. Ash spoke regarding a SCC class being cancelled at Canyon High School (Anaheim Hills) and his son's inability to register early for the same class at SAC.

### **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 Leaves of Absence
- Approve Adjustments to Long-term Substitute Assignments
- Approve Full-time Faculty Change of Assignments
- Approve Full-time Faculty Changes of Classification
- Approve Stipends
- Approve Part-time Faculty Appointments
- Approve Non-paid Instructors of Record Assignment

#### **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 Revised Job Descriptions
- Approve Out-of-Class Assignments
- Approve Professional Growth Increment
- Approve Change in Salary Placement
- Approve Change in Hourly Assignment
- Approve Leave of Absence
- Approve Temporary Assignments
- Approve Substitute Assignment
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistants

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

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

### **4.0 INSTRUCTION**

All items listed under instruction were approved as part of Item 1.5: Consent Calendar.

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

Items 5.1, 5.2, and 5.4 were approved as part of Item 1.5: Consent Calendar.

### **5.3 Quarterly Investment Report as of March 31, 2009**

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

### **5.5 Approval of Additional Testing Services for SCC Maintenance & Operations Building and Concession Building – Twining Laboratories (P.O. 09-P006572)**

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

### **5.6 Approval of Award of Bids – SAC Child Development Center**

It was moved by Mr. Conley and seconded by Mr. Yarbrough to approve awarding multiple prime bids to the lowest cost responsible bidders as noted on the revised SAC Child Development Center Bidder Award List. Discussion ensued. The motion carried unanimously.

### **5.7 Approval to Reject Bid #1101/Structural Steel, Bid #1103/Glass/Glazing, Bid #1105/Ceramic Tile, and Bid #1110/HVAC**

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to reject 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 approve rebidding the same four items.

### **5.8 Approval of Change Order: Construction Management Services SAC Classroom (I) Building and Maintenance & Operations Building**

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve 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)**

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the change order for geo-technical observation and testing as presented.

5.10 Approval of Change Order #1: Bid #1115/Data Closets – Remediation Project

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve Change Order #1: Bid #1115/Data Closets – Remediation Project.

5.11 Approval of Change Order #2: Bid #1078/SCC Maintenance & Operations Building/Parking Lot

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve Change Order #2: Bid #1078/SCC maintenance and operations building/parking lot.

5.12 Approval of Land Surveying Services for the Construction of the Child Development Center at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve 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

It was moved by Mr. Yarbrough, seconded by Ms. Woolery, and carried unanimously to approve the request for additional electrical service as presented.

**6.0 GENERAL**

Item 6.2 was moved to follow Item 1.3; Items 6.4 and 6.5 were approved as part of Item 1.5: Consent Calendar.

6.1 BP9022.5 – Board of Trustees Evaluation of District Goals (NEW)

It was moved by Mr. Yarbrough and seconded by Ms. Woolery to approve BP9022.5 – Board of Trustees Evaluation of District Goals (NEW).

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

*“I want to thank my colleagues for passing BP9022.5. While this is separate from the Self-Evaluation policy, BP9022, that we passed at the last meeting, BP9022.5 will be an important step in improving the board’s ability to respond to community needs.*”

6.1 BP9022.5 – Board of Trustees Evaluation of District Goals (NEW) – (cont.)

*The policy provides for input from the community to determine whether the board's goals for the districts are being accomplished and what impact the district and its colleges is having on the community at large.*

*The policy provides for a process of continuous improvement and openness.*

*I want to especially thank faculty members Bonnie Jaros and Ray Hicks, who encouraged me to prepare this board policy.”*

The motion carried unanimously.

6.3 Approval of Communications from the Board of Trustees to Staff

It was moved by Mr. Yarbrough and seconded by Ms. Woolery to approve sending electronic communications to staff regarding the board's activities. Discussion ensued. The motion carried unanimously.

6.6 Board Member Comments

Mr. Hanna, Mr. Labrado, and Ms. Woolery asked the chancellor to respond to the public comments made by Mr. Ash.

Mr. Hanna reported he recently attended an Advisory Committee on Legislation meeting for the Community College League of California (CCLC), and he plans to call a Board Legislative Committee meeting soon.

Mr. McLoughlin reported on his recent tour at the SAC's Digital Media Center (DMC).

Dr. Chapel reported he has been selected to serve as the director of the community college division for the Orange County School Boards Association (OCSBA).

**7.0 ADJOURNMENT**

Dr. Chapel announced the next regular meeting of the Board of Trustees will be held on Tuesday, May 26, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 8:32 p.m.

Respectfully submitted,

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Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes Approved: May 26, 2009



**RANCHO SANTIAGO**  
COMMUNITY COLLEGE DISTRICT



2008-2009/2009-2010 Budget Update  
May Revise

Board of Trustees Meeting  
May 26, 2009

*Item 2.7*

# May Revise

- May 19<sup>th</sup> Special Election - Measures 1A, 1B, 1C, 1D, 1E failed
  - \$5.9 billion in state revenue lost that was included in February 20, 2009 state budget
- May Revise announced by Governor on May 14
  - Two options presented
    - #1 = One with May 19 measures passing
    - #2 = One without measures passing

# May Revise

- Option #1 = \$15.4 billion shortfall
- Option #2 = \$21.3 billion shortfall
- Measures failed; therefore, only option #2 remains
- Proposition 98 minimum guarantee has fallen by
  - \$1.6 billion in 2008-09
  - \$3.8 billion in 2009-10
  - ✓ – Total of \$5.4 billion

# May Revise – Prop 98

## Community Colleges

### 2008-2009 (current fiscal year)

- Defer an additional \$115 million in apportionment payments from 2008-09 to 2009-10
  - Additional \$2.8 million for RSCCD
- \$85 million in across-the-board cuts to categorical programs
  - \$2.6 million for RSCCD
- Broad flexibility for districts to spend categorical funds to meet local needs. This flexibility applies to all categorical programs except Financial Aid Administration and Cal Works
- The Administration estimates a \$42.1 million local property tax shortfall and proposes no backfill for colleges
  - \$1 million for RSCCD

**May Revise – Prop 98**  
**Community Colleges**  
**2009-2010 (new budget year)**

**Base Proposal**

- \$221.6 million in across-the-board cuts to categorical programs
  - \$6.5 million for RSCCD
- Eliminate 1 percent enrollment growth, cut of \$58 million (would leave 2 percent growth funding)
- \$120 million cut to apportionments to implement LAO's recommendation to lower the funding rate for credit PE and recreation courses to the non-credit rate
  - Credit = \$4,564.83 vs. non-credit = \$2,744.96
  - \$3 million for RSCCD
- The Administration projects a \$116.7 million local property tax shortfall and proposes no backfill for colleges
  - \$2.8 million for RSCCD

**Contingency Proposal**

- All elements of base proposal ✓
- Eliminate an additional 1 percent enrollment growth, additional cut of \$58 million (would leave 1 percent growth funding)
- An additional \$122 million in across-the-board cuts to categorical programs
  - \$4 million for RSCCD

# May Revise

- \$19.9 million in reduced funding for RSCCD!
- 2008-2009
  - \$3.6 million
  - + additional deferral of \$2.8 million...
  - Total combined deferral now almost \$16 million
- 2009-2010
  - \$16.3 million

But wait, there's more...

# After May Revise

- **May 19 measures failed**
  - State shortfall = \$21.3 billion
- **Legislative Analyst Report**
  - May 21, 2009
  - “Overview of the 2009-10 May Revision”
- **State budget shortfall now \$24.3 billion**
  - \$3 billion more than May Revise estimates
- **May grow larger because of weaker economy**
  - Some believe it could reach \$30 billion

# Legislative Analyst comments on May Revise

- Governor – Won't borrow \$5.5 billion in RAWs
  - Couldn't get Feds to back investments
  - Therefore, Governor recommends additional \$5.5 billion in reductions
  - LAO strongly recommended against issuing RAWs
  - Governor just announced a few hours ago that he recommends eliminating all of CalWORKS
    - Additional \$538,611 cut to RSCCD
- Urgency to update 09/10 state budget
- State is out of cash on July 1 (\$20+ billion)
- Legislature must approve solutions real fast...

# LAO - May Revise

- LAO recommends (again) a triple student tuition fee increase
  - \$20/unit raised to \$60/unit
- State may withhold payments starting July 1, 2009 due to cash shortage
- State credit rating now expected to be lowest of the 50 states
- No expectation of federal bailout
  - Unlikely
  - Could hurt federal credit rating
  - Takes an act of Congress to approve

## LAO - May Revise

- LAO recommends evaluation of reductions to Categorical programs based on merit
  - Not across-the-board cuts
- LAO recommends - stop “credit card debt” deferrals
  - 12% of K-14 funds for current year deferred for payment in next budget year
- LAO recommends waiving 50% Law

# May Revise

- Chancellor Jack Scott (@ ACBO)
  - “Reduce your schedules, reduce rather sharply”
  - “Don’t replace vacant positions, shift existing positions around”
  - “Administrators, take on heavier loads”
  - “Situation is bleak or bleaker”
  - “Act immediately, don’t wait for legislature to act”
- “Focus should be on quality not quantity”
  - “Serving fewer students with reduced funding”
  - “In the future, accept no growth funding without COLA”
- Categoricals – “strong vociferous groups lobbying in Sacramento”
  - Less cuts to categoricals = higher apportionment deficits
  - Zero sum game

# May Revise

- **\$5.4 billion cut to Prop 98**
- **Disproportionate cut to community colleges**
  - Constraints on K-12 from Federal Stimulus Plan
  - Maintenance of Effort
- **If \$900 million cut to community colleges**
  - Approximately \$21.6 million cut in income for RSCCD
- **If \$600 million cut to community colleges**
  - Approximately \$14.4 million cut in income for RSCCD
  - best case scenario!

2005 - 2006

900,000

21.6 million

# Advocacy Emphasis

Disposition

600,000

14.4 loss of income

- Workload Reduction 
  - Reduced funding = reduced number of students served
- Faculty Obligation Number 
  - Waiver of penalty (not likely)
- 50% Law 
  - Struggle to comply with so many class sections cut
- Student Fee Policy
  - Stabilized student fee increases ✓
- Relaxation of regulations and matching requirements ✓
  - Waive match for instructional equipment and scheduled maintenance programs ✓
- PE/recreational courses – CSU and UC not taking a cut in these programs

# May Revise

- May Revise is just a proposal
- Legislative discussions and committee hearings (combined) begin from this point
- Unique year - there is an approved state budget for 2009-2010
  - February 20, 2009 budget act
- Urgency to approve changes in order to borrow for cash flow purposes

# Next Steps

- The RSCCD Tentative Budget will be presented for approval at the June 22 Board meeting
- Also, at the June 22 Board meeting
  - Present personnel recommendations to be included to balance the Adopted Budget
    - Based on current information

Based on the May Revise proposal, RSCCD will need to cut at least \$12 million more for the Adopted Budget

- RSCCD Adopted Budget is scheduled to be presented for approval at September 14 Board meeting

Handwritten notes in a box:  
Personnel  
\$12,000,000  
12/5/01

# What we've done

- **2009-2010 Tentative Budget**
  - \$10 million in reductions ✓
  - These included personnel transfers from general fund to restricted categorical programs – net savings will be lost to general fund
- **Hold placed on non-personnel spending as of Friday, May 15**
  - Only absolutely essential to operations
  - Includes Categorical programs
- **Identify additional reductions, if needed**

# What we need to do

- 2009-2010 Adopted Budget
  - Identify additional \$12 million in cuts
  - Prepare for possibly more cuts to funding
  - Wait for new budget act approved by Legislature
  - Make additional cuts as necessary
    - Or reinstate cuts, if needed

Item 2-7

**From:** scottlay@cleague.org  
**Sent:** Tuesday, May 26, 2009 9:15 AM  
**To:** Hardash, Peter  
**Subject:** Peter, learn about the budget cuts for your district.



May 26, 2009

Dear Peter,

I hope you had a great Memorial Day weekend, and had the chance to honor those that are serving our country and those who have paid the ultimate sacrifice for our freedom. We're proud that community colleges are serving 16,000 (76%) of the 21,000 veterans and dependents using GI Bill benefits in California's public colleges and universities.

Today, the budget debate resumes in Sacramento, with Conference Committee scheduled to continue discussing the governor's budget proposals at 1:30 p.m. today. ([listen](#) [watch](#))

This morning, the League released district-by-district analyses of the [impact of the budget cuts](#). On the League's Advocacy Center website, you can learn how many students your local district is expected to lose and what the 58.8% cut means to each categorical program in your district.

The numbers really are amazing. For the community college district that was my gateway to success, Coast CCD, the cuts are projected to push more than 7,000 students out of college. Nearly \$5 million would be slashed from programs serving poor and disabled students, and part-time faculty would see wage cuts of nearly \$1 million.

The ads you see in this message are running on several political websites geared at state leaders and decisionmakers, and we will be releasing smaller versions for you to put on your own website.

The League also unveiled today a [campaign to persuade the Legislature to reject the 40% cut to community college physical education courses](#). These programs serve thousands of students who, without athletics, might not have given college a chance. Thumb through the media guides of many professional teams and most Division I athletic programs and you'll find that, without community colleges, these athletes wouldn't be setting records today.

where will  
**250,000**  
 community  
 college  
 students go

HELP KEEP ACCESS OPEN >>



*What if the  
 color barrier*

Did you know that, before breaking the color barrier with the Brooklyn Dodgers and before being the first student-athlete to letter in four sports at UCLA, Jackie Robinson lettered in four sports at Pasadena City College?

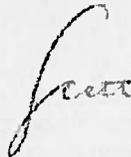
5/26/2009

Many student athletes are successful athletically in high school, but are not prepared academically for the four-year university of their choice (not unlike the vast majority of high school students). Through community college, they can continue their athletic progress while getting their grades in order, leading to the chance to get a four-year degree, often with a scholarship. Because this route is particularly important for students who come from lower income neighborhoods and are the first in their family to go to college, the elimination of community college athletic programs would disproportionately hit lower income and minority students.

We are assembling an outstanding list of community college alumni who were distinguished as both athletes and citizens, and invite you to let us know of others or share your own story.

This morning, take a moment to visit the League's Advocacy Center, learn about the impact of cuts on your local district and call your legislator to make a difference. We will be adding more to the Advocacy Center as we gather more information, as well as updating it with the latest developments on the budget front.

Thank you for joining us in this effort,



Scott Lay  
President and Chief Executive Officer

**Community College League of California**  
**2017 O Street, Sacramento, California 95811**  
**916.444.8641 . [www.ccleague.org](http://www.ccleague.org)**

## Impact of Proposed Budget Cuts

**Projected lost students: 250,000**

### Statewide Cuts

#### General Cuts

Enrollment growth:	-\$116,900,000
General shortfall:	-\$41,000,000
Physical education cut:	-\$120,000,000
Property tax shortfall:	-\$116,700,000
2008-09 Property tax shortfall:	-\$42,100,000
2008-09 General shortfall:	-\$41,000,000

#### Ongoing Categorical Cuts: \$344,200,000

Basic Skills:	-\$18,925,800 (-58.8%)
Career Technical Education:	-\$5,717,800 (-58.8%)
Cooperative Agencies Resources for Education (CARE):	-\$9,131,400 (-58.8%)
Counseling, Placement and Assessment (Matriculation):	-\$59,954,800 (-58.8%)
Disabled Students Programs and Services:	-\$67,733,400 (-58.8%)
Economic Development:	-\$26,753,400 (-58.8%)
Extended Opportunities Programs and Services:	-\$62,889,500 (-58.8%)
Instructional Equipment/Scheduled Maintenance:	-\$15,635,200 (-58.8%)
Nursing:	-\$12,636,300 (-58.8%)
Part-time Faculty Compensation:	-\$29,062,300 (-58.8%)

#### Additional One-time Categorical Cuts: \$85,000,000

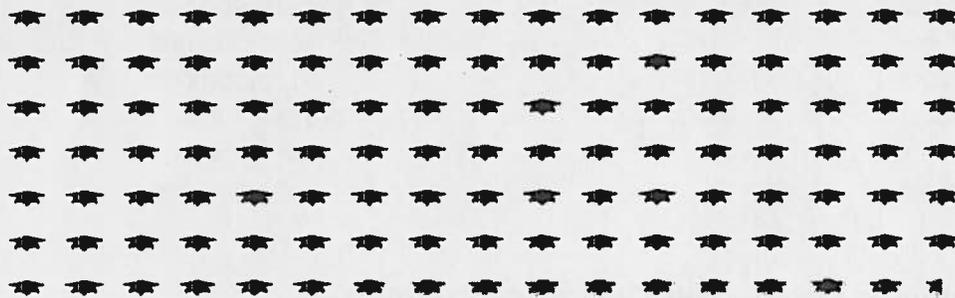
Basic Skills:	-\$4,867,900 (-14.7%)
Career Technical Education:	-\$1,470,700 (-14.7%)
Cooperative Agencies Resources for Education (CARE):	-\$2,280,300 (-14.7%)
Counseling, Placement and Assessment (Matriculation):	-\$14,971,800 (-14.7%)
Disabled Students Programs and Services:	-\$16,914,000 (-14.7%)
Economic Development:	-\$6,881,200 (-14.7%)
Extended Opportunities Programs and Services:	-\$15,704,600 (-14.7%)
Instructional Equipment/Scheduled Maintenance:	-\$4,021,500 (-14.7%)
Nursing:	-\$3,250,200 (-14.7%)
Part-time Faculty Compensation:	-\$7,475,100 (-14.7%)

Selected cuts. Smaller categorical programs are not listed.

## Impact of Proposed Budget Cuts on Rancho Santiago CCD

**Projected lost students: 10,749 (9%)**

**Each mortarboard represents 1,000 students.**



### General Cuts: \$8,821,020

2009-10 General apportionment shortfall:	-\$1,000,000
2009-10 Physical education cut:	-\$2,940,000
2009-10 Property tax shortfall:	-\$2,860,000
2008-09 Property tax shortfall:	-\$1,021,020
2008-09 General apportionment shortfall:	-\$1,000,000

### Ongoing Categorical Cuts: \$7,668,375

Basic Skills:	-\$736,455 (-58.8%)
Cooperative Agencies Resources for Education (CARE):	-\$75,580 (-58.8%)
Counseling, Placement and Assessment (Matriculation-Credit):	-\$1,627,477 (-58.8%)
Counseling, Placement and Assessment (Matriculation-Noncredit):	-\$1,350,364 (-58.8%)
Disabled Students Programs and Services:	-\$1,446,222 (-58.8%)
Extended Opportunities Programs and Services:	-\$1,249,681 (-58.8%)
Instructional Equipment:	-\$196,526 (-58.8%)
Part-time Faculty Compensation:	-\$789,526 (-58.8%)
Scheduled Maintenance:	-\$196,544 (-58.8%)

### Additional One-time Categorical Cuts: \$1,970,772

Basic Skills:	-\$189,269 (-14.7%)
Cooperative Agencies Resources for Education (CARE):	-\$19,424 (-14.7%)
Counseling, Placement and Assessment (Matriculation-Credit):	-\$418,262 (-14.7%)
Counseling, Placement and Assessment (Matriculation-Noncredit):	-\$347,044 (-14.7%)
Disabled Students Programs and Services:	-\$371,679 (-14.7%)
Extended Opportunities Programs and Services:	-\$321,168 (-14.7%)
Instructional Equipment:	-\$50,507 (-14.7%)

Part-time Faculty Compensation:	-\$202,908 (-14.7%)
Scheduled Maintenance:	-\$50,512 (-14.7%)

**Note: All numbers are estimated based on the most recent available data, and will vary upon when the cuts are implemented. Significant additional cuts not included are career technical education, nursing and economic development, which are allocated on a grant basis and for which the 58.8% reduction methodology has not been released.**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC**

**May 26, 2009**

**MANAGEMENT**

**Extension of Interim Assignment**

Dorado, Luis  
Interim Associate Dean  
Instruction and Student Services  
Continuing Education Division/CEC  
Santa Ana College

**Effective: June 1 - August 31, 2009**

**Ratification of Resignation/Retirement**

Thompson, John  
Project Manager  
Fiscal Services  
District

**Effective: May 29, 2009  
Reason: Resignation**

**FACULTY**

**Ratification of Resignation/Retirement**

Benschop, Joanne  
Articulation Officer  
Counseling and Student Support Services  
Santiago Canyon College

**Effective: June 8, 2009  
Reason: Resignation**

Cotton, Elizabeth  
Counselor  
Counseling and Student Support Services Division  
Santiago Canyon College

**Effective: June 5, 2009  
Reason: Retirement**

**Stipends**

Bassett, Dana  
Associate Professor, English  
Humanities and Social Sciences Division  
Santa Ana College

**Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty  
Inquiry Network (BSI Grant)**

**FACULTY (CONT'D)**

**Stipends (cont'd)**

Daly, Nancy  
Professor, English  
Humanities and Social Sciences Division  
Santa Ana College

Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty  
Inquiry Network (BSI Grant)

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

Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty  
Inquiry Network (BSI Grant)

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

Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty  
Inquiry Network (BSI Grant)

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

Effective: April 9, 2009  
Amount: \$500.00  
Reason: Kurzweil ESL  
(BSI Grant)

Ferrell, Kay  
Professor, English as a Second Language  
Humanities and Social Sciences Division  
Santa Ana College

Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty  
Inquiry Network (BSI Grant)

**Part-time/Hourly Hires/Rehires**

Alday, Gloria  
Instructor, High School Subjects  
Continuing Education Division  
Santa Ana College

Effective: June 25, 2009  
Hourly Lecture Rate: I-2 \$40.97

Bailey, Denise  
Instructor, Chemistry  
Business, Math and Science Division  
Santiago Canyon College

Effective: August 24, 2009  
Hourly Lecture Rate: III-3 \$57.03

**FACULTY (CONT'D)**

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

**Cranford, Clayton**  
**Instructor, Criminal Justice**  
**Criminal Justice Academy**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: May 7, 2009**  
**Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17**

**Gavin, Janet**  
**Instructor, Business/PSI**  
**Business Division**  
**Santa Ana College**

**Effective: August 24, 2009**  
**Hourly Lecture Rate: II-3 \$54.32**

**LePore, Paul**  
**Instructor, Fire Technology**  
**Human Services and Technology Division**  
**Santa Ana College**

**Effective: April 14, 2009**  
**Hourly Lecture Rate/Lab: I-3 \$51.73/\$43.97**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
ADDENDUM TO MANAGEMENT/ACADEMIC**

**May 26, 2009**

**MANAGEMENT**

*Ratification of Resignation/Retirement*

Granosky, Eileen  
Director, Workplace Learning Resource Center  
Educational Services  
District

Effective: June 30, 2009  
Reason: Retirement

**FACULTY**

*Ratification of Resignation/Retirement*

Hath, David  
Counselor  
Counseling and Student Support Services Division  
Santiago Canyon College

Effective: May 29, 2009  
Reason: Retirement

*Stipends*

Babayan, Diana  
Professor, ESL  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: June 22, 2009  
Amount: \$600.00  
Reason: Writing Sample  
(BSI Grant)

Babayan, Diana  
Professor, ESL  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: June 22, 2009  
Amount: \$2,500.00  
Reason: Facilitation and Curriculum Development  
(BSI Grant)

Beers-McCormick, Lynnette  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: April 9, 2009  
Amount: \$200.00  
Reason: English Department Roundtable  
(Grant)

Dela Cusack, Lisa  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College

Effective: June 22, 2009  
Amount: \$500.00  
Reason: Writing Sample  
(BSI Grant)

**FACULTY (CON'TD)**

*Stipends (cont'd)*

Dutton, Donald  
Adapted Computer Technology Specialist/Professor  
Disabled Students Programs and Services  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$500.00  
Reason: Kurzweil ESL  
(BSI Grant)

Dwyer, Dalva  
Associate Professor, ESL  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$500.00  
Reason: Reading Apprenticeship  
Workshop Facilitation (BSI Grant)

Elchlepp, Elizabeth  
Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: April 9, 2009  
Amount: \$100.00  
Reason: English Department Roundtable  
(Grant)

Evett, Corinna  
Assistant Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: April 9, 2009  
Amount: \$100.00  
Reason: English Department Roundtable  
(Grant)

Hassel, Elissa  
Professor, ESL  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$500.00  
Reason: Generation 1.5 Faculty Inquiry Network  
(BSI Grant)

Huck, Todd  
Professor, English  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$500.00  
Reason: Chemistry Reading and Writing  
(BSI Grant)

Kelcher, Michael  
Assistant Professor, Chemistry  
Science and Math Division  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$500.00  
Reason: Chemistry Reading and Writing  
(BSI Grant)

Kosuth, Kathryn  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: April 9, 2009  
Amount: \$200.00  
Reason: English Department Roundtable  
(Grant)

FACULTY (CON'TD)

Stipends (cont'd)

Kosuth, Kathryn Associate Professor, English Humanities and Social Sciences Division Santiago Canyon College	Effective: June 22, 2009 Amount: \$550.00 Reason: College Visits (BSI Grant)
Kosuth, Kathryn Associate Professor, English Humanities and Social Sciences Division Santiago Canyon College	Effective: June 22, 2009 Amount: \$500.00 Reason: Writing Sample (BSI Grant)
Lennertz, William Professor, English Humanities and Social Sciences Division Santiago Canyon College	Effective: April 9, 2009 Amount: \$100.00 Reason: English Department Roundtable (Grant)
Lewis, Michael Professor, ESL Humanities and Social Sciences Division Santa Ana College	Effective: April 9, 2009 Amount: \$500.00 Reason: Generation 1.5 Faculty Inquiry Network (BSI Grant)
McMillan, Jeffrey Professor, Chemistry Science and Math Division Santa Ana College	Effective: April 9, 2009 Amount: \$500.00 Reason: Chemistry Reading and Writing (BSI Grant)
Mitzner, Rita Assistant Professor, English Humanities and Social Sciences Division Santa Ana College	Effective: April 9, 2009 Amount: \$500.00 Reason: Generation 1.5 Faculty Inquiry Network (BSI Grant)
Mitzner, Rita Assistant Professor, English Humanities and Social Sciences Division Santa Ana College	Effective: April 9, 2009 Amount: \$100.00 Reason: Reading Apprenticeship Workshop Facilitation (BSI Grant)
Powell, Kay Coordinator, Academic Success Center Humanities and Social Sciences Division Santiago Canyon College	Effective: June 22, 2009 Amount: \$2,000.00 Reason: Pre-enrollment (BSI Grant)

**HUMAN RESOURCES MANAGEMENT/ACADEMIC DOCKET  
ADDENDUM TO May 26, 2009**

**Page 4**

**FACULTY (CON'TD)**

**Stipends (cont'd)**

Robertson, Mario  
Assistant Professor, Anthropology  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 9, 2009  
Amount: \$1,000.00  
Reason: Generation 1.5 Faculty Inquiry Network  
(BSI Grant)

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: May 12, 2009  
Amount: \$1,600.00  
Reason: Curriculum Development and  
Writing Sample (BSI Grant)

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: June 22, 2009  
Amount: \$550.00  
Reason: College Visits  
(BSI Grant)

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: June 22, 2009  
Amount: \$1,000.00  
Reason: Facilitation  
(BSI Grant)

Roe, Maureen  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: June 22, 2009  
Amount: \$1,000.00  
Reason: Curriculum Development  
(BSI Grant)

Tragarz, Roberta  
Associate Professor, English  
Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: June 22, 2009  
Amount: \$1,050.00  
Reason: College Visits and Writing Sample

Wright, Sharon  
Counselor  
Counseling and Student Support Services Division  
Santiago Canyon College  
Effective: June 22, 2009  
Amount: \$2,500.00  
Reason: Counseling  
(BSI Grant)

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET**  
**CLASSIFIED**  
**May 26, 2009**

**CLASSIFIED**New Appointment

Ponce Pliego, Fausta	Effective: May 11, 2009
CDC Cook/Nutrition Spec. (CL08-0162)	Grade 6, Step 1 @ 75%FTE \$2113.50
Child Dev. Services/ SAC	

Out of Class Assignment

Banh, Huong	Effective: 07/01/09 – 06/30/10
Instructional Coordinator/Analyst/ Academic Affairs/ SAC	Grade 13, Step 5 + 1PG \$4716.67

Chamness, Gregory	Effective: 04/28/09 – 05/08/09
Lead Maintenance Worker/ SAC	Grade 14, Step 4 + 7.5%L \$5044

Palomares, Maria	Effective: 04/23/09 – 05/1/09
Sr. Custodian/ SAC	Grade 7, Step 3 \$3234

Voluntary Furlough

Fredman, Laura	Effective: 06/01/09 – 06/30/09
Financial Aid Tech./ SAC	07/1/09 – 08/21/09
	Grade 8, Step 6 @ 80%VF \$3120

**CLASSIFIED HOURLY**Out of Class Assignment

Nguyen, Jimmy	Effective: 07/01/09 – 06/30/10
Support Services Assistant/ Academic Affairs/ SAC	Grade 11, Step A + 5PG \$19.95/Hour + \$104.17/Mo. PG

**TEMPORARY ASSIGNMENT**

Armstrong, Cassandra	Effective: 05/27/09 – 06/30/09
Administrative Secretary/ DSPTS/ SAC	

Sitar, Matthew	Effective: 05/27/09 – 06/30/09
Career Tech./ Special Services/ SAC	

**MISCELLANEOUS POSITIONS**  
**Instructional Associates/Associate Assistants**

**Criminal Justice**

Cruz, Phillip	Effective: 05/27/09
Perez Estrada, Pedro	Effective: 05/27/09
Saenz, Julian	Effective: 05/27/09
Thalken, Michael	Effective: 05/27/09

**COMMUNITY SERVICE PRESENTERS**  
**Stipends Effective April 11 – May 10, 2009**

Frelly, Robert	Amount: \$ 630.00
Harris, Karen	Amount: \$ 260.00
Levine, Renee	Amount: \$ 260.00
Lincke, Christy	Amount: \$ 360.18
Munoz, Jayne	Amount: \$ 260.00
Ornelas, Darlene	Amount: \$ 260.00
Oyenoki, Sharla	Amount: \$ 228.38
Roberts, Matthew	Amount: \$ 219.94
Vallot, Lothar	Amount: \$ 45.94

**VOLUNTEERS**

Gay, Ryan	Effective: 05/27/09 – 06/30/09
Non Student/ Exercise Science/ SAC	

**SANTA ANA COLLEGE**  
**STUDENT ASSISTANT LIST**

Bravo, Elfega M.	Effective: 05/04/09-06/30/09
Jefferson, Mack	Effective: 05/04/09-06/30/09
Nyquist, Ruth Lyman	Effective: 04/21/09-06/30/09
Rivas, Dina Lidia	Effective: 05/01/09-06/30/09
Salgado, Itzelf Karina	Effective: 04/22/09-06/30/09
Soto De Leon, Sarahi Berenice	Effective: 05/08/09-06/30/09

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES DOCKET**

**CLASSIFIED**

**MAY 26, 2009**

**ADDENDUM**

**CLASSIFIED**

**Out of Class Assignment**

Tran, John  
Media Systems Manager/ Media/ SAC

Effective: 05/07/09 – 06/09/09  
Grade H, Step 1 + 7.5.%L \$6786

**TEMPORARY**

**MISCELLANEOUS POSITIONS**

**Instructional Associate/Associate Assistants**

**Nursing**

Vasquez, Jennifer

Effective: 05/19/09

**COMMUNITY SERVICE PRESENTERS**

**Stipends Effective April 11 – May 10, 2009**

Burns, Brigitte	Amount: \$ 30.27
Hogue, Tom	Amount: \$ 1,118.60
Holley, Lauren	Amount: \$ 270.00
Larsen, Jo Ellen	Amount: \$ 357.40
Sheldon, Joel	Amount: \$ 210.00

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

Taylor, Whitney

Effective: 05/05/09-06/30/09

**SANTA ANA COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Garcia, Paola Denise

Effective: 5/06/09 – 6/30/09

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

To: Board of Trustees	Date: May 26, 2009
Re: Child Development Centers Teachers Association (CDCTA) Initial Proposal to the Rancho Santiago Community College District	
Action: Request for Action	

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the Child Development Centers Teachers Association's (CDCTA) initial proposal to the District is presented for your information. The Government Code also 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 June 8, 2009 meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees schedule a public hearing for June 8, 2009.

Fiscal Impact: TBD	Board Date: May 26, 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	

**Child Development Centers Teachers Association**  
**Bargaining Proposal To The**  
**Rancho Santiago Community College District**  
**May 13, 2009**

RECEIVED  
MAY 14 2:39

... RESOURCES/RSCCD

**Article 8 – Wages and Hours**

Maintain 2008-09 schedule for 2009-10 (8.1.1)  
Suspend step and column advancement for 2009-10 (8.5.2 & 8.5.4)

**Article 11 – Insurance Premiums**

Change the base figure for 2009-10 from \$12,523.00 to \$13,133.80.

**Rationale:** The increase in Insurance Premiums is more than the current District contribution combined with our Additional Benefit. It adds \$610.88 which would have to be paid out of the employees pockets. This will impose a hardship as our salaries will be frozen at the 2008-09 level.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

To: Board of Trustees	Date: May 26, 2009
Re: Accreditation Recommendation Regarding Planning/Budget Allocation Processes	
Action: Approval of Revised Plans and Timelines	

**BACKGROUND**

In response to an accreditation recommendation for both colleges, the Budget Allocation and Planning Review (BAPR) Committee conducted a review of the budgeting, planning and resource allocation processes utilized at both colleges and district-wide. A task force comprised of John Didion, Ray Hicks, Bonnie Jaros, Steve Kawa, Nga Pham, and Morrie Barembaum conducted a review of the current planning and evaluation processes and evaluated how well those activities were integrated with the budget development and resource allocation process. The task force drafted revised timelines and documents which were approved by BAPR on May 13, 2009. The BAPR Committee is recommending that the Board of Trustees approve these revisions and implement the attached planning timelines for 2009-2012.

**ANALYSIS**

The BAPR Committee is recommending that the Board conduct its annual planning meeting in February of each year in order to integrate that process with the district's state-mandated timelines for budget development. As an intermediate step, it is recommended that the Board conduct a review of its current vision and goals prior to the development of the 2009-10 adopted budget. The planning meeting subsequently scheduled for February 2010 will facilitate the development of the district's 2010-11 budget.

**RECOMMENDATION**

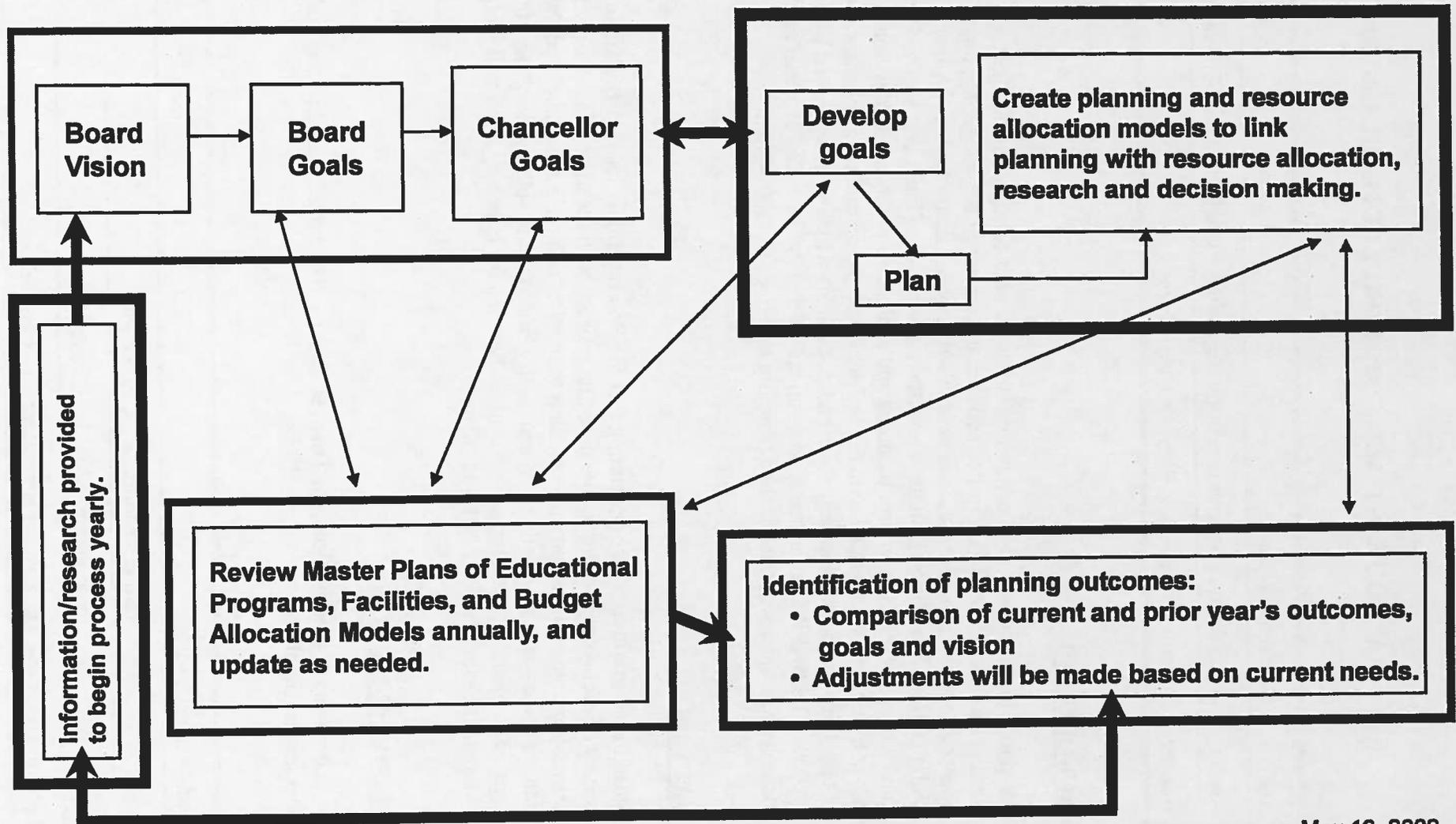
It is recommended that the Board of Trustees approve the revised planning and budgeting processes and timelines.

Fiscal Impact: None	Board Date: May 26, 2009
Prepared by: Dr. Edward Hernandez, Jr., Chancellor	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

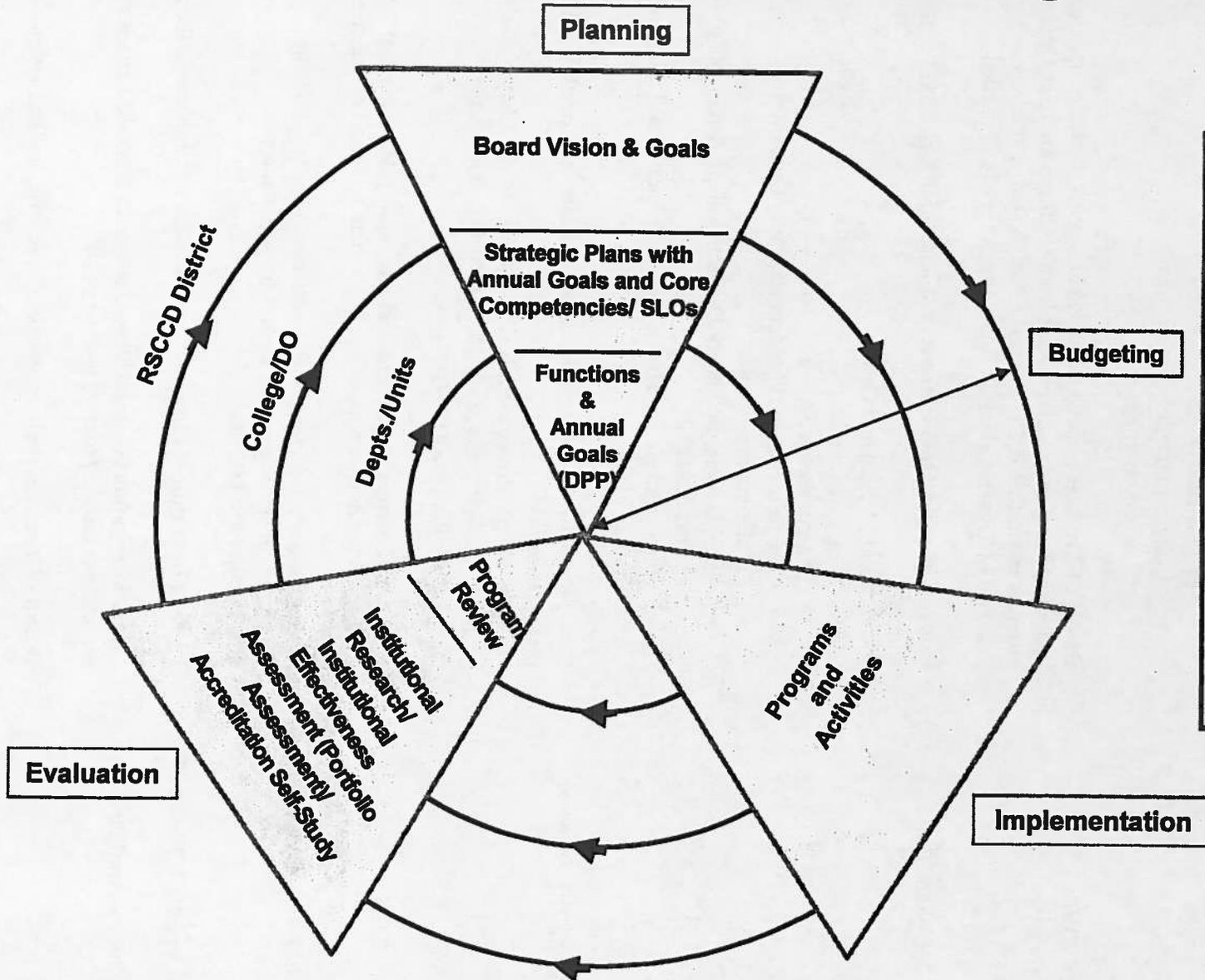
# RSCCD "Plan to Plan"

## Board and Chancellor

## Colleges and District Operations



# RSCCD Planning and Budget Model



This diagram represents the cyclical nature of planning and systematic 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 cyclically. Further planning then reflects evaluation outcomes. Additionally, planning, budgeting, implementation, and evaluation occur in a coordinated fashion throughout the district at the college, service area, division, and department/unit levels.

## RSCCD Planning Timelines 2009-2012

- Fall 2009      **Colleges/District Operations** evaluate progress toward Board goals using:
- RSCCD Strategic Plan & District/College Alignment to Board of Trustees Goals
  - College Education Master Plan
  - *12 Measures of Success*
- February 2010      **Board of Trustees** reviews its vision and goals, facilities updates, budget updates, and receives input from **Colleges/District Operations'** progress toward "RSCCD Strategic Plan & District/College Alignment to Board of Trustees Goals." Board revises goals, if needed.
- Spring 2010-Fall 2010      **Colleges/District Operations** review and modify Strategic Plans that address:
- Board Vision and Goals
  - Their missions
  - *12 Measures of Success*
  - Core Competencies/Student Learning Outcomes
  - Enrollment management
  - RSCCD Strategic Plan & District/College Alignment to Board of Trustees Goals
  - Other strategic initiatives, including Facilities, Technology and Budget Plans
- November 2010 – February      College and district **departments/units** update their portfolios and plans to address:
- College *Strategic Plan/Educational Master Plan*
  - Core Competencies/Student Learning Outcomes
  - Resulting resource requests
- February 2011      **Board of Trustees** review and evaluate mid-cycle progress of "RSCCD Strategic Plan & District/College Alignment to Board of Trustees Goals"
- April 2011 – May 2011      **Departments/units** create first assessment reports, providing "baseline" of status/progress toward their goals, core competencies/SLOs, etc.
- September 2011 – March 2012      **District operations/colleges/departments/units** implement their plans
- March 2012 – April 2012      **District operations/colleges/departments/units** update assessment reports, evaluating progress toward goals
- April 2012      **Board of Trustees** reviews assessment reports, updates vision and goals

**2010-2012 RSCCO Strategic Plan &  
District/College Alignment to Board of Trustees Goals**

**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.

<b>Board of Trustees Goals</b>	<b>Objectives</b>	<b>Responsible Person/Unit</b>	<b>Outcomes (How will objectives be achieved )</b>	<b>2011 Progress Toward Goals</b>	<b>2012 Progress Toward Goals</b>
Promote a learning community environment that is innovative, student-centered, & 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.					

Board of Trustees Goals	Objectives	Responsible Person/Unit	Outcomes (How will objectives be achieved )	2011 Progress Toward Goals	2012 Progress Toward 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 – Continuing Education Division  
Orange Education Center**

To: Board of Trustees	Date: May 26, 2009
Re: Approval of Application for New Adult High School Diploma Program at Santiago Canyon College Division of Continuing Education	
Action: Request for review and approval	

**BACKGROUND**

The Rancho Santiago Community College District has been offering the Adult High School Diploma Program since 1973. In 2008, the California Code of Regulations, Title 5, Section 55154 was adopted and established minimum coursework and standards required for community colleges to award high school diplomas (prior to this section, there were no established guidelines to offer the program). Section 55154(e)(1) states: "The governing board of a community college district shall confer a high school diploma upon a student who has satisfactorily completed at least 160 credits of high school level coursework and who has demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for award of a high school diploma ..." The attached application lists the courses and number of credits required in each of the following major categories: Natural Sciences, Social and Behavioral Sciences; Humanities; English; Mathematics; Elective credits, and Residency requirements. Furthermore, Section 55154(a) requires that: "before offering any noncredit course as part of a high school diploma program on or after June 30, 2009, the governing board of a community college district shall obtain approval of its high school diploma program as provided in section 55150."

**ANALYSIS**

The College Curriculum Council has reviewed the attached Form CCC-459: Application for Approval of a New Adult High School Diploma Program and has determined that it meets or exceeds the minimum requirements outlined in Title 5, Section 55154.

**RECOMMENDATION**

It is recommended that the Board of Trustees review and approve the high school diploma program as listed on the attached Form CCC-459: Application for Approval of a New Adult High School Diploma Program for submission to the State Chancellor's Office of the California Community Colleges.

Fiscal Impact: None	Board Date: May 26, 2009
Prepared by: Jose Vargas, Vice President, Santiago Canyon College Division of Continuing Education	
Submitted by: Juan Vázquez President, Santiago Canyon College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	



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 Sacramento, CA 95811-6549

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**FORM CCC-459: APPLICATION FOR APPROVAL OF A NEW ADULT HIGH SCHOOL DIPLOMA PROGRAM**

March 11, 2009	
<b>DATE</b>	
High School Subjects Diploma Program	Lori Fasbinder, Dean
<b>PROPOSED ADULT HIGH SCHOOL DIPLOMA PROGRAM TITLE</b>	<b>CONTACT PERSON</b>
Santiago Canyon College	714-628-5971
<b>COLLEGE</b>	<b>PHONE NUMBER</b>
Rancho Santiago Community College District	fasbinder_lori@sccollege.edu
<b>DISTRICT</b>	<b>E-MAIL ADDRESS</b>

**PART I - PROGRAM DEVELOPMENT AND CRITERIA**

**DEMONSTRATION OF NEED** - Provide quantitative and qualitative data demonstrating the need for this Adult High School Diploma Program. For example, discuss the number of students that have not completed high school in their service area (dropout rate); address the total number of students that have not passed the CAHSEE in their service area; demonstrate the requirement of a high school diploma for employment in the industries in their service areas. Discuss how the college has verified that this Adult High School Diploma program will not have an adverse impact on similar programs and options at neighboring colleges. (Attach additional documentation as necessary.)

(See attached.)

**PROGRAM ORGANIZATION** - Describe the program's organization and the content of the Adult High School Diploma Program. (Attach additional documentation as necessary.)

(See attached.)

**PART I - PROGRAM DEVELOPMENT AND CRITERIA (CONT.)**

**ON-GOING FACULTY/STAFF EFFORTS** - Describe in detail how the college will fund on-going faculty and staff efforts in implementing the Adult High School Diploma Program. (Attach additional documentation as necessary.)

(See attached.)

**PROFESSIONAL DEVELOPMENT FOR FACULTY AND STAFF** - Describe the professional development activities to be provided for faculty teaching in the Adult High School Diploma Program. (Attach additional documentation as necessary.)

(See attached.)

**STUDENT SERVICES** - Describe the student services that will be available that will assist the students in completing the Adult High School Diploma Program. (Attach additional documentation as necessary.)

(See attached.)

**PART I - PROGRAM DEVELOPMENT AND CRITERIA (CONT.)**

**STUDENT ASSESSMENT** - Provide a description of the student assessment procedures for academic placement in the program. Additionally, describe the method and the tools that the college will use to evaluate the student's progress. (Attach additional documentation as necessary.)

(See attached.)

**INSTRUCTIONAL SUPPORT SERVICES FOR STUDENTS** - Identify and describe the instructional support services such as tutoring, supplemental instruction and other support services related to the learning resource center that will be provided. (Attach additional documentation as necessary.)

(See attached.)

**FACILITIES** - Describe the facilities on the campus where the Adult High School Diploma Program will be implemented or describe the district's master plan for providing appropriate facilities for this program. (Attach additional documentation as necessary.)

(See attached.)

**CATALOG DESCRIPTION** - Provide a description/scope of the Adult High School Diploma Program as it will appear in your college catalog. (Attach additional documentation as necessary.)

(See attached.)

**FORM CCC-459  
APPLICATION FOR APPROVAL OF A NEW ADULT HIGH SCHOOL DIPLOMA  
PROGRAM**

**SANTIAGO CANYON COLLEGE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DEMONSTRATION OF NEED**

As the sole provider of the adult high school diploma program in the service area, Santiago Canyon College has been granting the adult high school diploma as approved by the local Board of Trustees since 1973. In the 2000 Census of the city of Orange, the largest city in the service area, 10.04% of the population was living below the poverty level and 19.6% of the population had less than a high school diploma. In Orange County college education or related skill certification is increasingly important for many of today's jobs. College readiness measures the number of public high school graduates eligible for admission to the university as well as their performance on the Scholastic Aptitude Test (SAT). High-wage, high-growth employers demand a workforce with high levels of basic skills as well as the ability to quickly adapt to changing and more complex technology. In California high numbers of adults fail to graduate from high school, while others lack critical core and applied skills to meet the demands of the labor market.

Identifying the literacy requirements of different occupations is important in the design of basic skills and vocational courses so as to decrease entry barriers to different jobs. Low literacy jobs typically offer low pay. The ten lowest literacy occupations had an average Orange County wage of \$12.60 per hour in 2003 – the equivalent of a \$26,211 annual salary. Given the high cost of living in Orange County, persons in low literacy jobs have a difficult time earning an adequate wage in Orange County. The fastest growing occupations in Orange County demand high literacy skills. Non-credit Adult Basic Education (ABE) and high school courses focus on basic literacy skills defined by the California Department of Education as "reading, writing, computation, problem solving, and interpersonal skills to enable adults to read, write, and speak in English; acquire a high school diploma; and get a job and become productive citizens". Santiago Canyon College Continuing Education High School Diploma Program offers students the instruction they need in order to acquire and improve these basic skills and earn their high school diploma.

Santiago Canyon College ameliorates the condition of economically and educationally disadvantaged members of this community by offering a comprehensive high school subjects (HSS) program five days a week in the daytime and evenings at the college's noncredit Orange Education Center, as well as the main campus. Students may also take college credit class and apply them toward the requirements for the High School Diploma. In 2007-08, 126 students earned the high school diploma at Santiago Canyon College.

Many of the students who enroll in the SCC adult HSS program have been former students of the Orange Unified School District. As of July 2008, in the Orange Unified School District of the 3, 592 students who took the mathematics portion of the CAHSEE, 2,441 (68%) passed and 1,151 (32%) did not pass, and of the 3, 520 students who took the English Language Arts section 2, 463 (70%) passed and 1, 057 (30%) did not pass. Although SCC does not require the CAHSEE exam for the high school diploma, the college program helps to meet the basic skills needs of the students who struggle to pass the CAHSEE and/or earn a conventional high school diploma.

## **PROGRAM ORGANIZATION**

Santiago Canyon College (SCC) is a diverse learning community dedicated to intellectual and personal growth. Our purpose is to foster a learning environment that helps students develop knowledge and understanding, critical thinking, sound decision making, cultural awareness, effective communication skills, and a commitment to local and global citizenship.

Santiago Canyon College offers a comprehensive curriculum that includes university transfer, associate degree and certificate programs. In addition, we provide community services, career education, continuing education, high school diploma program, basic skills development, and a range of support services for full and part-time students, including those with family and career responsibilities. At SCC we encourage students to plan, implement, and evaluate their educational progress through meaningful reflection and interaction with both the college and community. (Approved by College Council 10/23/07)

The mission of the Continuing Education Division is to offer a variety of free, noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary skills to reach their personal, educational, and vocational goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

The administration of the high school subjects program is supervised by the Vice-President of Continuing Education as do the other noncredit programs: English as a Second Language, Citizenship, Adult Basic Education, Health and Safety, Parent Education, Older Adults, Students with Substantial Disabilities, Workforce Preparation, and Short-Term Vocational.

The organizational structure of the High School Subjects program includes a Dean of Instruction and Student Services, an administrative secretary, three full-time faculty members, approximately forty-five part time instructors, and nine instructional assistants. One full-time faculty member, on full release, serves as the ABE/HSS coordinator. The other two full-time faculty members assist in providing continuity and leadership to the program. In collaboration with Orange Unified School District,

approximately 20 of the part-time instructors teach in the zero-period Bridge Program while 8 part-time instructors teach in the evening credit-recovery Petition Program.

Within SCC's noncredit programs exists articulation by which students may earn ESL and/or Vocational Business elective credits for specific classes. Intermediate level ESL students may opt to enroll concurrently in ABE and HSS classes.

Three full-time and seven part-time counselors meet individually with each student in the HSS program for placement, orientation, follow-up, and grad check upon completion of the graduation requirement. Counselors also assist students in matriculation to SCC credit certificates and degree programs or other institutions of higher education.

### **ON-GOING FACULTY/STAFF EFFORTS**

The administration, faculty, counselors, and staff, as well as curriculum development and Flex professional development activities, which support the HSS program, are funded by the RSCCD general fund. Basic Skills Initiative funds provide professional development to workshops and conferences, classroom textbooks, research, and other supplemental educational materials used in classroom instruction. Supplemental WIA AEFLA 231 funds made available from the California Department of Education provide additional educational materials support (i.e. books, CDs, computer equipment and software).

### **PROFESSIONAL DEVELOPMENT FOR FACULTY AND STAFF**

RSCCD has a long-established faculty professional development program that provides more than 100 teacher improvement workshops annually. HSS instructors are required to participate in professional development activities which include traditional workshops on current topics in education such as student learning outcomes, assessment, persistence, motivation, and basic skills. Workshops addressing specific needs as requested by High School faculty include, but are not limited to training in new educational technology, content area software, and meeting the special needs of the learning-disabled students. RSCCD also offers on-going technology training in computer-assisted instruction, PowerPoint, the use of the digital camera, and website and blog design. HSS faculty also attend national, state, and local professional development conferences including COABE, CATESOL, TESOL, CASAS, CAHSEE, and BSI.

### **STUDENT SERVICES**

Students in the High School Diploma program are provided with a variety of the following programs to assist them in completing the High School Diploma Program:

**Outreach:** Three full-time outreach staff markets the program to the community to local schools, libraries, churches and other nonprofits, and businesses. The joint Santa Ana

College and Santiago Canyon College class schedule is published three times a year and distributed to thousands of households through the mail.

**Assessment:** The 32-seat state-of-the-art assessment center serves the HSS program by administering the student math, English and writing placement as well as the HSS proficiency exams.

**Counseling:** Students have the unique opportunity to benefit from an individualized counseling and guidance program designed to help students improve the quality of their lives and obtain the high school diploma. These services are offered by a staff of professional counselors who will assist students on an individual and group basis. Students are provided with counselor-led orientations that acquaint them with services, facilities and programs provided by Santiago Canyon College Continuing Education. The counseling orientation will help clarify educational and career objectives. Ongoing counseling and advisement support services for students accommodate changing student needs and maximizes achievement of multiple student goals. These are the services which include follow up and monitoring of student progress:

- transcript and record evaluation
- educational planning
- course completion credit updates
- orientation to the Division of Continuing Education academic programs and student services
- orientation to California's education system
- foreign transcript information and evaluation
- student referrals for tutoring, learning skills and other support mechanisms
- petition for graduation.

Counselors also provide students with the following additional support services:

- crisis intervention
- personal counseling
- multicultural counseling
- outreach to students and community
- career and life planning information
- referrals to community services and agencies
- overview of college services and programs
- scholarship information
- Passport to Your Future presentations (transitioning from non-credit to credit)
- specialized workshops to support student success.

**Disabled Student Program and Services (DSPS):** The Santiago Canyon College Disabled Student Programs and Services provide instructional support services and reasonable accommodations to students with verified disabilities. Program services are designed to ensure that students have an equal opportunity to participate and succeed in all college programs and activities. DSPS services include:

- priority registration
- registration assistance

- academic advisement
- learning disabilities assessment
- test-taking accommodations
- specialized instructional support
- assistive technology
- alternate media materials
- note-taking assistance
- interpreter services
- liaison with faculty, staff, and community agencies

**Child Development Center:** The Child Development Center provides enriched half-day educational child development programs for the students' children while they attend classes. It offers subsidized child care to qualified families who meet state requirements of financial need.

**CalWORKs:** The CalWORKs Program helps students receiving monthly cash assistance from the Department of Public Social Services gain access to free child care, and assistance in choosing careers, preparing educational plans and other important services.

**Bookstore:** The Orange Education Center bookstore is open Monday through Thursday at convenient hours for high school students. Students have the option of purchasing their textbooks for the various courses.

## **STUDENT ASSESSMENT**

Students who wish to enter the High School Subjects Diploma Program take assessment tests in reading, writing, and math. The reading assessment instrument used is the TABE 9M Reading Assessment which provides a grade range of 6.0-8.9 with a 2 plus-or-minus difference reading level. A reading score of 8.1 or higher is recommended for placement into the High School Subjects classes. The math assessment is an in-house instrument testing basic math and pre-algebra skills. The writing assessment is also an in-house assigned essay exam. Students who score lower than 8.1 in reading or need instruction or review in basic writing and/or math skills are advised to enroll in the Adult Basic Education and/or reading classes.

The process for assessment includes the following:

1. Students attend an orientation and take the high school assessment tests.
2. Students meet with a counselor to review multiple measures for placement in the HSS program which include assessment scores and unofficial transcripts. Until the assessment instruments have been approved by the Chancellor's office as state approved assessments, the scores are used for advisement rather than placement. Counselors recommend specific classes in which students should enroll.
3. After attending twenty hours, students meet with the counselor more fully develop an individual educational plan.

4. Each semester students take the CASAS pre-and post-test. Instructors review the students' competencies, scores and learning gains to determine the areas in which students need remediation.
5. Throughout the semester, the counselors and the instructors work together in assessing a student's progress. Counselors meet with students periodically to update and modify their education plans. Each course has a variety of assessments including chapter tests, unit tests, mid-terms and final exams which continually monitor a student's progress. As needed during the semester, instructors refer students who have difficulties or challenges to counseling so that counseling may facilitate their progress.

Credit by examination may be earned for courses that are listed in the catalog and are specifically designated by the curriculum committee as courses that are eligible for credit by examination.

## **INSTRUCTIONAL SUPPORT SERVICES FOR STUDENTS**

The High School Subjects Program is individualized and self-paced instruction which meets the instructional needs of all students. In each classroom, there is a ratio of 20 students per instructor and instructional assistant. Whole class or small group instruction is also offered in the major content areas, particularly math and language arts, as well as other subjects as the need arises. The HSS program offers additional instructional tutoring support through community volunteers who are paired with students according to the volunteer's academic strengths.

Additionally, a DSPS counselor from the college campus meets once a week with students who have been identified as learning disabled and provides support to instructors serving DSPS students in the classroom. The DSPS counselor specifies accommodations, which may include assistive/adaptive technology, to meet DSPS student needs in the classroom - for study and testing.

The Interactive Learning Resource Center (ILRC) offers additional opportunities for students to study when HSS classes are not in session. The HSS software programs are available for students to use during these times, and an instructor and an instructional assistant are always present.

## **FACILITIES**

The HSS classes are held in two facilities. The primary facility for the administration, programs and services of the Continuing Education division is the Orange Education Center (OEC). The division moved into this state-of-the-art facility in 2005. The HSS classes are held in three separate technology-enhanced classrooms. The main HSS classroom provides instructional space for more than 50 students, includes 15 student computer stations, a small-group instruction meeting room for 16 students, and a faculty office/storage area. Students sign in and out of class at the instructional assistant station and work independently except when they meet individually with the instructors

at one of two teachers' desks in the room. Classes are offered Monday through Friday in the mornings and Monday through Thursday in the evenings.

An adjoining classroom houses reading and Adult Basic Education classes for 40 students and includes 15 student computer stations, a small-group instruction meeting room for 10 students, and a faculty office/storage area. The instructor station at the front of the room provides a platform for lessons to be presented on a projection screen via an internet-connected computer, document reader, and VHS/DVD player. Students sign in and out of class at the instructional assistant station. Classes are offered Monday through Friday in the mornings and Monday through Thursday in the evenings.

A third HSS classroom at the OEC has been designated for minor students released from the Orange Unified School District. It has seating for more than 30 students, and includes 15 computer stations. The instructor station at the front of the room provides a platform for lessons to be presented on a projection screen via an internet-connected computer, document reader, and VHS/DVD player. Students sign in and out of class at the instructional assistant station. Classes are offered Monday through Thursday in the mornings for the required twenty hours.

The 32-seat assessment center serves the HSS for student placement and proficiency exams. Four separate sound-proof testing booths are also available for individual use. Adjacent to the assessment room, a fully-staffed counseling office at the OEC provides office space for 4 counselors to meet with students at one time, a 2-station counseling assistant station, and a staffed records office.

An additional HSS classroom is located on the main college campus in the SCC Academic Success Center, a 50 seat self-paced individualized-study and tutoring center shared by both credit and noncredit programs. HSS classes are offered Monday-Thursday in the mornings and evenings. A noncredit counselor is also assigned to work with students in the HSS program at this location.

In addition to the Orange Education Center and the SCC Academic Success Center, the High School Subjects Program offers Bridge and Petition classes at four Orange Unified School District high school sites.

## **CATALOG DESCRIPTION**

### **General Information:**

Learning should be a lifelong process if an individual is to have a full and rewarding life. Often, not having a high school diploma becomes a stumbling block for adults who would like to continue their education. Completing the high school diploma allows the individual to achieve greater goals. Educators in Continuing Education know how difficult it is to return to education when the demands of employment, family and daily living take so much energy and time. With the busy adult in mind, the high school diploma program is designed to be flexible enough to fit the schedule of each individual.

Rancho Santiago Community College District offers a comprehensive high school diploma program for adults who wish to continue their formal education.

Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each year at Santa Ana College and Santiago Canyon College for several hundred adults of all ages. Students may complete the diploma program at any time during the year and receive verification of completion of requirements at that time. Courses designed to meet high school graduation requirements are offered in both the traditional classroom setting or in open entry/open exit individualized learning programs. Elective credits can be earned in continuing education classes offered in a wide variety of locations throughout the community as listed in the schedule of classes published each semester.

**Counseling and Guidance:** Counselors meet with students individually to review assessment scores and transcripts and develop an educational plan of study. Counselors advise students of lifelong learning opportunities and assist students with postsecondary vocational and educational planning and goal setting. In addition, counselors assist students in accessing available community resources.

**Registration:** The High School Diploma Program is available at the Orange Education Center and SCC Continuing Education Center. Students may obtain a schedule of classes, take the placement assessments, and enroll at any time during the fall, spring, and summer terms.

**PART II - PROGRAM CURRICULUM**

List the sequence of Core and Elective noncredit courses proposed for this Adult High School Diploma Program. Include for each noncredit course, the course title, the Course Control Number, and the total credits for each course. To affirm that each noncredit course meets the California State Board of Education's Course Content Standards, check "Yes." if you are adding a new noncredit course previously approved by your local governing board and curriculum committee that was not approved by the Chancellor's Office, you need to submit for the new noncredit course a Form CCC-456 and related course outline. Total the Core and Elective high school credits for each coursework area. In order to determine if your noncredit course of study meets or exceeds the standards for high school curriculum established by the California State Board of Education, go to: (<http://www.cde.ca.gov/be/st/ss/>).

A minimum of 160 credits of high school level coursework must be completed in a core curriculum consisting of noncredit courses in categories A through E below. **Note:** A noncredit course in any college awarding 10 high school credits must be designed to require a minimum of 144 hours of lecture, study or laboratory work (Title 5, section 55154(h)). Each course shall be of a duration sufficient to permit a student to master the content of the course as specified in the California State Board of Education's Course Content Standards (Title 5, section 55154(e)(2)).

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**A. NATURAL SCIENCES (Minimum Core required credits - 20)**

<b>Course Title</b>	<b>Course Control #</b>	<b>Required Core High School Credits</b>
1. Earth Science 1	CCC000432335	5
2. Life Science 1	CCC000433421	5
3. Basic Science 1	CCC000433453	5
4. Basic Science 2	CCC000434543	5

**NATURAL SCIENCES (Elective Credits)**

<b>Course Title</b>	<b>Course Control #</b>	<b>Elective High School Credits</b>
1. Physical Science	CCC000431125	5
2. Health Science	CCC000428927	5

**Total Core High School 20 Credits:** \_\_\_\_\_

**Total Elective High School Credits:** 10 \_\_\_\_\_

**TOTAL NATURAL SCIENCES HIGH SCHOOL CORE AND ELECTIVE CREDITS:** 30 \_\_\_\_\_

PART II - PROGRAM CURRICULUM (Cont.)

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**B. SOCIAL AND BEHAVIORAL SCIENCES** (Minimum Core required credits - 30)

Course Title	Course Control #	Required Core High School Credits
1. Intro to Economics	CCC000432797	5
2. U.S. History 1	CCC000427306	5
3. U.S. History 2	CCC000428560	5
4. Government 1: Federal Government	CCC000428464	5
5. Government 2: Calif State & Local Government	CCC000429652	5

**SOCIAL AND BEHAVIORAL SCIENCES** (Elective credits)

Course Title	Course Control #	Elective High School Credits
1. World Geography 1A	CCC000430726	5
2. World Geography 1B	CCC000442663	5
3.		

Total Core High School Credits: _____	Total Elective High School Credits: 10 _____	<b>TOTAL SOCIAL AND BEHAVIORAL SCIENCES CORE AND ELECTIVE HIGH SCHOOL CREDITS:</b> 40 _____
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**PART II - PROGRAM CURRICULUM (Cont.)**

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**B. SOCIAL AND BEHAVIORAL SCIENCES (Minimum Core required credits - 30)**

Course Title	Course Control #	Required Core High School Credits
1. World History	CCC000426230	5
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**SOCIAL AND BEHAVIORAL SCIENCES (Elective credits)**

Course Title	Course Control #	Elective High School Credits
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Total Core High School Credits:** \_\_\_\_\_

**Total Elective High School Credits:** 10 \_\_\_\_\_

**TOTAL SOCIAL AND BEHAVIORAL SCIENCES CORE AND ELECTIVE HIGH SCHOOL CREDITS:** 40 \_\_\_\_\_

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**C. HUMANITIES (Minimum Core required credits - 10)**

Course Title	Course Control #	Required Core High School Credits
1. Understanding America through Art	CCC000426595	5
2. The Film as Art	CCC000433412	5
3.		

**HUMANITIES (Elective credits)**

Course Title	Course Control #	Elective High School Credits
1. Mass Media	CCC000504296	5

Total Core High School Credits: 10

Total Elective High School Credits: 5

TOTAL HUMANITIES CORE AND ELECTIVE HIGH SCHOOL CREDITS:

15

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**D. ENGLISH (Minimum Core required credits - 30)**

Course Title	Course Control #	Required Core High School Credits
1. Composition 1	CCC000426890	5
2. Composition 2	CCC000426636	5
3. Composition 3	CCC000434091	5
4. English Fundamentals 2	CCC000430774	5
5. English Fundamentals 3	CCC000429402	5

PART II - PROGRAM CURRICULUM (Cont.)

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

C. **HUMANITIES** (Minimum Core required credits - 10)

Course Title	Course Control #	Required Core High School Credits
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**HUMANITIES** (Elective credits)

Course Title	Course Control #	Elective High School Credits
1. _____	_____	_____

Total Core High School Credits: \_\_\_\_\_

Total Elective High School Credits: \_\_\_\_\_

TOTAL HUMANITIES CORE AND ELECTIVE HIGH SCHOOL CREDITS: \_\_\_\_\_

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

D. **ENGLISH** (Minimum Core required credits - 30)

Course Title	Course Control #	Required Core High School Credits
1. Building Vocabulary 3	CCC000442634	5
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**ENGLISH** (Elective credits)

Course Title	Course Control #	Elective High School Credits
1. Literature brought to Life	CCC000504297	5
2. Building Reading Skills 1	CCC000429176	5
3. Building Reading Skills 2	CCC000429094	5

Total Core High School Credits: 30      Total Elective High School Credits: 15      TOTAL ENGLISH CORE AND ELECTIVE HIGH SCHOOL CREDITS: 45

Each of the following courses is of a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.  Yes

**E. MATHEMATICS** (Minimum Core required credits - 20)

Course Title	Course Control #	Required Core High School Credits
1. Math Fundamentals 2	CCC000433028	5
2. Essential Math 1	CCC000429769	5
3. Algebra 1A	CCC000434102	5
4. Algebra 1B	CCC000426221	5

**MATHEMATICS** (Elective credits)

Course Title	Course Control #	Elective High School Credits
1. Pre-Algebra A	CCC000504305	5
2. Pre-Algebra B	CCC000504306	5

Total Core High School Credits: 20      Total Elective High School Credits: 10      TOTAL MATHEMATICS CORE AND ELECTIVE HIGH SCHOOL CREDITS: 40      4.1 (18)

**OTHER REQUIRED CORE OR OTHER ELECTIVE HIGH SCHOOL CREDITS**

If your college will offer other required Core noncredit courses or other Elective noncredit courses, complete the following sections:

**F. OTHER REQUIRED CORE HIGH SCHOOL CREDITS**

Course Title	Course Control #	Required Core High School Credits
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**OTHER ELECTIVE HIGH SCHOOL CREDITS**

Course Title	Course Control #	Elective High School Credits
1. Introduction to Child Development _____	CCC000504308	5
2. Basics of Leadership 1 _____	CCC000504309	5
3. Basics of Leadership 2 _____	CCC000504310	5
4. Study Skills for Academic Success _____	CCC000504316	5
5. Workforce Preparation _____	CCC000428746	5

**Total Other Core High School Credits:** \_\_\_\_\_

**Total Other Elective High School Credits:** 25

**TOTAL OTHER CORE AND ELECTIVE HIGH SCHOOL CREDITS:** 25

The following high school credits total the requirement for an adult high school diploma program:

<b>TOTAL ALL REQUIRED CORE HIGH SCHOOL CREDITS:</b>	<b>120</b>	<b>TOTAL ALL ELECTIVE HIGH SCHOOL CREDITS:</b>	<b>40</b>	<b>TOTAL ALL CORE AND ELECTIVE HIGH SCHOOL CREDITS:</b>	<b>160</b>
	_____		_____		_____

**CURRICULUM ALTERNATIVES** - Describe provisions or the requirements that the student must meet to obtain high school credit by way of examination or by successful completion of college degree-applicable or nondegree-applicable credit coursework. In addition, explain in detail alternative methods for the student to complete the required course of study.

(See attached.)

## **CURRICULUM ALTERNATIVES**

### **Policies Governing Sources of Credit:**

**Previous Secondary Schools:** All credits earned in the 9th, 10th, 11th, and 12th grades recorded on an official transcript will be accepted except physical education credits and credits which are a duplication of course work for which credit was previously granted.

### **Trade or Business Schools:**

1. Courses taken in trade or business schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education.
2. It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

**Armed Forces Schools and/or Programs:** Credit may be granted for completion of training programs (armed services) and other valid educational experiences provided they have been certified by the United States Armed Forces Institute or by a statement on the service record, and provided they parallel:

- 1) courses usually taught in secondary schools
- 2) vocational training courses with counterparts in civilian life.

The recommendations for credit for such programs and experiences are contained in three volumes published by the American Council on Education: The 1978 edition of the Guide To The Evaluation of Educational Experiences In The Armed Services, Vol. I-Air Force; Vol. II.-Army; Vol. III-Coast Guard, Marine, and Navy.

This section is to be interpreted as including:

1. Officer and enlisted service school courses;
2. Off-duty classes offered by the armed forces and cooperating local institutions;
3. Correspondence courses offered by the United States Armed Forces Institute, the Marine Corps Institute, the Coast Guard Institute, and cooperating colleges and universities;
4. United States Armed Forces Institute courses and subject examinations.  
(Authorization for this procedure is contained in Title V, Section 99, part C, of the California Administrative Code.)

**College Credit Courses:** College units to be used for high school credits may be evaluated in a ratio of 3 college units to 10 high school semester periods of credit. The college should be notified in writing when college credits are utilized to meet high school requirements.

College credit equivalency recommended by the American Council on Education guides will be evaluated for high school credit on the same basis as other college credit courses.

**Correspondence Courses:** Courses taken by correspondence will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education.

It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

**Adult School Credit Courses:** Courses taken at adult schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the California State Department of Education. No credit will be allowed for physical education courses nor for courses from other adult schools if such courses are designated in the Rancho Santiago Community College District as "no high school credit."

It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

**Work Experience Credit:** Students may obtain credit for certain types of full-time work experience, or for work experience that can be related to high school subject matter. In order to obtain credit for work experience, students must provide written verification from those employers with whom they have worked for at least one year.

The Continuing Education administrators or counselors will evaluate the amount of work experience credit and the area of application. Evaluation will not be made for more credits than is necessary to meet graduation requirements, and which the letters of verification justify. Combined work experience credit and consumer skills task credit may not exceed 40 credits.

Verification of work experience should be obtained by the student, requesting from each employer, on official letterhead stationery, the following information:

1. Dates of employment.
2. Job description.
3. Nature of duties performed, indicating progress to more complex operations justifying a division into beginning and advanced skills.
4. Statements regarding successful performance.
5. Reason for termination of employment, if applicable.
6. The letter of self-employed students must be accompanied by a copy of the student's business licence or W-2 form.
7. Upon receipt of verification of all work experience which the student wishes to be considered for credit, evaluation will be made on the following basis:
  - a. Up to 10 credits will be given for the first year of successful work experience.
  - b. Up to 10 additional credits to a maximum of 40 will be granted for each additional full year of employment if the student has made successful progress each year on the job.

- c. After the initial 10 credits for the first year, student may earn 5 credits for a period of six months employment, provided there is evidence of successful progress.

**Testing:** The district may award a maximum of 80 high school credits on the basis of district approved testing.

1. **Mathematics Achievement Test (ITED):** Credit may be earned in mathematics by obtaining a satisfactory score on the math section of the Iowa Tests of Education Development Form X5. No other subtests are accepted for credit purposes. Ten semester credits will be awarded for a raw score of 14, provided these credits are not a -of previously earned math credits. (These 5 credits may be used to satisfy Math Fundamentals II requirements.) Fifteen semester credits will be awarded for a raw score of 20, provided these credits are not a duplication of previously earned math credits. (These 10 credits may be used to satisfy Math Fundamentals I and II requirements, and 5 elective credits.)
2. **Subject Matter Credit by Examination:** Credit by examination may be earned only for courses that are currently listed in the Rancho Santiago Community College District catalog and/or specifically designated by the division curriculum committee as courses that are eligible for credit by examination. Information for receiving this credit may be obtained from a counselor in Continuing Education.

**Regional Occupational Program Courses:** Credit will be determined upon receipt of an official secondary or community college transcript which indicates credit and grades as appropriate. Guidelines for issuance of ROP credit when not on a unified school district transcript:

1. RSCCD will accept an official Grade Reporting Sheet from Central County Regional Occupational Program in lieu of a unified school district transcript provided it has a grade and a number of total hours.
2. The amount of credit issued is to be based on 16 clock hours per credit unit.
3. The maximum of 20 units toward electives will be accepted in this manner.
4. Students coming from outside the CCROP will have to validate their credits only through an official school district transcript.

#### **High School Diploma Elective Credits**

1. **Learning Skills Credit:** A maximum of 50 credits in Learning Skills will be allowed toward H.S.S. graduation credit in the elective area, including work experience.
2. **ESL Credit:** Five elective High School Subjects credits can be awarded per class for Intermediate 1, 2, and 3 with at least 72 hours of attendance and passing scores on the ESL Post Tests. The passing scores are 75% for Intermediate 1 and 2 and 70% for Intermediate 3.
3. **Adult Basic Skills Education:** A maximum of 20 HSS elective credits may be granted when students pass all or parts of the required ABE exit tests.

**VICE PRESIDENT**  
Jose Vargas

**Dean**  
Instruction and Student Services  
LORI FASBINDER

**Administrative Secretary**  
LESLIE NAKAGAWA

**INSTRUCTIONAL PROGRAMS**

**RESOURCE CENTER**

**OUTREACH**

**BOOKSTORE OPERATIONS**

**COUNSELING**

**Coordinator**  
ABE / HSS  
MARY WALKER

**Professor**  
TERRY TOMLINSON  
**Asst Professor**  
JOLENE SHIELDS

**Part-time**  
ABE / HSS Faculty

**Coordinator**  
ESL  
FLO ZYSMAN

**Asst Professor**  
EDEN QUIMZON

**Part-time**  
ESL / Citizenship  
Faculty

**Administrative Clerk**  
CRISTINA VIVES

**Instructional Assistants**

**ABE**  
NARJANEH ABAB 475 FTE  
TODD ODENATH 475 FTE  
VACANT (Danny Aoun) 475 FTE

**HSS**  
JENNY GE 475 FTE  
MARGIE ABAB 475 FTE  
PISEY I 475 FTE  
VACANT (Rollins-Logay) 475 FTE  
NINFA PARAJITO 475 FTE  
ALICIA HERRERA 475 FTE  
CLAUDIA CAMPOS 475 FTE  
MARC COLIN 475 FTE

**Instructional Assistants**

**ESL**  
MARIA FLORES 475 FTE  
TREMONISHA MARTIN 475 FTE  
VACANT (Azar Mirsapas) 475 FTE ♦  
KELLY NAKAGAWA 475 FTE  
DAVID VILLALOBOS 475 FTE  
LUPE VILLALOBOS 475 FTE  
GLORIA TRUJILLO 475 FTE  
YUMIKO CARNEY 475 FTE  
MARIA LANCE 475 FTE

**Student Services**  
Coordinator  
ROSEMARY TOUYANOU

**High School & Community**  
Outreach Specialist  
ISABEL GARCIA (BI)  
LEYVI BERGANZA (BI)

**Student Activities Specialist**  
475 FTE  
(Evening / BI)  
PILAR LUCERO

**Senior Account Clerk**  
EDNA TSE

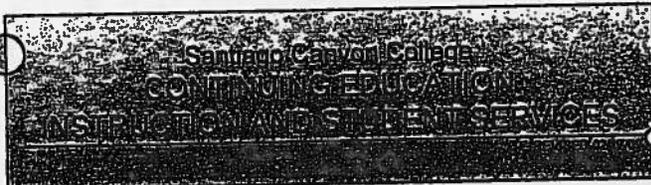
**Senior Clerk**  
KARI BOEGLIN  
475 FTE

**Counselors**  
ROSA SALAZAR DE LA TORRE

**RUDY FRIAS**  
**LEONOR AGUILERA**

**Part-time**  
Counselors

♦ Position no longer in budget



**PART III - REQUIRED SIGNATURES**

All noncredit courses required for this Adult High School Diploma Program have been reviewed and approved by the curriculum committee and the district governing board and satisfy all applicable requirements of Title 5, California Code of Regulations. The proposed noncredit program satisfies all of the applicable statutory and regulatory requirements for approval of a noncredit Adult High School Diploma Program, including but not limited to Education Code sections 84750.5, 84747 and 84760.5 and article 2.2 (commencing with section 55150) of subchapter 1 of chapter 6 of division 6 of Title 5 of the California Code of Regulations.

We further certify that at least twenty (20) of the 160 required high school credits will be completed in residence at the college granting the diploma. (total high school credits)

5/14/2009 [Signature] Craig Rutan  
DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME

DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER Jose Vargas  
TYPED OR PRINTED NAME

5-14-09 [Signature] Juan Valquez  
DATE SIGNATURE, COLLEGE PRESIDENT TYPED OR PRINTED NAME

**DISTRICT APPROVAL (check one)**

\_\_\_\_\_ (date), the governing board of Rancho Santiago CC District approved the new  
Adult High School Diploma Program attached to this request for Santiago Canyon College  
COLLEGE

DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT Edward Hernandez, Jr.  
TYPED OR PRINTED NAME

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – School of Continuing Education  
Centennial Education Center**

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of Application for New Adult High School Diploma Program at Santa Ana College School of Continuing Education	
Action:	Request for approval	

**BACKGROUND**

The Rancho Santiago Community College District has been offering the Adult High School Diploma Program since 1973. In 2008, the California Code of Regulations, Title 5, Section 55154 was adopted and established minimum coursework and standards required for community colleges to award high school diplomas (prior to this section, there were no established guidelines to offer the program). Section 55154(e)(1) states: "The governing board of a community college district shall confer a high school diploma upon a student who has satisfactorily completed at least 160 credits of high school level coursework and who has demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for award of a high school diploma." The attached application lists the courses and number of credits required in each of the following major categories: Natural Sciences, Social and Behavioral Sciences; Humanities; English; Mathematics; Elective credits, and Residency requirements. Furthermore, Section 55154(a) requires that: "before offering any noncredit course as part of a high school diploma program on or after June 30, 2009, the governing board of a community college district shall obtain approval of its high school diploma program as provided in section 55150."

**ANALYSIS**

The Santa Ana College Curriculum & Instruction Council has reviewed the attached Form CCC-459: Application for Approval of a New Adult High School Diploma Program and has determined that it meets or exceeds the minimum requirements outlined in Title 5, Section 55154.

**RECOMMENDATION**

It is recommended that the Board of Trustees review and approve the Adult High School Diploma Program as listed on the attached Form CCC-459: Application for Approval of a New Adult High School Diploma Program for submission to the State Chancellor's Office of California Community Colleges.

Fiscal Impact	None	Board Date: May 26, 2009
Prepared by:	Ed Ripley, Vice President, Santa Ana College School of Continuing Education	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



California Community Colleges System Office  
 1102 Q Street, Suite 300  
 Sacramento, CA 95811-6549



**FORM CCC-459: APPLICATION FOR APPROVAL OF A NEW ADULT HIGH SCHOOL DIPLOMA PROGRAM**

<u>May 26, 2009</u> DATE	
<u>Santa Ana College, School of Continuing Education, High School Diploma Program</u> PROPOSED ADULT HIGH SCHOOL DIPLOMA PROGRAM TITLE	<u>Dr. Sergio Sotelo</u> CONTACT PERSON
<u>Santa Ana College</u> COLLEGE	<u>(714) 241-5711</u> PHONE NUMBER
<u>Rancho Santiago Community College District</u> DISTRICT	<u>Sotelo Sergio@sac.edu</u> E-MAIL ADDRESS

**PART 1 – PROGRAM DEVELOPMENT AND CRITERIA**

**DEMONSTRATION OF NEED** – Provide quantitative and qualitative data demonstrating the need for this Adult High School Diploma Program. For example, discuss the number of students that have not completed high school in their service area (dropout rate); address the total number of students that have not passed the CAHSEE in their service area; demonstrate the requirement of a high school diploma for employment in the industries in their service areas. Discuss how the college has verified that this Adult High School Diploma program will not have an adverse impact on similar programs and options at neighboring colleges. (Attach additional documentation as necessary.)

Santa Ana College has provided access to a high school diploma program for over 36 years. This access has been critical in addressing the educational needs of Santa Ana community members. The city of Santa Ana has a population of 342,510. Santa Ana has the lowest educational achievement among the nation's largest cities; 60% of the residents age 25 or older do not have a high school diploma. (Quick Facts US Census Bureau). Census bureau data places Santa Ana as the 3<sup>rd</sup> highest city in Hispanic population in the nation with its attendant needs for English instruction, literacy education, and workforce preparation. Of particular note is that 65% of these residents are foreign born.

Santa Ana Unified School District (SAUSD) has 54,821 K-12 students according to the official City of Santa Ana website. SAUSD has 12 senior high schools and the third highest four year high school dropout rate in Orange County (RSCCD research department). According to recent data, the Class of 2008, from a total of 2,915 seniors, 1,071 students (37%) did not complete high school. This has been a consistent pattern since the inception of the CAHSEE as a requirement for high school graduation. The 37% for Class of 2008 represents a disturbing upward trend. Previously, Class of 2007 had 740 (29%) non-graduates from a total of 2,590 seniors. Class of 2006 (the first year CAHSEE was required) SAUSD had 877 (30%) non-graduates from the total senior class of 2,942 (Source: SAUSD Research Office).

The Santa Ana College high school diploma program is serving the students who did not complete their diploma requirements, e.g. both adults and concurrently enrolled high school students. High school counselors identify students at risk of not graduating with their class. These students attend their home school during the day and concurrently enroll in SAC's high school diploma program in the late afternoon/evenings and Saturdays.

Before the recent downturn in the national economy, job openings forecasted to generate about 322,000 total jobs were primarily in the retail businesses and service industry, for example, salespersons waiters and waitresses. However, these types of occupations pay modest hourly wages, for example \$8.00-\$10.00 (Source: 2006-2016 Fastest Growing Occupations: Employment Development Department [EDD] data, State of California, 2009). Given the high cost of living in Orange County, it is imperative for adults to improve their basic skills in language literacy and numeracy to improve their occupational outlook.

Among the fastest growing occupations in the Santa Ana-Anaheim-Irvine metropolitan area are the following: network systems and data communication analysts, computer software engineers, and veterinary technologists and dental hygienists. Over half of these occupations require a Bachelor's degree or higher (Source: EDD). Therefore, it is clear that a high school diploma is the first major hurdle adults considering a college degree must overcome to be successful.

Santa Ana College is the sole provider of an adult high school diploma program in the service area. There is a binding document that verifies the strong partnership with Santa Ana Unified School District which codifies this agreement. As a result, Santa Ana College's high school diploma program does not adversely affect neighboring colleges.

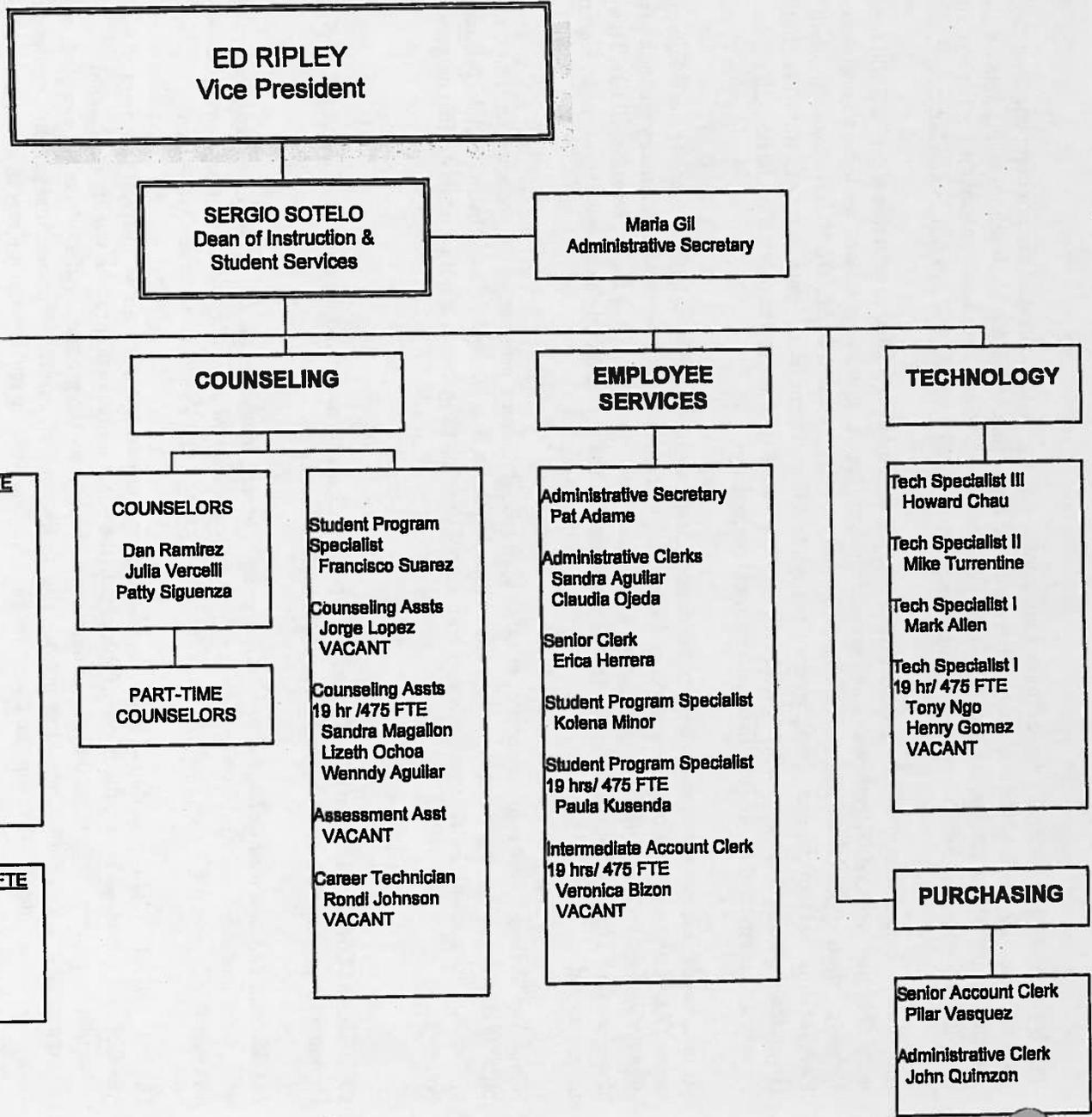
**PROGRAM ORGANIZATION** – Describe the program's organization and the content of the Adult High School Diploma Program. (Attach additional documentation as necessary)

*The Mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, work force and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers, and life long intellectual pursuit in a dynamic learning environment.*

The high school diploma program at Santa Ana College is consistent with the above mission statement of Santa Ana College, which addresses the needs of students in the community. In addition to quality instruction, matriculation services are initiated from the moment students enter the program. All students are assessed, oriented and counseled at enrollment. Counselors provide course advisement, career, vocational and personal counseling. In addition, students attend workshops on career research, resume writing and on-line job search to enhance their workforce preparedness.

The organizational structure of the High School Diploma Program consists of the following administration, faculty, and staff: the Vice President of Santa Ana College School of Continuing Education supervises the non-credit program including a Dean of Instruction and Student Services, three full-time faculty members, approximately fifty adjunct instructors, and nine instructional assistants. One of the full-time faculty members serves as coordinator and is released full time from the classroom. One full-time faculty member teaches during the morning sessions and the other full time faculty member teaches in the evening. About twenty five part-time instructors teach in the Bridge Program, which is a partnership between SAC and Santa Ana Unified School District (SAUSD). Bridge classes are held at local high schools before and after the regularly scheduled school day. There are eight part time instructors teaching in the evening Credit Recovery and CAHSEE preparation classes offered in partnership with SAUSD at the Santa Ana College main campus.

**SANTA ANA COLLEGE  
SCHOOL OF CONTINUING EDUCATION  
INSTRUCTION AND STUDENT SERVICES**



4.2 (4)

There is strong articulation between the High School Diploma Program, ESL, Adult Basic Education (ABE), and Business Skills departments, in which students may earn elective credit for specific pre-approved classes. Students in the three highest levels of ESL may take ABE and high school classes concurrently after taking appropriate assessments.

The high school diploma program requires 160 credits and the successful passing of three proficiencies: Reading, Composition and Mathematics for graduation. A petition for graduation must be completed and submitted after the date students complete the diploma requirements.

Effective July 1, 2009, there will be a change in the minimum number of residency credits from 15 to 20 that must be completed at the Rancho Santiago Community College District.

**ONGOING FACULTY/STAFF EFFORTS** – Describe in detail how the college will fund on-going faculty and staff efforts in implementing the Adult High School Diploma Program. (Attach additional documentation as necessary.)

Santa Ana College has funded the instruction in the High School Diploma Program for the past 36 years. The funding has been provided through the apportionment/FTES from the state of California. There are currently two full-time faculty in the classroom with the Adult High School Diploma Program. A Faculty Coordinator is also assigned to this program. These three faculty positions and the adjunct instructors are funded from the general Santa Ana College budget.

Additionally, we have two full-time permanent instructional assistants and 9 part-time instructional assistants paid through college funding. We also have a Workforce Investment Act (WIA) funding to hire staff to implement the objectives of this grant. During the past two years, we were awarded a CAHSEE grant to partner with Santa Ana Unified School District (SAUSD) to provide CAHSEE preparation and high school credit recovery to assist high school students to meet graduation requirements for their home high school.

**PROFESSIONAL DEVELOPMENT FOR FACULTY AND STAFF** – Describe the professional development activities to be provided for faculty teaching in the Adult High School Diploma Program. (Attach additional documentation as necessary.)

Santa Ana College has a long established professional faculty development program that provides over 100 activities and workshops yearly. High school instructors participate in professional development activities, which include traditional workshops on current topics in education such as student learning outcomes, assessment, persistence, and basic skills. In addition to workshops, SAC offers on-going technology training in computer assisted instruction, video conferencing, PowerPoint, digital camera, photo story, blogs and website design. High school faculty also attend national, state, and local professional development conferences including COABE, CATESOL, TESOL, CASAS, CAHSEE, ACCE, and BSI to remain current on trends and requirements for the program.

**STUDENT SERVICES** – Describe the student services that will be available that will assist the students in completing the Adult High School Diploma Program. (Attach additional documentation as necessary.)

Ongoing counseling and advisement services accommodate the diverse student needs and educational and career goals. Each student in the adult High School Diploma Program is provided with individualized counseling designed to help students improve the quality of their lives and obtain a high school diploma. These services are offered Monday through Saturday during morning, afternoon and evening by counseling faculty who will assist students on an individual and group basis.

Students also attend counselor led orientations that acquaint them with services, facilities and programs provided by Santa Ana College. The counseling orientations clarify educational and career objectives.

Services include student follow up and monitoring in the following areas:

- Transcript and record evaluation
- Ongoing counselor worksheets which show student credits earned and needed to complete program
- Course completion credit updates
- Student Success Plan
- Student referrals for tutoring, learning skills and other support mechanisms
- Petition for graduation
- Student Success Workshops (Goal setting, Math Anxiety, Learning Styles)
- Scholarship and Financial Aid information
- Overview of College credit programs/services
- Orientation to College course

These services are available on a walk-in or appointment basis.

Santa Ana College Disabled Student Programs and Services (DSPS) provide the services and accommodations for all qualified students with disabilities. DSPS provides instructional support services and reasonable accommodations to students. Program services are designed to ensure that students have an equal opportunity to participate and succeed in all college programs and activities.

The goals of the Disabled Students Programs and Services are to

- provide skill improvement in academic opportunities for the disabled student
- prepare students for successful participation in the general college curriculum and or vocational preparation
- enhance the opportunity to potentially achieve personal and social goals
- prepare a disabled student to become a more independent learner.

**The Child Development Center**

- provides enriched educational child development programs for children while students take classes
- offers subsidized child care.

CalWorks is designed to help students receiving monthly cash assistance from the Department of Social Services gain access to the following benefits:

- free childcare
- paid work study
- assistance in choosing careers, preparing an educational plan, and meeting the Department of Social Services requirements
- help in getting a job.

**Outreach/Career Center**

Outreach staff is responsible for recruiting students to take advantage of our programs and services. Staff also participates in Job Fairs, College Fairs, and College Nights, Back to School Nights, Parent Programs, and community events.

### **Career Center services include**

- Information about employment opportunities
- Assistance with job search: applications, resume, cover letter, faxing and e-mailing resumes, interviewing practices
- Career exploration on Eureka
- Vocational training information
- Workshops on career search, resume writing, interviewing techniques, and online job search.

Student Transition Program (STP) assists students transitioning from non-credit courses to credit courses with:

- Financial aid information
- College applications
- Scholarship information and application
- Priority registration for a semester at Santa Ana College
- Appointments for College Placement Assessments
- Tours of Santa Ana College campus

### **Citizenship**

Services are available to complete the N400 application for citizenship. Some of the services offered include orientations regarding citizenship eligibility, application procedures and deadlines.

### **Bookstore**

The Bookstore at Centennial Education Center provides a selection of books, supplies and specialty items for the students. Bus passes are also available for sale.

**STUDENT ASSESSMENT** - Provide a description of the student assessment procedures for academic placement in the program. Additionally, describe the method and the tools that the college will use to evaluate the student's progress. (Attach additional documentation as necessary.)

The students entering into the HSS Diploma Program need to take the TABE D, a reading assessment instrument, which provides a grade range of 6.0-8.9 with a 2 plus or minus difference reading level. The TABE is used for advisement, only as a guide, to a reading level. In addition, multiple measures and transcripts are used for advisement. Presently, SAC is in the process of validating the TABE assessment with the Research Department for an estimated completion date of October 2009.

The process for enrollment includes the following:

1. Students make an appointment for the assessment and also complete all required paperwork for enrollment.
2. Students are provided with an orientation to the High School Diploma Program requirements.
3. Students will also receive directions on test taking procedures.
4. Upon completion of the assessment, students are given an appointment with a counselor in order to receive their results and continue with matriculation procedures.

The counselors and the instructors work together in assessing student progress. Counselors meet with students periodically to update and modify students' academic plan. Instructors provide students who have difficulties or challenges with referral to counseling as to facilitate their progress as needed during the semester.

**INSTRUCTIONAL SUPPORT SERVICES FOR STUDENTS** – Identify and describe the instructional support services such as tutoring, supplemental instruction and other support services related to the learning resource center that will be provided. (Attach additional documentation as necessary.)

Tutoring and supplemental instruction are available to students in the High School Diploma Program. Some tutors are placed in the high school classroom setting to assist students one on one on a daily basis. In addition to tutoring, supplemental instruction is available in the Assessment, Counseling and Tutoring classroom on a weekly basis. A monthly calendar is distributed to students to acquaint them with small group supplemental instruction opportunities led by trained supplemental instructor leaders.

The Skills for Success Program has reading, writing and math courses to better prepare students for success in the high school program. Skills for Success lessons that address student learning styles, organizational skills, study skills, test taking skills, math anxiety, reading for success, goal setting and time management are scheduled on a weekly basis.

After a comprehensive assessment, the DSPS program provides students who have learning disabilities with individualized instruction in perceptual skills, reading, mathematics, spelling, and writing.

**FACILITIES** – Describe the facilities on the campus where the Adult High School Diploma Program will be implemented or describe the district's master plan for providing appropriate facilities for this program. (Attach additional documentation as necessary)

The adult high school diploma program at Santa Ana College is located at Centennial Education Center (CEC) in the city of Santa Ana. CEC serves over 25,000 ESL, ABE, and high school students a semester. Seven rooms are dedicated to the High School Subjects Program at CEC. The reading and writing center (F101/102) features our new state of the art technology. Laptop and desktop computers, SmartBoards, document readers and flat screen TVs accommodate an innovative delivery of instruction. The reading self-paced software programs include Plato, Ultimate Speed Reader, California Distance Learning Project and Lexia. An important component of our new classroom design includes the use of round tables which foster small group communication, and interaction. In addition students are provided with extensive counseling and tutoring within the classroom itself. English, social sciences, science and humanities courses are taught in a traditional classroom (B109) that features an individualized, self-paced instruction lab. A staff of instructors, tutors and instructional assistants serves of over 200 students daily. Sign-in and registration, textbook circulation and instructor-directed assignments are all provided within this large classroom. There are 25 desktop computers for instruction. Off this main room, composition classes are held in a more intimate setting (B110), providing small group and individualized instruction for writing assignments. Composition students also have ready access to desktop computers for word processing and research.

Our new technology-enhanced math center (A114) features round tables, counseling and tutoring stations, a Smart Board and twenty laptop computers. The room is well-equipped with math text books and materials, and innovative math manipulatives which offer students a kinesthetic approach to learning math concepts.

**CATALOG DESCRIPTION** – Provide a description of the Adult High School Diploma Program as it will appear in your college catalog. (Attach additional documentation as necessary.)

Learning should be a lifelong process if an individual is to have a full and rewarding life. Often, not having a high school diploma becomes a stumbling block for adults who would like to continue their education. Completing the high school diploma allows the individual to achieve greater goals. Educators in the School of Continuing Education know how difficult it is to return to education when the demands of employment, family, and daily living take so much energy and time. With the busy adult in mind, the high school diploma program is designed to be flexible enough to fit the schedule of each individual. Rancho Santiago Community College District offers a comprehensive high school diploma program for adults who wish to continue their formal education.

Diplomas are issued by the Rancho Santiago Community District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each June at Santa Ana College for several hundred adults of all ages. Students may complete the diploma program at any time during the year and receive verification of completion of requirements at that time. Courses designed to meet high school graduation requirements are offered in both the traditional classroom setting or in open entry/open exit individualized learning programs. Elective credits can be earned in continuing education classes offered in a wide variety of locations throughout the community as listed in the schedule of classes published each semester.

## **COUNSELING AND GUIDANCE**

Counselors meet with students and design the programs of study on an individual basis so that students desiring a high school diploma can achieve their individual educational goals. For students transferring from other high school or adult programs, counselors send for and evaluate previous transcripts to determine which courses meet the general education requirements and/or elective requirements. Counselors advise students of lifelong learning opportunities and assist students with postsecondary vocational and educational planning for degree or certificate programs at Santa Ana College School of Continuing Education. These services are offered by a staff of professional counselors who are well informed as to the community resources available for students needing academic, vocational, personal, or financial assistance.

## **REGISTRATION**

The high school diploma program is available at two major learning facilities: Centennial Education Center and Marketplace Education Center. Students may obtain a schedule of classes and enroll any time during the fall, spring, and summer semesters.

**CURRICULUM ALTERNATIVES** – Describe provisions of the requirements that the student must meet to obtain high school credit by way of examination or by successful completion of college degree-applicable or non degree-applicable credit coursework. In addition, explain in detail alternative methods for the student to complete the required course of study.

The Santa Ana College School of Continuing Education provides a broad-based curriculum for adult students seeking a high school diploma. Students must complete a minimum of 160 core course and elective credits under Title 5 requirements to graduate with a diploma from Rancho Santiago Community College District.

Adult students must complete 40 credits of English, including one reading and a composition course; 20 credits in mathematics; 30 credits in social and behavioral sciences that include U.S. history, government, geography, and economics; 20 credits in science, including biology and physical science; 10 credits in humanities; 40 other elective credits. Once the 160 credits are satisfied, a student must pass three proficiencies in reading, mathematics, and English composition.

The following curriculum alternative options for students are printed and updated yearly in the *Santa Ana College Catalog*, which holds the policies, guidelines, and procedures that govern our programs and services.

### **Policies Governing Sources of Credit**

#### **A. Previous Secondary Schools**

All credits earned in the 9th, 10th, 11th, and 12th grades recorded on an official transcript will be accepted except physical education credits and credits which are a duplication of course work for which credit was previously granted.

## **B. Trade or Business Schools**

Courses taken in trade or business schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education. It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

## **C. Armed Forces Schools and/or Programs**

Credit may be granted for completion of training programs (armed services) and other valid educational experiences provided they have been certified by the United States Armed Forces Institute or by a statement on the service record, and provided they parallel 1) courses usually taught in secondary schools, and 2) vocational training courses with counterparts in civilian life.

The recommendations for credit for such programs and experiences are contained in three volumes published by the American Council on Education: The 1978 edition of the **Guide To The Evaluation of Educational Experiences In The Armed Services**, Vol. I-Air Force; Vol. II-Army; Vol. III-Coast Guard, Marine, and Navy.

This section is to be interpreted as including:

1. Officer and enlisted service school courses;
2. Off-duty classes offered by the armed forces and cooperating local institutions
3. Correspondence courses offered by the United States Armed Forces Institute, the Marine Corps Institute, the Coast Guard Institute, and cooperating colleges and universities;
4. United States Armed Forces Institute courses and subject examinations. (Authorization for this procedure is contained in Title V, Section 99, part C, of the California Administrative Code.)

## **D. College Credit Courses**

College units to be used for high school credits may be evaluated in a ratio of 3 college units to 10 high school semester periods of credit. The college should be notified in writing when college credits are utilized to meet high school requirements. College credit equivalency recommended by the American Council on Education guides will be evaluated for high school credit on the same basis as other college credit courses.

## **E. Correspondence Courses**

Courses taken by correspondence will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education. It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

## **F. Adult School Credit Courses**

Courses taken at adult schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the California State Department of Education. No credit will be allowed for physical education courses nor for courses from other adult schools if such courses are designated in the Rancho Santiago Community College District as "no high school credit." It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

## **G. Work Experience Credit**

Students may obtain credit for certain types of full-time work experience, or for work experience that can be related to high school subject matter. In order to obtain credit for work experience, students must provide written verification from those employers with whom they have worked for at least one year. The Continuing Education administrators or counselors will evaluate the amount of work experience credit and the area of application. Evaluation will not be made for more credits than is necessary to meet graduation requirements, and which the letters of verification justify. Combined work experience credit and consumer skills task credit may not exceed 40 credits. Verification of work experience should be obtained by the student, requesting from each employer, on official letterhead stationery, the following information:

1. Dates of employment.
2. Job description.
3. Nature of duties performed, indicating progress to more complex operations justifying a division into beginning and advanced skills.
4. Statements regarding successful performance.
5. Reason for termination of employment, if applicable.
6. The letter of self-employed students must be accompanied by a copy of the student's business license or W-9 form.
7. Upon receipt of verification of all work experience which the student wishes to be considered for credit, evaluation will be made on the following basis:
  - a. Up to 10 credits will be given for the first year of successful work experience.
  - b. Up to 10 additional credits to a maximum of 40 will be granted for each additional full year of employment if the student has made successful progress each year on the job.
  - c. After the initial 10 credits for the first year, student may earn 5 credits for a period of six months employment, provided there is evidence of successful progress.

#### **H. Consumer Skills Tasks Credits**

Students may obtain elective credits for completion of various consumer skills tasks. Students should see their counselor concerning requirements for completion of the consumer skills tasks. Combined consumer skills tasks credit and work experience credit may not exceed 40 credits.

#### **I. Testing**

The district may award a maximum of 80 high school credits on the basis of district approved testing.

1. Mathematics Achievement Test (ITED) Credit may be earned in mathematics by obtaining a satisfactory score on the math section of the Iowa Tests of Education Development Form X5. No other subtests are accepted for credit purposes. Ten semester credits will be awarded for a raw score of 14, provided these credits are not a duplication of previously earned math credits. (These 10 credits may be used to satisfy Math Fundamentals I and II requirements.) Fifteen semester credits will be awarded for a raw score of 20, provided these credits are not a duplication of previously earned math credits. (These 15 credits may be used to satisfy Math Fundamentals I and II requirements, and 5 elective credits.)
2. Subject Matter Credit by Examination Credit by examination may be earned only for courses that are currently listed in the Rancho Santiago Community College District catalog and/or specifically designated by the division curriculum committee as courses that are eligible for credit by examination. Information for receiving this credit may be obtained from a counselor in Continuing Education.

#### **J. Regional Occupational Program Courses**

Credit will be determined upon receipt of an official secondary or community college transcript which indicates credit and grades as appropriate. Guidelines for issuance of ROP credit when not on a unified school district transcript:

1. RSCCD will accept an official Grade Reporting Sheet from Central County Regional Occupational Program in lieu of a unified school district transcript provided it has a grade and a number of total hours.
2. The amount of credit issued is to be based on 16 clock hours per credit unit.
3. The maximum of 20 units toward electives will be accepted in this manner.
4. Students coming from outside the CCROP will have to validate their credits only through an official school district transcript.

#### **K. High School Diploma Elective Credits**

1. Learning Skills Credit - A maximum of 35 credits in Learning Skills will be allowed toward H.S.S. graduation credit in the elective area, including work experience (see page 229).

2. **High School elective credit for Basic Computer Operations and/or Beginning Word Processing is allowed through the Business Skills Department.**
3. **ESL Credit - Five elective High School Subjects credits can be awarded per level for Intermediate 1, 2, and 3 with at least 60 hours of attendance per class, passing scores on the ESL Post Tests and teacher recommendations. The passing scores are 75% for Intermediate 1 and 2 and 70% for Intermediate 3**
4. **Adult Basic Skills Review - HSS elective credits may be granted when student passes all or parts of the required ABE exit tests.**

**PART II – PROGRAM CURRICULUM**

List the sequence of Core and Elective noncredit courses proposed for this Adult High School Diploma Program. Include for each noncredit course, the course title, the Course Control Number, and the total credits for each course. To affirm that each noncredit course meets the California State Board of Education's Course Content Standards, check "Yes." If you are adding a new noncredit course previously approved by your local governing board and curriculum committee that was not approved by the Chancellor's Office, you need to submit for the new noncredit course a Form CCC-456 and related course outline. Total the Core and Elective high school credits for each coursework areas. In order to determine if your noncredit course of study meets or exceeds the standards for high school curriculum established by the California State Board of Education, go to (<http://www.cde.ca.gov/be/st/ss/>).

A minimum of 160 credits of high school level coursework must be completed in a core curriculum consisting of noncredit courses in categories A through E below. Note: A noncredit course in any college awarding 10 high school credits must be designed to require a minimum of 144 hours of lecture, study or laboratory work (Title 5, section 55154(h)). Each course shall be a duration sufficient to permit a student to master the content of the course as specified in the California State Board of Education's Course Content Standards (Title 5, section 55154(e)(2)).

Each of the following courses is a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.

Yes

**A. NATURAL SCIENCES (Minimum Core required credits – 20)**

	<b>Course Title</b>	<b>Course Control #</b>	<b>Required Core High School Credits</b>
1.	<u>Basic Science 1</u>	<u>000433453</u>	<u>5</u>
2.	<u>Basic Science 2</u>	<u>000434543</u>	<u>5</u>
3.	<u>Earth Science 1</u>	<u>000432335</u>	<u>5</u>
4.	<u>Biology 1A</u>	<u>000442654</u>	<u>5</u>

**NATURAL SCIENCES (Elective Credits)**

	<b>Course Title</b>	<b>Course Control #</b>	<b>Elective High School Credits</b>
1.	<u>Earth Science 2</u>	<u>000428956</u>	<u>5</u>
2.	<u>Physical Science 1</u>	<u>000431125</u>	<u>5</u>
3.	<u>Biology 1B</u>	<u>000504765</u>	<u>5</u>
4.	<u>Life Science 1</u>	<u>000433421</u>	<u>5</u>
5.	<u>Life Science 2</u>	<u>000442658</u>	<u>5</u>
6.	<u>Physical Science 2</u>	<u>000442659</u>	<u>5</u>

**Total Core High School Credits:** 20

**Total Elective High School Credits:** 30

**TOTAL NATURAL SCIENCES HIGH SCHOOL CORE AND ELECTIVE CREDITS:** 50

Each of the following courses is a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.

Yes

**B. SOCIAL AND BEHAVIORAL SCIENCES (Minimum Core required credits – 30)**

	Course Title	Course Control #	Required Core High School Credits
1.	<u>American Government 1</u>	<u>000428464</u>	<u>5</u>
2.	<u>World History</u>	<u>000426230</u>	<u>5</u>
3.	<u>US History 1</u>	<u>000427306</u>	<u>5</u>
4.	<u>World Geography 1A</u>	<u>000430726</u>	<u>5</u>
5.	<u>Intro to Economics</u>	<u>000432797</u>	<u>5</u>
6.	<u>American Government 2</u>	<u>000429652</u>	<u>5</u>

**SOCIAL AND BEHAVIORAL SCIENCES (Elective Credits)**

	Course Title	Course Control #	Elective High School Credits
1.	<u>US History 2</u>	<u>000428560</u>	<u>5</u>
2.	<u>World Geography 1B</u>	<u>000442663</u>	<u>5</u>

**Total Core High School Credits: 30**

**Total Elective High School Credits: 10**

**TOTAL SOCIAL AND BEHAVIORAL SCIENCES CORE AND ELECTIVE HIGH SCHOOL CREDITS: 40**

Each of the following courses is a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.

Yes

C. **HUMANITIES** (Minimum Core required credits -10)

	Course Title	Course Control #	Required Core High School Credits
1.	<u>The Film as Art</u>	<u>000433412</u>	<u>5</u>
2.	<u>Understanding America Through Art</u>	<u>000426595</u>	<u>5</u>

**HUMANITIES** (Elective Credits)

	Course Title	Course Control #	Elective High School Credits
1.	<u>Spanish I</u>	<u>000504314</u>	<u>5</u>

Total Core High School Credits: 10

Total Elective High School Credits: 5

TOTAL HUMANITIES CORE AND ELECTIVE HIGH SCHOOL CREDITS: 15

Each of the following courses is a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.

Yes

D. **ENGLISH** (Minimum Core required credits - 30)

	Course Title	Course Control #	Required Core High School Credits
1.	<u>English A</u>	<u>000442627</u>	<u>5</u>
2.	<u>English B</u>	<u>000442628</u>	<u>5</u>
3.	<u>English C</u>	<u>000442629</u>	<u>5</u>
4.	<u>English D</u>	<u>000442630</u>	<u>5</u>
5.	<u>Composition I</u>	<u>000426890</u>	<u>5</u>
6.	<u>Building Reading Skills I</u>	<u>000429176</u>	<u>5</u>

**ENGLISH** (Elective Credits)

	Course Title	Course Control #	Elective High School Credits
1.	<u>Building Vocabulary 2</u>	<u>000426331</u>	<u>5</u>
2.	<u>Building Vocabulary 3</u>	<u>000442634</u>	<u>5</u>
3.	<u>Short Story</u>	<u>000434259</u>	<u>5</u>
4.	<u>English Fundamentals 1</u>	<u>000430981</u>	<u>5</u>
5.	<u>Composition 2</u>	<u>000426636</u>	<u>5</u>
6.	<u>Composition 3</u>	<u>000434091</u>	<u>5</u>
7.	<u>Poetry</u>	<u>000442632</u>	<u>5</u>
8.	<u>The Novel</u>	<u>000433065</u>	<u>5</u>
9.	<u>Building Reading Skills 2</u>	<u>000429094</u>	<u>5</u>

Total Core  
High School  
Credits: 30

Total Elective  
High School  
Credits: 45

TOTAL ENGLISH CORE AND ELECTIVE  
HIGH SCHOOL CREDITS: 75

Each of the following courses is a duration sufficient to permit a student to master the content of the course specified in the content standards that meet or exceed those for the high school curriculum established by the California State Board of Education.

Yes

E. **MATHEMATICS** (Minimum Core required credits – 20)

	Course Title	Course Control #	Required Core High School Credits
1.	<u>Math Fundamentals 2</u>	<u>000433028</u>	<u>5</u>
2.	<u>Pre Algebra A</u>	<u>000442644</u>	<u>5</u>
3.	<u>Pre Algebra B</u>	<u>000442645</u>	<u>5</u>
4.	<u>Algebra 1A</u>	<u>000434102</u>	<u>5</u>

**MATHEMATICS** (Elective Credits)

	Course Title	Course Control #	Elective High School Credits
1.	<u>Math Fundamentals 1</u>	<u>000429769</u>	<u>5</u>
2.	<u>Basic Consumer Math 1A</u>	<u>000432055</u>	<u>5</u>
3.	<u>Basic Consumer Math 1B</u>	<u>000433237</u>	<u>5</u>
4.	<u>Geometry A</u>	<u>000429871</u>	<u>5</u>

5.	<u>Geometry B</u>	<u>000430969</u>	<u>5</u>
6.	<u>Algebra 1B</u>	<u>000426221</u>	<u>5</u>
7.	<u>Algebra 2A</u>	<u>000427469</u>	<u>5</u>
8.	<u>Algebra 2B</u>	<u>000428698</u>	<u>5</u>

**Total Core  
High School  
Credits: 20**

**Total Elective  
High School  
Credits: 40**

**TOTAL MATHEMATICS CORE AND  
ELECTIVE HIGH SCHOOL CREDITS: 60**

**OTHER REQUIRED CORE OR OTHER ELECTIVE HIGH SCHOOL CREDITS**

If your college will offer other required Core noncredit courses or other elective noncredit courses, complete the following sections:

**F. OTHER REQUIRED CORE HIGH SCHOOL CREDITS**

	<b>Course Title</b>	<b>Course Control #</b>	<b>Required Core High School Credits</b>
1	<u>N/A</u>	<u></u>	<u>0</u>

**OTHER ELECTIVE HIGH SCHOOL CREDITS**

	<b>Course Title</b>	<b>Course Control #</b>	<b>Elective High School Credits</b>
1.	<u>Workforce Preparation</u>	<u>000428069</u>	<u>5</u>
2.	<u>Skills for Success</u>	<u>000435193</u>	<u>5</u>
3.	<u>Leadership Basics, Part 1</u>	<u>000432991</u>	<u>5</u>
4.	<u>Orientation to College</u>	<u>000434977</u>	<u>1.5</u>
5.	<u>Leadership Basics, Part 2</u>	<u>000435167</u>	<u>5</u>
6.	<u>American English Pronunciation C</u>	<u>000434463</u>	<u>5</u>
7.	<u>Introduction to Word Processing</u>	<u>03900749</u>	<u>5</u>
8.	<u>Directing &amp; Facilitating a Conference</u>	<u>000428489</u>	<u>5</u>

**Total Core  
High School  
Credits: 0**

**Total Elective  
High School  
Credits: 36.5**

**TOTAL OTHER CORE AND  
ELECTIVE HIGH  
SCHOOL CREDITS: 36.5**

The following high school credits total the requirement for an adult high school diploma program:

TOTAL ALL  
REQUIRED CORE  
HIGH SCHOOL  
CREDITS:

90

TOTAL ALL  
ELECTIVE HIGH  
SCHOOL  
CREDITS:

70

TOTAL ALL CORE  
AND ELECTIVE  
HIGH SCHOOL  
CREDITS:

160

**PART III – REQUIRED SIGNATURES**

All noncredit courses required for this Adult High School Diploma Program have been reviewed and approved by the curriculum committee and the district governing board and satisfy all applicable requirements of Title 5, California Code of Regulations. The proposed noncredit program satisfies all of the applicable statutory and regulatory requirements for approval of a noncredit Adult High School Diploma Program, including but not limited to Education Code sections 84750.5, 84747 and 84760.5 and article 2.2 (commencing with section 55150) of subchapter 1 of chapter 6 of division 6 of Title 5 of the California Code of Regulations.

We further certify that at least twenty (20) of the 160 required high school credits will be completed in residence at the college granting the diploma. (total high school credits)

5-9-09  
DATE

  
SIGNATURE, CHAIR, CURRICULUM COMMITTEE

Brian Kehlenbach  
TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE, CHIEF INSTRUCTIONAL OFFICER

Norm Fujimoto  
TYPED OR PRINTED NAME

5-6-09  
DATE

  
SIGNATURE, COLLEGE PRESIDENT

Dr. Erlinda Martinez  
TYPED OR PRINTED NAME

**DISTRICT APPROVAL (check one)**

May 26, 2009 (date), the governing board of Rancho Santiago Community College District approved the new

Adult High School Diploma Program attached to this request for Santa Ana College  
COLLEGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT

Dr. Edward Hernandez  
TYPED OR PRINTED NAME

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER**

<b>To:</b>	<b>Board of Trustees</b>	<b>Date:</b> May 26, 2009
<b>Re:</b>	<b>Approval of New Noncredit Courses for Santiago Canyon College, Division of Continuing Education</b>	
<b>Action:</b>	<b>Request for Action</b>	

**BACKGROUND**

Santiago Canyon College, Division of Continuing Education is committed to meeting the educational and training needs of the communities within the District's service area. In order to be eligible for State apportionment, noncredit courses must meet appropriate criteria, be approved through a local process and be approved by the State Chancellor's Office.

Title 5, §55002(c) defines a noncredit course as a course which, at a minimum, is recommended by the college and/or district curriculum committee and approved by the district governing board as a course meeting the needs of enrolled students. In addition, Title 5, §55002 (c)(1) states: . . . "In order to be eligible for state apportionment, such courses must be approved by the Chancellor. . ."

**ANALYSIS**

The attached list of new noncredit courses have been reviewed and approved by the college curriculum council as meeting acceptable standards related to subject matter, use of resources, teaching methods, attendance and achievement.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of new noncredit courses for submission to the State Chancellor's Office and be added to Santiago Canyon College's Noncredit Course Inventory.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 26, 2009
<b>Prepared by:</b> Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
<b>Submitted by:</b> Juan Vázquez, President	
<b>Recommended by:</b> Dr. Edward Hernandez, Jr., Chancellor	

**New courses submitted for Board Approval  
May 26, 2009**

**Vocational Education – Business Skills 013, Introduction to Personal Management using MS Outlook**

**English as a Second Language 440, English as a Second Language, Beginning 1-3 Multilevel**

**English as a Second Language 500, English as a Second Language, Intermediate 1-3 Multilevel**

**High School Subjects – English 053, English Language Arts 2**

**High School Subjects – English 052, English Language Arts 1**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – School of Continuing Education  
Centennial Education Center**

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of New Noncredit Course for Santa Ana College, School of Continuing Education	
Action:	Request for approval	

**BACKGROUND**

Santa Ana College School of Continuing Education is committed to meeting the educational and training needs of the communities within the District's service area. In order to be eligible for State apportionment, noncredit courses must meet appropriate criteria, be approved through a local process and be approved by the State Chancellor's Office.

Title 5, §55002(c) defines a noncredit course as a course which, at a minimum, is recommended by the college and/or district curriculum committee and approved by the district governing board as a course meeting the needs of enrolled students. In addition, Title 5, §55002(c)(1) states: . . . "In order to be eligible for state apportionment, such courses must be approved by the Chancellor. . . ."

**ANALYSIS**

The attached new noncredit course has been reviewed and approved by the college curriculum council as meeting acceptable standards related to subject matter, use of resources, teaching methods, attendance and achievement.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve and certify the attached new noncredit course for submission to the State Chancellor's Office and be added to Santa Ana College's Noncredit Course Inventory.

Fiscal Impact	None	Board Date: May 26, 2009
Prepared by:	Ed Ripley, Vice President, Santa Ana College School of Continuing Education	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**SANTA ANA COLLEGE/Continuing Education**

**COURSE OUTLINE APPROVAL SHEET**

DISCIPLINE, NUMBER, TITLE. SUBSTANTIAL DISABILITIES 400, Developmentally Disabled Adults Job Coach Training

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

* NEW	<u>X</u>	REVISION WITH _____	W/O _____	CATALOG CHANGES
DELETION	_____	REVISION WITH _____	W/O _____	CLASS SCHEDULE CHANGES

\* Complete and attach a New Course Proposal Form and Honors Addendum, if applicable

**CATALOG ENTRY (60 word limit; underline changes if a revision)**

Course Number SUBSTANTIAL DISABILITIES 400  
 Course Title Developmentally Disabled Adults Job Coach Training  
 Units 0  
 Class hours 180-244  
 Prerequisite None  
 Advisory reading level: N/A  
 Job Coach instruction/training to assist developmentally disabled adults. Students will acquire the necessary skills to instruct/train developmentally disabled clients. Open entry/open exit.

**CLASS SCHEDULE ENTRY (maximum of four lines; underline changes if a revision)**

SUBSTANTIAL DISABILITIES 400, Developmentally Disabled Adults Job Coach Training. 0 units. Job Coach instruction/training to assist developmentally disabled adults. Students will acquire the necessary skills to instruct/train developmentally disabled clients. Open entry/open exit.

**INFORMATION IN THIS SECTION MUST BE COMPLETED BEFORE SUBMISSION TO A CURRICULUM COMMITTEE**

Major Code N/A For this major, is the course Required \_\_\_\_\_ Elective \_\_\_\_\_

Does this course have arranged hours? Yes No N/A X By course \_\_\_\_\_

Co/Prerequisite\*? N/A X Approval Code \_\_\_\_\_ Co/Prerequisite Course Requirement \_\_\_\_\_

Co/prerequisite message (10 character limit, (SEE CATALOG) \_\_\_\_\_

Is course cross-listed (same as) with another course? Yes \_\_\_\_\_ No X Subject ID \_\_\_\_\_

Number of times repeatable for credit N/A (Maximum 3 without prior approval of VPAA)

Have all other departments that list this course for a degree/certificate requirement, elective or recommendation, been advised of the changes? Yes \_\_\_\_\_ N/A X

List departments notified \_\_\_\_\_

Budgetary Unit 18200 Classification Code L Transfer Code N/A SAM Priority Code E

Method of Instruction\*\* 11 Instructor LHE. \_\_\_\_\_ Lecture X Laboratory \_\_\_\_\_

If necessary, complete and attach a \*Co/Prerequisite Approval Form and/or a \*\*TMI Form. TOPS CODE. 4930.31

Proposed by Daniel Achatz Date: 10/1/07

Division Dean Luis Dorado Date: \_\_\_\_\_

Curriculum Committee Approval \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Council Approval Date \_\_\_\_\_ Subject ID Number 2000/400/00

(Signatures indicate review and approval of any advisory co/prerequisites as per Board Policy) Noncredit Category Code E

**SANTA ANA COLLEGE/Continuing Education COURSE OUTLINE**

DISCIPLINE, NUMBER, TITLE. SUBSTANTIAL DISABILITIES 400, Developmentally Disabled Adults Job Coach Training

(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below )

**CATALOG ENTRY:** (60 word limit; underline changes if a revision)

Course Number **SUBSTANTIAL DISABILITIES 400**  
 Course Title **Developmentally Disabled Adults Job Coach Training**  
 Units **0**  
 Class hours **180-244**  
 Prerequisite **None**

Advisory reading level: **N/A**

Job Coach instruction/training to assist developmentally disabled adult. Students will acquire the necessary skills to instruct/train developmentally disabled clients. Open entry/open exit.

**COURSE AGREEMENT BETWEEN RSCCD COLLEGES FOR ASSOCIATE DEGREES AND CERTIFICATES**

N/A X

Yes                      No                      SAC Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Yes                      No                      SCC Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**COURSE CONTENT**

Major Topics	Time Required	What Student Will Learn
1.Methods of learning	40-50 hours	Modeling theories Positive behavior reinforcement
2.Manners:	25-30 hours	Appropriate manners, social behavior, and self-control
3.Communication	20-30 hours	Respond appropriately when addressed or approached by others Initiate, sustain, and terminate interaction with others in an appropriate manner Responsibility for personal actions
4.Dinning	15-20 hours	Show respect for others Display age-appropriate behavior
5.Social Interactions	30-40 hours	Identify ways to solve problems Utilize adaptive techniques to overcome personal limitations Self-improvement
6.Money Management	30-40 hours	Money management skills
7.Safery Awareness	20-34 hours	Safety procedures

DISCIPLINE, NUMBER, TITLE. **SUBSTANTIAL DISABILITIES 400, Developmentally Disabled Adults Job Coach  
Training**

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(If the discipline, number, or title is revised, above entry should reflect the NEW information.)

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**COURSE MATERIALS**

Required texts and/or materials. (Include price and date of publication.)

Recommended readings and/or materials.

Other Teacher - prepared materials, libraries, book stores, newspapers, handouts, etc...

(If the discipline, number, or title is revised, above entry should reflect the NEW information.)

**WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED? (USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS COURSE.)**

- |  |
|--|
| 1 - Not applicable-never try to achieve<br>2 - unimportant-rarely try to achieve<br>3 - important-sometimes try to achieve<br>4 - very important-often try to achieve<br>5 - essential-always try to achieve |
|--|

**STUDENT LEARNING OUTCOMES (Please see attached – Page 6)**

List subcategories and activities as needed for Category

		Overall rating
1	Communication Skills: <ul style="list-style-type: none"> <li>1. Listening and speaking:                             <ul style="list-style-type: none"> <li>a. Students will be able to:                                     <ul style="list-style-type: none"> <li>1 verbalize concepts and understanding</li> <li>2. share thoughts and insights</li> </ul> </li> <li>b. Students will be able to:                                     <ul style="list-style-type: none"> <li>1 present appropriate presentations</li> <li>2. actively listen and follow instructions</li> </ul> </li> </ul> </li> </ul>	5
2	Thinking and Reasoning: <ul style="list-style-type: none"> <li>1 Creative Thinking                             <ul style="list-style-type: none"> <li>a. Students will be able to reflect original thoughts generated by activities being studied</li> </ul> </li> <li>2. Critical Thinking                             <ul style="list-style-type: none"> <li>a. Students will be able to reflect original thoughts generated by activities being studied</li> </ul> </li> </ul>	5
3	Information Competency: <ul style="list-style-type: none"> <li>Students will be able to access and apply information</li> </ul>	5
4	Diversity: <ul style="list-style-type: none"> <li>Students will respect each other's comments</li> <li>Students will be able to access and attend various cultural activities</li> </ul>	2
5	Civic Responsibility: <ul style="list-style-type: none"> <li>Students will be able to demonstrate community responsibility</li> </ul>	2
6	Life Skills: <ul style="list-style-type: none"> <li>Students will be able to demonstrate manners, social behavior, and self-control in a variety of situations and environments</li> <li>Students will be able to demonstrate responsibility for personal behavior</li> </ul>	5
7	Careers: <ul style="list-style-type: none"> <li>Students will be able to access and apply employment</li> </ul>	2

(If the discipline, number, or title is revised, above entry should reflect the NEW information.)

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**WHAT METHODS WILL BE EMPLOYED TO HELP STUDENTS LEARN?**

- 1 Direct instruction aimed at skill development
- 2 Exposure to various exercises and procedures
- 3 Classroom discussion to clarify elements of various topics
- 4 Activities that involve working in groups or with a partner
- 5 Periodic review of topics
- 6 Direct feedback on activities and topics
- 7 Role playing of various situations

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**WHAT LEARNING ACTIVITIES OR ASSIGNMENTS ARE REQUIRED OUTSIDE OF CLASS?**  
List activities and hours for each. (Must include reading and writing activities.)

- 1 Practice daily money management skills with Developmentally Disabled Clients as instructed in class. One hour per day
2. Develop safety awareness with Developmentally Disabled Clients in work environment (1/2 hour per day)
3. Assist Developmentally Disabled Clients in daily practice of relationship skills with peers, co-workers and staff as instructed in class

(If the discipline, number, or title is revised, above entry should reflect the NEW information.)

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**STANDARDS OF ACHIEVEMENT**

- 1 Oral presentations
2. Review with instructor

List graded activities.

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How will student learning be assessed? (Multiple measures must be used.)

- 1 Classroom participation
2. Individual review
3. Group Projects
- 4 Observe acquired skills in class activities
5. Oral Communication skills
6. Understanding of grooming needs
- 7 Ability to compare and contrast activities
8. Creativity

NOTE. If this course is CR/NCR, please indicate here

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santa Ana College – Academic Affairs

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of Memorandum of Understanding (MOU) for Paraprofessional Teacher Training Program (2009-10) with Orange County Department of Education	
Action:	Request for Approval	

**BACKGROUND**

This MOU represents the continuation of a successful five-year partnership effort between Santa Ana College and the Orange County Department of Education on a project to assist classroom paraprofessionals (aides) become certificated teachers. Instructional aides currently working in SAUSD classrooms are given the opportunity to attend Santa Ana College in preparation for transfer and completion of their bachelor's degree and teaching credential. The Orange County Department of Education provides funding for tuition, fees, and textbooks, and Santa Ana College provides counseling, advisement and support through its existing Center for Teacher Education. This MOU is renewal covering the 2009-10 program year.

**ANALYSIS**

This partnership MOU covers the scope of the Paraprofessional Teacher Training Program for students to attend Santa Ana College and receives counseling and advisement with financial support provided by the Orange County Department of Education. This agreement has been reviewed and accepted by college staff. There is no added cost of obligation to the district.

**RECOMMENDATION**

It is recommended that the board of trustees approve the MOU between RSCCD on behalf of Santa Ana College and the Orange County Department of Education.

Fiscal Impact:	None	Board Date: May 26, 2009
Prepared by:	Micki Bryant, Dean of Counseling Norman Fujimoto, Vice President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



WILLIAM M. HABERMEHL  
County Superintendent of Schools

**ORANGE COUNTY DEPARTMENT OF EDUCATION**  
*Institute for Leadership Development*  
**Paraprofessional Teacher Training Program**  
**MEMORANDUM OF UNDERSTANDING**



This Memorandum of Understanding (MOU) is entered into this 18th day of March, 2009, by and between the Local Educational Agency (LEA), identified as the Orange County Superintendent of Schools (SUPERINTENDENT), and the following School Districts, identified as (DISTRICT), Buena Park School District, Capistrano USD, Cypress School District, Magnolia School District, Newport-Mesa USD, Orange County Department of Education, Orange USD, Saddleback Valley USD, Santa Ana USD, and the following Institutions of Higher Education, identified as (IHE), California State University, Fullerton, South Orange County Community College District (maintaining Saddleback College), North Orange County Community College District (maintaining Cypress College), and Rancho Santiago Community College District (maintaining Santa Ana College and Santiago Canyon College) to form a Consortium to implement the Paraprofessional Teacher Training Program.

**A. PURPOSE**

The purpose of the MOU is to establish a formal working relationship among the parties to this MOU and to set forth the operative conditions which will govern the Paraprofessional Teacher Training Program. SUPERINTENDENT, participating school districts, and participating Institutions of Higher Education (IHE) will form a countywide consortium to provide and coordinate services of the Paraprofessional Teacher Training Program.

**B. PARAMETERS**

1. Starting and ending dates for the funding cycle of the Paraprofessional Teacher Training Program shall begin July 1, 2009, and conclude June 30, 2010.
2. Contract and monitoring responsibilities for the MOU shall rest with the SUPERINTENDENT.

**C. RESPONSIBILITIES - General**

1. SUPERINTENDENT agrees to the following:
  - a. Identify a program administrator who will convene the countywide consortium and manage the ongoing activities of the Paraprofessional Teacher Training Program.
  - b. Employ a program manager to oversee the Paraprofessional Teacher Training Program.
  - c. Provide desk space, storage space, files, and a computer for the Paraprofessional Teacher Training Program.
  - d. Provide workspace for the administrator and program manager, office support services, and meeting space for program activities.
  - e. Provide secretarial support for the administration of the Paraprofessional Teacher Training Program.
  - f. Develop and establish contracts with outside vendors for professional services which may include, but are not limited to:
    - 1) Instructional and professional development services.
    - 2) Advisement services.
    - 3) Test preparation services.
    - 4) Evaluation services.
  - g. Provide a process for equitable distribution of services to paraprofessionals in all participating districts and IHEs.
  - h. Establish and maintain accurate records and reports and fiscal accounting services. Maintain a locked, confidential file to store all information on participating paraprofessionals.
  - i. Maintain all records pertinent to the Paraprofessional Teacher Training Program for a period of five (5) years from the termination of this MOU or for any period required thereafter by statute.
  - j. Establish procedures for monitoring progress.
2. Participating INSTITUTIONS OF HIGHER EDUCATION (IHE) agree to the following:
  - a. Identify a staff member to serve as the liaison between the SUPERINTENDENT and the IHE who will provide advisement and a study plan for participants in the Paraprofessional Teacher Training Program and serve on the countywide advisory council.
  - b. Network communication and articulation among the consortium members.
  - c. Facilitate appropriate support services as identified by the advisory committee and consortium.
  - d. Schedule alternative means of accessing higher education (e.g., flexible scheduling and locations, and satellite learning).
  - e. Develop program for timely participation and completion of coursework.
  - f. Provide the fiscal structure for grant funds to be used.
  - g. Maintain all records pertinent to the Paraprofessional Teacher Training Program for a period of five (5) years from the termination of this MOU or for any period required thereafter by statute.

3. Participating DISTRICTS agree to the following:

- a. Appoint a district coordinator to serve on the countywide consortium and fulfill the roles and responsibilities of managing the Paraprofessional Teacher Training Program component as specified in the grant.
- b. Assist in selecting paraprofessionals for program participation according to the established criteria.
- c. Provide clerical and administrative time to support the Paraprofessional Teacher Training Program.
- d. Provide space for classes and tutoring or counseling meetings, as needed, at no charge to the grant.
- e. Develop the role of a district coordinator to implement equitable dispersal and application of organizational support (e.g., granting of flexible hours of employment, assisting with access to quality child care programs, and maintaining the opportunity for continued employment while in the program).
- f. Facilitate and assist the bargaining unit in planning, developing, and implementing career ladders.
- g. Make every effort to guarantee employment for paraprofessionals upon completion of a valid California teaching credential to equal the same number of years of participation in the Paraprofessional Teacher Training Program.
- h. Agree that district paraprofessionals who fail to meet the competency standards, attendance, and GPA requirements established by SUPERINTENDENT and the district, in which the district paraprofessional works, will be referred to the district's human resources administrator for review and recommendations. A district paraprofessional who fails to retain employment status cannot remain in the Paraprofessional Teacher Training Program. A letter from the exiting paraprofessional must be submitted to the program director indicating his/her withdrawal from the Paraprofessional Teacher Training Program.
- i. Prepare contractually viable options for job transfers, leaves, and medical benefits, if applicable, during the possibility of student teaching by the paraprofessional (if appropriate).
- j. Maintain all records pertinent to the Paraprofessional Teacher Training Program for a period of five (5) years from the termination of this MOU or for any period required thereafter by statute.

D. RESPONSIBILITIES - Fiscal

- 1. SUPERINTENDENT in its capacity as LEA, agrees to the following:
  - a. Overall fiscal responsibility for the administration of the grant funds, to include submission of year-end expenditure reports, and any other documentation sought by the California Department of Education and/or Commission on Teacher Credentialing.
  - b. Develop and maintain a budget that meets the costs of implementing program responsibilities.
  - c. Expend income according to regularly established policies and procedures of the funding agency.
- 2. INSTITUTIONS OF HIGHER EDUCATION (IHE) agree to the following:
  - a. Establish a payment system for tuition and books, as well as maintaining records relative to the paraprofessional cohort group(s).

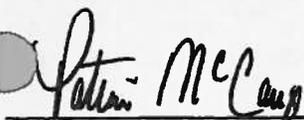
E. TERMS AND CONDITIONS

- 1. Any and all products or materials developed for the Orange County Paraprofessional Teacher Training Program are the exclusive property of the Orange County Superintendent of Schools. The Orange County Superintendent of Schools shall have all right, title, and interest in said products or materials, including the right to secure and maintain the copyright, trademark and/or patent of said products or materials in the name of SUPERINTENDENT, DISTRICT, or ITE shall have the right to disseminate, market, or otherwise use the products or materials only with the express written permission of SUPERINTENDENT.
- 2. SUPERINTENDENT, as LEA, shall have access to records of participating school districts and IHEs pertinent to the Paraprofessional Teacher Training Program for auditing and evaluation purposes. Each of the parties shall maintain all pertinent records for a period of five (5) years from the termination of this MOU or for any period required thereafter by statute.

EDWARD HERNANDEZ, JR., Ed.D.  
(Rancho Santiago Community College District)

Chancellor

Date



Coordinator

3/18/09

Orange County Superintendent of Schools

Title

Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: May 26, 2009
Re: Approval of New OTA Agreement – Oxnard Family Circle ADHC	
Action: Request for Approval	

**BACKGROUND**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new contract for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

**ANALYSIS**

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Interim Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this contract with Oxnard Family Circle ADHC in Oxnard, California.

Fiscal Impact: None	Board Date: May 26, 2009
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Interim Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

# AGREEMENT

## Occupational Therapy Assistant Program

**THIS AGREEMENT** is made and entered into by and between **Oxnard Family Circle ADHC**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

### PART I. BASIS AND PURPOSE OF AGREEMENT

#### WITNESSETH:

**WHEREAS**, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

**WHEREAS**, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

**WHEREAS**, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

**WHEREAS**, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

**NOW, THEREFORE**, the District and Agency do covenant and agree as follows:

### PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

#### A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation

The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.

5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

**B. For Services and Facilities**

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
  - a. Parking areas.
  - b. Locker, storage and dressing facilities.
  - c. Same food services as are available for Agency staff.
  - d. First aid treatment with written consent required for minors.
  - e. Access to sources of information for education purposes such as:
    1. Patient's chart.
    2. Procedure guides policy manuals.
    3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
    4. Books and periodicals in the Medical library.

**C. For the Control of District Personnel**

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

**PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

**A. For publications**

1. Publication by District faculty, or Agency staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

**B. Insurance:**

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

**C. Indemnification**

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

**PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

- C. Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

**PART VI. PERIOD OF AGREEMENT, TERMINATION**

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

**IN WITNESS WHEREOF**, the said parties have hereunto set their hands:

**District:**

*PH*  
**Rancho Santiago Community College District**  
 2323 North Broadway  
 Santa Ana, CA 92706

\_\_\_\_\_  
 Peter J. Hardash  
 Vice Chancellor  
 Business Operations/Fiscal Services

Date: \_\_\_\_\_

**Agency:**

**Oxnard Family Circle ADHC**  
 5000 South C Street  
 Oxnard, CA 93033

\_\_\_\_\_  
 Maria E. Meza  
 Program Director

Date: \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: May 26, 2009
Re: Approval of New OTA Agreement – 5nex & Company, Inc.	
Action: Request for Approval	

**BACKGROUND**

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new contract for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

**ANALYSIS**

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Interim Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this contract with 5nex & Company, Inc., in Walnut, California.

Fiscal Impact:	None	Board Date: May 26, 2009
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Interim Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

# AGREEMENT

## Occupational Therapy Assistant Program

**THIS AGREEMENT** is made and entered into by and between **Snex & Company, Inc**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

### PART I. BASIS AND PURPOSE OF AGREEMENT

#### WITNESSETH:

**WHEREAS**, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

**WHEREAS**, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

**WHEREAS**, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

**WHEREAS**, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

**NOW, THEREFORE**, the District and Agency do covenant and agree as follows:

### PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

#### A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation

The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

**B. For Program Planning**

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

**C. For Occupational Therapy Assistant Program Students**

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

**PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

**A. For the Program in General**

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.

5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

**B. For Services and Facilities**

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
  - a. Parking areas.
  - b. Locker, storage and dressing facilities.
  - c. Same food services as are available for Agency staff.
  - d. First aid treatment with written consent required for minors.
  - e. Access to sources of information for education purposes such as:
    1. Patient's chart.
    2. Procedure guides policy manuals.
    3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
    4. Books and periodicals in the Medical library.

**C. For the Control of District Personnel**

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

**PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

**A. For publications**

1. Publication by District faculty, or Agency staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

**B. Insurance:**

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

**C. Indemnification**

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provision of the Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the no-indemnifying party or any of its agents or employees.

**PART V.**

**STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

- A.** Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B.** Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C.** Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D.** The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Student Services Division**

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of Santa Ana Unified School District (SAUSD) Multiple Pathways/CTE Subcontract	
Action:	Request For Approval	

**BACKGROUND**

Santa Ana College and the Santa Ana Partnership have successfully competed for grants to expand high school to college career preparation programs. Modeled on the strategies that have been used in our successful Middle College High School, students will be able to begin their career studies in high school and ROP classes and then for the last two years of high school concurrently enroll at SAC. We expect that participating students will be able to make significant progress towards an occupational certificate while still in high school and complete it and enter the workforce within a year after high school graduation. The current areas being piloted include International Business, Digital Media Arts, Automotive and Welding, with others on the horizon.

**ANALYSIS**

This initiative, called the Career Academy Scholars Program, is on the cutting edge of policy and practice in student success and economic development work statewide. The supplemental resources that the sub-contract will send to SAUSD will support SAUSD faculty involvement, school consultants, student services, student transportation, and required planning meetings.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached agreement between SAUSD and Santa Ana College, which will cover the project from the date of approval through June 30, 2011.

Fiscal Impact:	Not to exceed \$25,000 (grant funded)	Board Date: May 26, 2009
Prepared by:	Sara Lundquist, Ph.D., Vice President, Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SANTA ANA UNIFIED SCHOOL DISTRICT**

This agreement ("Agreement") is entered into this 27th day of May, 2009 by and between THE SANTA ANA UNIFIED SCHOOL DISTRICT ("SAUSD") and Rancho Santiago Community College District ("Sponsor"), "SAUSD" and "Sponsor" will collectively be referred to as the Parties and agree as follows:

1. **SCOPE OF WORK**

The work to be performed by SAUSD under this Agreement shall be in accordance with the proposal, attached hereto as Exhibit A, and entitled "Rancho Santiago Community College District "ARCHES-Multiple Pathways"("Program"). Mr. Alex Ayala will be the SAUSD's Program Director and shall be responsible for the direction of all effort hereunder in accordance with applicable SAUSD policies.

2. **PERIOD OF PERFORMANCE**

The period of performance of this Agreement will be two years beginning, June 1, 2009 through June 30, 2011, unless extended by mutual written agreement.

3. **TOTAL ESTIMATED COST**

The total cost to the *Sponsor* for performance of this Agreement will not exceed **\$25,000**. If at any time SAUSD has reason to believe that the cost of the program will be greater than estimated, SAUSD shall notify *Sponsor* in writing to that effect, giving a revised budget of the cost to complete the Program. *Sponsor* will not be obligated to reimburse SAUSD for the costs incurred in excess of the amount referenced above unless and until *Sponsor* has notified SAUSD in writing that additional funds will be provided.

4. **PAYMENT AND BILLING**

The *Sponsor* shall make payment to the SAUSD upon receipt of the SAUSD's properly completed invoice. The *Sponsor* will not be obligated to pay any invoice where total payments would result in a cumulative payment in excess of the limitations imposed by Article 3. SAUSD shall submit an invoice periodically as follows:

1. For direct program costs at participating school sites (as detailed on Exhibit A);
2. In triplicate (an original and two copies);
3. Referencing the agreement number; and,
4. Providing detail of expenditure in accordance with the budget categories listed,
5. Addressed to: Rancho Santiago Community College District  
c/o Sara Lundquist  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706-3398

6. Send Payment to: Santa Ana Unified School District  
Attention: Cathie Olsky, Ed.D  
Deputy Superintendent  
1601 E. Chestnut Ave.  
Santa Ana, CA 92701-6322

7. Checks Payable to: Santa Ana Unified School District

5 **ADVERTISING AND PUBLICITY**

Neither the SAUSD nor the *Sponsor* shall use the name of the other, either expressly or by implication, in any advertisement, press release or publicity without the expressed written approval of the other party to this agreement.

6. **INDEMFICATION**

All parties to this agreement shall agree to defend, indemnify and hold the other party, its officers, agents, employees, and volunteers, from and against any and all loss, cost, and expense arising out of any liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

SAUSD shall secure and maintain comprehensive general liability insurance or self-insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. SAUSD shall name the Sponsor as an additional insured. SAUSD shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. SAUSD shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. SAUSD shall provide worker's compensation coverage for each of its employees. SAUSD shall keep and maintain their premises in a safe and clean manner.

7 **NOTICE**

Whenever any notice is to be given hereunder, it will be in writing and will be deemed received, if delivered by courier on a business day, on the day delivered, or on the second business day following mailing, if sent by first-class or registered mail, postage prepaid, to the following address:

SAUSD:           The Santa Ana Unified School District  
                    ATTN: Cathy Olsky, Ed.D.  
                    1601 E. Chestnut Ave.  
                    Santa Ana, CA 92701-6322

Sponsor:         Rancho Santiago Community College District  
                    ATTN: Sara Lundquist  
                    1530 West 17<sup>th</sup> Street  
                    Santa Ana, CA 92706-3398

Copies of all notices sent to:   Mr. Peter Hardash.  
  Vice Chancellor, Business Operations and Fiscal Services  
  Rancho Santiago Community College District  
  2323 North Broadway  
  Santa Ana, CA 92706

8. **TERMINATION**  
 SAUSD or *Sponsor* may terminate this Agreement upon giving thirty (30) days prior written notice to the other party. Upon receipt of such notice of termination, SAUSD shall exert its reasonable efforts to limit or terminate any outstanding financial commitments for which *Sponsor* is to be liable. *Sponsor* shall reimburse SAUSD for all costs incurred by it for the Program through the date of termination, including without limitation, all unchangeable obligations. However, *Sponsor* will not be liable for any costs that cumulatively exceed the amount referenced in Article 3.
9. **APPLICABLE LAW**  
 The laws of the State of California will govern this Agreement.
10. **ENTIRE AGREEMENT**  
 This Agreement represents the entire understanding of the Parties with respect to the subject matter. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

THE SANTA ANA UNIFIED SCHOOL DISTRICT

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
 (Signature)  
 Name Cathy Olsky, Ed.D.  
 Title Deputy Superintendent  
Santa Ana USD  
 Date \_\_\_\_\_

By \_\_\_\_\_  
 (Signature)  
 Name Mr. Peter Hardash  
 Title Vice Chancellor, Business  
Operations and Fiscal Services  
 Date \_\_\_\_\_ *SHH*  
 Board Approval Date \_\_\_\_\_

**SANTA ANA COLLEGE**  
**ARCHES-Multiple Pathways**

June 1, 2009 – June 30, 2011

**SCOPE OF WORK**

In conjunction with Santa Ana College, the SAUSD is co-launching a series of intersegmental career technical education pathways for students from the SAUSD to participate in while still in high school. The initial pathway areas are Digital Media Arts, International Business, Automotive, and Welding. The three pilot schools (to be followed by others as the project continues, are Valley High School, Santa Ana High School, and Century High School, with expansion to other high schools in SAUSD planned for the future. Pathway development work has been underway since December 2008 in the planning phase and specially designed academic classes will begin in the 2009-2010 academic year.

SAUSD is providing academic and administrative leadership as well as site coordination support for the project. Authorized expenses over the term of the project include the following:

<b>AREA</b>	<b>DESCRIPTION</b>	<b>AMOUNT (not to exceed)</b>
Personnel	Stipends for participating SAUSD/ROP faculty and staff	6,000
Consultants	Strategic planning consultants from Springboard may be retained for school-centered project support/training	15,000
Supplies	Classroom and meeting supplies	1,000
Conference/Travel	Expenses for attending required project meetings	3,000
<b>TOTAL</b>	<b>NOT TO EXCEED</b>	<b>\$25,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of Renewal of Nursing Program Agreement – La Amistad Family Health Center Without Instructor	
Action:	Request for Approval	

**BACKGROUND**

Students in the Nursing Program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement renewal with La Amistad Family Health Center, located in Orange, will yield appropriate clinical rotation activities for the program.

**ANALYSIS**

The clinical affiliation agreement covers the scope of program operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements and is in effect unless otherwise terminated by either party.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with St. Joseph Hospital in Orange, California, which operates La Amistad Family Health Center.

Fiscal Impact:	None	Board Date: May 26, 2009
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**CLINICAL TRAINING  
AFFILIATION AGREEMENT**

**(Without School Instructor on Hospital Premises)**

This Agreement is entered into on **August 1, 2009**, by and between **St. Joseph Hospital of Orange ("Hospital")** and **Rancho Santiago Community College District on behalf of Santa Ana College ("School")**.

**RECITALS**

**A.** Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission on Accreditation of Healthcare Organizations ("JCAHO") and licensed by the Department of Health Services. Hospital operates a primary care medical clinic for the treatment of low income and indigent patients known as **La Amistad Family Health Center ("Clinic")**.

**B.** School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

**C.** Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the areas of **Nursing and Nurse Practitioner**. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School. For the purposes of this Agreement Hospital and Clinic shall be collectively referred to herein as "Hospital" even though it is agreed and understood by the parties hereto that the training programs shall take place at the Clinic.

**D.** The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**1. RESPONSIBILITIES OF SCHOOL**

**1.1 Academic Responsibility.** School shall develop the Program(s) curriculum and shall be responsible for offering health care education Program(s) eligible, if necessary, for accreditation and approval by any state board or agency.

**1.2 Number of Students.** School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 **Orientation.** School shall provide orientation to all students and ensure that all students and faculty receive clinical instruction and have necessary basic skills prior to the clinical experience at Hospital.

1.4 **Discipline.** School shall be responsible for counseling, controlling, disciplining and all activities of students at Hospital.

1.5 **Documentation.** School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 **Background Check.** School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 **Health Clearance.** School shall ensure that each student complies with Hospital's requirements for immunizations and tests, including but not limited to an annual health examination, rubella and rubeola titre, mumps, DT, tuberculin skin test, influenza immunization (required annually) or declination statement and chest x-ray if determined appropriate by Hospital. School shall also ensure that students follow Hospital's policies and procedures regarding blood-borne pathogens including but not limited to universal precautions.

1.8 **Hospital Policies and Procedures.** School shall ensure that each student is aware of and understands all applicable Hospital policies and procedures and shall require each student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.9 **Supplies and Equipment.** School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.10 **Confidentiality.** School shall instruct students regarding confidentiality of patient information. No student shall have access to or have the right to review any medical record or quality assurance or peer review information except where necessary in the regular course of the Program(s). School shall ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.11 **Insurance.** School shall ensure that all students maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation

coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

1.12 **Indemnification.** Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

1.13 **Accreditation.** School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

## 2. RESPONSIBILITIES OF HOSPITAL

2.1 **Access.** Hospital shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Hospital provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 **Implementation of Program(s).** Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 **Instruction.** Hospital shall instruct students in their clinical training at Hospital with the supervision of a fully licensed professional, if applicable, relevant to the students' specific course of clinical training.

2.4 **Accreditation.** Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Health Services and the Joint Commission.

2.5 **Patient Care.** Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, School and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the

standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

2.6 **Space and Storage.** At Hospital's discretion, it will provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability..

2.7 **Removal of Students.** Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student from the Program(s). School shall comply with Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with School.

2.8 **Documentation.** Hospital agrees to make available to qualified students of School a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review

2.9 **First Aid.** Hospital shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program(s). Any emergency health care or first aid provided by Hospital shall be billed to the student or School at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

2.10 **Statement of Adequate Staffing.** Hospital acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for nursing staff necessary for reasonable staffing coverage.

2.11 **Authority.** Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

### 3. **RELATIONSHIP OF THE PARTIES**

3.1 **Term.** This Agreement shall commence as of the Effective Date of this Agreement and shall remain in full force and effect for three (3) years unless otherwise terminated as provided herein.

3.2 **Termination.** Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

3.3 **Relationship of Parties.** In the performance of the obligations under this Agreement, it is mutually understood and agreed that School is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create

between Hospital and School an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Hospital.

**3.4 Role of Students.** It is not the intention of School or Hospital that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

**3.5 Publicity** Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

**3.6 Records.** It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

#### **4. GENERAL PROVISIONS**

**4.1 Entire Agreement; Amendment.** This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

**4.2 Assignment.** School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

**4.3 Compliance.** School acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by School and students of School who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by School and School's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and School hereby agrees, that any regulatory compliance concerns be promptly reported either to an

appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (877-808-8133). Further, School represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of School shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

**4.4 Governing Law** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

**4.5 Non-Discrimination**. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

**4.6 Notices**. Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Hospital:

Attn: Vice President of Patient Care Services  
St. Joseph Hospital  
1100 W. Stewart Drive  
Orange, CA 92863-5600

If to School:

**Rancho Santiago Community College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706**  
Attn: \_\_\_\_\_

**4.7 Severability**. Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

**4.8 Waiver**. No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

***Signature page to follow.***

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**HOSPITAL:**

Katee Smith  
By: \_\_\_\_\_  
Vice President of Patient Care Services  
Date: 4/14/09

**SCHOOL:**

By: \_\_\_\_\_  
Printed Name: Peter J. Hardash *PH*  
Title: Vice Chancellor of Fiscal Services/Business Operations  
Date: \_\_\_\_\_

Approved as to form

\_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Science, Math, and Health Sciences Division**

To: Board of Trustees	Date: May 26, 2009
Re: Approval of Renewal of Occupational Therapy, Emergency Medical Technician, Nursing, Health Sciences, Hemodialysis Technician, and Pharmacy Technician Programs Agreement – St. Joseph Hospital Without Instructor	
Action: Request for Approval	

**BACKGROUND**

Students in the various health sciences programs are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement renewal with St. Joseph Hospital, located in Orange, will yield appropriate clinical rotation activities for the programs.

**ANALYSIS**

The clinical affiliation agreement covers the scope of programs' operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements and is in effect unless otherwise terminated by either party.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with St. Joseph Hospital.

Fiscal Impact:	None	Board Date: May 26, 2009
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

## **CLINICAL TRAINING AFFILIATION AGREEMENT**

**(Without School Instructor on Hospital Premises)**

This Clinical Training Affiliation Agreement ("Agreement") is entered into and effective on **July 1, 2009** ("Effective Date") by and between **St. Joseph Hospital of Orange** ("Hospital") and **Rancho Santiago Community College District** on behalf of **Santa Ana College** ("School").

### **RECITALS**

A. Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission and licensed by the California Department of Public Health.

B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

C. Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the area of **Occupational Therapy Assistant, Emergency Medical Technician (EMT), Nursing, Health Science, Hemodialysis Technician, and Pharmacy Technician**. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School.

D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

#### **1. RESPONSIBILITIES OF SCHOOL**

1.1 Academic Responsibility. School shall develop the Program(s) curriculum and shall be responsible for offering health care education Program(s) eligible, if necessary, for accreditation and approval by any state board or agency.

1.2 Number of Students. School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 Orientation. School shall ensure orientation to all students and faculty takes place and ensure that all students receive clinical instruction and have necessary basic skills prior to the

clinical experience at Hospital

1.4 **Discipline.** School shall be responsible for counseling, controlling, disciplining and all activities of students at Hospital.

1.5 **Documentation.** School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 **Background Check.** School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 **Health Clearance.** School shall ensure that each student complies with Hospital's requirements for immunizations and tests, including but not limited to an annual health examination, rubella and rubeola titre, mumps, DT, tuberculin skin test, influenza immunization (required annually) or declination statement and chest x-ray if determined appropriate by Hospital. School shall also ensure that students follow Hospital's policies and procedures regarding blood-borne pathogens including but not limited to universal precautions.

1.8 **Hospital Policies and Procedures.** School shall ensure that each student is aware of and understands all applicable Hospital policies and procedures and shall require each student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.9 **Supplies and Equipment.** School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.10 **Confidentiality.** School shall instruct students regarding confidentiality of patient information. No student shall have access to or have the right to review any medical record or quality assurance or peer review information except where necessary in the regular course of the Program(s). School shall ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.11 **Insurance.** School shall ensure that all students maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates

evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

1.12 Indemnification. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

1.13 Accreditation. School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

## 2. RESPONSIBILITIES OF HOSPITAL

2.1 Access. Hospital shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Hospital provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 Implementation of Program(s). Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 Instruction. Hospital shall instruct students in their clinical training at Hospital with the supervision of a fully licensed professional, if applicable, relevant to the students' specific course of clinical training.

2.4 Accreditation. Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Health Services and the Joint Commission.

2.5 Patient Care. Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, School and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint

Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

2.6 Space and Storage. At Hospital's discretion, it will provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability..

2.7 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student from the Program(s). School shall comply with Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with School.

2.8 Documentation. Hospital agrees to make available to qualified students of School a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review.

2.9 First Aid. Hospital shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program(s). Any emergency health care or first aid provided by Hospital shall be billed to the student or School at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

2.10 Statement of Adequate Staffing. Hospital acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for nursing staff necessary for reasonable staffing coverage.

2.11 Authority. Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary

### 3. RELATIONSHIP OF THE PARTIES

3.1 Term. This Agreement shall commence as of the Effective Date of this Agreement and shall remain in full force and effect for **three (3) years** unless otherwise terminated as provided herein.

3.2 Termination. Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

3.3 Relationship of Parties. In the performance of the obligations under this Agreement, it is mutually understood and agreed that School is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency

relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Hospital.

3.4 **Role of Students.** It is not the intention of School or Hospital that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 **Publicity.** Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

3.6 **Records.** It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

#### 4. GENERAL PROVISIONS

4.1 **Entire Agreement; Amendment.** This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

4.2 **Assignment.** School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

4.3 **Compliance.** School acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by School and students of School who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by School and School's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and School hereby agrees, that any regulatory compliance concerns be promptly reported either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (877-808-8133). Further, School represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of

School shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

4.4 **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

4.5 **Non-Discrimination.** Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

4.6 **Notices.** Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Hospital:

Attn: Vice President of Patient Care Services  
St. Joseph Hospital  
1100 W Stewart Drive  
Orange, CA 92863-5600

If to School:

Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706

Santa Ana College  
1530 W. 17<sup>TH</sup> Street  
Santa Ana, CA 92706

4.7 **Severability.** Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

4.8 **Waiver.** No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

**Signature page to follow.**

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**HOSPITAL:**

\_\_\_\_\_  
By  
Vice President of Patient Care Services

Date: \_\_\_\_\_

**SCHOOL:**

\_\_\_\_\_  
By: \_\_\_\_\_  
Printed Name: Peter J. Hardash *PJH*  
Title: Vice Chancellor of Fiscal Services/Business Operations  
Date: \_\_\_\_\_

Approved as to form

\_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Science, Math, and Health Sciences Division**

To: Board of Trustees	Date: May 26, 2009
Re: Approval of Renewal of Occupational Therapy, Emergency Medical Technician, Nursing, Health Sciences, Hemodialysis Technician, and Pharmacy Technician Programs Agreement – St. Joseph Hospital With Instructor	
Action: Request for Approval	

**BACKGROUND**

Students in the various health sciences programs are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement renewal with St. Joseph Hospital, located in Orange, will yield appropriate clinical rotation activities for the programs.

**ANALYSIS**

The clinical affiliation agreement covers the scope of programs' operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements and is in effect unless otherwise terminated by either party.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with St. Joseph Hospital.

Fiscal Impact:	None	Board Date: May 26, 2009
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**CLINICAL TRAINING  
AFFILIATION AGREEMENT  
(With School Instructor On Hospital Premises)**

This Clinical Training Affiliation Agreement ("Agreement") is entered into and effective on **July 1, 2009** ("Effective Date") by and between St. Joseph Hospital of Orange ("Hospital") and Rancho Santiago Community College District on behalf of Santa Ana College ("School").

**RECITALS**

- A. Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission and licensed by the Department of Health Services.
- B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.
- C. Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the area of **Occupational Therapy Assistant, Emergency Medical Technician (EMT), Nursing, Health Science and Hemodialysis Technician**. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School.
- D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**1. RESPONSIBILITIES OF SCHOOL**

1.1 **Academic Responsibility.** School shall develop the Program(s) curriculum and shall be responsible for offering a health care education program eligible, if necessary, for accreditation and approval by any state board or agency

1.2 **Number of Students.** School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 **Orientation.** School shall ensure orientation to all students and faculty takes place and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Hospital.

1.4 **Supervision.** School shall supervise all students in their clinical training at Hospital and provide the necessary qualified instructors for the Program(s) who must be satisfactory to Hospital. All such instructors shall be employees of School. School also shall be responsible for instruction, counseling, control, discipline and all activities of students at Hospital.

1.5 **Documentation.** School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 **Health Clearance.** School shall ensure that each student and instructor complies with Hospital's requirements for immunizations and tests, including but not limited to an annual health examination, rubella and rubeola titre, mumps, DT, tuberculin skin test, influenza immunization (required annually) or declination statement and chest x-ray, if determined appropriate by Hospital. School shall also ensure that students and instructors follow Hospital's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.

1.7 **Hospital Policies and Procedures.** School shall ensure that each student and instructor is aware of and understands all applicable Hospital policies and procedures and shall require each student and instructor to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.8 **Supplies and Equipment.** School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students or instructors as a result of the Program(s).

1.9 **Confidentiality.** School shall instruct students and instructors who supervise students regarding confidentiality of patient information. No student or instructor shall have access to or have the right to review any medical record or quality assurance or peer review information, except where necessary in the regular course of the Program(s). School shall ensure that all students and instructors maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students and instructors do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.10 **Insurance.** School shall ensure that all students and instructors maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this

Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students and instructors, such evidence will be provided prior to the date when any new student or instructor commences participation in the Program(s).

1.11 **Indemnification.** Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

1.12 **Accreditation.** School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

## 2. RESPONSIBILITIES OF HOSPITAL

2.1 **Access.** Hospital shall permit nonexclusive access to the Program(s) to instructors and those students designated by School as eligible for participation in the Program(s) at Hospital, provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 **Implementation of Program(s).** Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 **Accreditation.** Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Health Services and the Joint Commission.

2.4 **Patient Care.** Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, School shall ensure its students and instructors conduct their activities in providing services hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical

and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

2.5 Space and Storage. Hospital agrees to provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability.

2.6 Removal of Students and Instructors. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student or instructor, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student or instructor from the Program(s). School shall comply with Hospital's request within five (5) days of receipt of notice from Hospital and with respect to instructors, School shall provide a replacement instructor acceptable to Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student or instructor represents a threat to patient safety or personnel, Hospital may immediately exclude any student or instructor from Hospital until final resolution of the matter with School.

2.7 Documentation. Hospital agrees to make available to instructors and qualified students of School a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review

2.8 First Aid. Hospital shall be available to provide necessary emergency health care or first aid within its capacity to students and instructors participating in the Program(s). Any emergency health care or first aid provided by Hospital shall be billed to the student, instructor or School at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student or instructor

2.9 Statement of Adequate Staffing. Hospital acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for nursing staff necessary for reasonable staffing coverage.

2.10 Authority. Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

### 3. RELATIONSHIP OF THE PARTIES

3.1 Term. This Agreement shall commence as of the Effective Date of this Agreement and shall remain in full force and effect for three (3) year(s) unless otherwise terminated as provided herein.

3.2 Termination. Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the

completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

**3.3 Relationship of Parties.** In the performance of the obligations under this Agreement, it is mutually understood and agreed that School and School's instructors are at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School or Hospital and School's instructors an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students or School's instructors. Such benefits not covered include, but are not limited to salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement and School, instructors, and any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall not have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself, its instructors or its students and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School, its instructors or its students are determined to be employees of Hospital.

**3.4 Role of Students and Instructors.** It is not the intention of School or Hospital that any student or instructor occupies the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

**3.5 Publicity** Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party

**3.6 Records.** It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

#### **4. GENERAL PROVISIONS**

**4.1 Entire Agreement; Amendment.** This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

**4.2 Assignment.** School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.



Santa Ana College  
1530 W 17<sup>th</sup> Street  
Santa Ana, CA 92706

4.7 **Severability**. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 **Waiver**. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

***Signature page to follow.***

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**HOSPITAL:**

\_\_\_\_\_  
By  
Vice President of Patient Care Services

Date: \_\_\_\_\_

**SCHOOL:**

\_\_\_\_\_  
By \_\_\_\_\_  
Printed Name: Peter J. Hardash *PJH*  
Title: Vice Chancellor of Fiscal Services/Business Operation  
Date: \_\_\_\_\_

Approved as to form

\_\_\_\_\_

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

To:	Board of Trustees	Date: May 26, 2009
Re:	Approval of Agreement with Chapman University and the Santa Ana College Upward Bound Summer Residential Program for 2009	
Action:	Request For Approval	

**BACKGROUND**

Under the auspices of Santa Ana College's federally funded Upward Bound Program, a number of student-centered activities have been designed to enhance student success in pre-collegiate readiness and enhance student success in college. Over the past seven years we have offered a grant-funded summer residential program in collaboration with a local four-year university that provides dormitory accommodations, meals, and classroom facilities. The 2009 summer residential program will be hosted by Chapman University.

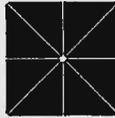
**ANALYSIS**

The program has been highly successful and is recommended by partners (SAUSD and SAC) for continuation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached agreement with Chapman University and the Santa Ana College Upward Bound Summer Residential Program for 2009.

Fiscal Impact:	Not to exceed \$60,000 (grant funded)	Board Date: May 26, 2009
Prepared by:	Sara Lundquist, Ph.D., Vice President, Student Services SAC Lilia Tanakeyowma, Dean of Student Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	



## **CHAPMAN UNIVERSITY CONFERENCE AGREEMENT**

**Chapman University, Conference Services  
One University Drive, Orange, CA, 92866  
(714) 997-6811, FAX (714) 744-7811**

*This Chapman University Conference Agreement ("Agreement") is made and entered into this 26<sup>th</sup> day of March, 2009 by and between Chapman University, a California corporation, hereinafter called "University" and Rancho Santiago Community College District, a nonprofit public agency, hereinafter called "Client," which is the entity, person, persons or groups of persons seeking use of University facilities and/or property. The University agrees to provide Client with the facilities and services listed herein for the period and under the other terms described herein. Accordingly, the parties mutually agree to the terms and conditions set forth in this Agreement.*

### **1. CLIENT INFORMATION**

Name of Conference: ***Upward Bound 2009 Summer Residential Program***

Description of Conference: ***Pre-college academic program including recreation and enrichment workshops.***

Address: ***Rancho Santiago Community College District  
Attn: Peter J. Hardash  
Vice Chancellor  
Business Operations and Fiscal services  
2323 North Broadway  
Santa Ana, CA 92706***

Telephone Number: ***(714) 564-6843 [Romelia Madrigal]***

### **2. HOUSING**

***The University agrees to provide housing spaces to the Client as follows:***

* Estimated total number of participants:	<b><i>42 students and 5 staff each week</i></b>
Date of Early Arrivals (5 staff)	<b><i>July 4, 2009 (10 am – 12 pm)</i></b>
Residence Hall check-in date and time:	<b><i>July 4, 2009 (12 pm – 1 pm) July 12, 2009 (5 pm – 6 pm) July 19, 2009 (6 pm – 7 pm) July 26, 2009 (6 pm – 7 pm)</i></b>

Residence Hall checkout date and time:

*July 10, 2009 (5 pm – 6 pm)*  
*July 17, 2009 (5 pm – 6 pm)*  
*July 24, 2009 (5 pm – 6 pm)*  
*July 31, 2009 (5 pm – 6 pm)*

*\* Please Note. Time of check-out each week is contingent on whether the university needs the rooms over the weekend for another group. If rooms are not scheduled, the group may leave their belongings in the rooms over the weekend. If rooms are needed by the university, the group will be notified in advance.*

*\* Please note that actual charges will be determined under "Estimate and Guarantee" set forth below*

**KEYS:** A fee of \$50.00 will be assessed for any lost keys not returned by checkout date and time.

**LINEN SERVICE:** Linen service will not be provided by the University.

**HOUSING ASSIGNMENTS:** The University reserves the right to alter housing assignments prior to the start of any conference for required maintenance work or to accommodate additional conference groups.

**A housing list with participants paired will be due in the Conference Office by June 22, 2009.**

**HOUSEKEEPING SERVICES:** Housekeeping services are provided in the hallways, public restrooms and lounge areas of the halls. Unless specific arrangements are made, individuals are responsible for their own rooms.

**LIVE-IN HOUSING SUPERVISION:** The Client is responsible for providing adequate supervision in the assigned residence halls. All youth groups with members under the age of eighteen are required to provide live-in residence supervision of at least one (1) adult for every ten (10) youths.

**RESIDENCE HALL ROOMS:** The University reserves the right to enter rooms for the purpose of inspection, repair or emergency.

### **3. FOOD SERVICE**

*The University agrees to provide meals to the Client as follows:*

First conference meal will be:

*Dinner July 4, 2009*

Last conference meal will be:

*Sack Lunch July 31, 2009*

Number of Meals:

Breakfast (21)

*July 5 – 10, 2009*

*July 13 – 17, 2009*

*July 20 – 24, 2009*

*July 27 – 31, 2009*

Lunch (17)

*July 5 – 9, 2009*

*July 13 – 16, 2009*

*July 20 – 23, 2009*

*July 27 – 30, 2009*

Sack Lunch (4)

*July 10, 17, 24, 31, 2009*

Dinner (18)

July 4 – 9, 2009  
July 13 – 16, 2009  
July 20 – 23, 2009  
July 27 – 30, 2009

Lost Meal Cards:

Per meal card charge

\$15.00

**MEAL TIMES:** The University reserves the right to alter meal times depending on the number of participants. Any such alteration will be made at least five (5) days prior to the start of any conference. Groups wishing to change contracted serving times may incur a surcharge to cover additional labor costs.

**LOCATION OF MEALS:** All meals are served cafeteria style in the Argyros Forum Dining Room and Patio unless other arrangements have been made.

**FOOD SERVICE NEEDS:** All food service needs must be provided by the University's contracted food service.

**MEAL CARDS:** Each of the Client's participants must produce his or her meal card on passing through the cafeteria meal line. This procedure will verify the participant's enrollment in a particular session of the conference/camp.

#### **4. FACILITIES**

*The University agrees to provide facilities to the Client as follows:*

<b><u>Facility</u></b>	<b><u>Date(s)</u></b>	<b><u>Times</u></b>
3 classrooms seating 20 students each (Classrooms are equipped with overhead projectors and VHS players.)	July 5 – 9, 2009	8:00 am – 12:30 pm
	July 13 – 16, 2009	8:00 am – 12:30 pm
	July 20 – 23, 2009	8:00 am – 12:30 pm
	July 27 – 30, 2009	8:00 am – 12:30 pm
2 classrooms for Homework Lab	July 5 – 9, 2009	1:20 pm – 4:20 pm
	July 13 – 16, 2009	1:20 pm – 4:20 pm
	July 20 – 23, 2009	1:20 pm – 4:20 pm
	July 27 – 30, 2009	1:20 pm – 4:20 pm
Room for UB Activity	July 5 – 9, 2008	4:30 pm – 5:20 pm
	July 13 – 16, 2009	4:30 pm – 5:20 pm
	July 20 – 23, 2009	4:30 pm – 5:20 pm
	July 27 – 30, 2009	4:30 pm – 5:20 pm
Recreational Facilities, as available (TBA)	July 5 – 9, 2009	6:30 pm – 7:30 pm
	July 13 – 16, 2009	6:30 pm – 7:30 pm
	July 20 – 23, 2009	6:30 pm – 7:30 pm
	July 27 – 30, 2009	6:30 pm – 7:30 pm
1 Shared Computer Lab	July 6 – 9, 2009	TBA
	July 13 – 16, 2009	TBA
	July 20 – 23, 2009	TBA
	July 27 – 30, 2009	TBA

The facilities of the University that are the subject of this Agreement are referred to herein as the "Facilities."

## **5. SPECIAL EQUIPMENT AND SERVICES**

**SPECIAL EQUIPMENT:** Tables and chairs for special set-ups and audiovisual equipment are limited on campus. Arrangements for such equipment should be made well in advance of your arrival. All necessary outside rentals (tables, chairs, audiovisual equipment, etc.) will be at the Client's expense. Technicians, if requested by the client for services after regularly scheduled hours (8:00 am – 5:00 pm, Monday – Friday), will be \$25.00 per person per hour.

**PARKING:** A parking permit is required to park in University parking lots. Parking is available on campus in the residence halls and main campus parking lots (excluding the Memorial Hall Parking Lot and the Hashinger Parking Lot) at no additional charge. Parking in the Memorial Hall Parking Lot and the Hashinger Parking Lot is restricted. PLEASE NOTE: Parking is unavailable in parking spaces marked faculty only or reserved parking spaces. Parking on city streets is restricted to the campus side only! A city parking permit is required to park on the street opposite the university. Please observe handicapped and reserved parking spaces. The University is not responsible for any parking tickets issued to participants.

## **6. FINANCIAL ARRANGEMENTS**

**ESTIMATED CHARGES:** *Estimated charges for facilities and services are as follows:*

**Residence Hall Rooms and Meals** *(Double occupancy rooms as outlined in Section 2 and meals as outlined in Section 3. Single rooms, as available, are an additional \$15.00 per person per night. Six single rooms will be provided for the staff at the double occupancy residence hall rate.)*

47 participants @ \$1,245.00 per person for 4 weeks **\$58,515.00**  
(July 4 – 10, 2009; July 12 – 17, 2009; July 19 – 24, 2009;  
July 26 – 31, 2009)

**Facilities** *(As outlined in Section 4)*

Facilities, as outlined in section 4, will be at no additional charge provided there are at least 40 participants including staff registered in the residence halls for the enter program. If numbers fall below 40 participants, facility charges will be \$500.00 per week. **To Be Determined**

**ESTIMATED TOTAL CONFERENCE CHARGES** **\$58,515.00**

**DEPOSITS / PAYMENTS:** A non-refundable deposit of thirty five percent (35%) of the Estimated Total Conference Charges is payable with the return of this signed Agreement and will be applied to the charges set forth herein. The balance of the Estimated Total Conference Charges will be due and payable on or before June 22, 2009. Final conference invoices are due and payable to the Conference Office within thirty (30) days of billing. Client agrees to pay all of the unpaid Estimated Total Conference Charges in a timely manner as set forth above. Client shall pay interest on any unpaid balance at the rate of 1.5% per month or the highest rate permitted by law, whichever is lower.

**Non-refundable deposit of \$20,480.25 is due with return of the signed agreement by May 29, 2009.**

**The balance of \$38,034.75 will be due and payable on or before June 22, 2009.**

**A final invoice for the balance of all charges will be submitted within two (2) weeks of the Conference. Payment on the final balance is due within thirty (30) days of receipt.**

**CANCELLATIONS:** Written notice of cancellation must be submitted to the University Conference Office no later than 30 days prior to the scheduled conference date. If such cancellation occurs within 90 days of the scheduled Conference, a service charge of five percent (5%) of the estimated total Conference charges shall be assessed; if within 60 days of the scheduled Conference, a service charge of ten percent (10%) of the estimated total Conference charges shall be assessed; and if within 30 days of the scheduled Conference, a service charge of fifteen percent (15%) of the estimated total Conference charges shall be assessed. The Client acknowledges and agrees that such charges are reasonably calculated to compensate the University for damages it will suffer in connection with such cancellation.

**ESTIMATE AND GUARANTEE:** The University will hold beds for the estimated number of participants referred to in the housing facilities section of this Agreement. The Client must guarantee in writing the exact number of participants no later than 30 days prior to the beginning of the Conference, including name, gender and room assignments. Full charges will be made for the guarantee figure even if actual attendance is below this estimate. If no guarantee figure is so furnished, the reservations above will become the guaranteed figure and the Client agrees to pay that figure. Should the actual number of participants exceed the guarantee figure, the Client will be billed for the actual number. All guarantee figures are for the entire Conference period unless otherwise approved in writing by the University's Director of Conferences and Scheduling.

## **7. INSURANCE**

**INSURANCE:** The Client shall keep the facilities and premises, including personal property of the University, in good order and condition and shall promptly pay for any damage or loss to such facilities, premises and property caused by its negligence or misuse, or that of its invitees. In this connection, the Client agrees to and shall secure from a good and responsible admitted insurance company and maintain during the entire term of its use of the premises, a public liability insurance policy in a minimum amount of \$2,000,000.00 for any one occurrence of or loss from any accident resulting in bodily injury or death and for damage to or destruction of property belonging to the University as well as property of third parties. The Client agrees that University shall be named as an additional insured on the aforementioned policy or policies of insurance. This insurance will be regarded as primary and no other insurance shall be considered contributory or co-insurance. The Client shall, upon request by the University, provide the University with a copy of the insurance policy, for the University's inspection. In addition to naming the University as an additional insured, the Client's policy of liability insurance shall include provisions waiving any rights to subrogation against the University. The Client further agrees that at least (10) days prior to the date it is to use the facilities described herein, it shall furnish an insurance certificate to the University and shall provide that the policy or policies of insurance shall not be canceled or altered without (30) days prior written notice to University. If the Client fails to produce said certificate of insurance within the time set forth herein, the University shall have no obligation to permit the Client to use such facilities.

**A Certificate of Insurance will be due in the Conference Office by June 22, 2009.**

## **8. USE**

All individuals and Clients in their use and occupancy of University property shall comply with all applicable laws, rules and regulations, including University regulations. Any use of the University Facilities contrary to or in violation of any applicable law, rule or regulation shall bar such individual or Client from any further use of such Facilities.

The Client shall use the Facilities for the purposes as stated above and no other.

The University reserves the right to reassign facilities to assure maximum and most appropriate utilization of University facilities, to revoke campus privileges, including residency in its buildings, of any occupant whose conduct becomes, in the University's opinion, injurious or potentially injurious to the residential community, to assign alternate housing and/or meeting space commensurate with reduced space needs should the actual number of participants fall below the attendance expected based upon the reserved space, to terminate the reservation of the Client should unforeseen emergencies occur making it inadvisable, illegal, or impossible to provide the facilities, and/or to add or delete from these policies any clause(s) whatsoever upon timely notification.

Use and occupancy of University property shall be primarily for University purposes. Any authorized use or occupancy of the Facilities or property by anyone, including Client, for other than University purposes shall be subordinate to such primary purposes.

No use or occupancy of University property will be permitted if the University Officials in the exercise of its discretion determines that such use or occupancy is prohibited by law, will interfere with the use of the property for University purposes or will result in picketing, rioting, disturbance of the peace or other disruption of University activities, or in damage to the property or alterations which may render it unfit for, or may interfere with its proper use for, University purposes.

During the Client's use of Facilities, the University shall have access to the Facilities as necessary to the University's use of its adjoining properties and to assure compliance with this Agreement.

## **9. UNIVERSITY POLICIES**

**MEDICAL SERVICES:** It is understood and agreed that the University shall furnish no medical services to the Client or the Client's guests or employees.

**ANIMALS:** The Client is not permitted to have animals on campus.

**AMPLIFIED SOUND:** Chapman University has very strict policies about outdoor amplified sound. The Conference Office must approve all amplified sound.

**SMOKING:** No smoking shall be permitted in university buildings.

**EQUIPMENT:** Individuals or Clients who wish to bring any equipment on campus must obtain prior approval from the University Conference Office, and must agree to waive any University liability or responsibility regarding any and all damage to, or theft of, said equipment.

**CONFERENCE PROGRAM:** The University may require that it be furnished, within a reasonable period in advance of the scheduled Conference, with a complete program of the Conference, with copies of all talks and addresses and the script of any entertainment proposed to be given on the University property. If such copy reasonably demonstrates that the program will be in violation of law or of these rules and regulations, the proposed use shall not be permitted.

**USE OF UNIVERSITY NAME:** The Client will not use the Chapman University name in any advertisement material, brochure, mailer or any similar item in a manner that infers that the University is a sponsor/co-sponsor or in any way affiliated with the user group. The University's name may only be used for reference of event location unless written approval has been granted by the Executive Vice President / Chief Operating Officer or designee.

## **10. LEGAL ISSUES**

**DAMAGE:** The Client agrees to leave the Facilities and premises of the University in the same condition as at the commencement of the Conference and to pay the cost of extraordinary cleaning necessitated by the use of such Facilities and premises by the Client. The Client shall be liable for any damage to the Facilities or property therein which may be caused by any act or negligence of the Client, its employees, agents, and other individuals using the Facilities with its consent, and the University may, at its option, repair such damage, and the Client agrees to reimburse and compensate the University for the total cost of such repair or damage, within five (5) days of receiving a statement by University for the same.

**PROPERTY OF THE CLIENT:** The University is not responsible for lost, stolen or damaged property of the Client, its conferees or their guests.

**RELICENSING OF SPACE:** The University reserves the right to relicense all Facilities covered by this Agreement if this Agreement is not signed, returned to the University, and deposit paid by the due date listed herein.

**INDEMNITY:** Both parties shall conduct their activities upon the University premises so as not to negligently, recklessly or willfully endanger any person lawfully thereon. Each party will be responsible for its own negligent, reckless or willful acts or omissions, and will indemnify, defend and hold the other harmless from any and all claims, demands, loss, liability, costs, and expenses arising out of or resulting from its own negligent, reckless or willful acts or omissions. Such obligations will be for the benefit of the officers, trustee, agents, and employees of the respective parties. The foregoing obligations are in addition to, and not in lieu of, the other obligations of the parties under this agreement.

**ASSIGNABILITY:** The Client may not sublet or sublicense any portion of the Facilities or assign, mortgage, encumber, or otherwise transfer this Agreement without prior written consent of the University. Any consent by the University shall not constitute a waiver of this provision for any future assignment, encumbrance, sublease or transfer or a release of the Client from its obligations under this Agreement.

**ATTORNEYS' FEES AND EXPENSES:** If any action at law or in equity is commenced to enforce any of the provisions or rights under this Agreement, the unsuccessful party to such litigation, as determined by the court in a final judgment or decree, shall pay the successful party or parties all costs, expenses, and reasonable attorneys' fees incurred by the successful party or parties (including, without limitation, costs, expenses and fees on any appeals), and if the successful party recovers judgment in any such action or proceeding, such costs, expenses and attorneys' fees shall be included as part of the judgment.

**CONSENT TO ARBITRATION:** Any controversy, dispute, or claim of whatever nature arising out of, in connection with, or in relation to the interpretation, performance or breach of this Conference Agreement, including any claim based on contract, tort, or statute, shall be resolved, at the request of any party to this Agreement, by final and binding arbitration administered by and in accordance with the then existing Rules of Practice and Procedures of Judicial Arbitration & Mediation Services, Inc. Unless the parties otherwise agree, the arbitrator shall apply California substantive law, and the California Evidence Code to the proceeding. The arbitrator shall prepare in writing and provide to the parties an award including factual findings and the reasons on which the decision is based. The arbitrator shall not have the power to commit errors of law or legal reasoning, and the award may be vacated or corrected pursuant to California Code of Civil Procedure section 1286.2 or 1286.6 for any such error. The arbitration shall be conducted in Orange County, California.

**AMERICANS WITH DISABILITIES ACT:** It is the responsibility of the University to exercise reasonable effort in assuring that its Facilities are accessible to people with disabilities in a manner consistent with the guidelines of the Americans With Disabilities Act, provided that the Client uses reasonable effort to determine and report to University any special needs that may exist. The Client must insure that program activities covered under this Agreement are consistent with and comply with all legal requirements, including the requirements of the Americans With Disabilities Act. This includes, if necessary, the provision of auxiliary services, such as sign language interpreters. The Client is responsible for providing accommodations for special needs of participants including interpreters, guides, handicap vans, etc.

**CATASTROPHES:** In the event the Facilities licensed hereunder are unavailable due to destruction, partial or total, or for any other reason beyond the control of the University, including acts of God, natural disasters, strikes, or actions by governmental agencies, the University shall have the right to terminate this Agreement by refunding all deposits due to the Client. The Client shall have no right nor claim against the University for any damages it suffers as a result of such cancellation.

**GOVERNING LAW:** This Agreement shall be construed in accordance with and governed by the laws of the State of California.

**ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties hereto concerning the subject matter hereof and supersedes any and all prior agreements, whether written or oral, regarding the subject matter hereof.

**AUTHORITY:** The person signing this Agreement on behalf of the Client represents that (s)he is duly authorized to bind the Client to all the terms, conditions, and requirements of this Agreement.

**11. ACCEPTANCES**

The organization acknowledges by signing this Conference Agreement that its primary purpose is to provide an educational program for the benefit of those who attend.

We the undersigned, do hereby enter into this Conference Agreement, as witnessed by our signatures below

**For Chapman University**

By \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**For the Client**

By \_\_\_\_\_  
*Signature*

Peter J. Hardash  
*Print Name*

Vice Chancellor, Business Operations  
*Title and Fiscal Services*

\_\_\_\_\_  
*Date*



5/12/09 21:50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
CHECK REGISTERS SUBMITTED FOR BOARD APPROVAL

BM0140

SUMMARY OF EXPENDITURES FOR THE PERIOD 5/08/09 THROUGH 5/08/09

TOTAL FUND 15 (STUDENT FIN. AIDS): 2,401,115.00

TOTAL: 2,401,115.00

5/12/09 21:50

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BM0140

## CHECK REGISTERS SUBMITTED FOR APPROVAL

BOARD MEETING OF 5/26/09

CHECK REG NO	FUND	AMOUNT	VOIDED CHECKS	ADJUSTED AMOUNT	BEGINNING CHECK NO	ENDING CHECK NO
3479	STUDENT FIN. AIDS	21,592.00	0.00	21,592.00	92-205158	92-205182
3480	STUDENT FIN. AIDS	23,895.00	0.00	23,895.00	92-205183	92-205207
3481	STUDENT FIN. AIDS	23,074.00	0.00	23,074.00	92-205208	92-205232
3482	STUDENT FIN. AIDS	20,432.00	0.00	20,432.00	92-205233	92-205257
3483	STUDENT FIN. AIDS	21,252.00	0.00	21,252.00	92-205258	92-205282
3484	STUDENT FIN. AIDS	26,563.00	0.00	26,563.00	92-205283	92-205307
3485	STUDENT FIN. AIDS	27,556.00	0.00	27,556.00	92-205308	92-205332
3486	STUDENT FIN. AIDS	25,802.00	0.00	25,802.00	92-205333	92-205357
3487	STUDENT FIN. AIDS	28,773.00	0.00	28,773.00	92-205358	92-205382
3488	STUDENT FIN. AIDS	20,575.00	0.00	20,575.00	92-205383	92-205407
3489	STUDENT FIN. AIDS	21,313.00	0.00	21,313.00	92-205408	92-205432
3490	STUDENT FIN. AIDS	23,690.00	0.00	23,690.00	92-205433	92-205457
3491	STUDENT FIN. AIDS	23,144.00	0.00	23,144.00	92-205458	92-205482
3492	STUDENT FIN. AIDS	16,849.00	0.00	16,849.00	92-205483	92-205507
3493	STUDENT FIN. AIDS	18,947.00	0.00	18,947.00	92-205508	92-205532
3494	STUDENT FIN. AIDS	21,806.00	0.00	21,806.00	92-205533	92-205557
3495	STUDENT FIN. AIDS	24,436.00	0.00	24,436.00	92-205558	92-205582
3496	STUDENT FIN. AIDS	18,849.00	0.00	18,849.00	92-205583	92-205607
3497	STUDENT FIN. AIDS	21,314.00	0.00	21,314.00	92-205608	92-205632
3498	STUDENT FIN. AIDS	22,242.00	0.00	22,242.00	92-205633	92-205657
3499	STUDENT FIN. AIDS	18,908.00	0.00	18,908.00	92-205658	92-205682
3500	STUDENT FIN. AIDS	19,199.00	0.00	19,199.00	92-205683	92-205707
3501	STUDENT FIN. AIDS	20,664.00	0.00	20,664.00	92-205708	92-205732
3502	STUDENT FIN. AIDS	24,724.00	0.00	24,724.00	92-205733	92-205757
3503	STUDENT FIN. AIDS	26,209.00	0.00	26,209.00	92-205758	92-205782
3504	STUDENT FIN. AIDS	20,912.00	0.00	20,912.00	92-205783	92-205807
3505	STUDENT FIN. AIDS	7,977.00	0.00	7,977.00	92-205808	92-205819
3506	STUDENT FIN. AIDS	23,261.00	0.00	23,261.00	92-205821	92-205845
3507	STUDENT FIN. AIDS	19,567.00	0.00	19,567.00	92-205846	92-205870
3508	STUDENT FIN. AIDS	27,816.00	0.00	27,816.00	92-205871	92-205895

STUDENT FIN. AIDS FUND: PAGE 1 OF 4

PAGE TOTAL: 661,341.00

FUND TOTAL: 2,401,115.00

5/12/09 21:50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BM0140

CHECK REGISTERS SUBMITTED FOR APPROVAL

BOARD MEETING OF 5/26/09

CHECK REG NO	FUND	AMOUNT	VOIDED CHECKS	ADJUSTED AMOUNT	BEGINNING CHECK NO	ENDING CHECK NO
3509	STUDENT FIN. AIDS	24,021.00	0.00	24,021.00	92-205896	92-205920
3510	STUDENT FIN. AIDS	23,001.00	0.00	23,001.00	92-205921	92-205945
3511	STUDENT FIN. AIDS	22,641.00	0.00	22,641.00	92-205946	92-205970
3512	STUDENT FIN. AIDS	19,643.00	0.00	19,643.00	92-205971	92-205995
3513	STUDENT FIN. AIDS	25,234.00	0.00	25,234.00	92-205996	92-206020
3514	STUDENT FIN. AIDS	21,600.00	0.00	21,600.00	92-206021	92-206045
3515	STUDENT FIN. AIDS	25,713.00	0.00	25,713.00	92-206046	92-206070
3516	STUDENT FIN. AIDS	18,200.00	0.00	18,200.00	92-206071	92-206095
3517	STUDENT FIN. AIDS	23,873.00	0.00	23,873.00	92-206096	92-206120
3518	STUDENT FIN. AIDS	18,551.00	0.00	18,551.00	92-206121	92-206145
3519	STUDENT FIN. AIDS	18,014.00	0.00	18,014.00	92-206146	92-206170
3520	STUDENT FIN. AIDS	18,796.00	0.00	18,796.00	92-206171	92-206195
3521	STUDENT FIN. AIDS	21,884.00	0.00	21,884.00	92-206196	92-206222
3522	STUDENT FIN. AIDS	27,427.00	0.00	27,427.00	92-206223	92-206247
3523	STUDENT FIN. AIDS	21,351.00	0.00	21,351.00	92-206248	92-206272
3524	STUDENT FIN. AIDS	33,084.00	0.00	33,084.00	92-206273	92-206297
3525	STUDENT FIN. AIDS	22,514.00	0.00	22,514.00	92-206298	92-206322
3526	STUDENT FIN. AIDS	24,103.00	0.00	24,103.00	92-206323	92-206347
3527	STUDENT FIN. AIDS	24,167.00	0.00	24,167.00	92-206348	92-206372
3528	STUDENT FIN. AIDS	20,248.00	0.00	20,248.00	92-206373	92-206397
3529	STUDENT FIN. AIDS	24,358.00	0.00	24,358.00	92-206398	92-206422
3530	STUDENT FIN. AIDS	23,889.00	0.00	23,889.00	92-206423	92-206447
3531	STUDENT FIN. AIDS	19,880.00	0.00	19,880.00	92-206448	92-206472
3532	STUDENT FIN. AIDS	22,729.00	0.00	22,729.00	92-206473	92-206497
3533	STUDENT FIN. AIDS	22,046.00	0.00	22,046.00	92-206498	92-206522
3534	STUDENT FIN. AIDS	24,979.00	0.00	24,979.00	92-206523	92-206547
3535	STUDENT FIN. AIDS	26,288.00	0.00	26,288.00	92-206548	92-206572
3536	STUDENT FIN. AIDS	20,019.00	0.00	20,019.00	92-206573	92-206597
3537	STUDENT FIN. AIDS	18,634.00	0.00	18,634.00	92-206598	92-206622
3538	STUDENT FIN. AIDS	23,839.00	0.00	23,839.00	92-206623	92-206647

STUDENT FIN. AIDS FUND: PAGE 2 OF 4

PAGE TOTAL: 680,726.00

FUND TOTAL: 2,401,115.00

5/12/09 21:50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BM0140

CHECK REGISTERS SUBMITTED FOR APPROVAL

BOARD MEETING OF 5/26/09

CHECK REG NO	FUND	AMOUNT	VOIDED CHECKS	ADJUSTED AMOUNT	BEGINNING CHECK NO	ENDING CHECK NO
3539	STUDENT FIN. AIDS	25,799.00	0.00	25,799.00	92-206648	92-206672
3540	STUDENT FIN. AIDS	22,862.00	0.00	22,862.00	92-206673	92-206697
3541	STUDENT FIN. AIDS	25,306.00	0.00	25,306.00	92-206698	92-206722
3542	STUDENT FIN. AIDS	22,368.00	0.00	22,368.00	92-206723	92-206747
3543	STUDENT FIN. AIDS	24,132.00	0.00	24,132.00	92-206748	92-206772
3544	STUDENT FIN. AIDS	25,729.00	0.00	25,729.00	92-206773	92-206797
3545	STUDENT FIN. AIDS	24,233.00	0.00	24,233.00	92-206798	92-206822
3546	STUDENT FIN. AIDS	23,793.00	0.00	23,793.00	92-206823	92-206847
3547	STUDENT FIN. AIDS	20,709.00	0.00	20,709.00	92-206848	92-206872
3548	STUDENT FIN. AIDS	27,510.00	0.00	27,510.00	92-206873	92-206897
3549	STUDENT FIN. AIDS	25,240.00	0.00	25,240.00	92-206898	92-206922
3550	STUDENT FIN. AIDS	24,267.00	0.00	24,267.00	92-206923	92-206947
3551	STUDENT FIN. AIDS	21,889.00	0.00	21,889.00	92-206948	92-206972
3552	STUDENT FIN. AIDS	26,556.00	0.00	26,556.00	92-206973	92-206997
3553	STUDENT FIN. AIDS	25,587.00	0.00	25,587.00	92-206998	92-207022
3554	STUDENT FIN. AIDS	24,124.00	0.00	24,124.00	92-207023	92-207047
3555	STUDENT FIN. AIDS	21,328.00	0.00	21,328.00	92-207048	92-207072
3556	STUDENT FIN. AIDS	21,701.00	0.00	21,701.00	92-207073	92-207097
3557	STUDENT FIN. AIDS	24,553.00	0.00	24,553.00	92-207098	92-207122
3558	STUDENT FIN. AIDS	20,024.00	0.00	20,024.00	92-207123	92-207147
3559	STUDENT FIN. AIDS	22,669.00	0.00	22,669.00	92-207148	92-207172
3560	STUDENT FIN. AIDS	18,224.00	0.00	18,224.00	92-207173	92-207197
3561	STUDENT FIN. AIDS	22,291.00	0.00	22,291.00	92-207198	92-207222
3562	STUDENT FIN. AIDS	22,228.00	0.00	22,228.00	92-207223	92-207247
3563	STUDENT FIN. AIDS	20,705.00	0.00	20,705.00	92-207248	92-207272
3564	STUDENT FIN. AIDS	20,364.00	0.00	20,364.00	92-207273	92-207297
3565	STUDENT FIN. AIDS	21,162.00	0.00	21,162.00	92-207298	92-207322
3566	STUDENT FIN. AIDS	23,406.00	0.00	23,406.00	92-207323	92-207347
3567	STUDENT FIN. AIDS	24,871.00	0.00	24,871.00	92-207348	92-207372
3568	STUDENT FIN. AIDS	23,435.00	0.00	23,435.00	92-207373	92-207397

STUDENT FIN. AIDS FUND: PAGE 3 OF 4

PAGE TOTAL: 697,065.00

FUND TOTAL: 2,401,115.00

5/12/09 21:50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BM0140

CHECK REGISTERS SUBMITTED FOR APPROVAL

BOARD MEETING OF 5/26/09

CHECK REG NO	FUND	AMOUNT	VOIDED CHECKS	ADJUSTED AMOUNT	BEGINNING CHECK NO	ENDING CHECK NO
3569	STUDENT FIN. AIDS	24,093.00	0.00	24,093.00	92-207398	92-207424
3570	STUDENT FIN. AIDS	20,742.00	0.00	20,742.00	92-207425	92-207449
3571	STUDENT FIN. AIDS	20,939.00	0.00	20,939.00	92-207450	92-207474
3572	STUDENT FIN. AIDS	22,141.00	0.00	22,141.00	92-207475	92-207499
3573	STUDENT FIN. AIDS	18,928.00	0.00	18,928.00	92-207500	92-207524
3574	STUDENT FIN. AIDS	18,228.00	0.00	18,228.00	92-207525	92-207549
3575	STUDENT FIN. AIDS	21,601.00	0.00	21,601.00	92-207550	92-207574
3576	STUDENT FIN. AIDS	29,938.00	0.00	29,938.00	92-207575	92-207599
3577	STUDENT FIN. AIDS	23,907.00	0.00	23,907.00	92-207600	92-207624
3578	STUDENT FIN. AIDS	24,838.00	0.00	24,838.00	92-207625	92-207649
3579	STUDENT FIN. AIDS	20,556.00	0.00	20,556.00	92-207650	92-207674
3580	STUDENT FIN. AIDS	23,562.00	0.00	23,562.00	92-207675	92-207699
3581	STUDENT FIN. AIDS	23,525.00	0.00	23,525.00	92-207700	92-207724
3582	STUDENT FIN. AIDS	25,125.00	0.00	25,125.00	92-207725	92-207749
3583	STUDENT FIN. AIDS	24,827.00	0.00	24,827.00	92-207750	92-207774
3584	STUDENT FIN. AIDS	19,033.00	0.00	19,033.00	92-207775	92-207797

STUDENT FIN. AIDS FUND: PAGE 4 OF 4

PAGE TOTAL: 361,983.00

FUND TOTAL: 2,401,115.00

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43158	General Fund Unrestricted	12,540.00	0.00	12,540.00	92*0221499	92*0221499
43159	General Fund Unrestricted	3,535.50	0.00	3,535.50	92*0221500	92*0221502
43160	General Fund Unrestricted	11,841.26	0.00	11,841.26	92*0221503	92*0221504
43163	General Fund Unrestricted	12,075.38	0.00	12,075.38	92*0221511	92*0221512
43167	General Fund Unrestricted	1,045.17	0.00	1,045.17	92*0221521	92*0221524
43168	General Fund Unrestricted	724.24	0.00	724.24	92*0221525	92*0221526
43169	General Fund Unrestricted	432.36	0.00	432.36	92*0221527	92*0221530
43171	General Fund Unrestricted	345.89	0.00	345.89	92*0221535	92*0221537
43173	General Fund Unrestricted	1,000.00	0.00	1,000.00	92*0221543	92*0221543
43174	General Fund Unrestricted	2,439.54	0.00	2,439.54	92*0221544	92*0221548
43175	General Fund Unrestricted	13,492.35	0.00	13,492.35	92*0221549	92*0221550
43176	General Fund Unrestricted	31,639.24	0.00	31,639.24	92*0221551	92*0221553
43177	General Fund Unrestricted	8,309.85	0.00	8,309.85	92*0221554	92*0221559
43180	General Fund Unrestricted	614.30	0.00	614.30	92*0221564	92*0221564
43181	General Fund Unrestricted	1,941.02	0.00	1,941.02	92*0221568	92*0221574
43182	General Fund Unrestricted	1,939.10	0.00	1,939.10	92*0221575	92*0221577
43185	General Fund Unrestricted	12,124.04	0.00	12,124.04	92*0221584	92*0221587
43187	General Fund Unrestricted	46,228.50	0.00	46,228.50	92*0221589	92*0221589
43191	General Fund Unrestricted	2,170.70	0.00	2,170.70	92*0221613	92*0221616
43192	General Fund Unrestricted	10,082.45	0.00	10,082.45	92*0221617	92*0221622
43200	General Fund Unrestricted	693.28	0.00	693.28	92*0221646	92*0221647
43201	General Fund Unrestricted	87,217.20	0.00	87,217.20	92*0221648	92*0221648
43202	General Fund Unrestricted	2,800.00	0.00	2,800.00	92*0221649	92*0221650
43203	General Fund Unrestricted	1,055.69	0.00	1,055.69	92*0221651	92*0221652
43204	General Fund Unrestricted	17,177.04	0.00	17,177.04	92*0221653	92*0221658
43207	General Fund Unrestricted	13,740.70	0.00	13,740.70	92*0221665	92*0221667
43208	General Fund Unrestricted	1,627.50	0.00	1,627.50	92*0221668	92*0221669
43209	General Fund Unrestricted	27,680.00	0.00	27,680.00	92*0221670	92*0221670
43221	General Fund Unrestricted	928.25	0.00	928.25	92*0221703	92*0221705
43223	General Fund Unrestricted	3,467.02	0.00	3,467.02	92*0221717	92*0221722
43225	General Fund Unrestricted	2,581.89	0.00	2,581.89	92*0221724	92*0221730
43227	General Fund Unrestricted	970.18	0.00	970.18	92*0221733	92*0221735
43228	General Fund Unrestricted	3,598.37	0.00	3,598.37	92*0221736	92*0221737
43231	General Fund Unrestricted	1,085.57	0.00	1,085.57	92*0221743	92*0221746
43235	General Fund Unrestricted	2,227.00	0.00	2,227.00	92*0221754	92*0221754
43236	General Fund Unrestricted	7,746.22	0.00	7,746.22	92*0221756	92*0221759
43237	General Fund Unrestricted	14,026.74	0.00	14,026.74	92*0221760	92*0221761

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43238	General Fund Unrestricted	2,152.13	0.00	2,152.13	92*0221762	92*0221766
43247	General Fund Unrestricted	13,849.12	0.00	13,849.12	92*0221793	92*0221793
43248	General Fund Unrestricted	1,114.36	0.00	1,114.36	92*0221794	92*0221794
43249	General Fund Unrestricted	602.00	0.00	602.00	92*0221795	92*0221798
43250	General Fund Unrestricted	3,395.63	0.00	3,395.63	92*0221799	92*0221803
43254	General Fund Unrestricted	732.78	0.00	732.78	92*0221816	92*0221818
43261	General Fund Unrestricted	3,440.02	0.00	3,440.02	92*0221831	92*0221834
43263	General Fund Unrestricted	10,290.50	0.00	10,290.50	92*0221837	92*0221839
43264	General Fund Unrestricted	250.00	0.00	250.00	92*0221840	92*0221840
43265	General Fund Unrestricted	3,929.36	0.00	3,929.36	92*0221841	92*0221846
43269	General Fund Unrestricted	1,014.63	0.00	1,014.63	92*0221859	92*0221864
43270	General Fund Unrestricted	11,938.83	0.00	11,938.83	92*0221865	92*0221867
43271	General Fund Unrestricted	50.00	0.00	50.00	92*0221872	92*0221872
43279	General Fund Unrestricted	3,101.01	0.00	3,101.01	92*0221895	92*0221898
43280	General Fund Unrestricted	14,818.09	0.00	14,818.09	92*0221899	92*0221902
43284	General Fund Unrestricted	1,164.83	0.00	1,164.83	92*0221934	92*0221935
43292	General Fund Unrestricted	1,669.66	0.00	1,669.66	92*0221967	92*0221969
43293	General Fund Unrestricted	26,600.62	0.00	26,600.62	92*0221970	92*0221970
43294	General Fund Unrestricted	2,751.90	0.00	2,751.90	92*0221971	92*0221977
43295	General Fund Unrestricted	5,510.45	0.00	5,510.45	92*0221978	92*0221984
43298	General Fund Unrestricted	1,035.94	0.00	1,035.94	92*0221993	92*0221994
43300	General Fund Unrestricted	12,469.89	0.00	12,469.89	92*0221997	92*0221997
43301	General Fund Unrestricted	1,548.33	0.00	1,548.33	92*0221998	92*0222002

<b>Total Fund 11 General Fund Unrestricted</b>	<b><u>486,573.62</u></b>	<b><u>0.00</u></b>	<b><u>486,573.62</u></b>
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Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43157	General Fund Restricted	7,443.00	0.00	7,443.00	92*0221496	92*0221498
43161	General Fund Restricted	1,448.00	0.00	1,448.00	92*0221505	92*0221508
43162	General Fund Restricted	1,500.00	0.00	1,500.00	92*0221509	92*0221510
43166	General Fund Restricted	352.20	0.00	352.20	92*0221517	92*0221520
43170	General Fund Restricted	795.67	0.00	795.67	92*0221531	92*0221534
43172	General Fund Restricted	2,624.62	0.00	2,624.62	92*0221538	92*0221541
43173	General Fund Restricted	165.00	0.00	165.00	92*0221542	92*0221542
43179	General Fund Restricted	691.45	0.00	691.45	92*0221561	92*0221563
43180	General Fund Restricted	342.57	0.00	342.57	92*0221565	92*0221567
43182	General Fund Restricted	475.00	0.00	475.00	92*0221578	92*0221578
43183	General Fund Restricted	4,500.00	0.00	4,500.00	92*0221579	92*0221580
43184	General Fund Restricted	1,941.67	0.00	1,941.67	92*0221581	92*0221583
43186	General Fund Restricted	1,234.74	0.00	1,234.74	92*0221588	92*0221588
43188	General Fund Restricted	10,261.33	0.00	10,261.33	92*0221590	92*0221600
43189	General Fund Restricted	664.29	0.00	664.29	92*0221601	92*0221608
43190	General Fund Restricted	602.22	0.00	602.22	92*0221609	92*0221612
43193	General Fund Restricted	385.44	0.00	385.44	92*0221623	92*0221624
43194	General Fund Restricted	1,604.02	0.00	1,604.02	92*0221625	92*0221628
43195	General Fund Restricted	309.07	0.00	309.07	92*0221629	92*0221636
43205	General Fund Restricted	195.50	0.00	195.50	92*0221659	92*0221659
43206	General Fund Restricted	1,367.92	0.00	1,367.92	92*0221660	92*0221664
43219	General Fund Restricted	1,987.81	0.00	1,987.81	92*0221695	92*0221697
43220	General Fund Restricted	450.15	0.00	450.15	92*0221698	92*0221702
43222	General Fund Restricted	2,071.90	0.00	2,071.90	92*0221706	92*0221716
43224	General Fund Restricted	99,684.44	0.00	99,684.44	92*0221723	92*0221723
43226	General Fund Restricted	259.59	0.00	259.59	92*0221731	92*0221732
43229	General Fund Restricted	289.26	0.00	289.26	92*0221738	92*0221739
43230	General Fund Restricted	718.38	0.00	718.38	92*0221740	92*0221742
43235	General Fund Restricted	2,718.20	0.00	2,718.20	92*0221755	92*0221755
43236	General Fund Restricted	585.78	0.00	585.78	92*0221757	92*0221758
43239	General Fund Restricted	750.00	0.00	750.00	92*0221767	92*0221768
43240	General Fund Restricted	10,900.00	0.00	10,900.00	92*0221769	92*0221769
43241	General Fund Restricted	287.09	0.00	287.09	92*0221770	92*0221776
43246	General Fund Restricted	5,916.32	0.00	5,916.32	92*0221783	92*0221792
43251	General Fund Restricted	1,809.00	0.00	1,809.00	92*0221804	92*0221809
43252	General Fund Restricted	4,111.50	0.00	4,111.50	92*0221810	92*0221812
43253	General Fund Restricted	4,987.60	0.00	4,987.60	92*0221813	92*0221815

Check Registers Submitted for Approval  
 Checks Written for Period 05/02/09 thru 05/15/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43254	General Fund Restricted	285.50	0.00	285.50	92*0221819	92*0221819
43255	General Fund Restricted	2,354.78	0.00	2,354.78	92*0221820	92*0221823
43262	General Fund Restricted	4,315.05	0.00	4,315.05	92*0221835	92*0221836
43263	General Fund Restricted	1,611.42	0.00	1,611.42	92*0221838	92*0221838
43266	General Fund Restricted	298.22	0.00	298.22	92*0221847	92*0221848
43267	General Fund Restricted	1,172.76	0.00	1,172.76	92*0221849	92*0221851
43268	General Fund Restricted	1,933.24	0.00	1,933.24	92*0221852	92*0221858
43271	General Fund Restricted	4,315.44	0.00	4,315.44	92*0221868	92*0221873
43277	General Fund Restricted	14,047.49	0.00	14,047.49	92*0221889	92*0221891
43278	General Fund Restricted	3,794.48	0.00	3,794.48	92*0221892	92*0221893
43279	General Fund Restricted	423.57	0.00	423.57	92*0221894	92*0221894
43281	General Fund Restricted	3,000.00	0.00	3,000.00	92*0221903	92*0221912
43282	General Fund Restricted	3,000.00	0.00	3,000.00	92*0221913	92*0221922
43283	General Fund Restricted	3,300.00	0.00	3,300.00	92*0221923	92*0221933
43285	General Fund Restricted	1,581.02	0.00	1,581.02	92*0221936	92*0221939
43286	General Fund Restricted	4,550.00	0.00	4,550.00	92*0221940	92*0221949
43287	General Fund Restricted	4,550.00	0.00	4,550.00	92*0221950	92*0221959
43288	General Fund Restricted	9,517.80	0.00	9,517.80	92*0221960	92*0221960
43291	General Fund Restricted	5,013.12	0.00	5,013.12	92*0221966	92*0221966
43296	General Fund Restricted	1,125.31	0.00	1,125.31	92*0221985	92*0221988
43297	General Fund Restricted	1,814.73	0.00	1,814.73	92*0221989	92*0221992
43299	General Fund Restricted	1,197.93	0.00	1,197.93	92*0221995	92*0221996
43302	General Fund Restricted	4,644.00	0.00	4,644.00	92*0222003	92*0222005
43303	General Fund Restricted	1,714.32	0.00	1,714.32	92*0222006	92*0222011
43304	General Fund Restricted	8,764.00	0.00	8,764.00	92*0222012	92*0222012
<b>Total Fund 12 General Fund Restricted</b>		<b><u>264,754.91</u></b>	<b><u>0.00</u></b>	<b><u>264,754.91</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43196	Child Development Fund	846.13	0.00	846.13	92*0221637	92*0221639
43197	Child Development Fund	1,676.67	0.00	1,676.67	92*0221640	92*0221642
43210	Child Development Fund	2,917.52	0.00	2,917.52	92*0221671	92*0221674
43211	Child Development Fund	1,447.18	0.00	1,447.18	92*0221675	92*0221676
43242	Child Development Fund	362.49	0.00	362.49	92*0221777	92*0221779
43256	Child Development Fund	5,460.00	0.00	5,460.00	92*0221824	92*0221824
43257	Child Development Fund	15,760.38	0.00	15,760.38	92*0221825	92*0221827
43272	Child Development Fund	2,475.00	0.00	2,475.00	92*0221874	92*0221877
43273	Child Development Fund	414.86	0.00	414.86	92*0221878	92*0221881
43274	Child Development Fund	5,171.00	0.00	5,171.00	92*0221882	92*0221886
<b>Total Fund 33 Child Development Fund</b>		<b>36,531.23</b>	<b>0.00</b>	<b>36,531.23</b>		

Check Registers Submitted for Approval  
 Checks Written for Period 05/02/09 thru 05/15/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43216	Capital Outlay Projects Fund	25,335.46	0.00	25,335.46	92*0221691	92*0221691
43217	Capital Outlay Projects Fund	22,162.50	0.00	22,162.50	92*0221692	92*0221692
43218	Capital Outlay Projects Fund	527.69	0.00	527.69	92*0221693	92*0221694
43233	Capital Outlay Projects Fund	16,742.50	0.00	16,742.50	92*0221748	92*0221748
43244	Capital Outlay Projects Fund	17,355.16	0.00	17,355.16	92*0221781	92*0221781
43259	Capital Outlay Projects Fund	2,022.40	0.00	2,022.40	92*0221829	92*0221829
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b>84,145.71</b>	<b>0.00</b>	<b>84,145.71</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43164	Bond Fund, Measure E	22,871.00	0.00	22,871.00	92*0221513	92*0221514
43165	Bond Fund, Measure E	7,490.00	0.00	7,490.00	92*0221515	92*0221516
43178	Bond Fund, Measure E	495.00	0.00	495.00	92*0221560	92*0221560
43198	Bond Fund, Measure E	622.50	0.00	622.50	92*0221643	92*0221644
43212	Bond Fund, Measure E	61,608.24	0.00	61,608.24	92*0221677	92*0221680
43213	Bond Fund, Measure E	62,488.81	0.00	62,488.81	92*0221681	92*0221684
43214	Bond Fund, Measure E	34,683.31	0.00	34,683.31	92*0221685	92*0221685
43215	Bond Fund, Measure E	37,316.93	0.00	37,316.93	92*0221686	92*0221690
43232	Bond Fund, Measure E	56,897.67	0.00	56,897.67	92*0221747	92*0221747
43243	Bond Fund, Measure E	13,180.00	0.00	13,180.00	92*0221780	92*0221780
43258	Bond Fund, Measure E	28,911.30	0.00	28,911.30	92*0221828	92*0221828
43275	Bond Fund, Measure E	133,289.64	0.00	133,289.64	92*0221887	92*0221887
Harley Ellis Devereaux Archite						
43289	Bond Fund, Measure E	52,169.71	0.00	52,169.71	92*0221961	92*0221963
43290	Bond Fund, Measure E	12,321.60	0.00	12,321.60	92*0221964	92*0221965
<b>Total Fund 42 Bond Fund, Measure E</b>		<b>524,345.71</b>	<b>0.00</b>	<b>524,345.71</b>		

Check Registers Submitted for Approval  
Checks Written for Period 05/02/09 thru 05/15/09

<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>
43199	Property and Liability Fund	2,134.44	0.00	2,134.44	92*0221645	92*0221645
43245	Property and Liability Fund	5,054.40	0.00	5,054.40	92*0221782	92*0221782
<b>Total Fund 61 Property and Liability Fund</b>		<b><u>7,188.84</u></b>	<b><u>0.00</u></b>	<b><u>7,188.84</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
43234	Student Financial Aid Fund	4,961.00	0.00	4,961.00	92*0221749	92*0221753
43260	Student Financial Aid Fund	946.00	0.00	946.00	92*0221830	92*0221830
43276	Student Financial Aid Fund	887.00	0.00	887.00	92*0221888	92*0221888
<b>Total Fund 74 Student Financial Aid Fund</b>		<b>6,794.00</b>	<b>0.00</b>	<b>6,794.00</b>		

**SUMMARY**

Total Fund 11 General Fund Unrestricted	486,573.62
Total Fund 12 General Fund Restricted	264,754.91
Total Fund 33 Child Development Fund	36,531.23
Total Fund 41 Capital Outlay Projects Fund	84,145.71
Total Fund 42 Bond Fund, Measure E	524,345.71
Total Fund 61 Property and Liability Fund	7,188.84
Total Fund 74 Student Financial Aid Fund	6,794.00
Grand Total:	<u><u>1,410,334.02</u></u>

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

To:	Board of Trustees	Date: May 26, 2009
Re:	2009-2010 Tentative Budget	
Action:	Request for Approval	

**BACKGROUND**

The California Code of Regulations, Title 5, Section 58305 requires adoption of a tentative budget on or before the first day of July each year. In so doing we request that the District hold a public hearing on the Tentative Budget for the 2009-2010 fiscal year.

**ANALYSIS**

Although the California Code of Regulations, Title 5, Section 58305, does not require that the Board of Trustees conduct a public hearing on the Tentative Budget, it is our District's practice to hold a public hearing for both the Tentative and Adopted Budgets.

**RECOMMENDATION**

It is recommended the Board of Trustees hold a public hearing on the 2009-2010 Tentative Budget at the meeting on June 22, 2009

Fiscal Impact:	None	Board Date: May 26, 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	

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2009 To 04 / 30 / 2009**

**Board Meeting on 05 / 26 / 2009**

**FUND: 11 GENERAL FUND-UNRESTRICTED**

**BACKGROUND**

The California Administration Code, Regulation 58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
3000	EMPLOYEE BENEFITS		\$150
4000	SUPPLIES AND MATERIALS		10,912
5000	OPERATING EXPENSES & SERVICES		37,336
6000	CAPITAL OUTLAY	\$40,898	
7000	OTHER OUTGO	127,423	
7900	CONTINGENCY OR RESERVE		119,923
	<b>Total Transfers</b>	<b>\$168,321</b>	<b>\$168,321</b>

**RECOMMENDATION**

It is recommended the Board approve the budget transfers as presented.

**Fund 11: General Fund Unrestricted**

<b>bc09pn406k</b>	<b>4/6/2009</b>	<b>B004569</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENS		0	1,100
6000	CAPITAL OUTLAY		1,100	0
			<hr/>	<hr/>
			1,100	1,100

**Reason:** Special Project Adjustment  
**Description:** SAC Library termite 1Xtreatr

<b>bc09pn406m</b>	<b>4/6/2009</b>	<b>B004571</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENS		4,500	0
6000	CAPITAL OUTLAY		0	12,000
7900	CONTINGENCY OR R		7,500	0
			<hr/>	<hr/>
			12,000	12,000

**Reason:** Special Project Adjustment  
**Description:** SAC SBO new Photo ID Syst

<b>bc09pn407h</b>	<b>4/7/2009</b>	<b>B004584</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATE		0	845
6000	CAPITAL OUTLAY		845	0
			<hr/>	<hr/>
			845	845

**Reason:** Special Project Adjustment  
**Description:** SAC Library PC cable locks

<b>bc09pn414e</b>	<b>4/14/2009</b>	<b>B004603</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENS		0	300
6000	CAPITAL OUTLAY		300	0
			<hr/>	<hr/>
			300	300

**Reason:** Adjustment  
**Description:** SAC Planetarium brochures

<b>bc09pn417a</b>	<b>4/17/2009</b>	<b>B004624</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATE		0	10
6000	CAPITAL OUTLAY		10	0
			<hr/>	<hr/>
			10	10

**Reason:** Adjustment  
**Description:** SAC ILR Office Depot

<b>BC09KT41709B</b>	<b>4/17/2009</b>	<b>B004629</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATE		0	9,200
5000	OPERATING EXPENS		2,200	0
6000	CAPITAL OUTLAY		7,000	0
			<hr/>	<hr/>
			9,200	9,200

**Reason:** Adjustment  
**Description:** Fund custodial supplies/ADA

**Fund 11: General Fund Unrestricted**

<b>bc09pn422a</b>	<b>4/22/2009</b>	<b>B004641</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS		0	150
5000	OPERATING EXPENSES AND SERVICES		150	0
			<hr/>	<hr/>
			150	150
<b>Reason:</b>	Adjustment			
<b>Description:</b>	SCC staff benefit payments			
<b>bc09pn422c</b>	<b>4/22/2009</b>	<b>B004643</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		300	0
6000	CAPITAL OUTLAY		0	300
			<hr/>	<hr/>
			300	300
<b>Reason:</b>	Adjustment			
<b>Description:</b>	DO radio back-up power supply			
<b>bc09pn422d</b>	<b>4/22/2009</b>	<b>B004644</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	1,000
6000	CAPITAL OUTLAY		1,000	0
			<hr/>	<hr/>
			1,000	1,000
<b>Reason:</b>	Adjustment			
<b>Description:</b>	SAC ADA sign improve-APCO CA			
<b>bc09pn422i</b>	<b>4/22/2009</b>	<b>B004649</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	357
6000	CAPITAL OUTLAY		357	0
			<hr/>	<hr/>
			357	357
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC Troxel projector lamp			
<b>bc09pn423a</b>	<b>4/23/2009</b>	<b>B004651</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		2,802	0
6000	CAPITAL OUTLAY		0	2,802
			<hr/>	<hr/>
			2,802	2,802
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Incr08/09 on-going instr equip			
<b>bc09pn423e</b>	<b>4/23/2009</b>	<b>B004655</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	45,277
6000	CAPITAL OUTLAY		45,277	0
			<hr/>	<hr/>
			45,277	45,277
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Del 08/09 1x instr equip-revP1			
<b>bc09pn427k</b>	<b>4/27/2009</b>	<b>B004679</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		100	0
5000	OPERATING EXPENSES AND SERVICES		0	100
			<hr/>	<hr/>
			100	100
<b>Reason:</b>	Adjustment			
<b>Description:</b>	DO Ed Svcs printing			

**Fund 11: General Fund Unrestricted**

			<u>From</u>	<u>To</u>
bc09pn427i	4/27/2009	B004680		
5000	OPERATING EXPENSES AND SERVICES		0	311
6000	CAPITAL OUTLAY		311	0
			<hr/> 311	<hr/> 311

Reason: Adjustment  
Description: SAC D Bldg Amtech Elevator svc

			<u>From</u>	<u>To</u>
bc09pn428f	4/28/2009	B004695		
4000	SUPPLIES AND MATERIALS		0	100
5000	OPERATING EXPENSES AND SERVICES		100	0
			<hr/> 100	<hr/> 100

Reason: Adjustment  
Description: Risk Mgmt-Open Enroll supplies

			<u>From</u>	<u>To</u>
bc09pn428g	4/28/2009	B004696		
4000	SUPPLIES AND MATERIALS		200	0
6000	CAPITAL OUTLAY		0	200
			<hr/> 200	<hr/> 200

Reason: Adjustment  
Description: DO radio batt back-up install

			<u>From</u>	<u>To</u>
bc09pn429a	4/29/2009	B004698		
7000	OTHER OUTGO		127,423	0
7900	CONTINGENCY OR RESERVE		0	127,423
			<hr/> 127,423	<hr/> 127,423

Reason: Special Project Adjustment  
Description: 1x sched maint SB1133

**Summary by Major Object for Fund 11**

		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS	0	150
4000	SUPPLIES AND MATERIALS	0	10,912
5000	OPERATING EXPENSES AND SERVICES	0	37,336
6000	CAPITAL OUTLAY	40,898	0
7000	OTHER OUTGO	127,423	0
7900	CONTINGENCY OR RESERVE	0	119,923
		<hr/> 168,321	<hr/> 168,321

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2009 To 04 / 30 / 2009**

**Board Meeting on 05 / 26 / 2009**

**FUND : 12 GENERAL FUND-RESTRICTED**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		\$120,991
2000	CLASSIFIED / OTHER NONACADEMIC	\$30,600	
3000	EMPLOYEE BENEFITS		13,325
4000	SUPPLIES AND MATERIALS		27,195
5000	OPERATING EXPENSES AND SERVICES	113,848	
6000	CAPITAL OUTLAY	40,833	
7000	OTHER OUTGO		23,770
	Total Transfers	\$185,281	\$185,281

**RECOMMENDATION**

It is recommended the Board approve the budget transfers as presented.

**Fund 12: General Fund Restricted**

		4/1/2009	B004547	<u>From</u>	<u>To</u>
BC09KT40109A					
4000	SUPPLIES AND MATERIALS			0	950
5000	OPERATING EXPENSES AND SERVICES			950	0
				950	950

**Reason:** Special Project Adjustment  
**Description:** Fund noninstructional supplies

		4/1/2009	B004548	<u>From</u>	<u>To</u>
BC09KT40109B					
1000	ACADEMIC SALARIES			2,459	0
4000	SUPPLIES AND MATERIALS			0	3,000
5000	OPERATING EXPENSES AND SERVICES			541	0
				3,000	3,000

**Reason:** Special Project Adjustment  
**Description:** Fund noninstructional supplies

		4/1/2009	B004549	<u>From</u>	<u>To</u>
BC09KT40109C					
1000	ACADEMIC SALARIES			3,000	0
4000	SUPPLIES AND MATERIALS			0	3,000
				3,000	3,000

**Reason:** Special Project Adjustment  
**Description:** Fund PT instructor, books, mag

		4/1/2009	B004550	<u>From</u>	<u>To</u>
BC09KT40109D					
1000	ACADEMIC SALARIES			0	2,459
4000	SUPPLIES AND MATERIALS			3,000	0
5000	OPERATING EXPENSES AND SERVICES			0	541
				3,000	3,000

**Reason:** Special Project Adjustment  
**Description:** Reverse B004548

		4/6/2009	B004567	<u>From</u>	<u>To</u>
bc09pn406i					
2000	CLASSIFIED/OTHER NONACADEMIC			760	0
5000	OPERATING EXPENSES AND SERVICES			0	760
				760	760

**Reason:** Special Project Adjustment  
**Description:** SAC UB TRIO Database software

		4/6/2009	B004570	<u>From</u>	<u>To</u>
bc09pn406l					
2000	CLASSIFIED/OTHER NONACADEMIC			2,000	0
5000	OPERATING EXPENSES AND SERVICES			0	2,000
				2,000	2,000

**Reason:** Special Project Adjustment  
**Description:** OCSBDC independent contractors

**Fund 12: General Fund Restricted**

<b>bc09pn406n</b>	<b>4/6/2009</b>	<b>B004572</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC		760	0
5000	OPERATING EXPENSES AND SERVICES		0	760
			<hr/>	<hr/>
			760	760
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC SSSP TRIO Database softwr			

<b>bc09pn406p</b>	<b>4/6/2009</b>	<b>B004573</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	12,000
3000	EMPLOYEE BENEFITS		0	1,464
5000	OPERATING EXPENSES AND SERVICES		13,464	0
			<hr/>	<hr/>
			13,464	13,464
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev BSI Facilitation			

<b>bc09pn406q</b>	<b>4/6/2009</b>	<b>B004574</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,000
3000	EMPLOYEE BENEFITS		0	123
5000	OPERATING EXPENSES AND SERVICES		1,123	0
			<hr/>	<hr/>
			1,123	1,123
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev BSI Facilitation			

<b>bc09pn406r</b>	<b>4/6/2009</b>	<b>B004575</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,000
3000	EMPLOYEE BENEFITS		0	123
5000	OPERATING EXPENSES AND SERVICES		1,123	0
			<hr/>	<hr/>
			1,123	1,123
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev BSI Facilitation			

<b>bc09pn406s</b>	<b>4/6/2009</b>	<b>B004576</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	3,000
3000	EMPLOYEE BENEFITS		0	367
5000	OPERATING EXPENSES AND SERVICES		3,367	0
			<hr/>	<hr/>
			3,367	3,367
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev BSI Supp Instr & Tutor			

<b>bc09pn407a</b>	<b>4/7/2009</b>	<b>B004577</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,000
3000	EMPLOYEE BENEFITS		0	123
5000	OPERATING EXPENSES AND SERVICES		1,123	0
			<hr/>	<hr/>
			1,123	1,123
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev BSI Curriculum Develop			

**Fund 12: General Fund Restricted**

		4/7/2009	B004578	<u>From</u>	<u>To</u>
bc09pn407b					
1000	ACADEMIC SALARIES			0	1,000
3000	EMPLOYEE BENEFITS			0	123
5000	OPERATING EXPENSES AND SERVICES			1,123	0
				<hr/>	<hr/>
				1,123	1,123

**Reason:** Special Project Adjustment  
**Description:** Res Dev BSI Curriculum Develop

		4/7/2009	B004579	<u>From</u>	<u>To</u>
bc09pn407c					
1000	ACADEMIC SALARIES			0	1,000
3000	EMPLOYEE BENEFITS			0	123
5000	OPERATING EXPENSES AND SERVICES			1,123	0
				<hr/>	<hr/>
				1,123	1,123

**Reason:** Special Project Adjustment  
**Description:** Res Dev BSI Facilitation

		4/7/2009	B004580	<u>From</u>	<u>To</u>
bc09pn407d					
1000	ACADEMIC SALARIES			0	1,000
3000	EMPLOYEE BENEFITS			0	123
5000	OPERATING EXPENSES AND SERVICES			1,123	0
				<hr/>	<hr/>
				1,123	1,123

**Reason:** Special Project Adjustment  
**Description:** Res Dev BSI Curriculum Develop

		4/7/2009	B004590	<u>From</u>	<u>To</u>
bc09pn407n					
5000	OPERATING EXPENSES AND SERVICES			0	1,640
6000	CAPITAL OUTLAY			1,640	0
				<hr/>	<hr/>
				1,640	1,640

**Reason:** Special Project Adjustment  
**Description:** SAC Basic Skills instr softwr

		4/7/2009	B004591	<u>From</u>	<u>To</u>
bc09pn407p					
2000	CLASSIFIED/OTHER NONACADEMIC			0	11,230
3000	EMPLOYEE BENEFITS			6,701	0
4000	SUPPLIES AND MATERIALS			179	0
5000	OPERATING EXPENSES AND SERVICES			1,155	0
6000	CAPITAL OUTLAY			3,195	0
				<hr/>	<hr/>
				11,230	11,230

**Reason:** Special Project Adjustment  
**Description:** Move funds from DO to SAC

		4/7/2009	B004593	<u>From</u>	<u>To</u>
bc09pn407r					
4000	SUPPLIES AND MATERIALS			0	2,900
6000	CAPITAL OUTLAY			2,900	0
				<hr/>	<hr/>
				2,900	2,900

**Reason:** Special Project Adjustment  
**Description:** SAC Media 5 ELMO doc camera

**Fund 12: General Fund Restricted**

		4/7/2009	B004594	<u>From</u>	<u>To</u>
bc09pn407s					
5000	OPERATING EXPENSES AND SERVICES			100	0
6000	CAPITAL OUTLAY			0	100
				100	100

**Reason:** Special Project Adjustment  
**Description:** SAC Assessment obj:#6410

		4/7/2009	B004595	<u>From</u>	<u>To</u>
bc09pn407t					
3000	EMPLOYEE BENEFITS			801	0
4000	SUPPLIES AND MATERIALS			0	639
6000	CAPITAL OUTLAY			0	162
				801	801

**Reason:** Special Project Adjustment  
**Description:** SAC SCE books,mags,equip,etc.

		4/7/2009	B004596	<u>From</u>	<u>To</u>
bc09pn407u					
2000	CLASSIFIED/OTHER NONACADEMIC			4,426	0
6000	CAPITAL OUTLAY			0	4,426
				4,426	4,426

**Reason:** Special Project Adjustment  
**Description:** SAC SCE equip -Fed prog>200

		4/14/2009	B004599	<u>From</u>	<u>To</u>
bc09pn414a					
1000	ACADEMIC SALARIES			20,000	0
4000	SUPPLIES AND MATERIALS			0	1,211
5000	OPERATING EXPENSES AND SERVICES			3,965	0
6000	CAPITAL OUTLAY			0	2,754
7000	OTHER OUTGO			0	20,000
				23,965	23,965

**Reason:** Special Project Adjustment  
**Description:** SAC EOPS expenditures

		4/14/2009	B004600	<u>From</u>	<u>To</u>
bc09pn414b					
2000	CLASSIFIED/OTHER NONACADEMIC			0	3,000
4000	SUPPLIES AND MATERIALS			3,000	0
				3,000	3,000

**Reason:** Special Project Adjustment  
**Description:** SAC Testing S/T hourly

		4/14/2009	B004601	<u>From</u>	<u>To</u>
bc09pn414c					
4000	SUPPLIES AND MATERIALS			1,000	0
6000	CAPITAL OUTLAY			0	1,000
				1,000	1,000

**Reason:** Special Project Adjustment  
**Description:** Testing expenditures

**Fund 12: General Fund Restricted**

	4/14/2009	B004602	<u>From</u>	<u>To</u>
bc09pn414d				
5000	OPERATING EXPENSES AND SERVICES		510	0
6000	CAPITAL OUTLAY		0	510
			<hr/>	<hr/>
			510	510

Reason: Special Project Adjustment  
Description: SAC Nursing room partition

	4/14/2009	B004604	<u>From</u>	<u>To</u>
bc09pn414f				
2000	CLASSIFIED/OTHER NONACADEMIC		0	2,000
4000	SUPPLIES AND MATERIALS		2,000	0
			<hr/>	<hr/>
			2,000	2,000

Reason: Special Project Adjustment  
Description: SAC SCE counseling assts

	4/14/2009	B004605	<u>From</u>	<u>To</u>
bc09pn414g				
1000	ACADEMIC SALARIES		0	26,000
2000	CLASSIFIED/OTHER NONACADEMIC		21,500	0
3000	EMPLOYEE BENEFITS		1,511	0
4000	SUPPLIES AND MATERIALS		0	4,511
5000	OPERATING EXPENSES AND SERVICES		3,000	0
7000	OTHER OUTGO		4,500	0
			<hr/>	<hr/>
			30,511	30,511

Reason: Special Project Adjustment  
Description: SAC GEAR UP SP#1508 neg bal

	4/14/2009	B004606	<u>From</u>	<u>To</u>
bc09pn414h				
2000	CLASSIFIED/OTHER NONACADEMIC		3,856	0
3000	EMPLOYEE BENEFITS		0	1,259
7000	OTHER OUTGO		0	2,597
			<hr/>	<hr/>
			3,856	3,856

Reason: Special Project Adjustment  
Description: SAC GEAR UP II #1510 neg bal

	4/14/2009	B004607	<u>From</u>	<u>To</u>
bc09pn414i				
1000	ACADEMIC SALARIES		0	3,900
2000	CLASSIFIED/OTHER NONACADEMIC		11,940	0
3000	EMPLOYEE BENEFITS		0	4,652
5000	OPERATING EXPENSES AND SERVICES		3,345	0
7000	OTHER OUTGO		0	6,733
			<hr/>	<hr/>
			15,285	15,285

Reason: Special Project Adjustment  
Description: SAC GEAR UP III #1507 neg bal

**Fund 12: General Fund Restricted**

<b>bc09pn414j</b>	<b>4/14/2009</b>	<b>B004608</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	9,900
2000	CLASSIFIFED/OTHER NONACADEMIC		13,033	0
3000	EMPLOYEE BENEFITS		0	3,133
			<hr/>	<hr/>
			<b>13,033</b>	<b>13,033</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC PR 8-12A English BS2002			

<b>bc09pn414k</b>	<b>4/14/2009</b>	<b>B004609</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	12,870
2000	CLASSIFIFED/OTHER NONACADEMIC		16,936	0
3000	EMPLOYEE BENEFITS		0	4,066
			<hr/>	<hr/>
			<b>16,936</b>	<b>16,936</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC EMLS PR 3-12A Wood,S.			

<b>bc09pn415a</b>	<b>4/15/2009</b>	<b>B004612</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		35,000	0
2000	CLASSIFIFED/OTHER NONACADEMIC		0	35,000
			<hr/>	<hr/>
			<b>35,000</b>	<b>35,000</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC SCE counseling assts exp			

<b>bc09pn415c</b>	<b>4/15/2009</b>	<b>B004614</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,000
2000	CLASSIFIFED/OTHER NONACADEMIC		1,000	0
			<hr/>	<hr/>
			<b>1,000</b>	<b>1,000</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC SCE object#1480			

<b>bc09pn415d</b>	<b>4/15/2009</b>	<b>B004615</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,500
2000	CLASSIFIFED/OTHER NONACADEMIC		1,500	0
			<hr/>	<hr/>
			<b>1,500</b>	<b>1,500</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC Career Ed P/T Tech Prep			

<b>bc09pn415e</b>	<b>4/15/2009</b>	<b>B004616</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	1,500
2000	CLASSIFIFED/OTHER NONACADEMIC		1,500	0
			<hr/>	<hr/>
			<b>1,500</b>	<b>1,500</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC Career Ed beyond-contract			

**Fund 12: General Fund Restricted**

<b>bc09pn415f</b>	<b>4/15/2009</b>	<b>B004617</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC		0	680
4000	SUPPLIES AND MATERIALS		680	0
			<hr/>	<hr/>
			680	680

**Reason:** Special Project Adjustment  
**Description:** SAC Career Ed video technician

<b>bc09pn415g</b>	<b>4/15/2009</b>	<b>B004618</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	404
6000	CAPITAL OUTLAY		404	0
			<hr/>	<hr/>
			404	404

**Reason:** Special Project Adjustment  
**Description:** SAC Human obj#1484-neg bal

<b>bc09pn415i</b>	<b>4/15/2009</b>	<b>B004620</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		100	0
5000	OPERATING EXPENSES AND SERVICES		0	100
			<hr/>	<hr/>
			100	100

**Reason:** Special Project Adjustment  
**Description:** SAC CEC Xerox copy usage

<b>bc09pn415j</b>	<b>4/15/2009</b>	<b>B004621</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	8,675
6000	CAPITAL OUTLAY		8,675	0
			<hr/>	<hr/>
			8,675	8,675

**Reason:** Special Project Adjustment  
**Description:** SAC Human Manufacturing Tech

<b>BC09KT41709C</b>	<b>4/17/2009</b>	<b>B004630</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		360	0
6000	CAPITAL OUTLAY		0	360
			<hr/>	<hr/>
			360	360

**Reason:** Special Project Adjustment  
**Description:** Fund obj 6317 law book updates

<b>BC09KT41709D</b>	<b>4/17/2009</b>	<b>B004631</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		250	0
5000	OPERATING EXPENSES AND SERVICES		0	250
			<hr/>	<hr/>
			250	250

**Reason:** Special Project Adjustment  
**Description:** Fund object 5630

**Fund 12: General Fund Restricted**

<b>BC09KT41709G</b>	<b>4/17/2009</b>	<b>B004634</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	7,700
5000	OPERATING EXPENSES AND SERVICES		0	18,100
6000	CAPITAL OUTLAY		25,800	0
			<hr/>	<hr/>
			25,800	25,800
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Fund conf, CCS presentation sy			

<b>BC09DP417A</b>	<b>4/17/2009</b>	<b>B004635</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	3,715
5000	OPERATING EXPENSES AND SERVICES		0	1,200
6000	CAPITAL OUTLAY		4,915	0
			<hr/>	<hr/>
			4,915	4,915
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Fund PR #11496			

<b>bc09pn420a</b>	<b>4/20/2009</b>	<b>B004636</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		170	0
5000	OPERATING EXPENSES AND SERVICES		0	170
			<hr/>	<hr/>
			170	170
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SCC Health microscope svc			

<b>bc09pn420b</b>	<b>4/20/2009</b>	<b>B004637</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		195	0
6000	CAPITAL OUTLAY		0	195
			<hr/>	<hr/>
			195	195
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SCC mediating DSPS Ctr			

<b>bc09pn421b</b>	<b>4/21/2009</b>	<b>B004639</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		1,700	0
6000	CAPITAL OUTLAY		0	1,700
			<hr/>	<hr/>
			1,700	1,700
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC SCE SP#1106 equipment			

<b>bc09pn422e</b>	<b>4/22/2009</b>	<b>B004645</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		2,698	0
5000	OPERATING EXPENSES AND SERVICES		0	5,229
6000	CAPITAL OUTLAY		2,531	0
			<hr/>	<hr/>
			5,229	5,229
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC Career Ed VTEA conf acct			

**Fund 12: General Fund Restricted**

		4/22/2009	B004646	<u>From</u>	<u>To</u>
bc09pn422f					
1000	ACADEMIC SALARIES			0	2,445
4000	SUPPLIES AND MATERIALS			2,445	0
				<hr/>	<hr/>
				2,445	2,445

Reason: Special Project Adjustment  
Description: SAC Career Ed P/T beyond contr

		4/23/2009	B004656	<u>From</u>	<u>To</u>
bc09pn423f					
2000	CLASSIFIED/OTHER NONACADEMIC			0	50
3000	EMPLOYEE BENEFITS			266	0
5000	OPERATING EXPENSES AND SERVICES			0	216
				<hr/>	<hr/>
				266	266

Reason: Special Project Adjustment  
Description: Tal Srch yr4-clean up neg bal

		4/23/2009	B004657	<u>From</u>	<u>To</u>
bc09pn423g					
1000	ACADEMIC SALARIES			1,598	0
4000	SUPPLIES AND MATERIALS			520	0
5000	OPERATING EXPENSES AND SERVICES			5,024	0
6000	CAPITAL OUTLAY			0	7,142
				<hr/>	<hr/>
				7,142	7,142

Reason: Special Project Adjustment  
Description: SCC DSPS student supplies

		4/27/2009	B004670	<u>From</u>	<u>To</u>
bc09pn427b					
1000	ACADEMIC SALARIES			0	90,000
3000	EMPLOYEE BENEFITS			0	7,159
5000	OPERATING EXPENSES AND SERVICES			97,159	0
				<hr/>	<hr/>
				97,159	97,159

Reason: Special Project Adjustment  
Description: BSI 09 PT counselors

		4/27/2009	B004672	<u>From</u>	<u>To</u>
bc09pn427d					
2000	CLASSIFIED/OTHER NONACADEMIC			115	0
4000	SUPPLIES AND MATERIALS			0	115
				<hr/>	<hr/>
				115	115

Reason: Special Project Adjustment  
Description: SAC Nursing cover neg/DVD

		4/27/2009	B004673	<u>From</u>	<u>To</u>
bc09pn427e					
1000	ACADEMIC SALARIES			0	900
3000	EMPLOYEE BENEFITS			0	82
5000	OPERATING EXPENSES AND SERVICES			982	0
				<hr/>	<hr/>
				982	982

Reason: Special Project Adjustment  
Description: BSI expenditures

**Fund 12: General Fund Restricted**

<b>bc09pn427f</b>	<b>4/27/2009</b>	<b>B004674</b>		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		1,850	0
			0	1,850
			<hr/>	<hr/>
			1,850	1,850

**Reason:** Special Project Adjustment  
**Description:** SAC Talent Search T-shirts

<b>bc09pn427m</b>	<b>4/27/2009</b>	<b>B004681</b>		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	2,209
			2,209	0
			<hr/>	<hr/>
			2,209	2,209

**Reason:** Special Project Adjustment  
**Description:** SAC Int'l Bus instr softw/supp

<b>bc09pn427n</b>	<b>4/27/2009</b>	<b>B004682</b>		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		2,610	0
			0	2,610
			<hr/>	<hr/>
			2,610	2,610

**Reason:** Special Project Adjustment  
**Description:** SAC DSPS Kurzweil software

<b>bc09pn427r</b>	<b>4/27/2009</b>	<b>B004685</b>		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		0	2,078
4000	SUPPLIES AND MATERIALS		0	12
5000	OPERATING EXPENSES AND SERVICES		1,090	0
			1,000	0
			<hr/>	<hr/>
			2,090	2,090

**Reason:** Special Project Adjustment  
**Description:** SCC Career Ed summ/pub wrks/IA

<b>bc09pn427s</b>	<b>4/27/2009</b>	<b>B004686</b>		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	4,000
			4,000	0
			<hr/>	<hr/>
			4,000	4,000

**Reason:** Special Project Adjustment  
**Description:** SCC yr end banquet/summ prog

<b>bc09pn427t</b>	<b>4/27/2009</b>	<b>B004687</b>		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		322	0
			0	322
			<hr/>	<hr/>
			322	322

**Reason:** Special Project Adjustment  
**Description:** SAC softwr lic/NACCTEP conf eq

**Fund 12: General Fund Restricted**

		<u>From</u>	<u>To</u>
bc09pn427u	4/27/2009 B004688		
4000	SUPPLIES AND MATERIALS	75	0
6000	CAPITAL OUTLAY	0	75
		<hr/>	<hr/>
		75	75

**Reason:** Special Project Adjustment  
**Description:** SCC DSPS classroom mediation

		<u>From</u>	<u>To</u>
bc09pn428c	4/28/2009 B004692		
4000	SUPPLIES AND MATERIALS	100	0
5000	OPERATING EXPENSES AND SERVICES	0	12,121
6000	CAPITAL OUTLAY	12,021	0
		<hr/>	<hr/>
		12,121	12,121

**Reason:** Special Project Adjustment  
**Description:** SAC SCE SP#1109 softwr lic/fee

		<u>From</u>	<u>To</u>
bc09pn428e	4/28/2009 B004694		
1000	ACADEMIC SALARIES	500	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	500
		<hr/>	<hr/>
		500	500

**Reason:** Special Project Adjustment  
**Description:** SAC Counsel conf for staff

		<u>From</u>	<u>To</u>
bc09pn430b	4/30/2009 B004701		
1000	ACADEMIC SALARIES	0	4,500
3000	EMPLOYEE BENEFITS	0	549
5000	OPERATING EXPENSES AND SERVICES	5,049	0
		<hr/>	<hr/>
		5,049	5,049

**Reason:** Special Project Adjustment  
**Description:** SCC BSI orient/matric analys

		<u>From</u>	<u>To</u>
bc09pn430d	4/30/2009 B004703		
5000	OPERATING EXPENSES AND SERVICES	0	16
6000	CAPITAL OUTLAY	16	0
		<hr/>	<hr/>
		16	16

**Reason:** Special Project Adjustment  
**Description:** SCC Fin Aid add'l conf exp

		<u>From</u>	<u>To</u>
bc09pn430i	4/30/2009 B004708		
1000	ACADEMIC SALARIES	0	4,188
2000	CLASSIFIED/OTHER NONACADEMIC	2,073	0
4000	SUPPLIES AND MATERIALS	128	0
5000	OPERATING EXPENSES AND SERVICES	1,987	0
		<hr/>	<hr/>
		4,188	4,188

**Reason:** Special Project Adjustment  
**Description:** Balance SCC CalWORKs accts

**Fund 12: General Fund Restricted**

<b>bc09pn430j</b>		<b>4/30/2009</b>	<b>B004709</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC			1,580	0
3000	EMPLOYEE BENEFITS			716	0
4000	SUPPLIES AND MATERIALS			0	2,296
				<hr/>	<hr/>
				<b>2,296</b>	<b>2,296</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		Balance SCC TANF accts			

<b>bc09pn430k</b>		<b>4/30/2009</b>	<b>B004710</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES			0	839
3000	EMPLOYEE BENEFITS			0	248
5000	OPERATING EXPENSES AND SERVICES			27	0
7000	OTHER OUTGO			1,060	0
				<hr/>	<hr/>
				<b>1,087</b>	<b>1,087</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		SCC CARE salary/benefits			

<b>bc09pn430m</b>		<b>4/30/2009</b>	<b>B004712</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			0	6,000
5000	OPERATING EXPENSES AND SERVICES			5,500	0
6000	CAPITAL OUTLAY			500	0
				<hr/>	<hr/>
				<b>6,000</b>	<b>6,000</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		SAC Testing object#4310			

<b>bc09pn430p</b>		<b>4/30/2009</b>	<b>B004714</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES			189	0
2000	CLASSIFIED/OTHER NONACADEMIC			85	0
3000	EMPLOYEE BENEFITS			287	0
4000	SUPPLIES AND MATERIALS			0	36
5000	OPERATING EXPENSES AND SERVICES			0	525
				<hr/>	<hr/>
				<b>561</b>	<b>561</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		Clean neg bal COB#1651 SSS y2			

<b>bc09pn430q</b>		<b>4/30/2009</b>	<b>B004715</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS			14	0
6000	CAPITAL OUTLAY			0	14
				<hr/>	<hr/>
				<b>14</b>	<b>14</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		Trans to cover negative bal			

<b>bc09pn430t</b>		<b>4/30/2009</b>	<b>B004718</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			11,600	0
6000	CAPITAL OUTLAY			0	11,600
				<hr/>	<hr/>
				<b>11,600</b>	<b>11,600</b>
<b>Reason:</b>		Special Project Adjustment			
<b>Description:</b>		SAC ELMO document camera			

**Fund 12: General Fund Restricted**

	4/30/2009	B004720	<u>From</u>	<u>To</u>
bc09pn430v				
4000	SUPPLIES AND MATERIALS		0	8,675
6000	CAPITAL OUTLAY		8,675	0
			<hr/>	<hr/>
			8,675	8,675

Reason: Special Project Adjustment  
Description: SAC Manufacturing Tech

	4/30/2009	B004721	<u>From</u>	<u>To</u>
bc09pn430w				
4000	SUPPLIES AND MATERIALS		65	0
5000	OPERATING EXPENSES AND SERVICES		0	65
			<hr/>	<hr/>
			65	65

Reason: Special Project Adjustment  
Description: SAC GEAR UP fingerprinting

	4/30/2009	B004722	<u>From</u>	<u>To</u>
bc09pn430x				
1000	ACADEMIC SALARIES		0	104
2000	CLASSIFIED/OTHER NONACADEMIC		0	4
3000	EMPLOYEE BENEFITS		108	0
			<hr/>	<hr/>
			108	108

Reason: Special Project Adjustment  
Description: SAC Tech Prep SP#1828

**Summary by Major Object for Fund 12**

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	0	120,991
2000 CLASSIFIED/OTHER NONACADEMIC	30,600	0
3000 EMPLOYEE BENEFITS	0	13,325
4000 SUPPLIES AND MATERIALS	0	27,195
5000 OPERATING EXPENSES AND SERVICES	113,848	0
6000 CAPITAL OUTLAY	40,833	0
7000 OTHER OUTGO	0	23,770
	<hr/>	<hr/>
	185,281	185,281

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2009 To 04 / 30 / 2009**

**Board Meeting on 05 / 26 / 2009**

**FUND : 33 CHILD DEVELOPMENT FUND**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
3000	EMPLOYEE BENEFITS	\$3,800	
4000	SUPPLIES AND MATERIALS		\$2,269
5000	OPERATING EXPENSES & SERVICES		3,749
6000	CAPITAL OUTLAY	2,218	
	<b>Total Transfers</b>	<b>\$6,018</b>	<b>\$6,018</b>

**RECOMMENDATION**

It is recommended the Board approve the budget transfers as presented.

**Fund 33: Child Development Fund**

<b>bc09pn406h</b>	<b>4/6/2009</b>	<b>B004566</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	29
6000	CAPITAL OUTLAY		29	0
			<hr/>	<hr/>
			29	29
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Ed Svcs inf/todd SP supplies			
<b>bc09pn423j</b>	<b>4/23/2009</b>	<b>B004660</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	317
6000	CAPITAL OUTLAY		317	0
			<hr/>	<hr/>
			317	317
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	CEC Ed Svcs expenses			
<b>bc09pn430f</b>	<b>4/30/2009</b>	<b>B004705</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	682
6000	CAPITAL OUTLAY		682	0
			<hr/>	<hr/>
			682	682
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Ed/Child Dev Svcs supplies			
<b>bc09pn430g</b>	<b>4/30/2009</b>	<b>B004706</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	51
5000	OPERATING EXPENSES AND SERVICES		51	0
			<hr/>	<hr/>
			51	51
<b>Reason:</b>	Adjustment			
<b>Description:</b>	Ed/Child Dev Svcs notecard exp			
<b>bc09pn430h</b>	<b>4/30/2009</b>	<b>B004707</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	1,190
6000	CAPITAL OUTLAY		1,190	0
			<hr/>	<hr/>
			1,190	1,190
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Ed/Child Dev Svcs Lakeshore			
<b>bc09pn430i</b>	<b>4/30/2009</b>	<b>B004711</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS		3,800	0
5000	OPERATING EXPENSES AND SERVICES		0	3,800
			<hr/>	<hr/>
			3,800	3,800
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Nat Assoc Ed Childrn accredit			

Summary by Major Object for Fund 33

	<u>From</u>	<u>To</u>
3000 EMPLOYEE BENEFITS	3,800	0
4000 SUPPLIES AND MATERIALS	0	2,269
5000 OPERATING EXPENSES AND SERVICES	0	3,749
6000 CAPITAL OUTLAY	2,218	0
	<hr/> 6,018	<hr/> 6,018

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2009 To 04 / 30 / 2009**

**Board Meeting on 05 / 26 / 2009**

**FUND : 41 CAPITAL OUTLAY PROJECTS FUND**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
6000	CAPITAL OUTLAY		\$164,024
7900	CONTINGENCY OR RESERVE	\$164,024	
	Total Transfers	\$164,024	\$164,024

**RECOMMENDATION**

It is recommended the Board approve the budget transfers as presented.

**Fund 41: Capital Outlay Projects Fund**

<b>bc09pn421a</b>	<b>4/21/2009</b>	<b>B004638</b>	<b>From</b>	<b>To</b>
6000	CAPITAL OUTLAY		0	100,000
7900	CONTINGENCY OR RESERVE		100,000	0
			<hr/>	<hr/>
			100,000	100,000

**Reason:** Special Project Adjustment  
**Description:** SCC Sci Bldg Board chng orders

<b>bc09pn422g</b>	<b>4/22/2009</b>	<b>B004647</b>	<b>From</b>	<b>To</b>
6000	CAPITAL OUTLAY		0	59,500
7900	CONTINGENCY OR RESERVE		59,500	0
			<hr/>	<hr/>
			59,500	59,500

**Reason:** Special Project Adjustment  
**Description:** SAC D Bldg update elevator equ

<b>bc09pn422h</b>	<b>4/22/2009</b>	<b>B004648</b>	<b>From</b>	<b>To</b>
6000	CAPITAL OUTLAY		0	17,088
7900	CONTINGENCY OR RESERVE		17,088	0
			<hr/>	<hr/>
			17,088	17,088

**Reason:** Special Project Adjustment  
**Description:** Corr SAC Fire Alarm DSA fees

<b>bc09pn427a</b>	<b>4/27/2009</b>	<b>B004669</b>	<b>From</b>	<b>To</b>
6000	CAPITAL OUTLAY		12,564	0
7900	CONTINGENCY OR RESERVE		0	12,564
			<hr/>	<hr/>
			12,564	12,564

**Reason:** Special Project Adjustment  
**Description:** Realloc 05-06 SCC AB conden

**Summary by Major Object for Fund 41**

			<b>From</b>	<b>To</b>
6000	CAPITAL OUTLAY		0	164,024
7900	CONTINGENCY OR RESERVE		164,024	0
			<hr/>	<hr/>
			164,024	164,024

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2009 To 04 / 30 / 2009**  
**Board Meeting on 05 / 26 / 2009**

**FUND: 11 GENERAL FUND-UNRESTRICTED**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
5000	OPERATING EXPENSES & SERVICES	\$253,710	
7900	CONTINGENCY OR RESERVE		\$2,496,266
	Total appropriation	\$253,710	\$2,496,266
	<u>Revenue Accounts</u>		
8600	STATE REVENUE		\$2,078,290
8800	LOCAL REVENUE		164,266
	Total revenues		\$2,242,556

**RECOMMENDATION**

It is recommended the Board approve the budget adjustments as presented.

Printed on 05/06/2009

Board of Trustees  
SUMMARY OF BUDGET INCREASES AND DECREASES  
4/1/2009 - 4/30/2009

**Fund 11: General Fund Unrestricted**

<b>bc09pn427q</b>			<b>4/27/2009</b>	<b>B004684</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
5000	OPERATING EXPENS				253,710	0
7900	CONTINGENCY OR R				28,911	0
8600	STATE REVENUE				282,621	0
					<hr/>	<hr/>
					565,242	0
<b>Reason: Adjustment</b>						
<b>Description: Reduce Apprenticeshp rev P</b>						

<b>bc09pn427v</b>			<b>4/27/2009</b>	<b>B004689</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
7900	CONTINGENCY OR R				0	2,525,177
8600	STATE REVENUE				0	2,360,911
8800	LOCAL REVENUE				0	164,266
					<hr/>	<hr/>
					0	5,050,354
<b>Reason: Adjustment</b>						
<b>Description: Adj budg per Revised P1-4/0'</b>						

**Summary by Major Object for Fund 11**

		<b><u>Decreases</u></b>	<b><u>Increases</u></b>
5000	OPERATING EXPENSES AND SERVICES	253,710	0
7900	CONTINGENCY OR RESERVE	0	2,496,266
8600	STATE REVENUE	0	2,078,290
8800	LOCAL REVENUE	0	164,266
		<hr/>	<hr/>
		253,710	4,738,822

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

From 04 / 01 / 2009 To 04 / 30 / 2009  
 Board Meeting on 05 / 26 / 2009

**FUND: 12 GENERAL FUND-RESTRICTED**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
<u>Appropriation Accounts</u>			
2000	CLASSIFIED / OTHER NONACADEMIC		\$17,929
4000	SUPPLIES AND MATERIALS	\$15,156	
5000	OPERATING EXPENSES & SERVICES	83,529	
6000	CAPITAL OUTLAY		90,840
7000	OTHER OUTGO		7,196
	Total appropriation	\$98,685	\$115,965
<u>Revenue Accounts</u>			
8100	FEDERAL REVENUE		\$ 12,115
8600	STATE REVENUE		5,264
8800	LOCAL REVENUE	\$99	
	Total revenues	\$99	\$17,379

**RECOMMENDATION**

It is recommended the Board approve the budget adjustments as presented.

Printed on 05/06/2009

Board of Trustees  
**SUMMARY OF BUDGET INCREASES AND DECREASES**  
4/1/2009 - 4/30/2009

**Fund 12: General Fund Restricted**

<b>bc09pn401a</b>		<b>4/1/2009</b>	<b>B004545</b>		
4000	SUPPLIES AND MATERIALS			<u>Decreases</u>	<u>Increases</u>
8100	FEDERAL REVENUE			15,807	0
				15,807	0
				<hr/>	<hr/>
				31,614	0
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	DELB inactive ABE projects				
<b>bc09pn415b</b>		<b>4/15/2009</b>	<b>B004613</b>		
2000	CLASSIFIED/OTHER NONACADEMIC			<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			0	17,929
5000	OPERATING EXPENSES AND SERVICES			0	750
6000	CAPITAL OUTLAY			0	1,809
8100	FEDERAL REVENUE			0	7,434
				0	27,922
				<hr/>	<hr/>
				0	55,844
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	CEC augmentation to Inmate Ed				
<b>bc09pn423a</b>		<b>4/23/2009</b>	<b>B004651</b>		
6000	CAPITAL OUTLAY			<u>Decreases</u>	<u>Increases</u>
8600	STATE REVENUE			0	8,406
				0	8,406
				<hr/>	<hr/>
				0	16,812
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Incr08/09 on-going instr equip				
<b>bc09pn423b</b>		<b>4/23/2009</b>	<b>B004652</b>		
5000	OPERATING EXPENSES AND SERVICES			<u>Decreases</u>	<u>Increases</u>
8600	STATE REVENUE			0	6,000
				0	6,000
				<hr/>	<hr/>
				0	12,000
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Incr 08/09 Trans/Articu-rev P1				
<b>bc09pn423c</b>		<b>4/23/2009</b>	<b>B004653</b>		
5000	OPERATING EXPENSES AND SERVICES			<u>Decreases</u>	<u>Increases</u>
8600	STATE REVENUE			0	3,686
				0	3,686
				<hr/>	<hr/>
				0	7,372
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Incr08/09 Fac/Staff Divr-revP1				
<b>bc09pn423d</b>		<b>4/23/2009</b>	<b>B004654</b>		
5000	OPERATING EXPENSES AND SERVICES			<u>Decreases</u>	<u>Increases</u>
8600	STATE REVENUE			98,024	0
				98,024	0
				<hr/>	<hr/>
				196,048	0
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Decr 08/09 Basic Skills-revP1				

Board of Trustees  
**SUMMARY OF BUDGET INCREASES AND DECREASES**  
4/1/2009 - 4/30/2009

**Fund 12: General Fund Restricted**

		4/23/2009	B004655	<u>Decreases</u>	<u>Increases</u>
bc09pn423e					
6000	CAPITAL OUTLAY			135,831	0
8600	STATE REVENUE			135,831	0
				<hr/>	<hr/>
				271,662	0

Reason: Special Project Adjustment  
Description: Del 08/09 1x instr equip-revP1

		4/23/2009	B004661	<u>Decreases</u>	<u>Increases</u>
BC09KT42309A					
4000	SUPPLIES AND MATERIALS			21,152	0
8800	LOCAL REVENUE			21,152	0
				<hr/>	<hr/>
				42,304	0

Reason: Delete Budget  
Description: DELB 08-09 SCC Instr Mat'l Fee

		4/23/2009	B004662	<u>Decreases</u>	<u>Increases</u>
BC09KT42309B					
4000	SUPPLIES AND MATERIALS			0	20,905
8800	LOCAL REVENUE			0	20,905
				<hr/>	<hr/>
				0	41,810

Reason: New Budget  
Description: Final Adj 08-09 SCC Instr Mat'

		4/23/2009	B004663	<u>Decreases</u>	<u>Increases</u>
BC09KT42309C					
4000	SUPPLIES AND MATERIALS			73,846	0
8800	LOCAL REVENUE			73,846	0
				<hr/>	<hr/>
				147,692	0

Reason: Delete Budget  
Description: DELB 08-09 SAC Instr Mat'l Fee

		4/23/2009	B004664	<u>Decreases</u>	<u>Increases</u>
BC09KT42309D					
4000	SUPPLIES AND MATERIALS			0	73,994
8800	LOCAL REVENUE			0	73,994
				<hr/>	<hr/>
				0	147,988

Reason: New Budget  
Description: Final Adj 08-09 SAC instr mat'

		4/27/2009	B004689	<u>Decreases</u>	<u>Increases</u>
bc09pn427v					
5000	OPERATING EXPENSES AND SERVICES			0	3,000
6000	CAPITAL OUTLAY			0	210,831
8600	STATE REVENUE			0	213,831
				<hr/>	<hr/>
				0	427,662

Reason: Adjustment  
Description: Adj budg per Revised P1-4/09

**Fund 12: General Fund Restricted**

<b>bc09pn428b</b>	<b>4/28/2009</b>	<b>B004691</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
6000	CAPITAL OUTLAY		0	135,831
8600	STATE REVENUE		0	135,831
			<hr/>	<hr/>
			0	271,662

**Reason:** Special Project Adjustment  
**Description:** 1x instr equip-rev P1 SB1133

<b>bc09pn429b</b>	<b>4/29/2009</b>	<b>B004697</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
6000	CAPITAL OUTLAY		135,831	0
8600	STATE REVENUE		135,831	0
			<hr/>	<hr/>
			271,662	0

**Reason:** Special Project Adjustment  
**Description:** Corr B004689 instruct equip

<b>BC09KT43009A</b>	<b>4/30/2009</b>	<b>B004723</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
7000	OTHER OUTGO		0	7,196
8600	STATE REVENUE		0	7,196
			<hr/>	<hr/>
			0	14,392

**Reason:** Special Project Adjustment  
**Description:** EOPS 08-09 augmentation budget

**Summary by Major Object for Fund 12**

		<b><u>Decreases</u></b>	<b><u>Increases</u></b>
2000	CLASSIFIED/OTHER NONACADEMIC	0	17,929
4000	SUPPLIES AND MATERIALS	15,156	0
5000	OPERATING EXPENSES AND SERVICES	83,529	0
6000	CAPITAL OUTLAY	0	90,840
7000	OTHER OUTGO	0	7,196
8100	FEDERAL REVENUE	0	12,115
8600	STATE REVENUE	0	5,264
8800	LOCAL REVENUE	99	0
		<hr/>	<hr/>
		98,784	133,344

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2009 To 04 / 30 / 2009  
Board Meeting on 05 / 26 / 2009**

**FUND: 41 CAPITAL OUTLAY PROJECTS FUND**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS"

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
6000	CAPITAL OUTLAY		\$16,815
7900	CONTINGENCY OR RESERVE		70,525
	Total appropriation		\$87,340
	<u>Revenue Account</u>		
8600	STATE REVENUE		\$8,407
8800	LOCAL REVENUE		206,356
8900	OTHER REVENUE	\$127,423	
	Total revenue	\$127,423	\$214,763

**RECOMMENDATION**

It is recommended the Board approve the budget adjustments as presented.

**Fund 41: Capital Outlay Projects Fund**

<b>BC09DP421A</b>		<b>4/21/2009</b>	<b>B004650</b>	<u>Decreases</u>	<u>Increases</u>
6000	CAPITAL OUTLAY			16,814	0
7900	CONTINGENCY OR RESERVE			0	8,407
8600	STATE REVENUE			8,407	0
				<hr/>	<hr/>
				<b>25,221</b>	<b>8,407</b>

**Reason:** Special Project Adjustment  
**Description:** Adj 08-09 Ong SM alloc Apr Rev

<b>bc09pn428a</b>		<b>4/28/2009</b>	<b>B004690</b>	<u>Decreases</u>	<u>Increases</u>
6000	CAPITAL OUTLAY			0	33,629
7900	CONTINGENCY OR RESERVE			16,815	0
8600	STATE REVENUE			0	16,814
				<hr/>	<hr/>
				<b>16,815</b>	<b>50,443</b>

**Reason:** Special Project Adjustment  
**Description:** Adj budg per rev alloc 08/09

<b>bc09pn429a</b>		<b>4/29/2009</b>	<b>B004698</b>	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE			127,423	0
8900	OTHER REVENUE			127,423	0
				<hr/>	<hr/>
				<b>254,846</b>	<b>0</b>

**Reason:** Special Project Adjustment  
**Description:** 1x sched maint SB1133

<b>bc09pn429c</b>		<b>4/29/2009</b>	<b>B004699</b>	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE			0	206,356
8800	LOCAL REVENUE			0	206,356
				<hr/>	<hr/>
				<b>0</b>	<b>412,712</b>

**Reason:** Adjustment  
**Description:** Adj budg 08/09 redevelopment

**Summary by Major Object for Fund 41**

		<u>Decreases</u>	<u>Increases</u>
6000	CAPITAL OUTLAY	0	16,815
7900	CONTINGENCY OR RESERVE	0	70,525
8600	STATE REVENUE	0	8,407
8800	LOCAL REVENUE	0	206,356
8900	OTHER REVENUE	127,423	0
		<hr/>	<hr/>
		<b>127,423</b>	<b>302,103</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2009 To 04 / 30 / 2009  
Board Meeting on 05 / 26 / 2009**

**FUND : 74 STUDENT FINANCIAL AID FUND**

**BACKGROUND**

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
7000	OTHER OUTGO		\$132,466
	Total appropriation		\$132,466
	<u>Revenue Account</u>		
8100	FEDERAL REVENUE		\$24,000
8600	STATE REVENUE		108,466
	Total revenue		\$132,466

**RECOMMENDATION**

It is recommended the Board approve the budget adjustments as presented.

Board of Trustees  
**SUMMARY OF BUDGET INCREASES AND DECREASES**  
4/1/2009 - 4/30/2009

**Fund 74: Student Financial Aid Fund**

<b>bc09pn4071</b>		<b>4/7/2009</b>	<b>B004586</b>		
7000	OTHER OUTGO			<u>Decreases</u>	<u>Increases</u>
8100	FEDERAL REVENUE			0	15,000
				0	15,000
				<hr/>	<hr/>
				0	30,000
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Incr Pell-SAC-grant disbursemt				

<b>bc09pn407m</b>		<b>4/7/2009</b>	<b>B004589</b>		
7000	OTHER OUTGO			<u>Decreases</u>	<u>Increases</u>
8100	FEDERAL REVENUE			0	9,000
				0	9,000
				<hr/>	<hr/>
				0	18,000
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	SAC PELL incr spec disburse				

<b>BC09KT40609A</b>		<b>4/7/2009</b>	<b>B004597</b>		
7000	OTHER OUTGO			<u>Decreases</u>	<u>Increases</u>
8600	STATE REVENUE			0	108,466
				0	108,466
				<hr/>	<hr/>
				0	216,932
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Increase approved Cal Grant Bu				

**Summary by Major Object for Fund 74**

<b>7000</b>	<b>OTHER OUTGO</b>			<u>Decreases</u>	<u>Increases</u>
<b>8100</b>	<b>FEDERAL REVENUE</b>			0	132,466
<b>8600</b>	<b>STATE REVENUE</b>			0	24,000
				0	108,466
				<hr/>	<hr/>
				0	264,932

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

To:	Board of Trustees	Date: May 26, 2009
Re:	Award of Bid: Bid #1117 Obstacle Course Lighting/ Sherriff's Training Academy	
Action:	Request for Approval	

**BACKGROUND:**

The Sherriff's Training Academy conducts evening fitness training for law enforcement classes three (3) nights a week, twelve (12) months of the year. The scope of this project requires the installation of thirty eight (38) new light fixtures and a lighting control panel. The project required the development of a Public Works Bid package to obtain competitive bids for this undertaking.

**ANALYSIS:**

Bids were opened on 5/07/09 for the Obstacle Course Lighting Project as noted on the attached Bid Results Form. The lowest cost responsible bidder was RMF Contracting Inc. dba R&M Electrical Contracting with a bid of \$86,756.00. This bid was less than the \$120,000 project budget.

RMF Contracting has been in business since 2002 and has a positive financial strength rating. All of their references were positive. Project to be completed within one hundred (100) calendar days.

**RECOMMENDATION:**

It is recommended that the Board of Trustees award Bid #1117 for Obstacle Course Lighting at the Orange County Sherriff's Regional Training Academy to RMF Contracting in the amount of \$86,756.00.

Fiscal Impact:	\$86,756.00	Board Date: May 26, 2009
Prepared by:	Alex Oviedo, , Construction Supervisor - District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations & Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

## BID RESULTS

PROJECT: OBSTACLE COURSE LIGHTS @ SHERIFF'S TRAINING ACADEMY		DUE DATE: 5/7/09 @ 2:00 PM	
BIDDER	AMOUNT	BIDDER	AMOUNT
RMF Contracting, Inc dba R & M Electrical Contracting 26301 Dimension Drive Lake Forest, CA 92630	\$ 86,756.00	Creo Electric, Inc. 1241 Wright St Santa Ana, CA 92705	\$ 118,230.00
McKoy Electric Co. 2626 Hillcrest Dr Los Angeles, CA 90016	\$ 89,700.00	American Electric Company 1015 W Briardale Ave Orange, CA 92865	\$ 119,900.00
Alfa Electric 11512 Montclair Dr Garden Grove, CA 92841	\$ 101,000.00	Schamber Electric, Inc 444 Sixth St Norco, CA 92860	\$ 123,214.00
Ryan Electric, Inc 1340 W. Princeton St Ontario, CA 91762	\$ 111,200.00	Owens Electric 816 Cedar Ave Brea, CA 92821	\$ 139,000.00
D L G Electric & Construction 1227 S Dale Ave Anaheim, CA 92804	\$ 111,755.00	Rodsin Electric Square, Inc. 1271 Columbia Ave, Ste. F10 Riverside, CA 92507	\$ 142,646.00
MS Navarro Engineering 10741 Viking Ave Northridge, CA 91326	\$ 115,300.00	J Kim Electric, Inc 842 W Las Palmas Dr Fullerton, CA 92835	\$ 147,000.00
Brewster Electric, Inc 279 W County Line Rd Calimesa, CA 92320	\$ 116,450.00		
AB Electric Systems, Inc. 13351-D Riverside Dr #450 Sherman Oaks, CA 91423	\$ 116,750.00		

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor of Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** May 26, 2009  
**To:** Dr. Eddie Hernandez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Questions

*From Trustee John Hanna*

**On 5.5(2) PO 10362, Hotel Laguna - \$1,369.10. Other expenses paid for students. What were we doing paying expenses to the Hotel Laguna? What was the activity there?**

- This purchase order is for food services (breakfast and lunch) for the Care/CalWorks Mother's Day Celebration event. Total of twenty students and staff attended.

**On page 5.5(1) PO 10344 - \$196.35 - Hotel Union Square. What conference was this and who (or what department) was this for?**

- Lodging fee for Osiel Madrigal, Center of Excellence to attend and participate in the Mid-Pacific Information & Communication Technology Center Advisory Panel in San Francisco. This is part of the ICT scan process for job functions.

**PO 10348-51 - 4 \$1,095 conference expenses. What conference and who (or what department) was this for.**

- Registration fees for staff at SCC & SAC Financial Aid offices to attend the Crystal Reports – Introduction and Advanced training in Anaheim.

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010327	6,600 00	CURRENT ELECTRIC	Building Improvements	SP		4/13/2009
09-P0010328	210 00	GUTGKE LOIS	Contracted Services	SP		4/13/2009
09-P0010329	3,575 09	VITAL LINK	Contracted Services	SP		4/13/2009
09-P0010330	1,065 00	ROADWAY'S INT'L	Transportation - Student	SP		4/13/2009
09-P0010331	2,977 50	ROADWAY'S INT'L	Transportation - Student	SP		4/13/2009
09-P0010332	800 00	SANTA ANA UNIFIED SCHOOL DIST	Food and Food Service Supplies	SP		4/13/2009
09-P0010333	140 29	DON BOOKSTORE	Non-Instructional Supplies	SP		4/13/2009
09-P0010334	218 79	JAY'S CATERING	Other Exp Paid for Students	SP		4/13/2009
09-P0010335	5,323 36	ARIA MEDICAL	Equipment - All Other > \$1,000	SP		4/13/2009
09-P0010336	465 83	GREYSTONE EDUCATIONAL MATERIALS	Instructional Supplies	SP		4/13/2009
09-P0010337	193 79	ASME	Instructional Supplies	SP		4/13/2009
09-P0010338	75 16	CADCIM TECHNOLOGIES	Instructional Supplies	SP		4/13/2009
09-P0010339	879 51	SEARS	Equip/Software - >\$200 <\$1,000	SP		4/14/2009
09-P0010340	195 00	CACCRAO CALIF ASSOC OF COMMUNITY	Conference Expenses	SP		4/14/2009
09-P0010341	442 14	TOWN AND COUNTRY RESORT AND CONVENTION CENT	Conference Expenses	SP		4/14/2009
* 09-P0010342	859 50	CSU SACRAMENTO	Other Student Travel Expenses	SP		4/14/2009
* 09-P0010343	463 50	UNIVERSITY ENTERPRISES, INC	Other Student Travel Expenses	SP		4/14/2009
09-P0010344	196 35	HOTEL UNION SQUARE	Conference Expenses	SP		4/14/2009
09-P0010345	575 00	THE GRANTSMANSHIP CENTER	Conference Expenses	SP		4/14/2009
09-P0010346	475 00	CRISTINA A VIVES	Conference Expenses	SP		4/14/2009
09-P0010347	273 69	CRISTINA A VIVES	Conference Expenses	SP		4/14/2009
09-P0010348	1,095 00	CRYSTALUSER COM	Conference Expenses	SP		4/14/2009
09-P0010349	1,095 00	CRYSTALUSER COM	Conference Expenses	SP		4/14/2009
09-P0010350	1,095 00	CRYSTALUSER COM	Conference Expenses	SP		4/14/2009
09-P0010351	1,095 00	CRYSTALUSER COM	Conference Expenses	SP		4/14/2009
09-P0010352	25 00	AMERICAN EXPRESS	Conference Expenses	SP		4/14/2009
09-P0010353	1,828 09	XEROX CORP	Equipment - All Other > \$1,000	SP		4/14/2009
09-P0010354	424 20	AMERICAN EXPRESS	Transportation - Student	SP		4/14/2009
09-P0010355	436 73	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009

5.5 (1)

NO. 5.5

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010356	1,030 12	DELL COMPUTER	Replacement Equipment	SP		4/15/2009
09-P0010357	426 88	FRANKLIN ELECTRONIC PUB	Instructional Supplies	SP		4/15/2009
09-P0010358	244 83	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
* 09-P0010359	563 16	DELPHIN COMPUTER SUPPLY	Non-Instructional Supplies	SP		4/15/2009
* 09-P0010360	666 50	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/15/2009
09-P0010361	353 37	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
09-P0010362	1,369 10	HOTEL LAGUNA	Other Exp Paid for Students	SP		4/15/2009
09-P0010363	1,363 45	KAPLAN	Instructional Supplies	SP		4/15/2009
09-P0010364	2,740 06	INSIGHT MEDIA	Instructional Supplies	SP		4/15/2009
* 09-P0010365	259 91	LAKESHORE LEARNING MATERIALS	Equip/Software - >\$200 <\$1,000	SP		4/15/2009
09-P0010366	304 51	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
09-P0010367	82 44	LEXIS NEXIS	Library Books - Upgrade	SP		4/15/2009
09-P0010368	1,754 07	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/15/2009
09-P0010369	587 52	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		4/15/2009
09-P0010370	546 48	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		4/15/2009
09-P0010371	218 38	JIST PUB	Books, Mags & Ref Mat, Non-Lib	SP		4/15/2009
09-P0010372	327 27	DISCOUNT SCHOOL SUPPLY	Equip/Software - >\$200 <\$1,000	SP		4/15/2009
09-P0010373	417 12	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/15/2009
09-P0010374	83 41	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/15/2009
09-P0010375	307 13	DEFOE FURNITURE 4 KIDS	Instructional Supplies	SP		4/15/2009
09-P0010376	68 69	COASTAL OFFSET PREPARATIONS	Instructional Supplies	SP		4/15/2009
09-P0010377	1,590 00	ORANGE COUNTY PUMP CO	Contracted Repair Services			4/15/2009
09-P0010378	381 84	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/15/2009
09-P0010379	19 56	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
09-P0010380	488 29	LAKESHORE LEARNING MATERIALS	Equipment - Federal Progs >200	SP		4/15/2009
* 09-P0010381	51 45	ANTIMICROBIAL THERAPY, INC	Non-Instructional Supplies	SP		4/15/2009
09-P0010382	11,247 87	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/15/2009
09-P0010383	347 61	SAMMONS PRESTON INC	Instructional Supplies	SP		4/15/2009
09-P0010384	1,103 82	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		4/15/2009

5.5 (2)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010385	910 25	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		4/15/2009
* 09-P0010386	7,938 75	COMPUTERIZED ASSESS & PLACEMENT	Non-Instructional Supplies	SP		4/15/2009
09-P0010387	704.15	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
09-P0010388	269 85	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/15/2009
09-P0010389	18 00	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		4/15/2009
* 09-P0010390	1,263 87	DISCOUNT SCHOOL SUPPLY	Equip/Software - >\$200 <\$1,000	SP		4/15/2009
09-P0010391	322 50	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/15/2009
09-P0010392	359 63	CDW GOVERNMENT INC	Instructional Supplies	SP		4/15/2009
* 09-P0010393	773 36	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		4/15/2009
09-P0010394	276 75	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2009
* 09-P0010396	225 00	EOPS REGION VIII	Other Student Travel Expenses	SP		4/15/2009
09-P0010397	1,400 06	DELL COMPUTER	Equipment - Technology >\$1,000	SP		4/15/2009
09-P0010398	3,658 35	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		4/15/2009
09-P0010399	838 90	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		4/15/2009
09-P0010400	264 00	CITY OF ORANGE	Other Licenses & Fees			4/15/2009
09-P0010401	4,203 13	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		4/15/2009
* 09-P0010402	16,225 00	MYTHICS	Contracted Services	SP		4/15/2009
09-P0010403	11,219 98	PLASMACAM INC	Equipment - All Other > \$1,000	SP		4/16/2009
09-P0010404	1,065 23	SLUSSER TOBY	Contracted Repair Services			4/16/2009
09-P0010405	193 41	AMERICAN RED CROSS	Non-Instructional Supplies	SP		4/16/2009
09-P0010406	215 00	KIRK	Non-Instructional Supplies	SP		4/16/2009
09-P0010407	3,685 00	DE LA TORRE COMMERCIAL	Contracted Services			4/16/2009
09-P0010408	34,067 47	VQS ENTERPRISES	Class Schedules/Printing			4/16/2009
09-P0010409	340 00	BEULER LOURDES ERNELITA	Contracted Services	SP		4/16/2009
09-P0010410	500 00	MARTINEZ PATRICK I	Contracted Services	SP		4/16/2009
09-P0010411	3,461 23	WESTED	Contracted Services	SP		4/16/2009
09-P0010412	308 00	STATE WATER RESOURCES	Sites - Licenses, Fees & Taxes	SP	BOND	4/16/2009
09-P0010413	750 00	ORKIN PEST CONTROL	Contracted Repair Services			4/16/2009
09-P0010414	92 06	WESTERN GRAPHIX	Contracted Repair Services			4/16/2009

5.5 (3)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010415	1,095 35	TROPICAL PLAZA NURSERY	Contracted Repair Services			4/16/2009
09-P0010416	905 00	ROADWAY'S INT'L	Transportation - Student	SP		4/16/2009
09-P0010417	1,312 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	4/16/2009
09-P0010418	963 53	IMMEL DESIGN INC	Non-Instructional Supplies	SP		4/16/2009
09-P0010419	1,205 79	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		4/17/2009
* 09-P0010420	1,500 00	EOPS REGION VIII	Other Student Travel Expenses	SP		4/17/2009
* 09-P0010421	226 95	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		4/17/2009
* 09-P0010422	3,281 30	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/17/2009
09-P0010423	1,055 09	DON BOOKSTORE	Non-Instructional Supplies	SP		4/17/2009
09-P0010424	529 77	SAMMONS PRESTON INC	Instructional Supplies	SP		4/17/2009
09-P0010425	1,900 00	THE DRIP COFFEE	Food and Food Service Supplies	SP		4/17/2009
09-P0010426	4,000 00	DON BOOKSTORE	Other Exp Paid for Students	SP		4/17/2009
09-P0010427	300 00	DON BOOKSTORE	Books Paid for Students	SP		4/17/2009
09-P0010428	368 70	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		4/17/2009
09-P0010429	16,000 00	DON BOOKSTORE	Supplies Paid for Students	SP		4/17/2009
* 09-P0010430	1,119 57	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		4/17/2009
09-P0010431	3,000 00	FED EX KINKO'S	Reproduction/Printing Expenses	SP		4/17/2009
09-P0010432	102 01	MEDIA & BOOK SERVICES	Instructional Supplies	SP		4/17/2009
09-P0010433	1,623 90	US SHOP TOOLS	Instructional Supplies	SP		4/17/2009
09-P0010434	1,699 86	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP		4/17/2009
09-P0010435	1,322 41	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		4/17/2009
* 09-P0010436	5,695 70	US SHOP TOOLS	Instructional Supplies	SP		4/17/2009
09-P0010437	1,385 69	FANIZZA LORRAINE	Equip/Software - >\$200 <\$1,000	SP		4/17/2009
09-P0010438	2,479 74	US SHOP TOOLS	Instructional Supplies	SP		4/17/2009
09-P0010439	11,950 00	IDS GROUP INC	Buildings - Engineering Costs	SP		4/17/2009
09-P0010440	51 00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Conference Expenses			4/17/2009
09-P0010441	550 00	RP GROUP	Conference Expenses	SP		4/17/2009
09-P0010442	1,045 00	CRYSTALUSER COM	Conference Expenses	SP		4/17/2009
09-P0010443	1,045 00	CRYSTALUSER COM	Conference Expenses	SP		4/17/2009

5.5 (4)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010444	2,000 00	BUNCH GEORGE C	Contracted Services	SP		4/17/2009
09-P0010445	750 00	KIMBAL ANN	Contracted Services	SP		4/17/2009
09-P0010446	3,593 10	AT & T GOVERNMENT SOLUTIONS INC	Equipment - All Other > \$1,000			4/17/2009
* 09-P0010447	1,078 89	US TOY CO CONSTRUCTIVE PLAYTHINGS	Instructional Supplies	SP		4/17/2009
09-P0010448	450 00	MUSEUM OF TOLERANCE	Other Exp Paid for Students	SP		4/20/2009
09-P0010449	424 90	COBRA SYSTEMS	Non-Instructional Supplies	SP		4/20/2009
09-P0010450	466 71	MCMAHAN BUSINESS INTERIORS	Non-Instructional Supplies	SP		4/20/2009
09-P0010451	800 00	STATE OF CALIF	Fingerprinting			4/20/2009
09-P0010452	5,274 22	MCMAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP		4/20/2009
09-P0010453	1,668 39	AVID TECHNOLOGY PARK	Instructional Software	SP		4/20/2009
09-P0010454	98 61	DON BOOKSTORE	Non-Instructional Supplies	SP		4/20/2009
09-P0010455	405 55	HOUGHTON MIFFLIN HARCOURT PUBL	Books, Mags & Ref Mat, Non-Lib	SP		4/20/2009
09-P0010456	296 23	APCO GRAPHICS INC	Non-Instructional Supplies	SP		4/20/2009
09-P0010457	9,000 00	P2S ENGINEERING INC	Buildings - Engineering Costs	SP		4/20/2009
09-P0010458	18,684 31	WOODRIDGE PRESS INC	Reproduction/Printing Expenses	SP		4/20/2009
09-P0010459	3,062 47	NAT'L GEOGRAPHIC SOCIETY	Instructional Supplies	SP		4/20/2009
09-P0010460	4,612 46	COMPUTERIZED ASSESS & PLACEMENT	Instructional Supplies	SP		4/20/2009
09-P0010461	403 89	MEDCOM TRAINEX	Instructional Supplies	SP		4/20/2009
09-P0010462	218 07	CAREER COMM INC	Books, Mags & Ref Mat, Non-Lib	SP		4/20/2009
* 09-P0010463	3,223 35	LAERDAL MEDICAL CORP	Equipment - Federal Progs >200	SP		4/20/2009
09-P0010464	16,622 00	ACCJC ACCREDITING COMMISSION	Inst Dues & Memberships			4/20/2009
09-P0010465	875 00	EXECUTIVE ENVIRONMENTAL	Buildings - Construction Tests	SP		4/20/2009
09-P0010466	291 17	SAM ASH MUSIC	Instructional Supplies	SP		4/20/2009
09-P0010467	5,430 00	BLACKBOARD INC	Contracted Services			4/20/2009
09-P0010470	370 00	COURTYARD BY MARRIOTT	Conference Expenses	SP		4/21/2009
09-P0010471	250 00	JFK TRANSPORTATION	Transportation - Student	SP		4/21/2009
09-P0010472	950 00	ROADWAY'S INT'L	Transportation - Student	SP		4/21/2009
09-P0010473	1,631 25	SMOLEN LISA	Software License and Fees	SP		4/21/2009
09-P0010474	543 75	B2B COMPUTER PRODUCTS LLC	Equipment - All Other > \$1,000	SP		4/21/2009

5.5 (5) Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010475	505 00	ROADWAY'S INT'L	Transportation - Student	SP		4/21/2009
09-P0010476	104 29	ARMSTRONG MEDICAL INDUSTRIES	Instructional Supplies	SP		4/21/2009
09-P0010477	191 27	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/21/2009
09-P0010478	15,393 56	CRAIG MEDICAL INT'L INC	Equipment - Federal Progs >200	SP		4/21/2009
09-P0010479	1,800 00	ASHP AMERICAN SOCIETY OF HOSPITAL	Other Licenses & Fees			4/21/2009
09-P0010480	1,203 83	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/21/2009
09-P0010481	141 40	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/21/2009
09-P0010482	550 00	JFK TRANSPORTATION	Transportation - Student	SP		4/21/2009
09-P0010483	2,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/21/2009
09-P0010484	55 62	NCTM	Non-Instructional Supplies	SP		4/21/2009
09-P0010485	1,330 00	ROADWAY'S INT'L	Transportation - Student	SP		4/21/2009
09-P0010486	924 92	LIBERTY PAPER & PRINTING	Non-Instructional Supplies	SP		4/21/2009
09-P0010487	471 51	KELLY PAPER	Non-Instructional Supplies	SP		4/21/2009
09-P0010488	567 00	UNISOURCE PAPER CO	Non-Instructional Supplies			4/21/2009
09-P0010489	340 00	FOOTHILLS SENTRY	Advertising			4/21/2009
09-P0010490	217 61	GALE GROUP	Library Books	SP		4/21/2009
* 09-P0010491	267 46	NETWORK SOLUTIONS LLC	Internet Services	SP		4/21/2009
09-P0010492	492 42	GENERAL BINDING CORP	Instructional Supplies	SP		4/21/2009
09-P0010493	181 57	PINNACLE RADIO INC	Non-Instructional Supplies			4/21/2009
09-P0010494	393 13	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		4/22/2009
09-P0010495	433 04	ULINE	Non-Instructional Supplies			4/22/2009
09-P0010496	8,500 00	DON BOOKSTORE	Other Exp Paid for Students	SP		4/22/2009
* 09-P0010497	16,614 88	DISC MAKERS INC	Instructional Supplies	SP		4/22/2009
09-P0010498	845 53	XEROX CORP	Instructional Supplies	SP		4/22/2009
09-P0010499	700 00	PHILLIP E YARBROUGH	Conference Expenses			4/22/2009
09-P0010500	375 00	EOPS REGION VIII	Conference Expenses	SP		4/22/2009
09-P0010501	390 00	SANTA BARBARA CITY COLLEGE	Other Student Travel Expenses			4/22/2009
09-P0010502	400 00	THOMAS J SHINE	Other Student Travel Expenses			4/22/2009
09-P0010506	241 85	PROGRESSIVE MEDICAL INTERNATIONAL	Instructional Supplies	SP		4/22/2009

55(6) Legend: \* = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010507	1,080 00	ORKIN PEST CONTROL	Contracted Services			4/22/2009
* 09-P0010508	450 00	SMART & FINAL	Food and Food Service Supplies	SP		4/22/2009
09-P0010509	193 00	WESTCLIFF MEDICAL LAB INC	Instructional Supplies			4/22/2009
09-P0010510	1,574 18	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/23/2009
09-P0010511	302 33	POCKET NURSE	Equipment - Federal Progs >200	SP		4/23/2009
09-P0010512	30 00	PROGRESSIVE MEDICAL INTERNATIONAL	Equipment - Federal Progs >200	SP		4/23/2009
09-P0010513	10 00	MMS MEDICAL SUPPLY CO	Equipment - Federal Progs >200	SP		4/23/2009
09-P0010514	21,157 47	HFR HOSPITAL FURNITURE RESTORATION	Equipment - Federal Progs >200	SP		4/23/2009
09-P0010516	475 00	SODEXHO	Food and Food Service Supplies	SP		4/23/2009
09-P0010517	3,500 00	DON BOOKSTORE	Other Exp Paid for Students	SP		4/23/2009
09-P0010518	274 22	FRANKLIN COVEY	Conference Expenses	SP		4/23/2009
09-P0010519	2,973 13	LECTRA SYSTEMS INC	Equipment - Technology >\$1,000	SP		4/23/2009
09-P0010520	3,588 75	DON BOOKSTORE	Other Exp Paid for Students	SP		4/23/2009
* 09-P0010522	568 67	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		4/24/2009
* 09-P0010523	4,718 75	FAIR PLAY SCORE BOARDS	Equip/Software - >\$200 <\$1,000	SP		4/24/2009
09-P0010524	514 45	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		4/24/2009
09-P0010525	13,707 18	MCPAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP	BOND	4/24/2009
* 09-P0010526	1,743 09	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		4/24/2009
09-P0010527	2,309 90	INSIGHT MEDIA	Instructional Supplies	SP		4/24/2009
09-P0010528	2,863 59	INSIGHT MEDIA	Instructional Supplies	SP		4/24/2009
09-P0010529	10,616 67	CI SOLUTION	Replacement Equipment	SP		4/24/2009
* 09-P0010530	7,353 67	B & H PHOTO VIDEO INC	Instructional Supplies	SP		4/24/2009
09-P0010531	343 98	SLUSSER TOBY	Contracted Repair Services			4/24/2009
09-P0010532	548 45	OMELINA V GARCIA	Maint Contract - Office Equip	SP		4/24/2009
* 09-P0010533	2,354 48	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/24/2009
09-P0010534	1,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/24/2009
09-P0010535	140 00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			4/24/2009
09-P0010536	311 00	AMTECH ELEVATOR SERVICES	Contracted Repair Services			4/24/2009
09-P0010537	540 00	COSCO FIRE PROTECTION INC	Contracted Services			4/24/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010538	3,590 00	CANTOR FITZGERALD	Contracted Services	SP		4/24/2009
09-P0010539	95 00	BAY SECURITY COMM	Contracted Repair Services			4/24/2009
09-P0010540	234 97	ACCURATE FIRE EXTINGUISHER SVC	Contracted Repair Services			4/24/2009
09-P0010541	375 50	THE AINSLIE CO	Contracted Repair Services	SP		4/24/2009
09-P0010542	4,794 61	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			4/27/2009
09-P0010543	3,021 89	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			4/27/2009
* 09-P0010544	4,769 78	MCPAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP	BOND	4/27/2009
09-P0010545	225 13	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		4/27/2009
09-P0010546	4,000 00	KNORR SYSTEMS INC	Non-Instructional Supplies			4/27/2009
09-P0010547	3,000 00	GRAINGER	Non-Instructional Supplies			4/27/2009
09-P0010548	876 49	HERFF JONES INC	Non-Instructional Supplies	SP		4/27/2009
09-P0010549	2,000 00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			4/27/2009
09-P0010550	769 41	UNISOURCE PAPER CO	Non-Instructional Supplies	SP		4/28/2009
09-P0010551	488 46	UNISOURCE PAPER CO	Instructional Supplies	SP		4/28/2009
09-P0010552	778 66	OFFICE MAX	Instructional Supplies	SP		4/28/2009
09-P0010553	9,517 80	LIBERTY PAPER & PRINTING	Instructional Supplies	SP		4/28/2009
09-P0010555	233 31	WESTED	Books, Mags & Ref Mat, Non-Lib	SP		4/28/2009
09-P0010556	198 15	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/29/2009
09-P0010557	180 53	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		4/29/2009
09-P0010558	221 73	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/29/2009
09-P0010559	338 79	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/29/2009
09-P0010560	697 19	COACH AMERICA	Other Student Travel Expenses	SP		4/29/2009
09-P0010562	615 60	BARCODES INC	Non-Instructional Supplies	SP		4/29/2009
* 09-P0010563	220 81	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software	SP		4/29/2009
09-P0010564	91 16	PARACLETE FIRE AND SAFETY	Contracted Repair Services			4/29/2009
09-P0010565	144 00	WESTERN POWER SYSTEMS	Contracted Repair Services			4/29/2009
09-P0010566	647 68	AMERICAN RENT A FENCE	Rental - Other (Short-term)			4/29/2009
09-P0010567	125 00	PACIFIC TELEMAGEMENT SVCS	Contracted Services			4/30/2009
09-P0010568	4,853 05	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	4/30/2009

5.5 (8)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010569	175,000 00	FIELDS DEVEREAUX	Buildings - Architects Fee	SP	BOND	4/30/2009
09-P0010570	191,165 00	BERNARDS BROS INC	Buildings - Construction Mgmt	SP	BOND	4/30/2009
09-P0010571	577,500 00	BERNARDS BROS INC	Buildings - Construction Mgmt	SP	BOND	4/30/2009
09-P0010572	495 00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	4/30/2009
09-P0010573	900 00	VELAZQUEZ PUB INC	Advertising	SP		4/30/2009
09-P0010574	89 00	ORANGE COUNTY BUSINESS JOURNAL	Books, Mags & Ref Mat, Non-Lib	SP		4/30/2009
09-P0010575	277 20	BEST WESTERN HERITAGE INN	Conference Expenses	SP		4/30/2009
09-P0010576	200 00	SANDRA J WOOD	Conference Expenses	SP		4/30/2009
09-P0010577	5,802 13	IMMEL DESIGN INC	Non-Instructional Supplies			4/30/2009
09-P0010578	4,363 67	ZUMAR INDUSTRIES INC	Non-Instructional Supplies			4/30/2009
09-P0010579	246 90	LITTLE CAESARS PIZZA	Food and Food Service Supplies	SP		4/30/2009
09-P0010580	777 16	HARRIS COMMUNCATIONS	Equip/Software - >\$200 <\$1,000			4/30/2009
* 09-P0010581	979 88	VR TOOLBOX	Instructional Software	SP		4/30/2009
09-P0010582	10,589 24	D4 SOLUTIONS INC	Buildings - Contracted Svcs	SP	BOND	4/30/2009
09-P0010583	177 26	THOMSON WEST	Library Books - Upgrade	SP		4/30/2009
09-P0010584	970 00	CURRENT ELECTRIC	Building Improvements	SP		4/30/2009
09-P0010585	177 26	THOMSON WEST	Library Books - Upgrade	SP		4/30/2009
09-P0010586	142,200 00	ROSE & TUCK	Buildings - Contracted Svcs	SP	BOND	4/30/2009
09-P0010587	337 20	GALE GROUP	Library Books	SP		4/30/2009
09-P0010588	477 01	PYRO-COMM SYSTEMS INC	Contracted Services			4/30/2009
09-P0010589	945 00	EXECUTIVE ENVIRONMENTAL	Buildings - Construction Tests	SP	BOND	4/30/2009
09-P0010590	109,771 00	LPA INC	Buildings - Architects Fee	SP	BOND	4/30/2009
09-P0010591	712 21	SOLAR INTEGRATED	Contracted Repair Services			4/30/2009
* 09-P0010592	1,000 00	SAN BERNARDINO CITY FIRE DEPT	Instructional Agrmt - Salary			4/30/2009
09-P0010595	400 00	LEE LORA	Contracted Services	SP		4/30/2009
* 09-P0010596	6,757 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			4/30/2009
* 09-P0010597	699 76	SMARTSOUND SOFTWARE INC	Instructional Software	SP		4/30/2009
09-P0010598	500 00	SHARP LYDIA B	Contracted Services	SP		4/30/2009
09-P0010599	1,045 09	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		4/30/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010600	375 00	RP GROUP	Conference Expenses	SP		4/30/2009
09-P0010601	500 00	ROMELIA MADRIGAL	Food and Food Service Supplies	SP		4/30/2009
09-P0010602	1,500 00	BLUE RIBBON TROPHY CO	Awards & Incentives	SP		4/30/2009
09-P0010603	250 00	STATER BROS	Instructional Supplies			4/30/2009
09-P0010604	1,380 00	JOHNSON PLUMBING	Contracted Repair Services			4/30/2009
09-P0010605	2,560 00	MORENO'S RESTAURANT	Food and Food Service Supplies	SP		5/1/2009
09-P0010606	12,540 00	ROTO ROOTER SVC	Contracted Repair Services			5/1/2009
09-P0010607	420 00	WESTERN POWER SYSTEMS	Contracted Services			5/1/2009
09-P0010608	92 00	TRI-SIGNAL INTEGRATION INC	Repair & Replacement Parts			5/1/2009
09-P0010609	2,148 70	ATKINSON ANDELSON LOYA RUUD	Legal Expenses			5/1/2009
09-P0010610	165 00	PARNASSUSWORKS FOUNDATION	Rental - Other (Short-term)	SP		5/4/2009
09-P0010611	195 67	ECS IMAGING INC	Repair & Replacement Parts	SP		5/4/2009
09-P0010612	316 00	VOCATIONAL BIOGRAPHIES INC	Software License and Fees	SP		5/4/2009
09-P0010613	2,404.68	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		5/4/2009
09-P0010614	75 00	FACTS ON FILE	Books, Mags & Ref Mat, Non-Lib	SP		5/4/2009
09-P0010615	285 50	CHRONICLE GUIDANCE	Software License and Fees	SP		5/4/2009
09-P0010616	134 26	FINNEY CO	Books, Mags & Ref Mat, Non-Lib	SP		5/4/2009
09-P0010617	7,774 63	MACSON QUALITY HOUSE PRINTING	Reproduction/Printing Expenses	SP		5/4/2009
09-P0010618	1,135 24	SPICERS PAPER CO	Non-Instructional Supplies			5/4/2009
09-P0010619	592 33	4 IMPRINT	Non-Instructional Supplies	SP		5/4/2009
09-P0010621	2,579 66	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/4/2009
09-P0010622	6,000 00	DON BOOKSTORE	Supplies Paid for Students	SP		5/4/2009
09-P0010623	1,830 19	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/4/2009
09-P0010624	4,089 47	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/4/2009
09-P0010625	3,591 00	SODEXHO	Other Exp Paid for Students	SP		5/4/2009
09-P0010626	466 54	APPERSON PRINT MGMT SVCS	Instructional Supplies	SP		5/4/2009
09-P0010627	200 00	BRUHL JIMMY FREDDY	Contracted Services	SP		5/4/2009
09-P0010628	200 00	ROSSMANN ERIK JOHN	Contracted Services	SP		5/4/2009
09-P0010629	200 00	QAFITI MICHAEL	Contracted Services	SP		5/4/2009

5.5 (10)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010630	200 00	KANEKO NORIO	Contracted Services	SP		5/4/2009
09-P0010631	200 00	MCCABE ROSEMARIE	Contracted Services	SP		5/4/2009
09-P0010632	2,749 00	CUEVAS ANA HERRERA	Other Exp Paid for Students	SP		5/4/2009
09-P0010633	87 66	PLAYERS CHOICE	Non-Instructional Supplies	SP		5/4/2009
09-P0010634	1,167 99	OFFICE MAX	Instructional Supplies	SP		5/5/2009
09-P0010636	502 77	JAY'S CATERING	Food and Food Service Supplies	SP		5/5/2009
09-P0010637	192 04	ELIZABETH N PINON	Books, Mags & Ref Mat, Non-Lib	SP		5/5/2009
09-P0010638	2,143 65	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/5/2009
09-P0010639	1,000 00	INFORMATION TECH PARTNERS INC	Contracted Services	SP		5/5/2009
09-P0010640	2,134 44	MONJARAS & WISMEYER GROUP INC	Gain (Loss) - Insurance Settle			5/5/2009
* 09-P0010641	8,652 00	CITY OF CORONA FIRE DEPT	Instructional Agrmt - Salary			5/5/2009
* 09-P0010642	2,640 00	SAN BERNARDINO CITY FIRE DEPT	Instructional Agrmt - Salary			5/5/2009
09-P0010643	3,338 32	INNOVA GLOBAL TECHNOLOGIES INC	Contracted Services	SP		5/5/2009
09-P0010644	1,627 99	XEROX CORP	Equipment - All Other > \$1,000	SP		5/5/2009
09-P0010645	598 57	AMAZON COM	Library Books	SP		5/5/2009
09-P0010646	475 00	WESTERN ASSOC OF SCHOOLS & COLLEGES	Conference Expenses	SP		5/6/2009
09-P0010647	195 50	CALIF SCIENCE CTR	Fees Paid for Students	SP		5/6/2009
09-P0010648	439 10	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/6/2009
09-P0010649	2,195 85	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/6/2009
09-P0010650	978 75	HACIENDA	Food and Food Service Supplies	SP		5/6/2009
09-P0010651	519 14	4 IMPRINT	Non-Instructional Supplies	SP		5/6/2009
09-P0010652	4,897 44	ISLAND ADVERTISING SPECIALTIES	Other Exp Paid for Students	SP		5/6/2009
09-P0010654	1,360 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	5/6/2009
09-P0010655	900 00	ARAMARK UNIFORM SERVICES	Laundry & Dry Cleaning Service			5/6/2009
09-P0010656	838 26	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		5/6/2009
09-P0010657	1,631 25	SURVIVAL SKILLS \$ CO	Other Exp Paid for Students	SP		5/6/2009
09-P0010658	75 00	GREATER SA BUSINESS ALLIANCE	Conference Expenses			5/7/2009
09-P0010659	750 00	RP GROUP	Conference Expenses	SP		5/7/2009
09-P0010660	330 90	COURTYARD MARRIOTT SAN DIEGO	Conference Expenses	SP		5/7/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010661	240 00	COLLEGE OF THE CANYONS	Conference Expenses	SP		5/7/2009
09-P0010662	1,208 15	NCS PEARSON INC	Non-Instructional Supplies	SP		5/7/2009
09-P0010663	550 00	VIETNAM CALIFORNIA RADIO, INC	Advertising	SP		5/7/2009
09-P0010664	9,897 23	CPP CONSULTING PSYCHOLOGISTS PRESS	Instructional Supplies	SP		5/7/2009
09-P0010665	122 23	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DIST	Food and Food Service Supplies			5/7/2009
09-P0010666	5,054 40	MYERS STEVENS & TOOHEY & CO INC	Prop, Liab, Boiler & Machine			5/7/2009
09-P0010667	2,022 40	REVO ROOFING INC	Buildings - Contracted Svcs	SP		5/7/2009
09-P0010668	1,833 13	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			5/7/2009
09-P0010669	500 00	PAUL M WOLFF CO	Contracted Repair Services			5/7/2009
09-P0010670	1,675 00	ISLAND ADVERTISING SPECIALTIES	Non-Instructional Supplies	SP		5/7/2009
09-P0010672	257 50	GMS ELEVATOR	Contracted Repair Services			5/7/2009
09-P0010673	1,194.60	DE LA TORRE COMMERCIAL	Contracted Services			5/7/2009
09-P0010674	2,996 06	WOODRIDGE PRESS INC	Reproduction/Printing Expenses	SP		5/8/2009
09-P0010675	1,999 91	WOODRIDGE PRESS INC	Reproduction/Printing Expenses	SP		5/8/2009
* 09-P0010676	9,023 24	PLAYCRAFT DIRECT INC	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
* 09-P0010677	661 21	PINNACLE RADIO INC	Non-Instructional Supplies			5/8/2009
09-P0010678	456 75	CDW GOVERNMENT INC	Non-Instructional Supplies	SP		5/8/2009
09-P0010679	3,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010680	360 00	NICKEY PETROLEUM CO	Instructional Supplies			5/8/2009
09-P0010681	206 61	OFFICE DEPOT BUSINESS SVCS	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
09-P0010682	2,000 00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			5/8/2009
09-P0010683	3,000 00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		5/8/2009
09-P0010684	110 00	HERTZ CORP	Transportation - Student	SP		5/8/2009
09-P0010685	21 64	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010686	71 78	ACER SPRINGWOOD INDUSTRIAL INC	Repair & Replacement Parts			5/8/2009
09-P0010687	943 70	WAXIE SANITARY SUPPLY	Non-Instructional Supplies	SP		5/8/2009
09-P0010688	512 50	JFK TRANSPORTATION	Transportation - Student	SP		5/8/2009
09-P0010689	2,610 00	SMOLEN LISA	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
09-P0010691	2,400 00	US TOY CO CONSTRUCTIVE PLAYTHINGS	Non-Instructional Supplies	SP		5/8/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0010692	39 43	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/8/2009
09-P0010693	2,778 56	RYDIN DECAL	Non-Instructional Supplies	SP		5/8/2009
09-P0010694	1,699 42	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		5/8/2009
09-P0010695	600 00	ROCHELLE J ZOOK	Other Student Prog Svcs & Exp	SP		5/8/2009
09-P0010696	256 99	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010697	2,475 00	NAEYC	Other Licenses & Fees	SP		5/8/2009
09-P0010698	12,004 90	PEARSON ED	Software License and Fees	SP		5/8/2009
09-P0010699	122 34	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		5/8/2009
09-P0010700	242 24	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010701	6,855 59	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
09-P0010702	743 74	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010703	32 40	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/8/2009
* 09-P0010704	3,571 31	DELL COMPUTER	Non-Instructional Supplies	SP		5/8/2009
09-P0010705	300 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010706	37 91	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/8/2009
09-P0010707	5,087 98	MCPHILLAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
09-P0010708	50 00	ORANGE CHAMBER OF COMMERCE	Conference Expenses			5/8/2009
09-P0010709	3,441 21	WADDELL RICKIE E	Equipment - All Other > \$1,000	SP		5/8/2009
09-P0010710	311 00	AMTECH ELEVATOR SERVICES	Contracted Repair Services			5/8/2009
09-P0010711	350 00	AIRCO ENERGY SYSTEMS	Contracted Repair Services			5/8/2009
09-P0010712	313 19	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/8/2009
09-P0010713	8,498 50	MCGRAW HILL CONTEMPORARY	Software License and Fees	SP		5/8/2009
09-P0010714	11,555 78	CDW GOVERNMENT INC	Equip/Software - >\$200 <\$1,000	SP		5/8/2009
09-P0909379	410.00	RAIN MASTER IRRIGATION SYSTEM	Maint/Oper Service Agreements			4/16/2009
* 09-P0909381	1,150 00	SAN BERNARDINO CITY FIRE DEPT	Instructional Agrmt - Salary			4/16/2009
* 09-P0909382	1,554 00	CITY OF LA VERNE	Instructional Agrmt - Salary			4/16/2009
* 09-P0909383	3,822 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			4/16/2009
09-P0909384	75 00	XEROX CORP	Maint Contract - Office Equip	SP		4/16/2009
09-P0909385	10,000 00	ORANGE UNIFIED SCHOOL DISTRICT	Contracted Services	SP		4/22/2009

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0909386	10,000 00	GARDEN GROVE UNIFIED SCHOOL DIST	Contracted Services	SP		4/22/2009
09-P0909387	10,000 00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		4/22/2009
09-P0909388	288 00	SCANTRON CORP	Maint Contract - Office Equip	SP		4/29/2009
09-P0909389	4,200 00	ORANGE COUNTY SHERIFF CORONER	Instructional Agreements	SP		4/29/2009
09-P0909390	170 66	XEROX CORP	Excess/Copies Useage	SP		5/7/2009
09-P0909391	17,355 16	FOUNDATION FOR CALIFORNIA	Buildings - Licenses, Taxes	SP		5/7/2009

**Grand Total: \$ 2,003,453.33**

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 12, 2008 THROUGH MAY 9, 2009  
BOARD MEETING OF MAY 26, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0010402	\$16,225 00	Three (3) day on-site training services on Oracle database	SAC-Admissions	Board approved April 13, 2009
09-P0010408	\$34,067 47	Printing and delivery of Fall 2009 postcards and class schedules for Santiago Canyon College and Santa Ana College	OEC-Publications	Received Quotations 1) *VQS Enterprises, Inc 2) Trend Offset Printing Services, Inc 3) Rodgers & McDonald Graphics 4) Orange County Printing 5) American Print Media, LLC *Successful Bidder
09-P0010429	\$16,000 00	Blanket PO for office & instructional supplies	SAC-EOPS	
09-P0010458	\$18,684 31	Printing of Santa Ana College 2009 student handbook	SAC-Student Affairs	Received Quotations 1) * Woodridge Press, Inc 2) Meridian Graphics 3) Wedo Graphics, Inc *Successful Bidder
09-P0010464	\$16,622 00	Annual dues for Accrediting Commission for Community and Junior Colleges (ACCJC) for fiscal year 2009/2010	SCC-Administrative Services	

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 12, 2008 THROUGH MAY 9, 2009  
BOARD MEETING OF MAY 26, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0010478	\$15,393 56	Refurbished beds, tables and gurneys	SAC-Nursing Department	Received Quotations 1) *Craig Medical Int'l, Inc 2) Quorum Medical Supply, Inc 3) Medical Supply, Inc *Successful Bidder
09-P0010497	\$16,614 88	Duplicator, printer and miscellaneous supplies for the TV Studio	DMC	Received Quotations 1) *Disc Makers, Inc 2) Spinitar 3) TVMagic, Inc 4) GMF Sound, Inc 5) MEM Systems *Successful Bidder
09-P0010514	\$21,157 47	Patient care headwall and all related components	SAC-Nursing Department	Received Quotations 1) *HFR Hospital Furniture Restoration 2) Hospital Systems 3) Pocket Nurse *Successful Bidder
09-P0010569	\$175,000 00	Additional architectural and engineering services related to the Child Development Center building project at Santa Ana College	DO-Facility Planning	Board approved April 13, 2009
09-P0010570	\$191,165 00	Construction management services for Santa Ana College Gym renovation project	DO-Facility Planning	Board approved April 13, 2009

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 12, 2008 THROUGH MAY 9, 2009  
BOARD MEETING OF MAY 26, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0010571	\$577,500 00	Construction management services related to the Child Development Center building project at Santa Ana College	DO-Facility Planning	Board approved October 13, 2008
09-P0010586	\$142,200 00	Consulting and programming support for Datatel's Colleague administration software in relation to the implementation and integration of Student Information, Finance, Human Resources and OCDE's Payroll system	DO-Facility Planning	Board approved April 27, 2009
09-P0010590	\$109,771 00	Additional architectural and engineering services for the Santa Ana College infrastructure project	DO-Facility Planning	Board approved April 13, 2009
09-P0909391	\$17,355 16	Fusion annual license fee for 2009/2010	DO-Facility Planning	

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

<b>To:</b> Board of Trustees	<b>Date:</b> May 26, 2009
<b>Re:</b> Approval of Vendor Name Change	
<b>Action:</b> Request for Approval	

**BACKGROUND**

On December 14, 1998, the Board of Trustees approved Wang Laboratories, Inc. as the sole source provider for maintenance services for the hardware and software of the Bull mainframe and mid-range computers to meet its processing requirements for the District. Since this original Board approval date, Wang has gone through two acquisitions, first merging with Getronics, Inc., in June, 1999 and recently with CompuCom Systems, Inc., in January, 2009.

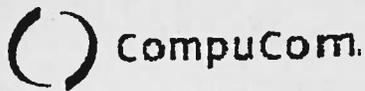
**ANALYSIS**

In order to avoid interruption of existing IT services/products and continue doing business, it is necessary to seek Board approval to change the vendor name to CompuCom Systems, Inc. The merging of companies does not change the products or services previously provided by Wang Laboratories, Inc. and Getronics, Inc. Therefore, the sole source designation still applies.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the vendor Getronics name change to CompuCom Systems, Inc. as presented

<b>Fiscal Impact:</b> N/A	<b>Board Date:</b> May 26, 2009
<b>Prepared by:</b> Tracey Conner-Crabbe, Director of Purchasing Services	
<b>Submitted by:</b> Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	



January, 2009

Dear Valued Getronics Client,

On August 20, 2008, CompuCom Systems, Inc., a highly respected North American IT Services Company based in Dallas, completed its acquisition of the North American operations of Getronics. This strategic acquisition resulted in newly combined capabilities that will allow us to help you drive greater business value from your IT infrastructure.

CompuCom is a leading IT outsourcing company that also provides application development, procurement and management of hardware and software. With more than 20 years of IT experience, CompuCom employs more than 11,000 highly skilled associates who have earned more than 53,000 industry certifications company-wide. As experts in workplace services, CompuCom's unique Integrated Infrastructure Management (IIM) solution reduces costs, increases productivity and helps clients gain maximum value from information.

Effective as of January 1, 2009, Getronics USA, Inc. was merged into CompuCom Systems, Inc. As a result of that merger, all of the contractual obligations of Getronics USA, Inc. became the legal obligations of CompuCom. To facilitate this we have implemented a few administrative changes that include:

- Replaced the Getronics logo with the CompuCom logo on all invoices.
- Updated the remit-to name on all invoices to CompuCom. The address is provided on the bottom of your invoice.
- The phone number for invoice inquiries is 800-445-0344, which is also noted on your invoice.
- Replaced the tax identification number with CompuCom's, which is 38-2363156. A Form W-9 is enclosed.

If your preference is to pay your invoice using ACH transfer or wire transfer, the remit-to information is:

**Bank:** Bank of America  
135 S. LaSalle  
Chicago, IL 60603  
**Transit #:** 071000039 (for ACH)  
026009593 (for wires)  
**Account name:** CompuCom Systems, Inc.  
**Account number:** 5801007641

Please make note of these changes and update your records accordingly.

It is our hope that you share our excitement over the news and recognize the increased benefits that we now offer as an integrated organization. You will continue to receive the same quality service you have received in the past. We look forward to continuing our relationship with you as CompuCom and helping you drive greater business value from your IT infrastructure.

If you have any questions regarding these changes, please feel free to call Jan Gavriel, Finance Manager, at (978) 858-6076.

Sincerely,

David Buka  
Vice President, Finance

CompuCom Systems, Inc.  
7171 Forest Lane  
Dallas, TX 75230  
+1 972.856.3600

[www.CompuCom.com](http://www.CompuCom.com)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To: Board of Trustees	Date: May 26, 2009
Re: Approval of Resource Development Items	
Action: Request for Approval	

**ANALYSIS**

Budgets for the following categorical program for FY 09/10 have been developed.

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Job Development, Training, and Placement Program for the Disabled – Workability III (SAC) On-going funds provided from the California Department of Rehabilitation to find employment for people with various disabilities (FY 2009/10, 2010/11, and 2011/12)	5/1/09	\$1,083,621
- FY 2009/10 (\$361,207)		
- FY 2010/11 (\$361,207)		
- FY 2011/12 (\$361,207)		

**RECOMMENDATION**

It is recommended that the board of trustees approve budgets, accept grants, and authorize the Chancellor, or his designee, to enter into related contractual agreements.

Fiscal Impact: \$1,083,621	Board Date: May 26, 2009
Prepared by: Huong Nguyen, Interim Resource Development Coordinator	
Submitted by: Enrique Perez, Interim Assistant Vice Chancellor of Educational Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET # 1580**  
**NAME: Job Dev., Training & Placement Program for the Disabled - Workability III**  
**FISCAL YEAR: 2009 - 2012**

CONTRACT PERIOD: 7/1/09 to 6/30/12  
 CONTRACT INCOME: \$361,207

PROJ. ADM. Jane Mathis  
 PROJ. DIR. Sandy Morns

CFDA #: 84,126A

Date: 5/13/09

Datatel String	Description	Revised Budget	
		Debit	Credit
11-0000-679000-17100-5999	SAC - Control Account		165,768
11-1580-000000-10000-5998	Special Project Match Contrib (\$55,256/year)	165,768	
	<b>Totals - Match funds</b>	<b>165,768</b>	<b>165,768</b>
12-1580-000000-10000-8199	Other Federal Revenues		1,083,621
12-1580-000000-50000-8199	Other Federal Revenues		
12-1580-647000-19529-1280	Contract - Reassigned Time (Sandy Morns - 65%)	181,478	
12-1580-647000-19529-1480	Part-Time Reassigned Time (S. Morns - 10 days)	-	
12-1580-647000-19529-1483	Beyond Contract - Coordinator		
12-1580-647000-19529-1484	Int/Sum Beyond Contract - reassigned time	19,935	
12-1580-647000-19529-2130	Classified Employees - Aliah Silva (100%) - Kathleen Delaney (75%) - Elizabeth Pinon (100%)	471,066	
12-1580-647000-19529-2310	Classified Employees - Ongoing - Jeannette Gahagan - Jacquelyn Hernandez	117,006	
12-1580-647000-19529-2320	Classified Employees - Hrly (19 hrs/wk x 19 wks)	4,050	
12-1580-647000-19529-3115	STRS - Non-Instructional	16,644	
12-1580-647000-19529-3215	PERS - Non-Instructional	54,534	
12-1580-647000-19529-3315	OASDHI - Non-Instructional	36,552	
12-1580-647000-19529-3325	Medicare - Non-Instructional	8,724	
12-1580-647000-19529-3335	PARS - Non-Instructional	53	
12-1580-647000-19529-3415	H & W - Non-Instructional	105,761	
12-1580-647000-19529-3435	H & W - Retiree Fund Non-Inst	24,075	
12-1580-647000-19529-3515	SUI - Non-Instructional	2,406	
12-1580-647000-19529-3615	WCI - Non-Instructional	17,388	
12-1580-647000-19529-3915	Other Benefits - Non-Instruct	13,770	
12-1580-647000-19529-4210	Books, Mags, & Ref. Materials (Non-Lib)	999	
12-1580-647000-19529-4610	Non-Instructional Supplies	3,550	
12-1580-647000-19529-5220	Mileage Expenses	3,550	
12-1580-675000-19529-5210	Conference Expenses	2,080	
12-1580-647000-19529-6411	Equipment - Federal Programs (printer)	-	
	<b>TOTALS</b>	<b>1,083,621</b>	<b>1,083,621</b>
	<b>FY 2009-10 In-Kind Match:</b> <b>(Certified Expend \$77,387)</b> - Bart Hoffman (22%) - Monica Porter (10%) - Mansela Godnez (20%) - Margaret Klase (10%)		

President's Approval:  
 Prepared by: Huong Nguyen  
 Original budget-3 yrs

Board Approved: 05/26/09  
 Accountant: Felix Panganiban

**SPECIAL PROJECT DETAILED BUDGET # 1580**

**NAME: Job Dev., Training & Placement Program for the Disabled - Workability III**

**FISCAL YEAR: 2009 - 2012**

**CONTRACT PERIOD: 7/1/09 to 6/30/12**

**CONTRACT INCOME: \$361,207**

**PROJ. ADM. Jane Mathis**

**PROJ. DIR. Sandy Morris**

**CFDA # 84,126A**

**Date: 5/13/09**

DatateI String	Description	Revised Budget	
		Debit	Credit
	<b><u>FY 2010-11 In-Kind Match:</u></b> <b><u>(Certified Expend \$76,139)</u></b> - Bart Hoffman (20%) - Monica Porter (10%) - Marisela Godnez (20%) - Margaret Klase (10%)		
	<b><u>FY 2011-12 In-Kind Match:</u></b> <b><u>(Certified Expend \$76,557)</u></b> - Bart Hoffman (19%) - Monica Porter (10%) - Marisela Godnez (20%) - Margaret Klase (10%)		

President's Approval:  
Prepared by: Huong Nguyen  
Original budget-3 yrs

Board Approved: 05/26/09  
Accountant: Felix Panganiban

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Educational Services**

<b>To:</b> Board of Trustees	<b>Date:</b> May 26, 2009
<b>Re:</b> Adoption of Resolution 09-11 – California Department of Education (CRPM-6088)	
<b>Action:</b> Request for Action	

**BACKGROUND**

Rancho Santiago Community College District has received funding from the California Department of Education for the purpose of maintaining compliance with State health and safety requirements, to comply with the American with Disabilities Act, or to purchase or replace equipment necessary for the health and safety of the Child Development Centers in accordance with the Child Care and Development Facilities Renovation and Repair Project guidelines for the period December 15, 2007 through June 30, 2010.

**ANALYSIS**

As part of the acceptance process, the California Department of Education requires that the Board of Trustees approve an authorized representative of the district to sign the grant contract and amendments.

**RECOMMENDATION**

It is recommended that the board approve the resolution agreement with the California Department of Education that authorizes the chancellor or his designees to sign the contract documents for the 2008-2009 fiscal year.

<b>Fiscal Impact:</b> none	<b>Board Date:</b> May 26, 2009
<b>Prepared by:</b> Cherie Ericson	
<b>Submitted by:</b> Enrique Perez, Interim Assistant Vice Chancellor of Educational Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	

**RESOLUTION  
09-11**

This resolution must be adopted in order to certify the approval of the Board of Trustees to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2008/09.

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**RESOLUTION**

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into local agreement number/s CRPM-6088 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Edward Hernandez, Jr., Ed.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 26th day of May, 2009, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Brian Conley, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

May 26, 2009  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Educational Services**

<b>To:</b>	<b>Board of Trustees</b>	<b>Date:</b> May 26, 2009
<b>Re:</b>	<b>Adoption of Resolution #09-12 – Job Development, Training, and Placement Program for the Disabled (Workability III)</b>	
<b>Action:</b>	<b>Request for Approval</b>	

**BACKGROUND**

Santa Ana College receives annual State Vocational Rehabilitation (CFDA #84.126A) funds from the California Department of Rehabilitation to provide employment services for people with various disabilities.

**ANALYSIS**

As part of the acceptance process, the California Department of Rehabilitation requires that the Board of Trustees approve an authorized representative of the district to sign the grant contract agreement, amendments and Contractor Certification Clauses (CCC), and authorizes representatives to request reimbursement of expenses incurred as a result of the agreement.

**RECOMMENDATION**

It is recommended that the board of trustees adopt the resolution that authorizes the Chancellor and identified designee(s) to sign the grant contract and associated amendments and clauses.

<b>Fiscal Impact:</b> none	<b>Board Date:</b> May 26, 2009
<b>Prepared by:</b> Huong Nguyen, Interim Resource Development Coordinator	
<b>Submitted by:</b> Enrique Perez, Interim Assistant Vice Chancellor of Educational Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	

Original  
 Amendment # \_\_\_\_\_

**FULL Name of Corporation or Public Agency**

**Rancho Santiago Community College District/Santa Ana College**

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation, and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person:

Name of Person Authorized to Sign Agreement	Title of Person Authorized to Sign Agreement
Peter J. Hardash	Vice Chancellor/Bus. Ops./Fisc. Serv.

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute said agreement and all amendments there to, except to increase the financial liability of said corporation or public agency.

**CERTIFICATION**

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

**Address Where Board Meeting Held**

2323 North Broadway, Santa Ana, CA 92706-1640

Date of Board Meeting	Signature of Recording Secretary	Date Signed
May 26, 2009		

<b>GRANTEE/CONTRACTOR:</b>  STATE OF CALIFORNIA Department of Rehabilitation 2000 Evergreen Street Sacramento, California 95815-3832	<b>SUBGRANTEE/CONTRACTEE:</b> (Legal Corporation/Public Agency Name & Address)  Rancho Santiago CCD/Santa Ana College 1530 W. 17 <sup>th</sup> Street, Santa Ana, CA 92706 2323 North Broadway (billing address) Santa Ana, CA 92706-1640
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) <b>Peter J. Hardash</b>	Title (Please Type or Print) <b>Vice Chancellor, Bus. Operations/Fisc. Svcs.</b>
Signature 	Name (Please Type or Print) <b>Noemi M. Kanouse</b>	Title (Please Type or Print) <b>Assistant Vice Chancellor, Fiscal Services</b>
Signature 	Name (Please Type or Print) <b>Redencion B. Velasquez</b>	Title (Please Type or Print) <b>Director of Accounting, Fiscal Services</b>
Signature 	Name (Please Type or Print)	Title (Please Type or Print)

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution 	Name (Please Type or Print)	Date Signed
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**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

**3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

**4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:** Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

**5. EXPATRIATE CORPORATIONS:** Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**6. SWEATFREE CODE OF CONDUCT:**

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

**7. DOMESTIC PARTNERS:** For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

**1. CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

**Current State Employees (Pub. Contract Code §10410):**

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

**Former State Employees (Pub. Contract Code §10411):**

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

**2. LABOR CODE/WORKERS' COMPENSATION:** Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

**3. AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

**4. CONTRACTOR NAME CHANGE:** An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

**5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

**6. RESOLUTION:** A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**7. AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**8. PAYEE DATA RECORD FORM STD. 204:** This form must be completed by all contractors that are not another state agency or other governmental entity.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER
27353
REGISTRATION NUMBER

1 This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Rancho Santiago Community College District/Santa Ana College

2. The term of this

Agreement is: July 1, 2009 through June 30, 2012

3. The maximum amount of this Agreement is:

\$1,083,621.00  
 Certified Expenditure \$230,083.00; Cash Match \$165,768.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84,126A – State Vocational Rehabilitation Services Program

Exhibit A – Scope of Work 5 pages

Exhibit B – Budget Detail and Payment Provisions 3 pages

Attachment 1, Program Budget and Narrative 15 pages

Exhibit C\* – General Terms and Conditions GTC-307 Dated 03/28/07

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 5 pages

Exhibit - D\* Special Terms and Conditions

Exhibit E – Additional Provisions 2 pages

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Rancho Santiago Community College District/Santa Ana College

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Peter J. Hardash, Vice Chancellor/Business Operations/Fiscal Services

ADDRESS

1530 W. 17<sup>th</sup> Street, Santa Ana, CA 92706-1640

2323 N. Broadway, Santa Ana, CA 92706-1640

**STATE OF CALIFORNIA**

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas J Sale, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6<sup>th</sup> Floor, Sacramento, CA 95814

California Department of General  
 Services Use Only

Exempt per:

## **EXHIBIT A**

### **COOPERATIVE CONTRACT**

#### **Rancho Santiago Community College District/Santa Ana College WorkAbility III Program**

#### **SCOPE OF WORK**

##### **I. Introduction**

Department of Rehabilitation and Santa Ana College (hereinafter referred to as SAC) will combine staff and resources to provide vocational rehabilitation services to students/DOR clients who are also enrolled as students at Santa Ana College. The purpose of the WorkAbility III (WA III) Program at Santa Ana College is to provide Employment Services, consisting of Employment Preparation and Job Development, Placement and Follow-up services, to WA III students/DOR clients who are significantly and most significantly disabled, able to work independently and job ready. The services and intended outcomes are to provide competitive employment in the community. Service site is located on the SAC campus.

Referrals are made from DOR counselors to SAC WA III staff by DOR counselor sending SAC WA III staff: referral form, consent to release information form, Individualized Plan For Employment, CIR (SAC WA III staff will verify proper project code), relevant information documenting disability and an authorization for services. Once the referral information has been received from DOR by the WA III staff, an intake interview will be scheduled. Once the intake interview has been completed, and the WA III staff and DOR counselor have agreed that the WA III student/DOR client is job ready (physically and emotionally able to conduct a job search and capable of sustaining employment), the WA III student/DOR client shall be enrolled in the Job Search Skills Class (JSSC).

All services provided through this agreement shall only be for WA III student/DOR client.

### **Fiscal Year 2009-2010**

It is expected that 65 unduplicated WA III students/DOR clients will be served under the terms of this agreement. As a result, of the services provided through this contract it is expected that DOR will:

- Open 25 new cases (status 02)
- Develop 23 new Individual Plans for Employment (IPE)
- 32 Placements leading to "26" closures

### **Fiscal Year 2010-2011**

It is expected that 65 unduplicated WA III students/DOR clients will be served under the terms of this agreement. As a result, of the services provided through this contract it is expected that DOR will:

- Open 25 new cases (status 02)
- Develop 23 new Individual Plans for Employment (IPE)
- 32 Placements leading to "26" closures

### **Fiscal Year 2011-2012**

It is expected that 65 unduplicated WA III students/DOR clients will be served under the terms of this agreement. As a result, of the services provided through this contract it is expected that DOR will:

- Open 25 new cases (status 02)
- Develop 23 new Individual Plans for Employment (IPE)
- 32 Placements leading to "26" closures

## **II. Services To Be Provided**

- **Employment Services**

1. Description of Service:

**Employment Preparation**

All WA III students/DOR clients will participate in the Job Search Skills Class (JSSC). The course shall be taught by the WA III Coordinator on the Santa Ana College campus. The JSSC is a two-day seminar limited to WA III students/DOR clients. The WA III student/DOR client will receive .5 unit of college credit for participating in the JSSC. The class will include but is not limited to mock video taped job interview practice, proper completion of employment applications, resume development, cover letters, thank you letters, motivational exercises, and addresses various job search

techniques. The focus of this particular service is to give WA III students/DOR clients an understanding of the process to obtain employment.

A new JSSC is offered on an ongoing basis as needed. While enrolled at the College, the WA III student/DOR client has the opportunity to use the resources at the College in order to contact employers for independent job development activities. The WA III Program shall provide office space, use of telephones, computer, laser printer, copier, fax machine, typewriter, guides, directories, resume paper, envelopes, and postage stamps to WA III students/DOR clients (within the Job Club) at Santa Ana College.

#### Job Development, Placement and Follow Up

The Workability III Job Developer will contact employers to develop specific job placements for WA III students/DOR clients. The Workability III Job Developer will provide job search advisement services to WA III students/DOR clients.

The primary focus of the WA III Program at Santa Ana College continues to be job placement. Attendance in the job club is crucial to the success of the program. WA III staff insists that the WA III student/DOR client attend job club regularly to obtain job leads and conduct his/her job search. The WA III student/DOR client is expected to perform the activities of job search independently, up to their level of ability, i.e., calling employers, arriving at specified companies, completing job applications, and participating in job interviews. Individualized assistance is provided for job ready WA III students/DOR clients as needed.

The Santa Ana College WA III Job Developers obtain job leads in a variety of ways. They employ the more traditional methods of cold calling, mailings to prospective employers, and reviewing of classified ads. In addition to this, WA III staff obtains leads through "MonsterTRAK," Internet employment sites, and enjoys a good relationship with the on campus Career/Job Resource Center which is a great employment resource for WAIII students/DOR clients.

The Workability III Job Developer provide daily guided Job Club. The Job Club is equipped with a variety of resources for the WA III student/DOR client including the following: current job openings from "MonsterTRAK," Chamber of Commerce and other employer directories and telephone banks. Daily motivation/self-esteem exercises; such as, awareness of individual strengths and skills, discussion of motivational quotes, situational problem solving and goal setting take place. Daily assistance and guidance is provided by the Job Developers.

The Workability III Coordinator meets regularly with Workability III Job Developers in order to assess the WA III students'/DOR clients' progress and establish strategies for job development.

Follow-up services will be provided to those WA III students/DOR clients who have been placed in competitive unsubsidized employment. Contact will be made with the WA III student/DOR client and/or employer on an as needed basis. Results of the follow-up will be communicated to the DOR counselor. Follow-up services are provided for a minimum of 90 days after a WA III student/DOR client has been placed into unsubsidized employment. If any problems arise, the WA III staff will notify the DOR counselor immediately.

2. Service Outcomes/Number to be Served:

During each fiscal year 2009-2010, 65 clients will receive Employment Services, a total of 23 WA III students/DOR clients will receive employment preparation/JSSC services; a total of 42 job placements into competitive employment will be made by the WA III Program of which 32 will result in competitive employment leading to a 26 closure.

During each fiscal year 2010-2011, 65 clients will receive Employment Services, a total of 23 WA III students/DOR clients will receive employment preparation/JSSC services; a total of 42 job placements into competitive employment will be made by the WA III Program of which 32 will result in competitive employment leading to a 26 closure.

During each fiscal year 2011-2012, 65 clients will receive Employment Services, a total of 23 WA III students/DOR clients will receive employment preparation/JSSC services; a total of 42 job placements into competitive employment will be made by the WA III Program of which 32 will result in competitive employment leading to a 26 closure.

### **III. Contract Administrator/Program Coordinator**

Department of Rehabilitation

Don Renfro  
DOR Contract Administrator  
Orange/San Gabriel District  
Office  
222 S. Harbor Blvd., #300  
Anaheim, CA 92805  
Phone: (714) 991-0832  
Fax: (714) 991-0844  
Email: drenfro@dor.ca.gov

Santa Ana College, WA III

Sandy Morris-Pfyl  
Agency Contract Administrator  
1530 E. 17<sup>th</sup> St.  
Santa Ana, CA 92706  
Phone: (714) 564-6255  
Fax: (714) 542-6985  
Email: Morris\_Sandy@sac.edu

### **IV. Linkages to Other Community Agencies**

The WA III Program utilizes linkages with other programs such as the Employment Development Department (EDD), College Career/Job Resource Center, College Disabled Students Programs and Services (DSPS), and local One-Stop Centers.

### **V. In-Service Training**

In-service cross-training in the other agency's mission, goals, services, policy, procedures, and professional approach, as well as other issues will occur at least twice a year. The WA III Program staff will visit the local DOR offices for staffing and workshops, and DOR staff will visit the WA III Program and participate in on-campus programs.

## **EXHIBIT B**

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

1. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
2. It is mutually agreed that if sufficient funds are not made available to the State by the United States Government for the current year and/or any subsequent years covered under this Agreement, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provision of this Agreement. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the United States Government or any statute enacted by the United States Government, which may affect the provisions, terms, or funding of this contract in any manner.
3. It is mutually agreed that if the United States Government does not appropriate sufficient funds for the program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount. Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
4. There are no oral understandings or agreements that are not incorporated in this contract.
5. Either party has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
6. Exceeding an approved line items within a budget category is allowed provided the exceeded dollar amount does not affect the scope of work and is necessary for the provision of services to DOR clients. However, a budget revision or budget amendment must be submitted if budget changes shall occur.
7. Expenditures cannot be incurred that will exceed the total budget category amount. To move funds between budget categories requires a budget revision. Changes in budget category amounts shall not result in an increase of the total contract amount. Any alterations or variations to the contract must be contained in a written contract budget revision approved by State's Contract Office and/or written contract amendment, approved by the Department of General Services.
8. The Contractor is responsible for monitoring the percentage of time/number of hours devoted by staff on the contract for overall consistency with the contract terms.
9. Prompt Payment. The State of California is obligated to promptly pay all invoices; however, invoices must be properly submitted for prompt processing and payment. Under certain conditions, the State is required to pay vendors a late payment if a correct invoice for services/goods is not paid within 45 calendar days. The vendor does not have to request the late payment. The State will determine and send any late payment to the vendor

10 Payment of Expenditures (If applicable)

By signing this contract, Contractor certifies under penalty of perjury that the **Service Budget (DOR 801A)** does not contain line items that are, or will be, during the period covered by this contract, reimbursed/paid by another source of funding.

This is a cost reimbursement contract. State will pay the Contractor as invoiced monthly or quarterly as specified in Exhibit E, for Contractor's actual costs to provide services as identified on the **Service Budget (DOR801A)**. For each fiscal year, total funds to be paid shall not exceed the amount specified in the "Service Budget" for that fiscal year. Unexpended funds for a fiscal year shall not be carried over to another fiscal year.

State will not pay contractor for actual costs until the match has been submitted by the (County), as applicable.

11. Certified Expenditure (If applicable)

Contractor shall certify to the State, on a monthly or quarterly basis as specified in Exhibit E, the actual expenditure of Contractor funds for Contractor's cost of operation in the Cooperative program as set forth in the "Cooperative Agency Certified Expenditure Budget Summary." All such expenditures shall be under the administrative supervision of State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the "Cooperative Agency Certified Expenditure Budget Summary."

The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary.

If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the "**Service Budget**" may be reduced after review by the DOR Contract Administrator. State will not pay the Contractor for actual costs claimed on the DOR801B Service Invoice until the certified expenditure summary for the same period has been submitted.

The Contractor contributions, including any in excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary" will be used by State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

12. Cash Match (If applicable)

Each fiscal year, Contractor will pay to State, no less than quarterly, in advance, upon receipt of an invoice from State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by State from Contractor shall be exclusive funds of State.

The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary"

**13 Indirect Costs (If applicable)**

Indirect costs are allowable costs incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs/expenditures.. The allocation of indirect costs cannot be based on an arbitrary fixed rate. Where an estimated percentage rate is used when the contract is written, the actual rate must be used to bill for indirect costs/administrative overhead; however, the actual rate cannot exceed the contracted budget percentage rate. If the actual rate exceeds the budgeted rate, then a budget revision or amendment is required prior to billing the actual rate. Documentation to support the allocation rate/method must be maintained by the Contractor and is subject to review by the Department of Rehabilitation, State Auditors, Federal Department of Education auditors, or their designated representatives.

**Rancho Santiago Community College District /  
Santa Ana College**

Attachment 1

**Program Budget Summary**

Fiscal Year 2009/10

July 1, 2009 - June 30, 2010

**TOTALS**

DOR PROGRAM COSTS (From DOR Program Budget)		<b>\$89,684</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$361,207</b>
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		<b>\$77,387</b>
<hr/>		
<b>TOTAL PROGRAM COST</b>		<b>\$528,278</b>
Certified Expenditure	28.78%	<b>\$77,387</b>
DOR Share	71.22%	<b>\$191,473</b>
Cash Expenditure	21.3%	<b>\$55,256</b>
DOR Share	78.7%	<b>\$204,162</b>
<hr/>		
<b>TOTAL BUDGET</b>		<b>\$528,278</b>

Cooperative agency certified expenditure and cash expenditure must be from non-Federal Funds and can not be used to draw down other Federal Funds. The cash expenditure must equal at least 21.3% of the designated share and the certified expenditure must equal at least 25% of the designated share.

**Rancho Santiago Community College District /  
Santa Ana College**

Attachment 1

**Program Budget Summary**

**Fiscal Year 2010/11**

**July 1, 2010 - June 30, 2011**

**TOTALS**

**DOR PROGRAM COSTS  
(From DOR Program Budget)**

**\$89,684**

**TOTAL PAYMENT BY DOR TO CA  
(From Service Budget)**

**\$361,207**

**TOTAL COOPERATIVE AGENCY EXPENDITURES  
(From Cooperative Agency Certified Expenditure Budget)**

**\$76,139**

**TOTAL PROGRAM COST**

**\$527,030**

**Certified Expenditure  
DOR Share**

28.45%  
71.55%

**\$76,139  
\$191,473**

**Cash Expenditure  
DOR Share**

21.3%  
78.7%

**\$55,256  
\$204,162**

**TOTAL BUDGET**

**\$527,030**

Cooperative agency certified expenditure and cash expenditure must be from non-Federal Funds and can not be used to draw down other Federal Funds. The cash expenditure must equal at least 21.3% of the designated share and the certified expenditure must equal at least 25% of the designated share.

**Rancho Santiago Community College District /  
Santa Ana College**

Attachment 1

**Program Budget Summary**

**Fiscal Year 2011/12**

**July 1, 2011- June 30, 2012**

	<b><u>TOTALS</u></b>	
DOR PROGRAM COSTS (From DOR Program Budget)		<b>\$89,684</b>
TOTAL PAYMENT BY DOR TO CA (From Service Budget)		<b>\$361,207</b>
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)		<b>\$76,557</b>
<hr/>		
<b>TOTAL PROGRAM COST</b>		<b>\$527,448</b>
Certified Expenditure	28.56%	<b>\$76,557</b>
DOR Share	71.44%	<b>\$191,473</b>
Cash Expenditure	21.3%	<b>\$55,256</b>
DOR Share	78.7%	<b>\$204,162</b>
<hr/>		
<b>TOTAL BUDGET</b>		<b>\$527,448</b>

Cooperative agency certified expenditure and cash expenditure must be from non-Federal Funds and can not be used to draw down other Federal Funds. The cash expenditure must equal at least 21.3% of the designated share and the certified expenditure must equal at least 25% of the designated share.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/SANTA ANA COLLEGE

**DOR Program Budget**  
**Fiscal Year 2009/10**  
**July 1, 2009 - June 30, 2010**

**0.69**

FTE Counselor Units

**DEPARTMENT OF REHABILITATION SERVICES**

---

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$110,377	0.69	\$76,160

Case Services

(Individual Client Expenses)

**\$13,524**

**SUBTOTAL**

**\$89,684**

Case Service Contract/s to:

---



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**\$0**

**\$0**

**\$0**

**\$0**

**\$0**

**TOTAL DOR PROGRAM COST**

**\$89,684**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/SANTA ANA COLLEGE

**DOR Program Budget**  
**Fiscal Year 2010/11**  
**July 1, 2010 - June 30, 2011**

**0.69**

FTE Counselor Units

**DEPARTMENT OF REHABILITATION SERVICES**

---

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$110,377	0.69	\$76,160

Case Services

(Individual Client Expenses)

**\$13,524**

**SUBTOTAL**

**\$89,684**

Case Service Contract/s to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\$0**

**\$0**

**\$0**

**\$0**

**\$0**

**TOTAL DOR PROGRAM COST**

**\$89,684**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/SANTA ANA COLLEGE

**DOR Program Budget**  
**Fiscal Year 2011/12**  
**July 1, 2011 - June 30, 2012**

**0.69**

FTE Counselor Units

**DEPARTMENT OF REHABILITATION SERVICES**

---

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$110,377	0.69	\$76,160

Case Services

(Individual Client Expenses)

**\$13,524**

SUBTOTAL

**\$89,684**

Case Service Contract/s to:

---



---



---



---



---



---

**\$0**

**\$0**

**\$0**

**\$0**

**\$0**

TOTAL DOR PROGRAM COST

**\$89,684**

Original       Amendment       Revision

Contractor Name and Address		Contract Number	Fiscal Year	Page	
Rancho Santiago Community College District/ Santa Ana College 2323 N Broadway Santa Ana, CA 92706-1640		95-1667-90	95	1 of 1	
		Budget Period	Effective Date	Effective Date	
		7/1/09-6/30/10			
		Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Work Ability III Coordinator (10 months per year)				\$86,976.00
3	Work Ability III Job Developer (12 months per year)				\$80,517.00
4	Work Ability III Job Developer (12 months per year)				\$59,147.00
5	Work Ability III Job Developer (12 months per year)				\$23,454.00
6	Work Ability III Job Developer (12 months per year)				\$22,879.00
7	Work Ability III Job Developer (12 months per year) (09/10 only) \$19,250				\$4,398.00
8	Work Ability III Job Developer (12 months per year)				\$78,545.00
9					
10					
11					
12					
13					
14	Subtotal	\$355,916.00			\$355,916.00
15	OPERATING				
16	Office Supplies				\$2,000.00
17	Miscellaneous				\$2,000.00
18	Travel				\$500.00
19	Training				\$500.00
20	Records Material				\$291.00
21					
22					
23					
24	Subtotal	\$5,291.00			\$5,291.00
25	Personnel and Operating Subtotal	\$361,207.00			\$361,207.00
26	INDIRECT COST				
TOTALS (rounded to nearest dollar)		\$361,207			\$361,207

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

6.3 (23)

Original       Amendment       Revision

Contractor Name and Address		Contract Number	Effective Date	Effective Date	Page <u>1</u> of <u>1</u>
Rancho Santiago Community College District/ Santa Ana College 2323 N Broadway Santa Ana, CA 92706-1640					
		Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Work Ability I, Job Description: [REDACTED] 10 months per year				\$88,283.00
3	Work Ability II, Job Description: [REDACTED] 12 months per year				\$81,701.00
4	Work Ability III, Job Description: [REDACTED] 12 months per year				\$60,122.00
5	Work Ability I, Job Description: [REDACTED] 12 months per year				\$23,686.00
6	Work Ability II, Job Description: [REDACTED] 12 months per year				\$23,105.00
7	Work Ability III, Job Description: [REDACTED] 12 months per year				\$79,842.00
8					
9					
10					
11					
12					
13	Subtotal	\$356,539.00			\$356,539.00
14	OPERATING				
15	Office Supplies				\$1,500.00
16	Mileage				\$1,500.00
17	Travel				\$500.00
18	Training				\$500.00
19	Books & Materials				\$668.00
20					
21					
22					
23	Subtotal	\$4,668.00			\$4,668.00
24	Personnel and Operating Subtotal	\$361,207.00			\$361,207.00
25	INDIRECT COST				
TOTALS (rounded to nearest dollar)		\$361,207			\$361,207

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

6.3 (24)

Original

Amendment

Revision

Contractor Name and Address		Contract Number	Effective Date	Effective Date	Page <u>1</u> of <u>1</u>
Rancho Santiago Community College District/ Santa Ana College 2323 N Broadway Santa Ana, CA 92706-1640					
	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET	
1	PERSONNEL				
2	Work Ability III Coordinator \$56,910 10 months per year				\$89,016.00
3	Work Ability III Job Developer 12 months per year				\$82,885.00
4	Work Ability III Job Developer 12 months per year				\$61,098.00
5	Work Ability III Job Developer 12 months per year				\$23,918.00
6	Work Ability III Job Developer 12 months per year				\$23,332.00
7	Work Ability III Client Care 12 months per year				\$80,740.00
8					
9					
10					
11					
12					
13	Subtotal	\$360,987.00			\$360,987.00
14	OPERATING				
15	Office Supplies				\$50.00
16	Mileage				\$50.00
17	Travel				\$40.00
18	Training				\$40.00
19	Resource Materials				\$40.00
20					
21					
22					
23	Subtotal	\$220.00			\$220.00
24	Personnel and Operating Subtotal	\$361,207.00			\$361,207.00
25	INDIRECT COST				
TOTALS (rounded to nearest dollar)		\$361,207			\$361,207

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

**Rancho Santiago Community College District/Santa Ana College WA III  
SERVICE BUDGET NARRATIVE**

**PERSONNEL**

**Cooperative Program Functions**

**WorkAbility III Coordinator:** Under general supervision of the Project Director, manages SAC WorkAbility III Program.

**DUTIES:** Supervise WorkAbility staff; monitor and assess WA III students'/DOR clients' progress in obtaining employment goals; establish strategies for job development; provide follow-up services; maintain contact with referring DOR counselors and supervisors; design and implement curriculum for instructing the Job Search Skills Class (JSSC); assist with budget development and budget revisions; and write contracts and amendments.

**Traditional Duties**

**Coordinator:** Coordinate job placement services at Santa Ana College Career/Job Resource Center. Facilitate contacts with local employers to obtain employment opportunities.

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**Cooperative Program Functions**

**WorkAbility III Job Developer (Job Developer):** Under the supervision of the Coordinator, the Job Developer will coordinate the placement of WA III students/DOR clients into competitive employment.

**DUTIES:** Place WA III students/DOR clients in competitive employment, conduct intake interviews with referred WA III student/DOR client to assess job readiness and employment goals, provide job search advisement services as needed to facilitate successful employment, facilitate daily job club, obtain job leads, contact employers to develop specific job sites, provide follow-up services to WA III students/DOR clients, and provide WA III student/DOR client progress reports to referring DOR counselors.

**Job Developer**

**Traditional Duties**

**SAC Job Developer:** assists students with writing resumes and with on-campus student assistant placements.

## Cooperative Program Functions

**WorkAbility III Clerical:** Under the supervision of the Coordinator, the person in the clerical position will perform general clerical duties for the WorkAbility III staff and WA III students/DOR clients conducting job search.

**DUTIES:** Type applications and employment forms; use computer to input resumes, cover letters, and all other job search correspondence; classify and record student information; monitor authorizations; copy and fax documents, organize records and file information; and schedule appointments with WA III students/DOR clients and employers.

## Traditional Duties

**Clerical:** SAC Clerical staff provides general clerical services to SAC staff for college operations.

## OPERATING EXPENSES

**Office Supplies** – Office supplies necessary for WA III staff to perform the duties required under the contract (consumable items such as computer paper, printer ribbons, paper, pens, envelopes, and tape.)

**Mileage** – Agency mileage is used solely for the purpose of Employment Preparation, Job Development and Placement services of WA III students/DOR clients and for other contract related activities; such as meetings at DOR offices and other community agencies.

**Travel** – Agency travel consists of airfare, per diem, toll and parking fees. Agency travel is used solely for the purpose of securing training, which is directly related to the WA III program services.

**Training** – The WA III staff at Santa Ana College will attend training related to placing WA III students/DOR clients in employment trainings/seminars and other conferences directly related to the implementation and operation of the contract. All training must have prior approval from the DOR Contract Administrator.

**Resource Materials** – To prepare WA III students/DOR clients for job search and job placement, up-to-date books, videos and DVDs are needed as resources for current information related to employment preparation and job market trends.







**Rancho Santiago Community College District/Santa Ana College WA III  
CERTIFIED EXPENDITURE BUDGET NARRATIVE**

**PERSONNEL**

**Former/Concurrent Cooperative  
Agency Functions**

**Interim Dean, Career Education and  
Workforce Development**

Oversees vocational programs at Santa Ana College. Processes and monitors vocational grants for SAC. Supervises and evaluates vocational faculty and instruction.

**Coordinator, Speech and Language  
Pathology Assistant Program**

Provides coordination and instruction to students studying to provide speech services to individuals with disabilities.

**Career Coordinator, Career/Job  
Resource Center**

Oversees the operation of the Career/Job Resource Center for Santa Ana College students.

**Administrative Secretary, Special  
Services**

Provides clerical support for Special Services.

**Cooperative Program  
Functions**

**WorkAbility Administrative Liaison**

Represents WorkAbility III program at district and college-wide meetings. Provides WorkAbility III staff with pertinent information related to curriculum/instruction and workforce development.

**WorkAbility Consultant, Speech  
Language Pathology**

Provides WorkAbility III program staff with guidelines and techniques to assist WorkAbility III student/DOR clients with speech impairments.

**WorkAbility Liaison, Career/Job  
Resource Center**

Assists WorkAbility III staff and students with researching and identifying appropriate careers and accommodations for disabilities.

**WorkAbility Secretary**

Processes and monitors documentation for WorkAbility III program operation including payroll, personnel status changes, purchase requisitions and conference requests.

## EXHIBIT D

### SPECIAL TERMS AND CONDITIONS

#### 1. **Software**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

#### 2. **Contract Manual**

Contractor acknowledges that it was provided with and is familiar with the provisions of the Department of Rehabilitation's Contract Manual for Case Services and/or Cooperative Program contracts (DOR Contract Manual) for the Fiscal Year(s) covered under this contract, and it specifically agrees that it will comply with all applicable provisions of the Contract Manual. Contractors are expected to refer to and comply with the DOR Contract Manual. This manual is referenced in the contract and, as such, is a contract document. Match requirements are applicable to Cooperative Programs only.

#### 3. **Settlement of Disputes**

Any dispute concerning performance under the terms of this agreement which is not disposed of within a reasonable period of time by the Contractor and State shall be brought to the attention the local Department of Rehabilitation District Administrator and a designated representative of the contractor for joint resolution. At the request of either party, the State shall provide a forum for discussion of the disputed item(s), at which time the State representative shall be available to assist in the resolution by providing advice to both parties as to State of California policies and procedures. If agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract or within a court of competent jurisdiction in the State of California.

#### 4. **Rehabilitation Act**

By signing this contract, Contractor certifies that it shall comply with all provisions of the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.) and applicable federal and state regulations.

Notwithstanding provisions to the contrary, State shall supervise provision of vocational rehabilitation services authorized by the Rehabilitation Act of 1973, as amended, and the State Plan for Vocational Rehabilitation Services.

Client eligibility and scope of services to be provided under the terms of this contract shall be determined by State in accordance with all applicable laws and regulations. Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of State.

State shall assign to serve as program staff, State employed vocational rehabilitation case carrying staff, and other personnel required to discharge its functions under the terms of this contract, the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.), and the State Plan for Vocational Rehabilitation Services. This shall include all administrative,

supervisory, technical, and consultative services necessary to fulfill State's responsibilities under the terms of this contract.

**5. Travel**

The Contractor agrees that all travel and per diem paid its employees under this contract shall be at **"actual costs"** and subject to the Department of Personnel Administration designated rates not to exceed those amounts paid to the State's excluded employees. No expense for travel outside of the State of California shall be reimbursed.

**6. Personnel Standards**

Contractor shall maintain personnel standards in accordance with the Code of Federal Regulations, 34 CFR 361.51(b).

**7. Confidentiality**

Contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by DOR. Any information obtained by Contractor in the performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by DOR.

Contractor agrees to maintain the confidentiality of any information concerning any consumers that the contractor may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38, title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)

Contractor agrees to report any security breach or incident involving DOR consumers' personal information to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [isoinfo@dor.ca.gov](mailto:isoinfo@dor.ca.gov).

Security breaches or incidents that must be reported include, but are not limited to:

- 1) Inappropriate use or unauthorized disclosure of DOR consumers' personal information by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
- 2) Unauthorized access to DOR consumers' personal information. Information can be held in medium that includes, but is not limited to, electronic and paper.
- 3) Loss or theft of information technology (IT) equipment or data containing DOR consumers' personal information. IT equipment includes, but is not limited to, laptop and desktop computers, PDAs, CDs, DVDs, flash drives, servers, printers, peripherals, and any other portable electronic devices and media. Data can be held in medium that includes, but is not limited to, electronic and paper

Contractor agrees to provide annual security and privacy training for all individuals who have access to personal, confidential, or sensitive information relating to the performance of this contract. Contractor agrees to obtain and maintain acknowledgements from all individuals to

evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website under the "Providers" tab in the "Requirements" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:

<http://www.dor.ca.gov/eps/servpro.htm>

Additional training and awareness tools are available at the California Office of Information Security and Privacy Protection (OISPP) website. OISPP created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

## **8. Accounting and Records Retention**

Contractor must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations and the Contract and Contract Manual. The Contractor's financial management system shall provide for:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities.
- Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
- Accounting records including cost accounting records that are supported by source documentation.

Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars.

Contractor shall provide State's staff access to all Contractor's records and evaluations of individuals referred to the program, with the written consent of the individual.

Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the three (3) year period, whichever is later.

## **9. Audits Requirements**

State shall have the right to conduct inspections and/or audits of Contractor to determine whether expenditures by Contractor were made in compliance with this contract, the Department of Rehabilitation's Contract Manual for the fiscal year(s) covered under this contract and other applicable federal or state statutes and regulations. Contractor agrees that Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to

review, obtain, and copy all records pertaining to performance of the contract or relevant to determining whether expenditures by Contractor were made in accordance with the contract and applicable laws and regulations. Contractor agrees to provide such auditors with any relevant information requested and shall permit the auditors access to its premises during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to the audit or investigation.

Non-federal entities receiving financial assistance of \$500,000 or more in Federal funds from all sources, either directly from a Federal awarding agency or indirectly from a pass-through entity, are required to have a single or program-specific audit conducted in accordance with Office of Management and Budget (OMB) A-133, **Audits of States, Local Governments, and Non-Profit Organizations**. Non-federal entities that spend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in OMB A-133. Entities required to have an audit under OMB A-133 must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards developed by the Comptroller General, and the OMB Compliance Supplement. Audit reports and any resulting management letters must be submitted within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period. The reports required by OMB A-133 must be submitted to:

Department of Rehabilitation  
Audit Services  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Contractor must include in the contract with its independent auditor that the State Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives have the right to inspect and review the independent auditor's workpapers regardless of the type of financial audit performed (financial statement, OMB A-133) upon notice by the Contractor, or upon notice by appropriate State and Federal representatives.

**10. Principles and Standards for Determining Allowable Costs, including Requirements for Documenting Personnel Activity Chargeable to the Contract**

Contracts awarded by the Department shall be subject to actual costs for services rendered under this agreement. Allowable costs under this contract must meet the following general criteria:

The allowable cost must be: 1) generally recognized and necessary for the operation of the Contractor's organization, 2) be reasonable for the performance of the contract, including acceptable sound business practices **that are subject to the terms and conditions of the contract agreement** and approved DOR budgeted line items and 3) not be used for general expenses required to carry out other responsibilities of the Contractor.

Further, documenting and supporting the distribution of personnel activity to the contract is critical. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the contract.

The Federal Office of Management and Budget (OMB) has established cost principles for determining allowable costs chargeable to Federal awards. The applicable Federal and State laws and regulations, including OMB Circulars, take precedence, **except where the contract is more restrictive.**

The Contractor agrees to abide by the following federal rules and regulations applicable to its organization as specifically defined in the following:

- 34 CFR Part 74 (OMB A-110) – Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 34 CFR Part 80 (OMB A-102) – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 34 CFR 361 – The State Vocational Rehabilitation Services Program
- OMB A-21 – Cost Principles for Educational Institutions
- OMB A-87 – Cost Principles for State, Local, and Indian Tribal Governments
- OMB A-122 - Cost Principles for Non-Profit Organizations
- OMB A-133 – Audits of States, Local Governments, and Non-Profit Organizations

**A copy of the OMB Circulars listed above are available for download and review on the Internet at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).**

**A copy of Title 34 CFRs are available at <http://www.gpoaccess.gov/cfr/index.html>**

#### **11. Pattern of Service (Cooperative Agreements Only)**

As required by Federal regulations ( 34 CFR 361.28), the services provided by the Contractor under this contract cannot be the customary or typical services, but rather the services must have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

#### **12. Debarment, Suspension, Ineligibility and Voluntary Exclusion**

By signing this contract, agrees to comply with applicable federal suspension and debarment regulations. The contractor certifies that neither it nor its principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

#### **13. Procurement Rules**

Unless otherwise stipulated in writing by DOR, prior written authorization from the DOR Contract Administrator will be required before the Contractor will be reimbursed for any purchase/service order of \$2,500 or more for any articles, supplies, or services. The Contractor is required to provide all particulars necessary for evaluation of the "necessity or desirability " of incurring such cost and the reasonableness of the price or cost. Three competitive quotations should be submitted or adequate justification provide for the absence of bidding. (See SCM 3.17.2 D)

## EXHIBIT E

### ADDITIONAL PROVISIONS

#### I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- ◆ Submitting monthly invoices, DOR 801B and Certified Time documents, with listing of WAIII students/DOR clients served and what service was provided to each during the month, to DOR Contract Administrator.
- ◆ Ensuring Personnel Activity Reports or time reporting documents are maintained by Contract staff and reflect accurate reporting.
- ◆ Submitting Personnel Activity Reports or time reporting documents as requested by DOR Contract Administrator including a month cover letter outlining contract progress and outcomes with regard to contract objectives.
- ◆ Preparing and submitting WAIII student/DOR client monthly progress reports to the assigned DOR SVRC. Progress reports should include WAIII student/DOR client name and other necessary or required information.
- ◆ Quarterly, or as deemed necessary, meet with both DOR and Program Staff to discuss contract progress.
- ◆ Utilize the Contract Self Assessment tool on an annual basis to ensure contract compliance.

#### II. Transportation

The Rancho Santiago Community College District/Santa Ana College WAIII Program will not provide transportation services.

## **EXHIBIT E ADDITIONAL PROVISIONS**

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all contract provisions. The DOR Contractor Administrator will:

- **Maintain documentation on all contract activities, including the performance of the contract services, invoice reviews and approvals, monitoring activities, and other contract administration activities.**
- **Monitor the contract to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the contract, and that the Contractor prepares and maintains adequate documentation to support the services provided.**
- **Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the contract period are based on actual allowable costs, and that the invoices are current, correct, and timely.**
- **Ensure that all Service Invoices, and Certified Expenditure Summaries if applicable, are received within 180 days of the end of the fiscal year. If not received, obtain written justification from the contractor for the delay and a timeline when final invoicing will be received.**
- **Verify that the contractor has fulfilled all requirements of the contract before approving the final invoice.**
- **Ensure there are sufficient funds to pay for all services rendered as required by the contract.**
- **Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this contract. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Contracts only)**
- **Identify low usage levels and consider partial disencumbrance of contract funds.**
- **Periodically review personnel activity reports for staff funded by the contract to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB circular.**
- **Verify that all contract staff are providing services in accordance to their duties specified in the contract, including ensuring that:
  1. **Personnel duty statements or a copy of the Contract Budget Narrative/Contract Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the contract.**
  2. **Verify that job duties, as provided by the contract staff, match contract duty statements and service descriptions.****
- **Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.**
- **Verify that the contract staffs provide services only to authorized DOR clients. (Case Service Contracts only)**
- **Review the CAS 170AA report. (Case Service Contracts only)**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To: Board of Trustees	Date: May 26, 2009
Re: Approval of Subcontract Agreement with Central County Regional Occupational Program (CCROP) for the Career Technical Education (CTE) Community Collaborative Grant	
Action: Request for Approval	

**BACKGROUND**

In February, 2009, RSCCD was awarded the *Career Technical Education (CTE) Community Collaborative- Workforce Innovation Partnership Grant*, from the California Community Colleges Chancellor's Office. RSCCD will serve as the fiscal agent and Central County Regional Occupational Program (CCROP) will implement the project.

**ANALYSIS**

CCROP will implement Project GreenSTEM, which will introduce students to GIS and STEM (science, technology, engineering, and math) careers in the Energy and Utilities Sector, and will develop a sequenced pathway leading to GIS Certification for 7<sup>th</sup>-12<sup>th</sup> graders. A subcontract agreement has been for CCROP to implement the project.

**RECOMMENDATION**

It is recommended that the subcontract agreement be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to sign the subcontract agreement.

Fiscal Impact: \$250,000	Board Date: May 26, 2009
Prepared by: Sarah Santoyo, Interim Resource Development Coordinator	
Submitted by: Enrique Perez, Interim Assistant Vice Chancellor of Educational Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CENTRAL COUNTY REGIONAL OCCUPATIONAL PROGRAM**

This Agreement (hereinafter "Agreement") is entered into between Rancho Santiago Community College District (hereinafter "RSCCD") and Central County Regional Occupational Program (hereinafter "CCROP").

WHEREAS, RSCCD was awarded a "Career Technical Education Pathways Initiative – Workforce Innovation Partnership" grant, (hereinafter "Grant"), Grant #08-142-870, from the California Community Colleges Chancellor's Office, Economic and Workforce Development Career Technical Education Division, to implement "Project Green STEM" (hereinafter "Project") to introduce students to GIS and STEM careers in the Energy and Utilities Sector, and to develop a sequenced pathway leading to GIS Certification for 7<sup>th</sup>-12<sup>th</sup> graders.

WHEREAS, CCROP has agreed to participate in the purpose of this Grant, and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the RSCCD and CCROP do covenant and agree as follows:

**ARTICLE I**

**1. Statement of Work**

CCROP will implement the Project as described in the Grant proposal (*Exhibit A*).

**2. Period of Performance**

The period of performance for this Agreement shall be from February 1, 2009 through June 30, 2010.

**3. Total Cost**

The total cost to RSCCD for the performance of this Agreement shall not exceed \$250,000, in accordance with the project budget (*Exhibit B*), to be paid in accordance with the terms set forth in Article I.5. CCROP agrees to provide matching funds in the amount of \$25,000 in accordance with the project budget and to submit documentation of that match to RSCCD (*Exhibit B*).

**4. Reporting**

CCROP is responsible for completion and submission of the Quarterly Year-To-Date Expenditure Reports, Quarterly Progress Reports, and a Final Expenditure and Narrative Summary Reports, according to the following schedule: July 31<sup>st</sup>, October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>.

5. Payment

For payment, submit a complete and detailed invoice form that references the contract number, purchase order number, and grant number and title to the following address:

Rancho Santiago Community College District  
ATTN: Accounting  
2323 N. Broadway, Ste. 350  
Santa Ana, CA 92706

6. Amendments to Project Activities or the Budget

An amendment of this Agreement is required when CCROP wants to make changes that would affect the outcomes of the Project, the total dollar amount of the Grant, and/or that would add or delete budget categories. The request must be submitted to RSCCD prior to making the desired alteration in the performance or expenditures of the Project. Requests for amendments should be received no later than 75 days before the end of the performance period.

7. Record Keeping

CCROP agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

8. Audit

CCROP agrees that RSCCD, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. CCROP agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, CCROP agrees to include a similar right of RSCCD, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

9. Mutual Indemnification

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

10. Subcontracts

Based on the California Community Colleges Chancellor's Office Legal Terms and Conditions, Article II.11, CCROP is prohibited from creating any third or subsequent tier

subcontracts without written approval by RSCCD. The approval process is as follows: submit a copy of the subcontract to RSCCD for review and RSCCD will contact the Project Monitor for approval. CCROP will be notified in writing regarding approval, and after notice is received shall act accordingly.

11. Notices

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

Rancho Santiago Community College District  
Gustavo Chamorro  
2323 N. Broadway, Ste. 350  
Santa Ana, CA 92706  
(714) 241-5810

Central County Regional Occupational Program  
Diana Schneider  
2323 N. Broadway, Ste. 301  
Santa Ana, CA 92706  
(714) 966-3532

12. Product Dissemination

Any products developed as a result of the Grant must be made available to the project monitor upon request and posted to a website location to be determined by the Chancellor's Office. All products of and references to the project shall include the phrase, "funded in part by Rancho Santiago Community College District through a CTE Pathways Initiative grant from the California Community Colleges Chancellor's Office."

13. Surveys

If this Grant involves a survey of community college faculty, staff, students, or administrators, CCROP shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the CCROP from the Chancellor's Office or another source.

**ARTICLE II**

**1. Legal Terms and Conditions**

Both parties, RSCCD and CCROP, will implement the project according to the Legal Terms and Conditions of the Grant, which consist of the completed online application (Exhibit A), the RFA Specification (Exhibit C), the Grant Agreement face sheet (Exhibit A), and the Grant Agreement Legal Terms and Conditions (Exhibit E).

This Agreement represents the entire understanding of RSCCD and CCROP with respect to the subject matter. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

**CENTRAL COUNTY REGIONAL  
OCCUPATIONAL PROGRAM**

Name: Peter J. Hardash

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

Title: Vice Chancellor, Fiscal Services and  
Business Operations

Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



# MEMORANDUM

Board of Trustees Office

**TO:** Board of Trustees

**FROM:** John Hanna, Chair, Board Legislative Committee

**SUBJECT:** Report from May 18, 2009, Board Legislative Committee

**DATE:** May 26, 2009

On May 18, the Legislative Committee met. Trustee Lisa Woolery and I were joined by the Chancellor, Laurie Weidner, Anita Lucarelli, and Sean Fitzgerald from Townsend Public Affairs. I had asked at the previous Legislative Committee meeting for staff recommendations (if any) on a number of bills and staff provided those as well as recommendations on a number of other legislative items.

The committee recommended action on 11 bills which are listed below. I am attaching a legislative matrix of the 11 bills. My intent is to reconvene the Board Legislative Committee prior to the June 22 board meeting in order to revisit the remaining legislation.

Supporting documents on each of the bills noted below will be included in your weekly information packet. Please note that SB 599 has been significantly amended. While the committee took an opposition position, the amended bill may warrant a modification to our position. If you have additional questions prior to Monday's board meeting, please direct them to Anita Lucarelli at [Lucarelli\\_Anita@rsccd.edu](mailto:Lucarelli_Anita@rsccd.edu).

## Support

AB 220 Public Education facilities: K-University Public Education Facilities Bond Act  
 AB 669 Postsecondary education: residency requirements for dependents or wards of the state  
 AB 1089 California National Guard Assistance Act  
 AB 1157 Community colleges: salaries of classroom instructors (if amended)  
 AB 1215 Community colleges: temporary and part-time nursing faculty  
 SB 361 Public postsecondary education: Armed Forces service (if amended)

## Oppose

AB 78 Concurrent enrollment  
 AB 581 Community colleges: salaries of classroom instructors  
 AB 1095 Community colleges: full-time instruction  
 SB 218 Amendments to the California Public Records Act  
 SB 599 Workforce development – amendments to Private Post Secondary & Vocational Education Reform Act

**Board Leg Committee**

<b>Bill</b>	<b>Status</b>	<b>Description</b>	<b>CCLC Position</b>	<b>BOG Position</b>	<b>Staff Recommends</b>	<b>RSCCD Position</b>
<b><u>AB 78</u></b>  <b><u>Portantino</u></b>	In committee. Referred to AB Approp. Suspense file. 5/6/09	<b>Pupils: concurrent enrollment in community college and secondary or elementary school.</b> This bill would authorize school districts to enter into partnerships with community college districts to provide secondary school pupils with the opportunity to benefit from advanced scholastic, career-technical, or other coursework at a campus of the California Community Colleges. This bill contains other related provisions and other existing laws.  <i>Rationale for recommendation:</i> Bill has changed substantially since it was initiated more than a year ago. RSCCD would support this bill if the focused on enhancing enrichment, CTE and advance course options for high school students, when these programs are not available at the local high school. The VPs of Academic Affairs at both campuses oppose the bill a written. They want to ensure that current college students and adult learners – many of who are displaced workers or in need of job training for advancement – have access to colleges courses first.		Watch	Oppose	Oppose
<b><u>AB 220</u></b>  <b><u>Brownley</u></b>	AB Ed; hearing cancelled 4/29	<b>Public education facilities: Kindergarten-University Public Education Facilities Bond Act.</b> This bill will create a Kindergarten-University Public Education Facilities Bond Act of 2009, to become operative only if approved by the voters at the November 3, 2009, statewide general election, and to provide for the submission of that act to the voters at that election. The bill also would state that it is the intent of the Legislature that such a bond act, if approved by the voters at that election, would provide for the issuance of an unspecified amount	Support	Support	Support	Support

6.5 (2)

Board Leg Committee

Bill	Status	Description	CCLC Position	BOG Position	Staff Recommends	RSCCD Position
		<p>of state general obligation bonds to provide aid to school districts, county superintendents of schools, county boards of education, the California Community Colleges, the University of California, the Hastings College of the Law, and the California State University to construct and modernize education facilities.</p> <p><i>Rationale for recommendation:</i> RSCCD would benefit from the passage of another statewide facility bond. The performing arts center at SCC and facility improvements at Russell Hall are among the projects that would receive a portion of state funding from the passage of another bond.</p>				
<u>AB 581</u> <u>Torlakson</u>	Referred to AB Approp. 4/1/09	<p><b>Community colleges: salaries of classroom instructors.</b></p> <p>Would further provide that, in order to encourage compliance with this requirement, and to determine the extent to which districts are complying with this requirement, the chancellor shall conduct random audits of 5 community college districts each year.</p> <p><i>Rationale for recommendation:</i> Opposed by the League. Add additional oversight and paperwork when staff must focus on organizational priorities.</p>	Oppose	Oppose	Oppose	Oppose
<u>AB 669</u> <u>Fong</u>	In Senate. To Committee on RLS for assignment. 5/14	<p><b>Postsecondary education: residency requirements.</b> Would create an exception to the uniform residency requirements for a student 19 years of age or under at the time of enrollment, who is a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging</p>	Support	Support	Support	Support

6.5 (3)

**Board Leg Committee**

<b>Bill</b>	<b>Status</b>	<b>Description</b>	<b>CCLC Position</b>	<b>BOG Position</b>	<b>Staff Recommends</b>	<b>RSCCD Position</b>
		<p>out of the system.</p> <p><i>Rationale for recommendation:</i> Consistent with RSCCD programming to support wards of the state as they transition from Orangewood Children's Center and become independent adults. This bill enhances educational access for students exiting the foster care system.</p>				
<b><u>AB 1089</u></b>  <b><u>Villines</u></b>	In committee. Referred to AB Approp. Suspense file. 5/6/09	<p><b>California National Guard Assistance Act.</b> This bill would require the UC, CSU, and CC systems to provide a specified tuition and fee waiver for qualified members of the California National Guard.</p> <p><i>Rationale for recommendation:</i> Consistent with legislation urged by RSCCD in 2006. Board supports providing veterans benefits to members of the National Guard.</p>	Support	Support	Support	Support
<b><u>AB 1095</u></b>  <b><u>Hill</u></b>	Re-referred to Committee on Approp. 5/13/09	<p><b>Community colleges: full-time instruction.</b> Would state that these requirements may not be waived by the Board of Governors or the Chancellor. This bill would state the intent of the Legislature that by the end of the 2013-14 fiscal year, 75% of the hours of credit instruction shall be taught by full-time instructors.</p> <p><i>Rationale for recommendation:</i> As the bill reads, RSCCD would be obligated to hire 101 new faculty at the cost of \$6.4 M. Regulatory relief and a temporary suspension of the AB 1725 is what is needed – not more mandates and regulations. Bill also takes away the authority of the BOG to suspend or augment the FT faculty hiring</p>	Oppose	Oppose	Oppose	Oppose

6.5 (4)

**Board Leg Committee**

<b>Bill</b>	<b>Status</b>	<b>Description</b>	<b>CCLC Position</b>	<b>BOG Position</b>	<b>Staff Recommends</b>	<b>RSCCD Position</b>
<b><u>AB 1157</u></b> <b><u>Block</u></b>	Hearing cancelled in AB Higher Ed. 4/21/09	<p>requirement.</p> <p><b>Community colleges: salaries of classroom instructors.</b> Would define classroom instructors to include counselors. This bill would require that, commencing with the 2010-11 fiscal year, 52% of each district's current expense of education be expended for payment of salaries of classroom instructors.</p> <p><i>Rationale for recommendation:</i> The bill should be amended to say that counselors, librarians and other staff who support direct instruction will be counted within the 50% law calculation. We recommend the percentage remain at 50% and include other campus staff that directly support the success of students.</p>	Support	Support	Support if amended	Support if amended
<b><u>AB 1215</u></b> <b><u>De La Torre</u></b>	Referred to AB Higher Ed. To Consent Calendar 5/13.	<p><b>Community colleges: temporary and part-time faculty.</b> Would authorize the governing board of a district to employ as a temporary faculty, as specified, a person serving as part-time clinical nursing faculty teaching 67% or more of the hours per week considered a full-time assignment.</p> <p><i>Rationale for recommendation:</i> Bill resembles legislation carried by Assemblywoman Lynn Daucher in 2006. The bill provides additional flexibility for assignment of PT faculty. Supported by SAC nursing program.</p>	Support	Support	Support	Support
<b><u>SB 218</u></b> <b><u>Yee</u></b>	5/5 Re-referred to Committee on Jud.	<p><b>Public Records</b> Bill revises the term "state agency," making campus auxiliary units "state agencies."</p>	Oppose	Oppose	Oppose	Oppose

6.5 (5)

**Board Leg Committee**

<b>Bill</b>	<b>Status</b>	<b>Description</b>	<b>CCLC Position</b>	<b>BOG Position</b>	<b>Staff Recommends</b>	<b>RSCCD Position</b>
		<p>Note: This bill was heard in committee last week. The amended bill has not been posted and is not yet available by the author.</p> <p>Rationale for recommendation: While the bill language was amended last week, it is our understanding from the League that the bill is still detrimental to CCD and takes away local control.</p>				
<b><u>SB 361</u></b>  <b><u>Runner</u></b>	Re-referred to Committee on Approp. Set for hearing 5/18.	<p><b>Public postsecondary education: Armed Forces service.</b></p> <p>Would specify that these priority registration provisions apply to any member or former member of the Armed Forces of the United States who has received an honorable discharge. By establishing revised requirements relating to student eligibility for priority registration for community college districts, the bill would impose a state-mandated local program.</p> <p><i>Rationale for recommendation:</i> The amendment should read that priority registration be extended to all veterans with honorable discharges.</p>	Support - amend	Support - amend - for all members of the armed forces	Support - amend per BOG & League	Support - amend per BOG & League
<b><u>SB 599</u></b>  <b><u>McLeod</u></b>	5/5 Re-referred to Committee on Approp. Set for hearing 5/18	<p><b>Disbursement of Federal funds</b></p> <p>This bill authorizes the WIBs to allocate federal stimulus funds for job training purposes.</p> <p>Note: An earlier version of the bill gave advantage to private institutions in competing for federal dollars. This version of the bill does not and complies with other workforce related legislation, giving equity to public and private institutions.</p> <p><i>Rationale for recommendation:</i> The bill has been</p>	Oppose	Oppose	Oppose	Oppose

**Board Leg Committee**

<b>Bill</b>	<b>Status</b>	<b>Description</b>	<b>CCLC Position</b>	<b>BOG Position</b>	<b>Staff Recommends</b>	<b>RSCCD Position</b>
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<b><u>SB 361</u></b>  <b><u>Runner</u></b>	Re-referred to Committee on Approp. Set for hearing 5/18.	<p><b>Public postsecondary education: Armed Forces service.</b> Would specify that these priority registration provisions apply to any member or former member of the Armed Forces of the United States who has received an honorable discharge. By establishing revised requirements relating to student eligibility for priority registration for community college districts, the bill would impose a state-mandated local program.</p> <p><b><u>Rationale for recommendation:</u></b> *The amendment should read that priority registration be extended to all veterans with other than a dishonorable discharge.</p>	Support - amend	Support – amend – for all members of the armed forces	Support – amend per BOG & League	Support – amend per BOG & League
<b><u>SB 599</u></b>  <b><u>McLeod</u></b>	5/5 Re-referred to Committee on Approp. Set for hearing 5/18	<p><b>Disbursement of Federal funds</b> This bill authorizes the WIBs to allocate federal stimulus funds for job training purposes.</p> <p>Note: An earlier version of the bill gave advantage to private institutions in competing for federal dollars. This version of the bill does not and complies with other workforce related legislation, giving equity to public and private institutions.</p> <p><b><u>Rationale for recommendation:</u></b> The bill has been</p>	Oppose	Oppose	Oppose	Oppose

Board Leg Committee

Bill	Status	Description	CCLC Position	BOG Position	Staff Recommends	RSCCD Position
		significantly altered and no longer poses a threat to CCD. The League recommends that we change our position to support.				

6.5 (7)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Board of Trustees**

<b>To:</b> Board of Trustees	<b>Date:</b> May 26, 2009
<b>Re:</b> Adoption of Resolution #09-13 – Reduction in Trustee Compensation	
<b>Action:</b> Request for Action	

**RECOMMENDATION**

It is recommended to adopt Resolution #09-13 in support of reduction in trustee compensation.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 26, 2009
<b>Prepared by:</b> Anita Lucarelli, Executive Assistant to the Board of Trustees	
<b>Submitted by:</b> John R. Hanna, Member, Board of Trustees	
<b>Recommended by:</b> John R. Hanna, Member, Board of Trustees	

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

**Adoption of Resolution for Reduction in Trustee Compensation**

**Resolution No. 09-13**

**WHEREAS**, in light of California's dire budget shortfall, there will be significant budget reductions for the Rancho Santiago Community College District, and

**WHEREAS**, these reductions will necessitate sacrifice among administrators, faculty, and classified employees, and

**WHEREAS**, the Board of Trustees feels it should lead by example,

**THEREFORE, BE IT RESOLVED** that Rancho Santiago Community College District Board of Trustees, in light of the current statewide budget crisis, will reduce its own monthly compensation by 10% for a period of two years.

Dated this 26<sup>th</sup> day of May 2009.

Ayes:

Noes:

Absent:

Abstain:

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