

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, September 28, 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 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 September 14, 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.

## **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**

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

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

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

- 1. **Public Employment (pursuant to Section 54957[b][1])**
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
- 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

## **RECONVENE**

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

#### **Public Comment**

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

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

### **3.0 HUMAN RESOURCES**

- 3.1 Management/Academic Personnel Action
- Approval of Interim to Permanent Positions
  - Approval of Extensions of Interim Assignments
  - Approval of Hourly to Full-time Tenure-track
  - Ratification of Resignations/Retirements
  - Approval of Stipends
  - Approval of Adjusted Part-time/Hourly FARSCCD Rates due to Column Change
  - Approval of Part-time/Hourly Hires/Rehires
  - Approval of Non-paid Instructors of Record
  - Approval of Non-paid Interns Service
- 3.2 Classified Personnel Action
- Approval of Reduction in Force Lay Offs
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Changes in Position
  - Approval of Changes in Salary Placement
  - Approval of Leaves of Absence
  - Approval of Additional Hours for On Going Assignments
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Community Service Presenters
  - Approval of Volunteers
  - Approval of Student Assistants
- 3.3 Approval of Agreement with AON Consulting for Medicare Subsidy Administration Action
- The administration recommends the chancellor or his designee be authorized to approve this agreement with AON Consulting for the administration of the district's MediCare Part D program.
- 3.4 Approval of Agreement with Corvel, Inc. for Workers' Compensation Claims Administration Action
- The administration recommends the chancellor or his designee be authorized to renew the district's agreement with CorVel, Inc. for the period of October 1, 2009, through September 30, 2010.

- 3.5 Approval of Consulting Agreement with The Wright Group Action  
The administration recommends the chancellor or his designee be authorized to renew the district's agreement with The Wright Group for professional services relating to district safety and loss prevention issues as presented.
- 3.6 Adoption of Resolution No. 09-23 regarding Reduction in Force of Classified Staff Action  
The administration recommends adoption of resolution No. 09-23 regarding reduction in force of classified staff.

#### **4.0 INSTRUCTION**

- \*4.1 Approval of Request to Terminate Memorandum of Understanding with Orange County High School of the Arts (OCHSA) Action  
The administration recommends approval of the request to terminate the memorandum of understanding with Orange County High School of the Arts in Santa Ana, California.
- \*4.2 Ratification of Spring 2009 AA Degrees and Certificates – Santa Ana College Action  
The administration recommends ratification of the recipients of associate degrees, certificates of achievement, and certificates for Spring 2009 as presented.
- \*4.3 Ratification of Spring 2009 AA Degrees and Certificates – Santiago Canyon College Action  
The administration recommends ratification of the recipients of associate degrees, certificates of achievement, and certificates for Spring 2009 as presented.

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

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Approval of 2009-2010 Adopted Budget Assumptions Action  
The administration recommends approval of the Adopted Budget Assumptions for the 2009-2010 fiscal year as presented.
- \*5.3 Approval of Public Hearing for 2009-2010 Adopted Budget Action  
The administration recommends approval of holding a public hearing on the 2009-2010 proposed adopted budget at the October 12, 2009, board meeting.

- 5.4 Approval of Change Order #22: Bid #1051 – Maintenance & Operations (M & O) Building at Santa Ana College Action  
The administration recommends approval of change order #22, EMAE International, Inc. for Bid #1051, construction of the classroom and M & O buildings at Santa Ana College as presented.
- 5.5 Approval of Change Order #23: Bid #1051 – Classroom Building at Santa Ana College Action  
The administration recommends approval of change order #23, EMAE International, Inc. for Bid #1051, construction of the classroom and M & O buildings at Santa Ana College as presented.
- 5.6 Approval of Change Order #1: Bid #1109 – Plumbing for the New Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #1, J.M. Farnan Company, Inc. for Bid #1109, plumbing for the Santa Ana College Child Development Center as presented.
- 5.7 Approval of Change Order #2: Bid #1116 – Gym Restroom Addition, Gym Floor Replacement, and Fire Sprinkler Installation at Santa Ana College Action  
The administration recommends approval of change order #2, General Consolidated Constructors, Inc. for Bid #1116, construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at Santa Ana College.
- \*5.8 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period August 1, 2009, through September 12, 2009.

## **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:
- |   |             |
|---|-------------|
| - College Cost Reduction and Access Act (CCRAA)   | \$1,096,266 |
| - Year 2 (SAC)                                    |             |
| - Convergence Technology Center Partnership (SAC) | \$ 25,000   |
| - NSF TEST:UP – Year 2 (SAC)                      | \$ 134,522  |
| - Santa Ana Middle College High School (SAC)      | \$ 84,604   |

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

- \*6.2 Approval of Amended Contracts – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 1) Action  
The administration recommends approval of the amended contracts (Year 1) and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amended contracts.
- \*6.3 Approval of Sub-Award Agreements – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 2) Action  
The administration recommends approval of the sub-award agreements (Year 2) and authorization be given to the Vice Chancellor Business Operations/Fiscal Services or his designee to sign the sub-award agreements.
- \*6.4 Approval for Amended Contracts – GEAR UP III – Delhi Community Center, Latino Health Access, Santa Ana Unified School District, and University of California, Irvine (Year 4) Action  
The administration recommends approval of the amended contracts and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the amended contracts.
- \*6.5 Approval of Resolution #09-22 Authorizing Payment to Trustee Absent from Board Meeting Action  
This resolution requests authorization of payment to Phillip Yarbrough for his absence on September 14, 2009, due to illness.
- 6.6 Appointment of a RSCCD Community Representative (2009-10) to the Orange County Community Colleges Legislative Task Force (OCLTF) Action  
The Board of Trustees has an opportunity to appoint a community member to serve as its representative on the 2009-10 Orange County Community Colleges Legislative Task Force.
- 6.7 Receive for First Reading – Santa Ana College Follow-Up Report on Accreditation Information  
The SAC follow-up report on accreditation is provided for a first reading as information only.
- 6.8 Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation Information  
The SCC follow-up report on accreditation is provided for a first reading as information only.

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

6.9 Approval of Board of Trustees – Continuous Improvement Process Action

As a board self-evaluation follow-up, it is recommended by Mr. McLoughlin to discuss steps to be taken by the board to establish a “Continuous Improvement Process” that will provide focus on areas of improvement and establish the process leading up to setting the board’s goals and objectives for 2010 and beyond.

6.10 Board Member Comments Information

**7.0** ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on October 12, 2009.

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

**Board of Trustees (Regular meeting)**

**Monday, September 14, 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, Ms. Gloria Holguin, Mr. John Hanna, Mr. Larry Labrado, and Ms. Lisa Woolery. Mr. Mark McLoughlin arrived at the time noted.

Mr. Phillip Yarbrough was not in attendance due to illness.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Tom Andrews, Skilled Maintenance Worker at Santa Ana College.

1.3 Public Comment

Mr. Tom Andrews spoke regarding reductions in force and budget.

1.4 Approval of Minutes

It was moved by Mr. Labrado, seconded by Mr. Conley, and carried unanimously to approve the minutes of the regular meeting held August 24, 2009.

1.5 Approval of Consent Calendar

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

4.1 Approval of Santiago Canyon College, Orange Education Center High School Diploma Program Graduates for 2008-2009

The board approved and certified the list attached to the agenda of the 2008-2009 High School Program Graduates for the Orange Education Center.

1.5 Approval of Consent Calendar – (cont.)

4.2 Approval of Santa Ana College School of Continuing Education High School Diploma Program Graduates for 2008-2009

The board approved and certified the list attached to the agenda of the 2008-2009 High School Program Graduates for the Santa Ana College School of Continuing Education.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Budget Transfers and Budget Increases/Decreases

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

5.4 Ratification of Award of Bid #1130 – Asphalt Paving and Parking Lot Lighting at Santa Ana College

The board ratified awarding Bid #1130 for the asphalt paving and parking lot lighting project at Santa Ana College as presented.

5.5 Approval of Notice of Completion: Bid #1130 Asphalt Paving and Parking Lot Lighting at Santa Ana College

The board approved the notice of completion for the asphalt paving and parking lighting project by DLG Electric as presented.

5.6 Approval of the Quarterly Financial Status Report (CCFS-311Q) for the Period Ended June 30, 2009

The board approved the Quarterly Financial Status Report (CCFS-311Q) for the period ended June 30, 2009, as presented.

6.1 Approval of Resource Development Items

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

- Career Technical Education (CTE) Multiple Pathways \$ 50,000  
    – 2<sup>nd</sup> Award (SAC)
- Math, Engineering, and Science Achievement (MESA) \$ 50,568  
    Program – *Reduction of \$28,487* (SAC)
- Student Support Services – Year 4 (SAC) \$313,555
- Talent Search – Year 1 (SAC) \$320,832
- Upward Bound – Year 3 (SAC) \$291,633

1.5 Approval of Consent Calendar – (cont.)

6.2 Amendment to Subcontract Agreement with Santa Ana Unified School District for the Career Technical Education (CTE) Community Collaborative Grant – DO-08-064

The board approved the amendment to the subcontract agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the subcontract agreement.

Mr. McLoughlin arrived at this time.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

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

2.2 Reports 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

Ms. Gloria Holguin 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. John Zarske, Academic Senate President, Santa Ana College

2.7 Informational Presentation - Budget

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

2.7 Informational Presentation - CSEA

The following representatives of CSEA, Chapter 579, provided a report to the board:

Mr. Sean Small, Stage Manager/Master Carpenter, SAC  
Mr. Guillermo Santucci, Labor Relations Representative, CSEA  
Kenny Wilson, Organizer, CSEA

It was moved by Mr. McLoughlin and seconded by Mr. Hanna to suspend the rules and consider Item 6.3 (Board of Trustees Agenda – Placement of Closed Session) at this time. Discussion ensued. The motion carried unanimously.

Dr. Chapel called a recess at 6:47 p.m.

The board reconvened at 6:51 p.m.

Since Dr. Jeff McMillan was unable to attend the meeting, Dr. Chapel read a letter from Dr. McMillan regarding Item 6.3 (Board of Trustees Agenda – Placement of Closed Session).

6.3 Board of Trustees Agenda – Placement of Closed Session

As a result of the Board of Trustees' evaluation survey, the board discussed changing the placement of Closed Session on its agenda. Since this was an information item, no action was taken.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 7:08 p.m. to consider the following items:

1. Public Employment (pursuant to Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  
2. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Assistant Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579

## **RECONVENE**

The board reconvened at 7:56 p.m.

### **Closed Session Report**

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

### **Public Comment**

There were no public comments.

## **3.0 HUMAN RESOURCES**

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

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

- Approve Employment Agreements
- Approve Outside Assignments
- Approve Interim to Permanent Positions
- Approve Changes of Assignment
- Approve Stipends
- Approve Leaves of Absence
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Service

### **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 Reduction in Force Layoffs
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Voluntary Furloughs
- Approve Leaves of Absence
- Approve Returns from Leave of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments

3.2 Classified Personnel – (cont.)

- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Volunteers

**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, 5.4, 5.5, and 5.6 were approved as part of Item 1.5: Consent Calendar.

5.3 Approval of Materials Testing & Inspection Services: SAC Child Development Center

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve an agreement with Reliant Testing Engineers to perform all specialized inspection and testing services as presented.

**6.0 GENERAL**

Items 6.1 and 6.2 were approved as part of Item 1.5: Consent Calendar, and Item 6.3 was considered after Item 2.7.

6.4 Board Member Comments

In response to the self-evaluation survey results, Mr. McLoughlin asked that an item be placed on future agendas to address the board's continuous improvement process.

Mr. Hanna asked that the accreditation report include the board's efforts in handling the self-evaluation survey results.

Mr. Hanna reported he attended a recent Community College of California Advisory Committee on Legislation (ACL) meeting in Sacramento and asked that information relating to the purpose of ACL meetings be attached to the minutes.

Mr. Hanna asked that staff respond (if time permits) to solicitations from the State Chancellor's Office regarding legislation to focus on. Mr. Hanna suggested a 2010 community college regulatory relief act.

Mr. Conley and Dr. Chapel reported they attended SAC's and SCC's convocations and a dinner hosted by SAC's Academic Senate.

6.4 Board Member Comments – (cont.)

Mr. Conley plans to attend an upcoming Statewide Pupil Assessment Review Board meeting in Sacramento at no expense to the district.

Dr. Chapel asked for the reason SCC's student government retreat was held in Indio rather than within the district's boundaries.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on September 28, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Dr. Chapel declared this meeting adjourned at 8:05 p.m.

Respectfully submitted,

\_\_\_\_\_  
Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes approved: September 28, 2009



**RANCHO SANTIAGO**  
COMMUNITY COLLEGE DISTRICT



2009-2010  
Budget Update

Board of Trustees Meeting  
September 28, 2009

*Item 2.7*

# Tonight's Agenda

- Reduction in Force (RIF) List
  - Categorical program reductions only
  - Four full time employees
  - Three part time employees
- Workload Measures Reductions
  - Adjunct faculty accounts reduced by over \$5 million compared to prior year
  - Colleges have made reductions primarily in class section reductions
  - No RIFs proposed due to workload measures

# Adopted Budget Assumptions

- Budget Allocation Planning Review Committee (BAPR) recommends amended Assumptions to Chancellor for the Adopted Budget
- Chancellor reviewed and approved BAPR recommendations
- Two items added when compared to Tentative Budget Assumptions
  - Workload Measures reduction – 3.39%
    - Negative growth
  - Categorical Programs live within their funding reductions
    - No general fund unrestricted contributions

# Adopted Budget Assumptions

	2009-10 Assumptions Tentative Budget		2009-10 Assumptions Adopted Budget	
	*		*	
<b>General Assumptions</b>				
Balanced Budget - with PY unrestricted ending balance	1	X	1	X
5% Contingency Reserve	2	X	2	X
Budget Allocation Model	3	X	3	X
Planning Documents & Processes	4	X	4	X
<b>Revenue Assumptions</b>				
Deficit Factor 3% from Tentative Budget	5	X	5	X
0.00% Percent Cost of Living	6	X	6	X
All reductions to Categorical Program will be borne by those Categorical Programs	7		7	X
Workload Measure Reduction (negative growth) -3.39%	8		8	X
Enrollment Growth For RSCCD 0.00%	9	X	9	X
Lottery Revenue at School Services of California Rate	10	X	10	X
<b>Expense Assumptions</b>				
Meet All Negotiated Contractual Obligations	11	X	11	X

\* Number Assigned to Budget Assumption

# Adopted Budget

- **ARRA Funds - one time federal funds**
  - No news on funding levels
    - Waiting for State Chancellor's Office funding allocations and direction
  - Not included, at this time, in Adopted Budget
- **Collective Bargaining Agreements**
  - Management/Confidential – step movement suspension
  - CDCTA and CEFA – step movement suspension
  - FARSCCD and CSEA – still in negotiations

# Adopted Budget

- Budget and program reductions based on Colleges' budget reduction targets
  - Includes approved RIFs
  - Reduced adjunct faculty budgets
    - fewer class sections offered
  - Hiring freeze savings of over \$7 million
    - (hiring freeze almost 1 1/2 yrs)*
    - over 200 positions defunded
  - Reduced program services
- Budget reduction program impacts
  - SAC
  - SCC

# After the Adopted Budget

- **Uncertainty of Governor's January 2010 State Budget proposal**
  - 2009-2010 mid-year adjustments and 2010-2011 budget estimates
- **Uncertainty of property tax collections**
- **Uncertainty of actual district savings compared to identified targeted reductions**

# What's next

- Proposed Adopted Budget presented at October 12<sup>th</sup> BOT meeting for Adoption
  - Public Hearing notice on tonight's agenda
  - Public display of proposed Adopted Budget on October 7-9, District Office – 4th floor lobby
  - Public hearing scheduled at October 12<sup>th</sup> BOT meeting prior to adoption of budget

**SANTIAGO CANYON COLLEGE**  
**Budget Reduction Impacts**  
**As of September 17, 2009**

**I. Guiding Principles**

**At this time of historically diminished resources, it is critically important that Santiago Canyon College...**

- Offer our students the most comprehensive class schedules possible reflecting our legally mandated educational missions of transfer, basic skills and career education.
- Produce those schedules with optimal efficiency, serving as many student needs as possible within the reduced resources available.
- Involve faculty as much as possible at the department level in making recommendations related to course offerings.
- Maintain high demand course offerings that are considered the "gateway" curriculum to student success such as math and English.
- Minimize impact on students through improved enrollment management practices.
- Reduce expenditures by decreasing non-classroom faculty coordination of programs where duties can be absorbed by managers and classified staff, e.g., Honors Program.
- Prepare for drastic reductions in categorically funded programs of up to a 50% or more, and communicate to all how reductions will negatively impact student programs and services, particularly those funded through matriculation, EOPS/CARE, DSPS and BFAP.
- Charge appropriate and allowable faculty and classified salaries (or portions thereof) to categorical funding, and use these funds prudently.
- Restructure part-time, adjunct counseling on the main campus, effective 2009-10, because part-time services will no longer be funded through the general fund and will rely exclusively on severely reduced state categorical funding. At Continuing Education, rely exclusively on federal WIA funding for part-time adjunct counseling as these services will no longer be funded through state matriculation funds.
- Meet all health and safety standards and requirements related to students, staff and facilities, while reducing all office and custodial expenditures to minimum sustainable levels for upkeep and operation.
- Take into account that the new SCC Science Center will come on line before the start of the spring semester and must be properly maintained.

**II. Strategies for Consolidating and Restructuring Programs include...**

- Eliminating the position of Dean of Library, Fine/Performing Arts, and Communications, and reorganizing the college division structure from four to

three academic divisions with two support staff (Admin Secretaries) in each division.

- The division of Library, Fine and Performing Arts and Communication was dismantled and re-distributed between BMS and Arts, Humanities and Social Science. The third division, Career Education, remains intact.
- Moving supervisory responsibilities of Library services into the BMS division.
- Continuing the SCC Honors Program with an Honors Advisory Committee, but coordination and record keeping will be shared between the Dean of Arts Humanities and Social Sciences and the Dean of Counseling and Student Support Services.
- Reducing and/or eliminating Distance Education release-time for faculty coordination, and evaluating whether administrators and key classified staff can absorb D.E. coordination roles.
- Reducing hours for Tutorial Services in order to have a full time instructional center technician carry out the "help desk" duties of Distance Education previously performed by eliminated positions.
- Eliminating Instructional Aide positions in science, and requiring Science faculty and Science Lab Coordinators to work together in order to set up and take down labs.
- Moving the Foreign Language Lab from the E-bldg to be next door to the Academic Success Center in the D-bldg in order to utilize the Instructional Center Technician in both areas.
- Restructuring the SCC Foundation operations under the Offices of the SCC President and Vice President of Student Services.
- Consolidating Foundation Scholarship services within Financial Aid Services.
- Consolidating reduced Public Information services under the SCC President, assisted by one dean.
- Cross-training at Orange Education Center for the Outreach staff to cover the immediate needs of other departments (e.g., testing, registration, and counseling).
- Assigning additional duties at OEC to the Adult Basic Ed Coordinator at OEC to also serve as coordinator of the ESL department (the former ESL Coordinator was transferred to the credit program to assist the District in meeting its 75%/25% full-time faculty obligation).
- Restructuring Orange Education Center's CASAS testing by implementing electronic CASAS e-testing for ESL, ABE, and HSS, which will result in a substantial reduction of staff hours.
- Reassigning one full-time Continuing Education Counselor for 10 hours/week as an EOPS Counselor at SCC's main campus.
- SCC Community Services Program will be restructured into the Continuing Education Division.
- The Continuing Education Division will refine its organizational structure to maximize the use of its limited human resources in key operational student services areas.
- In addition to their current schedules, full-time administrators will now serve as site directors for the Saturday program and all evening classes on a rotating basis.

- Classes are no longer being offered at the Anaheim Hills Center (last session was summer 2009)
- Filling voids in Administrative Services of daytime facilities maintenance staff (reduced from 4 to 3 positions) by appropriately using other department staff while complying with union contracts.
- Requesting that Administrative Services clients provide additional lead time when asking for services, and recognizing that staff may not be able to respond as quickly as in the past.
- Cleaning by custodial staff will focus on daily emptying of trash, clean-up of restrooms, and cleaning of white and chalk boards.

### **III. Programs & Services that will be Reduced**

- Forensics (Debate Team) will be cut in half and SCC is not planning to participate in national competition next academic year.
- Choir performances will be reduced or possibly eliminated.
- Exercise Science activity course offerings will be greatly reduced.
- Instructional Aides in science labs will be available only for critical safety needs in Chemistry and Anatomy/Physiology.
- Open Entry/Open Exit hours of operation in Tutoring, Math Study Center and the Writing Center will be reduced.
- Library hours will be reduced from 60 hours per week to about 40 hours per week. Weekend support will be affected as the Library is only open 9:00 a.m. to 7:00 p.m., Monday through Thursday. Purchasing of books, periodicals, and maintenance of electronic databases will be reduced.
- Instructional Aides, Learning Facilitators and Tutors will be drastically reduced affecting the sciences, tutoring center and Art programs.
- The instructional contract for Cosmetology will be reduced by \$50,000.
- The main campus will reduce evening & Friday counseling appointments and walk-in advisement. Counseling operation hours will be reduced from current level (50 hours/week) to 40 hours/week.
- University campus tours, university transfer fairs, university transfer workshops will be reduced.
- Transfer Center Staff will reduce and/or eliminate "on demand" walk in service.
- Employment preparation and resume writing workshops provided by Career Services will be reduced.
- Counselor led classroom advisement presentations will be reduced.
- Counselor led retention services for EOPS/CARE students will be reduced or eliminated (i.e., academic success workshops).
- Financial Aid will no longer provide individualized (one-on-one) FAFSA assistance, and in its place will offer group workshops for students requiring assistance with FAFSA completion.
- High school outreach services & activities will be offered only to Orange Unified School District only.

- Outreach programs, activities, publications and other services have been fully funded through matriculation; a significant reduction in matriculation funding precludes the capacity to fund these types of programs and activities.
- Reduction in evening and Friday counseling appointments and walk-in advisement. Counseling operation hours will be reduced from current level (50 hours/week) to 40 hours/week.
- Traditional annual outreach events will be significantly reduced or eliminated, including Senior Day, High School Counselor Breakfast, KinderCaminata, Middle School Conference, etc.
- Student Life will significantly reduce student programming activities & events.
- Alumni relations, which were in its infancy stages under College Advancement, will be suspended.
- Media services will be reduced by 50%. This will result in a delay in responding to media equipment problems especially during evenings. In many cases, problems will not be resolved until the following day.
- There will be delays in responding to lower priority facilities problems.
- Administrative Services client organizations may need to provide assistance in setting up for events.
- Some custodial services such as vacuuming, dusting and floor care will be reduced.
- At Orange Education Center, Bookstore operating hours will be reduced.
- At OEC, part-time adjunct counseling hours are being reduced from 102 hours per week in fall 2008 to 40 hours per week in fall 2009. A reduction of more than 60%.
- At OEC, group counseling workshops will be offered to make up for the loss of availability of one-one-one counseling appointments.
- At OEC, the High School Subjects program requirement for students to meet with a counselor after the completion of every 2 courses toward the High School diploma is being modified to every 5 courses.
- At OEC, the "Pathway to Your Future" counseling course (normally taught for extra LHE) is being broken down into its core elements and revised so as to be offered as individual counseling workshops (part of normal load).
- At OEC, the Associated Student Government will rely solely on its own funds to provide student activities and events.
- At OEC, the fall 2009 class schedule has been published jointly with CEC as an 8-page newspaper rather than the 50-page booklet with a color cover.
- At OEC, the Inmate Education Program will reduce its counseling operations and reduce its instructional supply allocations by over 50%.
- At OEC, students will experience longer wait times to take placement tests, see counselors, and/or register for classes.

#### **IV. Programs and services that will not be available until financial restoration.**

- All General Fund travel, conference and workshop attendance has been suspended, except in cases where they are required by grant(s).

- Model United Nations has been suspended for 2009-2010. Occupational Work Experience course (Business 103) has been suspended.
- Study Abroad has been suspended for 2009-2010.
- Forensics has been suspended therefore we will no longer be participating in State/National competitions.
- Choir offerings have been suspended. This is disappointing as it gives us positive presence in the community.
- There will be no evening Division clerical support for students and part time faculty. Part time faculty will still have access to computers.
- There will be no clerical support for Apprenticeship leading to no growth or probable downsizing of program.
- Adult Reentry program at the main campus will be eliminated as a stand alone program.
- The Student Leadership Institute (SLI) (a non-credit certificate partnership with CSUF) will be scaled back for 2009-10.
- "Discover SCC: Orientation to Campus Life" will be suspended or significantly scaled back.
- High school outreach services & activities will be suspended to all high schools except those in Orange Unified School District.
- Financial Aid will suspend financial aid SCC classroom presentations and will no longer conduct FAFSA presentations at local high schools.
- Make-up testing at the Testing Center for credit instruction will be suspended.
- Student Services' community, business and industry outreach activities will be eliminated.
- Student handbook & planner and other promotional materials (SCC brochure, folders, etc.) will be eliminated.
- At Orange Education Center, more than 15% of fall '09 instructional hours will be eliminated, compared to fall'08.
- At OEC, state recommended plans to replace computers every four years have been suspended.
- At OEC, outreach activities at most community fairs and events have been suspended.
- At OEC, the publication of the student handbook has been suspended. The handbook will be posted on the web as a resource to faculty and students.
- At OEC, the use of substitute custodians has been suspended.
- OEC eliminated the development of brochures promoting individual programs.
- The noncredit faculty professional development booklet (flex booklet/workshop schedule) will no longer be printed in hardcopy.
- SCC eliminated the Public Information Officer position.
- SCC eliminated the Director of College Advancement (Foundation) position.

# SAC Budget Reductions: Philosophy, Process & Impact Summary

## I. The Philosophy

### Budget Committee Priorities:

1. The classroom – Credit/Noncredit (Enhanced/Non-Enhanced)
2. Student Support Programs and Services
3. Infrastructure (after safety has been addressed)

### SAC Cabinet Principles:

The following **guiding principles** established by SAC's Cabinet in combination with the priorities set forth by the college's Budget Committee have guided our deliberations and decision making at the program and division level.

1. Fall and Spring terms have priority over summer and intersession
2. Short-term and part-time staff supported programs are reviewed first, and
3. Programs are pruned and suspended rather than eliminated so they can be re-established at the earliest possible time.

## II. The Process

Our biggest challenges in managing the process came from the volatility of the situation at the state level. The amount of cuts required based on the latest revenue estimates in the absence of actual allocations required continuous adjustments (which are still pending for the majority of categorical programs). Daily consultation meetings between SAC Cabinet members and their management partners at the college were the norm as allocations were guesstimated, reserve funds were established, the principles and priorities above were continually infused into deliberations. Account strings were forwarded to SAC's Administrative Services Office for review and compilation.

Program managers incorporated strategic planning and restructuring conversations into departmental meetings and retreats whenever possible (Counseling, EOPS, and Outreach), but often pulled groups of department chairs and leaders together for "just-in-time" consultations to re-shape operations as the amount of reductions accelerated over the past 2 months.

A final stage entailed consultation with SCC as part of the process. Although our reductions were seldom parallel, as sister colleges within the same district we felt it was critical to know where are reductions were aligned and where they were not so that we could assess the impact district-wide on students and programs according to a common set of Board Policies.

## III. The Impact Overall: A total of over 100 positions were reduced and/or lost from 7/1/08

A series of institution-changing waves of budget cuts have washed over SAC over the past 12 months that have dramatically changed the way we do business. The classes, programs, and services available to current and prospective students have been reduced or eliminated. Categorical programs have been charged with reducing their operating budgets by approximately 50% over 2008-2009 levels, and district funded programs have downsized or been suspended due to lack of resources.

***SPECIFIC PROGRAM DETAILS FOLLOW IMMEDIATELY FOR THE ACADEMIC AFFAIRS, STUDENT SERVICES, SCHOOL OF CONTINUING EDUCATION AND ADMINISTRATIVE SEGMENTS OF THE COLLEGE.***

**ACADEMIC AFFAIRS SUMMARY**

A total of 49 positions were reduced and/or lost from 7/1/08

A series of institution-changing waves of budget cuts have washed over SAC over the past 12 months that have dramatically changed the way we do business and the classes, programs, and services available to current and prospective students. Academic programs have been charged with reducing their operating budgets. General Fund programs have downsized or been suspended due to lack of resources.

ALL Academic Affairs division and departments have:

- Eliminated personnel
- Curtailed and/or suspended programs and services
- Consolidated and co-located programs
- Reduced supports to students, such as available hours in the library and labs

**STUDENT SERVICES SUMMARY**

Drastic reductions to both categorical and general funds supporting student services are having an extraordinary impact on all aspects of student programs and services at SAC. ***Ninety two positions (including full time and part time, faculty, administrative, and faculty) have been lost*** since July 1, 2008, 57 from categorical programs and 35 from loss of general funds to the college. Highlights of the overall impact follow immediately to provide a glimpse of the significant changes underway presently.

**I. Strategies for Consolidating and Restructuring Programs (with selected examples)**

- **Cross-training and reassignment**  
Employees have been retrained and deployed from their previous full time positions in student services to meet critical needs in Admissions and Records, Financial Aid, Counseling, CalWORKs, Veterans, and more to support students.
- **Reducing program and service hours**  
The hours of A&R, the Tutorial Learning Center, the Office of School and Community partnerships, The Service Learning Center and more have been reduced.
- **Eliminating programs and services during summer and intersession windows**  
There was no Tutorial Learning Center support available to students during the summer 2009 academic session. DSPS direct services were limited to fall intake only.
- **Reassigning faculty who have been providing services to the classroom**  
Tutorial, DSPS, and other faculty have seen their direct service hours reduced and their teaching load increased over the past year.
- **Curtailing direct program assistance to students**  
Fewer service hours mean longer waits for students. Students presently wait 2-3 weeks for a DSPS intake appointment, stand in longer lines in A&R, have extended waits to see counselors for academic planning and interventions, and have drastically reduced support for books and transportation in EOPS as well as CalWORKs.

- **Automating processes that were previously more personal**  
The SAC Scholarship office now automates more awarding in standard scholarship programs. This reduces lines in the program office but also results in frustration for students that have special circumstances.
- **Restructuring service delivery from 1:1 to small group**  
All direct-serving programs from counseling and DSPTS to EOPS and Tutorial are transitioning to small group vs. 1:1 services wherever possible. Individual circumstances get significantly less attention as we attempt to give at least some support to all.
- **Scaling back program scope**  
The SAC Complete Student Handbook will be suspended. Limited copies of an abbreviated version will be available in the future.  
SAC's Homecoming will be an athletics-only event without the traditional Student Life activities of selecting a homecoming King and Queen, having a student dance, and pep rallies.  
The SAC Service Learning Center now only serves special grant-funded programs that can help to underwrite staff for coordination and referral to agencies.

**II. Programs and Services That Will Not Be Available Until Financial Resources Are Restored To RSCCD Or Obtained Through Supplemental Funding**

- SAC Student Life Homecoming activities are suspended.
- The Santa Ana Civic Leadership Initiative has been suspended.
- The SAC general fund student worker program has been refocused on providing jobs to programs that have funding to pay student salaries.
- The Santa Ana Youth Expo has been relocated away from the SAC campus.
- Transfer trips out of the region for students have been suspended.
- Counseling services have been cut across the board, including services to DSPTS, International students, and athletes.
- The Financial Aid Initiative, a program to "reach in" to enrolled students to help them secure financial aid has been suspended.
- The SAC Research Scholars Program, an academically intensive summer training program for transfer students has been suspended.

**SCHOOL OF CONTINUING EDUCATION SUMMARY**

**I. Strategies for Consolidating and Restructuring Programs**

- Marketplace Education Center closed effective May 29, 2009 with classes being redistributed throughout the downtown community within the current budget constraints of the part-time faculty, rental facilities, security and part-time supervisor accounts.
- Effective Fall 2009, the Spurgeon Intermediate School site was closed due to reductions in security, rental funds and site supervision and class sections were relocated to Godinez and Santa Ana High Schools.
- Hourly short-term support staff have been eliminated reducing resources for admissions, technology and classroom support
- Instructional program offerings were reduced 50% for summer and 25% for fall and spring.

- School of Continuing Education contract faculty members (5) have been transferred to the credit programs in ESL, English, Spanish and Business Applications.
- Support services to students have been eliminated, combined or reduced to preserve classes.
- Part-time counseling has been reduced 50% and is currently funded only through non-credit matriculation funds.
- Career Center was closed at the Centennial Education Center effective September 2009.
- Thirty-one percent of the SAC SCE budget is comprised of special project funds that have been significantly reduced for 08-09 and targeted for further reductions in 09-10.
- Weekend class sections will be reduced
- Older adult weekend classes have been eliminated.

**II. Programs and Services That Will Not Be Available Until Financial Resources Are Restored To RSCCD Or Obtained Through Supplemental Funding**

- Outreach services have been reduced to two part-time positions.
- Instructional assistant positions have been reduced.
- Security has been reduced affecting site operations with all sites ending classes at 9 PM.
- Reductions in rental facility allocations will negatively affect and reduce offerings at Santa Ana Unified School District sites that require a fee.

**ADMINISTRATIVE SERVICES SUMMARY**

**Division Summary:**

Administrative Services consists of six departments: (1) Administrative Services (campus budgets & foundation accounting, keys, transportation, & rideshare) (2) Custodial, (3) Grounds, (4) Maintenance, (5) Utilities, and (6) Transportation.

From actual expenditures in 2007/2008 of \$8.5 million, the adopted budget for Administrative Services for 2009/2010 is \$7.4 million, a reduction of \$1.1 million or 14 percent. The breakdown by department appears below:

<u>Department</u>	<u>2007/08 Actual</u>	<u>2009/10 Adopt Bud</u>	<u>Dollar Reduction</u>	<u>Percent Reduction</u>
Administrative Services	\$ 777,251	\$ 609,545	\$ (167,706)	(22%)
Custodial	2,180,663	2,094,273	(86,390)	(4%)
Grounds	828,348	527,885	(330,660)	(40%)
Maintenance	2,166,063	1,226,110	(939,953)	(43%)
Utilities	2,343,408	2,691,523	348,115	(15%)
Transportation	<u>190,358</u>	<u>177,731</u>	<u>(12,627)</u>	(7%)
Total	\$8,486,091	\$7,440,325	(\$1,189,221)	(14%)

**Division Priorities:**

1. Health and Safety
2. Maintaining existing facilities
3. Appearance
4. Employee submitted work requests
5. Carbon footprint reduction (Sustainability)

**Strategies for Consolidating and Restructuring Programs:**

The division has constricted operations using the priorities listed above. Additional reductions in operations were made for the adopted budget.

**Services that will not be available until financial resources are restored**

With no over-time and no short-term substitutes, our weakest point comes when someone is injured, calls in sick, or goes on vacation. Our top custodial priority is sanitizing restrooms and shower areas, followed by trash removal and white board cleaning. Vacuuming, trash removal, and deep cleaning will be below normal standards.

Our response time to campus users has decreased, especially for items that are further down on our priority list. We continue getting by; however, we are experiencing a higher than normal number of mechanical breakdowns due to the age of the SAC facility.

Administrative Services reduced contracts with outside vendors. We are saving the district over \$90,000 a year; however, we are challenged to accomplish all that those contractors did for us in the past. Biggest concerns are with our HVAC systems, annual athletic field maintenance, and trimming of the larger trees outside the reach of our grounds keepers.

Annual contracts have been reviewed with work to be completed every other year.

We recently discovered that our energy management system is very sophisticated. New software is available but very expensive. We also have learned that some controllers connected to HVAC system could be 25 years old.

The ADA subcommittee of the Campus Safety and Security Committee is recommending that we annually retrofit one pair of restrooms, bringing them into full compliance with current ADA standards. Restrooms with highest demand have been identified. There are many other ADA deficiencies that need to be corrected. We will continue correcting the inexpensive deficiencies identified in our transitional plan.

The elevators were evaluated this summer. Recommended repairs total \$816,000 to upgrade mechanical systems. To bring elevators into ADA compliance would be a huge expense. For instance, a rough estimate to install a new exterior elevator with two cars to Dunlap Hall could cost approximately \$1M.

The top goal for Administrative Services is to establish preventative maintenance and equipment replacement schedules to ensure we are doing everything possible to maintain existing facilities and equipment.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
September 28, 2009**

**MANAGEMENT**

**Interim to Permanent**

Manson, Robert  
Associate Dean  
Financial Aid  
Student Services  
Santa Ana College

Effective: October 1, 2009  
Salary Placement: E-6 \$9,766/Month

**Extension of Interim Assignment**

Soltis, Kenneth  
Interim Associate Dean  
Fire Technology and Public Safety  
Human Services and Technology Division  
Santa Ana College

Effective: October 1, 2009 – December 30, 2009

**FACULTY**

**Hourly to Full-time Tenure-track**

Ross, John  
Assistant Professor, Pharmacy Technology  
Human Services and Technology Division  
Santa Ana College

Effective: September 14, 2009  
Tentative Placement: I-3 \$51,661/year

**Ratification of Resignation/Retirement**

Howe, John  
Professor/Coordinator, Business Administration/PSI  
Business Division  
Santa Ana College

Effective: December 19, 2009  
Reason: Retirement

**Stipends**

Quimzon, Eden  
Assistant Professor, ESL  
Continuing Education Division/OEC  
Santiago Canyon College

Effective: August 31, 2009  
Reason: Program Facilitator (BSI Grant)  
Amount: \$2,000.00

**FACULTY (CONT'D)**

Stipends (cont'd)

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

Effective: August 24, 2009  
Reason: Program Facilitator (? Grant)  
Amount: \$2,000.00

Rutan, Craig  
Associate Professor, Astronomy/Physics  
Business, Math and Science Division  
Santiago Canyon College

Effective: August 31, 2009  
Reason: Curriculum Development  
Amount: \$2,000.00  
(BSI Grant)

Adjusted Part-time /Hourly FARSCCD Rate due to Column change

Carson, Diane  
Instructor, Nutrition  
Business, Math and Science Division  
Santiago Canyon College

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

Part-time/Hourly Hires/Rehires

Cipolla, Matt  
Assistant Coach Women's Cross Country/  
Track and Field (equivalency)  
Business, Math and Sciences Division  
Santiago Canyon College

Effective: September 28, 2009  
Stipend Amount: \$2250.00

Coley, Karen  
Instructor, English  
Arts, Humanities and Social Sciences  
Santiago Canyon College

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

Brown, Evelyn  
Instructor, Criminal Justice Academy  
Human Services and Technology Division  
Santa Ana College

Effective: September 29, 2009  
Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17

Early, Paul  
Instructor, Public Works (equivalency)  
Instructional Services & Career Education Division  
Santiago Canyon College

Effective: September 28, 2009  
Hourly Lecture Rate: III-3 \$57.03

**FACULTY (CONT'D)**

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

Goodwin, Mark  
Instructor, Criminal Justice Academy (equivalency) Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97  
Human Services and Technology Division  
Santa Ana College  
Effective: September 29, 2009

Iwanaga, John  
Instructor, DSPS Hourly Lab Rate: III-3 \$48.48  
Student Services Division  
Santa Ana College  
Effective: September 9, 2009

Liu, Jeannie  
Instructor, Accounting Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17  
Business Division  
Santa Ana College  
Effective: February 8, 2010

Marez, Jr., Ralph  
Instructor, Criminal Justice Academy Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17  
Human Services and Technology Division  
Santa Ana College  
Effective: September 29, 2009

Millhollon, Jerry  
Instructor, Criminal Justice Academy Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97  
Human Services and Technology Division  
Santa Ana College  
Effective: September 29, 2009

Pecenkivic, Nidzara  
Instructor, English Hourly Lecture Rate: II-3 \$54.32  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: August 31, 2009

Staengel, William  
Assistant Coach Women's Cross Country (equivalency) Stipend Amount: \$2250.00  
Business, Math and Sciences Division  
Santiago Canyon College  
Effective: August 31, 2009

Williams, Heather  
Instructor, Criminal Justice Academy Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17  
Human Services and Technology Division  
Santa Ana College  
Effective: September 29, 2009

**FACULTY (CONT'D)**

**Non-paid Instructors of Record**

Glasgow, John  
Instructor, Fire Technology Academy  
Human Services and Technology Division  
Santa Ana College

Effective: September 29, 2009

Heunemann, John  
Instructor, Fire Technology Academy  
Human Services and Technology Division  
Santa Ana College

Effective: September 29, 2009

Padilla, Jose  
Apprenticeship Carpentry (equivalency)  
Instructional Services & Career Education Division  
Santiago Canyon College

Effective: September 29, 2009

Savage, Steve  
Instructor, Fire Technology Academy  
Human Services and Technology Division  
Santa Ana College

Effective: September 29, 2009

**Non-paid Intern Service**

Alford, Allison  
Art Intern  
Fine and Performing Arts Division  
Santa Ana College

Effective: August 31, 2009 – December 19, 2009  
College Affiliation: Claremont Graduate University

Bower, Justin  
Art Intern  
Fine and Performing Arts Division  
Santa Ana College

Effective: September 26, 2009 – December 19, 2009  
College Affiliation: Claremont Graduate University

Cuevas, Dion  
Art Intern  
Fine and Performing Arts Division  
Santa Ana College

Effective: September 29, 2009 – December 19, 2009  
College Affiliation: Claremont Graduate University

**FACULTY (CONT'D)**

**Non-paid Intern Service (cont'd)**

**Flora, Traci**  
**Speech-language Pathology**  
**Assistant Intern**  
**Special Services Division**  
**Santa Ana College**

**Effective: September 14, 2009 – December 18, 2009**  
**College Affiliation: Santa Ana College**

**Styles-Perez, Deanna**  
**Speech-language Pathology**  
**Assistant Intern**  
**Special Services Division**  
**Santa Ana College**

**Effective: September 14, 2009 – December 18, 2009**  
**College Affiliation: Santa Ana College**

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET****CLASSIFIED****SEPTEMBER 28, 2009****CLASSIFIED***Reduction in Force Lay Offs**Attachment #1**Professional Growth Increment*

Barela, Gloria Admissions & Records Spec. III/ SAC	Effective: October 1, 2009 Grade 15, Step 5 + 7.5%L + 2PG \$5677.33
Del Rio, Angela Intermediate Clerk/ Admin. Services/ SCC	Effective: October 1, 2009 Grade 5, Step 2 + 4PG \$3004.83
Villegas, Jose Roberto Custodian/ SAC	Effective: July 1, 2009 Grade 4, Step 6 + 5%L + 5PG \$3741.33

*Out of Class Assignment*

Nastasi, John Lead Maintenance Worker/ SAC	Effective: 07/01/09 – 12/31/09 Grade 14, Step 4 + 5%L \$4927
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*Change in Position*

Akins, Sally Administrative Clerk From: Fire Tech/ SAC To: Educational Services/ District (RIF)	Effective: September 8, 2009 Grade 10, Step 6 + 7.5%L + 1PG \$4601.67
Campos, Ana Administrative Clerk From: Student Development/ SAC To: Orange Education Center (RIF)	Effective: September 22, 2009 Grade 10, Step 6 + 2.5%Bil + 6PG \$4598
Del Rio, Angela From: Administrative Clerk/ Admin. Srv./ SCC To: Intermediate Clerk/ Health Science/ SAC (RIF)	Effective: September 22, 2009 Grade 5, Step 2 + 3PG \$2963.17

*Change in Position cont'd*

Griggs, Susan  
Job Developer  
From: Special Services/ SAC  
To: Student Services/ SAC (RIF)

Effective: September 8, 2009  
Grade 12, Step 6 + 2.5%L \$4784

Hall, Patricia  
From: Administrative Secretary/ Health  
Ctr/ SAC  
To: Administrative Clerk/ Orange  
Education Center (RIF)

Effective: September 22, 2009  
Grade 10, Step 6 \$4242

Herrera, Erica  
Senior Clerk  
From: School of Continuing Educ./ SAC  
To: Student Services/ SCC (RIF)

Effective: September 22, 2009  
Grade 8, Step 2 \$3205

Lambing, Corazon  
Administrative Clerk  
From: Human Resources/ District  
To: Administrative Services/ SCC (RIF)

Effective: September 22, 2009  
Grade 10, Step 3 \$3660

Morrow, Linda  
Program Specialist  
From: DSPS/ SAC  
To: Student Life/ SAC (RIF)

Effective: September 8, 2009  
Grade 10, Step 6 + 2.5%L \$4348

Steed, Annie  
Administrative Secretary  
From: Public Affairs/ District Office  
To: Health Center/ SAC (RIF)

Effective: September 22, 2009  
Grade 12, Step 4 \$4232

Vives, Cristina  
From: Administrative Clerk/ Orange  
Education Center  
To: Senior Clerk/ School of Continuing  
Educ./ SAC (RIF)

Effective: September 22, 2009  
Grade 8, Step 6 + 6PG \$4150

Williams, Dawn  
Intermediate Clerk  
From: Health Science/ SAC  
To: Health Center/ SAC (RIF)

Effective: September 22, 2009  
Grade 5, Step 3 @ 75%FTE \$2251.50

*Change in Salary Placement*

Chau, Howard  
Technical Specialist I/ School of  
Continuing Educ./ SAC

Effective: September 8, 2009  
Grade 13, Step 3 \$4238

Elmore, Jodi  
Student Service Specialist/ Foundation/  
SCC

Effective: September 1, 2009  
Grade 10, Step A + 3PG \$19.10/hour +  
\$62.50 PG

Nguyen, John  
District Safety Officer/ SAC

Effective: August 26, 2009  
Grade 9, Step 3 + 7.5%GY \$3772

Nava, Sergio  
Custodian/ School of Continuing Educ./  
SAC

Effective: August 31, 2009  
Grade 4, Step 6 + 2.5%L + 5%SW \$3617

Villegas, Jose R.  
Custodian/ School of Continuing Educ./  
SAC

Effective: August 31, 2009  
Grade 4, Step 6 + 5%L + 7.5%GY + 5PG  
\$3993.33

*Leave of Absence*

Valencia, Jennifer  
Administrative Secretary/ Foundation/  
SAC

Effective: 08/10/09 – 09/18/09  
Reason: Maternity Leave

**CLASSIFIED HOURLY**

*Professional Growth Increment*

Campos, Griselda  
Senior Clerk/ Acad. Affairs/ SCC

Effective: October 1, 2009  
Grade 8, Step A + 4 PG \$17.53/Hour +  
\$83.33/Mo. PG

*Change in Position*

Aguirre, Rosa  
From: Administrative Clerk/ Full Time  
Orange Education Center  
To: Instructional Assistant/ Orange  
Education Center (RIF)

Effective: September 22, 2009  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$15.64/Hour

*Change in Position cont'd*

Barbery, Monika  
Counseling Assistant  
From: Orange Education Center  
To: School of Continuing Educ./ SAC  
(RIF)

Effective: September 8, 2009  
19 Hours/Week 12 Month  
Grade 5, Step A + 2.5%Bil \$16.03/Hour

Camarena, Evangelina  
Intermediate Clerk  
From: Orange Education Center  
To: School of Continuing Ed./ SAC (RIF)

Effective: September 8, 2009  
19 Hours/Week 12 Month  
Grade 5, Step A + 2.5%Bil + 2.5%L  
\$16.42/Hour

Campos, Griselda  
Senior Clerk  
From: Public Affairs/ SCC  
To: Academic Affairs/ SCC (RIF)

Effective: September 22, 2009  
19 Hours/Week 12 Month  
Grade 8, Step A \$17.53/Hour +

Franco, Mark  
Counseling Assistant  
From: Counseling/ SCC  
To: Counseling/ SAC (RIF)

Effective: September 8, 2009  
19 Hours/Week 12 Month  
Grade 5, Step A + 3PG \$15.64/Hour +  
\$62.50/Mo. PG

Johnson, Rondi  
Career Tech  
From: School of Continuing Ed./ SAC  
To: Counseling/ SAC (RIF)

Effective: September 8, 2009  
19 Hours/Week 12 Month  
Grade 10, Step A + 5%L \$20.06/Hour

Moreno, Maria E.  
Instructional Assistant  
From: School of Continuing Educ./ SAC  
To: Orange Education Center (RIF)

Effective: September 29, 2009  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$15.64/Hour

Muniz, Guadalupe  
Test Proctor  
From: Counseling/ SAC  
To: Workplace Learning Center/ District  
(RIF)

Effective: September 8, 2009  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$15.64/Hour

Plaza, Jose  
Student Program Specialist  
From: Student Life/ Full Time/ SCC  
To: Scholarships/ SAC (RIF)

Effective: September 8, 2009  
19 Hours/Week 12 Month  
Grade 10, Step a \$19.10/Hour

*Change in Position cont'd*

Ramirez, Martha  
From: Senior Clerk/ Full Time /Public  
Affairs/ SAC  
To: Senior Clerk/ Humanities/ SAC (RIF)

Effective: September 22, 2009  
19 Hours/Week 12 Month  
Grade 8, Step A \$17.53/Hour

Romo, Victor  
Instructional Assistant  
From: School of Continuing Educ./ SAC  
To: Orange Education Center (RIF)

Effective: September 22, 2009  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$15.64

Serratos, Manuel  
Test Proctor  
From: School of Continuing Ed./ SAC  
To: Orange Education Center (RIF)

Effective: September 8, 2009  
Up to 19 Hours/Week School Session  
GRADE 8, Step A + 2.5%Bil \$15.04/Hour

Tatro, Tiffany  
From: Administrative Clerk/ Student  
Affairs/ SCC  
To: General Office Clerk/ Fire Tech./ SAC  
(RIF)

Effective: September 22, 2009  
19 Hours/Week 12 Month  
Grade 3, Step A + 6PG \$14.67/Hour +  
\$125.00/Mo. PG

*Leave of Absence*

Tuttle, Michelle  
Learning Assistant/ SCC

Effective: 08/19/09 – 10/08/09  
Reason: Maternity Leave

**TEMPORARY ASSIGNMENT**

*Additional Hours for On Going Assignment*

Muniz, Guadalupe  
Test Proctor/ Workplace Lrng Ctr/ District

Effective: 09/08/09 – 12/31/09  
Not to exceed 19 consecutive working days  
in any given period.

**MISCELLANEOUS POSITIONS**

*Instructional Associates/Associate Assistants*

**Criminal Justice**  
Higa, Kim

Effective: 09/29/09

**Instructional Associates/Associate Assistants cont'd**  
**Criminal Justice**

Kim, William	Effective: 09/29/09
Soto, Thomas	Effective: 09/29/09

**COMMUNITY SERVICE PRESENTERS**  
**Stipends Effective August 11 – September 10, 2009**

Bahena, Miguel	Amount: \$ 85.26
Buonanotte, Pamela	Amount: \$ 205.32
Burns, Brigitte	Amount: \$ 60.55
Drozd, Alicia	Amount: \$ 130.50
Frazier, Margaret	Amount: \$ 164.26
Harriger, Jim	Amount: \$ 73.08
Holley, Lauren	Amount: \$ 270.00
Lopez-Sheldon, Maria	Amount: \$ 840.00
Mack, Karen	Amount: \$ 369.57
Neal, Phyllis	Amount: \$ 240.00
O'Connell, Jalon	Amount: \$ 37.58
Phong, Lan Pao	Amount: \$ 144.07
Rivera, Rodrigo	Amount: \$ 328.51
Rogers, Neal	Amount: \$ 35.50
Sacks, Sharan	Amount: \$ 109.97
Sheldon, Joel	Amount: \$ 210.00
Wilkes, Doug	Amount: \$ 2,478.00

**VOLUNTEERS**

Alvarado, Alvaro Student Driver/ Exercise Science/ SAC	Effective: 09/29/09 – 06/30/10
Leith, Joshua Student Driver/ Exercise Science/ SAC	Effective: 09/29/09 – 06/30/10
Shield, Brian Student Driver/ Exercise Science/ SAC	Effective: 09/29/09 – 06/30/10
Sutcliff, Christopher Student Driver/ Exercise Science/ SAC	Effective: 09/29/09 – 06/30/10

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST  
2009/2010**

Arrieta, Christopher	Effective: 09/08/09-06/30/10
Chavez, Mayra	Effective: 08/31/09-06/30/10
Fruean, Samual F	Effective: 09/08/09-06/30/10
Frutis, Anna Wilma	Effective: 09/08/09-06/30/10
Luu, Viet Quoc	Effective: 09/03/09-06/30/10
Martinez Marcial, Rosa	Effective: 08/31/09-06/30/10
Muramatsu, Kotoe	Effective: 08/31/09-06/30/10
Nguyen, Kimthoa Thi	Effective: 09/08/09-06/30/10
Quintero, Zaira Corina	Effective: 09/08/09-06/30/10
Rancatore, Dana M	Effective: 08/31/09-06/30/10
Rodriguez, Eva Iliana	Effective: 09/08/09-06/30/10
Villegas, Jennifer	Effective: 08/31/09-06/30/10

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

Fete, Charles John	Effective: 08/31/09-06/30/10
Gibbs, Patricia	Effective: 09/04/09-06/30/10
Gomez, Juan Manuel Franco	Effective: 08/31/09-06/30/10
Higuera Avila, Adriana M	Effective: 09/04/09-06/30/10
Juarez, Nikol	Effective: 08/31/09-06/30/10
Kepford, Kyle	Effective: 09/02/09-06/30/10
Lewis, Katie	Effective: 09/04/09-06/30/10
Masri, Farrouk	Effective: 09/01/09-06/30/10
Nagai, Wayne	Effective: 08/31/09-06/30/10

**Santiago Canyon College  
STUDENT ASSISTANT NEW HIRE LIST cont'd**

Nguyen, Bao Minh Xuan	Effective: 09/02/09-06/30/10
Ortiz, Gerardo	Effective: 09/01/09-06/30/10
Pedraza, Jacqueline	Effective: 09/01/09-06/30/10
Perlas, Alvin Jericho Mercado	Effective: 08/31/09-06/30/10
Perrin-Wooner, Deborah	Effective: 09/01/09-06/30/10
Phan, My Loi Thi	Effective: 08/31/09-06/30/10
Pineda, Chantille	Effective: 08/31/09-06/30/10
Quiroz, Sarah	Effective: 09/01/09-06/30/10
Rahman, MD Shahedur	Effective: 08/31/09-06/30/10
Rios, Chris Anthony	Effective: 08/31/09-06/30/10
Rios, Paola	Effective: 08/31/09-06/30/10
Saffold, Simone	Effective: 09/09/09-06/30/10
Saldana, Regan	Effective: 09/11/09-06/30/10
Santos, Michelle	Effective: 09/03/09-06/30/10
Setten, Ryan	Effective: 08/31/09-06/30/10
Smith, Andrew	Effective: 08/31/09-06/30/10
Tafoya, Erik	Effective: 08/31/09-06/30/10
Wilson, Amanda Marie	Effective: 08/31/09-06/30/10
Wooters, Stephanie	Effective: 09/01/09-06/30/10

**Attachment #1**

	Term/Eff ctive Date	POSITION	COLLEA	NAME	FTE	BILINGUAL	PAY FREQ	Dept	Site
1	9/21/2009	Intermediate Clerk	1060931	BAILEY, DEBBIE	75		10	HLTH CTR	SAC
2	9/21/2009	Intermediate Clerk	1029750	FENNELL, KATRYN	47.5		11	HLTH CTR	SAC
3	9/21/2009	Instructional Assistant	1061851	HUERTA, NICOLAS			School Session	BUS SKILLS	OEC
4	9/21/2009	Instructional Assistant	1029823	LEYSACK, ELSA			School Session	BUS SKILLS	OEC
5	9/21/2009	Intermediate Clerk	1061446	LOPEZ, SONIA	100		12	BUS DIV	SAC
6	9/21/2009	Senior Clerk	1061161	NEGRETE, STEPHANIE	100		12	STUDENT DEV	SCC
7	9/21/2009	High School & Community Outrea	1030445	RENERIA, MARTHA F.	47.5		12	ORIENTA	SAC
8	9/21/2009	General Office Clerk	1025182	TRAN NGUYEN, MARI ANNE	47.5		12	FIRE TECH	SAC
9	9/21/2009	Senior Clerk	1029104	TRUJILLO ZUNIGA, BEATRICE	47.5		12	HUMAN SRV	SAC
10	9/21/2009	General Office Clerk	1058319	WOODMAS, ERIN	47.5		12	HLTH SCI	SAC
11	9/28/2009	Instructional Assistant	1028779	SCHAFFNER, WESLEY W.			School Session	ART	SAC
12	9/30/2009	Computer Operations Specialist	1029425	BARRIER, RICHARD E.	100		12	ITS	SAC

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Agreement with AON Consulting for Medicare Subsidy Administration	
Action: Request for Approval	

**BACKGROUND**

The Medicare Prescription Drug, Improvement and Modernization Act of 2003 provides a subsidy to employers whose health plans provide prescription drug coverage to retirees who do not sign up for the MediCare Part D plan.

**ANALYSIS**

Since the inception of the Medicare Prescription Drug subsidy, AON Consulting, the District's health benefits broker, has provided administration services for this program. AON estimates the 2009/10 subsidy to be approximately \$150,000. The attached agreement provides for AON's continued administration of the program. The annual administration fee is \$30,000 for the fiscal year.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to approve the agreement with AON Consulting the administration of the district's MediCare Part D program.

Fiscal Impact:	\$120,000 income after fees	Board Date: September 28, 2009
Item Prepared by:	Leslie M. Piazza, Risk Manager	
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services	
Item Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	



August 26, 2009

**PERSONAL AND CONFIDENTIAL**

Mr. John Didion  
Vice Chancellor, Human Resources  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706

**Re: Medicare Part D – Retiree Drug Subsidy Program Proposal**

Dear John:

Aon Consulting is pleased to present our updated proposal to provide Medicare Part D consulting services to Rancho Santiago Community College District (Rancho Santiago or the District).

We are very interested continuing our work as Rancho Santiago's Medicare Part D consultant. We believe we can bring some unique service advantages by coordinating workflow between Rancho Santiago, Blue Cross of California, and the Centers for Medicare and Medicaid Services (CMS) in order to take full advantage of the Retiree Drug Subsidy program (RDS).

As a first step in any assignment, we find it helpful to document the commitment we have made to you, as well as our mutual roles and responsibilities. Your review and acceptance of this letter and the accompanying exhibits will help ensure the success of our partnership in this regard.

- ▶ **Exhibit A:** Services to be provided under this Agreement
- ▶ **Exhibit B:** Fees and Payment for Services as described in Exhibit A

We have already met the application deadline of March 31, 2009, but there are various CMS reporting standards and we will need your support at various intervals. For example, we will need you to continue:

- ▶ Assignment of a representative that can legally bind Rancho Santiago to sign off on the subsidy application and subsequent requests for payment from CMS
- ▶ Assignment of your representative that can verify the authenticity of the individual above
- ▶ Assignment of an RDS account manager responsibilities to Aon Consulting
- ▶ Providing basic information needed to complete the subsidy application
- ▶ Working with Aon Consulting to resolve data issues.



July 1, 2009  
Mr. John Didion  
Page 2

In addition, we will need Rancho Santiago's assistance to complete the work steps outlined in Exhibit A.

The general terms and conditions of this Agreement will be those currently in force between Aon Consulting and Rancho Santiago on existing engagements.

This Agreement is effective immediately and continues in effect until terminated. If you or Aon Consulting elect to terminate this Agreement, thirty days (30) advance written notice to the other party of its intent to terminate is required.

We look forward to working with you and your colleagues. Assuming this letter and accompanying exhibits meet your expectations, please sign the letter and return it to my attention at your earliest convenience. We appreciate this opportunity to work with you.

Sincerely,

Jorge A. Alvidrez, ASA, MAAA  
Vice President

***Signature for Rancho Santiago Community College District***

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John Didion  
Vice Chancellor, Human Resources

(date)

***Exhibit A – Services to be Provided*****▶ Retiree Drug Subsidy*****2009-2010 Plan Year***

- Complete 2009-2010 subsidy application already submitted prior to March 31, 2009 deadline
  - Perform actuarial equivalence testing and attestation
  - Submit initial eligibility file
  - Walk Rancho Santiago through application process
- Maintenance and submission of retiree eligibility to RDS
  - Remain in communication with Rancho Santiago regarding changing retiree status
  - Update RDS eligibility status as required by the regulations
  - Monitor Retiree Response File and in conjunction with Rancho Santiago, investigate any rejection notifications and resubmit, if applicable
- Manage claims data submission to RDS
  - Review monthly claims data from Blue Cross of California
  - Coordinate submission of claims data to RDS site in accordance with the regulations and Rancho Santiago's elected payment frequency
- Complete 2009-2010 year-end reconciliation process
  - Coordinate reporting of Finalized amount of Gross Retiree Cost data for each benefit option by month
  - Coordinate reporting of Finalized Threshold and Limit Reductions as well as Actual Cost Adjustment to RDS
  - Coordinate the resolution of any data issues to finalize subsidy payment process



## **Exhibit B – Payment for Services**

Based on the scope of services in Exhibit A, we present our fees in the table below:

<b>Exhibit A Services</b>	<b>Total Fees</b>
2009-2010 Plan Year	\$30,000
Future Plan Years	\$30,000

Please note the services to be provided in future plan years are the same as those outlined in Exhibit A.

We will bill you quarterly for our services. Payment is due within 30 days of the invoice date.

### **Change in Scope/Significant Events**

Please be aware that requested changes in the scope of services provided by Aon Consulting could result in an increase to our fees. Changes in scope that could materially increase fees (by 5% or more) could include, but are not limited to the following:

- Change of your payroll or other vendors or systems which are integral to the performance of our services;
- Assignment of additional roles, responsibilities or functions; or
- Other factors which were not anticipated and increase the complexity or timing of plan operations or which affect our responsibilities or duties.

In many cases, changes in scope may simply generate a one-time additional fee to adapt the process to fit the new scope. An example is a change in vendors that would require initial set up work that is not anticipated to increase the ongoing fees once completed.

### **Out-of-Pocket Expenses**

Out-of-pocket expenses (including transportation, hotels, meals, etc.) will be billed as soon as possible after the actual expenses are incurred. Charges from third party vendors for printing or production services on your behalf will be passed through to you, as well as any sales or use tax that Aon Consulting becomes obligated to pay in connection with services provided on your behalf. If you require copies of files for transferring services to other service providers during or after this engagement, such services will be available based on our standard hourly time and expense rates.

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Agreement with Corvel, Inc. for Workers' Compensation Claims Admin.	
Action: Request for Approval	

**BACKGROUND**

The District was self-insured for workers' compensation prior to 1996, when it began purchasing commercial workers' compensation coverage. It is requested that CorVel, Inc. continue to administer the district's self-insured tail-end workers' compensation claims for 2009/2010.

**ANALYSIS**

The term of the agreement shall be October 1, 2009 through September 30, 2010 and renew on an annual basis unless otherwise terminated. The annual fee is \$7,350 with a one-time adjustment fee of \$1,000 for any new or reopened claims. The agreement has been reviewed, approved and assigned #DO-09-012 by Business Operations & Fiscal Affairs.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to renew the district's agreement with CorVel, Inc. for the period of October 1, 2009 through September 30, 2010.

Fiscal Impact:	\$7,350.00	Board Date:	September 28, 2009
Item Prepared by:	Leslie M. Piazza, Risk Manager		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	Dr. Edward Hernandez, Jr., Chancellor		

**AMENDMENT TO CLIENT  
AGREEMENT**

THIS AMENDMENT (this "Amendment") is made to THE STANDARD AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE AND CORVEL, INC FOR WORKERS' COMPENSATION CLAIMS ADMINISTRATION ("the agreement") Is made and entered into as of October 1, 2009 by and between RANCHO SANTIAGO COMMUNITY COLLEGE, hereinafter referred to as "Agency", and Corvel, Inc., a Delaware Corporation, and hereinafter referred to as "Consultant."

**RECITALS**

WHEREAS, CorVel has purchased certain assets of HRMS and HRMS has assigned the Original Agreement to CorVel;

WHEREAS, Customer consents to such assignment and CorVel agrees to be bound by all of the obligations and duties of HRMS set forth in the Original Agreement; and

WHEREAS, the Parties desire to amend the Original Agreement as provided herein.

NOW THEREFORE, based on the foregoing premises, and in consideration of the promises and covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

**AGREEMENT**

1. **Definitions.** Capitalized terms not otherwise defined in this Amendment shall have the meanings ascribed to them in the Original Agreement.

2. **Original Agreement Assignment.** Customer hereby consents to the assignment of the Original Agreement by HRMS to CorVel and CorVel agrees to assume the duties and obligations of HRMS set forth in the Original Agreement.

3. **Amendments.**

3.1 **Amendment to the Party Names:** All references throughout the Original Agreement to "HRMS" shall be replaced with "CorVel."

3.2 **Amendment to Section 1 (Term of the Agreement):** Delete Section 1 (Term of the Agreement) in its entirety, and replace with the following:

"1. **Term of the Agreement** - The term of this Agreement shall be from October 1, 2009 through September 30, 2010, and renewing on an annual basis unless otherwise terminated as stated in the Agreement in Section 6." Should Customer wish to renew this agreement for subsequent periods, fees listed below shall increase by a specified amount or be renegotiated upon the renewal date.

3.3 **Amendment to Section 2 (Consideration):** Delete Section 2 (Consideration) in its entirety, and replace with the following:

“2. Consideration –

- a. CorVel’s service fee for the period October 1, 2009 through September 30, 2010 shall be Seven thousand Three Hundred Fifty dollars (\$7,350) for claims administration, including program development and RIMS. Any re-opened closed claims or new claims opened during the year shall be charged at an additional One Thousand Dollars (\$1,000.00) each.

3.4 Amendment to Section 8 (General Conditions): Delete the CorVel indemnity in Section 8(d) in its entirety.

3.5 Amendment: Add the following new Section 11 (Indemnification) to the end of the Original Agreement:

“11. Indemnification –

(a) Mutual Indemnification. Subject to Section 11(d) below, each Party shall defend any third party claim against the other Party arising from the death of or physical injury to any person or damage to the indemnified Party’s property to the extent proximately caused by the negligence of the indemnifying Party or its agents or employees, and indemnify and hold harmless the other Party and its respective officers, directors and employees from and against damages, liabilities and reasonable costs and expenses, including reasonable legal fees (“Losses”) incurred in connection therewith.

(b) Indemnification by CorVel. Subject to Section 11(d) below, CorVel shall defend any third party suit or action against Customer to the extent resulting from the negligence or willful misconduct of CorVel in performing or failing to perform the services for Customer under this Agreement, and CorVel will pay those Losses finally awarded against Customer in any monetary settlement or final, non-appealable judgment of such suit or action which are specifically attributable to such claim, but excluding therefrom the costs of any medical benefits, temporary and permanent disability benefits, death benefits, medical-legal responses, vocational rehabilitation and any other expenses or services that are required to be paid or provided by Customer under any insurance policy or applicable state or federal workers compensation laws; provided, however, that CorVel shall have no obligation to defend, indemnify or hold harmless Customer from or against any Losses arising out of or relating to any suit or action resulting from (i) the negligent acts or omissions or willful misconduct of Customer, its officers or employees, or (ii) actions taken by CorVel at the direction of Customer relating to the services; and provided, further, that for purposes of computing Losses hereunder in connection with any suit or action there shall be deducted an amount equal to the amount of any insurance proceeds, indemnification payments, contribution payments or reimbursements received directly or indirectly by Customer in connection with such suit or action.

(c) Customer Indemnification. Subject to Section 11(d) below, Customer shall defend, indemnify and hold harmless CorVel from Losses arising out of or relating to (i) Customer’s misuse of, modification to, rejection of or failure to implement on a timely basis any of CorVel’s recommendations made hereunder, (ii) acts or omissions by CorVel that were undertaken at the express direction of Customer, (iii) Customer’s

performance or failure to perform under the terms of this Agreement, , and (iv) subject to Section 7(a) above, any claim by an employee of Customer or Customer's insureds brought against CorVel due to the recommendations made by CorVel hereunder and not caused by a breach by CorVel of its obligations hereunder in providing such recommendations.

(d) Conditions. The Parties' indemnification obligations under this Section 11 are contingent upon: (i) the indemnified Party giving prompt written notice to the indemnifying Party of any claim under this Section (provided, however, that failure to give such notification shall not affect the indemnification provided hereunder except to the extent, and only to the extent, that the indemnifying Party shall have been actually prejudiced as a result of such failure), (ii) the indemnifying Party having the right, but not the obligation, to assume sole control of the defense or settlement of the claim, and (iii) at the indemnifying Party's request and expense, the indemnified Party cooperating in the investigation and defense of such claim(s). If the indemnifying Party assumes the defense of any claim hereunder, the indemnified Party shall be entitled to participate in (but not control) such defense and to retain its own counsel, at its own expense. The indemnifying Party shall not settle or consent to an adverse judgment in any such claim that adversely affects the rights or interests of the indemnified Party or imposes additional obligations on the indemnified Party, without the prior express written consent of the indemnified Party."

3.6 Amendment: Add the following new Section 12 (Disclaimers) to the end of the Original Agreement:

"12. Disclaimers – CUSTOMER SHALL RETAIN FULL RESPONSIBILITY FOR ALL FINAL DETERMINATIONS REGARDING THE PAYMENT OF POLICY BENEFITS WHERE CUSTOMER ESTABLISHES PARAMETERS GOVERNING CORVEL'S PERFORMANCE OF THE SERVICES. CORVEL AND ITS AGENTS HAVE NO AUTHORITY TO CONTROL OR DIRECT THE HEALTH CARE SERVICES PROPOSED FOR OR PROVIDED TO INJURED PERSONS. THIS AUTHORITY SHALL LIE ONLY WITH THE INJURED PERSON AND HIS/HER TREATING PHYSICIAN IN ANY CASE, AND THOSE INDIVIDUALS MAY ACCEPT, REJECT OR MODIFY ANY ADVISORY DETERMINATIONS MADE BY CORVEL OR ITS AGENTS, EXCEPT INsofar AS STATE WORKERS' COMPENSATION LAWS MAY REQUIRE THEM TO FOLLOW THE DETERMINATIONS OF CUSTOMER, CORVEL, CUSTOMER'S AGENTS, A WORKERS' COMPENSATION JUDGE OR REVIEW PANEL, OR ANOTHER THIRD PARTY. Neither CorVel nor Customer shall attempt, directly or indirectly, to control, direct or interfere with the practice of medicine by any health care provider."

3.7 Amendment: Add the following new Section 13 (Limitation of Liability) to the end of the Original Agreement:

"13. Limitation of Liability – EXCEPT WITH RESPECT TO (i) A BREACH BY CORVEL OF ITS OBLIGATIONS UNDER SECTION 14 (Confidentiality) AND (ii) CORVEL'S OBLIGATIONS UNDER SECTION 11 (Indemnification), IN NO EVENT WILL CORVEL'S MAXIMUM AGGREGATE LIABILITY FOR DIRECT DAMAGES UNDER OR IN CONNECTION WITH THIS AGREEMENT EXCEED THE LESSER OF: (x) THE FEES PAID BY CUSTOMER TO CORVEL HEREUNDER IN THE TWELVE (12) MONTHS PRIOR TO THE DATE FIRST NOTICE IS PROVIDED BY

EITHER PARTY REFERENCING A CLAIM HEREUNDER; OR (y) TWO HUNDRED THOUSAND DOLLARS (US\$200,000), REGARDLESS OF WHETHER CLAIMS ARE BROUGHT UNDER TORT, CONTRACT, OR ANY OTHER LEGAL OR EQUITABLE THEORY. EXCEPT FOR A BREACH OF A PARTY'S CONFIDENTIALITY OBLIGATIONS HEREUNDER, NOTWITHSTANDING ANY OTHER PROVISIONS IN THIS AGREEMENT, NEITHER PARTY WILL BE LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY FOR ANY INCIDENTAL, PUNITIVE, INDIRECT, SPECIAL, EXEMPLARY, EXTRAORDINARY, RELIANCE, OR CONSEQUENTIAL DAMAGES OR LOST PROFITS."

3.8 Amendment: Add the following new Section 14 (Confidentiality) to the end of the Original Agreement:

"14. Confidentiality – Each Party shall hold in confidence and shall not use or disclose to any third party any Confidential Information of the other Party, and shall only use the other Party's Confidential Information as necessary to perform its obligations under this Agreement. "Confidential Information" means any non-public data, information, or other materials provided by one Party to the other Party where such information is marked or otherwise communicated as being "proprietary" or "confidential" or the like, or where such information should, by its nature, be reasonably considered to be confidential and/or proprietary. A Party shall not be obligated under this section with respect to information that it can document: (i) is or has become readily publicly available without restriction through no fault of such Party or its personnel, (ii) is received, without restriction, from a third party lawfully in possession of such information and lawfully empowered to disclose such information, (iii) was rightfully in such Party's possession without restriction prior to its disclosure by the other Party, or (iv) is required to be disclosed by law or governmental regulation, provided that the receiving Party provides reasonable notice to the disclosing Party of such required disclosure and reasonably cooperates with the disclosing Party in limiting such disclosure."

3.9 Amendment: Add the following new Section 15 (Survival) to the end of the Original Agreement:

"15. Survival – Except to the extent expressly provided to the contrary in this Agreement, any rights to accrued payments, any right of action for breach of the Agreement prior to termination, and the following provisions shall survive the termination of this Agreement: Sections 8 through 14 (as applicable)."

4. Effect of Amendment. In the event of any conflict or inconsistency between the terms and conditions of this Amendment and the Original Agreement, the terms of this Amendment shall prevail. Except as specifically, and to the extent, modified by this Amendment, all the terms and conditions of the Original Agreement shall continue to remain unchanged and in full force and effect and shall apply, as applicable, to the Parties under this Amendment.

5. Governing Law and Venue. This Amendment shall be governed by and construed in accordance with the laws of the State of California applicable to contracts entered into and wholly to be performed within California, without regard to conflicts of laws provisions thereof. The sole jurisdiction for all disputes arising under or relating to this Amendment shall be the Superior Court of the State of California for the County of Santa Clara and United States District Courts for the Northern District of California in Santa

Clara County. Each Party hereby consents to the personal jurisdiction of such courts and waives any objection it has or may have to the personal jurisdiction of, and venue in, such courts. In any action to enforce this Amendment, the prevailing Party will be entitled to recover its costs and reasonable attorneys' fees.

6. Severability. If any provision of this Amendment is held to be illegal or unenforceable, such provision shall be limited or eliminated to the minimum extent necessary so that the remainder of this Amendment will continue in full force and effect and be enforceable.

7. Entire Agreement. This Amendment, together with the Original Agreement and the exhibits thereto, are the complete agreement of the Parties relating to the subject matter hereof.

8. Counterparts. This Amendment may be executed in two or more counterparts, each of which will be considered an original, and all of which together will constitute one and the same instrument.

“All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officer, 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 or any of its officers, agents employees, students 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.”

*SIGNATURE PAGE NEXT PAGE*

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed and effective, by their representatives thereunto duly authorized, as of the Effective Date first set forth above.

**CORVEL ENTERPRISE COMP, INC.**

**RANCHO SANTIAGO COMMUNITY COLLEGE**

By: 

By: \_\_\_\_\_

Name: SCOTTY L. BENTON

Name: \_\_\_\_\_

Title: AREA VICE PRESIDENT

Title: \_\_\_\_\_

**SIGNATURE PAGE TO AMENDMENT TO  
RANCHO SANTIAGO COMMUNITY COLLEGE  
CLAIMS ADMINISTRATION AGREEMENT**

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Consulting Agreement with The Wright Group	
Action: Request for Approval	

**BACKGROUND**

ASCIP, the district's property and liability insurance administrators, has recommended the Wright Group as the company to assist in district safety and loss prevention issues.

**ANALYSIS**

The Wright Group has assisted the district for seven years in safety and loss prevention. To retain the consultant's services, an agreement must be executed. The agreement is for the period of October 1, 2009 through June 30, 2010. The assigned contract approval number is DO-09-007.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to renew the District's agreement with the Wright Group for professional services as presented.

Fiscal Impact:	TBD	Board Date: September 28, 2009
Item Prepared by:	Leslie M. Piazza, Risk Manager	
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services	
Item Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	

# **THE WRIGHT GROUP, INC.**

## **CONSULTANT AGREEMENT**

This agreement is made and entered into this 1<sup>st</sup> day of October, between The Wright Group, Inc. (hereinafter called the Consultant) and the Rancho Santiago Community College District (RSCCD) (hereinafter called the District).

The Consultant shall provide the District with specialized consultant services. The Consultant shall be compensated a maximum of \$125.00 per hour for consultant services, \$85.00 per hour for investigative services, \$40.00 per hour for support staff and 60 cents per mile plus expenses at cost as incurred performed July 1, 2009 through June 30, 2011. The Consultant shall submit a signed detailed breakdown of mileage, consultant's hours, etc. on an approved invoice to the District Business Office.

While performing the specific services, The Wright Group, Inc. is an independent consultant and not an agent of employee of the District.

The Consultant agrees to and does hereby indemnify and hold harmless the District, its officers, agents and employees from negligence and any claim or demand made and every liability, loss, damage, or loss of any nature whatsoever, which may arise from the Consultant's actions under this Agreement.

Either party may terminate this Agreement by providing written notice seven (7) days in advance to the other.

The Consultant, its employees and agents, shall secure and maintain valid permits and licenses as required by law for the execution of services pursuant to this Agreement.

The Consultant will maintain general liability insurance in an amount of not less than one million dollars (\$1,000,000.00).

The Consultant shall maintain statutory limits for Workers' Compensation coverage.

Prior to the commencement of any legal action, each party to this Agreement agrees to meet and confer in good faith with the other party to resolve any problems or disputes that arise under this Agreement.

It is understood that in the event that either party so assigns its rights or delegates its rights, that the party shall nonetheless remain responsible for satisfaction of all obligations included within this Agreement.

Under penalty of perjury, the Consultant certifies that: the number shown on this form is their correct taxpayer identification number; and, that the Consultant is not subject to backup withholding because (a) the Consultant is exempt from back up withholding, or (b) the Consultant has been notified by the Internal Revenue Service that the Consultant may be subject

to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Consultant that the Consultant is no longer subject to backup withholding.

Any terms or provisions of this Agreement which are invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalid or unenforceable without rendering invalid or enforceable the remaining terms and provisions of this Agreement.

The provisions of this Agreement constitute the whole and entire agreement between The Wright Group, Inc. and the District and supersede any prior written or oral negotiations and/or agreements between the parties. This Agreement shall not be modified, amended or altered except by an instrument in writing signed by the parties hereto. The failure of either party at any time to enforce any right or remedy available to it under this Agreement with respect to any breach of failure by the other party shall not be construed to be a waiver of such right or remedy.

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.

Changes and modifications to this Agreement may be made my mutual written consent of the parties.

The laws of the State of California shall govern the validity, interpretation and enforcement of this Agreement.

Parties executing this Agreement hereby represent that they have the authority to bind and that their execution of this Agreement does not violate any bylaws, rules or regulations applicable to them.

**THE WRIGHT GROUP, INC.**

200 N. Harbor Blvd., Suite 205  
Anaheim, CA 92805

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

2323 North Broadway  
Santa Ana, CA 92706

Signed \_\_\_\_\_  
Chris M. Wright, CPP

Signed \_\_\_\_\_  
RSCCD Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

Tax I.D. #03-0489661

Board Approval Date: \_\_\_\_\_

#DO-09-007

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Human Resources)

To: Board of Trustees	Date: September 28, 2009
Re: Adoption of Resolution No. 09-23 regarding Reduction in Force of Classified Staff	
Action: Request for Approval	

**BACKGROUND**

As a result of the state's action to reduce funding for categorical programs in the California Community Colleges, the District is facing a reduction of the 2009-10 budget of \$10.3 million.

**ANALYSIS**

Significant reductions in services and non-personnel expenditures have been made but are not sufficient to balance the 2009-10 budget. A reduction in the district workforce is necessary in response to these budget reductions.

The \$10.3 million in categorical program reductions does not include reductions to certain programs in economic and workforce development. The Chancellor's Office of the California Community Colleges is in the process of identifying those reductions. Based upon the action of the Chancellor's Office additional staff reductions in these programs may be required.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 09-23.

Fiscal Impact: TBD	Board Date: September 28, 2009
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

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

**Resolution Regarding the Reduction in Force of Classified Staff in Categorical Programs**

**Resolution No. 09-23**

**Whereas**, the California state budget has reduced funding for community college categorical programs between 32% and 64% for the 2009-2010 fiscal year; and

**Whereas**, the Rancho Santiago Community College District will be required to reduce its 2009-2010 budget for these programs in the amount of \$10.3 million; and

**Whereas**, due to a lack of funds, the Governing Board finds it in the best interest of the District, that as of November 12, 2009, certain services now being provided by the District be reduced or discontinued by the following extent as delineated in the attached chart.

**NOW, THEREFORE, BE IT RESOLVED**, that as of November 12, 2009, the classified workforce of the District will be reduced or discontinued to the extent set forth above.

**BE IT FURTHER RESOLVED** that the Executive Vice Chancellor of Human Resources and Educational Services be and hereby is authorized and directed to give notice of layoff of these positions and of displacement rights to the affected classified employees of the District.

Dated this 28<sup>th</sup> day of September 2009

Ayes:  
Noes:  
Absent:  
Abstain:

---

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

Classified Reduction in Force  
 Attachment to Resolution 09-23

Item	Percent FTE	Job Title/Classification	Months	Department	Location	Action
1	47.5	Admissions Assistant	12	Admissions & Records	Santa Ana College	Layoff
2	47.5	Career Guidance Specialist	12	Counseling	Santiago Canyon College	Layoff
2	47.5	Career Technician	12	Counseling	Santa Ana College	Layoff
4	100	Counseling Assistant	12	Counseling	Santiago Canyon College	Layoff
5	100	Special Projects Specialist	12	Administrative Services	Santiago Canyon College	Layoff
6	100	Student Services Coordinator	12	Counseling	Santa Ana College	Layoff
7	100	Student Support Services Program Specialist	12	Student Support Services	Santa Ana College	Layoff

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santa Ana College School of Continuing Education

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Request to Terminate Memorandum of Understanding with Orange County High School of the Arts (OCHSA)	
Action: Approval	

**BACKGROUND**

Rancho Santiago Community College District on behalf of Santa Ana College entered into a memorandum of understanding with Orange County High School of the Arts, a charter high school located in Santa Ana, California on September 5, 2006 for a period of five years to provide supplemental high school instruction to students enrolled. The memorandum of understanding will expire June 2011.

**ANALYSIS**

Due to requirements to reduce budget expenditures, it is now necessary to terminate this memorandum of understanding with the Orange County High School of the Arts effective October 1, 2009 and no classes are scheduled at this location for Fall 2009 or beyond. The termination of this memorandum of understanding has been mutually agreed to by both college staff and representative from Orange County High School of the Arts.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the request to terminate the memorandum of understanding with Orange County High School of the Arts located in Santa Ana, California.

Fiscal Impact:	Savings of up to \$600,000 per fiscal year.	Board Date: September 28, 2009
Prepared by:	Ed Ripley, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instructions and Student Services, SAC, SCE	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**INSTRUCTIONAL AGREEMENT**  
**BETWEEN THE**  
**ORANGE COUNTY HIGH SCHOOL OF THE ARTS**  
**AND**  
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**THIS AGREEMENT, entered into on the 5<sup>th</sup> day of September, 2006 between the Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and Orange County High School of the Arts, 1010 N. Main Street, Santa Ana, California 92701, herein referred to as OCHSA.**

**WITNESSETH:**

**WHEREAS, the District wishes to contract with OCHSA for education in the arts and related subjects as approved under High School Subjects and/or short-term Vocational Training, and**

**WHEREAS, through this agreement with the OCHSA, the DISTRICT intends to provide an educational program for the benefit of eligible students of the DISTRICT, and**

**WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 400,000 student attendance hours for the Agreement. Other students may attend as private enrollees of OCHSA, but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and**

**SAC-06-074**

WHEREAS, DISTRICT represents that it has minimum qualifications for instructors teaching these courses and the qualifications are consistent with requirements in other similar courses given at the DISTRICT,

WHEREAS, OCHSA represents that each instructor of OCHSA in this program possesses minimum teaching qualifications to teach in the specific subject area as determined by the DISTRICT; and

WHEREAS, OCHSA represents that its financial resources are adequate to ensure operation for the duration of the program and the OCHSA operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or any other unreasonable basis for discrimination; and

WHEREAS, OCHSA represents that its physical facilities meet requirements of state and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, OCHSA represents that it maintains current, accurate records of both student attendance and progress. OCHSA consents to inspection of these records by authorized representatives of the DISTRICT, California Community College Board of Governors, and other regulatory and administrative agencies, and such records shall be submitted by OCHSA on a schedule developed by DISTRICT,

NOW, THEREFORE, in consideration of the conditions, covenants, terms, agreements and recitals contained herein, it is mutually agreed as follows:

*SAC-06-074*

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**1. OCHSA RESPONSIBILITIES**

OCHSA shall diligently furnish to the District the instruction, training, facility, equipment, supervision and other OCHSA services for all enrolled students not to exceed a maximum of 400,000 student hours. Instruction time may be provided by OCHSA during school holidays (excluding legal holidays) and Christmas/spring recess provided such instructional time does not exceed total hours stipulated within this Agreement.

A. Independent Contractor. OCHSA, in the performance of the work herein contemplated, is an independent contractor. OCHSA understands and agrees that OCHSA and all of OCHSA's employees, agents, representatives, and assignees are not employees of the District and are not entitled to benefits of any kind or nature normally provided to employees of the District and to which District employees are usually entitled including, but not limited to, state employment compensation or worker's compensation.

B. Instruction to be claimed for apportionment under this contract is under the supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a California community college.

C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by OCHSA shall enter into individual instructor service agreements with DISTRICT.

- D. OCHSA shall provide all necessary instructional supplies and equipment for the students covered by the agreement. All material and equipment supplied by OCHSA shall remain the property of OCHSA and shall not be removed from the premises without permission of OCHSA.
- E. Except as noted in this Agreement, OCHSA shall not charge students receiving instruction and training under this Agreement additional cost for tuition for any instruction and/or training to be provided in accordance with this contract.
- F. OCHSA will provide those administrative functions essential for the operation of its facilities at its own expense.
- G. OCHSA shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state and federal health and safety regulations.
- J. OCHSA's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

2. **CURRICULUM:**

The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and Chancellor's Office of the California Community Colleges.

3. **INSTRUCTIONAL ACTIVITIES:** The administrators of Rancho Santiago Community College District and the Orange County High School of the Arts (and/or their designees) will meet at mutually agreed intervals to plan, review class hours to meet performance objectives, schedule and budget for instructional activities; the joint consent of DISTRICT and OCHSA shall precede any instructional activity and include supervision and evaluation of students and student withdrawal prior to completion of a course.

4. **DISTRICT RESPONSIBILITIES:**

- A. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- B. Procedures, Terms, and Conditions. The enrollment period for these classes, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.
- C. Instruction to be claimed for apportionment under this contract is under the supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a California community college.
- D. DISTRICT shall provide the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.

E. The DISTRICT's policy on open enrollment shall be published in the college catalogue along with a description of the courses. These courses offered by OCHSA are all non-credit.

F. The courses of instruction specified in this agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's board of trustees.

5. RESPONSIBILITIES OF OCHSA AND DISTRICT:

OCHSA and the DISTRICT shall make available ancillary and support services as relating to counseling, guidance and placement assistance for the students.

6. PAYMENT:

The DISTRICT shall pay to OCHSA, ONE DOLLAR AND FIFTY CENTS (\$1.50) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance at OCHSA's facility for all enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 400,000 actual student hours of attendance under this contract.

A. OCHSA states that 69% of the above hourly rate represents actual costs of instructors including all salary and related benefits, 5% of the above hourly rate represents rental of equipment, 20% of the above hourly rate represents rental of facilities, and 6% of the above hourly rate represents other costs of operations.

- B. The DISTRICT shall pay to OCHSA for each student throughout his or her enrollment the hourly rate in force at the time of the student's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to OCHSA for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

7. REIMBURSEMENT PER STUDENT:

OCHSA shall not be reimbursed for more than 780 hours of instruction for any one student. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

8. SUPERVISION:

The seven hundred eighty (780) hours of approved instruction and training shall be given under the supervision of instructors meeting minimum qualifications and/or possessing equivalent qualifications established by the DISTRICT,

9. BILLING:

OCHSA shall submit and certify statements and billings to: Rancho Santiago College Community College District, Centennial Education Center, 2900 W. Edinger, Santa Ana  
Attention: Dean of Instruction on the forms provided by the DISTRICT at the end of each semester. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

10. **ATTENDANCE:**

Records of enrollee attendance shall be maintained by OCHSA for a period of five (5) years and shall be available for review by the DISTRICT, its staff, and its auditors.

11. **RECORDS:**

OCHSA shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT.

12. **CERTIFICATION BY DISTRICT:**

DISTRICT hereby certifies that on all student attendance from classes offered through this agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

13. **CERTIFICATION BY OCHSA:**

OCHSA hereby certifies that in receiving the compensation for attendance hours stipulated in this agreement, it does not, and will not receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

14. **INSURANCE:**

A. OCHSA shall obtain and maintain insurance, at the expense of OCHSA, all worker's compensation insurance required by law for its employees in the operation of this program.

15. **INDEMNIFICATION**

A. **DISTRICT, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence or any other act or omission of OCHSA, or any of its officers or employees in the implementation of this Agreement.**

**OCHSA shall indemnify and hold DISTRICT, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of OCHSA, its officers, agents, employees, subcontractors, and independent contractors for property damage, bodily injury or death, or any other element of damage of any kind or nature, and OCHSA shall defend, at its expense, including attorney fees, DISTRICT, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.**

B. **OCHSA, its officers, agents, and employees, shall not be deemed to have assumed any liability for the negligence, or any other act or omission of DISTRICT, or any of its officers or employees in the implementation of this Agreement. DISTRICT shall indemnify and hold OCHSA, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon the condition of work or property of district, or upon any act or omission of district, its officers, agents, employees, subcontractors, and independent contractors for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, at its expense, including attorney fees, OCHSA, its officers, agents, employees, and**

independent contractors in any legal action or claim of any kind based upon such condition of work or property, or alleged acts or omissions.

16. **EFFECTIVE DATE:**

This Agreement shall become effective September 5, 2006, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. OCHSA shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

17. **TERMINATION:**

The DISTRICT and OCHSA reserve the right to terminate this Agreement at the end of any semester or summer session by giving thirty (30) days prior written notice. In addition the DISTRICT may terminate this agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice.

A. Should the DISTRICT exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current course at a cost not to exceed the rate per student instructional hour as set forth herein.

18. **NOTICE:**

Any notice given under this Agreement shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the Chair of the Board of Trustees of OCHSA, or when a certified notice is deposited in the mails in Orange County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE  
2323 North Broadway  
Santa Ana, CA 92706  
Attention: Vice Chancellor  
Business Operations/Fiscal Services

TO CONTRACTOR: ORANGE COUNTY SCHOOL OF THE ARTS  
1010 N. Main Street  
Santa Ana, CA 92701  
Attention: Vice President Business Operations

19. ASSIGNMENT: OCHSA may not assign this Agreement or delegate its duties hereunder without the prior written consent of the other party, which can and may be withheld by District in its sole and absolute discretion.
20. GOVERNING LAW: This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
21. EXPIRATION DATE: This agreement shall expire June 30, 2011.

IN WITNESS WHEREOF, said parties to this Agreement have executed these presentations and hereunto set their hands on the day and year first written.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By  Date: 5/17/07  
Peter J. Hardash  
Title: Vice Chancellor, Business/Fiscal Services

ORANGE COUNTY HIGH SCHOOL OF THE ARTS Date: 2/23/07  
By   
Steven Wagner  
Title: Vice President Business Operations

SAC-06-074

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTA ANA COLLEGE – STUDENT SERVICES**

<b>To:</b> Board of Trustees	<b>Date:</b> September 28, 2009
<b>Re:</b> Ratification of AA Degrees and Certificates Awarded Spring 2009 – Santa Ana College	
<b>Action:</b> Request for Approval	

**BACKGROUND**

Attached is a list of students who have successfully completed the required coursework leading to the awarding of an Associate Degree and/or Certificate from Santa Ana College for Spring 2009.

**ANALYSIS**

At the conclusion of Spring 2009, 728 students completed the requirements for an Associate Degree; this represents 54 fewer than the 782 awarded at the conclusion of Spring 2008.

Santa Ana College awarded 241 Certificates at the conclusion of Spring 2009, which represents 18 fewer than the 259 awarded in Spring 2008. The most notable increase occurred in the number of Associate Degrees issued in Liberal Arts where collectively 48 additional degrees were issued over last year.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the attached list of students that have completed the requirements for an Associate Degree and/or Certificate during Spring 2009.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> September 28, 2009
<b>Prepared by:</b> Mark C. Liang, J.D., Associate Dean, Admissions & Records Sara W. Lundquist, Ph.D., Vice President, Student Services SAC	
<b>Submitted by:</b> Erlinda J. Martinez, Ed.D., President, Santa Ana College	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

Santa Ana College  
Associate Degrees Awarded  
Spring 2009

MAJOR	2009
Accounting	6
Art	
- Digital Media Arts	4
Automotive Technology	3
Biological Science	3
Business	
- Applications	2
- Administration	40
- Bilingual	1
- Entrepreneur	1
- Management	9
Chemistry	10
Chicano Studies	2
Communication	
- Journal A-Print	1
Computer Information Systems	2
Computer Science	1
Criminal Justice	8
Criminal Justice - Law Enforcement	2
Dance	2
Economics	3
Elementary Education	7
Engineering	4
- Computer Aided	3
- Drafting/Design	2
Fashion Merchandise	1
Fire Technology	
- Chief Officer	2
- Fire Administration	3
- Fire Prevention	2
- Public Fire Service	30
- Medical Services Officer	1
History	3
Human Development	
- Preschool Child	5
International Business	3
Liberal Arts	265
Liberal Arts - University Transfer Studies	136
Library Technology	2
Management - General	7
Manufacturing Tech -	
- CAD/CAM	1
- Conventional	1
- Lathe Set up	1
Marketing	1
Marketing - General	2
Medical Assistant - Administrative / Clinical	5
Modern Languages	1
Music	1
Nursing	
- Pre-Nursing	3

Santa Ana College  
 Associate Degrees Awarded  
 Spring 2009

- Reg Nursing	63
Nutrition & Diet	3
Occupational Therapy Assistant	14
Paralegal	12
Pharmacy Technology	2
Physics	3
Political Science	4
Psychology	12
Science	9
Sociology	5
Speech Pathology Assistant	8
Welding Technology	1
<b>TOTAL</b>	<b>728</b>
Male	301
Female	428
Unidentified	0
Associate of Arts	572
Associate of Science	156
Double Majors	64
Three or more majors	11

Santa Ana College  
Certificates Awarded  
Spring 2009

<b>MAJOR</b>	<b>2009</b>
Accounting	
- Bookkeeping/Quickbooks	1
Art	
- 3D Animation Art Emphasis	2
- 3D Animation Television Emphasis	1
American Sign Language	1
Automotive Technology	
- Advanced Engine Performance	4
- Chassis Service	11
- Drive Train Service	4
- Engine Service	5
- Engine and Electrical Performance	3
Business Applications	
- Office Management	1
- Spanish/English Interpretation	2
CIS	
- Database	1
Communication Sign Language	1
Computer Information Systems	1
Criminal Justice - Corrections Officer	4
Dance	1
Diesel & Heavy Equipment Tech	1
Diesel & Heavy Equipment Tech - Mid	1
Diesel - Transport Refrigeration	2
Digital Media Arts	
- A - Graphic Design Emphasis	5
- B - Web Design Emphasis	2
Digital Music	1
Engineering	
- Architectural/Civil #2	3
- CAD/Draft	2
- Draft/Design #1	1
Fire Administration	3
Fire Technology	
- Public Fire Service	47
- Chief Officer	2
- Medical Services Officer	1
General Accounting	5
Help Desk	1
Human Development	
- Preschool Child	6
International Business	6
Library Technology	5
Management	
- Human Resources	8
- Food Service	1
- Marketing	2
- Small Business	1
- Supervision	7
Manufacturing Technology	
- CAD/CAM	1

Santa Ana College  
Certificates Awarded  
Spring 2009

- CNC Lathe Set Up	2
- Machine Set Up & Operation	2
- CNC Milling Set Up	3
- Programmer Mastercam	7
<b>Marketing</b>	
- Advertising	2
- Pro Selling	3
<b>Medical Assistant - Administrative / Clinical</b>	27
<b>Microsoft Office Pro</b>	3
<b>Paralegal</b>	6
<b>Pharmacy Technology</b>	
- Basic	6
- Advanced	5
<b>Photography</b>	2
<b>Solidworks 3D</b>	7
<b>Television/Video Comm</b>	1
- A - TV Production	1
- B - Broadcasting	1
- D - Computer Graphics & Animation	1
- Media Studies	1
<b>Welding Technology</b>	4
<b>TOTAL</b>	<b>241</b>
<b>Male</b>	<b>156</b>
<b>Female</b>	<b>84</b>
<b>Unidentified</b>	<b>0</b>
<b>Double Majors</b>	<b>18</b>
<b>Three or more majors</b>	<b>5</b>

Santa Ana College  
Associate Degrees Awarded  
Spring 2008 and Spring 2009

<b>MAJOR</b>	<b>2008</b>	<b>2009</b>
Accounting	14	6
Art	1	0
- Digital Media	0	4
- Graphic Design	1	0
Automotive Technology	1	3
Biological Science	4	3
Business		
- Entrepreneurship	1	1
- Administration	44	40
Business Applications	0	2
- Bilingual	1	1
- General	3	0
- Word Processing	1	0
Business Management	1	9
Chemistry	6	10
Chicano Studies	1	2
Communication		
- Print Journalism	0	1
Computer Information Systems	2	2
Computer Science	1	1
Criminal Justice	3	8
- Law Enforcement	4	2
Dance	1	2
Diesel & Heavy Equipment Technology	1	0
Digital Media Arts	2	0
Economics	3	3
Elementary Education	0	7
Engineering	3	4
- Architectural/Civil	1	0
- Computer Aided Drafting & Design	0	3
- Drafting Design	0	2
English	1	0
Fashion Merchandising	0	1
Fire Administration	7	3
Fire Technology		
- Chief Officer	3	2
- Prevention Officer	0	2
- Public Fire Service	45	30
- Medical Services Officer	2	1
Geography	2	0
History	7	3
Human Development		
- Infant/Toddler	1	0
- Preschool Child	5	5
- School Age	1	0
International Business	5	3
Liberal Arts	217	265
Liberal Arts - University Transfer Studies	224	136
Library Technology	2	2
Management - General	1	7
Manufacturing Tech		

Santa Ana College  
Associate Degrees Awarded  
Spring 2008 and Spring 2009

- CAD/CAM	1	1
- Conventional	0	1
- CNC Lathe Set Up	0	1
- CNC Operator	0	0
- CNC Programmer	1	0
- CNC Milling Machine Set	2	0
- Programmer Mastercam	1	0
Marketing	0	1
Marketing - General	0	2
Mathematics	1	0
Medical Assistant - Administrative / Clinical	4	5
Microsoft Office Professional	1	0
Modern Languages	2	1
Music	1	1
Nursing		
- Pre Nursing	0	3
- Reg. Nursing	77	63
Nutrition & Diet	0	3
Occupational Therapy Assistant	9	14
Paralegal	5	12
Pharmacy Technology	1	2
Philosophy	2	0
Photography	1	0
Physics	7	3
Political Science	2	4
Psychology	11	12
Science	8	9
Sociology	7	5
Speech Pathology Assistant	9	8
Television/Video Communications	4	0
theatre Arts - Technical Theatre	1	0
Welding	1	1
<b>TOTAL</b>	<b>782</b>	<b>728</b>
Male	358	301
Female	424	428
Unidentified	1	0
Associate of Arts	592	572
Associate of Science	191	156
Double Majors	59	64
Three or more majors	14	11

Santa Ana College  
Certificates Awarded  
Spring 2008 and Spring 2009

<b>MAJOR</b>	<b>2008</b>	<b>2009</b>
Accounting		
- Bookkeeping/Quickbooks	1	1
Accounting/Financial Planning	2	0
American Sign Language	0	1
Art -		
- 3D Animation Art Emphasis	2	2
- 3D Animation Television Emphasis	0	1
- Crafts/Jewelry	1	0
Automotive Technology		
- Advanced Engine Performance	5	4
- Chassis Service	10	11
- Drive Train Service	8	4
- Engine and Electrical Performance	2	3
- Engine Service	7	5
Business Applications		
- Bilingual	1	0
- Desktop Publishing	1	0
- General	1	0
- Office Management	2	1
- Spanish/English Interpretation & Translation	1	2
CIS		
- Database	1	1
- Web Page Designer	2	0
- Web Programming	1	0
Communication - Sign Language Education	0	1
Computer Information Systems	2	1
Criminal Justice - Corrections Officer	2	4
Dance	0	1
Diesel		
- & Heavy Equipment Tech	1	1
- Mid-Range Engine Service	0	1
- Transport Refrigerator	0	2
Digital Media Arts		
- Graphic Design	2	2
- Web Design	0	5
Digital Music Production	0	1
Digital Publishing	1	0
Electronics - Industrial/Communication System	1	0
Engineering		
- Architectural/Civil #2	2	3
- Computer Aided Drafting & Design	2	2
- Draft & Design	0	1
Fashion Design & Custom Clothing	2	0
Fashion Merchandise	1	0
Fire Administration	7	3
Fire Technology		
- Chief Officer	1	2
- Hazardous Material	2	0
- Medical Services Officer	3	1
- Public Fire Service	86	47
- Prevention Officer	5	0

Santa Ana College  
Certificates Awarded  
Spring 2008 and Spring 2009

General Accounting	3	5
Help Desk	0	1
Human Development		
- Infant/Toddler	1	0
- Preschool Child	5	6
International Business	4	6
Library Technology	4	5
Management		
- Human Resources	4	8
- Food Service	0	1
- Marketing	0	2
- Small Business	1	1
- Supervision	1	7
Manufacturing Technology		
- CAD/CAM	1	1
- CNC Lathe Set Up	2	2
- CNC Milling Set Up	3	3
- CNC Machine Set Up	0	2
- Programmer Mastercam	4	7
Marketing		
- Advertising	1	2
- General	3	0
- Pro Sell	0	3
Medical Assistant - Administrative / Clinical	19	27
Microsoft Office Professional	0	3
Paralegal	6	6
Pharmacy Technology	6	0
- Basic	11	5
- Advanced	4	6
Photography	0	2
Sign Language Education	2	0
Solidworks 3D	0	7
Speech Pathology Assistant	0	0
Television/Video		
- Broadcast Journalism #B	1	1
- Communications	0	1
- Computer #D	0	1
- Digital Media Studies	3	1
- TV Production	0	1
Theatre Arts - Entertainment Lighting	1	0
Welding Technology	1	4
<b>TOTAL</b>	<b>259</b>	<b>241</b>
Male	179	156
Female	80	84
Unidentified	0	0
Double Majors	16	18
Three or more majors	2	5

SANTA ANA COLLEGE  
June 2009  
Associate Degrees Awarded  
Five Year Comparison

MAJOR	2004-05	2005-06	2006-07	2007-08	2008-09
Accounting	14	10	8	21	12
Anthropology	2	0	0	0	0
Art	1	5	1	2	0
- Advertising Design	0	0	1	0	0
- Digital Media Arts	1	0	3	2	5
- Graphic Design	0	0	0	3	0
Automotive Technology	4	3	0	4	3
Biological Science	11	8	6	6	4
Business - Entrepreneurship	2	0	2	1	0
Business Administration	83	72	81	90	83
Business Applications -					
- Bilingual	1	1	1	1	1
- Desktop Publishing	0	0	0	1	0
- Entrepreneur	0	0	0	0	2
- General	6	7	2	3	3
- Legal Office	1	0	0	0	0
- Office Management	1	1	0	0	0
- Word Processing	1	0	0	1	0
Business Management	5	2	9	4	11
Chemistry	22	12	18	11	14
Chicano Studies	0	0	0	1	2
Communications -					
- Broadcast Journalism	0	1	2	0	0
- Print Journalism	0	2	0	2	1
- Speech	0	0	0	0	1
Computer Information Systems	9	3	5	6	5
Computer Science	6	8	2	4	1
Criminal Justice	0	0	4	6	12
- Law Enforcement	18	20	9	13	2
Dance	1	2	2	2	2
Diesel & Heavy Equipment Technology	0	0	0	2	0
Digital Publishing	0	0	0	1	0
Economics	7	6	6	5	4
Electronics Technology -					
- Industrial	1	0	0	0	0
- Industrial/Communications Systems	4	2	3	0	1
- Microprocessor Systems	1	0	0	0	0
- Microcomputer and Repair	4	1	1	0	0
- Service and Installation	0	0	0	0	1
- Telecommunications Systems	0	0	0	0	1
Elementary Education	0	0	0	0	9
Engineering	2	3	2	5	7
Engineering -					
- Architectural/Civil	1	4	2	1	2
- Civil Technology	0	0	2	0	0
- Computer Aided Drafting and Design	3	4	4	0	6
- Industrial Technology	1	0	0	0	0
English	2	0	3	2	0
Ethnic Studies	0	0	1	0	0
Exercise Science	1	2	0	1	0
Fashion Design -					

SANTA ANA COLLEGE  
June 2009  
Associate Degrees Awarded  
Five Year Comparison

MAJOR	2004-05	2005-06	2006-07	2007-08	2008-09
- Custom Clothing	3	0	0	0	0
Fashion Merchandising	2	1	1	0	1
Fire Administration	17	15	11	16	6
Fire Services - Administrative Assistant	0	1	0	0	0
Fire Services - Administrative Legal Emphasis	0	1	0	1	0
Fire Technology -					
- Chief Officer	0	9	5	7	8
- Hazardous Materials	0	0	2	1	0
- Prevention Officer	2	2	7	1	2
- Public Fire Service	79	80	95	85	60
- Public Fire Safety Education Officer	1	1	1	0	0
- Medical Services Officer	1	0	1	3	2
Geography	3	1	1	3	0
History	8	10	9	10	4
Human Development -					
- Infant/Toddler	0	0	2	2	1
- Preschool Child	9	8	8	12	7
- School Age	6	3	2	1	0
International Business	7	3	2	8	7
Legal Assistant	1	0	0	0	0
Liberal Arts	500	454	371	379	457
Liberal Arts - University Transfer Studies	293	327	352	370	243
Library Technology	7	7	3	4	6
Machine Technology -					
- CAD/CAM	1	0	1	0	0
- CNC Operator	2	0	1	0	0
- CNC Programmer	1	0	0	0	0
Management -					
- General	4	6	6	1	8
- International Business	0	0	0	0	0
- Small Business	1	2	0	0	0
Manufacturing Technology -					
- CAD/CAM	1	1	0	1	1
- CNC Operator	1	0	0	0	0
- CNC Programmer	1	1	0	1	1
- CNC Programmer Mastercam	0	1	0	1	0
- CNC Machine Set Up	0	1	0	2	0
- Conventional	1	1	0	0	1
- Lathe Set Up	0	0	0	0	1
- Mill Machine	0	0	0	0	1
Marketing -					
- Advertising	0	0	0	0	1
- General	1	0	0	0	0
- Web Marketing	2	5	7	0	3
Mathematics	1	0	0	0	0
Mathematics	12	13	4	3	2
Medical Assistant - Administrative/Clinical	6	7	9	8	12
Microsoft Office Professional	0	0	0	1	0
Modern Languages	3	5	3	3	1
Music	4	1	1	5	1
Nursing -					
- Pre-Nursing	1	3	4	2	6

SANTA ANA COLLEGE  
 June 2009  
 Associate Degrees Awarded  
 Five Year Comparison

<b>MAJOR</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
- Registered Nursing	97	94	103	125	113
Nutrition & Dietetics	0	1	1	1	5
Occupational Therapy Assistant	21	15	22	30	38
Office Technology -					
- Word Processing	1	0	0	0	0
Paralegal	17	29	24	17	22
Pharmacy Technology	2	2	6	0	7
Philosophy	2	3	2	2	0
Photography	1	0	0	1	1
Physics	5	11	6	9	3
Political Science	2	3	0	2	5
Psychology	15	18	10	13	21
Science	10	11	13	12	14
Social Science	0	2	1	1	2
Sociology	8	5	6	9	7
Speech Pathology Assistant	10	5	11	15	14
Television - Video Communications	1	1	1	6	3
Theatre Arts - Technical Theatre	0	0	0	1	0
Water Distribution	1	0	0	0	0
Water Treatment	1	0	0	0	0
Welding Technology	2	1	0	1	1
<b>TOTAL</b>	<b>1394</b>	<b>1350</b>	<b>1295</b>	<b>1377</b>	<b>1294</b>

SANTA ANA COLLEGE  
June 2009  
Certificates Awarded  
Five Year Comparison

MAJOR	2004-05	2005-06	2006-07	2007-08	2008-09
Accounting	12	11	9	1	0
Accounting -					
- Computenzed ACCPAC	1	0	0	0	0
- Computerized MAS 90	1	1	2	0	0
- Computerized Quickbooks	3	5	3	2	3
Accounting - Financial Planning	0	4	6	4	0
American Sign Language	0	0	0	0	1
Art -					
- 3D Animation Art	1	4	1	3	6
- 3D Animation Television	0	0	0	0	1
- Advertising Design/Graphic	0	0	0	1	0
- Computer Graphics	0	0	1	0	0
- Craft/Jewelry	0	0	0	1	0
Automotive Technology -					
- Advanced Engine Performance	2	3	1	9	7
- Chassis Service	4	12	8	29	18
- Drive Train	0	9	3	16	4
- Engine Performance	0	0	0	0	11
- Engine and Electrical	9	8	9	14	0
- Engine Service	5	6	2	10	7
Business - Entrepreneurship	0	2	1	0	0
Business Applications -					
- Bilingual	0	3	2	2	0
- Desktop Publishing	8	1	0	0	0
- Digital Publishing	1	4	2	2	1
- General	12	8	5	2	0
- International Office	3	1	0	0	0
- Legal Office	1	0	0	1	0
- Office Management	2	3	2	4	2
- Spanish/English Interpretation & Translation	0	1	1	3	2
- Word Processing	1	0	1	0	0
CIS					
- Database	2	1	3	2	2
- Networking	1	0	0	0	0
- UNIX	0	1	6	0	1
- Web Page Designer	1	2	1	3	1
- Web Programming	1	0	0	2	1
Communications - Sign Language	3	0	0	0	5
Computer Information Systems	5	1	2	3	2
Computer Programming	1	5	0	0	1
Computer Science	1	0	1	0	0
Criminal Justice - Corrections Officer	4	6	14	5	6
Dance	0	1	0	0	2
Desktop Publishing	0	0	0	1	0
Diesel & Heavy Equipment Technology	1	3	3	2	1
Diesel - Transport Refngeration	0	3	1	1	2
Diesel - Mid-Range Engine	0	1	1	0	1
Digital Media Arts/Graphic Design	1	3	3	5	2
Digital Media Arts/Web Design	0	1	0	2	5
Digital Music Production	4	0	0	2	3
Electronics Technology -					
- Consumer Electronic Systems	1	0	0	0	0

SANTA ANA COLLEGE  
June 2009  
Certificates Awarded  
Five Year Comparision

MAJOR	2004-05	2005-06	2006-07	2007-08	2008-09
- Industrial	1	0	0	0	0
- Industrial/Communication Systems	16	6	1	1	0
- Service and Installation	1	0	0	0	0
- Telecommunications Systems	2	0	0	0	0
Engineering -					
- Architectural/Civil	4	10	2	2	6
- Civil Technology	0	0	0	0	1
- Computer Aided Drafting and Design	13	8	7	5	7
- Draft & Design #1	0	0	0	0	1
Exercise Science Sports Medicine	0	0	0	1	0
Fashion Design					
- Custom Clothing	0	0	0	2	0
Fashion Merchandising	4	2	1	2	0
Fire Administration	45	25	27	17	5
Fire Technology					
- Chief Officer	0	11	10	6	8
- Hazardous Matenal	0	0	6	2	0
- Medical Services Officer	0	0	2	5	2
- Public Fire Safety Education Officer	0	0	1	0	0
- Public Fire Service	250	155	590	174	127
- Prevention Officer	0	0	4	7	3
General Accounting	0	0	0	6	13
Help Desk	0	0	0	0	1
Human Development -					
- Infant/Toddler	0	2	1	3	1
- Preschool Child	13	12	5	13	11
- School Age	3	3	0	0	0
International Business	11	9	18	11	10
Library Technology	12	12	2	7	6
Machine Technology -					
- CAD/CAM	1	2	0	0	0
- CNC Operator	0	1	0	0	0
- CNC Programmer	1	3	0	0	0
- Conventional	1	0	0	0	0
Management -					
- Food Services	0	0	0	0	1
- General	2	0	0	0	0
- Human Resources	12	13	13	12	16
- Marketing	0	0	0	0	5
- Postal Service	0	0	0	0	0
- Small Business	1	3	6	1	2
- Supervision	8	3	6	7	12
Manufactunng Technology					
- CAD/CAM	2	4	2	1	4
- CNC Operator	1	0	0	0	0
- CNC Programmer	2	0	0	0	0
- CNC Lathe Set Up	0	1	1	4	9
- CNC Milling Set Up	0	2	5	5	8
- CNC Machine Set Up	10	3	4	1	7
- Conventional	1	1	0	0	4
- Programmer GibbsCAM	1	0	0	0	0
- Programmer Mastercam	10	11	5	6	14

SANTA ANA COLLEGE  
June 2009  
Certificates Awarded  
Five Year Comparision

<b>MAJOR</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
<b>Marketing -</b>					
- Advertising	4	4	3	2	6
- General	5	3	3	4	0
- Professional Selling	1	0	1	0	4
- Retail Management	0	0	0	0	1
- Web Marketing	3	2	0	0	0
<b>Medical Assistant - Administrative / Clinical</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>31</b>	<b>43</b>
<b>Microsoft Office Professional</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>5</b>
<b>Office Technology - Word Processing</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Paralegal</b>	<b>10</b>	<b>11</b>	<b>19</b>	<b>13</b>	<b>15</b>
<b>Pharmacy Technology</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>3</b>
- Basic	0	0	0	13	19
- Advanced	0	0	0	4	13
<b>Photography</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>
<b>Sign language Education</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>	<b>0</b>
<b>Solidworkds 3D</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>Speech Pathology Assistant</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Television/Video -</b>					
- A - TV Production	0	0	0	0	3
- B - Broadcast Journalism	0	1	0	2	2
- D - Computer Graphics & Animation	0	0	0	0	1
- Communication	0	0	0	0	1
- Media Studies	0	1	1	3	1
- Production	1	1	3	1	0
<b>Theatre Arts - Entertainment Lighting</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Web Author</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Web Developer</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Web Server Administrator</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Welding Technology</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>10</b>
<b>TOTAL</b>	<b>602</b>	<b>487</b>	<b>905</b>	<b>528</b>	<b>524</b>

# **ASSOCIATE DEGREES**

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08/09 SPRING SEMESTER

GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC AS NURSING-REG NURSING DEG	ABATE	TEKESTE GEDA	
SAC AA LIBERAL ARTS DEGREE OPT 2	ACOSTA	LUZ JAQUELINE	
SAC AA PSYCHOLOGY DEG			
SAC AA LIBERAL ARTS DEGREE OPT 2	ADAMS	DANICA JEANNE	PRESIDENT'S
SAC AA LIBERAL ARTS DEG	ADKINS	KATIE ROSE	
SAC AA LIBERAL ARTS DEG	AGUERO	JORGE	
SAC AA LIBERAL ARTS DEGREE OPT 2	AGUILAR	ERNIE	
SAC AA LIBERAL ARTS DEG	AGUILAR	EVELIA	
SAC AA PARALEGAL DEGREE	AGUILAR	LAURA	
SAC AA NUTRI & DIET DEG	AGUILAR	MAYRA	
SAC AS NURSING-REG NURSING DEG	AGUILAR	ROXANNE VICTORIA	
SAC AA LIBERAL ARTS DEG	AGUIRRE	KARLA MARLENE	
SAC AA ELEMENTARY EDUCATION DEGR			
SAC AA LIBERAL ARTS DEG	AGUIRRE	MARIA D	
SAC AA LIBERAL ARTS DEG	ALEJO	KARINA	
SAC AA LIBERAL ARTS DEG	ALIKHANI	NEDA	
SAC AA LIBERAL ARTS DEG	ALLOUCHE	NADINE M	
SAC AA CRIMINAL JUSTICE OPT DEG	ALMARAZ	HERIBERTO	
SAC AA LIBERAL ARTS DEGREE OPT 2			
SAC AA PSYCHOLOGY DEG	ALVARADO	LAURA ELIZABETH	
SAC AA LIBERAL ARTS DEG	AMEZCUA	PRISCILLA	
SAC AA PARALEGAL DEGREE	AMEZQUITA	ANGELICA	
SAC AA LIBERAL ARTS DEGREE OPT 2	ANDERSON	BRETT DANIEL	HONORS
SAC AS NURSING-REG NURSING DEG	ANDERSON	ERICA NICOLE	
SAC AA LIBERAL ARTS DEGREE OPT 2	ANDRADE	JOSE G	
SAC AA LIBERAL ARTS DEG	ARAIZA	NICHOLAS ADAM	
SAC AA LIBERAL ARTS DEG	ARCADIA	JUAN JAIME	
SAC AA PSYCHOLOGY DEG	ARCOS	MARALIDA FIGUEROA	
SAC AA LIBERAL ARTS DEG	ARGUELLO	JESSICA	
SAC AA LIBERAL ARTS DEG	ARIAS	ANTONIO	
SAC AA LIBERAL ARTS DEGREE OPT 2	ARMAS	KIMMY KRISKA SUBID	HIGHEST HONORS
SAC AA LIBERAL ARTS DEG	ARMI	ALINE JULIE	
SAC AA LIBERAL ARTS DEG	ARROYO	LUISA MARIA	
SAC AA PARALEGAL DEGREE	ARVIZU	ELIZABETH	HONORS
SAC AA LIBERAL ARTS DEG			HONORS
SAC AA DANCE A-DANCE DEG	AVALOS	BOBBY GOLOB	DEPARMENTAL HONORS

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08/09 SPRING SEMESTER

GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEG	AVALOS	JACQUELINE DARLEN	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	AVELLANEDA	SULEIMA		
SAC AA ELEMENTARY EDUCATION DEGR	AVENDANO	YESENIA		
SAC AA LIBERAL ARTS DEGREE OPT 2	AVILA	SANTIAGO		
SAC AA BUSINESS MANAGEMENT DEG				
SAC AA POLITICAL SCIENCE DEG				
SAC AA LIBERAL ARTS DEG	BAGDONAS	ELIJAH JAMES	HONORS	
SAC AA MANAGEMENT- GENERAL DEG			HONORS	DEPARTMENTAL HONORS
SAC AA BUSINESS MANAGEMENT DEG			HONORS	DEPARTMENTAL HONORS
SAC AA BUSS MGMT-ENTREPRENEUR DG			HONORS	DEPARTMENTAL HONORS
SAC AA MARKETING DEGREE			HONORS	DEPARTMENTAL HONORS
SAC AA LIBERAL ARTS DEG	BAHENA	LUIS ALBERTO		
SAC AA LIBERAL ARTS DEG	BAILEY	MARIETTA LAUREN		
SAC AA LIBERAL ARTS DEG	BARAJAS	CELINA		
SAC AA LIBERAL ARTS DEG	BARON	KURTIS MICHAEL		
SAC AS FIRE TECH-PUBLIC SVC DEG	BARQUER	PHILIP MICHAEL		
SAC AA LIBERAL ARTS DEG	BARRERA	ANGELICA MARIA		
SAC AA PARALEGAL DEGREE	BAXTER	JOHN GREGORY	HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	BAZENSKY	MARY ANN	HONORS	
SAC AA LIBERAL ARTS DEG	BELL	BRIAN LANE		
SAC AA LIBERAL ARTS DEG	BELTRAN	GISELLE ESTHER		
SAC AA MEDICAL ASST-ADM/CLN DEG	BELTRAN	VERONICA		
SAC AS FIRE TECH-PUBLIC SVC DEG	BEMIS	RYAN WILLIAM		
SAC AS FIRE TECH-PUBLIC SVC DEG	BENEDICT	JAMES		
SAC AS NURSING-REG NURSING DEG	BERNAL	CHRISTIE LYNN		
SAC AA NUTRI & DIET DEG	BETANCOURT	JEANETTE		
SAC AS NURSING-REG NURSING DEG	BLANCO	NELLY		
SAC AA LIBERAL ARTS DEG	BOND	IAN		
SAC AS FIRE TECH-PUBLIC SVC DEG	BRANDT	JOEL CHRIS		
SAC AA LIBERAL ARTS DEG	BRAVO	TIRSO OMAR		
SAC AS NURSING-REG NURSING DEG	BRAY	JENNIFER LEANN		
SAC AS FIRE TECH-PUBLIC SVC DEG	BRAY	SEAN MICHAEL		
SAC AA LIBERAL ARTS DEGREE OPT 2	BRITO	JESSICA		
SAC AA LIBERAL ARTS DEGREE OPT 2	BRUNO	MARIANA		
SAC AA LIBERAL ARTS DEG	BRYANT	DIONTE LE MONT		
SAC AS FIRE TECH-FIRE PREVENT OF				
SAC AS FIRE TECH-PUBLIC SVC DEG	BUCCOLA	KEVIN PATRICK		
SAC AA ENG/DRAFTING/DESIGN OPT 2	BUCIO	LUIS MIGUEL		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	BUENROSTRO	EDWARD		
SAC AA LIBERAL ARTS DEG	BUI	LANANH THI	HONORS	
SAC AA LIBERAL ARTS DEG	BUI	MAI HAN		
SAC AA LIBERAL ARTS DEG	BUI	THUY THU	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	BUI	TONY T		
SAC AS FIRE TECH-PUBLIC SVC DEG	BUNTING	MICHEAL AKIRA		
SAC AA HUM DEV- PRESCHOOL DEG	BURDETTE	KRIS GAYLE	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	BUSTAMANTE	JUAN CARLOS		
SAC AA MANAGEMENT- GENERAL DEG	CABADA	RUBEN		
SAC AA LIBERAL ARTS DEG	CABRERA	ANNALYSSA		
SAC AA LIBERAL ARTS DEGREE OPT 2	CABRERA	NABOR		
SAC AA CRIMINAL JUSTICE OPT DEG	CABRERA	ROXANA HAMILET		
SAC AS ENGINEERING DEG	CADENA	JUAN CARLOS		
SAC AA LIBERAL ARTS DEG				
SAC AA LIBERAL ARTS DEGREE OPT 2	CAMACHO	MARCIA A		
SAC AA LIBERAL ARTS DEGREE OPT 2	CAMACHO	MARISSA G		
SAC AS NURSING-REG NURSING DEG	CAMPBELL	KENT AYLAND		
SAC AA MANAGEMENT- GENERAL DEG	CAMPOS	HENRY LUIS		
SAC AA LIBERAL ARTS DEG	CANNEY	NICHOLAS ANDREW		
SAC AA BUSINESS APPLICATIONS DEG	CANTORAN	JASMINE CHRISTI		
SAC AA LIBERAL ARTS DEGREE OPT 2	CAO	NGAN THI THU	HIGH HONORS	
SAC AA LIBERAL ARTS DEG	CAO	TAI		
SAC AA LIBERAL ARTS DEG	CAPITO	NICHOLAS III		
SAC AA LIBERAL ARTS DEGREE OPT 2	CARDIEL	GELISSA CELINE		
SAC AA LIBERAL ARTS DEGREE OPT 2	CARDOZA	EVELYN		
SAC AA LIBERAL ARTS DEG	CARLSON	MAIJA ROSE	HIGH HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	CARRILLO	MAYRA YESENIA		
SAC AS OCCUPATIONAL THERAPY ASST	CARROLL	MELISSA ANN		
SAC AA LIBERAL ARTS DEG	CASTANEDA	ALONDRA		
SAC AA CRIMINAL JUSTICE OPT DEG	CASTANEDA	RAUL MUNOZ		
SAC AA ACCOUNTING DEG	CASTANEDA RODARTE	MANUEL		
SAC AA LIBERAL ARTS DEGREE OPT 2	CASTANO	MATAPALO TORO		
SAC AA LIBERAL ARTS DEG	CASTILLO	CYNTHIA PATRICI		
SAC AA LIBERAL ARTS DEG	CASTILLO	MARIA G		

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	LAST NAME	FIRST NAME	HONORS	
CMP DG MAJOR				
SAC AS FIRE TECH-PUBLIC SVC DEG	CASTILLO	RYAN ANTHONY		
SAC AA LIBERAL ARTS DEGREE OPT 2	CASTORENA	GINNY		
SAC AA LIBERAL ARTS DEGREE OPT 2	CASTRO	JOSEPH ANDREW		
SAC AA LIBERAL ARTS DEG	CEDENO	JOSHUA NICOLAS		
SAC AS FIRE TECH-PUBLIC SVC DEG	CHAMBERS	CHRIS BRANDON		
SAC AS CHEMISTRY DEG	CHANG	MI YOUNG	HONORS	DEPARMENTAL HONORS
SAC AA CHICANO STUDIES DEGREE	CHAVOYA	ALEJANDRA		
SAC AA LIBERAL ARTS DEGREE OPT 2	CHEN	KER CHIA		
SAC AA LIBERAL ARTS DEG	CHERRI	DANIEL STEVEN		
SAC AA LIBERAL ARTS DEG	CHIN	SEIN KHOON		
SAC AA LIBERAL ARTS DEG	CHOE	ERICA		
SAC AA LIBERAL ARTS DEGREE OPT 2	CHURCH	LINDSEY BLOOM		
SAC AA LIBERAL ARTS DEG	CISNEROS	MARISOL AYALA		
SAC AS FIRE TECH-PUBLIC SVC DEG	CLAYTON	JASON TERRY		
SAC AS NURSING-REG NURSING DEG	CLOUSING	AARON RICHARD		
SAC AS NURSING-REG NURSING DEG	COLIN PAZ	EGLANTINE		
SAC AA LIBERAL ARTS DEG	COLON	JAMES CHRISTOPHER		
SAC AA LIBERAL ARTS DEG	CONTRERAS	ANA ROSA		
SAC AA LIBERAL ARTS DEG	CONTRERAS	EVA MAGANA		
SAC AA LIBERAL ARTS DEGREE OPT 2	CONTRERAS	MELISSA ELIZABETH		
SAC AS ENG/DRAFTING/DESIGN OPT 2	CORONA	ROCIO		
SAC AA LIBERAL ARTS DEG	CORTES	FRANCISCO		
SAC AA LIBERAL ARTS DEGREE OPT 2	CORTEZ	JULIO CESAR		
SAC AA SOCIOLOGY DEG	CORTEZ	LOREN ELIZABETH	HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	CRUICKSHANK	JASON LAMAR		
SAC AA BUSINESS ADMIN DEG	CRUZ	ALBERTO		
SAC AA LIBERAL ARTS DEG	CRUZ	ARIADNE		
SAC AA LIBERAL ARTS DEGREE OPT 2	CRUZ	CLAUDIA		
SAC AA LIBERAL ARTS DEG	CUADRA	RICARDO NEFTALI	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	CURTIN	JONATHAN ROBERT		
SAC AS NURSING-REG NURSING DEG	CZAJKOWSKI	ELZBIETA		
SAC AS FIRE TECH-PUBLIC SVC DEG	DALTON III	WILLIAM JAMES	HIGH HONORS	DEPARMENTAL HONORS
SAC AA SOCIOLOGY DEG	DANESH	SOHEIL	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG			HONORS	
SAC AS NURSING-REG NURSING DEG	DANG	HANG T		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	DEPARTMENTAL HONORS
SAC AA BUSINESS ADMIN DEG SAC AA LIBERAL ARTS DEGREE OPT 2	DANG	NGHIEN TAM	HONORS HONORS	DEPARTMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2 SAC AS SCIENCE DEG	DANG	QUYNH NHU		
SAC AS CHEMISTRY DEG	DANG	TAI MINH	HIGH HONORS	DEPARTMENTAL HONORS
SAC AA BUSINESS ADMIN DEG	DANG	TUYEN THANH		
SAC AA LIBERAL ARTS DEG	DAO	JENNIFER		
SAC AA LIBERAL ARTS DEG	DAO	KATIE JANE VINH		
SAC AA PSYCHOLOGY DEG SAC AA LIBERAL ARTS DEGREE OPT 2	DE LA CRUZ	MONICA YADIRA	HONORS HONORS	DEPARTMENTAL HONORS
SAC AA LIBERAL ARTS DEG	DE LEON	CRYSTAL LYNN		
SAC AS FIRE TECH-PUBLIC SVC DEG	DE ROCILI	MATTHEW BRYAN		
SAC AA PSYCHOLOGY DEG SAC AA LIBERAL ARTS DEG	DECKARD	WILLIAM MORGAN		
SAC AS OCCUPATIONAL THERAPY ASST	DELA CRUZ	CHRISTOPHER PA		
SAC AA LIBERAL ARTS DEG	DELOYA	JESUS ONIVER		
SAC AA LIBERAL ARTS DEG	DESSOLIERS	DANIEL		
SAC AA LIBERAL ARTS DEG	DHUMADIA	YASMIN AZIZ		
SAC AA LIBERAL ARTS DEG	DIAZ	BRENDA ISABEL		
SAC AA BUSINESS ADMIN DEG SAC AA ECONOMICS DEG SAC AA LIBERAL ARTS DEGREE OPT 2	DIAZ	JOSE ANGEL		
SAC AS OCCUPATIONAL THERAPY ASST	DIAZ	LESLIE		
SAC AS NURSING-REG NURSING DEG	DILLAGUE	CHARIS BERMUDEZ		
SAC AA BUSINESS ADMIN DEG	DINH	HUONG THI KIM	HIGH HONORS	DEPARTMENTAL HONORS
SAC AS OCCUPATIONAL THERAPY ASST	DINH	SHARON BICH-HOAI		
SAC AS CHEMISTRY DEG SAC AA LIBERAL ARTS DEGREE OPT 2	DINH	THANH	HIGH HONORS HIGH HONORS	DEPARTMENTAL HONORS
SAC AS BIOLOGICAL SCIENCE DEG SAC AS CHEMISTRY DEG	DO	THOMAS DUCLAP	HONORS HONORS	DEPARTMENTAL HONORS DEPARTMENTAL HONORS
SAC AA AUTO TECH DEG	DOAN	QUAN NGOC		
SAC AS NURSING-REG NURSING DEG	DOLAN	SHELLEY ANN		
SAC AS NURSING-REG NURSING DEG	DOMENE	CARRIE LYNN		
SAC AS FIRE TECH-PUBLIC SVC DEG	DRAGOTTO	ORION PAUL	HIGH HONORS	DEPARTMENTAL HONORS
SAC AA LIBERAL ARTS DEG	DUONG	TRI NGUYEN		
SAC AS NURSING-REG NURSING DEG	DURKIN	JESSICA MARIE		
SAC AA LIBERAL ARTS DEG	ECCLES	JAKE		
SAC AA LIBERAL ARTS DEGREE OPT 2	EDISS	MICHAEL GREGORY		
SAC AA BUSINESS ADMIN DEG	ELIAS	MARTHA ELENA		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC AA LIBERAL ARTS DEG	ENCINO	JOSE RICARDO	HONORS
SAC AA NUTRI & DIET DEG SAC AA LIBERAL ARTS DEGREE OPT 2	ENRIQUEZ	YAIR	
SAC AA LIBERAL ARTS DEG	ESCOBAR	JESSICA MARIE	
SAC AA LIBERAL ARTS DEG	ESCOBAR	MAYRA ALEJANDRA	
SAC AA LIBERAL ARTS DEG	ESLAMIEH	DARYA	
SAC AS NURSING-REG NURSING DEG	ESPINOSA	DEENA MAE ONG	
SAC AA BUS APPLICATIONS BILNGL D	ESQUIVEL	ABIGAIL	
SAC AA LIBERAL ARTS DEG	ESTRADA	RODRIGO	
SAC AA LIBERAL ARTS DEG SAC AA AUTO TECH DEG	ESTRELLA	LUIS G	
SAC AS SCIENCE DEG SAC AA LIBERAL ARTS DEGREE OPT 2	ETESAMI	PATRICK VU	
SAC AA ART-DIGITAL MEDIA ARTS DE	EWELL	MEREDITH VANETTE	
SAC AS FIRE TECH-PUBLIC SVC DEG	FELDMAN	STEPHEN JAY	
SAC AA LIBERAL ARTS DEGREE OPT 2	FELIX	TEDDY	
SAC AA INTERNATIONAL BUSINESS DE	FERNANDEZ	MILAR RENE	
SAC AS NURSING-REG NURSING DEG	FERNANDEZ	PAULO	
SAC AA LIBERAL ARTS DEGREE OPT 2	FERNANDEZ GUEVA	FABIOLA	
SAC AA LIBERAL ARTS DEG	FETT	DEREK MICHAEL	
SAC AA LIBERAL ARTS DEGREE OPT 2	FIGGINS	MALEA BRAE	HONORS
SAC AA LIBERAL ARTS DEG	FIGUEROA	GRACIELA	
SAC AA LIBERAL ARTS DEG	FIGUEROA	OSCAR	HONORS
SAC AS FIRE TECH-PUBLIC SVC DEG	FIGUEROA	WILLIAM JOSE	
SAC AA LIBRARY TECHNOLOGY DEG	FINN	JOLENE MARIE	
SAC AS NURSING-REG NURSING DEG	FLETCHALL	TRACI LEANNE	
SAC AA LIBERAL ARTS DEG	FLORES	ALMA	
SAC AA PARALEGAL DEGREE	FLORES	ANA LUISA	
SAC AA LIBERAL ARTS DEGREE OPT 2	FLORES	JOSUE ALBERTO	
SAC AA LIBERAL ARTS DEGREE OPT 2	FUENTES NAJARRO	JENNIFER	
SAC AA MEDICAL ASST-ADM/CLN DEG	FUNKHOUSER	DAWN MARIE	
SAC AS NURSING-REG NURSING DEG	GAMMELL	MOLLY MELINDA	
SAC AA LIBERAL ARTS DEGREE OPT 2	GARCIA	ALEXANDER	
SAC AA LIBERAL ARTS DEG	GARCIA	ELIZABETH CHANTEL	HONORS
SAC AA LIBERAL ARTS DEG	GARCIA	ELIZABETH R	
SAC AS OCCUPATIONAL THERAPY ASST	GARCIA	EVELYN	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	GARCIA	FABIAN MANUEL		
SAC AA LIBERAL ARTS DEG	GARCIA	JESSICA		
SAC AA LIBERAL ARTS DEG	GARCIA	JOSE HUMBERTO		
SAC AA LIBERAL ARTS DEGREE OPT 2	GARCIA	LORENA		
SAC AA LIBERAL ARTS DEG	GARDEA	ELISA GRISELDA		
SAC AA LIBERAL ARTS DEGREE OPT 2	GARRIDO	NALLELI ISABEL		
SAC AA BUSINESS MANAGEMENT DEG	GARZA	ARMANDO HOLQUIN		
SAC AS NURSING-REG NURSING DEG	GERMAN DE ESTRADA	PAOLA	HONORS	DEPARMENTAL HONORS
SAC AS NURSING-REG NURSING DEG	GIER	HEATHER DUFFY		
SAC AA LIBERAL ARTS DEG	GIL	DOLORES		
SAC AA PARALEGAL DEGREE	GILLASPIE	SHAWN		
SAC AS NURSING-REG NURSING DEG	GILLETTE	MARIA E		
SAC AA LIBERAL ARTS DEG	GOMEZ	ANTHONY	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	GOMEZ	EVA		
SAC AA LIBERAL ARTS DEGREE OPT 2	GOMEZ	KEVIN	HIGH HONORS	
SAC AA ACCOUNTING DEG	GONZAGA	NORMAN COSTALES	HIGH HONORS HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	GONZALEZ	ADRIAN		
SAC AA CRIMINAL JUSTICE OPT DEG	GONZALEZ	ALEX		
SAC AA LIBERAL ARTS DEG	GONZALEZ	BELINDA		
SAC AA LIBERAL ARTS DEGREE OPT 2	GONZALEZ	CHRISTINA JEANE	HONORS	
SAC AA MEDICAL ASST-ADM/CLN DEG	GONZALEZ	DIANA		
SAC AA LIBERAL ARTS DEG	GONZALEZ	ERICK GERARDO		
SAC AA LIBERAL ARTS DEG	GONZALEZ	KARLA DANIELA		
SAC AA LIBERAL ARTS DEG	GONZALEZ	MISSAC		
SAC AA LIBERAL ARTS DEG	GONZALEZ	RAFAEL		
SAC AA LIBERAL ARTS DEGREE OPT 2	GONZALEZ	THALIA KARINA		
SAC AA LIBERAL ARTS DEG	GONZALEZ OCEGUEDA	FELIPE		
SAC AA SOCIOLOGY DEG	GORMAN	AMY MARGARET		
SAC AS NURSING-REG NURSING DEG	GRIEGO	STEPHANIE RAQUEL		
SAC AS FIRE TECH-FIRE ADMIN DEG	GROUNDS	ROBERT SCOTT		
SAC AA BUSINESS ADMIN DEG	GRUBER	THOMAS WILLIAM		
SAC AS NURSING-REG NURSING DEG	GUERRA	NADIA RUBIO		
SAC AA LIBERAL ARTS DEGREE OPT 2	GUERRERO	EDGAR		
SAC AS SCIENCE DEG	GUERRERO	JOSE DE JESUS		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEG	GUERRERO	JOSE DE JESUS		
SAC AA LIBERAL ARTS DEG	GUTIERREZ	ELVIA SONIA		
SAC AA LIBERAL ARTS DEGREE OPT 2	GUTIERREZ	JENNIFER JESSICA		
SAC AA LIBERAL ARTS DEG	GUTIERREZ	JUAN JOSE	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	GUTIERREZ	JULIO CESAR		
SAC AA MANAGEMENT- GENERAL DEG	GUZMAN	JULIAN		
SAC AA LIBERAL ARTS DEGREE OPT 2	GUZMAN	SANDRA		
SAC AA BUSINESS ADMIN DEG				
SAC AA HUM DEV- PRESCHOOL DEG	HA	ANNETTE		
SAC AA LIBERAL ARTS DEG	HA	THANH THE	HONORS	
SAC AA ELEMENTARY EDUCATION DEGR	HARDING	ASHLEY E		
SAC AA LIBERAL ARTS DEG				
SAC AA LIBERAL ARTS DEG	HARDMAN	KYLE RANDALL		
SAC AA LIBERAL ARTS DEG	HARRISON	JAMES MICHAEL		
SAC AA LIBERAL ARTS DEG	HART	MATTHEW JOHN		
SAC AA LIBERAL ARTS DEG	HERMOSILLO	ALEJANDRA		
SAC AA LIBERAL ARTS DEGREE OPT 2	HERNANDEZ	DANIEL	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	HERNANDEZ	MARIA ISABEL		
SAC AA MEDICAL ASST-ADM/CLN DEG	HERNANDEZ	MARITZA LIZETH		
SAC AA LIBERAL ARTS DEG	HERNANDEZ	YUMIKO		
SAC AA PARALEGAL DEGREE	HERRERA	KARLA GABRIELA		
SAC AS NURSING-REG NURSING DEG	HICKS	DEVON JOSEPH		
SAC AS FIRE TECH-PUBLIC SVC DEG	HILSABECK	JOHN PAUL		
SAC AA LIBERAL ARTS DEG				
SAC AA SPCH LANG PATHOLOGY ASST	HO	JULY ELIZABETH		
SAC AS NURSING-REG NURSING DEG	HOANG	OANH		
SAC AA SPCH LANG PATHOLOGY ASST	HONER	RUTH	HONORS	DEPARMENTAL HONORS
SAC AA BUSINESS ADMIN DEG	HONG	NHI LE	HONORS	DEPARMENTAL HONORS
SAC AS NURSING-REG NURSING DEG	HONG	TIEN		
SAC AS NURSING-REG NURSING DEG	HUNTER	KRISTIN ELISE		
SAC AA LIBERAL ARTS DEGREE OPT 2	HURTADO	LINDA ELIZETTE		
SAC AS FIRE TECH-PUBLIC SVC DEG	HUYLER	STEVEN JOSEPH		
SAC AA LIBERAL ARTS DEGREE OPT 2	HUYNH	JENNIFER THUYTIEN		
SAC AA BUSINESS ADMIN DEG	HUYNH	LYNA CUC		
SAC AA LIBERAL ARTS DEG				
SAC AA LIBERAL ARTS DEG	HYBSKMANN	CHELSEA NICOLE		
SAC AA LIBERAL ARTS DEG	ISAIS	FRANCISCO	HONORS	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEG SAC AA ENGNR COMP AIDED DRAFT DE	ISLAS	SAMUEL		
SAC AA INTERNATIONAL BUSINESS DE	ITO	MASAE		
SAC AA LIBERAL ARTS DEG SAC AA BUSINESS MANAGEMENT DEG	JACOVANI NETO	RAPHAEL		
SAC AA LIBERAL ARTS DEG	JAIMES	KATHERINE RUTH		
SAC AA LIBERAL ARTS DEGREE OPT 2	JANZEN	AMY LEE		
SAC AA LIBERAL ARTS DEG	JERCAN	NICOLETA		
SAC AA LIBERAL ARTS DEG	JIMENEZ	YENI		
SAC AS NURSING-REG NURSING DEG	JOHNSON	BRYAN MATTHEW		
SAC AS OCCUPATIONAL THERAPY ASST	JOHNSON	CANDICE LEIGH		
SAC AS NURSING-REG NURSING DEG	JOHNSON	DAVID ROSS	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	JULIANO	SAMUEL ALBERT		
SAC AS NURSING-REG NURSING DEG	KELLEY	JESSICA MARIE		
SAC AA LIBERAL ARTS DEG	KIM	JENNIFER PAK	HONORS	
SAC AA LIBERAL ARTS DEG	KING	KATHY LEE		
SAC AA PARALEGAL DEGREE	KLABACHA	JACLYN MARIE		
SAC AA LIBERAL ARTS DEGREE OPT 2	KLASE	ADAM LEWIS		
SAC AS CHEMISTRY DEG	KO	DONGHYOK	HIGH HONORS	DEPARMENTAL HONORS
SAC AA MARKETING DEG GEN MARKETG	KOMATSU	YUTAKA		
SAC AA PSYCHOLOGY DEG SAC AA SOCIOLOGY DEG	KRUCKEBERG	ANDREW DAVID	HONORS HONORS	DEPARMENTAL HONORS DEPARMENTAL HONORS
SAC AS NURSING-REG NURSING DEG	KUO	SOPHIA HSUEHO		
SAC AA PHARMACY TECHNOLOGY DEG	KUWANO	MOMOE	HONORS	DEPARMENTAL HONORS
SAC AA BUSINESS ADMIN DEG	LAM	JESSIE THANH		
SAC AA LIBERAL ARTS DEG	LAM	LUAN GIA		
SAC AS FIRE TECH-PUBLIC SVC DEG	LANDA	ALEX RAFAEL		
SAC AA BUSINESS ADMIN DEG	LANGFORD	ERIN MARIE		
SAC AA LIBERAL ARTS DEGREE OPT 2	LARIOS	KARINA		
SAC AA MANUFACT TECH - CAD/CAM	LE	KEVIN THANH	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	LE	THANH THI		
SAC AA LIBERAL ARTS DEG	LE	VINH SAN		
SAC AA BUSINESS ADMIN DEG	LE	VU THANH		
SAC AA LIBERAL ARTS DEG	LEAL GONZALEZ	ANTONIO		
SAC AA POLITICAL SCIENCE DEG SAC AA LIBERAL ARTS DEGREE OPT 2	LEE	JEONG MIN		

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CMP DG MAJOR	LEMASTER	TRISTAN DANIEL	
SAC AS FIRE TECH-PUBLIC SVC DEG	LEMUS	ALYSSA MONIQUE	
SAC AA LIBERAL ARTS DEG	LEON	EDGAR GABRIEL	
SAC AA LIBERAL ARTS DEG	LESHER	OFELIA CORONA	
SAC AA COMPUTER INFO SYS DEG	LEVVA	JACQUELYN	
SAC AA LIBERAL ARTS DEGREE OPT 2	LIEN	PHUNG BICH	
SAC AA BUSINESS ADMIN DEG	LIN	WILLIAM S	
SAC AA LIBERAL ARTS DEG	LIRA	HECTOR	
SAC AS NURSING PRE-NURSING DEG	LIZALDE	JANNETTE	
SAC AA LIBERAL ARTS DEG	LIZARRAGA	DENISE MURILLO	
SAC AA LIBERAL ARTS DEGREE OPT 2	LIZARRAGA	NORMA N	
SAC AA LIBERAL ARTS DEG	LO	CRYSTAL PASHEA	
SAC AA LIBERAL ARTS DEGREE OPT 2	LOK	TONY	
SAC AS OCCUPATIONAL THERAPY ASST	LOPES	JANE LUCY	
SAC AA LIBERAL ARTS DEGREE OPT 2	LOPEZ	BLANCA RUBI	
SAC AA LIBERAL ARTS DEG	LOPEZ	DEANN SUZANNE	
SAC AA LIBERAL ARTS DEG	LOPEZ	LILIANA	
SAC AA LIBERAL ARTS DEG	LOPEZ	MARISA	
SAC AA LIBERAL ARTS DEG	LOPEZ	MELANIE JOYCE	
SAC AA LIBERAL ARTS DEG	LOPEZ	PATRICIA	
SAC AA LIBERAL ARTS DEG	LOPEZ	ROSALBA	
SAC AA LIBERAL ARTS DEG	LOPEZ QUIJARRO	ANA ROXANA	
SAC AA CRIMINAL JUSTICE OPT DEG	LOVO ORTIZ	GUDELIA V	
SAC AA LIBERAL ARTS DEGREE OPT 2	LOYOLA	JOSE RAMOS	
SAC AS NURSING-REG NURSING DEG	LOZANO	ALEJANDRO	
SAC AA ART-DIGITAL MEDIA ARTS DE	LOZANO	ANTHONY MICHAEL	
SAC AS NURSING-REG NURSING DEG	LOZANO	EULALIO	
SAC AA LIBERAL ARTS DEG	LOZANO	GABRIELA	
SAC AA LIBERAL ARTS DEG	LUNA	KATHY ROBLES	
SAC AA ELEMENTARY EDUCATION DEGR	LUNDE	TY ROBERT	
SAC AA LIBERAL ARTS DEGREE OPT 2	MACHKOFF	SHEILA	
SAC AS FIRE TECH-FIRE ADMIN DEG	MACIAS	JESUS	
SAC AS NURSING-REG NURSING DEG			
SAC AA BUSINESS ADMIN DEG			

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	LAST NAME	FIRST NAME	HONORS	
CMP DG MAJOR				
SAC AA LIBERAL ARTS DEGREE OPT 2	MACIAS	MANUEL	HONORS	
SAC AA LIBERAL ARTS DEG	MACIEL ARREOLA	ELIZABETH		
SAC AA LIBERAL ARTS DEGREE OPT 2	MANZANAREZ	HOLANDA	HONORS	
SAC AA LIBERAL ARTS DEG	MANZO	LETICIA M		
SAC AS NURSING-REG NURSING DEG	MANZO	MARTHA A		
SAC AA BUSINESS ADMIN DEG	MARCELO	ALMA DELIA		
SAC AS FIRE TECH-PUBLIC SVC DEG	MARCHI	GREG		
SAC AA LIBERAL ARTS DEG	MARIN	JUDY		
SAC AA LIBERAL ARTS DEG	MARISCAL	DORA LIZBETH		
SAC AA LIBERAL ARTS DEGREE OPT 2	MARQUEZ	ESMERALDA		
SAC AS ACCOUNTING DEG	MARROQUIN	JENNIFER L		
SAC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	HERMION		
SAC AA BUSINESS ADMIN DEG	MARTINEZ	ISELA EDITH		
SAC AA LIBERAL ARTS DEG	MARTINEZ	JANETTE ISABEL		
SAC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	JENNY LIZETH	HONORS	
SAC AA ELEMENTARY EDUCATION DEGR	MARTINEZ	MARIA	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	MARIA GUADALUPE	HONORS	
SAC AA LIBERAL ARTS DEG	MARTINEZ	OMAR		
SAC AA HUM DEV- PRESCHOOL DEG	MARTINEZ	PATRICIA		
SAC AA LIBERAL ARTS DEG	MARTINEZ	SARAH MARIE		
SAC AA HUM DEV- PRESCHOOL DEG	MARTINEZ			
SAC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	SERGIO		
SAC AS FIRE TECH-PUBLIC SVC DEG	MASTIN	MICHAEL SCOTT		
SAC AA LIBERAL ARTS DEG				
SAC AA LIBERAL ARTS DEGREE OPT 2	MATHEWS	TIFFANY MARIE		
SAC AS FIRE TECH-PUBLIC SVC DEG	MATTES	ADAM DANIEL	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	MAURITZ	KRISTIN ANN		
SAC AA GRIMINAL JUSTICE OPT DEG				
SAC AA INTERNATIONAL BUSINESS DE	MAYES	MARCUS		
SAC AS OCCUPATIONAL THERAPY ASST	MC CHESNEY	KARLY DAWN		
SAC AA LIBERAL ARTS DEG	MC COY	LISA LINN		
SAC AA SPCH LANG PATHOLOGY ASST	MC KAY	SCOTT		
SAC AS PHYSICS DEG	MC KENNA	BRIAN ANTHONY		
SAC AS NURSING-REG NURSING DEG	MC KINNEY	CORTNEY		
SAC AA LIBERAL ARTS DEG	MC MAHON	MICHAEL ARTHUR		
SAC AA LIBERAL ARTS DEGREE OPT 2	MCCORMICK	GENEVIEVE MARI		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC AA BUSINESS ADMIN DEG	MEDINA	BRENDA ALICIA	
SAC AA LIBERAL ARTS DEG	MEJIA	JESSE	
SAC AS NURSING-REG NURSING DEG	MENDEL	ELIZABETH ANN	
SAC AS BIOLOGICAL SCIENCE DEG	MENDEZ	OSCAR	
SAC AA LIBERAL ARTS DEG	MENDOZA	MICHELLE A	
SAC AA LIBERAL ARTS DEG	MENDOZA	RUDY DIONCIO	
SAC AA LIBERAL ARTS DEG	MENDOZA	VICTOR HUGO	
SAC AA BUSINESS MANAGEMENT DEG			
SAC AA LIBERAL ARTS DEGREE OPT 2	MERINO	JAIME	
SAC AA LIBERAL ARTS DEG	MOLINA	AMOS ZACKARIHS	
SAC AA BUSINESS MANAGEMENT DEG	MONTOYA	RODOLFO	
SAC AA LIBERAL ARTS DEG	MOORHOUSE	MATTHEW ALLEN	
SAC AA LIBERAL ARTS DEG	MORALES	BRENDA ALLYSSA	
SAC AA BUSINESS ADMIN DEG	MORALES	BRIZA BELEN	
SAC AS NURSING PRE-NURSING DEG	MORALES	ERIKA	
SAC AA LIBERAL ARTS DEGREE OPT 2	MORALES	JOVANI	
SAC AA ELEMENTARY EDUCATION DEGR	MORGADO	DANIELA B	
SAC AA LIBERAL ARTS DEG	MOYA	MANUEL ERNESTO	
SAC AA LIBERAL ARTS DEG	MUMMERT	VERONICA SILVIA	HONORS HONORS HONORS
SAC AA ECONOMICS DEG			DEPARMENTAL HONORS
SAC AA BUSINESS ADMIN DEG			DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	MUNEISHI	KOICHI	
SAC AA LIBERAL ARTS DEGREE OPT 2	MUNOZ BLANCO	MARIBEL	
SAC AA PSYCHOLOGY DEG	MURILLO	ANNA MARIA	
SAC AA LIBERAL ARTS DEG			
SAC AA LIBERAL ARTS DEG	MURILLO	GABRIEL	
SAC AS SCIENCE DEG	MURO	JOE	
SAC AS PHYSICS DEG			
SAC AA ENGINEERING DEG			
SAC AS OCCUPATIONAL THERAPY ASST	MURRAY	NANCY ANN	HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	MUY	SONITA	
SAC AS FASHION MERCH DEG	NAGAO	ERI	
SAC AA LIBERAL ARTS DEG	NATIVIDAD MELGOZA	SARA	
SAC AA LIBERAL ARTS DEG	NAVA	CARLOS DANIEL	
SAC AA PARALEGAL DEGREE	NETTLES	MICHELLE RENEE	
SAC AS FIRE TECH-PUBLIC SVC DEG	NEWTON	JUSTIN BEAU	
SAC AA LIBERAL ARTS DEG	NGUYEN	AN THANH	HONORS

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA BUSINESS ADMIN DEG	NGUYEN	ANHTRUC KIEU	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	BENJAMINE DAI NGA		
SAC AS SCIENCE DEG				
SAC AS ENGNR COMP AIDED DRAFT DE	NGUYEN	BRIAN		
SAC AA LIBERAL ARTS DEG	NGUYEN	CHRISTINE THIEN	HIGH HONORS	
SAC AS NURSING-REG NURSING DEG	NGUYEN	DANNY		
SAC AA LIBERAL ARTS DEG	NGUYEN	DIEP THI NGOC		
SAC AA BUSINESS ADMIN DEG				
SAC AA LIBERAL ARTS DEG	NGUYEN	DUNG	HIGH HONORS	
SAC AA BUSINESS ADMIN DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	HAI THANH	HONORS	
SAC AA LIBERAL ARTS DEG	NGUYEN	HAN T		
SAC AS NURSING-REG NURSING DEG	NGUYEN	JENNA HANH		
SAC AA BUSINESS ADMIN DEG	NGUYEN	JENNIFER THI		
SAC AA SOCIOLOGY DEG	NGUYEN	KATHY THY		
SAC AA MUSIC DEG	NGUYEN	KIMBERLY		
SAC AA LIBERAL ARTS DEG	NGUYEN	LAN DUC	HIGH HONORS	
SAC AA LIBERAL ARTS DEG	NGUYEN	LINH KHANH	HIGH HONORS	
SAC AS CHEMISTRY DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AS SCIENCE DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	NGUYEN	LY HUONG		
SAC AS NURSING-REG NURSING DEG	NGUYEN	MAITRINH T		
SAC AA LIBERAL ARTS DEG	NGUYEN	MINH VU Y		
SAC AA BUSINESS ADMIN DEG				
SAC AA ACCOUNTING DEG	NGUYEN	NHU THUY QUYNH		
SAC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	PHUONG HOAI		
SAC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	PHUONG LINH NGOC	HONORS	
SAC AS CHEMISTRY DEG			HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	NGUYEN	PHUONG THI TUYET	HONORS	
SAC AA LIBERAL ARTS DEG	NGUYEN	THANHBINH THI	HIGH HONORS	
SAC AS SCIENCE DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AS CHEMISTRY DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	NGUYEN	THUAN QUANGBICH	HIGH HONORS	
SAC AA BUSINESS ADMIN DEG			HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	NGUYEN	THUHUONG		
SAC AA LIBERAL ARTS DEG	NGUYEN	TRINH TRUNG		
SAC AS MANUF TECH CONVENTIONAL	NGUYEN	TRONG NGUYEN		
SAC AA LIBERAL ARTS DEG	NGUYEN	VAN THI		
SAC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	VAN YEN	HONORS	

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SANTA ANA COLLEGE

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	LAST NAME	FIRST NAME	HONORS	
CMP DG MAJOR				
SAC AS BIOLOGICAL SCIENCE DEG	NGUYEN	VINH QUANG		
SAC AA LIBERAL ARTS DEGREE OPT 2	NICHOLS	KEVIN MONROE		
SAC AA LIBERAL ARTS DEG	NIHEI	KARLI	HONORS	
SAC AA SPCH LANG PATHOLOGY ASST	NISHIMORI	NICOLE		
SAC AS MEDICAL ASST-ADM/CLN DEG	NONG	LILIAN KIM		
SAC AA LIBERAL ARTS DEGREE OPT 2	NUNEZ	CRYSTAL OLIVA		
SAC AA LIBERAL ARTS DEGREE OPT 2	NUNEZ	JULIA PRISTINIA		
SAC AA LIBERAL ARTS DEGREE OPT 2	NUNEZ RUIZ	ANGELICA		
SAC AA LIBERAL ARTS DEG	OCAMPO	DANIELA IRENE		
SAC AA LIBERAL ARTS DEG	OCAMPO	VIRGINIA F		
SAC AA CHICANO STUDIES DEGREE				
SAC AA LIBERAL ARTS DEG	OCHOA	ANABELL FRANCISCA		
SAC AA CRIM JUST-LAW EN DEG				
SAC AA LIBERAL ARTS DEGREE OPT 2	OCHOA	STEPHANIE		
SAC AA LIBERAL ARTS DEGREE OPT 2	OLDS	KELLY LATOYA		
SAC AA LIBERAL ARTS DEG	ORDAZ	LUCIA		
SAC AA LIBERAL ARTS DEG	ORNELAS	ANA ELENA		
SAC AA LIBERAL ARTS DEGREE OPT 2	ORTIZ	OMAR IVAN		
SAC AS NURSING-REG NURSING DEG	ORTIZO	FERNANDO NADADO		
SAC AA LIBERAL ARTS DEG	ORY	GINA MONIQUE	HONORS	
SAC AA LIBERAL ARTS DEG	OSORIO	JUSTIN		
SAC AA BUSINESS APPLICATIONS DEG	OSORNIO	LUCY	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	OSOWSKI	LISA MARIE		
SAC AA LIBERAL ARTS DEGREE OPT 2	OUWELEEN	TIMOTHY DANIEL		
SAC AS NURSING-REG NURSING DEG	PADOR	GHITRELL CACHAO		
SAC AA LIBERAL ARTS DEG	PALACIOS	YESICA		
SAC AS FIRE TECH-PUBLIC SVC DEG	PANEPINTO	DAVID MICHAEL		
SAC AA BUSINESS ADMIN DEG	PARK	CHUL WOO		
SAC AA LIBERAL ARTS DEG	PATTERSON	MARIKA ELIZABE		
SAC AA LIBERAL ARTS DEG	PENA	FRANCISCO JAVIER		
SAC AA LIBERAL ARTS DEGREE OPT 2	PEREZ	BRENDA		
SAC AA LIBERAL ARTS DEG	PEREZ	JESSICA	HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	PEREZ	JOSE EDUARDO		
SAC AA LIBERAL ARTS DEG	PEREZ	PATRICIA		
SAC AS ENGINEERING DEG	PEREZ	PAULA	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	PHAN	KRISTINA		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC AA LIBERAL ARTS DEG SAC AS SCIENCE DEG	PHAN	LAN KIM	HIGHEST HONORS HIGHEST HONORS DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2 SAC AS CHEMISTRY DEG SAC AS SCIENCE DEG	PHAN	PHUONGTHAO THI	HIGH HONORS HIGH HONORS DEPARMENTAL HONORS HIGH HONORS DEPARMENTAL HONORS
SAC AS NURSING-REG NURSING DEG	PINKERTON	PATRICIA ANN	
SAC AA LIBERAL ARTS DEG	PINTOR	JOSE ALBERTO	
SAC AS NURSING-REG NURSING DEG	POARCH	LOMAN J	
SAC AA LIBERAL ARTS DEGREE OPT 2 SAC AA BUSINESS MANAGEMENT DEG SAC AA POLITICAL SCIENCE DEG	QUEZADA	XYLON DAVID	
SAC AA BUSINESS MANAGEMENT DEG	QUINTERO	JUAN RICARDO	
SAC AA LIBERAL ARTS DEG	QUINTO	ERIKA	
SAC AA LIBERAL ARTS DEG	QUIROZ	DANIEL R	HONORS
SAC AA LIBERAL ARTS DEG	RAMIREZ	CARRIE MICHELLE	
SAC AA PSYCHOLOGY DEG	RAMIREZ	FRANCISCO JR	
SAC AA LIBERAL ARTS DEG	RAMIREZ	JESSICA C	
SAC AA LIBERAL ARTS DEGREE OPT 2	RAMIREZ	JESSYCA	
SAC AS NURSING-REG NURSING DEG	RAMIREZ	LESLIE	
SAC AA HISTORY DEG	RAMIREZ	SALVADOR	
SAC AA LIBERAL ARTS DEG	RANGEL	JACQUELINE	
SAC AS OCCUPATIONAL THERAPY ASST	RAPP	JEANNETTE MARIE	
SAC AS NURSING-REG NURSING DEG	RATHOD	JISHITA JAYENDRA	
SAC AA LIBERAL ARTS DEG	RAYGOZA	RUTH	
SAC AA LIBERAL ARTS DEGREE OPT 2	REGAN	JOSEPH FRANKLIN	HIGH HONORS
SAC AA LIBERAL ARTS DEG	RELF	ELISE NICOLE	HONORS
SAC AA LIBERAL ARTS DEG	RENERIA	CESAR JAVIER	
SAC AA LIBERAL ARTS DEGREE OPT 2 SAC AA HISTORY DEG	REYES	ROCIO	
SAC AA LIBERAL ARTS DEG	REYES RAMOS	ALBA PATRICI	
SAC AS NURSING-REG NURSING DEG	RICAFORTE	ROSE MAY PUGOY	
SAC AA LIBERAL ARTS DEG	RIOS	DANIEL	
SAC AA BUSINESS ADMIN DEG	RISBERG	GEORGE RICHARD	
SAC AA BUSINESS ADMIN DEG	RIVAS	GUILLERMO	HONORS DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	RIVERA	ANGIE CRISTINA	
SAC AA LIBERAL ARTS DEG SAC AA PSYCHOLOGY DEG	RIVERA	ARISBETH	
SAC AS NURSING-REG NURSING DEG	RIVERA	CHENILLE CRUZ	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AS FIRE TECH-PUBLIC SVC DEG	ROBERTSON	GEOFF		
SAC AA LIBERAL ARTS DEGREE OPT 2	RODRIGUEZ	ANGIE ARLENE		
SAC AA LIBERAL ARTS DEG	RODRIGUEZ	DENNIS RYAN	HONORS	
SAC AA HISTORY DEG	RODRIGUEZ	SUSAN M		
SAC AA BUSINESS ADMIN DEG	RODRIGUEZ MAGALLON	JAIME		
SAC AA LIBERAL ARTS DEGREE OPT 2	ROJAS	CONSUELO		
SAC AA LIBERAL ARTS DEG	ROMAN	VIRGINIA		
SAC AA BUSINESS ADMIN DEG	ROMERO	ALEXI DENISSE		
SAC AA CRIMINAL JUSTICE OPT DEG	ROMERO	ALNIRA ANGUIS		
SAC AA LIBERAL ARTS DEGREE OPT 2	ROMERO	JANESSA EILEEN	HONORS	
SAC AS FIRE TECH-PUBLIC SVC DEG	ROOSEN	BRIAN MICHAEL		
SAC AS FIRE TECH-PUBLIC SVC DEG	ROSALES	ANTHONY RICHARD		
SAC AA LIBERAL ARTS DEGREE OPT 2	ROSALES	MARIA PAOLA		
SAC AA LIBERAL ARTS DEGREE OPT 2	ROSALES	MAYRA KARINA		
SAC AA LIBERAL ARTS DEGREE OPT 2	ROSAS	TANYA	HONORS	
SAC AS FIRE TECH-MED SVC DEGREE	ROSSMAN	CAMERON JAMES		
SAC AS FIRE TECH-FIRE ADMIN DEG				
SAC AS FIRE TECH-PUBLIC SVC DEG				
SAC AA LIBERAL ARTS DEG	RUIZ	JASON ANTHONY		
SAC AA LIBERAL ARTS DEG	RUIZ	MARIO JAVIER	HONORS	
SAC AS OCCUPATIONAL THERAPY ASST	RUSSELL	JAMIE DAWN		
SAC AS FIRE TECH-FIRE PREVENT OF	RUSSELL	MORGAN TERRY		
SAC AA LIBERAL ARTS DEG	SAGARNAGA	VERENICE		
SAC AA LIBERAL ARTS DEG	SAGRERO	JOSE JR		
SAC AA LIBERAL ARTS DEG	SALAS	LUZ		
SAC AA LIBERAL ARTS DEG	SALCIDO	ANTHONY		
SAC AA LIBERAL ARTS DEG	SALDIVAR	VERONICA RODART		
SAC AA LIBERAL ARTS DEGREE OPT 2	SALGADO	ALEJANDRA	HIGH HONORS	
SAC AA LIBERAL ARTS DEG	SALGADO	ARACELI		
SAC AA PSYCHOLOGY DEG				
SAC AA LIBERAL ARTS DEG	SALGADO	STACEY LOPEZ		
SAC AS NURSING-REG NURSING DEG	SALVADOR	JANILYN BARANDA	HONORS	DEPARMENTAL HONORS
SAC AS NURSING-REG NURSING DEG	SAM	ANHPEI		
SAC AA BUSINESS ADMIN DEG	SAN DIEGO	AL FRANCESCO S	HONORS	DEPARMENTAL HONORS
SAC AA ART-DIGITAL MEDIA ARTS DE	SANCHEZ	ANABEL		
SAC AA LIBERAL ARTS DEG	SANCHEZ	CARLOS HUMBERTO		

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SAC AA LIBERAL ARTS DEG SAC AA CRIM JUST-LAW EN DEG	SANCHEZ	CYNTHIA CORAL		
SAC AA LIBERAL ARTS DEG SAC AS NURSING PRE-NURSING DEG	SANCHEZ	HABIB		
SAC AA HUM DEV- PRESCHOOL DEG	SANCHEZ	JULIA LOPEZ		
SAC AA SPCH LANG PATHOLOGY ASST	SANDOVAL	IRMA V		
SAC AA LIBERAL ARTS DEGREE OPT 2	SANDOVAL	PATRICK		
SAC AA COMPUTER INFO SYS DEG	SANJINES	DIEGO RODRIGO	HONORS	DEPARMENTAL HONORS
SAC AA BUSINESS ADMIN DEG	SANTIAGO	ANGELO	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	SASAKI	STEPHANIE YUKIE	HONORS	
SAC AA LIBERAL ARTS DEG SAC AA ART-DIGITAL MEDIA ARTS DE	SCHWARTZ	SHARON ELISE		
SAC AA LIBERAL ARTS DEGREE OPT 2	SELLON	KEVIN RODERICK		
SAC AA LIBERAL ARTS DEGREE OPT 2	SERRATO	BLANCA LORENA		
SAC AA LIBERAL ARTS DEG	SERRATO	DIEGO THOMAS		
SAC AA PSYCHOLOGY DEG	SHAFFER	JUSTIN ALLEN	HIGH HONORS	DEPARMENTAL HONORS
SAC AS OCCUPATIONAL THERAPY ASST	SHATAFIAN	CATHERINE ARLE		
SAC AS NURSING-REG NURSING DEG	SHERRITT	AMBER		
SAC AS FIRE TECH-CHIEF OFFICER D	SHIPWAY	ANDREW C		
SAC AA LIBERAL ARTS DEG	SHYMANSKI	ANDREI V	HONORS	
SAC AA LIBERAL ARTS DEG	SILVA	ANA BEATRIZ		
SAC AA POLITICAL SCIENCE DEG	SINGH	ALFREDO V	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	SKINNER	RUSSELL ALEXANDE		
SAC AA SPCH LANG PATHOLOGY ASST	SLATE	SUSAN JEAN		
SAC AA LIBERAL ARTS DEG	SMART	RYAN CHRISTOPHER		
SAC AA PARALEGAL DEGREE	SMITH	OHEMEKA		
SAC AA LIBERAL ARTS DEG	SMITH	EDWARD JAMES		
SAC AA LIBERAL ARTS DEG	SMITH	ERIKA ELIZABETH		
SAC AA LIBERAL ARTS DEG	SOLIS	MARIANA		
SAC AS NURSING-REG NURSING DEG	SOLIS	TERESITA SANTOS		
SAC AS FIRE TECH-PUBLIC SVC DEG	SOLSVIK	ERIK DANIEL		
SAC AA LIBERAL ARTS DEG	SORIA	ANTONIA		
SAC AA LIBERAL ARTS DEG	SOTO	MARIA NANCY		
SAC AS NURSING-REG NURSING DEG	SOTO	MARIA THERESA		
SAC AA LIBERAL ARTS DEG	SPROAL	ERIC LACHLAN		
SAC AA LIBERAL ARTS DEG	STANTON	ANGELA P		

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AS SPCH LANG PATHOLOGY ASST	STELLA	SHANNON MARIE		
SAC AS NURSING-REG NURSING DEG	STERRY	LAURA MICHELLE		
SAC AA LIBERAL ARTS DEGREE OPT 2	STONE	MICHAEL C		
SAC AS NURSING-REG NURSING DEG	STUBBERT	APRIL JOY		
SAC AS NURSING-REG NURSING DEG	SUAREZ	PATRICIA ANN		
SAC AA LIBERAL ARTS DEG	SUAREZ	RUBEN ANTONIO		
SAC AS OCCUPATIONAL THERAPY ASST	SUGANO	SHARON	HONORS	DEPARMENTAL HONORS
SAC AA LIBRARY TECHNOLOGY DEG	SULLIVAN	JUDY		
SAC AA COMM-JOURN A-PRINT DEG	SULLIVAN	MELISSA SUE		
SAC AA LIBERAL ARTS DEG	SUTLIFF MODDIE	DEBRA JEA		
SAC AS NURSING-REG NURSING DEG	SWAN	ERIN J	HONORS	DEPARMENTAL HONORS
SAC AA BUSINESS ADMIN DEG	TAPIA	ANA ISELA		
SAC AA LIBERAL ARTS DEG	TELLEZ	MARTIN		
SAC AA LIBERAL ARTS DEGREE OPT 2	TONG	HIEN THI MAI		
SAC AA LIBERAL ARTS DEGREE OPT 2	TORRES	LAURA	HONORS	
SAC AA LIBERAL ARTS DEG	TORRES JR	NICOLAS		
SAC AA ACCOUNTING DEG	TRAN	BINH YEN		
SAC AA BUSINESS ADMIN DEG				
SAC AA LIBERAL ARTS DEG	TRAN	LINH KHANH		
SAC AA LIBERAL ARTS DEGREE OPT 2	TRAN	NHI MINH TUE	HIGHEST HONORS	
SAC AA BUSINESS ADMIN DEG	TRAN	TAM HOANG NGOC	HONORS	DEPARMENTAL HONORS
SAC AA ECONOMICS DEG			HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG			HONORS	
SAC AA BUSINESS ADMIN DEG	TRAN	TIEN MANH		
SAC AA LIBERAL ARTS DEG	TRAN	VION	HONORS	DEPARMENTAL HONORS
SAC AS CHEMISTRY DEG			HONORS	
SAC AA LIBERAL ARTS DEG	TREJO	ABIGAIL		
SAC AA LIBERAL ARTS DEG	TRINH	HANG HONG		
SAC AA PARALEGAL DEGREE				
SAC AA BUSINESS ADMIN DEG	TRONGOSO	VANESSA ALEXSIS		
SAC AA MANAGEMENT- GENERAL DEG	TRUJILLO	JOSE RAUL		
SAC AS AUTO TECH DEG				
SAC AA CRIMINAL JUSTICE OPT DEG	TRUJILLO	RUBEN DE JESUS		
SAC AA LIBERAL ARTS DEG	TRUJILLO	SANDRA LLANET		
SAC AA PARALEGAL DEGREE	TURNER	DEAN JOSEPH		
SAC AS FIRE TECH-PUBLIC SVC DEG	TURNER	RYAN NICHOLAS		
SAC AA LIBERAL ARTS DEG	ULLOA	MARISOL	HONORS	

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CMP DG MAJOR			
SAC AA WELDING TECHNOLOGY DEG	URAJE	YONIC A	
SAC AA LIBERAL ARTS DEG	URQUIZA	PERLA	
SAC AS NURSING-REG NURSING DEG	URQUIZA MURILLO	SUSANA	
SAC AA LIBERAL ARTS DEG	URRUNAGA	EDWARD MARK	
SAC AA LIBERAL ARTS DEG	UVINA	KARINA MARIEL	
SAC AA LIBERAL ARTS DEG	VALDES	DIANA GUADALUPE	HONORS
SAC AA MANAGEMENT- GENERAL DEG	VALDEZ	ELI AGUAYO	
SAC AA MANAGEMENT- GENERAL DEG	VALDEZ	SAMUEL AGUAYO	
SAC AA LIBERAL ARTS DEG	VALENCIA	LUIS ANTONIO	
SAC AA LIBERAL ARTS DEG	VALENCIA	RAMON ALEX	
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SAC AA MARKETING DEG GEN MARKETG			
SAC AA LIBERAL ARTS DEGREE OPT 2	VALLE	EDWARD CARRASCO	
SAC AA LIBERAL ARTS DEGREE OPT 2	VALLEJO	MARISSA GABRIELA	
SAC AA LIBERAL ARTS DEG	VAN	MONA GRACE	
SAC AA LIBERAL ARTS DEG	VAN SANT	PAUL DAVIS	HONORS
SAC AA LIBERAL ARTS DEG	VANGYI	VA X	
SAC AA ACCOUNTING DEG			
SAC AA LIBERAL ARTS DEGREE OPT 2	VAROLA	BACILIO	
SAC AA LIBERAL ARTS DEG	VARELA	GEORGE	
SAC AA LIBERAL ARTS DEG	VARELA	ROSALBA	
SAC AA LIBERAL ARTS DEG	VASQUEZ	ADAM ADRIAN	
SAC AA LIBERAL ARTS DEG	VASQUEZ	ANGELA	HONORS
SAC AA LIBERAL ARTS DEG	VAZQUEZ	AARON HERNAN	
SAC AA LIBERAL ARTS DEGREE OPT 2	VAZQUEZ	BRIAN	
SAC AA LIBERAL ARTS DEGREE OPT 2	VAZQUEZ	MARILYN YAZMIN	HIGH HONORS
SAC AA BUSINESS MANAGEMENT DEG	VEGA	TRACY DIANA	
SAC AS COMPUTER SCIENCE DEG	VENEGAS	SALVADOR	
SAC AA LIBERAL ARTS DEG	VENTURA	SANDRA	
SAC AA LIBERAL ARTS DEGREE OPT 2	VERA	ABRAHAM	
SAC AA LIBERAL ARTS DEGREE OPT 2	VERDUZCO	ERIKA LYNN	
SAC AA LIBERAL ARTS DEG	VERGARA	JOSE A	
SAC AA LIBERAL ARTS DEGREE OPT 2	VILLA	MORGAN LYNN	
SAC AA LIBERAL ARTS DEG	VILLA DAMASO	JUAN MANUEL	
SAC AS NURSING-REG NURSING DEG	VILLAFUERTE	GABRIELA URS	
SAC AA LIBERAL ARTS DEG	VILLALOBOS	GLADYS	
SAC AA LIBERAL ARTS DEG	VO	THANH NHU	HIGH HONORS

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SAC AA LIBERAL ARTS DEG	VU	DEON TUAN		
SAC AS NURSING-REG NURSING DEG	VU	KIEU LIEN THI		
SAC AS PHARMACY TECHNOLOGY DEG	VUONG	NATALIE	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	WADMAN	ZACHARY TYNER		
SAC AA SPCH LANG PATHOLOGY ASST	WAGNER	LONDRA LYNN		
SAC AA LIBERAL ARTS DEGREE OPT 2	WEATHERWAX	LISA JAN		
SAC AA LIBERAL ARTS DEG	WEBB	HEATHER JEANETTE		
SAC AA DANCE A-DANCE DEG				
SAC AS FIRE TECH-CHIEF OFFICER D	WILDE	MARK FRED	HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEG	WILDENBERG	RITA		
SAC AA LIBERAL ARTS DEGREE OPT 2	WILLIAMS	BRITTANY PAIGE		
SAC AA LIBERAL ARTS DEG	WILLIAMS	RUSSELL ANTONIE		
SAC AA LIBERAL ARTS DEG	WILLIAMS	SPENCER STERLIN		
SAC AA ELEMENTARY EDUCATION DEGR	WILSON	CRYSTAL EILEEN		
SAC AA LIBERAL ARTS DEGREE OPT 2	WONG	WUI LAI	HONORS	
SAC AS NURSING-REG NURSING DEG	WOO SAM	LYNETTE RENEE		
SAC AS PHYSICS DEG	WOODWORTH	DAVIS CHRISTOP	HIGH HONORS	DEPARMENTAL HONORS
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SAC AA LIBERAL ARTS DEG	YARROW	JAMES	HIGH HONORS	
SAC AA LIBERAL ARTS DEGREE OPT 2	YOUNG	ANDREW G		
SAC AA BUSINESS ADMIN DEG	ZAHIR	MUHAMAD ABDUL	HIGH HONORS	DEPARMENTAL HONORS
SAC AA LIBERAL ARTS DEGREE OPT 2	ZAMORA	NOE		
SAC AA BUSINESS ADMIN DEG				
SAC AA PSYCHOLOGY DEG	ZARATE	MARIA		
SAC AA LIBERAL ARTS DEG	ZARATE	ROSA EVELIA		
SAC AS OCCUPATIONAL THERAPY ASST	ZAVALA	ISABEL		
SAC AA LIBERAL ARTS DEGREE OPT 2	ZHONGUA	PATRICIA		
SAC AS NURSING-REG NURSING DEG	ZORN	CORTNY RENE		
SAC AA LIBERAL ARTS DEG	ZUNIGA	CLAUDIA ARACELI		

# **CERTIFICATES**

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC CT FT PUBLIC FIRE SERVICE C	ABBRUZZESE	ROBERT ERIC	
SAC CT MANAGEMENT - MARKETING SAC CT MARKETING/ADVERTISING CER	ACEVEDO	JOSE M	
SAC CT MEDICAL ASST-ADM/CLN CERT	AGUILAR	BRENDA ELISA	
SAC CT PARALEGAL CERTIFICATE	AGUILAR	LAURA	
SAC CT AUTO TECH-DRIVE TRAIN CER	ALONSO	OCTAVIO	
SAC CT FT PUBLIC FIRE SERVICE C	ANDREWS	SCOTT CLIFFORD	
SAC CT LIBRARY TECHNOLOGY CERTIF	ANTHES	KAROL KIM	
SAC CT GENERAL ACCOUNTING CERTIF	ARAGON	ANGIE	
SAC CT DIESEL-TRANSPORT REFRIG C	ASCENCION	ANDRES	
SAC CT ACCT ACCT/BOOKKP QUICKB C	ASEFI ZARIFI	SHAHLA	
SAC CT TELECOM D-COMPUTER GRAPHI SAC CT TELECOMM B-BROADCAST CERT SAC CT TELECOMM A-TV PROD CERT SAC CT 3D ANIMATION CERTIFIC B SAC CT 3D ANIMATION CERTIF A ART SAC CT TELECOM-DIG MED POST CERT	ASPORT	HENRY CHARLES	
SAC CT MANAGEMENT- HUMN RES CERT	AVILA	JAIME G	
SAC CT BA SPAN/ENG INTER OPT CER	AYALA	ANA MARIA	
SAC CT MANAGEMENT- HUMN RES CERT	BANOS	DANIEL	
SAC CT MEDICAL ASST-ADM/CLN CERT	BARAJAS	FLOR MARIA	
SAC CT FT PUBLIC FIRE SERVICE C	BEATTY	STEPHEN PAUL	
SAC CT FT PUBLIC FIRE SERVICE C	BECKLUND	MATTHEW PAUL	
SAC CT FT PUBLIC FIRE SERVICE C	BINIASH	JASON PAUL	
SAC CT SOLIDWRK 3D SOLID MDL CER	BISBINES	EDWARD LEWIS	
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SAC CT FT PUBLIC FIRE SERVICE C	BRAY	SEAN MICHAEL	
SAC CT FT PUBLIC FIRE SERVICE C	BRUGMAN	BRANDON REESE	
SAC CT ENG/DRAFTNG DES CERTIF #2	BUI	JAIME H	
SAC CT MEDICAL ASST-ADM/CLN CERT	BUNNELL	SEBRINA LYNN	
SAC CT AUTO TECH ADV ENG PERFOR SAC CT AUTO TECH-ENGINE SRV CERT SAC CT AUTO TECH-CHASS SVC CERT	CARDENAS	MIGUEL ANGEL	
SAC CT AUTO TECH-CHASS SVC CERT SAC CT AUTO TECH ADV ENG PERFOR	CARPIO	JASON BERNARD	
SAC CT PARALEGAL CERTIFICATE	CASTELLANOS	JENNIFER	
SAC CT MANAGEMENT- HUMN RES CERT	CASTILLO	GUADALUPE	
SAC CT FT PUBLIC FIRE SERVICE C	CHAMBERS	CHRIS BRANDON	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC CT AUTO TECH-ENGINE PRF CERT	CHAO	WEN HUANG	
SAC CT 3D ANIMATION CERTIF A ART	CHEN	DANNY T	
SAC CT DIGITAL MEDIA CERTIF A			
SAC CT MANAGEMENT- HUMN RES CERT	COLE	VIRGIL EDWARD	
SAC CT SUPERVISION OPTION CERTIF			
SAC CT AUTO TECH-CHASS SVC CERT	DAVIDSON	TIM M	
SAC CT MEDICAL ASST-ADM/CLN CERT	DE LEON	YOLANDA JINANG	
SAC CT DIESEL-TRANSPORT REFRIG C	DE ROUX	VICTOR	
SAC CT FT PUBLIC FIRE SERVICE C	DEL PRINO	BRADLEY	
SAC CT PARALEGAL CERTIFICATE	DELGADO	LOURDES VERONICA	
SAC CT HUM DEV- PRESCHOOL CERT	DIAZ	SILVIA	
SAC CT BA OFFICE MGMT CERTIFICA	DO	TAMMY HAI	
SAC CT AUTO TECH-CHASS SVC CERT	DOAN	QUAN NGOC	
SAC CT FT PUBLIC FIRE SERVICE C	DODSON	BRYAN WILLIAM	
SAC CT PHARMACY TECH BASIC CERT	DOLHOF	JUDY BURRESS	
SAC CT PHARMACY TECH ADV CERT			
SAC CT WELDING TECHNOLOGY CERT	DU	STEVE	
SAC CT FT PUBLIC FIRE SERVICE C	ECKHARDT	MICHAEL GANNON	
SAC CT FT PUBLIC FIRE SERVICE C	ELDRIDGE	MARK THOMAS	
SAC CT FT PUBLIC FIRE SERVICE C	ENGLAND	BRETT ROBERT	
SAC CT FT PUBLIC FIRE SERVICE C	ENGLER	SEAN ARTHUR	
SAC CT FT PUBLIC FIRE SERVICE C	ESTRADA	SALVADOR	
SAC CT INTERNATIONAL BUSINESS CT	FERNANDEZ	MILAR RENE	
SAC CT BA SPAN/ENG INTER OPT CER	FIGUEROA	RICARDO N	
SAC CT LIBRARY TECHNOLOGY CERTIF	FINN	JOLENE MARIE	
SAC CT MEDICAL ASST-ADM/CLN CERT	FLORES	MELISSA	
SAC CT LIBRARY TECHNOLOGY CERTIF	FRANKLIN	RACHEL LYNN	
SAC CT FT PUBLIC FIRE SERVICE C	FREEMAN	CORY SCOTT	
SAC CT MEDICAL ASST-ADM/CLN CERT	FUNKHOUSER	DAWN MARIE	
SAC CT INTERNATIONAL BUSINESS CT	GAMBOA	MARGARITO	
SAC CT COMM-SIGN LANG EDUC CERT	GAMINO	LINDA MARIE	
SAC CT FT PUBLIC FIRE SERVICE C	GARCIA	MATTHEW RENE	
SAC CT MARKETING-PRO SELL CERTIF	GARZA	ARMANDO HOLQUIN	
SAC CT PARALEGAL CERTIFICATE	GILLASPIE	SHAWN	
SAC CT SUPERVISION OPTION CERTIF	GOMEZ	ERNESTO LIERA	
SAC CT MARKETING-PRO SELL CERTIF	GONZAGA	NORMAN COSTALES	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC CT MEDICAL ASST-ADM/CLN CERT	GONZALEZ	DIANA	
SAC CT FT PUBLIC FIRE SERVICE C	GREENLEE	NICHOLAS STEPHE	
SAC CT FIRE ADMIN OPTION CERT	GROUNDS	ROBERT SCOTT	
SAC CT FIRE TECH-CHIEF OFFICER C			
SAC CT CNC PROGRAMMER A MASTERCM	GUERRA	ALFREDO	
SAC CT MANAGEMENT- HUMN RES CERT	GUTIERREZ	CARLOS EDUARDO	
SAC CT FIRE ADMIN OPTION CERT	GUYER	JEFFREY D	
SAC CT SUPERVISION OPTION CERTIF	GUZMAN	JULIAN	
SAC CT MEDICAL ASST-ADM/CLN CERT	HAMMACK	MARY LYNNE	
SAC CT FT PUBLIC FIRE SERVICE C	HAMMER	BRETT LEWIS	
SAC CT FT PUBLIC FIRE SERVICE C	HAVIG	JAMIE JOSEPH	
SAC CT FT PUBLIC FIRE SERVICE C	HENNING	MATHEW PATRICK	
SAC CT FT PUBLIC FIRE SERVICE C	HERNANDEZ	GABRIEL ANDREW	
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SAC CT FT PUBLIC FIRE SERVICE C	HIRSCH	KYLE ROBERT	
SAC CT ENG/DRAFTNG DES CERTIF #2	HLATYWAYO	TSHEPO JOHANNE	
SAC CT FT PUBLIC FIRE SERVICE C	HOOPER	NICHOLAS WILLIAM	
SAC CT FT PUBLIC FIRE SERVICE C	HUYLER	STEVEN JOSEPH	
SAC CT AUTO TECH-CHASS SVC CERT	IBARRA	FEDERICO AZAEL	
SAC CT AUTO TECH-ENGINE PRF CERT			
SAC CT FT PUBLIC FIRE SERVICE C	INSLEY	DUSTIN ROBERT	
SAC CT FT PUBLIC FIRE SERVICE C	JACOBS	TYLER ATKINSON	
SAC CT CNC PROGRAMMER A MASTERCM	JAIME	ANTONIO	
SAC CT MEDICAL ASST-ADM/CLN CERT	JOHNSON	ALYSSA ANN	
SAC CT INTERNATIONAL BUSINESS CT	JOHNSON	KATHY LESLY	
SAC CT HUM DEV- PRESCHOOL CERT	JORQUERA	PAZ ANDREA	
SAC CT FT PUBLIC FIRE SERVICE C	KEYES	BRENDAN MICHAEL	
SAC CT FT PUBLIC FIRE SERVICE C	KLUVE	JOHN CHARLES III	
SAC CT FT PUBLIC FIRE SERVICE C	KROBOTH	JUSTIN JOHN	
SAC CT PHARMACY TECH ADV CERT	KUWANO	MOMOE	
SAC CT FT PUBLIC FIRE SERVICE C	LATTUCA	SHANE MICHAEL	
SAC CT LIBRARY TECHNOLOGY CERTIF	LAUDATO	MARICAR D	
SAC CT FT PUBLIC FIRE SERVICE C	LAVIN	JOSHUA THOMAS	
SAC CT PHARMACY TECH BASIC CERT	LE	DAPHNE	
SAC CT MEDICAL ASST-ADM/CLN CERT	LE	THU TRANG TIFANIE	

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	LAST NAME	FIRST NAME	HONORS
CMP DG MAJOR			
SAC CT ENGINEERING DRFT/DES CERT	LE	TRUNG XUAN	
SAC CT AUTO TECH-ENGINE SRV CERT	LE	VU THAI	
SAC CT AUTO TECH-CHASS SVC CERT			
SAC CT DIESEL & HVY EQ-MID CERT	LEDWABA	MISHACK LAMENTE	
SAC CT AUTO TECH-ENGINE SRV CERT			
SAC CT PHARMACY TECH BASIC CERT	LEGASPI	HILDA MARGARITA	
SAC CT FT PUBLIC FIRE SERVICE C	LEVERICH	KENNETH ROBERT	
SAC CT AMERICAN SIGN LANG CERT	LIVIGNI	JESSICA ELIZABETH	
SAC CT FT PUBLIC FIRE SERVICE C	LOCKER	RYAN FORREST	
SAC CT FIRE TECH-MED SVC OFF CER	LUNDE	TY ROBERT	
SAC CT CNC LATHE SET UP OPT CERT	MADRIGAL	ALFREDO	
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SAC CT CNC MILL MACHINE OPT CERT			
SAC CT CNC MACHINE SETUP & OPER			
SAC CT AUTO TECH-CHASS SVC CERT	MANANSALA	PAUL AQUINO	
SAC CT AUTO TECH-ENGINE SRV CERT			
SAC CT FT PUBLIC FIRE SERVICE C	MARCHI	GREG	
SAC CT MEDICAL ASST-ADM/CLN CERT	MARIN	BETZABEL	
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SAC CT PARALEGAL CERTIFICATE	MARSH	SYLVIA NERI	
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SAC CT CRIM JUST - CORRECTNS OFF	MAURITZ	KRISTIN ANN	
SAC CT FT PUBLIC FIRE SERVICE C	MC ISAAC	NICK JAMES	
SAC CT AUTO TECH-ENGINE PRF CERT	MC KINNEY	ANDREW JARED	
SAC CT FT PUBLIC FIRE SERVICE C	MC LAUGHLIN	KEVIN	
SAC CT FIRE ADMIN OPTION CERT	MC REYNOLDS	KEITH A	
SAC CT INTERNATIONAL BUSINESS CT	MENDES	FLAVIO LUIZ	
SAC CT MEDICAL ASST-ADM/CLN CERT	MENDOZA	CECILIA SAILY	
SAC CT SOLIDWRK 3D SOLID MDL CER	MENDOZA	EFRAIN	
SAC CT FT PUBLIC FIRE SERVICE C	MERIDEN	AMER O	
SAC CT AUTO TECH-DRIVE TRAIN CER	MEZA	OSCAR I	
SAC CT ENG/DRAFTNG DES CERTIF #2	MIKI	MICKEY KAZUHIRO	
SAC CT PHARMACY TECH BASIC CERT	MILL	LENORA JOYCE	
SAC CT MEDICAL ASST-ADM/CLN CERT	MOLINA	YESENIA	
SAC CT CNC PROGRAMMER A MASTERC	MONDRAGON	JUAN JOSE	
SAC CT MEDICAL ASST-ADM/CLN CERT	MORAN	VIRGINIA Z	
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SAC CT AUTO TECH-CHASS SVC CERT	MORENO	VICTOR	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC CT FT PUBLIC FIRE SERVICE C	MORGAN	EDWARD AMES	
SAC CT DIGITAL MEDIA CERTIF A	NAKATAMARI	EMI	
SAC CT DIGITAL MEDIA ARTS CRT B			
SAC CT AUTO TECH-ENGINE SRV CERT	NANTHIYAPHUSIT	NAKORN	
SAC CT AUTO TECH-CHASS SVC CERT			
SAC CT SUPERVISION OPTION CERTIF	NASSER	RENEE	
SAC CT MANAGEMENT- HUMN RES CERT	NEGRON	VICTOR M	
SAC CT FIRE TECH-CHIEF OFFICER C	NEWBY	LARRY LEE	
SAC CT PHARMACY TECH BASIC CERT	NGUYEN	BENJAMIN THANH	
SAC CT GENERAL ACCOUNTING CERTIF	NGUYEN	CHARLES CHAU	
SAC CT ENGINEERING CAD/DRFT CERT	NGUYEN	HAU HUU	
SAC CT MICROSOFT OFFICE PRO CER	NGUYEN	KHANH HONG	
SAC CT SOLIDWRK 3D SOLID MDL CER	NGUYEN	MINH D	
SAC CT PHARMACY TECH ADV CERT	NGUYEN	PHUONG THI MY	
SAC CT MICROSOFT OFFICE PRO CER	NGUYEN	QUYNH NGOC BAO	
SAC CT GENERAL ACCOUNTING CERTIF	NGUYEN	UYENLY	
SAC CT MEDICAL ASST-ADM/CLN CERT	NONG	LILIAN KIM	
SAC CT MANAGEMENT-FOOD SERV CERT	ORNELAS	GREGORIO	
SAC CT MEDICAL ASST-ADM/CLN CERT	ORNELAS	KAREN	
SAC CT SUPERVISION OPTION CERTIF	PARKER	COLLETTE	
SAC CT SOLIDWRK 3D SOLID MDL CER	PATEL	JAYANT HARIVALLABH	
SAC CT MANAGEMENT-SMALL BUS CERT	PATEYRO	ALICIA	
SAC CT MICROSOFT OFFICE PRO CER	PATTINSON	TINA MAYUMI	
SAC CT CRIM JUST - CORRECTNS OFF	PENA	NAIN	
SAC CT CNC PROGRAMMER A MASTERCM	PHAM	LOC THANH	
SAC CT CNC MACHINE SETUP & OPER			
SAC CT CNC MILL MACHINE OPT CERT			
SAC CT CNC LATHE SET UP OPT CERT			
SAC CT MANUFACT TECH CAD/CAM CER	PHAM	THO MANH	
SAC CT MEDICAL ASST-ADM/CLN CERT	PHAN	HIEN THI THU	
SAC CT CNC MILL MACHINE OPT CERT	PHAN	TUYEN THE	
SAC CT CNC PROGRAMMER A MASTERCM			
SAC CT GENERAL ACCOUNTING CERTIF	PINA SALAZAR	VALENTE	
SAC CT LIBRARY TECHNOLOGY CERTIF	PINTO	ANDREW LOUIS	
SAC CT FT PUBLIC FIRE SERVICE C	PRETTYMAN	SHAUN VICTOR	
SAC CT HUM DEV- PRESCHOOL CERT	QUEZADA	LILIA	
SAC CT MEDICAL ASST-ADM/CLN CERT	RAMIREZ	ELVIRA	

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	LAST NAME	FIRST NAME	HONORS
CMP DG MAJOR			
SAC CT MEDICAL ASST-ADM/CLN CERT	RAZO	ALLISON LOUISE	
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SAC CT CRIM JUST - CORRECTNS OFF	REYES	JORGE A	
SAC CT DIESEL & HVY EQ CERT	REYES	SERGIO EDWARD	
SAC CT MEDICAL ASST-ADM/CLN CERT	RIEDEL	JOANNE ELIZABETH	
SAC CT TV/VIDEO COMMUNICATIONS C	RIOS	DANIEL	
SAC CT FT PUBLIC FIRE SERVICE C	ROBERTSON	GEOFF	
SAC CT INTERNATIONAL BUSINESS CT	ROCHA	ROXANA	
SAC CT DIGITAL MEDIA CERTIF A	RODRIGUEZ	KAREN JULIANA	
SAC CT HELP DESK CERT	ROMAN	CHRISTIAN	
SAC CT WELDING TECHNOLOGY CERT	ROMERO	BLAS A	
SAC CT FT PUBLIC FIRE SERVICE C	ROOSEN	BRIAN MICHAEL	
SAC CT FT PUBLIC FIRE SERVICE C	RUMFOLA	MATTHEW THOMAS	
SAC CT WELDING TECHNOLOGY CERT	SALMAN	AMJAD	
SAC CT DIGITAL MEDIA CERTIF A	SANCHEZ	ANABEL	
SAC CT DIGITAL MEDIA ARTS CRT B			
SAC CT MEDICAL ASST-ADM/CLN CERT	SANCHEZ	CINTHIA	
SAC CT MANAGEMENT- HUMN RES CERT	SANTANA	EDUARDO	
SAC CT SUPERVISION OPTION CERTIF			
SAC CT FT PUBLIC FIRE SERVICE C	SCANNELL	DEREK MICHAEL	
SAC CT DIGITAL MUSIC PRODUCTN C	SCHINDLER	JOSHUA RYAN	
SAC CT DIGITAL MEDIA CERTIF A	SCHWARTZ	SHARON ELISE	
SAC CT MEDICAL ASST-ADM/CLN CERT	SEPEHRYNAZAR	MARZEH	
SAC CT MEDICAL ASST-ADM/CLN CERT	SHAW	MAYRA	
SAC CT PARALEGAL CERTIFICATE	SMITH	CHEMEKA	
SAC CT PHARMACY TECH BASIC CERT	SORIANO	HORTENCIA	
SAC CT INTERNATIONAL BUSINESS CT	SOSA	ROCIO	
SAC CT HUM DEV- PRESCHOOL CERT	SPENCER	CECILIA	
SAC CT FT PUBLIC FIRE SERVICE C	STINSON	JOSH DEAN	
SAC CT WELDING TECHNOLOGY CERT	TONTLE	EDGAR JAVIER	
SAC CT CNC PROGRAMMER A MASTERC	TRAN	KEN	
SAC CT COMPUTER INFO SYS CERT	TRINH	LONG HOANG	
SAC CT FT PUBLIC FIRE SERVICE C	TROCCOLI	MICHAEL AARON	
SAC CT AUTO TECH ADV ENG PERFOR	TRUJILLO	JOSE RAUL	
SAC CT AUTO TECH-CHASS SVC CERT			
SAC CT PHOTOGRAPHY CERT	VAZQUEZ	AARON HERNAN	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SAC CT MARKETING-PRO SELL CERTIF	VAZQUEZ PARDO	NORMA GABR	
SAC CT MANAGEMENT - MARKETING			
SAC CT MARKETING/ADVERTISING CER			
SAC CT PHOTOGRAPHY CERT	VAZQUEZ VELAZQUEZ	FRANCI	
SAC CT SOLIDWRK 3D SOLID MDL CER	VELEZ	ALEX JASON	
SAC CT PHARMACY TECH ADV CERT	VU	GIANG THU	
SAC CT ENGINEERING CAD/DRFT CERT	VUONG	CHAU LE	
SAC CT PHARMACY TECH ADV CERT	VUONG	NATALIE	
SAC CT MEDICAL ASST-ADM/CLN CERT	WEAVER	ERICA DANIELLE	
SAC CT DANCE CERT	WEBB	HEATHER JEANETTE	
SAC CT GENERAL ACCOUNTING CERTIF	WEICK	JILL LORRAINE	
SAC CT CIS DATABASE CERT	WELLS	DOUGLAS JAMES	
SAC CT HUM DEV- PRESCHOOL CERT	WHITCOMB	DANEEN ANNETTE	
SAC CT FT PUBLIC FIRE SERVICE C	WHITE	BRIAN VICTOR	
SAC CT SOLIDWRK 3D SOLID MDL CER	WONG	VINCENT	
SAC CT HUM DEV- PRESCHOOL CERT	YAKINIAN	JACKLIN	
SAC CT AUTO TECH ADV ENG PERFOR	YANEZ	JOSE	
SAC CT AUTO TECH-DRIVE TRAIN CER			
SAC CT AUTO TECH-CHASS SVC CERT	ZARATE	LUCIO G	
SAC CT AUTO TECH-DRIVE TRAIN CER			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTIAGO CANYON COLLEGE  
STUDENT SERVICES**

To: Board of Trustees	Date: September 28, 2009
Re: Ratification of Spring 2009 Degrees and Certificates – Santiago Canyon College	
Action: Request for Action	

**BACKGROUND**

Attached is a list of students who successfully completed coursework at Santiago Canyon College leading to an associate degree, certificate of achievement, and/or certificate for spring 2009. Also attached are the statistical tables showing degrees, certificate of achievement, and certificates awarded by major.

**ANALYSIS**

Santiago Canyon College awarded 329 associate degrees in spring 2009, as compared to 380 in spring 2008. During this period an overall decrease of 18% occurred in the area of Liberal Arts. Specifically Liberal Arts – University Transfer Studies had a significant decrease. This is primarily as a result of phasing out of the Liberal Arts and Liberal Arts – University Transfer Studies majors to comply with revised state regulations. There will be a shift toward the four new emphases as students lose catalog rights to the former. A decrease in associate degrees also occurred in Art, Biological Science, Business Management, Cosmetology, Gemology, Human Development/Preschool, Marketing, Modern Languages, Physics, Political Science, and Travel and Tourism. Increases were seen in Anthropology, Apprenticeship – Surveying Chief of the Party, Apprenticeship – Electricity Power Lineman, Art Digital Media, Chemistry, Communication, Computer Information Systems, Economics, History, Psychology, Public Works, Real Estate, Science, Social Science, Sociology, Survey/Mapping Sciences – Land Surveyor, and Water Treatment.

By choice many students continue to transfer without an AA degree. For example, 15 % completed/received CSU and/or IGET certification without completing requirements for an associate degree.

Santiago Canyon College awarded 97 Certificate of Achievements and 15 Certificates for a total of 112 in spring 2009, as compared to 92 in spring 2008. Significant increases are noted in Apprenticeship – Electricity: Power Lineman and Apprenticeship – Surveying Chainman. Increases were also noted in Apprenticeship – Electricity: Industrial, Cosmetology, Real Estate, Survey/Mapping Sciences – Land Surveyor, and TV/Video Communications- Media Studies.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the recipients of the associate degrees, certificate of achievements, and certificates for the spring 2009 as presented.

Fiscal Impact: None	Board Date: September 28, 2009
Prepared by: John C. Hernandez, Ph.D., Vice President of Student Services	
Submitted by: Juan Vazquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Ed.D., Chancellor	



**Santiago Canyon College**

JUNE 2009

STATISTICS

**Santiago Canyon College**  
 Associate in Arts and Associate in Science  
 JUNE 2009

<u>MAJOR</u>	<u>TOTAL</u>
Anthropology	1
Apprenticeship - Surveying	1
Chief of Party	1
Apprenticeship - Electricity	1
Power Lineman	1
Art - Digital Media Arts	1
Biological Science	2
Business Administration	12
Business Management	1
Chemistry	2
Communication	1
Computer Information Systems	1
Cosmetology	1
Economics	2
History	6
Liberal Arts	149
Liberal Arts - University Transfer Studies	84
Liberal Arts: Arts, Humanities & Communication	14
Liberal Arts: Mathematics & Sciences	7
Liberal Arts: Social & Behavioral Sciences	9
Management (General)	1
Mathematics	1
Philosophy	3
Physics	1
Political Science	5
Psychology	5
Public Works	1
Real Estate	1
Science	2
Social Science	1
Sociology	2
Survey/Mapping Sciences - Land Surveyor	3
Water Utility Science	3
Water Distribution	3
Water Treatment	5

<b>June 2009 - Total</b>	<b>329</b>
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<u>AA Degrees</u>	<u>302</u>
<u>AS Degrees</u>	<u>27</u>

<u>Male</u>	<u>148</u>
<u>Female</u>	<u>181</u>

Students with multiple awards 20

# Santiago Canyon College

## Associate Degrees - Comparative Statistics by Semester

<u>MAJOR</u>	<u>June 2008</u>	<u>June 2009</u>
Anthropology		1
Apprenticeship - Surveying		
Chief of Party		1
Apprenticeship - Electricity		
Power Lineman		1
Art	4	
Art - Digital Media Arts		1
Biological Science	3	2
Business Administration	12	12
Business Management	3	1
Chemistry	1	2
Communication		1
Computer Information Systems		1
Cosmetology	2	1
Economics		2
Gemology	1	
History	3	6
Human Development		
Preschool Child	1	
Liberal Arts	132	149
Liberal Arts - University Transfer Studies	188	84
Liberal Arts: Arts, Humanities & Communication	<input checked="" type="checkbox"/>	14
Liberal Arts: Mathematics & Sciences	<input checked="" type="checkbox"/>	7
Liberal Arts: Multi-Cultural Studies	<input checked="" type="checkbox"/>	
Liberal Arts: Social & Behavioral Sciences	<input checked="" type="checkbox"/>	9
Management (General)	1	1
Marketing	1	
Mathematics	1	1
Modern Languages	1	
Philosophy	3	3
Physics	2	1
Political Science	8	5
Psychology	4	5
Public Works		1
Real Estate		1
Science	1	2
Social Science		1
Sociology		2
Survey/Mapping Sciences - Land Surveyor	2	3
Travel and Tourism	1	
Water Utility Science		
Wastewater/Environmental Sanitation		
Water Distribution	3	3
Water Treatment	2	5
	<b>380</b>	<b>329</b>

These majors are new for the 2008-09 catalog year

**Santiago Canyon College**  
**Associate in Arts and Associate in Science Degrees**  
**5 year Statistics**

<u>MAJOR</u>	<u>2004 - 05</u>	<u>2005 - 06</u>	<u>2006 - 07</u>	<u>2007 - 08</u>	<u>2008 - 09</u>
Accounting	1	3	3	1	
Anthropology			1		3
Apprenticeship - Carpentry					
Acoustical Tile					
Carpentry	1				
Concrete					
Drywall Finisher					
Drywall/Lather					
Finish Carpentry					
Framing					
Millwrighting		1			
Plastering					
Pile Driver					
Tilt-Up					
Apprenticeship - Electricity					
Industrial	1				
Power Lineman					1
Sound and Communication					
Apprenticeship - Maintenance Mechanic					
Maintenance Mechanic Apprentice I					
Maintenance Mechanic Apprentice II					
Apprenticeship - Surveying					
Chainman					1
Chief of Party	1		1	1	1
Art		3	1	4	
Art - Graphic Design					
Art - Digital Media Arts					1
Biological Science	1		4	5	3
Business Administration	19	37	25	24	23
Business Management	3	3	2	4	2
Business Management - Entrepreneurship			1		1
Chemistry	3		1	2	2
Communication			1	1	1
Computer Information Systems	1				2
Computer Science		2			1
Cosmetology		2	2	3	1
Economics	2	2	2	1	2
English	1		1		1
Gemology	2	2	1	3	1
Geography				1	
Geology					

**Santiago Canyon College**  
**Associate in Arts and Associate in Science Degrees**  
**5 year Statistics**

<u>MAJOR</u>	<u>2004 - 05</u>	<u>2005 - 06</u>	<u>2006 - 07</u>	<u>2007 - 08</u>	<u>2008 - 09</u>
History	2	3	2	7	8
Human Development					
Infant - Toddler		1			1
Preschool Child	1		1	2	
School Age					
Liberal Arts	230	220	254	237	274
Liberal Arts - University Transfer Studies	334	322	323	284	166
Liberal Arts: Arts, Humanities & Communication					22
Liberal Arts: Mathematics & Sciences					10
Liberal Arts: Multi-Cultural Studies					
Liberal Arts: Social & Behavioral Sciences					9
Management (General)	1	1	3	1	1
Marketing	2			2	1
Mathematics	5	3		1	3
Modern Languages		1	1	1	
Performing Arts					
Philosophy	3	2		4	5
Physics	1	1	1	3	2
Political Science	4	1	4	9	7
Psychology	7	2	9	10	8
Public Works	1	2	2		3
Real Estate	3	1	5		1
Science	5	1	3	1	3
Social Science					1
Sociology	1		2	1	2
Survey/Mapping Sciences - Land Surveyor	1	2	1	7	5
Travel and Tourism	3	5	3	1	
Water Utility Science	1				
Water Distribution	4	3	11	6	6
Water Treatment	4	4	10	8	7
Wastewater/Environmental Sanitation	1	3	2	1	3
Women's Studies					

<b>Totals</b>	<b>650</b>	<b>633</b>	<b>683</b>	<b>636</b>	<b>595</b>
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<b>Male</b>	302	286	298	301	279
<b>Female</b>	348	347	385	333	315
<b>Unidentified</b>				2	1

<b>AA Degrees</b>	618	601	633	589	548
<b>AS Degrees</b>	32	32	50	47	47

**June 2009  
Student Names  
Associate Degrees**

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08/09 SPRING SEMESTER GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	ABARCA	IRIS A	
SCC AA LIBERAL ARTS DEG	ABRAHAM	STEPHANIE GRACE	
SCC AA LIBERAL ARTS DEG	AGUILAR	BEATRIZ	
SCC AA LIBERAL ARTS DEGREE OPT 2	AGUILAR	RANDY TINO	
SCC AA LIBERAL ARTS DEG	ALIPANAH	ALI	
SCC AA BUSINESS ADMIN DEG	ALKHOUTOFF	BRANDON MICHA	
SCC AA LIBERAL ARTS DEG	ALVAREZ	STEPHANIE	
SCC AA LIBERAL ARTS DEGREE OPT 2	ANABLE	CINDY	
SCC AA LIBERAL ARTS DEG	ANDERSON	ALISON DRU	
SCC AA LIBERAL ARTS DEG	ANDRADE JIMENEZ	SANDRA IMELDA	
SCC AA LIBERAL ARTS DEG	ANDRESEN	JENNA RAE	
SCC AA HISTORY DEG	ANNETT	RICHARD DEAN	
SCC AA LIBERAL ARTS DEGREE OPT 2	ANTOLIN	GABRIELA SOCORRO	
SCC AA LIBERAL ARTS DEGREE OPT 2	ARRIETA	GEORGINA Y	
SCC AA LIBERAL ARTS DEG	ASHLEIGH	AMANDA MCCALL	HONORS
SCC AA LIBERAL ARTS DEG	BAHLENHORST	BENJAMIN R	
SCC AA LIBERAL ARTS DEG	BAKER	BRENDA DEE	HIGH HONORS
SCC AA LIBERAL ARTS DEG	BARR	CARLY	
SCC AA LIBERAL ARTS DEGREE OPT 2	BARRERA	GUNNAR	
SCC AA LIBERAL ARTS DEG	BARRETTE	JAMES PATRICK	
SCC AA LIBERAL ARTS DEG	BARTLETT	SARA	HONORS
SCC AA LIBERAL ARTS DEGREE M&S	BARTROM	AMY M	
SCC AA LIBERAL ARTS DEG	BASEHART	ALLYSON JANE	
SCC AA LIBERAL ARTS DEGREE M&S	BATES	RICKY	HONORS
SCC AA LIBERAL ARTS DEG	BEAM	JENNIFER MARIE	
SCC AA SOCIAL SCIENCE DEG	BEAUMONT	CASSANDRA MARIE	
SCC AA HISTORY DEG			
SCC AA SOCIOLOGY DEG			
SCC AA LIBERAL ARTS DEGREE AHC	BECKER	BRIAN	HONORS PROGRAM
SCC AA LIBERAL ARTS DEGREE OPT 2	BENBROOK	TYLER	
SCC AA LIBERAL ARTS DEG	BIRD	MALIA	
SCC AA LIBERAL ARTS DEGREE OPT 2	BLACK	LAUREN RENEE	
SCC AA LIBERAL ARTS DEG	BOCK	JULIA A	
SCC AA LIBERAL ARTS DEGREE OPT 2	BORGE	JONATHAN	
SCC AS APPR-ELECTRIC-POWER DEG	BOWYER	PAUL L	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	
SCC AA LIBERAL ARTS DEG	BREEHER	STEPHANIE TAYLOR		
SCC AS BUSINESS ADMIN DEG	BRIDGES	LARI N		
SCC AA LIBERAL ARTS DEGREE OPT 2	BRIGHT	ADAM GLENN		
SCC AA LIBERAL ARTS DEG	BRIO	SARA N	HIGHEST HONORS	
SCC AA LIBERAL ARTS DEG	BROWN	TRAVIS ROBERT	HONORS	
SCC AA LIBERAL ARTS DEG	BUCK	RICHARD L.		
SCC AS APPR SURV CHIEF OF PARTY	BUNDY	DAVID GENE		
SCC AS SURVEY/MAPPING SCI LAND D	BURKE	LOUIS FRANCIS		
SCC AA LIBERAL ARTS DEGREE OPT 2	CALDERON HERNANDEZ	GEMA GABRIELA		
SCC AA LIBERAL ARTS DEGREE OPT 2	CAMPOS	ANTHONY ALBERT	HONORS	
SCC AA HISTORY DEG			HONORS	DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	CARLSON	KRISTA A		
SCC AS COSMETOLOGY DEG	CARSON HERNANDEZ	GRACE		
SCC AA LIBERAL ARTS DEGREE OPT 2	CASEBOLT	CHRISTOPHER	HONORS	
SCC AA LIBERAL ARTS DEGREE AHC	CASTILLO	RYAN ANTHONY		
SCC AA LIBERAL ARTS DEG	CELESTINE	DERRICK WAYNE		
SCC AA LIBERAL ARTS DEGREE OPT 2	CHARLES	NANCY GAYLE	HONORS	
SCC AA LIBERAL ARTS DEG	CHENG	MAN WAI MELANIE	HIGH HONORS	
SCC AA ECONOMICS DEG	CHEVRIER	SCOTT MATTHEW		
SCC AA COMMUNICATION DEGREE	CHIFOREANU	SANDRA D.	HONORS	DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE AHC	CHIPMAN	THOMAS		
SCC AA LIBERAL ARTS DEG	CLAYTON	JASON TERRY		
SCC AA LIBERAL ARTS DEG	CORTEZ	CESAR		
SCC AA LIBERAL ARTS DEG	COSTA	ANDREA MICHELLE		
SCC AA LIBERAL ARTS DEG	CREWS	COURTNEY MICHELLE		
SCC AA LIBERAL ARTS DEG	CUEVA	ANGELA		
SCC AA LIBERAL ARTS DEG	DAITCH	JULIETTE		
SCC AA LIBERAL ARTS DEGREE OPT 2	DAKROUB	SAMAR		
SCC AA LIBERAL ARTS DEGREE AHC	DALBY	BRIANNE		
SCC AA LIBERAL ARTS DEG	DALLEMESE	GIOVANNA		
SCC AA LIBERAL ARTS DEGREE OPT 2	DE SHETLER	BENJAMIN J.	PRESIDENT'S	
SCC AA LIBERAL ARTS DEGREE S&B	DEL CROGNALE	CARLEY		
SCC AA LIBERAL ARTS DEGREE OPT 2	DENKLER	KRISTY		
SCC AA LIBERAL ARTS DEG	DENNO	KATHRYN		
SCC AA LIBERAL ARTS DEG	DICKERSON	DANIELLE RENEE		

RSCCD

SANTIAGO CANYON COLLEGE

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08/09 SPRING SEMESTER GRADUATE FILE LISTING

	LAST NAME	FIRST NAME	HONORS	
CMP DG MAJOR	DOAN	ALEX		
SCC AS BUSINESS ADMIN DEG	DONNELLY	ELYSE CLAIRE LAE	HONORS	DEPARMENTAL HONORS
SCC AA PSYCHOLOGY DEG	DOS SANTOS	ISABELA PEREIRA		
SCC AA LIBERAL ARTS DEGREE S&B	DUNCAN	NICOLLE EMMY		
SCC AA LIBERAL ARTS DEG	EDDY	REBECCA MARIE	PRESIDENT'S	
SCC AA LIBERAL ARTS DEG	ELIGIO	DEREK	HONORS	
SCC AA LIBERAL ARTS DEG	EMERSON SMITH	EVAN WILLIAM	PRESIDENT'S	
SCC AA LIBERAL ARTS DEGREE OPT 2	ESPERO	NYRA		
SCC AA LIBERAL ARTS DEGREE AHC	ESSLINGER	TIMOTHY S.		
SCC AA LIBERAL ARTS DEG	FAMOURI	SHAHLA	HONORS PROGRAM	
SCC AA LIBERAL ARTS DEG	FERNANDEZ	SARAH CHRISTINE	HONORS	
SCC AA LIBERAL ARTS DEGREE OPT 2	FIELDS	LISA A	HONORS	
SCC AA LIBERAL ARTS DEGREE OPT 2	FIGARD	KATHLEEN M.	HONORS PROGRAM	
SCC AA ANTHROPOLOGY DEG	FIGUEROA	BENJAMIN LEE		
SCC AA LIBERAL ARTS DEG	FINNEGAN	THOMAS K		
SCC AS WATER DISTRIBUTION DEGREE	FLORES	DARCI E		
SCC AS WATER TREATMENT OPTION DE	FOLKMANN	JOSEPH		
SCC AA LIBERAL ARTS DEG	FONSECA	SASHA		
SCC AA LIBERAL ARTS DEG	FOSTER	NICOLE RACHELLE	PRESIDENT'S	
SCC AA LIBERAL ARTS DEGREE OPT 2	FRAGER	KYLE S	HONORS	
SCC AA LIBERAL ARTS DEGREE S&B	FRAUSTO	LESLIE		
SCC AA LIBERAL ARTS DEG	FUKUMITSU	GLENN KEI		
SCC AS SURVEY/MAPPING SCI LAND D	GALYAN	TAYLOR LEIGH	HONORS	
SCC AS PUBLIC WORKS DEG	GARCIA	ANAISABELLE	PRESIDENT'S	
SCC AA LIBERAL ARTS DEG	GARCIA	JULIET M		
SCC AA LIBERAL ARTS DEGREE OPT 2	GARCIA	PAUL ZERAFIN	PRESIDENT'S	DEPARMENTAL HONORS
SCC AS BUSINESS ADMIN DEG	GARD	DEREK ROBERT		
SCC AA POLITICAL SCIENCE DEG	GASPAR	ASHLEY NICOLE		
SCC AA LIBERAL ARTS DEG	GENTRY	MICHAEL EDWARD		
SCC AA LIBERAL ARTS DEG	GERVIN	ASHLEY		
SCC AA LIBERAL ARTS DEGREE OPT 2	GHORBANI	SAMIRA	HONORS	
SCC AA LIBERAL ARTS DEGREE OPT 2	GILBERT	KAY MARIE		
SCC AA LIBERAL ARTS DEGREE OPT 2	GILBERT	KRISTY MAE		
SCC AA LIBERAL ARTS DEG	GILL	KRISTEN		
SCC AA LIBERAL ARTS DEGREE S&B				

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEG	GILLIS	ALLISON	
SCC AA LIBERAL ARTS DEGREE OPT 2	GODOWN	MARC JACOB	
SCC AA LIBERAL ARTS DEG	GODOY	SHANNON	
SCC AA LIBERAL ARTS DEGREE OPT 2	GOLDMAN	ALEC	
SCC AA PHILOSOPHY DEG	GOLDSTEIN	MATAN	
SCC AA HISTORY DEG	GORDON	CHRISTOPHER ANTAL	HIGH HONORS DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE AHC	GRECO	CARRIE ANN	PRESIDENT'S
SCC AA LIBERAL ARTS DEG	GRECO	SEAN	
SCC AA LIBERAL ARTS DEG	GRIGGS	LAURIE CATHERINE	
SCC AA LIBERAL ARTS DEGREE OPT 2	GUILLEN	JEANNETTE	
SCC AA HISTORY DEG	HAGER	TRINITY CHRISTINE	HONORS DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEG	HAINES	JONATHAN	
SCC AA LIBERAL ARTS DEGREE OPT 2	HANNA	CAROLINE O'LEARY	
SCC AA LIBERAL ARTS DEG	HEATON	TRACI	
SCC AA LIBERAL ARTS DEG	HENRY	ANDREW ARTHUR	
SCC AA LIBERAL ARTS DEG	HERNANDEZ	ANTHONY	
SCC AA LIBERAL ARTS DEGREE AHC	HERNANDEZ	EMILY MARIE	HONORS
SCC AA LIBERAL ARTS DEG	HERNANDEZ	GIOVANNI	
SCC AA LIBERAL ARTS DEGREE OPT 2	HERNANDEZ	VINCE	
SCC AA BUSINESS ADMIN DEG	HERRERA	JEANNETTE DOLORES	
SCC AA LIBERAL ARTS DEG	HERRERA	STEPHANIE T.	
SCC AA LIBERAL ARTS DEGREE M&S	HERRING	KAMBRIA LACEY	
SCC AA PSYCHOLOGY DEG	HOFMANS	CORAL ASHLIE	
SCC AA LIBERAL ARTS DEG	HOOD	ERIC	
SCC AA LIBERAL ARTS DEGREE OPT 2	HOPKINS	COREY	
SCC AA LIBERAL ARTS DEGREE S&B	HUNSBERGER	DONALD ALEC	HONORS PROGRAM
SCC AA LIBERAL ARTS DEGREE OPT 2	INFANTE	KYLE AARON	
SCC AA LIBERAL ARTS DEGREE OPT 2	JACKSON	JULIE	
SCC AS SCIENCE DEG			
SCC AA LIBERAL ARTS DEGREE OPT 2	JENKINS	TREVOR DEACON	
SCC AA LIBERAL ARTS DEG	JIMENEZ	ELIZABETH L.	
SCC AA LIBERAL ARTS DEG	JIN	JESSICA	
SCC AA LIBERAL ARTS DEG	JOHNSON	ASHLEY NICOLE	
SCC AA LIBERAL ARTS DEG	JONES	JENNIFER JOANNE	

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GRADUATE FILE LISTING

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CMP	DG	MAJOR	LAST NAME	FIRST NAME	HONORS
SCC	AA	LIBERAL ARTS DEG	KEITEL	TERRA NICOLE	
SCC	AA	LIBERAL ARTS DEG	KEMPER	SCOTT ANTHONY	
SCC	AA	LIBERAL ARTS DEG	KHAWAM	SAM	
SCC	AA	LIBERAL ARTS DEG	KIM	ERIC	
SCC	AA	LIBERAL ARTS DEG	KIRBY	ROBERT	
SCC	AA	LIBERAL ARTS DEG	KNIGHT	BRIAN KEITH	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	KOPE	CHARLES HEISKELL	
SCC	AA	PSYCHOLOGY DEG			
SCC	AA	LIBERAL ARTS DEGREE OPT 2	KOUDSI	LANA	
SCC	AA	LIBERAL ARTS DEG	KRYSTEK	HEATHER	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	KUO	ABBY YI-CHUN	PRESIDENT'S
SCC	AA	LIBERAL ARTS DEG	KUZUCAN	AYLIN BAHAR	PRESIDENT'S
SCC	AA	LIBERAL ARTS DEG	LAGUI	JOSEPH	
SCC	AA	LIBERAL ARTS DEG	LAKHANI	AKBAR ILYAS	
SCC	AA	LIBERAL ARTS DEG	LAMB	JUSTINE MARIE	HONORS PROGRAM
SCC	AA	LIBERAL ARTS DEGREE AHC	LANG	VALERIE	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LARRAGUETA	ALEJANDRO	
SCC	AA	LIBERAL ARTS DEG	LARSON	TAYLOR SCOTT	
SCC	AA	LIBERAL ARTS DEG	LASSO	ANAMARIA	
SCC	AA	LIBERAL ARTS DEG	LAU	LOUIS	
SCC	AA	LIBERAL ARTS DEG	LE	DANNY	
SCC	AA	LIBERAL ARTS DEG	LE VAY	JOSHUA RYAN	
SCC	AA	LIBERAL ARTS DEG	LEONARD	BRIANNA NICOLE	
SCC	AA	POLITICAL SCIENCE DEG	LESTER	SEAN	PRESIDENT'S DEPARMENTAL HONORS
SCC	AA	LIBERAL ARTS DEG	LEWIS	ANASTASIA EVA	
SCC	AA	LIBERAL ARTS DEG	LEWIS	BRIANA ANN	
SCC	AA	LIBERAL ARTS DEG	LIDMAN	AARON	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LIKEE	ANDREW	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LIU	CHAO	HONORS
SCC	AA	LIBERAL ARTS DEG	LIU	DENISE	HONORS
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LOCKSHAW	NICOLE	
SCC	AA	LIBERAL ARTS DEG	LOCKYER	ALLISON LEIGH	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LOPEZ	KRISSTELL ALEJANDR	
SCC	AA	LIBERAL ARTS DEG	LOPEZ	ROLANDO	
SCC	AA	LIBERAL ARTS DEGREE OPT 2	LUBUS	BRENDON	HONORS

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08/09 SPRING SEMESTER GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS	DEPARTMENTAL HONORS
SCC AS BUSINESS ADMIN DEG	LUBUS	BRENDON	HONORS	DEPARTMENTAL HONORS
SCC AA LIBERAL ARTS DEG	LY	RANDALL		
SCC AA LIBERAL ARTS DEGREE OPT 2	MAGALLON-BENITEZ	SAUL		
SCC AA LIBERAL ARTS DEGREE OPT 2	MALONEY	VANESSA		
SCC AA LIBERAL ARTS DEG	MARANI	TALLIA RAE	HONORS PROGRAM	
SCC AA BUSINESS ADMIN DEG	MARMOLEJO	FANNY		
SCC AA MATHEMATICS DEG	MARTIN	LILLIAM		
SCC AS CHEMISTRY DEG				
SCC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	BRENDA YULIANA		
SCC AA BUSINESS ADMIN DEG	MARTINEZ	JOHN PAUL		
SCC AA LIBERAL ARTS DEGREE OPT 2	MARTINEZ	SISMAI I		
SCC AA LIBERAL ARTS DEG	MATESZ	MARYANN	HONORS	
SCC AA ART-DIGITAL MEDIA ARTS DE	MAUDE	AMY LYNNE	HONORS	DEPARTMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	MC KIBBEN	JOE		
SCC AA LIBERAL ARTS DEG	MCGAUGHY	MALLORY LAUREN	PRESIDENT'S	
SCC AA BUSINESS ADMIN DEG	MEDEL	ELISA		
SCC AA LIBERAL ARTS DEG	MEJIA	ROCIO ALEJANDRA		
SCC AA LIBERAL ARTS DEG	MEZA	ALINA		
SCC AA PSYCHOLOGY DEG	MILLER	LAURA	HIGHEST HONORS	DEPARTMENTAL HONORS
SCC AA LIBERAL ARTS DEG			HIGHEST HONORS	
SCC AA LIBERAL ARTS DEG	MILNE	TOM		
SCC AS REAL ESTATE DEG	MINASSIAN	ERIC A		
SCC AA LIBERAL ARTS DEGREE OPT 2	MIRANDA	JASMINE LIGHT		
SCC AA LIBERAL ARTS DEG	MITCHELL	MELISSA JOANNE	PRESIDENT'S	
SCC AA LIBERAL ARTS DEGREE AHC	MONTAGANO III	FRANK JOSEPH		
SCC AA LIBERAL ARTS DEG	MONZON	FABIOLA DOLORES		
SCC AA LIBERAL ARTS DEGREE OPT 2	MOOSANI	SONIA		
SCC AS WATER DISTRIBUTION DEGREE	MORALES	JAIME		
SCC AA BUSINESS ADMIN DEG	MORALES	MARIA CRISTINA		
SCC AA LIBERAL ARTS DEGREE OPT 2				
SCC AA LIBERAL ARTS DEGREE OPT 2	MORGADO	DANIELA B		
SCC AA LIBERAL ARTS DEGREE OPT 2	MORGAN	MICHAEL BRADLEY		
SCC AA POLITICAL SCIENCE DEG	MULLER	BRIAN JOHN		
SCC AA LIBERAL ARTS DEG				
SCC AA LIBERAL ARTS DEG	MUMFORD	KYLE JOSEPH		
SCC AA LIBERAL ARTS DEG	MUNOZ	EDUARDO		
SCC AA LIBERAL ARTS DEGREE OPT 2	MUNOZ	LILIANA		

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08/09 SPRING SEMESTER

GRADUATE FILE LISTING

CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEGREE AHC	NAZARETH	SHANE AUSTIN JULIAN	HONORS PROGRAM
SCC AA LIBERAL ARTS DEGREE OPT 2	NGUYEN	CHRISTINA THUYAN	
SCC AS CHEMISTRY DEG	NGUYEN	HOAI	HONORS DEPARTMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2			HONORS
SCC AA LIBERAL ARTS DEG	NGUYEN	KEVIN HOANGVINH	HONORS PROGRAM
SCC AS WATER TREATMENT OPTION DE	NGUYEN	MINH	
SCC AA LIBERAL ARTS DEG	NOLL	JULIE ANN	
SCC AA LIBERAL ARTS DEGREE M&S	NORTON	BRIAN	HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	NYSSSEN	DANIELLE	
SCC AA LIBERAL ARTS DEG	OLGUIN	ASHLEY NICOLE	
SCC AA LIBERAL ARTS DEG	ONG	ANTHONY	
SCC AA POLITICAL SCIENCE DEG	OROZCO	ERIK	HONORS PROGRAM
SCC AS SURVEY/MAPPING SCI LAND D	OSUNA	JOSSUE	
SCC AA LIBERAL ARTS DEG	OUSLEY	RHIANNON NICOLE	
SCC AA LIBERAL ARTS DEGREE OPT 2	PAPLIA	JAMIE L	
SCC AA PSYCHOLOGY DEG	PARSONS	KIRA JEAN	
SCC AA LIBERAL ARTS DEGREE OPT 2	PEARCE	RYAN MASON	
SCC AA LIBERAL ARTS DEGREE AHC	PEDUTO	DANYEL BETTY	
SCC AA LIBERAL ARTS DEG	PENCE	GINA NICOLE	
SCC AA LIBERAL ARTS DEGREE OPT 2	PETERSEN	RACHEL KATHRYN	
SCC AA LIBERAL ARTS DEGREE M&S	PETRIE	CARLY BETH	PRESIDENT'S
SCC AA LIBERAL ARTS DEG	PHI	JOHN	
SCC AA PHILOSOPHY DEG	PITLUK	MICHAEL	HIGH HONORS DEPARTMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE M&S	PRIDDY	ISAAC	
SCC AS BUSINESS MANAGEMENT DEG	PROKOP	STEVE MITCHEL	
SCC AA LIBERAL ARTS DEGREE OPT 2	PRUNEDA	DANIEL	
SCC AA LIBERAL ARTS DEGREE S&B	RAHMANI	SHAHRZAD CHERI	HONORS
SCC AA LIBERAL ARTS DEG	RAKOWSKI	JENNIFER M.	
SCC AA LIBERAL ARTS DEGREE OPT 2	RAMIREZ	LILIA	
SCC AA LIBERAL ARTS DEGREE M&S	RANDAZZO	MITCHELL ANGELO	
SCC AA LIBERAL ARTS DEG	RASMUSSEN	COURTNEY LYNN	
SCC AA LIBERAL ARTS DEGREE OPT 2	REYES	DANIEL	
SCC AA LIBERAL ARTS DEG	REYES II	JOHN STEVE	
SCC AA POLITICAL SCIENCE DEG	RODRIGUEZ	ANTHONY	
SCC AA LIBERAL ARTS DEGREE OPT 2	RODRIGUEZ	CARLOS FIDEL	

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08/09 SPRING SEMESTER GRADUATE FILE LISTING

CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	RODRIGUEZ	SUSAN M	
SCC AA LIBERAL ARTS DEG	ROGOFF	SANDRA GAIL	
SCC AA LIBERAL ARTS DEGREE OPT 2	RUELAS	SANDRA L. G	
SCC AA LIBERAL ARTS DEGREE OPT 2	RUSSELL	DANIEL PATRICK	
SCC AA LIBERAL ARTS DEG	SACHAR	TANVI	
SCC AA LIBERAL ARTS DEGREE AHC	SALDIVAR	ANGELICA G	
SCC AA LIBERAL ARTS DEG	SALINAS	NICHOLAS ANDREW	
SCC AA LIBERAL ARTS DEG	SAMARIN III	PETER	
SCC AA LIBERAL ARTS DEG	SANCHEZ	ANA C	
SCC AA LIBERAL ARTS DEG	SANCHEZ	LAURA	
SCC AA LIBERAL ARTS DEGREE OPT 2	SANTAMARIA	MIGUEL ANGEL	
SCC AA LIBERAL ARTS DEG	SASVIN	HEIDY A.	HONORS
SCC AA SCIENCE DEG			HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	SAYNE	KAMRYN CHRISTY	DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEG	SCHILLER	STEPHANIE	
SCC AA BIOLOGICAL SCIENCE DEG	SCHROEDER	BRYOE ADAM	
SCC AA LIBERAL ARTS DEGREE OPT 2	SERRANO	KARLA N.	
SCC AA LIBERAL ARTS DEG	SHARPE	CHAD DAMON	
SCC AA LIBERAL ARTS DEG	SHEFSKY	MATTHEW SCOTT	
SCC AA LIBERAL ARTS DEGREE AHC	SHORES	MEGAN ELIZABETH	HONORS
SCC AA LIBERAL ARTS DEG	SMITH	STEPHANIE LEE	
SCC AA LIBERAL ARTS DEG	SNYDER	KATHRYN	PRESIDENT'S
SCC AA LIBERAL ARTS DEG	SOLTANI	SINA	HONORS PROGRAM
SCC AA LIBERAL ARTS DEG	SOPER	ANDREW	
SCC AA LIBERAL ARTS DEGREE OPT 2	SOSA	JACKIE SUE KAY	
SCC AA LIBERAL ARTS DEGREE OPT 2	SOUTHERN	PAIGE	HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	SPROUL	BRETT	HONORS PROGRAM
SCC AS PHYSICS DEG	STAGNER	LUKE	HONORS
SCC AA LIBERAL ARTS DEG	STEBBINS	LAUREN	DEPARMENTAL HONORS
SCC AA PHILOSOPHY DEG	STEBBINS	MICHAEL L.	
SCC AA LIBERAL ARTS DEG	STEHLE	PATRICIA JOYCE	
SCC AS BIOLOGICAL SCIENCE DEG	STEWART	JOSHUA	
SCC AA LIBERAL ARTS DEGREE OPT 2			
SCC AA LIBERAL ARTS DEG	SUAREZ	JOSEPH SICAEROS	
SCC AA LIBERAL ARTS DEGREE OPT 2	SUBAT	ALI	PRESIDENT'S

RSCCD

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08/09 SPRING SEMESTER

GRADUATE FILE LISTING

CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	SWANKE	RYAN J.	
SCC AA LIBERAL ARTS DEG	TABOR	DOUGLAS C	
SCC AA LIBERAL ARTS DEGREE OPT 2	THAI	NEWTON	
SCC AS WATER TREATMENT OPTION DE	TRIGGS	GREGORY E.	
SCC AA LIBERAL ARTS DEG	TROBAUGH	DAVID	
SCC AA LIBERAL ARTS DEGREE OPT 2	TU	RENEE LAM	
SCC AA LIBERAL ARTS DEG	TUNSTILL	COLLEEN	
SCC AA LIBERAL ARTS DEG	TUQAN	SAMI	
SCC AA BUSINESS ADMIN DEG	TURNER	LAUREN ELIZABETH	HONORS DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEG	TUTTLE	GABRIELLE E	
SCC AA LIBERAL ARTS DEG	ULERY	TIFFANY RAE	
SCC AA LIBERAL ARTS DEGREE S&B	UNGER	LISA	PRESIDENT'S
SCC AA LIBERAL ARTS DEG	VAESSEN	BLAKE	
SCC AS WATER TREATMENT OPTION DE	VALENCIA TORRES	JOSE M	
SCC AA LIBERAL ARTS DEG	VALLE	CHRISTOPHER SHAWN	
SCC AA LIBERAL ARTS DEG	VALLE	KAREN V.	
SCC AA LIBERAL ARTS DEG	VAN SLYKE	EMILY BROOKE	HONORS PROGRAM
SCC AA SOCIOLOGY DEG	VARGAS	MARISSA CATRINA	
SCC AA LIBERAL ARTS DEGREE OPT 2	VAUGHN	CHRISTINE MARIE	HONORS PROGRAM
SCC AA MARKETING DEG GEN MARKETG	VAUN	ADAM BUN NGAK	
SCC AA LIBERAL ARTS DEGREE AHC	VIELE	JENNIFER MARIE	
SCC AS WATER TREATMENT OPTION DE	VIELMA II	STANLEY	
SCC AS WATER DISTRIBUTION DEGREE			
SCC AA LIBERAL ARTS DEG	VILLASENOR	BARBARA D	
SCC AA LIBERAL ARTS DEGREE OPT 2	VINCENT	JENNIFER ADELE	
SCC AA LIBERAL ARTS DEG	VRIENS	BRANDEN MICHAEL	
SCC AA LIBERAL ARTS DEG	VU	LORNA	
SCC AA LIBERAL ARTS DEG	WALLACE	KELSEA KINGDON	
SCC AA LIBERAL ARTS DEG	WALTERS	STEPHANIE	
SCC AA LIBERAL ARTS DEG	WAMBAUGH	KELLY LYNN	
SCC AA LIBERAL ARTS DEG	WARWAR	CHADDY HABIB	
SCC AA HISTORY DEG	WASHBURN	SEAN	HONORS DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEGREE OPT 2	WEAVER	COLE	
SCC AA LIBERAL ARTS DEGREE S&B	WEAVER	RHONDA LEA	
SCC AA LIBERAL ARTS DEGREE OPT 2	WELCH	PARKER ALEXANDER	

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GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC AA LIBERAL ARTS DEG	WHIPPLE	MICHAEL JAMES	HONORS
SCC AA LIBERAL ARTS DEG	WHITE	MACEE	
SCC AA LIBERAL ARTS DEGREE OPT 2	WILKERSON	MICHAEL THOMAS	
SCC AA LIBERAL ARTS DEG	WILSON	GRANT ROBERT	
SCC AA LIBERAL ARTS DEG	WINTERMUTE ANZIS	ALICIA HAYLEY	
SCC AA LIBERAL ARTS DEGREE S&B	YAMBAO	DARYL MANGAHAS	PRESIDENT'S
SCC AA BUSINESS ADMIN DEG			HIGHEST HONORS DEPARMENTAL HONORS
SCC AA ECONOMICS DEG			HIGHEST HONORS DEPARMENTAL HONORS
SCC AA LIBERAL ARTS DEG	YURTIN	TAYLOR ANDREW	
SCC AS COMPUTER INFO SYS DEG	VON WOLZOGEN	JOHN LOUIS	

**Santiago Canyon College**  
**Certificate of Achievements *and* Certificates**  
**June 2009**

<u><b>Certificates of Achievement</b></u>	<u><b>TOTALS</b></u>
American Sign Language	1
Apprenticeship: <b>Electricity</b>	
Electricity Industrial Option	1
Electricity Power Lineman	13
Apprenticeship: <b>Surveying</b>	
Surveying Chainman Option	29
Cosmetology	19
Entrepreneurship	
Gemology	3
Human Development: Preschool Child Option	1
Public Works	
Public Works - Construction Inspection	2
Real Estate	2
Survey/Mapping - Land Surveyor	6
Wastewater/Environmental Sanitation	
Water Distribution	7
Water Treatment	13
<b>TOTAL</b>	
	<b>97</b>

<u><b>Certificates</b></u>	<u><b>TOTALS</b></u>
Accounting - General	2
Cosmetology - Cosmetician	4
Management - Human Resource	2
Management - Supervision	1
Public Works Supervisor	1
Survey/Mapping - Land Surveyor in Training	2
Television/Video Communications: Media Studies	3
<b>TOTAL</b>	
	<b>15</b>
<b>Combined Total</b>	
	<b>112</b>

**Santiago Canyon College**  
**Comparative Statistics by Semester**  
**Certificate of Achievements and Certificates**

<u><b>Certificate of Achievements</b></u>	<u><b>June 2008 **</b></u>	<u><b>June 2009</b></u>
American Sign Language	1	1
Apprenticeship - <b>Electricity</b>		
Industrial		1
Power Lineman		13
Sound and Communication		
Apprenticeship - <b>Maintenance Mechanic</b>		
Industrial ( <i>Apprentice I</i> )	1	
Apprenticeship - <b>Surveying</b>		
Chainman		29
Chief of Party		
Cosmetology	13	19
Gemology	9	3
Human Development		
Preschool Child	1	1
Public Works	1	
Public Works - Construction Inspection	7	2
Real Estate		2
Survey/Mapping Sciences - Land Surveyor	3	6
Travel and Tourism		
Water Utility Science		
Wastewater/Environmental Sanitation	2	
Water Distribution	12	7
Water Treatment	16	13
<b>Totals</b>	<b>66</b>	<b>97</b>

**\*\* Designation of "Certificate of Achievement" vs. "Certificate" began in Fall 2008.**

Only those certificates for which Chancellor's Office approval is obtained may bear the title "certificate of achievement" and may appear on the transcript. Community colleges may also award certificates for fewer units without Chancellor's Office approval, but such certificates must be called something other than "certificate of achievement."

Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

**NOTE:** Authority cited: Sections 55070 and Guidelines for Section 55070, Education Code.

**Santiago Canyon College**  
**Comparative Statistics by Semester**  
**Certificate of Achievements *and* Certificates**

<u>Certificates</u>	<u>June 2008 **</u>	<u>June 2009</u>
Accounting		
General Accounting		2
-----		
Cosmetician	20	4
-----		
CIS - Web Programming		
-----		
Manicuring	1	
-----		
Management		
Supervision		1
-----		
Human Resource Management		2
-----		
Marketing		
Advertising	2	
-----		
Web Marketing		
-----		
Public Works - Supervisor		1
-----		
Survey/Mapping - Land Surveyor in Training	2	2
-----		
TV/Video Communications- Media Studies	1	3
-----		
	June 2008 **	June 2009
<b>Totals</b>	<b>26</b>	<b>15</b>
	June 2008 **	June 2009
<b>Cumulative Total for the year</b>	<b>92</b>	<b>112</b>

**\*\* Designation of "Certificate of Achievement" vs. "Certificate" began in Fall 2008.**

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Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

**NOTE:** Authority cited: Sections 55070 and Guidelines for Section 55070, Education Code.

**Santiago Canyon College**  
**Certificate of Achievement and Certificates**  
**5 year Statistics**

<u><b>Certificate of Achievement</b></u>	<u>2004 - 05</u>	<u>2005 - 06</u>	<u>2006 - 07</u>	<u>2007 - 08</u>	<u>2008-09</u>
	**	**	**	**	
American Sign Language		3	2	1	1
Apprenticeship - <b>Electricity</b>					
Industrial	1	1	6	1	6
Power Lineman					37
Sound and Communication			3		
Apprenticeship: <b>Maintenance Mechanic</b>				1	
Apprentice I					4
Apprentice II					3
Apprenticeship - <b>Operating Engineers</b>					
Heavy Equipment		1			
Apprenticeship - <b>Surveying</b>					
Chainman	11	22	46	5	112
Chief of Party	16	7	9	19	11
Business Management - <b>Entrepreneurship</b>					1
Computer Science		1			
Programming		1	1		
Cosmetology	34	34	40	48	40
Gemology	12	14	11	20	10
Human Development					
Infant - Toddler					1
Preschool Child	1	1		1	2
School Age	1				
Management - <b>Retail Management</b>	1				
Public Works	4	12	9	2	4
Public Works - <b>Construction Inspection</b>	4	15	7	10	10
Real Estate	2	2	2	4	3
Survey/Mapping Sciences - <b>Land Surveyor</b>	3	5		6	7
Travel and Tourism	1		2	2	
Water Utility Science					
Water Distribution	10	25	21	20	18
Water Treatment	13	15	24	28	21
Wastewater/Environmental Sanitation	2	10	5	7	7
	**	**	**	**	
<b>Totals</b>	<b>116</b>	<b>169</b>	<b>188</b>	<b>175</b>	<b>298</b>

**\*\* Designation of "Certificate of Achievement" vs. "Certificate" began in Fall 2008.**

**Santiago Canyon College**  
**Certificate of Achievement and Certificates**  
**5 year Statistics**

<u>Certificate</u>	2004 - 05	2005 - 06	2006 - 07	2007 - 08	2008-09
	**	**	**	**	
Accounting					
General Accounting	3		3		4
CIS - Web Page Designer	1	1			
CIS - Web Programming			1		
Cosmetology					
Apprenticeship - Barbering	2	4	2		
Apprenticeship - Cosmetology	2				
Cosmetician	17	26	21	39	16
Manicuring			1	3	
Management					
Human Resource Management		1	2	1	3
Small Business					1
Supervision		2	1		2
Marketing					
Advertising			2	3	1
General Marketing					1
Web Marketing	1	3	1		1
Public Works - Supervisor			1		4
Survey/Mapping - Land Surveyor in Training			5	4	4
TV/Video Communications- Media Studies	2	4	1	1	7
Water Utility Supervisor			1		2
	**	**	**	**	
<b>Totals</b>	<b>28</b>	<b>41</b>	<b>42</b>	<b>51</b>	<b>46</b>

<b>Cumulative Totals</b>	<b>144</b>	<b>210</b>	<b>230</b>	<b>226</b>	<b>344</b>
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**\*\* Designation of "Certificate of Achievement" vs. "Certificate" began in Fall 2008.**

<u>Male</u>	76	130	146	112	255
<u>Female</u>	68	80	84	114	88
<u>Unidentified</u>					1

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Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2009 term.

**NOTE:** Authority cited: Sections 55070 and Guidelines for Section 55070, Education Code.



**June 2009**  
**Student Names**  
**Certificate of Achievements**

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GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC CT SURVEY/MAPPING LAND SUR C	ABDULAHAD	GHAZWAN	
SCC CT WATER DISTRIBUTION CERTIF	ALVAREZ	RAMIRO SANDOVAL	
SCC CT APPR SURVEYING CHAINMAN	ANDRADE	ANTHONY	
SCC CT MANAGEMENT- HUMN RES CERT	ARROYO	MARIA M.	
SCC CT GEMOLOGY CERT	ASTRELLA	MEGAN M.	
SCC CT APPR-ELECTRIC-POWER CERT	AUER	RYAN FRANCIS	
SCC CT APPR SURVEYING CHAINMAN	BALDWIN	DANIEL K.	
SCC CT WATER TREATMENT OPTION CE	BANDA JR	FRANK STEVEN	
SCC CT GEMOLOGY CERT	BEHRENS	CURTIS BLAIR	
SCC CT APPR SURVEYING CHAINMAN	BEMIS	CULLEN GRANT	
SCC CT COSMETOLOGY CERT	BENTHALE	JENNIFER KRISTAL	
SCC CT APPR-ELECTRIC-POWER CERT	BERG	ADAM	
SCC CT COSMETOLOGY CERT	BIDDLE	JULIANNE ELYSE	
SCC CT APPR SURVEYING CHAINMAN	BLAZEK	BENJAMIN M.	
SCC CT APPR SURVEYING CHAINMAN	BLEA	JEFF	
SCC CT SURVEY/MAPPING LAND SURV	BOLDEROFF	TATIANA	
SCC CT APPR-ELECTRIC-POWER CERT	BOWYER	PAUL L	
SCC CT SURVEY/MAPPING LAND SUR C	BURKE	LOUIS FRANCIS	
SCC CT AMERICAN SIGN LANG CERT	BYE	CORY	
SCC CT APPR-ELECTRIC-POWER CERT	BYRD	JEREMY J.	
SCC CT COSMETOLOGY CERT	CACAYURAN	DESIREE ANN ESTONILO	
SCC CT APPR-ELECTRIC-POWER CERT	CARLSON	JAMES ROY	
SCC CT COSMETOLOGY-COSMETCN CERT	CARRILLO	VERONICA	
SCC CT WATER DISTRIBUTION CERTIF	COLLAZO	CARLOS C.	
SCC CT COSMETOLOGY CERT	CONCHAS	FIDEL	
SCC CT APPR SURVEYING CHAINMAN	CONE	DUSTIN M.	
SCC CT COSMETOLOGY-COSMETCN CERT	CORTES	MAYRA	
SCC CT COSMETOLOGY CERT	DAILEY	DANIELLE	
SCC CT COSMETOLOGY-COSMETCN CERT	DARNELL	VICKI L.	
SCC CT APPR SURVEYING CHAINMAN	DAVIS	MATTHEW D.	
SCC CT WATER TREATMENT OPTION CE	DE MORNEAU	LAURA T	
SCC CT WATER DISTRIBUTION CERTIF			
SCC CT SURVEY/MAPPING LAND SUR C	DINO	HEKTOR	
SCC CT APPR SURVEYING CHAINMAN	DRAPER	JOSHUA RYAN	
SCC CT APPR-ELECTRIC-POWER CERT	FOWLER	JAMES D	

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GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC CT TV/VIDEO COMMUNICATIONS C	FRAGER	KYLE S	
SCC CT WATER DISTRIBUTION CERTIF	FRANK	ROBERT T.	
SCC CT WATER TREATMENT OPTION CE			
SCC CT SURVEY/MAPPING LAND SUR C	FUKUMITSU	GLENN KEI	
SCC CT PUBLIC WRKS SUPERVISR CERT	GADDIS	ALBERT	
SCC CT REAL ESTATE CERT	GASTON PARKER	KATHERINE ROSE	
SCC CT APPR SURVEYING CHAINMAN	GAYTAN	FRANK	
SCC CT APPR-ELECTRIC-POWER CERT	GEANES	KEVIN ROBERT	
SCC CT TV/VIDEO COMMUNICATIONS C	GILBERT	KAY MARIE	
SCC CT APPR-ELECTRIC-POWER CERT	GOMES	RUBEN M.	
SCC CT APPR SURVEYING CHAINMAN	GUTIERREZ	JOHN	
SCC CT APPR SURVEYING CHAINMAN	GUTIERREZ	NORA PATRICIA	
SCC CT APPR-ELECTRIC-POWER CERT	HANSEN	MATTHEW W.	
SCC CT APPR SURVEYING CHAINMAN	HERNANDEZ	LEONARDO	
SCC CT COSMETOLOGY CERT	HERNANDEZ	SERENA	
SCC CT APPR SURVEYING CHAINMAN	HINOJOSA	ERNESTO EDWARD	
SCC CT WATER DISTRIBUTION CERTIF	HOLLON	NICHOLAS A	
SCC CT WATER TREATMENT OPTION CE			
SCC CT APPR-ELECTRIC-POWER CERT	HOOPER	KYLE W.	
SCC CT MANAGEMENT- HUMN RES CERT	JIMENEZ	LISA M.	
SCC CT SUPERVISION OPTION CERTIF			
SCC CT GENERAL ACCOUNTING CERTIF			
SCC CT COSMETOLOGY CERT	JONES	DIANE	
SCC CT APPR SURVEYING CHAINMAN	KLETT	DANA L.	
SOC CT APPR SURVEYING CHAINMAN	KRUSE	ALLYN H.	
SCC CT COSMETOLOGY CERT	LARIOS	RAMON	
SCC CT COSMETOLOGY CERT	LEEDS	SHAUNA ANNE	
SCC CT APPR-ELECTRIC-POWER CERT	LEWIS	MICHAEL J.	
SCC CT PUBLIC WORKS CONSTR CERT	LORENZEN	MATTHEW ALLAN	
SCC CT SURVEY/MAPPING LAND SUR C	LUMACTOD	EPITAGIO LAT	
SCC CT COSMETOLOGY CERT	MARIA DE LOURDES	MARTINEZ SERRATOS	
SCC CT COSMETOLOGY CERT	MARROQUIN	TANIA V.	
SCC CT WATER TREATMENT OPTION CE	MARTIN	BRIAN DAVID	
SCC CT WATER TREATMENT OPTION CE	MARTIN	COLTON	
SCC CT WATER DISTRIBUTION CERTIF			
SCC CT COSMETOLOGY CERT	MARTINEZ	ADRIANA ELIZABETH	
SCC CT COSMETOLOGY CERT	MARTINEZ	BRENDA	

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GRADUATE FILE LISTING

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC CT APPR SURVEYING CHAINMAN	MAXINOSKI	DOUGLAS	
SCC CT WATER TREATMENT OPTION CE SCC CT WATER DISTRIBUTION CERTIF	MAYFIELD	BRIAN A.	
SCC CT APPR SURVEYING CHAINMAN	MC CARTHY	ADDIS B.	
SCC CT COSMETOLOGY CERT	MERCADO	MA CARMELA L.	
SCC CT HUM DEV- PRESCHOOL CERT	MEYER	MARY KAY	
SCC CT GENERAL ACCOUNTING CERTIF	MIKHAILIK	NATALIA L.	
SCC CT REAL ESTATE CERT	MINASSIAN	ERIC A	
SCC CT APPR SURVEYING CHAINMAN	MKRTCHYAN	ARSEN	
SCC CT APPR SURVEYING CHAINMAN	MOHR	DONNIE J.	
SCC CT COSMETOLOGY CERT	NAVARRO	NORMA ELIZABETH	
SCC CT APPR SURVEYING CHAINMAN	NESS	GINA	
SCC CT WATER TREATMENT OPTION CE	OMATSU	PHILLIP	
SCC CT APPR SURVEYING CHAINMAN	OROZCO	LUKE A.	
SCC CT COSMETOLOGY CERT	ORTEGA	MELISSA	
SCC CT APPR SURVEYING CHAINMAN	PALMBLAD	DAVID WILLIAM	
SCC CT WATER TREATMENT OPTION CE	PAULSON	DAVID W.	
SCC CT APPR SURVEYING CHAINMAN	PEREZ	ANDREW	
SCC CT WATER TREATMENT OPTION CE	PHANN	SOPHEA	
SCC CT APPR SURVEYING CHAINMAN	PRADO	ALEJANDRO	
SCC CT APPR SURVEYING CHAINMAN	PRECIADO	FERNANDO	
SCC CT COSMETOLOGY CERT	RAMIREZ	ARACELI	
SCC CT APPR SURVEYING CHAINMAN	REICH	JACK DANIEL	
SCC CT WATER TREATMENT OPTION CE	ROBERTSON	KAREN L.	
SCC CT APPR SURVEYING CHAINMAN	ROUSH	DEREK	
SCC CT COSMETOLOGY CERT	SAUGSTAD	KATHERINE DEE	
SCC CT COSMETOLOGY-COSMETCN CERT	SEFER	SESL	
SCC CT SURVEY/MAPPING LAND SUR C SCC CT SURVEY/MAPPING LAND SURV	SHALABY	ALAA N.	
SCC CT COSMETOLOGY CERT	SILVA	ALEJANDRA	
SCC CT TV/VIDEO COMMUNICATIONS C	SLOCUM	KEVIN ROY	
SCC CT APPR SURVEYING CHAINMAN	SMITH	JARROD R.	
SCC CT APPR SURVEYING CHAINMAN	SMITH	JUSTIN	
SCC CT APPR-ELECTRIC-POWER CERT	STOVER	JOHN	
SCC CT PUBLIC WORKS CONSTR CERT	TARANGO	DONALD W.	

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CMP DG MAJOR	LAST NAME	FIRST NAME	HONORS
SCC CT WATER TREATMENT OPTION CE	VALDEZ	ELLIOTT E.	
SCC CT APPR-ELECTRIC-INDUST CERT	VITAL	MANUEL D.	
SCC CT APPR-ELECTRIC-POWER CERT	WITTERS	COLBY ALLEN	
SCC CT GEMOLOGY CERT	YUNKER	JACQUELINE	
SCC CT WATER TREATMENT OPTION CE	ZENTS	PAUL E	

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44356	General Fund Unrestricted	14,566.00	0.00	14,566.00	92*0225640	92*0225653
44357	General Fund Unrestricted	31,409.00	0.00	31,409.00	92*0225654	92*0225681
44358	General Fund Unrestricted	26,748.00	0.00	26,748.00	92*0225682	92*0225709
44359	General Fund Unrestricted	27,600.00	0.00	27,600.00	92*0225710	92*0225737
44360	General Fund Unrestricted	28,638.00	0.00	28,638.00	92*0225738	92*0225765
44361	General Fund Unrestricted	26,673.00	0.00	26,673.00	92*0225766	92*0225793
44362	General Fund Unrestricted	27,916.00	0.00	27,916.00	92*0225794	92*0225821
44363	General Fund Unrestricted	28,057.00	0.00	28,057.00	92*0225822	92*0225849
44364	General Fund Unrestricted	27,164.00	0.00	27,164.00	92*0225850	92*0225877
44365	General Fund Unrestricted	30,211.00	0.00	30,211.00	92*0225878	92*0225905
44366	General Fund Unrestricted	30,520.00	0.00	30,520.00	92*0225906	92*0225933
44367	General Fund Unrestricted	30,787.00	0.00	30,787.00	92*0225934	92*0225961
44368	General Fund Unrestricted	33,589.00	0.00	33,589.00	92*0225962	92*0225989
44369	General Fund Unrestricted	30,361.00	0.00	30,361.00	92*0225990	92*0226017
44370	General Fund Unrestricted	30,434.00	0.00	30,434.00	92*0226018	92*0226045
44371	General Fund Unrestricted	27,980.50	0.00	27,980.50	92*0226046	92*0226073
44372	General Fund Unrestricted	27,998.00	0.00	27,998.00	92*0226074	92*0226101
44373	General Fund Unrestricted	28,862.00	0.00	28,862.00	92*0226102	92*0226131
44415	General Fund Unrestricted	2,000.00	0.00	2,000.00	92*0226255	92*0226255
44416	General Fund Unrestricted	4,012.49	0.00	4,012.49	92*0226256	92*0226261
44420	General Fund Unrestricted	992.00	0.00	992.00	92*0226266	92*0226272
44421	General Fund Unrestricted	26,038.00	0.00	26,038.00	92*0226273	92*0226300
44422	General Fund Unrestricted	27,858.00	0.00	27,858.00	92*0226301	92*0226328
44423	General Fund Unrestricted	29,662.00	0.00	29,662.00	92*0226329	92*0226356
44424	General Fund Unrestricted	25,675.00	0.00	25,675.00	92*0226357	92*0226384
44425	General Fund Unrestricted	28,031.00	0.00	28,031.00	92*0226385	92*0226412
44426	General Fund Unrestricted	26,738.00	0.00	26,738.00	92*0226413	92*0226440
44427	General Fund Unrestricted	11,459.00	0.00	11,459.00	92*0226441	92*0226451
44429	General Fund Unrestricted	13,667.32	0.00	13,667.32	92*0226453	92*0226453
44431	General Fund Unrestricted	6,964.00	0.00	6,964.00	92*0226455	92*0226456
44432	General Fund Unrestricted	693.00	0.00	693.00	92*0226457	92*0226459
44439	General Fund Unrestricted	1,357,656.77	0.00	1,357,656.77	92*0226476	92*0226477
Anthem Blue Cross						
44440	General Fund Unrestricted	79,420.60	0.00	79,420.60	92*0226478	92*0226480
44441	General Fund Unrestricted	36,072.51	0.00	36,072.51	92*0226481	92*0226483
44442	General Fund Unrestricted	370.65	0.00	370.65	92*0226484	92*0226484
44443	General Fund Unrestricted	1,757.71	0.00	1,757.71	92*0226485	92*0226490
44444	General Fund Unrestricted	1,915.86	0.00	1,915.86	92*0226491	92*0226492

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44445	General Fund Unrestricted	3,747.56	0.00	3,747.56	92*0226493	92*0226495
44448	General Fund Unrestricted	8,114.64	0.00	8,114.64	92*0226508	92*0226511
44449	General Fund Unrestricted	1,810.59	0.00	1,810.59	92*0226512	92*0226515
44450	General Fund Unrestricted	1,083.21	0.00	1,083.21	92*0226516	92*0226518
44452	General Fund Unrestricted	8,760.55	0.00	8,760.55	92*0226521	92*0226527
44453	General Fund Unrestricted	2,677.53	0.00	2,677.53	92*0226528	92*0226529
44454	General Fund Unrestricted	639.11	0.00	639.11	92*0226531	92*0226532
44455	General Fund Unrestricted	3,560.48	0.00	3,560.48	92*0226534	92*0226537
44456	General Fund Unrestricted	884.46	0.00	884.46	92*0226538	92*0226539
44458	General Fund Unrestricted	20,972.40	0.00	20,972.40	92*0226542	92*0226545
44459	General Fund Unrestricted	14,208.78	0.00	14,208.78	92*0226546	92*0226548
44460	General Fund Unrestricted	27,500.00	0.00	27,500.00	92*0226549	92*0226549
44471	General Fund Unrestricted	2,646.00	0.00	2,646.00	92*0226571	92*0226578
44472	General Fund Unrestricted	2,160.00	0.00	2,160.00	92*0226579	92*0226585
44474	General Fund Unrestricted	4,487.44	0.00	4,487.44	92*0226587	92*0226595
44477	General Fund Unrestricted	1,923.86	0.00	1,923.86	92*0226605	92*0226610
44479	General Fund Unrestricted	20,282.22	0.00	20,282.22	92*0226618	92*0226618
44480	General Fund Unrestricted	2,516.62	0.00	2,516.62	92*0226619	92*0226623
44481	General Fund Unrestricted	10,927.63	0.00	10,927.63	92*0226624	92*0226627
44483	General Fund Unrestricted	7,125.00	0.00	7,125.00	92*0226637	92*0226639
44484	General Fund Unrestricted	4,172.92	0.00	4,172.92	92*0226640	92*0226644
44491	General Fund Unrestricted	263.53	0.00	263.53	92*0226654	92*0226655
44492	General Fund Unrestricted	1,054.57	0.00	1,054.57	92*0226656	92*0226658
44495	General Fund Unrestricted	4,324.30	0.00	4,324.30	92*0226666	92*0226672
44496	General Fund Unrestricted	16,382.54	0.00	16,382.54	92*0226673	92*0226677
44498	General Fund Unrestricted	1,028.92	0.00	1,028.92	92*0226679	92*0226681
44507	General Fund Unrestricted	17,785.61	0.00	17,785.61	92*0226699	92*0226703
44508	General Fund Unrestricted	3,068.23	0.00	3,068.23	92*0226704	92*0226707
44509	General Fund Unrestricted	138.14	0.00	138.14	92*0226708	92*0226710
44510	General Fund Unrestricted	12,469.89	0.00	12,469.89	92*0226711	92*0226711
44511	General Fund Unrestricted	36,578.44	0.00	36,578.44	92*0226712	92*0226712
44513	General Fund Unrestricted	13,808.38	0.00	13,808.38	92*0226714	92*0226717
44520	General Fund Unrestricted	6,360.41	0.00	6,360.41	92*0226739	92*0226746
44521	General Fund Unrestricted	1,852.97	0.00	1,852.97	92*0226747	92*0226749
44530	General Fund Unrestricted	884.87	0.00	884.87	92*0226796	92*0226801
44531	General Fund Unrestricted	33,111.30	0.00	33,111.30	92*0226802	92*0226805
44534	General Fund Unrestricted	3,329.99	0.00	3,329.99	92*0226810	92*0226812

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44546	General Fund Unrestricted	2,485.50	0.00	2,485.50	92*0226839	92*0226846
44547	General Fund Unrestricted	1,639.00	0.00	1,639.00	92*0226847	92*0226853
44548	General Fund Unrestricted	1,599.50	0.00	1,599.50	92*0226854	92*0226859
44549	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0226860	92*0226863
44550	General Fund Unrestricted	27,387.50	0.00	27,387.50	92*0226864	92*0226864
44551	General Fund Unrestricted	4,134.92	0.00	4,134.92	92*0226865	92*0226869
44552	General Fund Unrestricted	34,396.43	0.00	34,396.43	92*0226870	92*0226877
44554	General Fund Unrestricted	5,122.02	0.00	5,122.02	92*0226884	92*0226884
44555	General Fund Unrestricted	3,931.41	0.00	3,931.41	92*0226885	92*0226893
44556	General Fund Unrestricted	5,893.47	0.00	5,893.47	92*0226894	92*0226900
44560	General Fund Unrestricted	831.58	0.00	831.58	92*0226910	92*0226911
44562	General Fund Unrestricted	274.00	0.00	274.00	92*0226915	92*0226915
44563	General Fund Unrestricted	2,726.20	0.00	2,726.20	92*0226917	92*0226917
44564	General Fund Unrestricted	28,997.45	0.00	28,997.45	92*0226919	92*0226921
44565	General Fund Unrestricted	3,517.39	0.00	3,517.39	92*0226922	92*0226927
44566	General Fund Unrestricted	465.40	0.00	465.40	92*0226928	92*0226933
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>2,618,642.27</u></b>	<b><u>0.00</u></b>	<b><u>2,618,642.27</u></b>		

Check Registers Submitted for Approval

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

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44415	General Fund Restricted	1,905.00	0.00	1,905.00	92*0226254	92*0226254
44428	General Fund Restricted	1,386.00	0.00	1,386.00	92*0226452	92*0226452
44430	General Fund Restricted	134.25	0.00	134.25	92*0226454	92*0226454
44433	General Fund Restricted	1,791.52	0.00	1,791.52	92*0226460	92*0226464
44434	General Fund Restricted	739.21	0.00	739.21	92*0226465	92*0226468
44446	General Fund Restricted	1,697.91	0.00	1,697.91	92*0226496	92*0226499
44447	General Fund Restricted	7,255.25	0.00	7,255.25	92*0226500	92*0226507
44453	General Fund Restricted	1,248.33	0.00	1,248.33	92*0226530	92*0226530
44454	General Fund Restricted	500.00	0.00	500.00	92*0226533	92*0226533
44457	General Fund Restricted	1,496.82	0.00	1,496.82	92*0226540	92*0226541
44473	General Fund Restricted	1,021.95	0.00	1,021.95	92*0226586	92*0226586
44475	General Fund Restricted	1,720.86	0.00	1,720.86	92*0226596	92*0226600
44476	General Fund Restricted	4,380.00	0.00	4,380.00	92*0226601	92*0226604
44478	General Fund Restricted	1,435.78	0.00	1,435.78	92*0226611	92*0226617
44482	General Fund Restricted	825.81	0.00	825.81	92*0226628	92*0226636
44492	General Fund Restricted	68.49	0.00	68.49	92*0226659	92*0226659
44493	General Fund Restricted	5,352.01	0.00	5,352.01	92*0226660	92*0226660
44494	General Fund Restricted	460.72	0.00	460.72	92*0226661	92*0226665
44497	General Fund Restricted	11,938.00	0.00	11,938.00	92*0226678	92*0226678
44499	General Fund Restricted	3,717.94	0.00	3,717.94	92*0226682	92*0226685
44512	General Fund Restricted	30,910.22	0.00	30,910.22	92*0226713	92*0226713
44519	General Fund Restricted	3,094.35	0.00	3,094.35	92*0226728	92*0226738
44521	General Fund Restricted	181.68	0.00	181.68	92*0226750	92*0226750
44522	General Fund Restricted	2,800.00	0.00	2,800.00	92*0226751	92*0226757
44523	General Fund Restricted	1,600.00	0.00	1,600.00	92*0226758	92*0226767
44524	General Fund Restricted	1,600.00	0.00	1,600.00	92*0226768	92*0226777
44525	General Fund Restricted	1,280.00	0.00	1,280.00	92*0226778	92*0226785
44529	General Fund Restricted	2,550.43	0.00	2,550.43	92*0226790	92*0226793
44530	General Fund Restricted	96.16	0.00	96.16	92*0226794	92*0226795
44532	General Fund Restricted	2,142.70	0.00	2,142.70	92*0226806	92*0226806
44533	General Fund Restricted	9,746.62	0.00	9,746.62	92*0226807	92*0226809
44535	General Fund Restricted	59,701.69	0.00	59,701.69	92*0226813	92*0226817
44536	General Fund Restricted	130.00	0.00	130.00	92*0226818	92*0226819
44538	General Fund Restricted	930.00	0.00	930.00	92*0226822	92*0226824
44553	General Fund Restricted	1,908.21	0.00	1,908.21	92*0226878	92*0226881
44554	General Fund Restricted	3,985.00	0.00	3,985.00	92*0226882	92*0226883
44557	General Fund Restricted	8,737.67	0.00	8,737.67	92*0226901	92*0226902

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44558	General Fund Restricted	2,311.43	0.00	2,311.43	92*0226903	92*0226907
44559	General Fund Restricted	1,627.01	0.00	1,627.01	92*0226908	92*0226909
44561	General Fund Restricted	2,900.37	0.00	2,900.37	92*0226912	92*0226914
44562	General Fund Restricted	40.50	0.00	40.50	92*0226916	92*0226916
44563	General Fund Restricted	1,950.48	0.00	1,950.48	92*0226918	92*0226918
44567	General Fund Restricted	650.11	0.00	650.11	92*0226934	92*0226935
<b>Total Fund 12 General Fund Restricted</b>		<b><u>189,950.48</u></b>	<b><u>0.00</u></b>	<b><u>189,950.48</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44435	Child Development Fund	481.65	0.00	481.65	92*0226469	92*0226471
44451	Child Development Fund	340.10	0.00	340.10	92*0226519	92*0226520
44461	Child Development Fund	1,219.59	0.00	1,219.59	92*0226550	92*0226551
44462	Child Development Fund	9,023.24	0.00	9,023.24	92*0226552	92*0226552
44463	Child Development Fund	7,906.17	0.00	7,906.17	92*0226553	92*0226553
44485	Child Development Fund	1,245.04	0.00	1,245.04	92*0226645	92*0226645
44486	Child Development Fund	633.67	0.00	633.67	92*0226646	92*0226648
44514	Child Development Fund	193.25	0.00	193.25	92*0226718	92*0226718
44537	Child Development Fund	5,502.00	0.00	5,502.00	92*0226820	92*0226821
44539	Child Development Fund	4,220.37	0.00	4,220.37	92*0226825	92*0226825
44540	Child Development Fund	1,355.40	0.00	1,355.40	92*0226826	92*0226829
<b>Total Fund 33 Child Development Fund</b>		<b><u>32,120.48</u></b>	<b><u>0.00</u></b>	<b><u>32,120.48</u></b>		

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

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44419	Capital Outlay Projects Fund	142,426.05	0.00	142,426.05	92*0226265	92*0226265
Angeles Contractor						
44437	Capital Outlay Projects Fund	12,850.00	0.00	12,850.00	92*0226473	92*0226473
44438	Capital Outlay Projects Fund	66,000.00	0.00	66,000.00	92*0226474	92*0226475
44488	Capital Outlay Projects Fund	20,869.95	0.00	20,869.95	92*0226650	92*0226650
44489	Capital Outlay Projects Fund	128,148.57	0.00	128,148.57	92*0226651	92*0226651
Best Contracting Svcs						
44506	Capital Outlay Projects Fund	33,439.28	0.00	33,439.28	92*0226698	92*0226698
44516	Capital Outlay Projects Fund	5,150.00	0.00	5,150.00	92*0226720	92*0226721
44543	Capital Outlay Projects Fund	82,500.00	0.00	82,500.00	92*0226833	92*0226834
44544	Capital Outlay Projects Fund	25,747.50	0.00	25,747.50	92*0226835	92*0226836
44569	Capital Outlay Projects Fund	1,410.00	0.00	1,410.00	92*0226938	92*0226938
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>518,541.35</u></b>	<b><u>0.00</u></b>	<b><u>518,541.35</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44417	Bond Fund, Measure E	157,230.00	0.00	157,230.00	92*0226262	92*0226263
Angeles Contractor						
44418	Bond Fund, Measure E	1,755.00	0.00	1,755.00	92*0226264	92*0226264
44436	Bond Fund, Measure E	1,627.27	0.00	1,627.27	92*0226472	92*0226472
44464	Bond Fund, Measure E	15,787.78	0.00	15,787.78	92*0226554	92*0226554
44465	Bond Fund, Measure E	26,660.00	0.00	26,660.00	92*0226555	92*0226556
44466	Bond Fund, Measure E	26,000.00	0.00	26,000.00	92*0226557	92*0226558
44467	Bond Fund, Measure E	90,942.31	0.00	90,942.31	92*0226559	92*0226561
44468	Bond Fund, Measure E	63,000.00	0.00	63,000.00	92*0226562	92*0226562
44469	Bond Fund, Measure E	8,667.75	0.00	8,667.75	92*0226563	92*0226565
44487	Bond Fund, Measure E	243,681.97	0.00	243,681.97	92*0226649	92*0226649
Best Contracting Svcs						
44500	Bond Fund, Measure E	61,056.35	0.00	61,056.35	92*0226686	92*0226688
44501	Bond Fund, Measure E	51,077.40	0.00	51,077.40	92*0226689	92*0226690
44502	Bond Fund, Measure E	361,748.31	0.00	361,748.31	92*0226691	92*0226691
Mepco Svcs Inc						
44503	Bond Fund, Measure E	9,212.84	0.00	9,212.84	92*0226692	92*0226693
44504	Bond Fund, Measure E	31,825.25	0.00	31,825.25	92*0226694	92*0226696
44505	Bond Fund, Measure E	93,680.04	0.00	93,680.04	92*0226697	92*0226697
44515	Bond Fund, Measure E	39,582.90	0.00	39,582.90	92*0226719	92*0226719
44526	Bond Fund, Measure E	14,473.84	0.00	14,473.84	92*0226786	92*0226786
44527	Bond Fund, Measure E	26,356.00	0.00	26,356.00	92*0226787	92*0226788
44528	Bond Fund, Measure E	19,500.00	0.00	19,500.00	92*0226789	92*0226789
44541	Bond Fund, Measure E	25,760.90	0.00	25,760.90	92*0226830	92*0226830
44542	Bond Fund, Measure E	13,507.05	0.00	13,507.05	92*0226831	92*0226832
44568	Bond Fund, Measure E	110,155.91	0.00	110,155.91	92*0226936	92*0226937
Mepco Svcs Inc						
<b>Total Fund 42 Bond Fund, Measure E</b>		<b>1,493,288.87</b>	<b>0.00</b>	<b>1,493,288.87</b>		

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
44470	Property and Liability Fund	6,990.38	0.00	6,990.38	92*0226566	92*0226570
44518	Property and Liability Fund	136,275.00	0.00	136,275.00	92*0226724	92*0226727
Student Insurance						
<b>Total Fund 61 Property and Liability Fund</b>		<b>143,265.38</b>	<b>0.00</b>	<b>143,265.38</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
44490	Student Financial Aid Fund	2,352.00	0.00	2,352.00	92*0226652	92*0226653
44517	Student Financial Aid Fund	729.00	0.00	729.00	92*0226722	92*0226723
44545	Student Financial Aid Fund	350.00	0.00	350.00	92*0226837	92*0226838
44570	Student Financial Aid Fund	108.00	0.00	108.00	92*0226939	92*0226939
<b>Total Fund 74 Student Financial Aid Fund</b>		<b><u>3,539.00</u></b>	<b><u>0.00</u></b>	<b><u>3,539.00</u></b>		

**SUMMARY**

Total Fund 11 General Fund Unrestricted	2,618,642.27
Total Fund 12 General Fund Restricted	189,950.48
Total Fund 33 Child Development Fund	32,120.48
Total Fund 41 Capital Outlay Projects Fund	518,541.35
Total Fund 42 Bond Fund, Measure E	1,493,288.87
Total Fund 61 Property and Liability Fund	143,265.38
Total Fund 74 Student Financial Aid Fund	3,539.00
Grand Total:	<u><u>4,999,347.83</u></u>

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

To:	Board of Trustees	Date: September 28, 2009
Re:	Approval of the 2009-10 Adopted Budget Assumptions	
Action:	Request for Approval	

**BACKGROUND**

Each year, the Board of Trustees approves assumptions that are used to guide the District and Colleges in the development of the district's annual budget. This year due to the magnitude of reductions to the budget for community colleges, the assumptions for the Adopted Budget have changed from the Tentative Budget assumptions approved on April 13, 2009.

**ANALYSIS**

The attached budget assumptions are based on the best information known at this time, including the 2009-2010 State Budget Act approved on July 28, 2009. The Budget Allocation and Planning Review Committee (BAPR) recommended the proposed assumptions to the Chancellor. The Chancellor's Cabinet reviewed the assumptions, and they were presented to the District Council, where they received support.

Upon further review at its September 23, 2009 meeting, the BAPR Committee revised item #7 of the proposed 2009-10 Adopted Budget Assumptions. The assumptions have been approved by the Chancellor.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Adopted Budget Assumptions for the 2009-10 fiscal year as presented.

5.2 (1)

Fiscal Impact:	Not applicable	Board Date: September 28, 2009
Prepared by:	Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business and Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**Revised**

## **Rancho Santiago Community College District 2009-10 Adopted Budget Assumptions**

These assumptions are for use in development of the 2009-10 district and college budgets. As more detailed information is received in the coming months from the offices of the Governor and the state chancellor, the assumptions will be adjusted accordingly.

### **General Assumptions**

1. The adopted budget will be balanced by using the 2008-09 ending balance in excess of the contingency reserve.
2. The adopted budget will have a contingency reserve of no less than 5%.
3. Budgeting for 2009-10 will utilize the current Budget Allocation Model.
4. The district and colleges will use plans, planning documents, and planning processes as a basis for development of expenditure budgets.

### **Revenue Assumptions**

5. General apportionment deficit factor 3%.
6. The Cost of Living Adjustment (COLA) of 0.00% for 2009-2010 will be based on the Enacted State Budget Act 2009-10 approved on July 28, 2009.
7. All reductions to Categorical Program will be borne by those Categorical Programs.
8. Workload general apportionment reduction (negative growth) - 3.39%
9. The State Budget includes a 0% increase for statewide enrollment growth in the form of general apportionment. The RSCCD funded enrollment growth cap is 0% in the adopted budget. The RSCCD calculated 2009-2010 growth cap 2.16%
10. The lottery revenue will be calculated at the rate projected by School Services of California. The current estimate is \$111.00 per FTES for unrestricted revenue and \$13.25 per FTES for restricted revenue in accordance with Proposition 20.

### **Expenditure Assumptions**

11. The district intends to meet all negotiated contractual obligations.

### **Reviews**

5.2 (2) BAPRC recommends revised budget assumptions for the Proposed Adopted budget to the Chancellor (September 23, 2009)  
Chancellor's Cabinet to review recommended budget assumptions (September 28, 2009)  
Chancellor's Council to review recommended budget assumptions (September 28, 2009)  
Board of Trustees approve the assumptions ( )

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BUSINESS OPERATIONS AND FISCAL SERVICES**

<b>To:</b> Board of Trustees	<b>Date:</b> September 28, 2009
<b>Re:</b> Approval of the Public Hearing for the 2009-2010 Adopted Budget	
<b>Action:</b> Request for Approval	

**BACKGROUND**

The California Code of Regulations, Title 5, Sections 58301 and 58305 requires the governing board of each community college district to hold a public hearing and adopt a final budget on or before the fifteenth of September of each year. This year the amended State Budget Act was signed by the Governor on July 28<sup>th</sup>. Because of the magnitude of reduction to community colleges, the state Chancellor's Office, through the authority of CCR Title 5, Section 58306, has extended the September 15<sup>th</sup> date to October 15<sup>th</sup>.

**ANALYSIS**

The adoption of the 2009-2010 Rancho Santiago Community College District budget is scheduled for the October 12, 2009 Board meeting. In accordance with the CCR Title 5, Section 58301, the governing board of each district shall hold a public hearing on the proposed adopted budget prior to the adoption of the proposed budget. This will provide members of the public with advanced notice of the public hearing at the October 12<sup>th</sup> Board meeting.

The proposed 2009-2010 Adopted Budget will be available for public display and review October 7<sup>th</sup> through October 9<sup>th</sup> at the District Office, 2323 N. Broadway, on the 4<sup>th</sup> floor reception area between the hours of 8:00 a.m. and 5:00 p.m. The public hearing is scheduled on October 12, 2009 at 4:30 p.m. RSCCD Boardroom, 2323 N. Broadway, Santa Ana CA. 92706.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing on the 2009-2010 proposed Adopted Budget at the October 12, 2009 Board of Trustee meeting.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> September 28, 2009
<b>Prepared by:</b> Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
<b>Submitted by:</b> Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Change Order #22 – Bid #1051 - M & O Building at Santa Ana College	
Action: Request for Approval	

**BACKGROUND:**

On October 15, 2007, the Board awarded a contract to EMAE International, Inc. for Bid #1051, construction of the Classroom and M & O Buildings at Santa Ana College. The two (2) buildings were bid as one (1) project with each building having its own DSA number.

**ANALYSIS:**

Due to there being two (2) different DSA numbers, separate change orders are written for each building.

During the course of construction, certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #22.

Change Order #22 increases the contract by \$65,176. The revised contract amount is \$11,685,773.01. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 9.6% of construction cost.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #22, EMAE International, Inc. for Bid #1051, construction of the Classroom and M & O Buildings at Santa Ana College as presented.

Fiscal Impact: \$65,176.00	Board Date: September 28, 2009
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: SANTA ANA COLLEGE CLASSROOM AND  
MAINTENANCE AND OPERATIONS BUILDINGS

Bid No. 1051 P.O. # BP000200

D.S.A. No. 04-108060

Contractor: EMAE International, Inc.

Change Order No. 22

Architect: LPA, Inc.

Date: 9/28/09

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$10,662,434.00
Previous Change Orders	\$958,163.01	
This Change Order	\$65,176.00	
Total Change Orders		\$1,023,339.01
Revised Contract Amount		\$11,685,773.01
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 29, 2008
Revised Contract Completion Date		December 29, 2008
RSCCD Board Approval Date		September 28, 2009

\_\_\_\_\_  
Architect Authorized Signature Date

\_\_\_\_\_  
Contractor Name Authorized Signature Date

\_\_\_\_\_  
Construction Manager - Bernards Authorized Signature Date

*Darryl Odum*  
Director - District Construction & Support Services Authorized Signature Date

*Peter J. Hardash*  
Vice Chancellor, Business Operations/Fiscal Services Authorized Signature Date

\_\_\_\_\_  
Division of State Architect Authorized Signature Date

\_\_\_\_\_  
California Community Colleges Authorized Signature Date

# CHANGE ORDER

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

Project: **SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE AND OPERATIONS BUILDINGS**

Bid No. 1051

P.O. # BP000200

D.S.A. No.

04-108060

Contractor: **EMAE International, Inc.**

Change Order No.

22

Architect: **LPA, Inc.**

Date: 9/28/09

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Per Construction Change Directive #3, install future lighting conduits</p> <p><b>REASON:</b> Design change</p> <p><b>REQUESTOR:</b> District/LPA</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$18,500.00
2.0	<p><b>DESCRIPTION:</b> Repair broken telephone cable</p> <p><b>REASON:</b> Unforeseen below grade cabling</p> <p><b>REQUESTOR:</b> District/LPA</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$3,113.00
3.0	<p><b>DESCRIPTION:</b> Remove existing storm drain encasement for new piping</p> <p><b>REASON:</b> Unforeseen existing below grade encasement</p> <p><b>REQUESTOR:</b> District/LPA</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$1,916.00
4.0	<p><b>DESCRIPTION:</b> Revise fuel dispenser locations</p> <p><b>REASON:</b> Not reachable for dispensing</p> <p><b>REQUESTOR:</b> District/LPA</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$4,319.00

# CHANGE ORDER

Rancho Santiago Community College District  
2923 N. Broadway, Santa Ana, CA 92706-1640

Project: SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE AND OPERATIONS BUILDINGS

Bid No. 1051

P.O. # BP000200

D.S.A. No.

04-108060

Contractor: EMAE International, Inc.

Change Order No.

22

Architect: LPA, Inc.

Date: 9/28/09

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p><u>DESCRIPTION:</u> Install new ladder/step for fuel dispensing area</p> <p><u>REASON:</u> Incorrect design</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,328.00
6.0	<p><u>DESCRIPTION:</u> Re-route four (4) storm drain lines from baseball field and connect to new 18" storm drain on site</p> <p><u>REASON:</u> Existing condition</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$19,500.00
7.0	<p><u>DESCRIPTION:</u> Remove concrete obstruction to allow alignment of storm water box</p> <p><u>REASON:</u> Field condition</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$16,500.00
<b>Sub-Total</b>		\$0.00	\$65,176.00
<b>Total</b>			\$65,176.00

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Change Order #23 - Bid #1051 - Classroom Building at Santa Ana College	
Action: Request for Approval	

**BACKGROUND:**

On October 15, 2007, the Board awarded a contract to EMAE International, Inc. for Bid #1051, construction of the Classroom and Maintenance & Operations Buildings at Santa Ana College. The two (2) buildings were bid as one (1) project with each building having its own DSA number.

**ANALYSIS:**

Due to there being two (2) different DSA numbers, separate change orders are written for each building.

During the course of construction, certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #23.

Change Order #23 increases the contract by \$18,000. The revised contract amount is \$11,703,773.01. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 9.8 % of construction cost.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #23, EMAE International, Inc. for Bid #1051, construction of the Classroom and Maintenance & Operations Buildings at Santa Ana College as presented.

Fiscal Impact: \$18,000.00	Board Date: September 28, 2009
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE AND OPERATIONS BUILDINGS	Bid No. 1051	P.O. # BP000200
Contractor: EMAE International, inc.	D.S.A. No.	04-108151	
Architect: LPA, Inc.	Change Order No.	23	
	Date:	9/28/09	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$10,662,434.00
Previous Change Orders	\$1,023,339.01	
This Change Order	\$18,000.00	
Total Change Orders		\$1,041,339.01
Revised Contract Amount		\$11,703,773.01
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 29, 2008
Revised Contract Completion Date		December 29, 2008
RSCCD Board Approval Date		September 28, 2009

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

# CHANGE ORDER

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

Project: <b>SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE AND OPERATIONS BUILDINGS</b>	Bid No. <b>1051</b>	P.O. # <b>BP000200</b>
	D.S.A. No. <b>04-108151</b>	
Contractor: <b>EMAE International, inc.</b>	Change Order No. <b>23</b>	
Architect: <b>LPA, inc.</b>	Date: <b>9/28/09</b>	

ITEM NO	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Adjust projection screen mounts in classroom</p> <p><u>REASON:</u> Incorrect mount provided by MFG</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$5,000.00
2.0	<p><u>DESCRIPTION:</u> Elevator re-inspection</p> <p><u>REASON:</u> Design issues</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,000.00
3.0	<p><u>DESCRIPTION:</u> Provide grading for three new storm drain catch basins</p> <p><u>REASON:</u> Improve drainage flow</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$6,000.00

# CHANGE ORDER

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

Project: SANTA ANA COLLEGE CLASSROOM AND MAINTENANCE AND OPERATIONS BUILDINGS	Bid No. 1051	P.O. # BP000200
	D.S.A. No. 04-108151	
Contractor: EMAE International, inc.	Change Order No. 23	
Architect: LPA, inc.	Date: 9/28/09	

ITEM NO	EXPLANATION:	CREDIT	EXTRA
4.0	<p><u>DESCRIPTION:</u> Per RFI #155, revise location of Smoke and strobe detectors</p> <p><u>REASON:</u> Location not visible</p> <p><u>REQUESTOR:</u> District/LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$5,000.00
Sub-Total		\$0.00	\$18,000.00
Total			\$18,000.00

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

To: Board of Trustees	Date: September 28, 2009
Re: Approval of Change Order #1 – Bid #1109 – Plumbing for the New Child Development Center at Santa Ana College	
Action: Request for Approval	

**BACKGROUND:**

On May 11, 2009, the Board awarded a contract to J.M. Farnan Company, Inc. for Bid #1109, Santa Ana College Child Development Center to perform the plumbing portion of the project.

**ANALYSIS:**

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$13,234.50. The revised contract amount is \$638,934.50. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .2% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1, J.M. Farnan Company, Inc. for Bid #1109, plumbing for the Santa Ana College Child Development Center as presented.

Fiscal Impact: \$13,234.50	Board Date: September 28, 2009
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1109	P.O. # 09-P010968
	D.S.A. No. 04-108649	
Contractor: JM Farnan	Change Order No. 1	
Architect: Harley Ellis Devereaux	Date: September 28, 2009	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$625,700.00
Previous Change Orders	\$0.00	
This Change Order	\$13,234.50	
Total Change Orders	\$13,234.50	\$13,234.50
Revised Contract Amount		\$638,934.50
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		July 30, 2010
RSCCD Board Approval Date		September 28, 2009

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

5.6 (2)

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. 1109

P.O # 09-P010968

D.S.A. No. 04-108649

Contractor: *JM Farnan*

Change Order No. 1

Architect: *Harley Ellis Devereaux*

Date: *September 28, 2009*

ITEM NO	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Re-route sewer around existing Edison encasement vault</p> <p><u>REASON:</u> Unforeseen Field Condition</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$8,350.00
2.0	<p><u>DESCRIPTION:</u> Revise point of connection to the new gas line</p> <p><u>REASON:</u> Field condition differed from provided as-builts.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$4,884.50
Sub-Total		\$0.00	\$13,234.50
Total			\$13,234.50

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

To:	Board of Trustees	Date:	September 28, 2009
Re:	Approval of Change Order #2 - Bid #1116 – Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College		
Action:	Request for Approval		

**BACKGROUND:**

On March 23, 2009, the Board awarded a contract with General Consolidated Constructors, Inc. for Bid #1116, to construct the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College.

**ANALYSIS:**

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$30,643.10. The total revised contract amount is \$1,292,562.56. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 2.3% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2, General Consolidated Constructors, Inc. for Bid #1116, construction of the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College as presented.

Fiscal Impact:	\$30,643.10	Board Date:	September 28, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Building "G" Accessibility Upgrade	Bid No. 1116	P O # 00215
Contractor: General Consolidated Constructors, Inc	D.S.A. No.	04-106765	
Architect: IBI Group	Change Order No.	2	
	Date:	9/16/09	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,234,000.00
Previous Change Orders	\$27,919.46	
This Change Order	\$30,643.10	
Total Change Orders		\$58,562.56
Revised Contract Amount		\$1,292,562.56
Previous Time Extensions	0	
Time Extension - This Change Order	0	
Total Time Extensions		0
Original Completion Date		May 7, 2010
Revised Contract Completion Date		May 7, 2010
RSCCD Board Approval Date		September 28, 2009

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges 5.7 (2)	_____ Authorized Signature	_____ Date

# CHANGE ORDER

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

Project: <b>Building "G" Accessibility Upgrade</b>		Bid No. <b>1116</b>	P.O. # <b>00215</b>
Contractor: <b>General Consolidated Constructors, Inc</b>		D.S.A. No. <b>04-106765</b>	
Architect: <b>IBI Group</b>		Change Order No. <b>2</b>	
		Date: <b>9/16/09</b>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Routing of new and existing low voltage in galvanized rigid conduit and Removal of all electrical utilities under existing gym floor. Allowance found in contract is \$30,000.00. This cost of this work is \$27,000.00. Allowance will be billed 100% and \$3,000 will be credited to the contract via this change order.</p> <p><b>REASON:</b> Field Condition</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$3,000.00	
2.0	<p><b>DESCRIPTION:</b> The change in location of the two scorers tables required adding additional length to the conduit</p> <p><b>REASON:</b> New floor substructure does not provide the ability to install conduit or add cabling once the finished floor is installed</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$5,000.00
3.0	<p><b>DESCRIPTION:</b> Gas line re-routed outside building and new piping provided to all equipment, therefore abandoning existing gas lines</p> <p><b>REASON:</b> Future maintenance and repair of existing gas lines would have been inaccessible after installation of new floor</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$6,000.00
4.0	<p><b>DESCRIPTION:</b> Additional work required unforeseen equipment to be rented due to required power not being available.</p> <p><b>REASON:</b> Field Condition</p> <p><b>REQUESTOR:</b> Contractor</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$848.40

# CHANGE ORDER

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

Project: <b>Building "G" Accessibility Upgrade</b>		Bid No. <b>1116</b>	P.O. # <b>00215</b>
Contractor: <b>General Consolidated Constructors, Inc</b>		D.S.A. No. <b>04-106765</b>	
Architect: <b>IBI Group</b>		Change Order No. <b>2</b>	
		Date: <b>9/16/09</b>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p><b>DESCRIPTION:</b> Waterline re-routed overhead. New piping provided to all fixtures and equipment</p> <p><b>REASON:</b> Future maintenance and repair would have been inaccessible after the installation of new floor</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$10,569.54
6.0	<p><b>DESCRIPTION:</b> Relocate existing electrical outlets to the face of the new ramp.</p> <p><b>REASON:</b> Outlets were inaccessible at existing location</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$276.75
7.0	<p><b>DESCRIPTION:</b> Revise handrail finish from stainless to galvanized.</p> <p><b>REASON:</b> Existing handrails are galvanized, finish was revised to galvanized to match existing.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$648.00	
8.0	<p><b>DESCRIPTION:</b> Changed re-bar detail at the restroom addition</p> <p><b>REASON:</b> Existing building foundation is not built as shown on the details.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$583.28

# CHANGE ORDER

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

Project: <b>Building "G" Accessibility Upgrade</b>		Bid No. <b>1116</b>	P.O. # <b>00215</b>
Contractor: <b>General Consolidated Constructors, Inc</b>		D.S.A. No. <b>04-106765</b>	
Architect: <b>IBI Group</b>		Change Order No. <b>2</b>	
		Date: <b>9/16/09</b>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
9.0	<p><b>DESCRIPTION:</b> Revise ADA ramp/stair finish at the interior gymnasium locations.</p> <p><b>REASON:</b> To provide a more resilient / high traffic surface.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$6,013.13
10.0	<p><b>DESCRIPTION:</b> Provide connection detail at two additional locations which were not clearly shown on the contract drawings. Additional labor and material was needed to make a needed connection due to an unforeseen buried concrete mass.</p> <p><b>REASON:</b> Field Condition / Engineer Request</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>		\$5,000.00
Sub-Total		\$3,648.00	\$34,291.10
Total			\$30,643.10

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-BP000219	994,444 00	EMAE INTERNATIONAL INC	Buildings - Contracted Svcs	SP	BOND	8/11/2009
10-BP00220	410,585 00	E & R GLASS CONTRACTORS	Buildings - Contracted Svcs	SP	BOND	8/26/2009
10-BP00221	563,000 00	APEX CONSTRUCTION	Buildings - Contracted Svcs	SP	BOND	8/27/2009
* 10-BP00222	247,700 00	MINAKO AMERICA CORP	Building Improvements	SP		8/27/2009
10-P0011600	146.59	GRAPHIC CONTROLS LLC	Instructional Supplies	SP		8/3/2009
10-P0011601	4,200 00	POINT AND CLICK SOLUTIONS INC	Software License and Fees	SP		8/3/2009
10-P0011602	841 30	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		8/3/2009
10-P0011603	5,235 00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		8/3/2009
10-P0011604	799 16	GALE GROUP	Library Books			8/3/2009
10-P0011605	353 26	MIDWEST LIBRARY SVC	Library Books			8/3/2009
10-P0011606	224,000 00	ASCIP	Buildings - Legal Expenses	SP	BOND	8/3/2009
10-P0011607	3,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/3/2009
10-P0011608	35,000 00	DON BOOKSTORE	Books Paid for Students	SP		8/3/2009
10-P0011609	5,000 00	DON BOOKSTORE	Other Exp Paid for Students	SP		8/3/2009
10-P0011610	11,900 00	DON BOOKSTORE	Instructional Supplies	SP		8/3/2009
10-P0011614	3,000 00	COMPUCOM SYSTEMS INC	Contracted Repair Services			8/3/2009
10-P0011615	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/3/2009
10-P0011616	11,531.25	FIELDTURF USA INC	Equipment - All Other > \$1,000	SP		8/3/2009
10-P0011617	4,000 00	SURVEYORS SVC CO	Instructional Supplies	SP		8/3/2009
10-P0011618	750 00	ORKIN PEST CONTROL	Contracted Services			8/3/2009
10-P0011619	2,500.00	ROTO ROOTER SVC	Contracted Repair Services			8/3/2009
* 10-P0011620	1,454 03	COMPUTERLAND OF SILICON VALLEY	Instructional Supplies	SP		8/3/2009
10-P0011621	2,997 00	ROTO ROOTER SVC	Maint/Oper Service Agreements			8/3/2009
10-P0011622	986 00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			8/3/2009
10-P0011623	1,039 67	TOMARK SPORTS INC	Contracted Repair Services			8/3/2009
10-P0011624	488 90	SCAQMD	Other Licenses & Fees			8/3/2009
10-P0011625	42 00	HANDS ON ENGLISH	Instructional Supplies	SP		8/3/2009
10-P0011626	295,000 00	DOMINGUEZ GENERAL	Site Improvements	SP	BOND	8/4/2009
* 10-P0011627	1,231 05	MCPAHAN BUSINESS INTERIORS	Non-Instructional Supplies	SP		8/4/2009

Legend: \* = Multiple Accounts for this P O      SP = Special Project

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No. 58

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
			Audit			8/4/2009
10-P0011628	92,550 00	VICENTI LLOYD STUTZMAN	Non-Instructional Supplies			8/5/2009
10-P0011629	204 59	HITT MARKING DEVICES	Books, Mags & Ref Mat, Non-Lib	SP		8/5/2009
10-P0011630	311 52	PERFECTION LEARNING CORP	Instructional Supplies			8/5/2009
10-P0011631	77 14	GAYLORD BROS	Non-Instructional Supplies			8/5/2009
10-P0011632	2,000.00	CANDELA CORP	Books, Mags & Ref Mat, Non-Lib	SP		8/5/2009
10-P0011633	70.63	THOMSON HEALTHCARE DMS INC	Non-Instructional Supplies	SP		8/5/2009
10-P0011634	1,396.46	SANOFI PASTEUR	Non-Instructional Supplies			8/5/2009
10-P0011635	258 92	KNOX CO	Non-Instructional Supplies			8/5/2009
10-P0011636	1,000 00	OFFICE DEPOT BUSINESS SVCS	Other Student Travel Expenses	SP		8/5/2009
10-P0011637	518.79	GOLD COAST TOURS	Food and Food Service Supplies	SP		8/5/2009
10-P0011638	1,937 82	HACIENDA	Buildings - Construction Tests	SP	BOND	8/5/2009
10-P0011639	52,000.00	UNIVERSAL LABORATORIES INC	Gasoline			8/5/2009
10-P0011640	7,500 00	CHEVRON	Conference Expenses	SP		8/6/2009
10-P0011641	245 40	AMERICAN EXPRESS	Transportation - Student			8/6/2009
10-P0011642	14,500 00	GOLD COAST TOURS	Transportation - Student	SP		8/6/2009
* 10-P0011643	981.60	AMERICAN EXPRESS	Transportation - Student			8/6/2009
10-P0011644	8,000 00	HERTZ CORP	Contracted Services	SP		8/6/2009
10-P0011645	2,400.00	NGUYEN KIMMY	Contracted Services	SP		8/6/2009
10-P0011646	2,400 00	RAMIREZ GABRIEL JOSE	Contracted Services	SP		8/6/2009
10-P0011647	2,900 00	OROPEZA JOE JESUS	Contracted Services	SP		8/6/2009
10-P0011648	2,400 00	MARTINEZ OLGA CAMARILLO	Contracted Repair Services			8/6/2009
10-P0011649	3,890 07	SLUSSER TOBY	Software License and Fees	SP		8/6/2009
10-P0011650	1,280 00	SPSS INC	Non-Instructional Supplies			8/6/2009
10-P0011651	114 19	SCHICK RECORDS MGMT	Equipment - All Other > \$1,000	SP		8/6/2009
10-P0011652	3,165 35	DELL COMPUTER	Instructional Supplies	SP		8/10/2009
10-P0011653	593 78	GUNTHER'S ATHLETIC SVC	Other Exp Paid for Students	SP		8/10/2009
10-P0011654	1,500 00	RSCCD	Instructional Supplies	SP		8/10/2009
10-P0011655	1,375 14	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/10/2009
10-P0011656	2,175 25	SOCCER CENTRAL				

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Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011658	1,069 03	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		8/10/2009
10-P0011659	111 68	THOMSON HEALTHCARE DMS INC	Books, Mags & Ref Mat, Non-Lib	SP		8/10/2009
10-P0011660	269 00	COUNTY OF ORANGE	Other Licenses & Fees			8/10/2009
10-P0011661	6,570 08	RYDIN DECAL	Non-Instructional Supplies	SP		8/10/2009
10-P0011662	221 41	CVR COMPUTER SUPPLIES, INC	Non-Instructional Supplies			8/10/2009
10-P0011663	619 01	CVR COMPUTER SUPPLIES, INC	Non-Instructional Supplies			8/10/2009
10-P0011664	127 50	FRANKLIN AIR CONDITIONING	Contracted Repair Services			8/10/2009
10-P0011665	95 00	BAY SECURITY COMM	Contracted Repair Services			8/10/2009
10-P0011666	100 80	AMERICAN RENT A FENCE	Rental - Other (Short-term)			8/10/2009
10-P0011667	1,067 06	CVR COMPUTER SUPPLIES, INC	Instructional Supplies			8/10/2009
10-P0011668	100 10	TROPICAL PLAZA NURSERY	Contracted Repair Services			8/10/2009
10-P0011669	1,504 83	SEHI COMPUTER PRODUCTS	Instructional Supplies			8/10/2009
10-P0011670	175 00	CFPA CALIF FOOD POLICY ADVOCATES	Conference Expenses			8/10/2009
10-P0011671	175 00	CFPA CALIF FOOD POLICY ADVOCATES	Conference Expenses			8/10/2009
10-P0011672	2,000 00	MEDIWARE INFORMATION SYSTEM INC	Software Support Service			8/10/2009
10-P0011673	400 00	CALIFORNIA ASSOCIATION OF MESA DIRECTORS	Inst Dues & Memberships	SP		8/11/2009
10-P0011674	212 48	WINDOW SHADES EAST	Non-Instructional Supplies	SP		8/11/2009
10-P0011675	76,600 00	TRIANGLE ENTERPRISES INC	Site Improvements	SP		8/11/2009
10-P0011676	179 40	SUBWAY	Food and Food Service Supplies	SP		8/11/2009
10-P0011680	1,000 00	RAY DELLS READY MIX	Repair & Replacement Parts			8/11/2009
10-P0011681	1,024 14	ELESCO	Contracted Services			8/11/2009
10-P0011683	188 00	COR O VAN MOVING	Non-Instructional Supplies			8/11/2009
10-P0011684	564 00	AT&T ADVERTISING & PUBLISHING	Advertising			8/11/2009
10-P0011685	1,806 00	AT&T ADVERTISING & PUBLISHING	Advertising			8/11/2009
10-P0011686	147 95	PLAYERS CHOICE	Awards & Incentives	SP		8/11/2009
10-P0011687	20,000 00	PEOPLE SUPPORT RAPIDTEXT	Contracted Services	SP		8/11/2009
10-P0011688	750 00	VWR	Instructional Supplies	SP		8/11/2009
10-P0011689	500 00	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		8/11/2009
10-P0011690	3,643 13	ACE FIXTURE CO	Equipment - All Other > \$1,000	SP		8/11/2009

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
			Instructional Supplies	SP		8/11/2009
10-P0011691	1,700 00	SIGMA ALDRICH INC	Instructional Supplies	SP		8/11/2009
10-P0011692	2,000 00	FISHER SCIENTIFIC	Instructional Supplies	SP		8/11/2009
* 10-P0011693	6,969 44	SPORTS IMPORTS	Instructional Supplies	SP		8/11/2009
10-P0011694	675 00	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		8/11/2009
10-P0011695	518 48	ACUSHNET CO	Instructional Supplies	SP		8/11/2009
10-P0011696	200 00	PRAXAIR DIST INC	Instructional Supplies	SP		8/12/2009
10-P0011697	1,432 43	THIRD DEGREE SPORTSWEAR INC	Instructional Supplies	SP		8/12/2009
10-P0011698	309 09	CALLAWAY GOLF INTERACTIVE	Instructional Supplies	SP		8/12/2009
10-P0011700	488 27	GOLF TEAM PRODUCT	Instructional Supplies	SP		8/12/2009
10-P0011701	5,803 39	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		8/12/2009
10-P0011702	2,000 00	FISHER SCIENTIFIC	Instructional Supplies	SP		8/12/2009
10-P0011703	1,500 00	FREY SCIENTIFIC/EDUC PUBL SERVICE	Instructional Supplies	SP		8/12/2009
10-P0011704	906 51	AMICO SCIENTIFIC CORP	Building Improvements	SP		8/12/2009
10-P0011705	116,197 69	STURGEON GENERAL	Non-Instructional Supplies	SP		8/13/2009
10-P0011706	60 90	SCHICK RECORDS MGMT	Buildings - Blueprint/Reprod	SP	BOND	8/13/2009
10-P0011707	1,469 93	RELIABLE GRAPHICS	Software License and Fees			8/13/2009
10-P0011708	40 00	EDUCAUSE	Repair & Replacement Parts			8/13/2009
10-P0011709	242 61	FITNESS REPAIR SHOP	Transportation - Athletics			8/13/2009
10-P0011710	10,000 00	GOLD COAST TOURS	Equipment - Federal Progs >200	SP		8/13/2009
10-P0011711	5,532 26	DELL COMPUTER	Other Licenses & Fees	SP		8/13/2009
* 10-P0011712	3,625 00	NAEYC	Transportation - Athletics			8/13/2009
10-P0011713	1,000 00	HERTZ CORP	Non-Instructional Supplies	SP		8/13/2009
10-P0011714	9,869 09	CVR COMPUTER SUPPLIES, INC	Inst Dues & Memberships			8/13/2009
10-P0011715	125 00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Inst Dues & Memberships			8/13/2009
10-P0011716	1,500 00	CCLC COMMUNITY COLLEGE LEAGUE	Building Improvements	SP	BOND	8/13/2009
10-P0011717	285 00	IMMEL DESIGN INC	Contracted Repair Services			8/13/2009
10-P0011718	289 21	ROTO ROOTER SVC	Contracted Repair Services			8/13/2009
10-P0011719	1,940 00	TROPICAL PLAZA NURSERY	Books, Mags & Ref Mat, Non-Lib	SP		8/13/2009
10-P0011720	211 56	PEARSON ED				

5.8 (4)

Legend: \* = Multiple Accounts for this P O

SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011721	960 00	CYBERGROUP INC	Software License and Fees			8/13/2009
10-P0011722	641 00	CAL MED DIVERSIFIED INC	Instructional Supplies			8/13/2009
10-P0011723	4,484 29	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		8/13/2009
10-P0011724	2,295 83	DON BOOKSTORE	Instructional Supplies			8/13/2009
10-P0011725	2,175 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/13/2009
10-P0011726	850 00	OXYGEN SVC CO	Instructional Supplies	SP		8/13/2009
10-P0011727	300 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/13/2009
10-P0011728	310 50	SAN FRANCISCO MARRIOTT	Conference Expenses	SP		8/13/2009
10-P0011729	310 50	SAN FRANCISCO MARRIOTT	Conference Expenses	SP		8/13/2009
10-P0011730	400 00	SEALS COMPRESSED GASES	Instructional Supplies	SP		8/13/2009
10-P0011731	250 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/13/2009
10-P0011732	200.00	HARDY DIAGNOSTICS	Instructional Supplies	SP		8/13/2009
10-P0011733	750 00	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		8/13/2009
10-P0011734	900 00	MICROTECH SCIENTIFIC	Instructional Supplies	SP		8/13/2009
10-P0011735	500 00	RALPH'S GROCERY CO	Instructional Supplies	SP		8/13/2009
10-P0011736	2,143 00	XAP CORP	Software Support Service			8/17/2009
10-P0011737	15,750 00	COMPUTERLAND OF SILICON VALLEY	Software Support Service			8/17/2009
10-P0011738	10,000 00	GOVERNMENT	Software Support Service			8/17/2009
10-P0011739	200 00	HOME DEPOT	Instructional Supplies	SP		8/17/2009
10-P0011741	2,960 26	FISHER SCIENTIFIC	Instructional Supplies	SP		8/17/2009
10-P0011742	1,200 00	NASCO	Instructional Supplies	SP		8/17/2009
10-P0011743	851 00	STATE OF CALIF	Fingerprinting			8/17/2009
10-P0011744	2,500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/17/2009
10-P0011745	1,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/17/2009
10-P0011746	2,335 33	SIGMA ALDRICH INC	Instructional Supplies	SP		8/17/2009
10-P0011747	250 00	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		8/17/2009
10-P0011748	3,095 05	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		8/17/2009
10-P0011749	589 00	COUNTY OF ORANGE	Other Licenses & Fees			8/17/2009
10-P0011750	85 20	US PLASTIC	Instructional Supplies	SP		8/17/2009

Legend: \* = Multiple Accounts for this P O. SP = Special Project

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
						8/17/2009
10-P0011751	642.00	AT&T ADVERTISING & PUBLISHING	Advertising			8/17/2009
10-P0011752	999 00	MITCHELL1	Internet Services			8/17/2009
10-P0011753	2,755 00	MCBAIN INSTRUMENTS	Contracted Repair Services			8/17/2009
10-P0011754	7,800 00	BOARD OF GOVERNORS	Inst Dues & Memberships			8/17/2009
10-P0011755	131 97	GALE GROUP	Library Books			8/17/2009
10-P0011756	4,544 36	HILLYARD FLOOR CARE SUPPLY	Non-Instructional Supplies			8/17/2009
10-P0011757	388 78	LIBERTY PAPER & PRINTING	Instructional Supplies	SP		8/17/2009
10-P0011758	26,925 00	WESTERN POWER SYSTEMS	Building Improvements	SP	BOND	8/17/2009
10-P0011759	450 00	BEARD, PROVENCHER & ASSOCIATES, INC	Buildings - Engineering Costs	SP	BOND	8/17/2009
* 10-P0011760	1,117 95	UNISOURCE PAPER CO	Instructional Supplies	SP		8/17/2009
10-P0011761	67,280.00	JOHNSTON INSPECTIONS	Buildings - Construction Tests	SP	BOND	8/17/2009
10-P0011762	41,240 00	JOHNSTON INSPECTIONS	Buildings - Construction Tests	SP		8/17/2009
10-P0011763	16,536 00	NINYO & MOORE	Buildings - Engineering Costs	SP	BOND	8/17/2009
10-P0011764	450 00	DE LA TORRE COMMERCIAL	Contracted Repair Services			8/17/2009
10-P0011765	3,420 00	SCHOOL SVCS OF CALIF INC	Contracted Services			8/17/2009
10-P0011766	6,469 78	DE LA TORRE COMMERCIAL	Contracted Repair Services			8/17/2009
10-P0011767	9,000 00	BURKE, WILLIAMS, SORENSEN, LLP	Legal Expenses			8/18/2009
10-P0011768	156,000 00	OUTSOURCE TECHNICAL	Contracted Services			8/18/2009
10-P0011769	298 76	ONSET COMPUTER CORP	Non-Instructional Supplies			8/18/2009
10-P0011770	250 00	COAST COMMUNITY COLLEGE DISTRICT	Conference Expenses			8/18/2009
10-P0011771	285 00	ACBO ASSOC OF CHIEF	Conference Expenses			8/18/2009
10-P0011772	540 03	ACUSHNET CO	Instructional Supplies	SP		8/18/2009
10-P0011773	332 24	SOFTWARE ONE INC	Software License and Fees	SP		8/18/2009
10-P0011774	250 04	CDW GOVERNMENT INC	Instructional Supplies	SP		8/18/2009
10-P0011775	5,700 00	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			8/19/2009
10-P0011776	1,000 00	IRVINE PIPE SUPPLY	Repair & Replacement Parts			8/19/2009
10-P0011777	500 00	AAA ELECTRIC MOTOR SALES	Repair & Replacement Parts			8/19/2009
10-P0011778	2,500 00	BURKE ENGINEERING	Repair & Replacement Parts			8/19/2009
10-P0011779	500 00	JOHNSTONE SUPPLY	Repair & Replacement Parts			8/19/2009

5.8 (6)

Legend: \* = Multiple Accounts for this P O

SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011780	500 00	CHAMPION CHEMICAL CO	Non-Instructional Supplies			8/19/2009
10-P0011781	3,725 00	TROPICAL PLAZA NURSERY	Buildings - Contracted Svcs	SP	BOND	8/19/2009
10-P0011782	9,688 00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			8/19/2009
10-P0011783	600 00	PATRON TECHNOLOGY INC	Packaging/Mail Prep/Processing			8/19/2009
10-P0011784	566 57	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP		8/19/2009
10-P0011785	99 46	UNISAN PRODUCTS	Non-Instructional Supplies			8/19/2009
10-P0011786	745 70	WESTCLIFF MEDICAL LAB INC	Instructional Supplies			8/19/2009
10-P0011787	699 27	TROXELL COMM INC	Equipment - Federal Progs >200	SP		8/19/2009
10-P0011788	5,742 00	MORTARA INSTRUMENT	Instructional Supplies			8/19/2009
10-P0011789	14,500 00	LUX BUS AMERICA	Transportation - Student			8/19/2009
10-P0011790	2,013 43	4 IMPRINT	Non-Instructional Supplies	SP		8/19/2009
10-P0011791	2,000 00	UNISAN PRODUCTS	Non-Instructional Supplies			8/19/2009
10-P0011792	3,963 43	DELL COMPUTER	Equipment - Federal Progs >200	SP		8/19/2009
10-P0011793	1,900 00	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		8/19/2009
10-P0011794	4,076 49	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			8/19/2009
10-P0011795	938 13	COAST RECREATION INC	Equip/Software - >\$200 <\$1,000	SP		8/19/2009
10-P0011796	889 10	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/19/2009
10-P0011797	270 33	GRAINGER	Non-Instructional Supplies			8/20/2009
10-P0011798	467 00	WESTERN POWER SYSTEMS	Contracted Repair Services			8/20/2009
10-P0011799	487 40	TROPICAL PLAZA NURSERY	Contracted Repair Services			8/20/2009
10-P0011800	7,298 18	ATKINSON ANDELSON LOYA RUUD	Legal Expenses			8/20/2009
10-P0011801	148 50	RABUN'S AUTO GLASS	Uninsured Losses/Loss Disposal			8/20/2009
10-P0011802	695,914 00	ASCIP	Prop, Liab, Boiler & Machine			8/20/2009
10-P0011803	1,235 00	STATE OF CALIF	Fingerprinting			8/20/2009
10-P0011804	466 92	CASAS	Non-Instructional Supplies	SP		8/20/2009
10-P0011805	51 15	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		8/20/2009
10-P0011806	144 42	THOMAS SCIENTIFIC	Instructional Supplies	SP		8/20/2009
10-P0011807	510 20	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	8/24/2009
10-P0011808	1,695 67	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	8/24/2009

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Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011809	43 56	PUBLIC HEALTH FOUNDATION	Books, Mags & Ref Mat, Non-Lib	SP		8/24/2009
10-P0011810	341 25	KATEK SOLUTIONS	Non-Instructional Supplies			8/24/2009
10-P0011811	310.00	OFFICE DEPOT BUSINESS SVCS	Equipment - Federal Progs >200	SP		8/24/2009
10-P0011812	159 67	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/24/2009
10-P0011813	156 60	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/24/2009
10-P0011814	1,200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/24/2009
10-P0011815	500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/24/2009
10-P0011816	4,000 00	DON BOOKSTORE	Books Paid for Students	SP		8/24/2009
10-P0011817	1,500.00	DON BOOKSTORE	Supplies Paid for Students	SP		8/24/2009
10-P0011818	2,000.00	RENA SABERS	Non-Instructional Supplies			8/24/2009
10-P0011819	1,500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/24/2009
10-P0011820	1,000 00	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		8/24/2009
10-P0011821	750.00	DON BOOKSTORE	Non-Instructional Supplies			8/24/2009
10-P0011822	123.10	XEROX CORP	Instructional Supplies	SP		8/24/2009
10-P0011823	686 43	XEROX CORP	Software License and Fees			8/24/2009
10-P0011824	895 02	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Supplies			8/24/2009
10-P0011825	120.00	OFFICE DEPOT BUSINESS SVCS	Other Student Prog Svcs & Exp	SP		8/24/2009
10-P0011826	2,142 70	CRYSTAL CATHEDRAL	Buildings - Construction Tests	SP	BOND	8/24/2009
10-P0011827	239,940 00	JOHNSTON INSPECTIONS	Buildings - Contracted Svcs	SP	BOND	8/24/2009
10-P0011828	1,755 00	MORRIS JOHN THOMAS	Buildings - Contracted Svcs	SP	BOND	8/24/2009
10-P0011829	1,289 00	OWENS STEVE	Buildings - Contracted Svcs	SP	BOND	8/24/2009
10-P0011830	4,940 73	SBC DATACOMM INC	Equipment - All Other > \$1,000	SP	BOND	8/24/2009
10-P0011831	11,000 00	EXECUTIVE LIGHTING SVCS	Contracted Services			8/24/2009
10-P0011832	1,595 00	OWENS STEVE	Buildings - Contracted Svcs	SP	BOND	8/24/2009
10-P0011833	1,395 00	OWENS STEVE	Buildings - Contracted Svcs	SP	BOND	8/24/2009
10-P0011834	1,395 00	OWENS STEVE	Contracted Services	SP		8/24/2009
10-P0011835	14,485 00	OWENS STEVE	Contracted Services	SP		8/24/2009
10-P0011836	14,485 00	OWENS STEVE	Software License and Fees	SP		8/24/2009
10-P0011835	10,739 06	VISUCATE	Non-Instructional Supplies			8/24/2009
10-P0011836	32 54	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/24/2009
10-P0011837	80,000 00	HMC ARCHITECTS	Buildings - Architects Fee	SP		8/25/2009

5.8.8.8

Legend: \* = Multiple Accounts for this P O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011838	85,000 00	HMC ARCHITECTS	Buildings - Architects Fee	SP		8/25/2009
10-P0011840	2,400 00	WESTED	Conference Expenses	SP		8/25/2009
10-P0011841	123 98	GLOBAL PROTECTION CORP	Non-Instructional Supplies	SP		8/25/2009
10-P0011842	1,128 00	AT&T ADVERTISING & PUBLISHING	Advertising			8/25/2009
10-P0011843	1,064 31	XPEDX PAPER CO	Instructional Supplies			8/25/2009
10-P0011844	852 25	XPEDX PAPER CO	Non-Instructional Supplies			8/25/2009
10-P0011846	8,941 97	UNISOURCE PAPER CO	Instructional Supplies			8/25/2009
10-P0011847	269 75	FISHER SCIENTIFIC	Instructional Supplies	SP		8/25/2009
* 10-P0011848	10,146.40	LIBERTY PAPER & PRINTING	Non-Instructional Supplies	SP		8/25/2009
10-P0011849	883.70	FISHER SCIENTIFIC	Instructional Supplies	SP		8/25/2009
10-P0011850	153 85	PINNACLE RADIO INC	Non-Instructional Supplies			8/25/2009
10-P0011851	100.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/25/2009
10-P0011852	1,246 82	FISHER SCIENTIFIC	Instructional Supplies	SP		8/25/2009
10-P0011853	4,952 48	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		8/26/2009
10-P0011854	1,128 55	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP		8/26/2009
10-P0011855	4,500 00	CURRENT ELECTRIC	Buildings - Contracted Svcs	SP		8/26/2009
10-P0011856	951 61	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			8/26/2009
10-P0011857	750 00	SY NIELSON SVC	Contracted Repair Services			8/26/2009
10-P0011858	641 48	CURRIER KATHERINE A	District Business/Sponsorships			8/26/2009
10-P0011859	340 70	DOUBLETREE HOTEL	District Business/Sponsorships			8/26/2009
10-P0011860	3,660 00	MCBAIN INSTRUMENTS	Contracted Repair Services			8/26/2009
10-P0011861	326 25	SCREENING FOR MENTAL HEALTH	Non-Instructional Supplies	SP		8/26/2009
10-P0011862	1,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/27/2009
10-P0011863	16 27	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/27/2009
10-P0011864	708 00	WAVELENGTH	Internet Services			8/27/2009
10-P0011865	53 29	APPLE COMPUTER INC	Instructional Software	SP		8/27/2009
10-P0011866	135 00	WINDOW SHADES EAST	Non-Instructional Supplies			8/27/2009
10-P0011867	7,500 00	AON CONSULTING INC	Contracted Services			8/27/2009
10-P0011868	258.51	PACIFIC RADIO ELECTRONICS	Non-Instructional Supplies			8/27/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011869	6,300.00	THE HARTFORD LIFE & ANNUITY	Self Insurance Claims			8/27/2009
10-P0011870	1,150.58	XEROX CORP	Instructional Supplies			8/27/2009
10-P0011871	420.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			8/27/2009
10-P0011872	1,124.00	PYRO-COMM SYSTEMS INC	Buildings - Contracted Svcs	SP	BOND	8/27/2009
10-P0011873	12,850.00	ACADEMY ELECTRIC INC	Site Improvements	SP		8/27/2009
10-P0011874	19,500.00	ACADEMY ELECTRIC INC	Site Improvements	SP	BOND	8/27/2009
10-P0011875	3,019.58	S & R SPORTS	Instructional Supplies	SP		8/27/2009
10-P0011876	160.00	ORANGE COUNTY REGISTER	Advertising			8/27/2009
10-P0011877	1,910.31	ZUMAR INDUSTRIES INC	Non-Instructional Supplies			8/27/2009
10-P0011878	900.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			8/27/2009
10-P0011879	1,155.10	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	8/27/2009
10-P0011880	592.25	PIZZA HUT	Food and Food Service Supplies	SP		8/27/2009
10-P0011881	401.23	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/27/2009
10-P0011882	108.75	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/28/2009
10-P0011883	5,433.00	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies			8/28/2009
10-P0011884	61,000.00	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	8/28/2009
10-P0011885	11,922.17	MMS MEDICAL SUPPLY CO	Instructional Supplies			8/28/2009
10-P0011886	1,950.00	RIDELINKS INC	Other Licenses & Fees	SP		8/28/2009
10-P0011887	1,062.32	DELL COMPUTER	Equipment - All Other > \$1,000	SP		8/28/2009
10-P0011888	375.00	CHAPMAN UNIVERSITY	Equipment - All Other > \$1,000	SP		8/28/2009
10-P0011889	548.10	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		8/28/2009
10-P0011890	484.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			8/28/2009
10-P0011891	18,250.00	LTI LUZURIAGA TAYLOR INC	Buildings - Engineering Costs	SP	BOND	8/28/2009
10-P0011892	137.06	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		8/28/2009
10-P0011893	798.28	GALE GROUP	Library Books			8/28/2009
10-P0011894	200.00	DON BOOKSTORE	Instructional Supplies			8/28/2009
10-P0011895	4,700.00	THE DRIP COFFEE	Other Exp Paid for Students	SP		8/28/2009
10-P0011896	12,500.00	COSCO FIRE PROTECTION INC	Building Improvements	SP		8/28/2009
10-P0011897	5,595.70	DE LA TORRE COMMERCIAL	Building Improvements	SP		8/28/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011898	913 50	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		8/28/2009
10-P0011899	356 25	COMPUTERIZED ASSESS & PLACEMENT	Instructional Supplies	SP		8/28/2009
10-P0011900	451 26	ACT	Instructional Supplies	SP		8/28/2009
10-P0011901	3,000 00	DAN'S MACHINE REPAIR	Contracted Repair Services	SP		8/28/2009
10-P0011902	85 00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			8/28/2009
10-P0011903	1,100 00	WATERPROOFING EXPERTS INC	Buildings - Contracted Svcs	SP	BOND	8/28/2009
10-P0011904	538 31	CPP CONSULTING PSYCHOLOGISTS PRESS	Software License and Fees	SP		8/31/2009
10-P0011905	1,656 21	WRESTLING CAMPS OF AMERICA	Instructional Supplies	SP		8/31/2009
10-P0011906	400 00	SHPE	Other Student Travel Expenses	SP		8/31/2009
10-P0011907	200 00	SHPE	Conference Expenses	SP		8/31/2009
10-P0011908	2,500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		8/31/2009
10-P0011909	266 89	TRIUMPH LEARNING	Books, Mags & Ref Mat, Non-Lib	SP		9/1/2009
10-P0011910	1,305 08	EMBASSY SUITES HOTEL	Conference Expenses	SP		9/1/2009
10-P0011911	1,964 00	ORANGE CHAMBER OF COMMERCE	Inst Dues & Memberships			9/1/2009
10-P0011913	1,585 30	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		9/1/2009
10-P0011914	67 70	COASTAL OFFSET PREPARATIONS	Reproduction/Printing Expenses	SP		9/1/2009
10-P0011915	24 00	FOOTHILLS SENTRY	Books, Mags & Ref Mat, Non-Lib			9/1/2009
10-P0011916	800 00	REGENTS OF UC SAN DIEGO	Software License and Fees	SP		9/1/2009
10-P0011917	550 00	TRISTATE ACCOMODATIONS	Instructional Supplies	SP		9/1/2009
10-P0011918	3,100.00	LOMA LINDA UNIV	Instructional Supplies	SP		9/1/2009
10-P0011919	12,664 96	QS/1 DATA SYSTEMS	Equipment - Federal Progs >200	SP		9/1/2009
10-P0011920	1,050 00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/1/2009
10-P0011921	50 42	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/1/2009
10-P0011922	400 00	HOME DEPOT	Instructional Supplies	SP		9/1/2009
10-P0011923	48.94	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		9/1/2009
10-P0011924	11,393 96	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		9/1/2009
10-P0011925	235 98	STERIS CORP	Instructional Supplies	SP		9/1/2009
10-P0011926	325.00	APPERSON PRINT MGMT SVCS	Non-Instructional Supplies			9/1/2009
10-P0011927	44 02	TAB PRODUCTS CO	Non-Instructional Supplies	SP		9/1/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
			Inst Dues & Memberships			9/1/2009
10-P0011928	543 75	GARDEN GROVE CHAMBER	Instructional Supplies	SP		9/2/2009
10-P0011929	712 51	COMPUTERIZED ASSESS & PLACEMENT	Instructional Supplies	SP		9/2/2009
10-P0011930	1,068 75	ACT	Instructional Supplies	SP		9/2/2009
10-P0011931	2,302 54	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		9/2/2009
10-P0011932	567 71	SARGENT WELCH	Conference Expenses	SP		9/3/2009
10-P0011933	154 20	AMERICAN EXPRESS	Instructional Supplies	SP		9/3/2009
10-P0011934	150 00	CONNECTICUT VALLEY BIOLOGICAL	Food and Food Service Supplies	SP		9/3/2009
10-P0011935	108.28	BAGEL ME	Conference Expenses	SP		9/3/2009
10-P0011936	305 00	CCCCIO	Instructional Supplies	SP		9/3/2009
10-P0011937	2,541 05	MEDCO SPORTS MEDICINE AND	Inst Dues & Memberships			9/3/2009
10-P0011938	2,600.00	LIEBERT CASSIDY WHITMORE	Inst Dues & Memberships			9/3/2009
10-P0011939	300 00	CCCCIO	Inst Dues & Memberships			9/3/2009
10-P0011940	2,000 00	SO CALIF FOOTBALL ASSOC	Instructional Supplies	SP		9/3/2009
10-P0011941	909.70	MEDCO SPORTS MEDICINE AND	Inst Dues & Memberships			9/3/2009
10-P0011942	5,000 00	ORANGE EMPIRE CONFERENCE	Non-Instructional Supplies	SP		9/3/2009
10-P0011943	2,500 00	DON BOOKSTORE	Instructional Supplies	SP		9/3/2009
10-P0011944	378 47	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		9/3/2009
10-P0011945	184 78	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		9/3/2009
10-P0011946	256.97	EDVOTEK	Non-Instructional Supplies	SP		9/3/2009
10-P0011947	6,003 00	IMAGE PRINTING SOLUTIONS	Awards & Incentives	SP		9/3/2009
10-P0011948	2,327 00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		9/3/2009
10-P0011949	1,519 00	DON BOOKSTORE	Awards & Incentives	SP		9/3/2009
10-P0011950	1,143 00	DON BOOKSTORE	Food and Food Service Supplies	SP		9/3/2009
10-P0011951	628 00	SMART & FINAL	Site Improvements	SP		9/4/2009
10-P0011952	82,428.00	DLG ELECTRIC AND CONSTRUCTION	Maint/Oper Service Agreements			9/4/2009
10-P0011953	815 51	RAIN MASTER IRRIGATION SYSTEM	Instructional Agrmt - Salary			9/4/2009
* 10-P0011954	9,100 00	CITY OF COSTA MESA	Instructional Supplies	SP		9/4/2009
10-P0011955	278 56	NCS PEARSON INC	Non-Instructional Supplies	SP		9/4/2009
10-P0011956	501 60	CALUMET CARTON CO				

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011957	380.63	ESRI INC	Software Support Service	SP		9/4/2009
10-P0011958	2,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/4/2009
* 10-P0011959	4,455 00	TOMARK SPORTS INC	Equip/Software - >\$200 <\$1,000	SP		9/4/2009
10-P0011960	525 00	OWENS STEVE	Contracted Repair Services			9/4/2009
10-P0011961	1,905.00	ROADWAYS INT'L	Transportation - Student	SP		9/4/2009
10-P0011962	597 55	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			9/4/2009
10-P0011963	2,000 00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		9/4/2009
10-P0011964	1,500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/4/2009
10-P0011965	1,200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/4/2009
10-P0011966	1,252 91	KNORR SYSTEMS INC	Non-Instructional Supplies			9/4/2009
10-P0011967	1,021 95	SVM LP	Other Exp Paid for Students	SP		9/4/2009
10-P0011968	136,275.00	STUDENT INSURANCE	All Risk/Athletic Insurance			9/4/2009
10-P0011969	100.00	HOME DEPOT	Instructional Supplies	SP		9/4/2009
10-P0011970	4,662 00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/4/2009
10-P0011971	5,000.00	VISUCATE	Software License and Fees	SP		9/4/2009
10-P0011972	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/4/2009
10-P0011973	43 49	OFFICE DEPOT BUSINESS SVCS	Instructional Software	SP		9/4/2009
10-P0011974	1,267 07	NASCO	Equip/Software - >\$200 <\$1,000	SP		9/8/2009
10-P0011975	1,122 59	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		9/8/2009
* 10-P0011976	921 31	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		9/8/2009
10-P0011977	305 00	CCCCIO	Conference Expenses	SP		9/8/2009
* 10-P0011978	2,094 58	KAPLAN	Instructional Supplies	SP		9/8/2009
10-P0011979	939.72	HARDY DIAGNOSTICS	Instructional Supplies	SP		9/8/2009
10-P0011980	362.03	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/8/2009
10-P0011981	150 00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/8/2009
10-P0011982	234.52	MIDWEST LIBRARY SVC	Library Books			9/8/2009
10-P0011984	1,049 23	MICROTECH SCIENTIFIC	Instructional Supplies	SP		9/8/2009
10-P0011985	593.21	STECK VAUGHN	Books, Mags & Ref Mat, Non-Lib	SP		9/8/2009
10-P0011986	2,053 62	APCO GRAPHICS INC	Non-Instructional Supplies			9/8/2009

5.8 (13)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0011987	2,125 79	KAPLAN	Equip/Software - >\$200 <\$1,000	SP		9/8/2009
10-P0011988	43,568 24	PIONEER CHEMICAL CO	Non-Instructional Supplies			9/8/2009
10-P0011989	3,932 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/8/2009
10-P0011990	5,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/8/2009
10-P0011991	878 04	LAB SAFETY SUPPLY	Instructional Supplies	SP		9/8/2009
10-P0011992	35,000 00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		9/8/2009
10-P0011993	500 00	MEL'S SEWING SVC	Instructional Supplies	SP		9/8/2009
10-P0011994	250 00	MEL'S SEWING SVC	Repair & Replacement Parts			9/8/2009
10-P0011995	950 00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies			9/8/2009
10-P0011996	1,000.00	DIX METALS	Instructional Supplies	SP		9/8/2009
10-P0011997	100.00	THE UNKNOWN ARTIST	Instructional Supplies	SP		9/8/2009
10-P0011998	4,420 00	DON BOOKSTORE	Other Exp Paid for Students	SP		9/8/2009
10-P0011999	500 00	RFB & D NAT'L HEADQUARTERS	Inst Dues & Memberships	SP		9/9/2009
10-P0012000	44,868 00	DON BOOKSTORE	Books Paid for Students	SP		9/9/2009
10-P0012001	690 22	US TOY CO CONSTRUCTIVE PLAYTHINGS	Instructional Supplies	SP		9/9/2009
10-P0012002	587 23	US TOY CO CONSTRUCTIVE PLAYTHINGS	Equip/Software - >\$200 <\$1,000	SP		9/9/2009
10-P0012003	1,026 32	SIERRA WHOLESALE HARDWARE INC	Repair & Replacement Parts			9/9/2009
10-P0012004	587 25	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		9/10/2009
10-P0012005	75 53	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		9/10/2009
10-P0012006	1,094 38	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/10/2009
10-P0012007	4,500 00	TEAM ONE MANAGEMENT	Non-Instructional Supplies	SP		9/10/2009
10-P0012008	267 00	TAZZA PHIL	Lease Agreement - Facility	SP		9/10/2009
10-P0012009	58 73	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		9/10/2009
10-P0012010	2,065 91	NAT'L SIGN & MARKETING CORP	Contracted Repair Services			9/10/2009
10-P0012011	800 00	FITNESS REPAIR SHOP	Contracted Repair Services			9/10/2009
10-P0012012	11,938 00	COUNTY OF ORANGE	Contracted Services	SP		9/10/2009
10-P0012013	5,000 00	COMPUCOM SYSTEMS INC	Contracted Repair Services			9/11/2009
10-P0012014	262 36	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		9/11/2009
10-P0012015	1,360 00	ORANGE COUNTY REGISTER	Advertising			9/11/2009

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Legend: \* = Multiple Accounts for this P O

SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012016	2,200 00	HARDY & HARPER INC	Contracted Repair Services			9/11/2009
10-P0012017	150 00	MKH ELECTRONICS	Contracted Repair Services			9/11/2009
10-P0012018	1,475 00	THE FITNESS STANDARD INC	Rental-Equipment (Short-term)			9/11/2009
10-P0012019	8,000 00	EXTREME ENTREPRENEURSHIP	Contracted Services	SP		9/11/2009
10-P0012020	14,800 00	RESILIENT COMMUNICATIONS INC	Contracted Services			9/11/2009
10-P0012021	350 00	DE LA TORRE COMMERCIAL	Building Improvements	SP		9/11/2009
10-P0012022	379 67	RABUN'S AUTO GLASS	Contracted Repair Services			9/11/2009
10-P0012023	228 02	PESTAL PETER A.	Contracted Repair Services			9/11/2009
10-P0012024	673 45	FRANKLIN AIR CONDITIONING	Contracted Repair Services			9/11/2009
10-P0012025	1,008 00	AMERICAN RENT A FENCE	Rental - Other (Short-term)			9/11/2009
10-P0012026	685,088 00	COLUMBIA STEEL INC	Buildings - Contracted Svcs	SP	BOND	9/11/2009
10-P0012027	149 40	COAST TO COAST BUSINESS	Instructional Supplies	SP		9/11/2009
10-P0012028	19 73	HITT MARKING DEVICES	Non-Instructional Supplies			9/11/2009
10-P0012029	162 39	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/11/2009
* 10-PC109091	9,352 54	XEROX CORP	Excess/Copies Usage	SP		8/6/2009
* 10-PC109117	902 50	XEROX CORP	Excess/Copies Usage	SP		9/4/2009
10-PC109193	460 00	COAST TO COAST BUSINESS	Maint Contract - Office Equip			8/4/2009
10-PC109194	575 00	COAST TO COAST BUSINESS	Maint Contract - Office Equip			8/4/2009
10-PC109195	674 52	SCANTRON CORP	Maint Contract - Other Equip			8/4/2009
10-PC109196	388 80	RAYNE WATER SVCS	Maint Contract - Other Equip			8/4/2009
* 10-PC109197	5,696 19	XEROX CORP	Excess/Copies Usage			8/5/2009
10-PC109198	3,564 00	PERKIN ELMER	Maint Contract - Other Equip			8/5/2009
10-PC109199	5,985 00	STERIS CORP	Maint Contract - Other Equip			8/5/2009
10-PC109200	1,035 13	XEROX CORP	Excess/Copies Usage			8/6/2009
* 10-PC109201	517 86	XEROX CORP	Excess/Copies Usage	SP		8/6/2009
* 10-PC109202	2,448 27	XEROX CORP	Excess/Copies Usage			8/6/2009
10-PC109203	1,196 25	XEROX CORP	Excess/Copies Usage			8/6/2009
* 10-PC109204	428 25	XEROX CORP	Excess/Copies Usage			8/6/2009
10-PC109205	780.00	BAY SECURITY COMM	Security Systems & Services	SP		8/10/2009

5.8 (15)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
			Excess/Copies Useage			8/10/2009
* 10-PC109206	5,348 02	XEROX CORP	Instructional Agrmt - Salary			8/11/2009
* 10-PC109207	5,180 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			8/11/2009
10-PC109208	279,000 00	ORANGE COUNTY SHERIFF'S Y ADVISORY COUNCIL	Instructional Agrmt - Facility			8/11/2009
10-PC109209	111,600 00	ORANGE COUNTY SHERIFF CORONER	Excess/Copies Useage	SP		8/11/2009
* 10-PC109210	382 06	XEROX CORP	Excess/Copies Useage	SP		8/11/2009
* 10-PC109211	1,103 95	XEROX CORP	Maint/Oper Service Agreements			8/11/2009
10-PC109213	6,828 60	ORKIN PEST CONTROL	Excess/Copies Useage			8/11/2009
* 10-PC109214	2,778 19	XEROX CORP	Contracted Custodial Services	SP		8/17/2009
10-PC109215	28,594 92	TEAM ONE MANAGEMENT	Legal Expenses			8/18/2009
10-PC109216	14,000 00	LIEBERT CASSIDY WHITMORE	Maint/Oper Service Agreements			8/19/2009
10-PC109217	4,200 00	ORKIN PEST CONTROL	Instructional Agrmt - Salary	SP		8/20/2009
10-PC109220	2,200 00	JTS SERVICES	Instructional Agrmt - Salary	SP		8/20/2009
10-PC109221	5,785 44	SO CALIF SURVEYORS	Instructional Agrmt - Salary	SP		8/20/2009
10-PC109222	1,305,179 00	SOUTHWEST CARPENTERS	Instructional Agrmt - Salary	SP		8/20/2009
10-PC109223	12,777.07	CALIF NEVADA TRAINING TRUST	Rental-Equipment (Short-term)			8/20/2009
10-PC109224	2,090 88	SIEMENS WATER TECH CORP	Instructional Agrmt - Salary			8/20/2009
* 10-PC109225	1,560 00	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			8/25/2009
* 10-PC109226	2,860 00	SAN BERNARDINO COUNTY	Maint/Oper Service Agreements			8/27/2009
10-PC109227	3,216 00	AMERICAN CITY PEST CONTROL INC	Maint/Oper Service Agreements			8/27/2009
10-PC109228	960.00	AMERICAN CITY PEST CONTROL INC	Maint/Oper Service Agreements			8/27/2009
10-PC109229	540 00	PYRO-COMM SYSTEMS INC	Excess/Copies Useage	SP		8/28/2009
* 10-PC109232	613 19	XEROX CORP	Excess/Copies Useage	SP		8/28/2009
* 10-PC109233	633 06	XEROX CORP	Excess/Copies Useage	SP		8/28/2009
* 10-PC109234	864 63	XEROX CORP	Excess/Copies Useage	SP		9/11/2009
* 10-PC109235	59,232 16	XEROX CORP	Excess/Copies Useage	SP		9/11/2009
* 10-PC109236	190,886 14	XEROX CORP	Excess/Copies Useage	SP		8/28/2009
* 10-PC109237	480 64	XEROX CORP	Maint Contract - Office Equip	SP		9/4/2009
10-PC109238	395 00	SYSTEM ONE BUSINESS PRODUCTS	Maint Contract - Office Equip	SP		9/4/2009
10-PC109239	302 00	HARLAND TECHNOLOGY SVCS				

5.8 (16)

Legend: \* = Multiple Accounts for this P O

SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-PC109240	300 00	BAY SECURITY COMM	Security Systems & Services	SP		9/4/2009
* 10-PC109241	659 16	XEROX CORP	Excess/Copies Useage	SP		9/4/2009
10-PC109242	6,090 00	ACTION DOOR CONTROLS INC	Maint/Oper Service Agreements			9/4/2009
* 10-PC109243	633 06	XEROX CORP	Excess/Copies Useage	SP		9/10/2009
* 10-PC109244	337 84	XEROX CORP	Excess/Copies Useage	SP		9/11/2009
10-PC109245	300 00	BAY SECURITY COMM	Security Systems & Services	SP		9/11/2009
* 10-PC109246	4,952 48	XEROX CORP	Excess/Copies Useage			9/11/2009

**Grand Total: \$ 8,547,761.83**

5.8 (17)

**Legend:** \* = Multiple Accounts for this P O      **SP** = Special Project

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Environment: Production

LoginID: Inevils

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 1, 2009 THROUGH SEPTEMBER 12, 2009  
BOARD MEETING OF SEPTEMBER 28, 2009**

P.O. #	Amount	Description	Department	Comment
10-BP000219	\$994,444.00	Electrical project for the new Child Development Center at Santa Ana College	DO-Facility Planning	Bid #1129 Board approved. July 27, 2009
10-BP000220	\$410,585.00	Storefront/Glass/Glazing project for the new Child Development Center at Santa Ana College	DO-Facility Planning	Bid #1122 Board approved: July 27, 2009
10-BP000221	\$563,000.00	HVAC for the new Child Development Center at Santa Ana College	DO-Facility Planning	Bid #1124 Board approved: July 27, 2009
10-BP000222	\$247,700.00	Phase II of the fire alarm system replacement at Santa Ana College	DO-Facility Planning	Bid #1126 Board approved. July 27, 2009
10-P0011606	\$224,000.00	SCC-OCIP insurance premium for the construction of the Child Development Center at Santa Ana College	DO-Facility Planning	Board approved: September 11, 2006
10-P0011608	\$35,000.00	Blanket PO for Fall 2009 EOPS book vouchers	SCC-EOPS	
10-P0011626	\$295,000.00	Fire/Water Line project for the new Child Development Center at Santa Ana College	DO-Facility Planning	Bid #1127 Board approved: July 27, 2009
10-P0011628	\$92,550.00	Annual audit services for fiscal year 2008-2009 for all District funds, books & accounts	DO-Business Operations/Fiscal Services	Board approved: February 26, 2007
10-P0011639	\$52,000.00	Additional DSA inspection services for the Maintenance & Operations Building and parking lot projects at Santiago Canyon College	DO-Business Operations/Fiscal Services	Board approved: July 27, 2009

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 1, 2009 THROUGH SEPTEMBER 12, 2009  
BOARD MEETING OF SEPTEMBER 28, 2009**

P.O. #	Amount	Description	Department	Comment
10-P0011675	\$76,600.00	Maintenance work to re-cover existing parking lot #8 conditions	SAC-Maintenance & Operations	Received Quotations: 1) *Triangle Enterprises, Inc. 2) Joe Weber Excavating Demolition Trucking, Inc. 3) Tom's Tractor Service *Successful Bidder
10-P0011687	\$20,000.00	Blanket PO for closed-captioning services of video tapes and DVD's	SAC-DSPS	Received Quotations: 1) *PeopleSupport Rapidtext 2) Quick Caption 3) CCS Caption *Successful Bidder
10-P0011705	\$116,197.69	Final payment and settlement for the fire alarm system project at Santa Ana College	DO-Facility Planning	Bid #1080 Board approved: April 21, 2008
10-P0011737	\$15,750.00	Verisign Secure Site Pro certificate licenses	DO-ITS	This vendor is an FCCC (Foundation for California Community Colleges) partner and is currently providing Verisign licenses for the District. These licenses are necessary to secure key websites used for day-to-day District-wide operations.
10-P0011758	\$26,925.00	Installation of video surveillance system and intrusion alarm system at the new Maintenance & Operations Building at Santa Ana College	DO-Facility Planning	Sole Source Board approved: November 4, 2005

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 1, 2009 THROUGH SEPTEMBER 12, 2009  
BOARD MEETING OF SEPTEMBER 28, 2009**

P.O. #	Amount	Description	Department	Comment
10-P0011761	\$67,280.00	Additional DSA inspection services for the Classroom and Maintenance & Operations Building projects at Santa Ana College	DO-Facility Planning	Board approved June 22, 2009
10-P0011762	\$41,240.00	DSA testing and inspection for the Diesel Lab project at Santa Ana College	DO-Facility Planning	Board approved June 22, 2009
10-P0011763	\$16,536.00	Geotechnical and environmental consultant services during the construction of the new restrooms in the gym at Santa Ana College	DO-Facility Planning	
10-P0011768	\$156,000.00	Database programmers to assist in the implementation of third party solutions and Datatel customization	DO-ITS	Board approved: July 27, 2009
10-P0011802	\$695,914.00	ASCIP 2009-2010 premium and reinsurance premium, self premium, ASCIP booster coverage and ASCIP tank liability	DO-Risk Management	Board approved. June 22, 2009
10-P0011827	\$239,940.00	DSA inspection services during the restroom addition, floor replacement and fire sprinkler installation project at Santa Ana College	DO-Facility Planning	Board approved: June 22, 2009
10-P0011837	\$80,000.00	Architectural services related to the preparation of the 2010-2011 Final Project Proposal (FPP) for the Russell Hall Renovation project at Santa Ana College	DO-Facility Planning	Board approved: August 24, 2009

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 1, 2009 THROUGH SEPTEMBER 12, 2009  
BOARD MEETING OF SEPTEMBER 28, 2009**

P.O. #	Amount	Description	Department	Comment
10-P0011838	\$85,000 00	Architectural services related to the preparation of the 2010-2011 Final Project Proposal (FPP) for the Student Services Center project at Santiago Canyon College	DO-Facility Planning	Board approved. August 24, 2009
10-P0011874	\$19,500.00	Installation of six (6) new light fixtures along fire lane at Santa Ana College	DO-Facility Planning	Received Quotations: 1) *Academy Electric, Inc 2) Owens Electric 3) Current Electric *Successful Bidder
10-P0011884	\$61,000.00	Additional construction testing services for the new Maintenance & Operations Building at Santiago Canyon College	DO-Facility Planning	Board approved: August 24, 2009
10-P0011891	\$18,250.00	Engineering services required to update the master utility plan for Santa Ana College	DO-Facility Planning	Board approved: August 24, 2009
10-P0011952	\$82,428.00	Asphalt Paving and Parking Lot Lighting project at Santa Ana College	DO-Facility Planning	This PO is in pursuant with the Informal Bidding Procedure under Uniform Public Construction Cost Accounting Act (PCC 22032), BP3310, AR3310
10-P0011968	\$136,275.00	Student and athlete insurance premiums for the year 2009-2010	DO-Risk Management	
10-P0011988	\$43,568.24	Custodial supplies	SAC-Maintenance & Operations	Bid #1088 Board approved August 25, 2008

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 1, 2009 THROUGH SEPTEMBER 12, 2009  
BOARD MEETING OF SEPTEMBER 28, 2009**

P.O. #	Amount	Description	Department	Comment
10-P0011992	\$35,000 00	Blanket PO for textbooks for Middle College High School students with MCHS college voucher	SAC-MCHS College	
10-P0012000	\$44,868.00	Blanket PO for Fall 2009 EOPS book vouchers	SCC-EOPS	
10-P0012026	\$685,088 00	Structural Steel/Misc Steel project for the new Child Development Center at Santa Ana College	DO-Facility Planning	Bid #1121 Board approved: July 27, 2009
10-PC109208	\$279,000 00	Continuation of vocational education for Inmate Education Program located in Orange County Jail facilities	SCC-OEC	Board approved: June 27, 2005 & October 29, 2007
10-PC109209	\$111,600.00	Continuation of continuing education program for Inmate Education Program located in the Orange County Jail facilities	SCC-OEC	Board approved: June 27, 2005 & October 29, 2007
10-PC109215	\$28,594.92	Custodial services	Digital Media Services	Bid #1079 Board approved: July 1, 2008
10-PC109222	\$1,305,179.00	Vocational education and supplemental instruction for carpenter apprentices	SCC-Apprenticeship	Board approved: June 22, 2009
10-PC109235	\$59,232.16	Continuation of an existing 5-year lease of Xerox copier model 5252C	OEC-Publications	Leased from Los Angeles County Partnership Agreement #41380, BPA#01058113 Board Approved: November 26, 2006
10-PC109236	\$190,886.14	Continuation of an existing 5-year lease of Xerox copier model 6155PMC	OEC-Publications	Leased from California Multiple Award Schedule CMAS Contract #3-01-36-0030A Board approved: July 31, 2006

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To	Board of Trustees	Date: September 28, 2009
Re:	Approval of Budgets for Categorical Programs	
Action:	Request for Approval	

**ANALYSIS**

Budgets for the following categorical programs for FY 09/10 have been developed:

<u>Project Title</u>	<u>Award Date</u>	
1. College Cost Reduction and Access Act (CCRAA) – Year 2 (SAC) Second year of a two-year cooperative grant with Cal State Fullerton and Fullerton College to increase student awareness and achievement in science, technology, engineering and math (STEM) majors and to increase the number of STEM majors who become teachers. (09-10)	7/10/09	\$1,096,266
2. Convergence Technology Center Partnership (SAC) Grant sub-award from Collins County CCD in Texas of National Science Foundation ATE funds to develop convergence technology programs. (09/10)	9/1/09	\$25,000
2. NSF TEST.UP – Year 2 (SAC) Second year of a five-year grant to California State University Fullerton from the National Science Foundation that includes Santa Ana College and Mt. San Antonio College as sub-awardees for a collaborative program with the ultimate goal of increasing the number of transfers and graduates in Science, Technology, Engineering and Math programs. (09-10)	7/13/09	\$134,522
3. Santa Ana Middle College High School (SAC) Annual funds from the California Community Colleges Chancellor's Office to continue and expand Middle College High School. (09-10)	8/13/09	\$84,604

**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 on behalf of the district.

Fiscal Impact: \$1,340,392	Board Date: September 28, 2009
Item Prepared by: Sarah Santoyo, Director of Grants/Resource Development	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET # 1227**  
**NAME: College Cost Reduction and Access Act (CCRAA) -**  
**Project GPS2 (squared) - Guiding and Preparing STEM Students (Year 2)**  
**FISCAL YEAR: 2009/2010 & 2010/2011**

CONTRACT PERIOD: 10/1/09 to 9/30/10  
 CONTRACT INCOME: \$1,096,266  
 CFDA #: 84.031C; Award #: P031C080159

PROJ. ADM. Micki Bryant  
 PROJ. DIR. Steve Baustista

Revised: 9/17/09

GL Account	Description	Debit	Credit
12-1227-000000-10000-8120	Higher Education Act Santa Ana College		1,096,266
12-1227-631000-15330-1430	Part-Time Counselors . Center for Teacher Education	20,000	
12-1227-631000-15330-1433	Beyond Contract - Counselors . Center for Teacher E	32,000	
12-1227-631000-15330-1434	Int/Sum Beyond Contr-Counselor : Center for Teacher	20,000	
12-1227-631000-15330-2310	Classified Employees - Ongoing . Center for Teacher - Counseling Assistants	46,530	
12-1227-631000-15330-3115	STRS - Non-Instructional . Center for Teacher Educa	5,807	
12-1227-631000-15330-3215	PERS - Non-Instructional . Center for Teacher Educa	4,518	
12-1227-631000-15330-3315	OASDHI - Non-Instructional . Center for Teacher Edu	2,885	
12-1227-631000-15330-3325	Medicare - Non-Instructional . Center for Teacher E	1,719	
12-1227-631000-15330-3435	H & W - Retiree Fund Non-Inst : Center for Teacher	1,185	
12-1227-631000-15330-3515	SUI - Non-Instructional : Center for Teacher Educat	356	
12-1227-631000-15330-3615	WCI - Non-Instructional . Center for Teacher Educat	2,608	
12-1227-633000-15330-1454	Int/Sum Beyond Contr-Coordinat . Center for Teacher	12,465	
12-1227-633000-15330-3115	STRS - Non-Instructional . Center for Teacher Educa	1,028	
12-1227-633000-15330-3325	Medicare - Non-Instructional . Center for Teacher E	181	
12-1227-633000-15330-3435	H & W - Retiree Fund Non-Inst . Center for Teacher	125	
12-1227-633000-15330-3515	SUI - Non-Instructional : Center for Teacher Educat	37	
12-1227-633000-15330-3615	WCI - Non-Instructional . Center for Teacher Educat	274	
12-1227-649000-15330-1480	Part-Time Reassigned Time : Center for Teacher Educ	2,500	
12-1227-649000-15330-1483	Beyond Contr - Reassigned Time : Center for Teacher	5,000	
12-1227-649000-15330-2130	Classified Employees : Center for Teacher Education	102,928	
12-1227-649000-15330-2310	Classified Employees - Ongoing : Center for Teacher	40,776	
12-1227-649000-15330-2340	Student Assistants - Hourly : Center for Teacher Ed	4,283	
12-1227-649000-15330-3115	STRS - Non-Instructional . Center for Teacher Educa	619	
12-1227-649000-15330-3215	PERS - Non-Instructional . Center for Teacher Educa	13,952	
12-1227-649000-15330-3315	OASDHI - Non-Instructional . Center for Teacher Edu	9,035	
12-1227-649000-15330-3325	Medicare - Non-Instructional . Center for Teacher E	2,284	
12-1227-649000-15330-3335	PARS - Non-Instructional : Center for Teacher Educa	56	
12-1227-649000-15330-3415	H & W - Non-Instructional . Center for Teacher Educ	15,928	
12-1227-649000-15330-3435	H & W - Retiree Fund Non-Inst : Center for Teacher	1,555	
12-1227-649000-15330-3515	SUI - Non-Instructional : Center for Teacher Educat	473	
12-1227-649000-15330-3615	WCI - Non-Instructional . Center for Teacher Educat	3,465	
12-1227-649000-15330-3915	Other Benefits - Non-Instruct . Center for Teacher	2,025	
12-1227-649000-15330-4210	Books, Mags & Ref Mat, Non-Lib : Center for Teacher	614	
12-1227-649000-15330-4610	Non-Instructional Supplies . Center for Teacher Edu	4,675	
12-1227-649000-15330-4710	Food and Food Service Supplies : Center for Teacher	1,000	
12-1227-649000-15330-5100	Contracted Services : Center for Teacher Education - Fullerton College (\$400,632) - CSUF (\$275,748)	676,380	
12-1227-649000-15330-5220	Mileage/Parking Expenses : Center for Teacher Educa	500	

**SPECIAL PROJECT DETAILED BUDGET # 1227**  
**NAME: College Cost Reduction and Access Act (CCRAA) -**  
**Project GPS2 (squared) - Guiding and Preparing STEM Students (Year 2)**  
**FISCAL YEAR: 2009/2010 & 2010/2011**

CONTRACT PERIOD: 10/1/09 to 9/30/10  
 CONTRACT INCOME: \$1,096,266  
 CFDA #: 84.031C; Award #: P031C080159

PROJ. ADM. Micki Bryant  
 PROJ. DIR. Steve Baustista

Revised: 9/17/09

GL Account	Description	Debit	Credit
12-1227-649000-15330-5966	Transportation - Student · Center for Teacher Educa	500	
12-1227-675000-15330-5210	Conference Expenses · Center for Teacher Education	6,000	
12-1227-732000-15330-7650	Stipends Paid to Students : Center for Teacher Educ	50,000	
	<b>CCRAA - Year 2 (TOTAL)</b>	<b>1,096,266</b>	<b>1,096,266</b>

**SPECIAL PROJECT DETAILED BUDGET #1xxx**  
**NAME: Convergence Technology Center Partnership**  
**FISCAL YEAR: 2009/2010**

CONTRACT PERIOD: 9/1/09 - 7/31/10  
 CONTRACT INCOME: \$25,000  
 Contract Number: DUE-0402356  
 Subaward from Collin County CCD - Frisco, Texas  
 of a NSF ATE grant

PROJ. ADM. Hilda Roberts  
 PROJ. DIR. Cherylee Kushida  
 DATE: 9/17/09

Datatel Account String	Description	Revised	
		Debit	Credit
12-1xxx-000000-10000-8199	Other Federal Revenues		25,000
12-1xxx-070200-15135-1484	Instructor - Beyond Contract Reassigned Time	7,545	
12-1xxx-070200-15135-3115	STRS - Non-Instructional	281	
12-1xxx-070200-15135-3325	Medicare - Non-Instructional	10	
12-1xxx-070200-15135-3435	H & W Ret Fnd - Non-Instructional	75	
12-1xxx-070200-15135-3515	SUI - Non-Instructional	23	
12-1xxx-070200-15135-3615	WCI - Non-Instructional	68	
12-1xxx-070200-15135-4610	Supplies - Non-Instructional	8,700	
12-1xxx-070200-15135-4710	Food and Food Services	200	
12-1xxx-070200-15135-5100	Contracted Services	800	
12-1xxx-070200-15135-5940	Reproduction/Printing Expenses	300	
12-1xxx-675000-15135-5210	Conferences	7,000	
		25,000	

President's Approval:  
 Prepared by: Sarah Santoyo

Board Approved:  
 Accountant:

**SPECIAL PROJECT DETAILED BUDGET #1603**  
**NSF TEST:UP - Year 2 & Carryover**  
**FISCAL YEAR: 2009/2010**

CONTRACT PERIOD 7/1/09 - 6/30/10  
 CONTRACT INCOME \$16,072 (Carryover from 08/09)  
 \$134,522 - Year 2 Allocations  
 \$150,594 - TOTAL

PROJ ADM Carol Comeau  
 PROJ DIR

CFDA # 47.076 , Award # DUE-0757113  
 (subaward # S-4388-SAC)

Date: 9/14/09

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1603-000000-10000-8199	Other Federal Revenues . Santa Ana College		12,363		117,849		105,486
12-1603-000000-50000-8199	Other Federal Revenues : District Operations		3,709		32,745		29,036
12-1603-040100-16410-1310	Part-Time Instructors Biology	-		8,000		8,000	
12-1603-040100-16410-1483	Beyond Contr - Reassigned Time : Biology - Kathy Kakahashi - Jorge Lopez	-		13,600		13,600	
12-1603-040100-16410-2320	Classified Employees - Hourly Biology - Vincent Nunez	-		1,000		1,000	
12-1603-040100-16410-2350	Overtime - Classified Employee Biology - Joe Pacino	-		1,000		1,000	
12-1603-040100-16410-2420	Inst Assistant - Hourly Biology	3,265		23,265		20,000	
12-1603-040100-16410-3111	STRS - Instructional Biology	-		660		660	
12-1603-040100-16410-3115	STRS - Non-Instructional . Biology	-		1,122		1,122	
12-1603-040100-16410-3211	PERS - Instructional . Biology	302		2,223		1,921	
12-1603-040100-16410-3215	PERS - Non-Instructional . Biology	-		194		194	
12-1603-040100-16410-3311	OASDHI - Instructional : Biology	202		1,442		1,240	
12-1603-040100-16410-3315	OASDHI - Non-Instructional . Biology	-		124		124	
12-1603-040100-16410-3321	Medicare - Instructional . Biology	47		453		406	
12-1603-040100-16410-3325	Medicare - Non-Instructional Biology	-		226		226	
12-1603-040100-16410-3431	H & W - Retiree Fund Inst Biology	33		243		210	
12-1603-040100-16410-3435	H & W - Retiree Fund Non-Inst Biology	-		156		156	
12-1603-040100-16410-3511	SUI - Instructional : Biology	10		140		130	
12-1603-040100-16410-3515	SUI - Non-Instructional : Biology	-		47		47	
12-1603-040100-16410-3611	WCI - Instructional . Biology	72		537		465	
12-1603-040100-16410-3615	WCI - Non-Instructional . Biology	-		343		343	

(5) 1.9

**SPECIAL PROJECT DETAILED BUDGET #1603**  
**NSF TEST:UP - Year 2 & Carryover**  
**FISCAL YEAR: 2009/2010**

PROJ ADM Carol Comeau  
PROJ DIR

CONTRACT PERIOD: 7/1/09 - 6/30/10  
CONTRACT INCOME \$16,072 (Carryover from 08/09)  
\$134,522 - Year 2 Allocations  
\$150,594 - TOTAL

CFDA #: 47.076 , Award # DUE-0757113  
(subaward # S-4388-SAC)

Date: 9/14/09

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1603-040100-16410-4310	Instructional Supplies . Biology - instructional resources	-		3,000		3,000	
12-1603-040100-16410-4610	Non-Instructional Supplies : Biology - outreach supplies & office supplies	-		1,750		1,750	
12-1603-040100-16410-4710	Food and Food Service Supplies Biology - refreshments for intersegmental & student meetings	275		575		300	
12-1603-040100-16410-5905	Other Student Travel Expenses - Student conferences	-		4,000		4,000	
12-1603-040100-16410-5940	Reproduction/Printing Expenses : Biology	2,765		3,615		850	
12-1603-040100-16410-5966	Transportation - Student · Biology - Bus to CSUF	505		705		200	
12-1603-090100-15150-1483	Beyond Contr - Reassigned Time Engineering - Craig Takahashi	-		1,100		1,100	
12-1603-090100-15150-3115	STRS - Non-Instructional . Engineering	-		91		91	
12-1603-090100-15150-3325	Medicare - Non-Instructional : Engineering	-		16		16	
12-1603-090100-15150-3435	H & W - Retiree Fund Non-Inst . Engineering	-		11		11	
12-1603-090100-15150-3515	SUI - Non-Instructional Engineering	-		3		3	
12-1603-090100-15150-3615	WCI - Non-Instructional · Engineering	-		24		24	
12-1603-170100-16201-1483	Beyond Contr - Reassigned Time · Mathematics - Krystal Meier	-		1,100		1,100	
12-1603-170100-16201-3115	STRS - Non-Instructional . Mathematics			91		91	
12-1603-170100-16201-3325	Medicare - Non-Instructional Mathematics			16		16	
12-1603-170100-16201-3435	H & W - Retiree Fund Non-Inst Mathematics			11		11	
12-1603-170100-16201-3515	SUI - Non-Instructional : Mathematics			3		3	
12-1603-170100-16201-3615	WCI - Non-Instructional : Mathematics			24		24	

**SPECIAL PROJECT DETAILED BUDGET #1603**  
**NSF TEST:UP - Year 2 & Carryover**  
**FISCAL YEAR: 2009/2010**

CONTRACT PERIOD 7/1/09 - 6/30/10  
 CONTRACT INCOME \$16,072 (Carryover from 08/09)  
\$134,522 - Year 2 Allocations  
 \$150,594 - TOTAL

PROJ ADM Carol Comeau  
 PROJ. DIR

CFDA # 47.076 , Award # DUE-0757113  
 (subaward # S-4388-SAC)

Date: 9/14/09

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1603-190500-16420-1483	Beyond Contr - Reassigned Time . Chemistry - Crystal Jenkins	-		1,100		1,100	
12-1603-190500-16420-3115	STRS - Non-Instructional : Chemistry			91		91	
12-1603-190500-16420-3325	Medicare - Non-Instructional Chemistry			16		16	
12-1603-190500-16420-3435	H & W - Retiree Fund Non-Inst . Chemistry			11		11	
12-1603-190500-16420-3515	SUI - Non-Instructional . Chemistry			3		3	
12-1603-190500-16420-3615	WCI - Non-Instructional : Chemistry			24		24	
12-1603-611000-16410-4320	Instructional Software : Biology	3,345		3,345		-	-
12-1603-611000-16410-6411	Equipment - Federal Progs >200 Biology	-		5,071		5,071	
12-1603-631000-15310-1430	Part-Time Counselors : Counseling	1,362		24,362		23,000	
12-1603-631000-15310-3115	STRS - Non-Instructional : Counseling	112		2,010		1,898	
12-1603-631000-15310-3325	Medicare - Non-Instructional : Counseling	20		353		333	
12-1603-631000-15310-3435	H & W - Retiree Fund Non-Inst Counseling	14		244		230	
12-1603-631000-15310-3515	SUI - Non-Instructional Counseling	4		73		69	
12-1603-631000-15310-3615	WCI - Non-Instructional : Counseling	30		536		506	
12-1603-672000-50000-5865	Indirect Costs : District Operations	3,709		32,745		29,036	
12-1603-675000-16410-5210	Conference Expenses : Biology	-		5,200		5,200	
12-1603-732000-16410-7610	Books Paid for Students : Biology	-		4,500		4,500	
		16,072	16,072	150,594	150,594	134,522	134,522

6.1 (7)

**SPECIAL PROJECT DETAILED BUDGET # 2450**  
**NAME: Santa Ana Middle College High School**  
**FISCAL YEAR: 2009/2010**

CONTRACT PERIOD 7/1/08 to 6/30/09  
 CONTRACT INCOME: \$84,604  
 CFDA # NA

PROJ ADM Sara Lundquist  
 PROJ DIR Lucinda Pueblos

DATE 9/18/09

Datatel String	Description	Existing in Datatel		Revised Budget		Changes +	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		117,160		81,350	35,810	
12-2450-000000-50000-8659	Other Reimb Categorical Allow : District Operations		4,686		3,254	1,432	
12-2450-490100-19100-4210	Books, Mags & Ref Mat, Non-Lib : Student Services O	41,486		30,000			11,486
12-2450-601000-19100-4610	Non-Instructional Supplies : Student Services Offic	300		700		400	
12-2450-601000-19100-4710	Food and Food Service Supplies : Student Services O	700		700			-
12-2450-631000-15310-1430	Part-Time Counselors . Counseling	39,608		41,585		1,977	
12-2450-631000-15310-3115	STRS - Non-Instructional : Counseling	3,664		3,430			234
12-2450-631000-15310-3325	Medicare - Non-Instructional : Counseling	574		603		29	
12-2450-631000-15310-3435	H & W - Retiree Fund Non-Inst . Counseling	-		416		416	
12-2450-631000-15310-3515	SUI - Non-Instructional : Counseling	119		125		6	
12-2450-631000-15310-3615	WCI - Non-Instructional . Counseling	871		915		44	
12-2450-649000-19100-5300	Inst. Dues & Memberships	-		600		600	
12-2450-649000-19100-5905	Other Student Travel Expenses . Student Services Of	10,000		-			10,000
12-2450-672000-50000-5865	Indirect Costs : District Operations	4,686		3,254			1,432
12-2450-675000-19100-5210	Conference Expenses : Student Services Office	19,838		2,276			17,562
	<b>Totals</b>	<b>121,846</b>	<b>121,846</b>	<b>84,604</b>	<b>84,604</b>	<b>40,714</b>	<b>40,714</b>

6.1(8)

President's Approval  
 Prepared by: H. Nguyen  
 Original Budget

Board Approved: 9/28/09  
 Accountant: Jo Penning

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Educational Services**

<b>To:</b> Board of Trustees	<b>Date:</b> September 28, 2009
<b>Re:</b> Approval of Amended Contracts – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 1)	
<b>Action:</b> Request for Approval	

**BACKGROUND**

Santa Ana College sought and won a two-year grant from the U. S. Department of Education called College Cost Reduction and Access Act (CCRAA). The purpose of CCRAA is to increase student awareness of and achievement as science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers.

**ANALYSIS**

California State University, Fullerton & North Orange County Community College District – Fullerton College desire to extend the term of their first-year agreement for an additional year, beginning October 1, 2009, and ending September 30, 2010, and to carryover unexpended funds without additional cost to Rancho Santiago Community College District.

Project Administrator is Micki Bryant. Project Director is Steve Bautista.

**RECOMMENDATION**

It is recommended that the amended contracts be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to sign the amended contracts.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> September 28, 2009
<b>Prepared by:</b> Huong Nguyen, Interim Resource Development Coordinator	
<b>Submitted by:</b> Enrique Perez, Assistant Vice Chancellor of Educational Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	

**FIRST AMENDMENT  
TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ON BEHALF OF FULLERTON COLLEGE**

THIS FIRST AMENDMENT is entered into this 28th day of September, 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "District", and North Orange County Community College District on behalf of Fullerton College, hereinafter referred to as "SUBRECIPIENT", to amend that certain Agreement between the parties which commenced on October 1, 2008 and pertains to the grant the DISTRICT received entitled College Cost Reduction and Access Act (CCRAA) – Hispanic Serving Institutions (Grant No. P031C080159; CFDA No. 84.031C) from the U.S. Department of Education for the purposes of to increase student awareness and achievement in science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning October 1<sup>st</sup>, 2009, and ending September 30, 2010.

NOW THEREFORE, it is mutually agreed as follows:

- 1 Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows:  
The effective term of this Agreement shall be from the period beginning October 1, 2008 and ending September 30, 2010 in the amount of \$411,865.00 and subject to the provisions of this Agreement. An extension may be granted in writing from the U.S. Department of Education (approving authority).
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on September 30, 2009 are hereby extended to September 30, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this First Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

NORTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT, FULLERTON COLLEGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

**FIRST AMENDMENT  
TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND  
CSU FULLERTON AUXILIARY SERVICES COOPERATION**

THIS FIRST AMENDMENT is entered into this 28th day of September, 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "District", and CSU Fullerton Auxiliary Services Cooperation, hereinafter referred to as "SUBRECIPIENT", to amend that certain Agreement between the parties which commenced on October 1, 2008 and pertains to the grant the DISTRICT received entitled College Cost Reduction and Access Act (CCRAA) – Hispanic Serving Institutions (Grant No. P031C080159; CFDA No. 84.031C) from the U.S. Department of Education for the purposes of to increase student awareness and achievement in science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning October 1<sup>st</sup>, 2009, and ending September 30, 2010.

NOW THEREFORE, it is mutually agreed as follows:

- 1 Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows:  
The effective term of this Agreement shall be from the period beginning October 1, 2008 and ending September 30, 2010 in the amount of \$364,832.00 and subject to the provisions of this Agreement. An extension may be granted in writing from the U.S. Department of Education (approving authority).
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on September 30, 2009 are hereby extended to September 30, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this First Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

CSU FULLERTON  
AUXILIARY SERVICES COOPERATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash

Name: \_\_\_\_\_

Title: Vice Chancellor  
Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Educational Services**

<b>To:</b>	<b>Board of Trustees</b>	<b>Date:</b> September 28, 2009
<b>Re:</b>	Approval of Sub-award Agreements – College Cost Reduction and Access Act (CCRAA) – California State University, Fullerton & North Orange County Community College District – Fullerton College (Year 2)	
<b>Action:</b>	Request for Approval	

**BACKGROUND**

Santa Ana College sought and won a two-year United States Department of Education grant called College Cost Reduction and Access Act (CCRAA). The purpose of CCRAA is to increase student awareness of and achievement as science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers.

**ANALYSIS**

Santa Ana College CCRAA partnerships consist of California State University, Fullerton and North Orange County Community College District – Fullerton College. Each of these partners will be a sub-recipient and contract with Rancho Santiago Community College District/Santa Ana College for the two year grant period. The purpose of the program funded by this Agreement is to support a collaboration 1) to increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics; 2) to develop model transfer and articulation agreements between two-year HSI's and a four year institution; and 3) to increase the number of secondary math and science teachers and improve the knowledge, skills, and abilities of prospective elementary school teachers in math, science, and technology.

- *CSU, Fullerton - \$275,748*
- *Fullerton College - \$400,632*

Project Administrator is Micki Bryant. Project Director is Steve Bautista.

**RECOMMENDATION**

It is recommended that the sub-award agreements be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to sign the sub-award agreements.

<b>Fiscal Impact:</b> (\$676,380)	<b>Board Date:</b> September 28, 2009
<b>Prepared by:</b> Huong Nguyen	
<b>Submitted by:</b> Enrique Perez, Assistant Vice Chancellor of Educational Services	
<b>Recommended by:</b> Edward Hernandez, Jr., Ed.D., Chancellor	

**AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
on behalf of  
FULLERTON COLLEGE**

This Agreement is entered into on the 28th day of September, 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and North Orange County Community College District, on behalf of Fullerton College (hereinafter "SUBRECIPIENT").

**WHEREAS**, DISTRICT has received a grant entitled College Cost Reduction and Access Act (CCRAA) – Hispanic Serving Institutions (Grant No. P031C080159; CFDA No. 84.031C) from the U.S. Department of Education for the purposes of to increase student awareness and achievement in science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers, and

**WHEREAS**, SUBRECIPIENT 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 DISTRICT and SUBRECIPIENT do covenant and agree as follows:

**TERM**

1. The effective term of this Agreement shall be from the period beginning October 1, 2009 and ending September 30, 2010 in the amount of \$400,632.00 and subject to the provisions of this Agreement. An extension may be granted in writing from the U.S. Department of Education (approving authority).

**PURPOSE**

2. The purpose of the program funded by this Agreement is to support a collaboration 1) to increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics; 2) to develop model transfer and articulation agreements between two-year HSI's and a four year institution; and 3) to increase the number of secondary math and science teachers and to improve the knowledge, skills, and abilities of prospective elementary school teachers in math, science, and technology. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

**COMPLIANCE WITH LAW**

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

- (a) The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 34 C.F.R. 74, 75, 77, 79, 82, 84, 85, 86, 97, 98,

and 99 (Published as Education Department General Administrative Regulations (EDGAR)).

- (b) All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.
- (c) All applicable State statutes, regulations, policies, procedures and directives;
- (d) All applicable local ordinances and requirements, including use permits and licensing;
- (e) Court orders applicable to its operation; and
- (f) The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify RSCCD after enactment or modification that it cannot so comply. RSCCD may thereupon terminate this Agreement, if necessary.

#### **STATEMENT OF WORK**

4. This Agreement is based on the Application for Federal Education Assistance included as Exhibit A to this Agreement. SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Application for Federal Education Assistance in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Education Assistance will be controlling.

#### **MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS**

5. The parties hereto agree that those program components and service levels detailed in Exhibit A may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 34 CFR 74.25 (c)(2) and/or 34 CFR 80.30 (d)(3)) of the program are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel requires written approval and should be coordinated through RSCCD for submission to the U.S. Department of Education.

#### **PLANS AND PROCEDURES**

6. SUBRECIPIENT shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

#### **REPORTS**

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data. The Interim and Annual Report Templates are incorporated by reference and attached hereto as Exhibit B which by this reference is incorporated herein and made a part hereof as if fully set forth.

#### **NO SUPPLANTATION**

8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. SUBRECIPIENT shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

### **INDEPENDENT CONTRACTOR**

9. SUBRECIPIENT agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

### **SUBCONTRACT ASSIGNMENT**

10. None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be Sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBRECIPIENT pursuant to this Agreement. SUBRECIPIENT shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local SUBRECIPIENT guidelines. SUBRECIPIENT shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each SUBRECIPIENT. By entering into this Agreement SUBRECIPIENT agrees that it is the direct provider of intended services. Upon request, SUBRECIPIENT shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

### **CONTINGENCY OF FUNDS**

11. SUBRECIPIENT acknowledges that approval of and funding for this Agreement in accordance with 34 CFR 75.253 is contingent upon U.S. Department of Education approval, receipt of funds from, and obligation of funds by, the U.S. Department of Education to RSCCD. The Department will consider continued funding if: (1) Congress has appropriated sufficient funds under the program, (2) the Department determines that continuing the project would be in the best interests of the government, (3) the recipient has made substantial progress toward meeting the objectives in its approved application, and (4) the recipient has submitted reports of project performance and budget expenditures that meet reporting requirements found at 34 CFR 74.51 and any other requirements deemed necessary. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, RSCCD shall notify SUBRECIPIENT immediately and in writing. Immediately upon such notice SUBRECIPIENT shall modify or cease operations as directed by RSCCD. If the approving authority determines that modification of SUBRECIPIENT'S operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, RSCCD and SUBRECIPIENT shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

### **BUDGET SCHEDULE**

12. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached hereto as part of the Application for Federal Education Assistance, Exhibit A, and which by this reference is incorporated herein and made a part hereof as if fully set forth. The SUBRECIPIENT may spend unexpended funds in the following budget period for any allowable cost that falls within the scope and objectives of the project (See Carryover, Section 14)

### **MODIFICATION OF BUDGET SCHEDULE**

13. SUBRECIPIENT shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long

as the amount of the total grant is not increased and the scope of the program is not altered. Where the scope of the program is altered and results in need for a change in the budget, written approval is required and should be coordinated through RSCCD for submission to the U.S. Department of Education.

### **CARRYOVER**

14. SUBRECIPIENT may spend unexpended funds in a following budget period for any allowable cost(s) that fall(s) within the scope and objectives of the project, not just for expenditures arising out of uncompleted activities. However, if during the course of program monitoring reservations are developed on behalf of the approving authority about the SUBRECIPIENT'S use of such funds, a written statement from the SUBRECIPIENT describing the ways it intends to use the remaining funds may be required.

### **TIME EXTENSIONS**

15. The end date of the project period may be extended on a one-time only basis for a period of up to twelve (12) months without the need to receive prior approval from the approving authority except where such an extension would: (1) require additional federal funds, (2) change the scope or objectives of the project, (3) be merely for the purpose of exhausting unexpended funds, and (4) be contrary to federal statute, regulation, or grant conditions.

### **SUBMISSION OF INVOICES**

16. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:

- a. Payments. Beginning 1st October 2009, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, showing itemized expenditures in accordance with the invoice template provided as Exhibit C, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$400,632.00.
- b. Invoices. One original signed invoice should be sent to the CCRAA Project Director, as follows:

Micki Bryant  
Santa Ana College  
1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706

### **FISCAL ACCOUNTABILITY**

17. (a) Financial Management System. SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:

- (1) Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
  - (2) Effective internal controls to safeguard assets and assure their proper use;
  - (3) Source documentation to support accounting records; and
  - (4) Proper charging of costs and cost allocation.
- (b) SUBRECIPIENT'S Records. SUBRECIPIENT'S records shall be sufficient to:

- (1) Permit preparation of required reports;
  - (2) Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
  - (3) Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- (c) Costs Charged. Costs shall be charged to this contract only in accordance with the following:
- (1) Approved Application for Federal Assistance (Exhibit A)
  - (2) The Education Department General Administrative Regulations (EDGAR)
  - (3) Office of Management and Budget (OMB) Circulars A-21 and A-110

### ANNUAL AUDIT

18. SUBRECIPIENT shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. SUBRECIPIENT shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the SUBRECIPIENT.

### ACCESS AND RECORDS

19. (a) Access. RSCCD, the U.S. Department of Education, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.

(b) Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

### FRAUD

20. SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

## **NONDISCRIMINATION AND COMPLIANCE PROVISIONS**

21. As a condition of this award of financial assistance under the U.S. Department of Education to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 C.F.R. part 37. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.

- (a) During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- (b) SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- (c) SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

## **CONFIDENTIALITY**

22. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Education, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

## **PROPERTY**

23. (a) Definitions
1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
  2. "Equipment":
    - a. For purchase before July 1, 1993, "equipment" is tangible non-expendable personal property having an acquisition cost of \$1,000 or more per unit.
      - i. For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

(b) Property Management. SUBRECIPIENT shall budget, manage and maintain an inventory or property in accordance the standards established by the U.S. Government. Notwithstanding the provisions of Section 20, SUBRECIPIENT shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. Cost of equipment shall immediately return all equipment, finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by SUBRECIPIENT under this Agreement to RSCCD or its representatives, or dispose of them in accordance with directions from RSCCD.

### INDEMNIFICATION

24. (a) SUBRECIPIENT shall indemnify, hold harmless and defend RSCCD, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of SUBRECIPIENT'S performance of this Agreement, or any act or omission of SUBRECIPIENT, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by SUBRECIPIENT in violation of federal, State or RSCCD requirements or of this Agreement, or any negligent or intentional acts or omissions of SUBRECIPIENT, its officers, agents or employees which injure or damage any participants or other third parties, including RSCCD personnel representatives. SUBRECIPIENT shall forthwith remit all sums due RSCCD, along with the legal rate of interest pursuant to this paragraph.

(b) RSCCD shall indemnify, hold harmless and defend SUBRECIPIENT, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of RSCCD'S performance of this Agreement, or any act or omission of RSCCD, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by RSCCD in violation of federal, State or SUBRECIPIENT requirements or of this Agreement, or any negligent or intentional acts or omissions of RSCCD, its officers, agents or employees which injure or damage any participants or other third parties, including SUBRECIPIENT personnel representatives. RSCCD shall forthwith remit all sums due SUBRECIPIENT, along with the legal rate of interest pursuant to this paragraph

### INSURANCE

25 SUBRECIPIENT shall secure and maintain comprehensive general liability 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 a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

SUBRECIPIENT shall provide workers' compensation coverage for each of its employees. SUBRECIPIENT and RSCCD shall each be responsible for providing coverage for their own students.

### **PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION**

26. SUBRECIPIENT agrees to grant RSCCD, the US Department of Education, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the US Department of Education, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 34 CFR 75.621, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the Department of Education."

### **STANDARDS OF CONDUCT**

27. (a) General Assurance. Every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

(b) Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.

(c) Conducting Business Involving Close Personal Friends and Associates. Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.

(d) Avoidance of Economic Interest. No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

### **DRUG FREE WORKPLACE**

28. SUBRECIPIENT shall execute and abide by the Drug Free Workplace Certification attached hereto as Exhibit D and incorporated herein by this reference.

### **DEBARMENT**

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 34 CFR Part 85 (See Exhibit D).

### **LITERATURE AND PUBLIC ANNOUNCEMENTS**

30 Any literature distributed by SUBRECIPIENT for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state and acknowledge, in accordance with 34 CFR 75.620, the support of the Department of Education in

publicizing the work under this agreement in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under grant award number P031C080159. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government." Any public announcements disclosing the federal funding must conform to the requirements and guidelines in Exhibit E.

### **LOBBYING**

31. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82 (See Exhibit D), SUBRECIPIENT certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **BREACH – SANCTIONS**

32. If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by SUBRECIPIENT, or if SUBRECIPIENT reports inaccurately, or if any audit report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay RSCCD all amounts due RSCCD as a result thereof. For any such failures or violations RSCCD shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or (2) collect outstanding amounts, as determined by RSCCD to be due RSCCD from SUBRECIPIENT, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or (3) terminate this Agreement in accordance with Section 34 herein.

### **DISPUTES**

33. In the event of a dispute between the parties, the aggrieved party shall notify the other party and provide a detailed description of the alleged problem. The parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the even such informal resolution is not successful within a reasonable period of time, the parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD. In such a case, RSCCD shall reduce its decision to writing and mail or otherwise furnish a copy thereof to SUBRECIPIENT. The decision of RSCCD shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by RSCCD, and/or the State of California, and/or the US Department of Education, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

#### **TERMINATION**

34. RSCCD may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, SUBRECIPIENT agrees to cooperate with RSCCD in the orderly transfer of service responsibilities, active case records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of SUBRECIPIENT'S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, RSCCD shall provide SUBRECIPIENT with written notification of such determination. SUBRECIPIENT shall immediately comply with RSCCD'S decision.

#### **TOTAL AGREEMENT**

35. This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as are stated herein. SUBRECIPIENT acknowledges that it has read and agrees to all terms and conditions included in this contract.

#### **AMENDMENTS**

36. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

**NOTICES**

38. 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:

RSCCD:                    Rancho Santiago Community College District  
                                 2323 North Broadway  
                                 Santa Ana, CA 92706  
                                 Attn: Vice-Chancellor, Business Operations and Fiscal Services

SUBRECIPIENT:        Karen Rose  
                                 Director of Special Projects  
                                 Fullerton College  
                                 321 East Chapman Ave.  
                                 Fullerton, CA 92832

IN WITNESS WHEREOF, RSCCD and SUBRECIPIENT have executed this Agreement as of the date first above written.

NORTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT, on behalf of  
FULLERTON COLLEGE

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

## LIST OF EXHIBITS

- |           |  |
|-----------|--|
| EXHIBIT A | APPLICATION FOR FEDERAL FUNDING                    |
| EXHIBIT B | REPORT TEMPLATES                                   |
| EXHIBIT C | INVOICE TEMPLATE                                   |
| EXHIBIT D | DRUG FREE, DEBARMENT, AND LOBBYING CERTIFICATIONS  |
| EXHIBIT E | DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS |

**AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CSU FULLERTON AUXILIARY SERVICES COOPERATION**

This Agreement is entered into on the 28th day of September, 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and CSU Fullerton Auxiliary Services Cooperation (hereinafter "SUBRECIPIENT").

**WHEREAS**, DISTRICT has received a grant entitled College Cost Reduction and Access Act (CCRAA) – Hispanic Serving Institutions (Grant No. P031C080159; CFDA No. 84.031C) from the U.S. Department of Education for the purposes of to increase student awareness and achievement in science, technology, engineering and math (STEM) majors and also to increase the number of STEM majors who become teachers, and

**WHEREAS**, SUBRECIPIENT 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 DISTRICT and SUBRECIPIENT do covenant and agree as follows:

**TERM**

1. The effective term of this Agreement shall be from the period beginning October 1, 2009 and ending September 30, 2010 in the amount of \$275,748.00 and subject to the provisions of this Agreement. An extension may be granted in writing from the U.S. Department of Education (approving authority).

**PURPOSE**

2. The purpose of the program funded by this Agreement is to support a collaboration 1) to increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics; 2) to develop model transfer and articulation agreements between two-year HSI's and a four year institution; and 3) to increase the number of secondary math and science teachers and to improve the knowledge, skills, and abilities of prospective elementary school teachers in math, science, and technology. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

**COMPLIANCE WITH LAW**

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

- (a) The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 34 C.F.R. 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99 (Published as Education Department General Administrative Regulations (EDGAR)).

- (b) All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.
- (c) All applicable State statutes, regulations, policies, procedures and directives;
- (d) All applicable local ordinances and requirements, including use permits and licensing;
- (e) Court orders applicable to its operation; and
- (f) The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify RSCCD after enactment or modification that it cannot so comply. RSCCD may thereupon terminate this Agreement, if necessary.

#### **STATEMENT OF WORK**

4. This Agreement is based on the Application for Federal Education Assistance included as Exhibit A to this Agreement. SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Application for Federal Education Assistance in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Education Assistance will be controlling.

#### **MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS**

5. The parties hereto agree that those program components and service levels detailed in Exhibit A may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 34 CFR 74.25 (c)(2) and/or 34 CFR 80.30 (d)(3)) of the program are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel requires written approval and should be coordinated through RSCCD for submission to the U.S. Department of Education.

#### **PLANS AND PROCEDURES**

6. SUBRECIPIENT shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

#### **REPORTS**

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data. The Interim and Annual Report Templates are incorporated by reference and attached hereto as Exhibit B which by this reference is incorporated herein and made a part hereof as if fully set forth.

#### **NO SUPPLANTATION**

8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. SUBRECIPIENT shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

### **INDEPENDENT CONTRACTOR**

9. SUBRECIPIENT agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

### **SUBCONTRACT ASSIGNMENT**

10. None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be Sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBRECIPIENT pursuant to this Agreement. SUBRECIPIENT shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local SUBRECIPIENT guidelines. SUBRECIPIENT shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each SUBRECIPIENT. By entering into this Agreement SUBRECIPIENT agrees that it is the direct provider of intended services. Upon request, SUBRECIPIENT shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

### **CONTINGENCY OF FUNDS**

11. SUBRECIPIENT acknowledges that approval of and funding for this Agreement in accordance with 34 CFR 75.253 is contingent upon U.S. Department of Education approval, receipt of funds from, and obligation of funds by, the U.S. Department of Education to RSCCD. The Department will consider continued funding if: (1) Congress has appropriated sufficient funds under the program, (2) the Department determines that continuing the project would be in the best interests of the government, (3) the recipient has made substantial progress toward meeting the objectives in its approved application, and (4) the recipient has submitted reports of project performance and budget expenditures that meet reporting requirements found at 34 CFR 74.51 and any other requirements deemed necessary. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, RSCCD shall notify SUBRECIPIENT immediately and in writing. Immediately upon such notice SUBRECIPIENT shall modify or cease operations as directed by RSCCD. If the approving authority determines that modification of SUBRECIPIENT'S operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, RSCCD and SUBRECIPIENT shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

### **BUDGET SCHEDULE**

12. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached hereto as part of the Application for Federal Education Assistance, Exhibit A, and which by this reference is incorporated herein and made a part hereof as if fully set forth. The SUBRECIPIENT may spend unexpended funds in the following budget period for any allowable cost that falls within the scope and objectives of the project (See Carryover, Section 14)

### **MODIFICATION OF BUDGET SCHEDULE**

13. SUBRECIPIENT shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the scope of the program is not altered. Where

the scope of the program is altered and results in need for a change in the budget, written approval is required and should be coordinated through RSCCD for submission to the U.S. Department of Education.

### **CARRYOVER**

14. SUBRECIPIENT may spend unexpended funds in a following budget period for any allowable cost(s) that fall(s) within the scope and objectives of the project, not just for expenditures arising out of uncompleted activities. However, if during the course of program monitoring reservations are developed on behalf of the approving authority about the SUBRECIPIENT'S use of such funds, a written statement from the SUBRECIPIENT describing the ways it intends to use the remaining funds may be required.

### **TIME EXTENSIONS**

15. The end date of the project period may be extended on a one-time only basis for a period of up to twelve (12) months without the need to receive prior approval from the approving authority except where such an extension would: (1) require additional federal funds, (2) change the scope or objectives of the project, (3) be merely for the purpose of exhausting unexpended funds, and (4) be contrary to federal statute, regulation, or grant conditions.

### **SUBMISSION OF INVOICES**

16. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:

- a. **Payments.** Beginning 1 October 2009, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, showing itemized expenditures in accordance with the invoice template provided as Exhibit C, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$275,748.00.
- b. **Invoices.** One original signed invoice should be sent to the CCRAA Project Director, as follows:

Micki Bryant  
Santa Ana College  
1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706

### **FISCAL ACCOUNTABILITY**

17. (a) **Financial Management System.** SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:

- (1) Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
  - (2) Effective internal controls to safeguard assets and assure their proper use;
  - (3) Source documentation to support accounting records; and
  - (4) Proper charging of costs and cost allocation.
- (b) **SUBRECIPIENT'S Records.** SUBRECIPIENT'S records shall be sufficient to:
- (1) Permit preparation of required reports;

- (2) Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
  - (3) Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- (c) Costs Charged. Costs shall be charged to this contract only in accordance with the following:
- (1) Approved Application for Federal Assistance (Exhibit A)
  - (2) The Education Department General Administrative Regulations (EDGAR)
  - (3) Office of Management and Budget (OMB) Circulars A-21 and A-110

### ANNUAL AUDIT

18. SUBRECIPIENT shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. SUBRECIPIENT shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the SUBRECIPIENT.

### ACCESS AND RECORDS

19. (a) Access. RSCCD, the U.S. Department of Education, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.

(b) Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

### FRAUD

20. SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

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21. As a condition of this award of financial assistance under the U.S. Department of Education to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 34 CFR part 100 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.

- (a) During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- (b) SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
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22. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Education, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

## **PROPERTY**

### 23. (a) Definitions

1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
2. "Equipment":
  - a. For purchase before July 1, 1993, "equipment" is tangible non-expendable personal property having an acquisition cost of \$1,000 or more per unit.
  - i. For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

(b) Property Management. SUBRECIPIENT shall budget, manage and maintain an inventory or property in accordance the standards established by the U.S. Government. Notwithstanding the provisions of Section 20, SUBRECIPIENT shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. Cost of equipment shall immediately return all equipment, finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by SUBRECIPIENT under this Agreement to RSCCD or its representatives, or dispose of them in accordance with directions from RSCCD.

### INDEMNIFICATION

24. (a) SUBRECIPIENT shall indemnify, hold harmless and defend RSCCD, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of SUBRECIPIENT'S performance of this Agreement, or any act or omission of SUBRECIPIENT, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by SUBRECIPIENT in violation of federal, State or RSCCD requirements or of this Agreement, or any negligent or intentional acts or omissions of SUBRECIPIENT, its officers, agents or employees which injure or damage any participants or other third parties, including RSCCD personnel representatives. SUBRECIPIENT shall forthwith remit all sums due RSCCD, along with the legal rate of interest pursuant to this paragraph.

(b) RSCCD shall indemnify, hold harmless and defend SUBRECIPIENT, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of RSCCD'S performance of this Agreement, or any act or omission of RSCCD, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by RSCCD in violation of federal, State or SUBRECIPIENT requirements or of this Agreement, or any negligent or intentional acts or omissions of RSCCD, its officers, agents or employees which injure or damage any participants or other third parties, including SUBRECIPIENT personnel representatives. RSCCD shall forthwith remit all sums due SUBRECIPIENT, along with the legal rate of interest pursuant to this paragraph.

### INSURANCE

25 SUBRECIPIENT shall secure and maintain comprehensive general liability 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 two million dollars (\$2,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

SUBRECIPIENT shall provide workers' compensation coverage for each of its employees. SUBRECIPIENT and RSCCD shall each be responsible for providing coverage for their own students.

### **PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION**

26. SUBRECIPIENT agrees to grant RSCCD, the US Department of Education, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the US Department of Education, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 34 CFR 75.621, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the Department of Education."

### **STANDARDS OF CONDUCT**

27. (a) **General Assurance.** Every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

(b) **Conducting Business Involving Relatives.** No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.

(c) **Conducting Business Involving Close Personal Friends and Associates.** Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.

(d) **Avoidance of Economic Interest.** No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

### **DRUG FREE WORKPLACE**

28. SUBRECIPIENT shall execute and abide by the Drug Free Workplace Certification attached hereto as Exhibit D and incorporated herein by this reference.

### **DEBARMENT**

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 34 CFR Part 85 (See Exhibit D).

### **LITERATURE AND PUBLIC ANNOUNCEMENTS**

30 Any literature distributed by SUBRECIPIENT for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state and acknowledge, in accordance with 34 CFR 75.620, the support of the Department of Education in

publicizing the work under this agreement in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under grant award number P031C080159. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government." Any public announcements disclosing the federal funding must conform to the requirements and guidelines in Exhibit E.

### **LOBBYING**

31. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82 (See Exhibit D), SUBRECIPIENT certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **BREACH – SANCTIONS**

32. If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by SUBRECIPIENT, or if SUBRECIPIENT reports inaccurately, or if any audit report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay RSCCD all amounts due RSCCD as a result thereof. For any such failures or violations RSCCD shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or (2) collect outstanding amounts, as determined by RSCCD to be due RSCCD from SUBRECIPIENT, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or (3) terminate this Agreement in accordance with Section 34 herein.

### **DISPUTES**

33. In the event of a dispute between the parties, the aggrieved party shall notify the other party and provide a detailed description of the alleged problem. The parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD or the Department of Education. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the Department of Education, whichever is the final arbiter of the dispute.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by RSCCD, and/or the State of California, and/or the US Department of Education, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

### **TERMINATION**

34. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of SUBRECIPIENT'S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, RSCCD shall provide SUBRECIPIENT with written notification of such determination. SUBRECIPIENT shall immediately comply with RSCCD'S decision.

### **TOTAL AGREEMENT**

35. This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as are stated herein. SUBRECIPIENT acknowledges that it has read and agrees to all terms and conditions included in this contract.

### **AMENDMENTS**

36. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

**NOTICES**

37. 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:

**RSCCD:** Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
Attn: Vice-Chancellor, Business Operations and Fiscal Services

**SUBRECIPIENT:** Tanya Thompson  
Office of Sponsored Programs  
CSU Fullerton Auxiliary Services Cooperation  
2600 E. Nutwood Avenue, Ste. 275  
Fullerton, CA 92831  
(714) 278-4113

IN WITNESS WHEREOF, RSCCD and SUBRECIPIENT have executed this Agreement as of the date first above written.

CSU FULLERTON  
AUXILIARY SERVICES COOPERATION

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Title: \_\_\_\_\_

Title: Business Operations/Fiscal Services

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

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

## LIST OF EXHIBITS

EXHIBIT A	APPLICATION FOR FEDERAL FUNDING
EXHIBIT B	REPORT TEMPLATES
EXHIBIT C	INVOICE TEMPLATE
EXHIBIT D	DRUG FREE, DEBARMENT, AND LOBBYING CERTIFICATIONS
EXHIBIT E	DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Educational Services**

To:	Board of Trustees	Date: September 28, 2009
Re:	Approval of Amended Contracts – GEAR UP III – Delhi Community Center, Latino Health Access, Santa Ana Unified School District, and University of California, Irvine (Year 4)	
Action:	Request for Approval	

**BACKGROUND**

Santa Ana College sought and won a six-year grant from the U. S. Department of Education called Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP). The GEAR UP program is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP is unique from other initiatives. This program uses partnerships committed to serving students beginning no later than the seventh grade through high school graduation. GEAR UP supplements existing reform efforts, offers services that promote academic preparation and the understanding of necessary costs to attend college, provides professional development, and continuously builds capacity so that projects can be sustained beyond the term of grant.

**ANALYSIS**

Delhi Community Center, Latino Health Access, Santa Ana Unified School District, and University of California, Irvine desire to extend the term of their fourth-year agreement for an additional year, beginning September 1, 2009, and ending August 31, 2010, and to carryover unexpended funds without additional cost to Rancho Santiago Community College District.

Project Administrator is Sara Lundquist. Project Director is Lilia Tanakeyowma.

**RECOMMENDATION**

It is recommended that the amended contracts be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to sign the amended contracts.

Fiscal Impact: None	Board Date: September 28, 2009
Prepared by: Huong Nguyen, Interim Resource Development Coordinator	
Submitted by: Enrique Perez, Assistant Vice Chancellor of Educational Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**FIRST AMENDMENT  
TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

THIS FIRST AMENDMENT is entered into this 28th day of September 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "RSCCD", and the Regents of the University of California, hereinafter referred to as "UCP", to amend that certain Agreement between the parties which commenced on September 1, 2008 and pertains to the grant the RSCCD received entitled Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2005 (Grant No. P334A050103; CFDA No. 84.334) from the U.S. Department of Education to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning September 1<sup>st</sup>, 2009, and ending August 31, 2010.

NOW THEREFORE, it is mutually agreed as follows:

- 1 Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows:  
The effective term of this Agreement shall be from the period beginning September 1, 2008 and ending August 31, 2010 and shall be in the amount of \$295,123 and subject to the provisions of this Agreement. UCI further agrees to contribute \$65,640 as match during this same period set forth in as *Exhibit A, Budget Narrative*, which by this reference is incorporated herein and made a part hereof as if fully set forth. An extension may be granted in writing from the U.S. Department of Education (approving authority).
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on August 31, 2009 are hereby extended to August 31, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

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

THIS FIRST AMENDMENT is entered into this 28th day of September 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "RSCCD", and Santa Ana Unified School District, hereinafter referred to as "SAUSD", to amend that certain Agreement between the parties which commenced on September 1, 2008 and pertains to the grant the RSCCD received entitled Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2005 (Grant No. P334A050103; CFDA No. 84.334) from the U.S. Department of Education to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning September 1<sup>st</sup>, 2009, and ending August 31, 2010.

NOW THEREFORE, it is mutually agreed as follows:

1. Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows:  
The effective term of this Agreement shall be from the period beginning September 1, 2008 and ending August 31, 2010 and shall be in the amount of \$193,046 and subject to the provisions of this Agreement. SAUSD further agrees to contribute \$413,861 as match during this same period set forth in as *Exhibit A, Budget Narrative*, which by this reference is incorporated herein and made a part hereof as if fully set forth. An extension may be granted in writing from the U.S. Department of Education (approving authority).
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on August 31, 2009 are hereby extended to August 31, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SANTA ANA UNIFIED  
SCHOOL DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

**FIRST AMENDMENT  
TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
DELHI COMMUNITY CENTER**

THIS FIRST AMENDMENT is entered into this 28th day of September 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "RSCCD", and Delhi Community Center, hereinafter referred to as "Delhi", to amend that certain Agreement between the parties which commenced on September 1, 2008 and pertains to the grant the RSCCD received entitled Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2005 (Grant No. P334A050103; CFDA No. 84.334) from the U.S. Department of Education to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning September 1<sup>st</sup>, 2009, and ending August 31, 2010.

NOW THEREFORE, it is mutually agreed as follows:

1. Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows: The effective term of this Agreement shall be from the period beginning September 1, 2008 and ending August 31, 2010 and shall be in the amount of \$5,000 and subject to the provisions of this Agreement.
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on August 31, 2009 are hereby extended to August 31, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

DELHI COMMUNITY CENTER

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal

Name: \_\_\_\_\_

Title: Services

Title: \_\_\_\_\_

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

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

**FIRST AMENDMENT  
TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
LATINO HEALTH ACCESS**

THIS FIRST AMENDMENT is entered into this 28th day of September 2009 by and between Rancho Santiago Community College District, hereinafter referred to as "RSCCD", and Latino Health Access, hereinafter referred to as "LHA", to amend that certain Agreement between the parties which commenced on September 1, 2008 and pertains to the grant the RSCCD received entitled Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2005 (Grant No. P334A050103; CFDA No. 84.334) from the U.S. Department of Education to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

WHEREAS, the parties desire to extend the term of the Agreement for an additional year, beginning September 1<sup>st</sup>, 2009, and ending August 31, 2010.

NOW THEREFORE, it is mutually agreed as follows:

1. Paragraph 1, under "TERM", page 1, of the Agreement is amended to read as follows: The effective term of this Agreement shall be from the period beginning September 1, 2008 and ending August 31, 2010 and shall be in the amount of \$10,000 and subject to the provisions of this Agreement.
2. Except as amended herein, all other terms and provisions of the agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged. All obligations of the parties that would have terminated on August 31, 2009 are hereby extended to August 31, 2010.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST Amendment to Agreement to be executed as of this 28th day of September, 2009.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

LATINO HEALTH ACCESS

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal

Name: \_\_\_\_\_

Title: Services

Title: \_\_\_\_\_

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

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

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

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

**Resolution No. 09-22**

**Whereas, California Education Code Section 72024(5d) provides that "a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board," and**

**Whereas, on September 14, 2009, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and**

**Whereas, Trustee Phillip Yarbrough was not present at the board meeting; and**

**Whereas, the board has determined that Trustee Yarbrough's absence was due to illness;**

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Yarbrough shall be paid at the regular rate of compensation for the board meeting on September 14, 2009.

Dated this 28<sup>th</sup> day of September 2009.

Ayes:  
Noes:  
Absent:  
Abstain:

---

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Public Affairs & Governmental Relations**

To: Board of Trustees	Date: September 28, 2009
Re: Appointment of a RSCCD Community Representative (2009-10) to the Orange County Community Colleges Legislative Task Force (OCLTF)	
Action: Request for Action	

**BACKGROUND**

The Orange County Community Colleges Legislative Task Force consists of representatives from the four Orange County community college districts.

**ANALYSIS**

The Legislative Task Force will convene its 2009-10 year with a September meeting at the North Orange County Community College District.

**RECOMMENDATION**

It is recommended that the Board select a community representative to serve on the 2009-10 task force.

Fiscal Impact: None	Board Date: September 28, 2009
Prepared by: Laurie Weidner, Executive Director, Public Affairs & Governmental Relations	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**Orange County Community Colleges  
Legislative Task Force  
2009-10**

**Task Force Member Roles & Responsibilities**

**Role of the Trustee Representative**

The trustee representative is charged with keeping the other trustees on his or her board informed of task force issues and activities. Each trustee communicates with the other board members at his/her district to encourage participation in task force activities such as legislative visits, letter writing, fax, and phone campaigns. Each district appoints a trustee representative and an alternate to the task force each academic year.

**Role of the Community Representative**

The community representative serves as a liaison between the task force and constituents within the community. These may include, but are not limited to, community and campus volunteer groups, local Chamber of Commerce offices, community business leaders and private citizens. Each district appoints a community representative to the task force each academic year.

**Role of the Chancellor Representative**

The chancellor representative to the task force keeps management, faculty, and other staff members informed of task force issues and activities. This is usually done through existing intra-district communication channels and shared-governance processes to encourage information sharing and participation in letter writing, fax, and phone campaigns. The chancellors also take turns hosting the task force, with this responsibility rotating annually. The chancellor from each district serves on the task force each year.

**Role of the Public Affairs Director Representative**

The public affairs director representative to the task force assists the chancellor of each district in keeping management, faculty, and other staff members informed of task force issues and activities. This is usually done through existing intra-district communication channels and shared-governance processes to encourage information sharing and participation in letter writing, fax, and phone campaigns. The public affairs directors also assist their respective chancellors the years they are responsible for hosting the task force. The public affairs director from each district serves on the task force each year.

Reviewed: September 3, 2009

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College**

To:	Board of Trustees	Date: September 28, 2009
Re:	Receive for First Reading – SAC Follow-Up Report on Accreditation	
Action:	Information	

**BACKGROUND**

Santa Ana College has prepared a Follow-Up Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). The Follow-Up Report is a response to the Commission Letter of February 3, 2009, that placed the College on Warning. Faculty and staff at SAC, in coordination with District and SCC leaders, have responded to the Commission's written progress on college recommendation 1 and district recommendations 1, 2 and 4. The Follow-Up Report will be submitted to the ACCJC in mid-October. A site visit will be scheduled by ACCJC following the receipt of the Report.

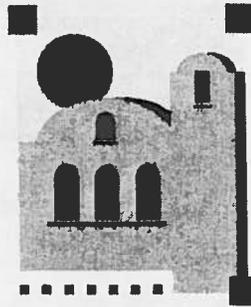
**ANALYSIS**

The Follow-Up Report is presented to the Board of Trustees for a first reading. The second reading and approval will be presented October 12, 2009.

**RECOMMENDATION**

This item is provided for information only – first reading.

Fiscal Impact:	None	Board Date: September 28, 2009
Prepared by:	Bonita Jaros, Ph.D., Accreditation Chair 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, RSCCD	



**SANTA ANA  
COLLEGE**

# **Santa Ana College**

**Follow-Up Report  
October 15, 2009**

**Submitted by:**

**Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706-3398**

**To:**

**The Accrediting Commission  
for Community Colleges of  
the Western Association of  
Schools and Colleges**

## ACKNOWLEDGMENTS

Content Preparation/ Document Preparation/ Editing.....Bonita Nahoum Jaros, PhD  
Design.....Sue Groetsch  
Desktop Publisher.....David Styffe  
Electronic Access.....Maria Sugrañes  
Printing.....RSCCD Publications Department

### **RSCCD Board of Trustees**

R. David Chapel, Ed.D., President  
Lawrence R. "Larry" Labrado, Vice President  
Brian E. Conley, M.A., Clerk  
John R. Hanna  
Mark McLoughlin  
Lisa Woolery, APR, M.A.  
Phillip E. Yarbrough  
Gloria Holguin, Student Trustee

### **Rancho Santiago Community College District**

Edward Hernandez, Jr., Ed.D., Chancellor Rancho Santiago Community College District  
John Didion, Executive Vice Chancellor Human Resources/Educational Services,  
RSCCD  
Peter Hardash, Vice Chancellor Business Operations & Fiscal Services, RSCCD  
Nga Pham, Director of Research  
Libby Fuller, Assistant to the Chancellor

### **Santa Ana College**

Erlinda J. Martinez, Ed.D., President, Santa Ana College  
Kennethia Vega, Assistant to the President

### **Santiago Canyon College**

Juan Vázquez, President, Santiago Canyon College  
John Weispenning, Dean of Library, Division of Business, Mathematics and Sciences;  
Chair Accreditation Committee

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## Statement of Report Preparation

After the ACCJC Team Visit of October 20-23, 2008, Santa Ana College received an *Evaluation Report* dated November 26, 2008, inclusive of commendations and recommendations for the college. Succeeding that report, Santa Ana College was issued the official Commission disposition in a letter dated February 3, 2009: **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, are to be addressed in the *Follow-Up Report*. The *Midterm Report*, due October 2011, is to address all recommendations of the *Evaluation Report*.

Since the Rancho Santiago Community College District is a two-college district, the sister institution of Santa Ana College, Santiago Canyon College, also underwent an ACCJC site visit October 20-23, 2008. Santiago Canyon College was also issued: **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, are to be addressed. As a result, each college immediately began to address its respective college recommendation with consultation to the other, and common district committees were formed to address the district recommendations issued to both colleges.

On February 10, 2009, Chancellor Edward Hernandez, Jr., Ed.D., called a meeting to discuss all recommendations. A *Steering Committee* was formed as follows:

Eddie Hernandez, Ed.D., Chancellor RSCCD, Chair  
John Didion, Executive Vice Chancellor, Human Resources and Educational Services, RSCCD  
Peter Hardash, Vice Chancellor Business Operations & Fiscal Services, RSCCD  
Erlinda J. Martinez, Ed.D., President, Santa Ana College  
Juan Vázquez, President, Santiago Canyon College  
John Weispenning, Chair, Accreditation Committee, Dean of Library, Division of Business, Mathematics and Sciences, Santiago Canyon College  
Norman Fujimoto, Vice President Academic Affairs, Santa Ana College  
Mary Halvorson, Vice President Academic Affairs, Santiago Canyon College  
Raymond Hicks, Academic Senate President, Santa Ana College  
Morrie Barembaum, Academic Senate President, Santiago Canyon College  
Bonita Jaros, Ph.D., Chair, Accreditation Committee, Institutional Effectiveness & Assessment Coordinator, Santa Ana College

As a result of this meeting, three task forces were established to address the district recommendations: the Planning and Budget Taskforce, the Board of Trustees Self-Evaluation Taskforce, and the Attendance Recording System Taskforce. Membership is as follows:

### *Planning and Budget Taskforce*

John Didion, Executive Vice Chancellor, Human Resources and Educational Services, RSCCD, Chair  
Peter Hardash, Vice Chancellor Business Operations & Fiscal Services, RSCCD  
Steve Kawa, Vice President, Administrative Services, SCC  
Paul Foster, Vice President Administrative Services, SAC  
Raymond Hicks, Academic Senate President, SAC

Morrie Barembaum, Academic Senate President, SCC  
Bonita Jaros, Ph.D., Chair Accreditation Committee; IE&A Coordinator, SAC  
Nga Pham, Director of Research, RSCCD

*Board of Trustees Self-Evaluation Taskforce*

Eddie Hernandez, Ed.D., Chancellor, RSCCD, Chair  
Erlinda J. Martinez, Ed.D., President, Santa Ana College  
Juan Vázquez, President, Santiago Canyon College  
Raymond Hicks, Academic Senate President, SAC  
Morrie Barembaum, Academic Senate President, SCC  
Bonita Jaros, Ph.D., Chair, Accreditation Committee; IE&A Coordinator, SAC

*Attendance Recording System Taskforce*

Peter Hardash, Vice Chancellor Business Operations & Fiscal Services, RSCCD, Chair  
Sylvia LeTourneau, Associate Vice Chancellor of Information Technology Services  
RSCCD  
Sergio Rodriguez, Project Manager, SCC  
Linda Miscovic, Associate Dean Admissions and Records, SCC  
Mark Liang, Interim Associate Dean Admissions and Records, SAC

As the taskforces met, the chancellor, the college presidents, the Academic Senate presidents and the chair of the SAC Accreditation Committee presented regular reports at each Board of Trustees meeting.

Each college addressed its respective recommendation regarding planning and budget alignment simultaneously. The *Santa Ana College Accreditation Taskforce* membership is as follows:

Bonita Jaros, Ph.D., IE&A Coordinator, Chair  
Erlinda J. Martinez, Ed.D., President, Santa Ana College  
Paul Foster, Vice President Administrative Services, SAC  
Norman Fujimoto, Vice President Academic Affairs, SAC  
Raymond Hicks, Academic Senate President, SAC (Past-President as of July 1, 2009)  
John Zarske, Academic Senate President-Elect, SAC (President as of July 1, 2009)  
Paula Garcia, CSEA Representative

Timelines were established for the processes; this timeline was presented to the Board of Trustees by the chancellor at the February 23, 2009 meeting. As the taskforces continued their work, college-level progress was transmitted to President's Cabinet, and the presidents of the colleges also made regular reports in Chancellor's Cabinet. The chancellor presented general updates to the Board of Trustees and presented taskforce recommendations regarding the board self-evaluation.

As the response to the college recommendations were written and charts were created, the two colleges were in regular communication. John Weispenning, Chair of the SCC Taskforce and Bonita Jaros, Chair of the SAC Taskforce, sent the minutes of the college taskforce meetings to the chancellor's office as well as to each other. John Weispenning and Bonita Jaros also met to coordinate the three common district recommendations responses.

John Weispfenning and Bonita Jaros attended Board of Trustees meetings in preparation for the district responses. On July 14, 2009, the Board of Trustees held a special meeting to review and revise the Board Vision Statement and the Goals of 2009-2011. On July 16, 2009, Mr. Weispfenning and Dr. Jaros met to coordinate district responses regarding Board Self-Evaluation, Planning and Budget as well as the Attendance Recording System. John Didion, Executive Vice Chancellor of Human Resources and Educational Services and Peter Hardash, Vice Chancellor Business Operations & Fiscal Services attended the meeting to respond to questions and offer a preliminary draft of the respective taskforces. Mr. Didion worked with Mr. Hardash to respond to the planning and budget alignment recommendation; Mr. Weispfenning worked with Mr. Hardash to draft a response to the attendance reporting recommendation; Dr. Jaros drafted a response to the board self-evaluation recommendation.

The Santa Ana College President communicated broadly to the college community via email communication, *Notes From the President*. The *Follow-Up Report* was posted on InsideSAC for the college community to review, and feedback was received by September 4, 2009. Mr. Weispfenning and Dr. Jaros met for final review on September 8, 2009. The document was approved by President's Cabinet and College Council on September 23, 2009.

The *Follow-Up Report* was edited and submitted to docket for Board of Trustees approval on September 28, 2009. The Board of Trustees approved the *Follow-Up Reports* of Santa Ana College and Santiago Canyon College on October 12, 2009.

Respectfully Submitted,

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Erlinda J. Martinez, Ed.D., President, Santa Ana College



## **Response to ACCJC College Recommendation 1 Planning & Budget Integration**

**The team recommends that the college evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure budget is used as a planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality.**

**As part of this integration, the team recommends that the college resource allocation be based on plans, program reviews (Department Planning Portfolios, or DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/budget process and use the data in subsequent budget development.**

In addressing Response to ACCJC College Recommendation 1, the following categories were addressed:

- I. Evaluation of Processes;
- II. Brief Historical Background;
- III. Planning and Budget Integration, including A. Governance and B. Program Review
- IV. Evaluation of Outcomes for Subsequent Budget Development; and
- V. Communication of Outcomes.

### **I. Evaluation of Processes (Standards: I.B.1, I.B.4, I.B.6)**

The Santa Ana College Accreditation Workgroup has been conducting formal analysis of college and district planning and budget processes in preparation for Response to WASC Recommendations since February 2009 (CR1.1— SAC Accreditation Workgroup Agendas and Minutes). As a result of research and dialogue at the workgroup level regarding college as well as district processes, and then through consultation with the college participatory governance committees, the Academic Senate, and the district Budget and Planning Review Committee (BAPR), changes have been made to further juxtapose the college's planning and budget processes and to demonstrate clearer integration between strategic planning, outcomes and budget development (CR1.2—Participatory Governance Structure, CR1.3— Planning & Budget Processes Chart). Thus, at this time, budget is more clearly used as a planning tool to achieve strategic goals, and subsequent budget development is more aligned with subsequent strategic planning (CR1.4—RSCCD Strategic Plan and Framework; CR1.5 District/College Alignment to BOT Goals—2010-2012; CR1.6—RSCCD Planning Timelines; CR1.7—RSCCD 2008-2009

Budget Assumptions; CR1.8—RSCCD Planning & Budget Model; CR1.9—SAC Strategic Plan with S09 Progress on Goals and Budget Analysis).

**II. Brief Historical Background: SAC Mission Statement and Vision Themes**  
(Standards: I.A.1, I.A.3, I.B.4, II.A.1, IV.B.2.b, IV.B.3.a)

The *Mission Statement* and *Vision Themes* of Santa Ana College (CR1.10; CR1.11) are in direct alignment with the BOT *Vision Statement of the RSCCD* and the RSCCD Board of Trustees Goals 2007-2009 (CR1.12; CR1.13). District and college participatory governance structures and functions mapping of district/operational responsibilities are an underpinning of goal planning at all levels (CR1.14—District and College Participatory Governance Chart; CR1.15 RSCCD Functions/Mapping of Responsibilities; CR1.16—SAC Vision Themes Aligned to RSCCD BOT Goals 2007-2009).

The mission of the college is reviewed annually and updated as needed. On April 13, 2007, as a result of ongoing dialogues at the department, division and service-area levels, the president of the college and the Institutional Effectiveness and Assessment Committee (IE&A) sponsored a planning retreat, with representation from all constituency groups, including students. The purpose was to review the mission of the college and develop vision themes, which would serve as the basis of a strategic planning document. Discussion was informed by review of the Board of Trustees *Vision Statement* of the RSCCD and Board of Trustees Goals 2007-2009; community needs assessment based on demographic analysis, enrollment trends, and various student satisfaction surveys; workforce education needs; and evaluations of student learning outcomes. The existing *Facilities Master Plan* and *Technology Plan* were also considered. As a result, the mission statement was revised and six *Vision Themes* were created (CR1.11). The mission statement was approved by the Board of Trustees on November 19, 2007 (CR1.17—BOT Minutes 11/19/07). The *Vision Themes* document was then referred to the IE&A Committee, which led the college in the development of the *SAC Strategic Plan 2007-2015* (CR1.18). In addition to the development of the *Strategic Plan*, all college planning documents and budget documents were reviewed and revised through the participatory governance committees and then included in the *SAC Educational Master Plan* (CR1.19—disc only).

**III. Planning and Budget Integration**  
(Standards: I.b.6, II.A.1, II.A.2.f, III.B.2.b, III.D.3, IV.A.2, IV.A.5, IV.B.2.d, IV.B.3.a)

**A. Governance (Standards: IV.A.2, IV.B.3.a, IV.B.2.d, IV.B.3.b)**

The organizational structure of the college includes formal mission-centered participatory governance committees, such as College Council, the Institutional Effectiveness and Assessment Committee (IE&A), the Budget Committee, the Facilities Committee, the Student Success Committee, the SAC Technology Advisory Committee (SACTAC), the Safety & Security Committee, and the Accreditation Committee (CR1.2—Participatory Governance Structure). The integration of planning and budget at the college is an ongoing endeavor which flows through the governance structure of the college from the department level through the participatory governance committees to the President's

Cabinet level (CR1.2—Participatory Governance Structure, CR1.3—Planning & Budget Processes Chart). Integration continues to the district participatory governance level, when appropriate, as the presidents of Santa Ana College and Santiago Canyon College (SCC) are members of Chancellor's Cabinet. There are also several college representatives from SAC and SCC on the Budget Allocation and Planning Review Committee –BAPR and the district Technical Advisory Group (TAG), which is developing a technology plan for the district (CR1.14—District & College Participatory Governance Chart).

Each SAC committee is responsible for the development, management and revision of planning and budget documents, all contained in the *Educational Master Plan* (CR1.19; CR1.20—SACTAC Minutes; CR1.21—Budget Committee Minutes 5/5/09). In addition, committees maintain oversight of goals, activities and timelines of the planning documents; information flow to College Council and the IE&A Committee and other governance groups as appropriate; and making recommendations for annual *Strategic Plan* updating (CR1.22a,b; CR1.23—Agenda & Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A). The governance bodies responsible for the planning/budget elements of the *Educational Master Plan* are: *Strategic Plan* (IE&A) (CR1.9— Strategic Plan with S09 Progress on Goals and Budget Analysis; CR1.18— SAC Strategic Plan 2007-2015; CR1.22— Strategic Plan with S08 Progress on Goals and Strategic Plan with Progress on Goals S09); *Facilities Plan* (Facilities Committee) (CR1.24; 24a—May 2009 Facilities Update), *SAC Budget Development Calendar* (Budget Committee) (CR1.25), and *Technology Plan* (SACTAC) (CR1.26; CR1.20— SACTAC Minutes). In addition, the Teaching Learning Committee (TLC), a sub-committee of the IE&A Committee, with a reporting link to the Curriculum and Instruction Council, is the oversight committee for the college-wide *Core Competencies* (CR.1.27), SLOs at the course and program levels, and analysis of the academic program review model (CR1.28—Part I: Academic Program Review; CR1.29—Department Portfolio Database). The TLC makes recommendations for strategic planning updates to the IE&A Committee, which IE&A aggregates with the program review reports of Student Services (CR1.30), Administrative Services (CR1.31) and President's Cabinet (CR1.32a,b; CR1.33—TLC Minutes/Report to IE&A Regarding Academic Program Review; CR1.34—IE&A End-of Year Report).

The formal participatory governance structure is augmented with an annual Participatory Governance Retreat with President's Cabinet, the Academic Senate Executive Committee and CSEA representatives, in which the governance structure is reviewed and issues of concern are discussed (CR1.35a,b—Agenda President's Cabinet/Academic Senate Executive Committee Retreat Spring 2009).

#### **B. Program Review (Standards: II.A.1, II.A.2.f, II.B.3, III.D.3)**

Between the years 2002-2007, two major goals were accomplished at Santa Ana College:

1. The development, implementation and systematic assessment of college-wide *Core Competencies* (CR.1.27), which are in concert with the mission statement (CR1.10); and

2. The development and implementation of institutional program review models for:  
I. Academic Affairs; II. Student Services; Administrative Services; and IV.  
President's Cabinet Portfolio (CR1.28; CR1.30; CR1.31; CR1.32).

By spring 2008, all academic departments had completed an electronic Department Planning Portfolio (DPP) analysis of goals and activities with plans for improvement. Twenty-five percent of all academic departments had conducted a complete PA/PR cycle embedded within the DPP. (Since the academic PA/PR cycle is quadrennial, by spring 2009, 50% of all departments had conducted complete *Portfolio Assessment/Program Review*. One hundred percent of all departments will have conducted this Portfolio Assessment/Program Review (PA/PR) cycle by spring 2011 (CR1.28—See I: Academic Program Review Form F: PA/PR Department Cycle). All units of Student Services, Administrative Services and President's Cabinet had successfully conducted two complete program review cycles within the department/unit portfolios (done annually) by spring 2009 ([www.INSIDEsac.net](http://www.INSIDEsac.net)).

As a result of the October 2008 ACCJC team visit, it was determined by the Commission that although good planning efforts were in place with several planning documents (*Strategic Plan, Technology Plan, Facilities Plan, Budget Development Calendar*), and the program review processes were functioning well, the linkage between the planning documents, program review processes, and budget development was not clearly expressed. Since the ACCJC team visit, more explicit linkages have been created for the Budget & Planning Processes at the college (CR1.3), clearly utilizing program review assessment and strategic planning for those processes. The *Educational Master Plan* (CR1.19) contains the four program review models: I. Academic—Portfolio Assessment/Program Review; II. Student Services; III. Administrative Services; IV. President's Portfolio (CR1.28; CR1.30; CR1.31; CR1.32a,b), as well as all planning documents (CR1.36—Santa Ana College Educational Master Plan Planning Documents).

Program review is conducted at differing intervals, depending on the needs of the unit. Academic Portfolio Assessment/Program Review (PA/PR) is conducted quadrennially. The portfolios of Student Services are updated annually; complete program review is conducted triennially. Administrative Services and President's Cabinet portfolios are assessed annually.

Fall 2007 the academic *Portfolio Assessment/ Program Review* model, a course-embedded approach for program-level review kept in alignment with the *Strategic Plan 2007-2015*, was created and juxtaposed with the existing Department Planning Portfolio (DPP). Departments systematically establish goals informed by the *Strategic Plan*, develop activities and timelines, and assess the status of goals for the purpose of continuous improvement annually (e.g., Academic DPP—[www.INSIDEsac.net](http://www.INSIDEsac.net)). However, the full *Portfolio Assessment/Program Review* cycle, including the complete analysis of the *Direct SLO Assessment* related to the *Core Competencies* and completion of the *19-Question Template* (19QT) is conducted quadrennially and embedded within the DPP (CR1.28—I. Academic Program Review).

The purpose for *quadrennial* academic PA/PR review, in lieu of annual, is the imperative of Direct-SLO Assessment of the college-wide Core Competencies. A four-year analysis is essential for academic departments (i.e., instruction based) to properly analyze student learning outcomes at the course/program level. Important to note, however, is that even though the complete academic PA/PR process is quadrennial, the annual Department Planning Portfolio (DPP) is forwarded to the division deans. The DPP, with annual goals, strategies and timelines, includes all requests with fiscal implications, thereby maintaining synchrony with the annual fiscal requests and budget development issued from the Student Services, Administrative Services and President's Cabinet portfolio reviews.

Therefore, each spring, every department embeds the direct SLO assessment portion of the program review into the DPP irrespective of when the department's full PA/PR is due. Engaging in dialogue, departments commence the PA/PR process with a discussion of the college-wide *Core Competencies* (CR1.26) and *Vision Themes* (CR1.11), and the faculty create a timeline to determine how the course-level SLOs will be assessed within the context of the seven *Core Competencies* (CR1.27). To assess the individual core competency, individual instructors/departments select one major assignment/examination/demonstration to measure student learning. Instructors create/use a rubric to assess the performance. Individual instructors keep a record of the assessment and identify any needs or issues (CR1.28—I. Academic PA/PR Form B). At a subsequent department meeting, discussion leads to a plan and timeline for appropriate strategies to improve teaching and learning, which is incorporated into the DPP. This may include curriculum changes, pedagogical discussions, concepts for professional development activities, facilities requests, faculty/staffing requests, supplies/ technology/ equipment, and all other requests with budget implications. Grant proposals or other ideas for income generation may also be an outcome of these discussions (CR1.37— Department/Division Requests for Equipment/Personnel—HSS S09). This repeats until all course-level SLOs in context of the *Core Competencies* are assessed. Academic DPPs also include department and division discussions about student demographics, enrollment patterns, grade distribution (i.e., indirect assessment data gleaned from research reports in the Academic Department Planning Portfolio) (CR1.38— 12 Measures of Success), and *Direct SLO Assessment* (CR1.28—Academic Portfolio Assessment/Program Review; www.INSIDEsac.net Department Index).

In a quadrennial PA/PR reporting cycle, the 19QT is added to the portfolio. Departments which complete the PA/PR send the results to the division curriculum committee, which conducts a broader interdisciplinary dialogue. The *Vision Themes* and the *Strategic Plan* also inform discussion, as overarching issues that go beyond a single department are formulated. The division curriculum committee certifies the reports, and they are sent to the Teaching Learning Committee (TLC) for even broader transdisciplinary dialogue regarding professional development, sharing of best practices as well as possible requests with budget implications such as facilities, technology, instructional equipment and human resources, all which affects the college broadly. The chair of the TLC sends a summary report, with direct references to *Strategic Plan* alignment, to the IE&A Committee (CR1.33). There is also integration of college-wide professional development activities as a result of the program review efforts. The Academic Literacy/ Basic Skills

Coordinator serves on the TLC as does the Professional Development Coordinator and the IE&A Coordinator, who chairs the TLC. As a result of dialogue, the TLC has sponsored the "Best Practitioners' 45-Minute How to..." (CR1.39—Best Practitioners' Menu with Faculty Experts; CR1.40—PA/PR Meeting Log)

The annual student services department planning portfolio analyses are directed to the vice president of student services, who then sends a report to the IE&A Committee. A complete program review of all departments/units of student services is conducted triennially (CR1.30—II. Student Services PA/PR). Important to note, however, is that Special Services, EOPS and Sign Language programs, which are part of student services, have courses. These programs, therefore, participate in the Academic PA/PR process as well. Direct-SLO Assessment and the 19-QT are sent through the Academic PA/PR process, and data is also included in the student services DPP. The administrative services reports are sent by the dean/director/unit administrator to the vice president of administrative services, who also refers a report to the IE&A Committee. The IE&A Committee aggregates the program review reports from all units and creates a report for all the governance committees (CR1.34—IE&A End-of-Year Report). The IE&A committee also utilizes this information to aid in creating the *Strategic Plan Update S09* (CR1.22). While the IE&A Committee is utilizing the information to inform *Strategic Plan* updating, the vice presidents of student services and administrative services also send the program review analyses to the other governance committees (i.e., Budget, Facilities, Student Success, Safety & Security, SACTAC) (CR1.41—Minutes of Special Meeting of Budget Committee 4/28/09). Issues with fiscal implications, therefore, are communicated with these groups. The Budget Committee uses this information in concert with information received from the aggregated IE&A End-of-Year Report (CR1.34). Recommendations are then sent to College Council. The president of the college makes all final decisions which are then communicated back to the governance committees as well as the college community through frequent updates (CR1.42—President Martinez's Communiqués about Budget).

Critical to these processes are the planning and budget development activities for academic programs in the annual Department Planning Portfolio (DPP) ([www.INSIDE.SAC.net](http://www.INSIDE.SAC.net) -See Art Department and Nursing Department), and the annual Department Planning Portfolios for Student Services and Administrative Services. Any needs for faculty/staffing, facilities, technology or any budget-driven requests must be included in the DPP as a result of analysis and department/unit dialogue (CR1.37—Department/Division Requests for Equipment/Personnel—HSS S09; CR1.41—Minutes of Special Meeting of Budget Committee—4/28/09). These requests are reviewed by the division deans/program managers, who aggregate the priorities of the division/unit and refer them to the appropriate vice presidents. The vice presidents then analyze the requests and send the information to the governance committees, including the Budget Committee and the Facilities Committee, SACTAC, the Safety & Security Committee and the Student Success Committee as appropriate. The Budget Committee also receives the *Strategic Plan* update from the IE&A Committee (CR1.22a,b), which it utilizes to do budget analysis of the items in the Strategic Plan that were accomplished (CR1.9). It is also determined if activities shall be ongoing (CR1.9). The governance committees send

their analyses and requests to College Council, which refers information and recommendations to the president. The president, in consultation with her cabinet, makes final budget decisions, meets with the Budget Committee, as appropriate, and broadly communicates those decisions (CR1.42—President Martinez’s Communiqués about Budget).

To summarize, Academic PA/PR readily intersects with the program review models of Student Services, Administrative Services and President’s Cabinet Portfolio, as the analysis of all program review is conducted through the participatory governance structure. Therefore, all program reviews include indirect data from research reports, as well as qualitative analyses where appropriate. This then informs the program review analysis. These annual reports are sent to the IE&A Committee, which aggregates the themes from the analysis with direct reference to the Strategic Plan. Academic Program Review is sent to the IE&A Committee through the TLC (CR1.33—Report from the TLC to IE&A). The IE&A Report is sent to all participatory governance committees, the Academic Senate and President’s Cabinet (CR1.34— IE&A End-of-Year Report). This, in conjunction with the *Strategic Plan Update S09* (CR1.22), is used for strategic planning, budget analysis of the previous year, and then budget development.

Information gleaned from department/unit program review analysis plays a prominent role in the annual update of the *Strategic Plan* (CR1.22a,b). All governance committees are apprised of the *Strategic Plan Update* and utilize the information for assessing achievement of goals of the respective documents overseen by the committee (i.e., Facilities Plan, Technology Plan, Budget Development Calendar), and development of future goals and activities. As a parallel activity, all participatory governance committees also conduct annual assessment of committee goals every spring (CR1.43— Year-End Assessment of Committee Form; CR1.44a,b,c— Year-End Assessment of Committee Form: Budget Committee, SACTAC, Environmental Committee). Of particular import is the analysis conducted by the Budget Committee, which provides an analysis of the budget implications in the attainment of the goals of the *Strategic Plan* (CR1.9). This demonstrates actual budgetary performance. In addition, synchronicity with district timelines and program reviews is demonstrated (CR1.4— RSCCD Strategic Plan and Framework; CR1.5— District/College Alignment to BOT Goals; CR1.6— RSCCD Planning Timelines; CR1.8—RSCCD Planning & Budget Model; CR1.45— SAC Planning Cycle Charts).

#### **IV. Evaluation of Outcomes for Subsequent Budget Development (Standards: IIA.1, IIA.2.f, III.B.2.b, III.D.2, III.D.3, IV.B.3a, IV.B.3.b)**

After the IE&A Committee submitted the Strategic Plan Update Spring 2009, the Budget Committee added a column which aligned budget information to the completed activities of the *Strategic Plan* (CR1.9).

At a special meeting of the Budget Committee on April 28, 2009, spring 2009 fiscal priorities from the Student Services, Administrative Services and Academic PA/PR reviews were presented to the Budget Committee in the presentation of budget priorities (CR1.41—Minutes

Special Meeting Budget Committee, April 28, 2009). After Budget Committee analysis, this information was given to the president, who created her priorities. The President's tentative budget was then presented to the Budget Committee at the May 5, 2009 meeting (CR1.46—Budget Committee Priorities Document; CR1.21—Minutes Budget Committee, 5/5/09). The SAC planning and budget cycle is also synchronized with the district cycle (CR1.4—RSCCD Strategic Plan and Framework; CR1.5—District/College Alignment to Goals; CR1.6—RSCCD Planning Timelines; CR1.45—SAC Timelines)

On July 13, 2009, the Board of Trustees conducted its annual planning retreat and reviewed the following data:

- 12 Measures of Success Report
- Service area population trends
- Feeder high school graduation rates
- Projected enrollment demand
- Changes in student demographics and participation rates
- Staffing demographics
- 2007-08 ARCC data for Santa Ana and Santiago Canyon Colleges
- Recommendations from both colleges and district operations regarding the 2007-09 vision and goals

Following the review of these materials, the board reaffirmed its vision statement and developed nine goals for 2009-10 (CR1.47—BOT Minutes Special Meeting 07-13-09; CR1.48—Planning Presentation BOT Special Meeting 07-13-09). Those goals were formally adopted at the July 27, 2009 meeting (CR1.49—BOT Minutes 07-27-09).

The BAPR committee met on July 29, 2009 and reviewed the Board's Vision and Goals and developed budget assumptions for the 2009-10 adopted budget (CR1.50—BAPR Agenda and Materials 07-29-09). These documents will form the basis for the development of the 2009-2010 Budget, which will be formally adopted by the Board of Trustees on October 12, 2009. The SAC Budget Committee met August 4, 2009 to review all information from the Board as well as BAPR (CR1.51—SAC Budget Committee Agenda). The SAC Budget Committee met to review the Budget Allocation Model as well on September 1, 2009; BAPR met September 23, 2009 (CR1.52a---SAC Budget Committee Agenda 9-01-09; CR1.52b—BAPR Agenda 09-23-09).

In light of the severe funding reductions imposed by the state budget, a great deal of time has been dedicated to budget reduction district-wide. As a result, the Board of Trustees has dedicated a portion of each meeting (CR1.49—July 27, 2009 (Item 2.7); CR1.53a—Minutes August 24, 2009 (Item 2.6); CR1.53b—BOT Budget Presentation August 24, 2009; CR1.54a,b,c—Minutes September 14, 2009; Minutes September 28, 2009 and Agenda October 12, 2009) to consider state and local budget information overall and review reduction alternatives proposed by the colleges and district operations. Our inability to rely on the State's capacity to meet its constitutional budgetary timelines has caused us to place great emphasis locally on the budget priorities established through our college's budget committee to maintain the integrity of our planning and budget processes during a period of historic volatility. BAPR will also conduct a complete review of the Budget Allocation Model fall 2009.

**V. Communication of Outcomes**  
**(Standards: IV.A.3, IV.A.4, IV.A.5, IV.B.2.e)**

Information flows from departments to governance committees as cited above. The president receives the information all along from meetings with the IE&A Coordinator and regular meetings with the President's Cabinet. Noteworthy is the cross-membership of the President's Cabinet members with the IE&A Committee. Also, in addition to membership on the IE&A Committee, the vice president of administrative services serves as the co-chair of the Budget Committee as well as the Facilities Committee; the vice president of student services serves as the co-chair of the Student Success Committee; the vice president of academic affairs serves as the co-chair of the Accreditation Committee (CR1.2—Participatory Governance Structure). Also noteworthy is that the membership of the IE&A Committee includes the institutional effectiveness & assessment coordinator (serves as chair), the president of the academic senate (also co-chair of the district BAPR), the associate dean of learning and information resources (also co-chair of SACTAC), the president-elect of the academic senate (also co-chair of the Facilities Committee and former co-chair of the Safety & Security Committee), the vice president of the School of Continuing Education, the RSCCD director of the Research Department, and a classified representative appointed by CSEA. The chair of IE&A also meets regularly with the president of the college and attends President's Cabinet meeting when requested by the president.

The president of the college is also a member of the Chancellor's Cabinet and District BAPR, which is an additional source of coordination and information.

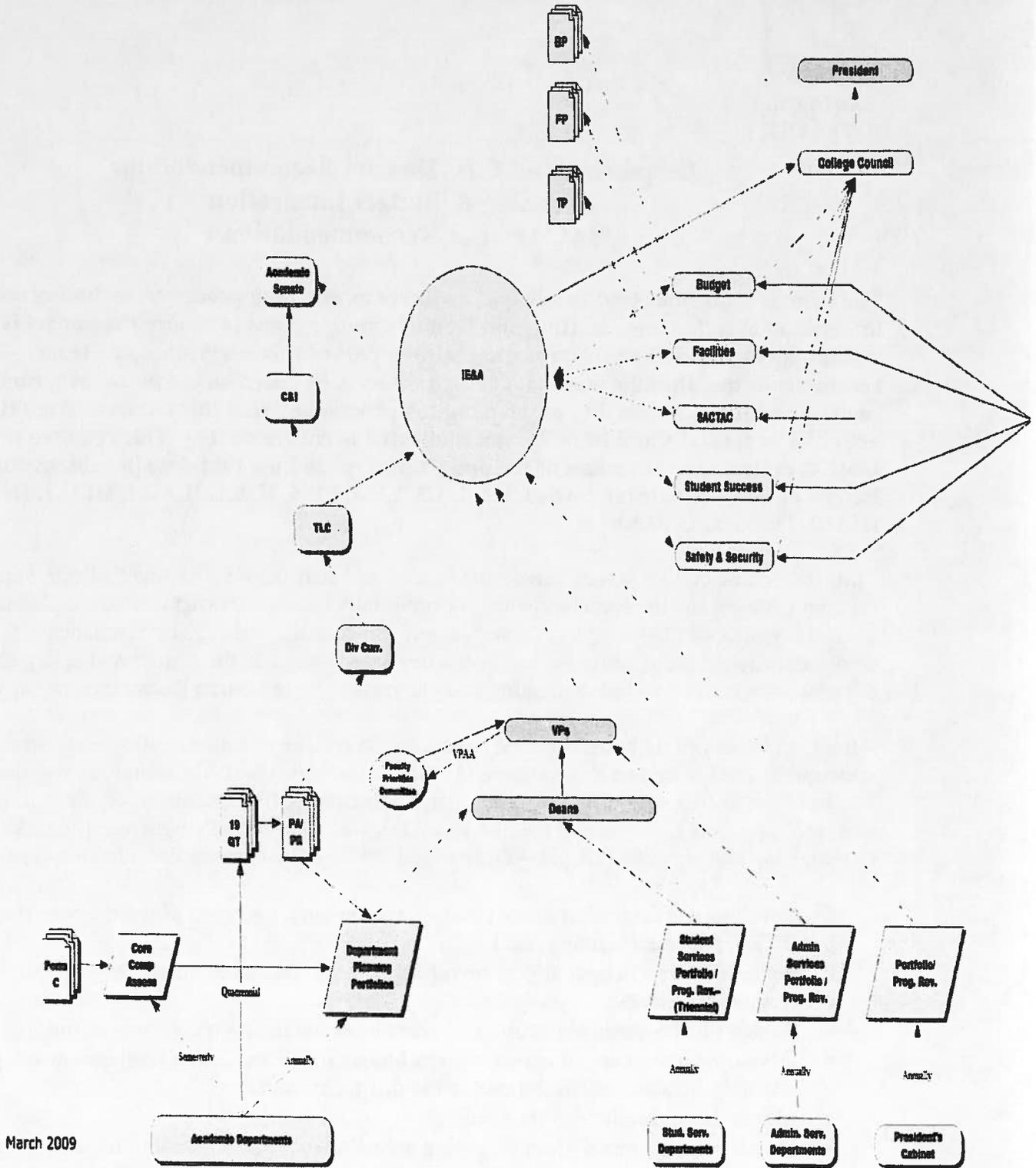
The president's exigency to communicate issues of import regularly is part of the culture at Santa Ana College (CR1.42—President Martinez's Communiqués about Budget). The president communicated to members of College Council, the Board of Trustees, the college community and the public regarding Response to ACCJC College Recommendation 1 and District Recommendations 1, 2 & 3 (CR1.55—President Martinez's Communiqués regarding Response to Recommendation 1; CR1.54b,c—BOT Minutes 9-28-09; 10-12-09). Between September 12-19, 2009, the *Follow-Up* report was posted on the public drive of InsideSAC for all members of the college to review. Fall 2009, in her Beginning-of-Year Address, President Martinez also emphasized the work that has been done to realize the exigencies of the ACCJC college and district recommendations (CR1.55—President Martinez's Communiqué Regarding Follow-Up Report). Feedback was sent to the chair of the Accreditation Committee by September 21, 2009. This was discussed with President's Cabinet and College Council. The respective accreditation chairs of Santa Ana College and Santiago Canyon College met to discuss editing for the district responses. Final editing was completed by September 21, 2009. The *Follow-Up Report* was placed on the Board of Trustees docket for a first reading on September 28, 2009, in tandem with the *Follow-Up Report* of Santiago Canyon College. The Board of Trustees approved both documents on October 12, 2009.

## **Evidence—College Recommendation 1**

<b>Number</b>	<b>Name</b>
CR1.1	Agendas and Minutes Accreditation Workgroup 2/26; 3/1; 3/12; 4/2; 5/12
CR1.2	Participatory Governance Structure
CR1.3	Planning & Budget Processes Chart
CR1.4	RSCCD Strategic Plan and Framework
CR1.5	College Vision Themes Aligned to BOT Goals 2007-2009
CR1.6	RSCCD Planning Timelines
CR1.7	BOT Budget Assumptions RSCCD 2008-2009
CR1.8	RSCCD Planning & Budget Model 04-28-09
CR1.9	Strategic Plan 2007-2015 with Progress on Goals Spring 2009 and Budget Analysis
CR1.10	Santa Ana College Mission Statement
CR1.11	Santa Ana College Vision Themes
CR1.12	BOT Vision Statement and Goals of RSCCD
CR1.13	RSCCD BOT Goals 2007-2009
CR1.14	RSCCD Participatory Governance Chart
CR1.15	RSCCD Functions/Mapping of Responsibilities
CR1.16	SAC Vision Themes Aligned to RSCCD BOT Goals 2007-2009
CR1.17	Board of Trustees Minutes 11/19/07
CR1.18	Santa Ana College Strategic Plan 2007-2015
CR1.19	Santa Ana College Educational Master Plan (CD)
CR1.20	SACTAC Minutes April 29, 2009; May 20, 2009
CR1.21	Budget Committee Minutes 5/5/09; Budget Notes March 31, 2009
CR1.22a,b	SAC Strategic Plan 2007-2015 with Progress on Goals Spring 2008/ with Progress on Goals Spring 2009
CR1.23	Agenda & Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A
CR1.24	LPA Facilities Plan
CR1.24a	May 2009 Facilities Update
CR1.25	SAC Budget Development Calendar
CR1.26	SAC Technology Plan Elements (folder)
CR1.27	Core Competencies
CR1.28a,b,c	I. Academic Program Review: Portfolio Assessment/Program Review; Direct Assessment of SLOs
CR1.29	SAC Department Portfolio Database
CR1.30	II. Student Services PA/PR
CR1.31	III. Program Review Administrative Services
CR1.32	IV. President's Cabinet Program Review Portfolio 4-01-08; 6-08-09
CR1.33	TLC Minutes/Report to IE&A Regarding Academic Program Review: 4/20/09; 5/4/09; 5/18/09
CR1.34	IE&A End-of-Year Report
CR1.35a,b	Agenda President's Cabinet/ Academic Senate Executive Committee Retreat 2/3/09; 6/9/09
CR1.36	Santa Ana College Educational Master Plan Planning Documents
CR1.37	Department/Division Requests for Equipment/Personnel—HSS S09

- CR1.38 12 Measures of Success
- CR1.39 "Best Practitioners' 45-Minute How To..." with Faculty Experts
- CR1.40 PA/PR Meeting Log
- CR1.41 Minutes of Special Meeting of Budget Committee—4/28/09
- CR1.42 President Martinez's Communiqués about Budget
- CR1.43 Year-End Assessment of Committee Form
- CR1.44a,b,c Year-End Assessment of Committee Form: Budget Committee, SACTAC, Environmental Workgroup
- CR1.45 SAC Timelines (Planning Cycle Charts; SAC Month-by-Month Planning Calendar)
- CR1.46 Budget Committee Priorities Document
- CR1.47 BOT Minutes Special Meeting 07-13-09
- CR1.48 Planning Presentation BOT Special Meeting 07-13-09
- CR1.49 BOT Minutes 07-27-09
- CR1.50 BAPR Agenda and Materials 07-29-09
- CR1.51 SAC Budget Committee Agenda 08-04-09
- CR1.52a SAC Budget Committee Agenda 09-01-09
- CR1.52b BAPR Agenda 09-23-09
- CR1.53a RSCCD Board of Trustees Minutes August 24, 2009 (*Item 2.6*)
- CR1.53b BOT Budget Presentation August 24, 2009
- CR1.54a,b,c RSCCD Board of Trustees Minutes—09-14-09; 9-28-09; Agenda—10-12-09
- CR1.55 President Martinez's Communiqué Regarding Follow-Up Report

Santa Ana College  
 Planning & Budget  
 Processes



March 2009



## **Response to ACCJC District Recommendation: Planning & Budget Integration SAC District Recommendation 1**

**The team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of this integration, the team recommends that the allocation model for resources be based on the plans, program reviews and the sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)**

Through a collaborative process involving faculty and staff from Santa Ana College, Santiago Canyon College, and the Rancho Santiago Community College District office, the planning and evaluation processes have been reviewed, strengthened and clarified. The mechanisms for broad communication of these activities have been improved. As such, the district and colleges have the processes in place to link budgeting and planning to meet District Recommendation 1

After the district officially transitioned from a single college to a multi-college organizational structure in 1997, a Budget Allocation and Planning Review (BAPR) Committee was developed as part of the district's participatory governance structure. This committee, comprised of faculty and staff from both colleges and the district office, was charged with eight specific tasks related to budgeting and planning (DR1.1—District and College Governance Participation Guidelines):

- Develops recommended district budget assumptions for board of trustee consideration (FTES, projected funding, etc.)
- Reviews district budget allocation model (BAM) and makes annual adjustment recommendation(s)
- Reviews FTES goals allocation and generation and makes recommendation(s)
- Develops recommended annual district budget process calendar (colleges develop internal calendars which respond to the district calendar)
- Makes recommendations for funding
- Develops recommendations regarding annual/other master planning model (dates, etc.)
- Develops communication models for consideration to assist in developing linkages in planning to budget

- Develops data of outcomes of planning for board of trustee and chancellor review developing annual vision and goal development

Since its inception, the BAPR committee has primarily focused on the development and modification of the district's budget allocation model (BAM), and minimal attention has been given to planning. In response to the Commission's recommendation, the chancellor convened a meeting of college and district leadership to coordinate the response to the accreditation recommendations (DR1.2—Steering Committee Minutes February 10, 2009). A taskforce was appointed to coordinate the response to the recommendation on the district planning and budgeting process. The taskforce membership included:

John Didion, Executive Vice Chancellor, Human Resources and Educational Services, RSCCD, Chair  
 Peter Hardash, Vice Chancellor, Business Operations and Fiscal Services, RSCCD  
 Steve Kawa, Vice President of Administrative Services, Santiago Canyon College  
 Morrie Barembaum, Academic Senate President, Santiago Canyon College  
 Ray Hicks, Academic Senate President, Santa Ana College  
 Bonita Jaros, Accreditation Chair, Santa Ana College  
 Nga Pham, Director of Research, RSCCD

The taskforce identified five activities to address this recommendation. It was the taskforce's recommendation that the BAPR committee be the appropriate venue to review the results of these activities and make final recommendations to the chancellor and Board of Trustees. The taskforce reviewed the current district planning and budgeting process with the BAPR committee membership and identified five areas for improvement:

1. Complete an inventory of all planning and evaluation materials currently in use throughout the district

Although there were a number of planning and evaluation documents/processes being utilized at the district office and colleges, there was no complete inventory of these resources, and various versions of the documents were in circulation. The district Research Department coordinated the identification and collection of these documents and produced a matrix, which was initially reviewed by the BAPR committee on March 4, 2009. College and district office departments were asked to augment/revise the matrix and a final version of the matrix was approved by BAPR on March 25, 2009 (DR1.3 – Inventory of Planning and Evaluation Documents).

2. Update the district's 2009-10 Planning Timeline and related activities

The taskforce also reviewed the district's "Plan to Plan" schematic, which depicts the cycle of planning and evaluation activities throughout the district (DR1.4). The schematic was revised to more clearly describe the activities at each step in the process and clarify the linkages between the planning activities and budget development/resource allocation.

The taskforce also reviewed the district's Planning Timeline and compared the key dates in the timeline to the various milestones that the colleges and district operations use each year in the budget development process. The committee noted that the current timeline called for the Board of Trustees to develop and/or review its vision and goals in the summer of each year. The committee determined that this activity was not sequenced properly with the annual budget development process, which typically begins in January with the release of the Governor's proposed state budget, and proceeds through the spring and summer concluding with the Board of Trustees' adoption of the district budget in September. In order for the colleges and district departments to integrate the RSCCD Board of Trustees Vision and Goals with the annual planning and budget process, the development and/or revision of the goals needed to move to the winter of each year (DR1.5—Vision and Goals; DR1.6—BOT Minutes 07-27-09 *Item 6.6—Adoption of Goal #9 for BOT Annual Goals*). A revised Planning Timeline was approved by BAPR on May 13, 2009 and approved by the Board of Trustees on May 26, 2009 (DR1.7— Board of Trustees Minutes May 26, 2009; DR1.8a—RSCCD Planning and Budget Cycle; DR1.8b—RSCCD Planning Timelines).

The Board of Trustees existing vision and goals were developed in 2007 and were not modified in 2008. The trustees recognized that given the serious financial crisis affecting the community college budget, some type of interim review of the vision and goals needed to occur prior to the completion of the 2009-10 district budget. The trustees scheduled a special board meeting for July 13, 2009 to update their vision and goals. Based upon the new planning timeline, the Board will meet in February 2010 to develop its vision and goals for the 2010-12 period (DR1.9, DR1.9a – Board of Trustees Docket Cover Sheet and Agenda Special Meeting, 07-13-09; DR1.10—Planning Presentation to BOT 07-13-09; DR1.6—Board of Trustees Minutes 07-27-09—*Item 6.6—Adoption of Goal #9 for Board of Trustees' Annual Goals*).

In addition to the work conducted by the taskforce and BAPR, the trustees were also revising its self-evaluation process in response to Accreditation Recommendation 4: Board Evaluation Policy. During the course of reviewing and revising its policy on self-evaluation, the trustees also adopted a new board policy (9022.5) on May 11, 2009, which specifically addresses the process the board will use to solicit input from the community and district constituent groups in its goal setting process (DR1.11— Board of Trustees Agenda 05-11-09; DR1.11a—BOT Minutes 05-11-09).

3. Supplement the Human Resources and Educational Services annual report to include material from the other areas of district operations

During its review of the planning and evaluation documents, the taskforce and BAPR noted that both colleges and the district Human Resources and Educational Services division needed to prepare annual reports to the Board of Trustees. In order to provide the Board with more comprehensive data on district-wide operations, the other two divisions in district operations (Public Affairs and Governmental Relations and Business Operations and Fiscal Services) provided annual reports to the Board (DR1.12—Annual Reports).

4. Renew the portfolio planning process for district operations

The taskforce and BAPR noted that both colleges utilize a portfolio planning process. This process was also utilized briefly in the district office, but the planning portfolios were not up to date. In order to improve the integration of planning and budgeting decisions in the district office, the portfolio planning process was reinstated in these departments (DR1.13—District Planning Portfolio).

5. Expand the Budget Allocation Model to include restricted as well as unrestricted funds

The district's Budget Allocation Model determines how general fund dollars are allocated between the colleges and district operations. One of the weaknesses in the district's planning/budgeting process is the omission of restricted (categorical) funds from the allocation model. The use of these categorical funds generally requires more accountability, reporting, and evaluation than general fund dollars. In order to develop a more comprehensive resource allocation process and to effectively tie that process to planning and program outcomes, the district's resource allocation model must be expanded to include all funds received.

On July 13, 2009, the Board of Trustees conducted its annual planning retreat and reviewed the following data:

- 12 Measures of Success Report
- Service area population trends
- Feeder high school graduation rates
- Projected enrollment demand
- Changes in student demographics and participation rates
- Staffing demographics
- 2007-08 ARCC data for Santa Ana and Santiago Canyon Colleges
- Recommendations from both colleges and district operations regarding the 2007-09 vision and goals

Following the review of these materials, the board reaffirmed its vision statement and developed nine goals for 2009-10 (DR1.9a---BOT Agenda Special meeting 07-13-09; DR1.10—Planning Presentation BOT Special Meeting 07-13-09). Those goals were formally adopted at the July 27, 2009 meeting (DR1.6—BOT Minutes 07-27-09).

The BAPR committee met on July 29, 2009 and reviewed the Board's Vision and Goals and developed budget assumptions for the 2009-10 adopted budget (DR1.14—BAPR Agenda and Materials 07-29-09). These documents formed the basis for the development of the 2009-2010 Budget adopted by the Board of Trustees on October 12, 2009. In light of the severe funding reductions imposed by the state budget, a great deal of time has been dedicated to budget reduction district-wide. As a result, the Board of Trustees has dedicated a portion of each meeting to budget issues (DR1.6—July 27, 2009 (*Item 2.7*); DR1.15a—Minutes August 24, 2009

(Item 2.6); DR15b—Budget Presentation; DR1.16a,b,c—Minutes September 14, 2009; Minutes September 28, 2009 and Agenda October 12, 2009) to consider state and local budget information overall and review reduction alternatives proposed by the colleges and district operations (DR1.15b). BAPR will also conduct a complete review of the Budget Allocation Model fall 2009.

#### **EVIDENCE—DISTRICT RECOMMENDATION 1**

<b>Number</b>	<b>Name</b>
DR1.1	District and College Governance Participation Guidelines
DR1.2	Accreditation Steering Committee Minutes February 10, 2009
DR1.3	Inventory of Planning and Evaluation Documents
DR1.4	Plan-to-Plan
DR1.5	RSCCD BOT Vision and Goals
DR1.6	BOT Minutes 07-27-09 (Item 6.6— <u>Adoption of Goal #9 for BOT Annual Goals; Item 2.7—Budget Report</u> )
DR1.7	BOT Minutes 05-26-09
DR1.8a	RSCCD Planning and Budget Cycle
DR1.8b	RSCCD Planning Timelines
DR1.9	BOT Docket Cover Sheet Special Meeting 07-13-09
DR1.9a	Board of Trustees Agenda Special Meeting 07-13-09
DR1.10	Planning Presentation to BOT 07-13-09
DR1.11	BOT Agenda 05-11-09
DR1.11a	BOT Minutes 05-11-09
DR1.12	Annual Reports
DR1.13	Planning Portfolio
DR1.14	BAPR Agenda and Materials 07-29-09
DR1.15a	BOT Minutes 08-24-09 (Item 2.6)
DR1.15b	Budget Presentation 08-24-09
DR1.16a	BOT Minutes 09-14-09
DR1.16b	BOT Minutes 09-28-09
DR1.16c	BOT Agenda 10-12-09

**Response to ACCJC District Recommendation:  
Computer-Based Student Attendance Recording System  
SAC District Recommendation 2**

**In order to maintain stable financial resources, the team recommends that the District reviews its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations. (Standards IV.A.5, IV.B.1.g)**

This response was prepared collegially under the aegis of the District Attendance Recording System Task Force with assistance from the SAC accreditation chair and the SCC accreditation chair. Task Force members included: RSCCD Vice Chancellor of Business Operations and Fiscal Services Peter Hardash; RSCCD Associate Vice Chancellor of Information Technology Services Sylvia LeTourneau; SAC Associate Dean of Admissions and Records Mark Liang; SCC Associate Dean of Admissions and Records Linda Miskovic; and SCC Project Manager for Datatel Sergio Rodriguez. The District Attendance Recording System Task Force met three times in the Spring 2009 semester to prepare this response (DR2.1—Minutes, March 3, 2009; DR2.2—Minutes, April 1, 2009; DR2.3—Minutes, May 27, 2009). While limitations of the legacy administrative computer system previously required manual solutions to prevent submission of inappropriate attendance data for apportionment, the conversion to Datatel Colleague in Summer 2009 now allows RSCCD the ability to accurately track repeatability to ensure accurate attendance reporting consistent with existing regulations.

Rancho Santiago Community College District had been operating prior to July 2009 with a legacy administrative computer system (GLINK) that limited student records searches to a maximum of thirteen academic semesters and summer sessions due to limited memory capacity on the mainframe housing the system (DR2.4—Course Repeatability in GLINK). For example, students who registered in Spring 2009 were checked, during the registration process, for repeatability dating back to Fall 2004. Courses taken prior to Fall 2004 were not reviewed during the registration process. Following an audit finding in June 2005, RSCCD Information Technology Services created a course repetition report, the SR 2095, which compiled a list of students and repeated courses dating back to 1986 (DR2.5—Sample SR 2095). While archived student records prior to 1986 have been image scanned, they are not electronically searchable.

The SR 2095 manual special report searches were used regularly from 2005-2009 by the campus Admissions and Records offices to identify students who surpassed allowable repeats. Any identified FTES claimed in excess of repeatability standards were then removed from attendance accounting records for purposes of state apportionment. For a complete discussion of these procedures please see DR2.4—Course Repeatability in GLINK. While this document was developed at Santiago Canyon College, it details district-wide procedures.

The district's independent financial auditors have included in their annual financial audits from 2004-2008 a finding similar to the present ACCJC recommendation (DR2.6—Report on Audit of Financial Statements, June 30, 2008; DR2.7—Report on Audit of Financial Statements, June 30, 2007; DR2.8—Report on Audit of Financial Statements, June 30, 2006; DR2.9—Report on

Audit of Financial Statements, June 30, 2005; DR2.10—Report on Audit of Financial Statements, June 30, 2004). The independent financial auditors annually test and review the manual procedures used to disallow claimed FTES for state apportionment. They have not found any material claiming repeated course work. They were aware that the district was implementing a new administrative system that will provide additional credibility for claimed FTES for state apportionment.

The following is excerpted from the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship"* (DR2.6—Report on Audit of Financial Statements, June 30, 2008, p. 61):

We noted the following when reviewing course repetition procedures:

- There should be a policy in effect on the limitations of remedial coursework. No policy related to this was noted in the course catalog and schedule of classes.
- Per discussion with personnel, the District does not have an automated method for tracking students taking remedial courses.
- At Santa Ana College and Santiago Canyon College, it was noted that the system currently being used is limited to three years or nine semesters of data. The District has been doing a separate reconciliation of those students. Differences noted were insignificant to the total FTES.

Recommendation:

- The District should revise the catalog or schedule of classes to provide the policy on the limitations of remedial course work.
- The District should implement a procedure or method on the system to track students taking remedial courses to identify those that are close to exceeding or who have exceeded. A petition should be filed with admissions and records similar to those for substandard grade repetitions.
- The District is currently underway to implement a new system for their student information database.

The District response to the above finding included a statement that the course catalogs of both colleges have been revised to provide the guidelines for remedial course limitation (DR2.11—Course Catalog, 2009-2010, p. 22), as well as mentioning that the new Datatel system will provide an improved method of tracking students taking remedial courses.

RSCCD fully implemented the Datatel Colleague Student Module on July 1, 2009. Student records are electronically archived back to 1986 and are fully searchable. Records prior to 1986 have been image-scanned, but must be manually searched. The Datatel system has the ability to run a query to track students taking remedial courses to identify earlier those students who are close to exceeding the limitation on remedial course work (DR2.12—Datatel Student Course Repeatability Summary). While document DR2.12 was developed at Santiago Canyon College, it sets forth district-wide procedures. Datatel produces a repetition report to track students who are approaching repeatability limits (DR2.13—Course Section Repeat Report).

The state Chancellor's Office has made recent changes to Title 5 regulations *Course Repetition* and *Course Repetition to Alleviate Academic Work*. RSCCD and college practices remain well within the new, stricter maximum repetitions allowed by Title 5. For non-repeatable courses, both SAC and SCC require students to obtain (a) permission from a counselor prior to the second repetition of a course where two "Withdrawals" were received, or (b) permission from a dean prior to the second repetition to improve substandard grades (DR2.14—Course Repetition Request). Additionally, a draft updated Board Policy on Course Repetition is being prepared for submission for Board of Trustees' approval (DR2.15—BP Course Repetition). This board policy would also address extenuating or special circumstances, as well as setting forth repetition policies for activity and variable unit courses.

Given the implementation of the Datatel Colleague Student Module, RSCCD and the colleges are confident they will be able to accurately track repeatability to ensure attendance reporting consistent with current Title 5 regulations.

## **EVIDENCE—DISTRICT RECOMMENDATION 2**

<b>Number</b>	<b>Name</b>
DR2.1	Minutes, Repeatability Task Force, March 3, 2009
DR2.2	Minutes, Repeatability Task Force, April 1, 2009
DR2.3	Minutes, Repeatability Task Force, May 27, 2009
DR2.4	Course Repeatability in GLINK (Legacy System)
DR2.5	Sample SR 2095
DR2.6	Report on Audit of Financial Statements, June 30, 2008
DR2.7	Report on Audit of Financial Statements, June 30, 2007
DR2.8	Report on Audit of Financial Statements, June 30, 2006
DR2.9	Report on Audit of Financial Statements, June 30, 2005
DR2.10	Report on Audit of Financial Statements, June 30, 2004
DR2.11	Course Catalog, p. 22, 2009-2010
DR2.12	Datatel Student Course Repeatability Summary
DR2.13	Course Section Repeat Report
DR2.14	Course Repetition Request
DR2.15	BP Course Repetition

**Response to ACCJC District Recommendation:  
Board Evaluation Policy  
SAC District Recommendation 4**

**The team recommends that the district review its board evaluation policy to ensure integrity and effectiveness, and that its self-assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.A.5, IV.B.1.g)**

The response to Santa Ana College District Recommendation 4/ Santiago Canyon College District Recommendation 6: Board Evaluation Policy was prepared collegially under the aegis of the District Board Self-Evaluation Taskforce, a sub-group of the District Accreditation Steering Committee (DR4.1—Minutes 2/10/09). The Board of Trustees reviewed and revised its policies on board evaluation and successfully completed an evaluation cycle in the period February-August 2009. As such, the district and colleges have the processes in place to satisfy the requirements of this recommendation, and the Board has demonstrated the capacity of the processes to lead to the desired outcomes.

On February 10, 2009, Chancellor Edward Hernandez, Jr., Ed.D., convened a meeting of the District Accreditation Steering Committee, comprised of key district and college leaders from SAC and SCC, to plan the tasks of responding to the three common district recommendations for Santa Ana College and Santiago Canyon College (DR4.1). Three taskforces were created: The Planning and Budget Taskforce, The Board Self-Evaluation Taskforce, and the Attendance Recording System Taskforce. The Board Self-Evaluation Taskforce membership is as follows:

Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD, Chair  
Erlinda J. Martinez, Ed.D. President, Santa Ana College  
Juan Vázquez. President, Santiago Canyon College  
Raymond Hicks, Academic Senate President, SAC  
Morrie Barembaum, Academic Senate President, SCC  
Bonita Jaros, Ph.D., Chair, Accreditation Committee; Institutional Effectiveness  
and Assessment Coordinator, SAC

Each taskforce reported to the District Accreditation Steering Committee and the Chancellor's Cabinet through the respective chairs. Regular reports were made to the Board of Trustees by the Chancellor, the college presidents and the academic senate presidents of each college. The chair of the SAC Accreditation Committee kept in close contact with the chancellor and attended board meetings. The chair of the SCC Accreditation Committee also attended board meetings and kept in contact with the chair of the SAC Accreditation Committee.

The first accreditation update to the Board of Trustees was at the February 23, 2009 meeting. In *Item 5.2 Accreditation*, the Board reviewed the material provided, including accreditation timelines, and the body discussed the process it would undertake to complete a board self-evaluation prior to the October 15, 2009 deadline established by the Commission (DR4.2--Minutes; DR4.3--Timelines). The Taskforce on Board Self-Evaluation met on February 25, 2009 to review all Commission exigencies regarding Board Self-Evaluation, review the existing Board

Policy 9022: Evaluation of the Trustees, analyze the standards of good practice regarding Board Self-Evaluation of other community colleges in the State of California, and make a recommendation to the Board that President of ACCJC, Barbara Beno, be invited to conduct a workshop (DR4.4—Minutes). On February 26, 2009, the Accreditation Steering Committee was apprised of these issues and recommendations.

The Taskforce on Board Self-Evaluation met on March 4, 2009. Items and recommendations for the Board meeting of March 9, 2009 included: a chart related to Board Self-Evaluation for each district in the state; a recommended revision to BP9022: Evaluation of the Trustees; a recommendation to approve the workshop presentation of President Barbara Beno for March 23, 2009; a recommendation to create a survey. It was also determined that the taskforce would create a draft survey for the Board for the March 23, 2009 board meeting (DR4.5—Cabinet Minutes). At the March 9, 2009 meeting of the Board of Trustees, *Item 4.1 Accreditation* provided the above information. *Item 4.2 Presentation by Dr. Barbara Beno* was approved. *Item 4.3 Evaluation of the Trustees* was an information item related to the taskforce recommendations of BP9022 (DR4.7—BOT Agenda 03-09-09; DR4.7—BOT Minutes 03-09-09).

The District Accreditation Steering Committee met March 17, 2009 to review the status of all recommendations. The Chancellor reported that the Board approved the workshop of President Barbara Beno for March 23, 2009; BP9022 would be an action item at the following meeting; the taskforce would create a survey for board review; and a follow-up PowerPoint presentation would be created for the April 13, 2009 board meeting (DR4.8—Minutes Steering Committee 03-17-09).

At the March 23, 2009 board meeting, President of ACCJC, Barbara Beno, conducted a workshop *Accreditation and Trusteeship: What Every Board Should Know. Item 2.6 Informational Presentation on Accreditation* followed. *Item 6.3 BP9022—Evaluation of the Trustees* was postponed for further fact finding (DR4.9—Minutes).

The Board Policy Committee held a meeting on March 30, 2009 to review new or revised board policies. The amended BP9022—Evaluation of the Trustees was discussed for the first time at this committee. It was recommended that the amended policy be presented to the Board for a first reading at the April 13, 2009 board meeting (DR4.10—Minutes).

At the April 13, 2009 board meeting, and informational PowerPoint presentation was conducted as a follow-up to President Barbara Beno's workshop on accreditation and trusteeship (*Item 2.6*) (DR4.11). BP9022—Evaluation of the Trustees (*Item 6.2*) was also presented for a first reading (DR4.12—Minutes). At the April 27, 2009 board meeting, BP9022—Board of Trustees Self-Evaluation was approved (DR4.13—Minutes; DR4.14—BP9022). BP9022.5—Board of Trustees Evaluation of District Goals was presented for a first reading (DR4.13—Minutes). BP9022.5 was approved at the board meeting of May 11, 2009 (DR4.15—Minutes; DR4.16—BP9022.5).

At the May 26, 2009 board meeting, the Board approved the accreditation recommendation regarding revised planning/budget processes and timelines (*Item 3.4*). The Board also scheduled a special meeting for June 8, 2009 for the purpose of meeting accreditation timelines relating to the board's self-evaluation process (DR4.17—Minutes). The Taskforce on Board Self-

Evaluation met May 28, 2009 to create a recommendation regarding the board self-evaluation survey and timelines (DR4.18—Minutes). At the special board meeting of June 8, 2009, the Board Policy Committee was directed to recommend to the full board a self-evaluation instrument and process to be used for the board's self-evaluation at the regularly scheduled meeting of June 22, 2009 (DR4.19—Minutes).

At the June 22, 2009 board meeting, the Board Policy Committee recommended approval of the 2009 Board of Trustees Evaluation Survey and Process/Calendar to be used in Board Self-Evaluation (*Item 6.4 Board Self-Evaluation/Process*). It was approved with an amendment. The discussion of self-evaluation results was scheduled for the July 27, 2009 board meeting (DR4.20—Summary). After approval of the board self-evaluation survey on June 22, 2009, a letter was sent to designated persons in accordance with BP9022 (DR4.21—Letter; DR4.22—Board Self-Evaluation Survey; DR4.9—BP9022).

The July 13, 2009 special meeting of the Board was held as a Planning Retreat to review:

- Board vision and goals
- *12 Measures of Success*
- Student learning outcomes/core competencies
- Enrollment management
- Annual report to the board
- Other strategic initiatives

Board goals for 2009-2010 were established. (DR4.23—Minutes; DR4.24—PowerPoint Presentation; DR4.25—RSCCD BOT Vision Statement 2009; DR4.26—Goals 2009-1010).

On July 16, 2009 the accreditation chairs of Santa Ana College and Santiago Canyon College met to coordinate the district responses of the colleges' *Follow-Up Reports*. The Executive Vice Chancellor of Human Resources & Educational Services and the Vice Chancellor of Business Operations & Fiscal Services attended to discuss the responses to planning & budget and attendance recording.

At the July 27, 2008 board meeting, the results of the 2009 Board Self-Evaluation was received and reviewed (*Item 6.7—Receive and Review the RSCCD Board of Trustees Evaluation Survey*) (DR4.27—Minutes). Fifty-four surveys were sent out internally and externally; fourteen responses were received and tallied by the Research Office (DR4.28—RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)). After discussion of the quantitative results as well as the written comments, the Board approved Item 6.7. The Board also determined that all the board members would fill out the survey and send it to the board secretary, who would then refer it to the Research Office for compilation of results.

As the final step in the Board Self-evaluation process, at the August 24, 2009 board meeting, the results of the Board's response to the Board Self-Evaluation was received and discussed (DR4.29—BOT Summary/ Minutes—*Item 6.4*; DR4.30—RSCCD Board of Trustees Self-Evaluation Survey Results—Board Members). In-depth, public discussion ensued, revealing clearly that the members of the Board feel they have benefited from the entire self-evaluation process and that the concept of continuous improvement is an explicit annual goal.

On September 8, 2008 the SAC and SCC accreditation chairs met for the last time prior to board approval of the SAC and SCC *Follow-Up Reports*. The Board of Trustees received the reports for review by September 10, 2009. The Board approved the *Follow-Up Report* of Santa Ana College and the *Follow-Up Report* of Santiago Canyon College on September 28, 2009 DR4.31a—Minutes 09-28-09—*Item* ; DR4.31b Agenda 10-12-09—*Item* ).

**APPENDIX  
Timeline and Evidence**

<b>TIMELINE</b>	<b>EVIDENCE</b>
Meeting District Accreditation Steering Committee February 10, 2009	DR4.1—Minutes
BOT Meeting 2/23/09	DR4.2— Minutes (Item 5.2 Accreditation)
District Accreditation Taskforce on Board Self-Evaluation 2/25/09	DR4.3—Accreditation Timeline for BOT
District Accreditation Taskforce on Board Self-Evaluation 3/4/09	DR4.4—Minutes
BOT Meeting 3/9/09	DR4.5--Minutes
District Accreditation Steering Committee/ Taskforce on Board Self-Evaluation Meeting Report 3/17/09	DR4.6 Agenda—Item 4.1 Accreditation; DR4.7 BOT Minutes 03-09-09
BOT Meeting—Presentation Barbara Beno, President ACCJC—3/23/09	DR4.8—Minutes
Board of Trustees Policy Committee Meeting 3/30/09	DR4.9—BOT Minutes (Item 6.3 BP 9022—Evaluation of the Trustees)
BOT Meeting 4/13/09	DR4.10—Minutes
BOT Meeting 4/27/09	DR4.11—PowerPoint Presentation re: Board Self-Evaluation prepared by Bonita Jaros
	DR4.12—Minutes (Item 6.2—Evaluation of the Trustees)
	DR4.13—Minutes (Item 6.3—Approval BP9022—Board Self-Evaluation; Item 6.4 Information BP9022.5— BOT Evaluation of District Goals)
	DR4.14—BP9022
BOT Meeting 5/11/09	DR4.15— Minutes (item 6.1—Approved BP9022.5 BOT Evaluation of District Goals)
	DR4.16 BP9022.5

**TIMELINE****BOT Meeting 5/26/09****District Accreditation Taskforce on Board Self-Evaluation 5/28/09****BOT Special Meeting 6/08/09****BOT Meeting 6/22/09—Determine distribution of the survey instrument, date of distribution and return, and who calculates results.****Board Self-Evaluation sent out to designated persons in accordance with BP9022 on July 2, 2009****BOT Meeting/Planning Retreat 7/13/09****Half-day meeting John Weispenning and Bonita Jaros re: SCC/SAC coordination of district responses 7/16/09. John Didion and Peter Hardash in attendance for one hour.****BOT Meeting 7/27/09: Receive and Review Self-Evaluation Results****BOT Meeting 07-27-09****BOT Meeting 08-24-09: Receive and Review Self-Evaluation Results from Board Members****Phone Meeting John Weispenning and Bonita Jaros for final editing and coordination of district responses 9/8/09****Board of Trustees approval SAC and SCC Follow-Up Reports 9/28/09; 10/12/09****EVIDENCE****DR4.17— Minutes****DR4.18— Minutes****DR4.19— Minutes****DR4.20—Minutes (Item 6.4 Board Self-Evaluation/Process)****DR4.21— Letter sent through email to designated persons****DR4.22—Board Self-Evaluation Survey DR4.9—BP9022****DR4.23—Agenda & Minutes****DR4.24—2009 Planning Presentation prepared by Nga Pham and John Didion****DR4.25 RSCCD BOT Vision Statement 2009****DR4.26—BOT Goals 2009-2010****DR4.27—Minutes (Item 6.7—Receive and Review RSCCD BOT Self Evaluation Survey)****DR4.28— RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)****DR4.29—Minutes (Item 6.4)****DR4.30—Self-Evaluation Board Members****DR4.31a—Minutes 09-28-09 (Item )****DR4.31b—Agenda 10-12-09 (Item )****EVIDENCE—DISTRICT RECOMMENDATION 4**

<b>Number</b>	<b>Name</b>
DR4.1	Steering Committee Minutes 02-10-09

DR4.2 BOT Summary 02-23-09  
 DR4.3 Timeline for Accreditation Report/Visit  
 DR4.4 District Taskforce on Board Self-Evaluation Minutes 02-25-09  
 DR4.5 District Taskforce on Board Self-Evaluation Minutes 03-04-09  
 DR4.6 BOT Agenda 03-09-09  
 DR4.7 BOT Minutes 03-09-09  
 DR4.8 District Accreditation Steering Committee Minutes 3/17/09  
 DR4.9 BOT Minutes 03-23-09  
 DR4.10 Board of Trustees Policy Committee Meeting Minutes 03-30-09  
 DR4.11 BOT Accreditation PowerPoint Presentation 04-13-09  
 DR4.12 BOT Minutes 04-13-09  
 DR4.12a BOT Summary 04-13-09  
 DR4.13 BOT Minutes 04-27-09  
 DR4.13a BOT Summary 04-27-09  
 DR4.14 BP9022  
 DR4.15 BOT Minutes 05-11-09  
 DR4.15a BOT Summary 05-11-09  
 DR4.16 BP9022.5  
 DR4.16a Email re BP9022.5  
 DR4.16b Request for Approval BP9022.5  
 DR4.17 BOT Minutes 05-26-09  
 DR4.17a BOT Summary 05-26-09  
 DR4.18 District Taskforce on Board Self-Evaluation Minutes 05-28-09  
 DR4.19 BOT Special Meeting Minutes 06-08-09  
 DR4.20 BOT Meeting Minutes 06-22-09  
 DR4.20a BOT Meeting Summary 06-22-09  
 DR4.21 Board of Trustees Evaluation Survey Letter  
 DR4.22 Board Self-Evaluation Survey Email  
 DR4.22a Board Self-Evaluation Form  
 DR4.23 Special Board Meeting Planning Retreat Agenda 07-13-09  
 DR4.23a BP Docket Cover Sheet 07-13-09  
 DR4.23b BOT Summary 07-13-09  
 DR4.23c BOT Meeting Minutes 07-13-09  
 DR4.24 BOT Planning Retreat PowerPoint Presentation  
 DR4.25 RSCCD BOT Vision Statement 2009  
 DR4.26 BOT Goals 2009-2010  
 DR4.27 BOT Minutes 07-27-09 (Item 6.7— Receive and Review RSCCD BOT Self Evaluation Survey)  
 DR4.28 RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)  
 DR1.29 BOT Summary/ Minutes 08-24-09 (Item 6.4)  
 DR4.30 RSCCD Board of Trustees Self-Evaluation Survey Results (Board Members)\*  
 DR4.31a BOT Minutes 09-28-09 (Item )  
 DR4.31b BOT Agenda 10-12-09

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santiago Canyon College**

To:	Board of Trustees	Date: September 28, 2009
Re:	Receive for First Reading - SCC Follow-Up Report on Accreditation	
Action:	Information	

**BACKGROUND**

Santiago Canyon College has prepared a Follow-Up Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). The Follow-Up Report is a response to the Commission Letter of February 3, 2009, that placed the College on Warning. Faculty and staff at SCC, in coordination with District and SAC leaders, have responded to the Commission's written progress on team recommendations 3, 4, and 6, and Commission recommendation 1. The Follow-Up Report will be submitted to the ACCJC in mid-October. A site visit will be scheduled by ACCJC following the receipt of the Report.

**ANALYSIS**

The Follow-Up Report is presented to the Board of Trustees for a first reading. The second reading and approval will be October 12, 2009.

**RECOMMENDATION**

This item is provided for information only – first reading.

Fiscal Impact:	None	Board Date: September 28, 2009
Prepared by:	Mary Halvorson, Vice President of Academic Affairs	
Submitted by:	Juan Vázquez, President, Santiago Canyon College	
Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	

**FOLLOW-UP REPORT  
To  
ACCREDITING COMMISSION ON COMMUNITY AND JUNIOR  
COLLEGES**

**Submitted: October 13, 2009**

**SANTIAGO CANYON COLLEGE  
8045 East Chapman Avenue  
Orange, CA 92689**

**(Editor's Note: For RSCCD Board of Trustees review, specific dates are provided in this draft as if it already had been approved. Updates and/or corrections will be made as necessary prior to submission to ACCJC.)**

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### ***Statement on Report Preparation***

On Feb. 10, 2009, Chancellor Edward Hernandez, Jr. convened a meeting of the Rancho Santiago Community College District (RSCCD) Accreditation Steering Committee, comprised of key leaders from the district and Santa Ana and Santiago Canyon colleges, to plan the tasks of responding to the three common district recommendations for Santa Ana College (SAC) and Santiago Canyon College (SCC) (TR6.1—Steering Committee Minutes). Three task forces were created: The Planning and Budget Task Force, The Board Self-Evaluation Task Force, and the Attendance Recording System Task Force.

Santiago Canyon College President Juan Vázquez convened an additional group, the SCC Accreditation Task Force on Feb. 17, 2009, to respond to Commission Recommendation 1. The members of the SCC Task Force included faculty, classified staff, students, and administrators. The Task Force reviewed its charge, the evaluation report, and communications from ACCJC. The members mapped current planning and budgeting processes (RP1—SCC Accreditation Task Force Minutes). The resulting analysis was used to develop a set of recommendations that formed the basis for the response. Throughout the stages of analysis and development of recommendations, the Task Force communicated with the campus through a series of meetings with key councils, committees, bodies, and other groups (RP2—SCC Meeting Log). As part of the planned communication effort that will follow the submission of this document, the Task Force compiled a *Glossary of SCC Planning and Accreditation Terminology* (Appendix B) that also may be a helpful reference for the readers of this report.

Each task force reported to the District Accreditation Steering Committee and the Chancellor's Cabinet through the respective chairs. Regular reports were made to the Board of Trustees by the Chancellor, the college presidents and the academic senate presidents of each college. The chair of the SAC Accreditation Committee kept in close contact with the chancellor and attended board meetings. The co-chair of the SCC Accreditation Task Force also attended board meetings and kept in contact with the chair of the SAC Accreditation Committee.

In the weeks prior to the submission of the response, this document was shared in draft form with the SCC community through a shared electronic file. Members of the Task Force met again with bodies of the collegial governance system and held open meetings with the larger campus community to discuss the recommendations contained herein. These meetings continued as the Board of Trustees considered and approved this Follow-Up Report, prior to the final submission to the Commission.

### ***Response to Team Recommendations and the Commission Action Letter***

***Recommendation 3:*** *The team recommends that the district evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve both district and college strategic goals. As part of this integration, the team recommends that the district resource allocation model be based on the plans, program reviews, and actual budgetary*

*performance. This requires that the district evaluate the outcomes of its planning/budgetary process and use that data in subsequent budget development. (IA1, IA3, IB4, IB6, IIA1, IIA2f, IIB2d, IID1, IID2, IID3, IVB3a, IVB3b)*

Through a collaborative process involving faculty and staff from Santiago Canyon College, Santa Ana College, and the Rancho Santiago Community College District (RSCCD), the planning and evaluation processes have been reviewed, strengthened, and clarified. The mechanisms for broad communication of these activities have been improved. As such, the District and colleges have the processes in place to link budgeting and planning to meet Team Recommendation 3.

After the District officially transitioned from a single college to a multi-college organizational structure in 1997, a Budget Allocation and Planning Review (BAPR) Committee was developed as part of the District's participatory governance structure. This committee, comprised of faculty and staff from both colleges and the District office, was charged with eight specific tasks related to budgeting and planning (TR3.1—District and College Governance Participation Guidelines):

- Develops recommended district budget assumptions for board of trustee consideration (FTES, projected funding, etc.)
- Reviews District allocation model and makes annual adjustment recommendation(s)
- Reviews FTES goals allocation and generation and makes recommendation(s)
- Develops recommended annual District budget process calendar (colleges develop internal calendars which respond to the District calendar)
- Makes recommendations for funding
- Develops recommendations regarding annual/other master planning model (dates, etc.)
- Develops communication models for consideration to assist in developing linkages in planning to budget
- Develops data of outcomes of planning for Board of Trustee and Chancellor review developing annual vision and goal development

Since its inception, the BAPR Committee has primarily focused on the development and modification of the District's budget allocation model and minimal attention has been given to planning. In response to the team's recommendation, the Chancellor convened a meeting of college and District leadership to coordinate the response to the accreditation recommendations (TR3.2—Minutes, District Accreditation Steering Committee, Feb. 10, 2009). A Task Force was appointed to coordinate the response to the recommendation on the district planning and budgeting process. The Task Force membership included: RSCCD Executive Vice Chancellor of Human Resources and Educational Services John Didion; RSCCD Vice Chancellor of Business Operations and Fiscal Services Peter Hardash; SCC Vice President of Administrative Services Steve Kawa; President of the SCC Academic Senate Morrie Barembaum; President of the SAC Academic Senate Ray Hicks; SAC accreditation chair Bonita Jaros; and RSCCD Director of Research Nga Pham.

The Task Force identified five activities to address this recommendation. It was the Task Force's recommendation that the BAPR Committee be the appropriate venue to review the results of these activities and make final recommendations to the Chancellor and Board of Trustees. The Task force reviewed the current District planning and budgeting process with the BAPR Committee and identified five areas for improvement.

*1. Complete an inventory of all planning and evaluation materials currently in use throughout the District*

Although there were a number of planning and evaluation documents/processes being utilized at the District office and colleges, there was no complete inventory of these resources and various versions of the documents were in circulation. The RSCCD Research Department coordinated the identification and collection of these documents and produced a matrix, which was initially reviewed by the BAPR Committee on March 4, 2009. College and District office departments were asked to augment/revise the matrix and a final version of the matrix was approved by BAPR on March 25, 2009 (TR3.3—Inventory of Planning and Evaluation Documents).

*2. Update the district's 2009-10 Planning Timeline and related activities*

The Task Force also reviewed the District's "Plan to Plan" schematic, which depicts the cycle of planning and evaluation activities district-wide. The schematic was revised to more clearly describe the activities at each step in the process and clarify the linkages between the planning activities and budget development/resource allocation (TR3.4).

The Task Force also reviewed the District's Planning Timeline and compared the key dates in the timeline to the various milestones that the colleges and District operations use each year in the budget development process. The committee noted that the current timeline called for the Board of Trustees to develop and/or review its vision and goals in the summer of each year. The committee determined that this activity was not sequenced properly with the annual budget development process, which typically begins in January with the release of the Governor's proposed state budget, and proceeds through the spring and summer concluding with the Board of Trustees' adoption of the District budget in September. In order for the colleges and District departments to integrate the Board Vision and Goals with the annual planning and budget process, the development and/or revision of the goals needed to move to the winter of each year. A revised Planning Timeline was approved by BAPR on May 13, 2009 and approved by the Board of Trustees on May 26, 2009 (TR3.5—Agenda, Board of Trustees, May 26, 2009).

The Board of Trustees' existing vision and goals were developed in 2007 and were not modified in 2008. The trustees recognized that given the serious financial crisis affecting the community college budget, some type of interim review of the vision and goals needed to occur prior to the completion of the 2009-10 district budget. The trustees held a special board meeting for July 13, 2009, to update their vision and goals. Based upon the new planning timeline, the Board will meet in February 2010 to develop its vision and goals for the 2010-12 period (TR3.6—Agenda, Board of Trustees, July 23, 2009).

In addition to the work conducted by the Task Force and BAPR, the Board revised its self-evaluation process in response to another accreditation recommendation. During the course of reviewing and revising its policy on self-evaluation, the trustees also adopted a new board policy (TR6.16—Board Policy 9022.5) on May 11, 2009, which specifically addresses the process the Board will use to solicit input from the community and district constituent groups in its goal setting process (TR3.7—Agenda, Board of Trustees, May 11, 2009).

*3. Supplement the Human Resources and Educational Services annual report to include material from the other areas of district operations*

During its review of the planning and evaluation documents, the Task Force and BAPR noted that both colleges and the District Human Resources and Educational Services division prepare annual reports to the Board of Trustees. In order to provide the Board with more comprehensive data on district-wide operations, the other two divisions in District operations (Public Affairs and Governmental Relations and Business Operations and Fiscal Services) will provide annual reports to the Board.

*4 Renew the portfolio planning process for district operations*

The Task Force and BAPR noted that both colleges utilize a portfolio planning process. This process was also utilized briefly in the District office but the planning portfolios were not up to date. In order to improve the integration of planning and budgeting decisions in the District office, the portfolio planning process is being reinstated in these departments.

*5. Expand the Budget Allocation Model to include restricted as well as unrestricted funds*

The District's budget allocation model determines how general fund dollars are allocated between the colleges and District operations. One of the weaknesses in the District's planning/budgeting process is the omission of restricted (categorical) funds from the allocation model. The use of these categorical funds generally requires more accountability, reporting, and evaluation than general fund dollars. In order to develop a more comprehensive resource allocation process and to effectively tie that process to planning and program outcomes, the District's resource allocation model must be expanded to include all funds received.

On July 13, 2009, the Board of Trustees conducted its annual planning retreat and reviewed the following data:

- 12 Measures of Success Report
- Service area population trends
- Feeder high school graduation rates
- Projected enrollment demand
- Changes in student demographics and participation rates

- Staffing demographics
- 2007-08 ARCC data for Santa Ana and Santiago Canyon Colleges
- Recommendations from both colleges and district operations regarding the 2007-09 vision and goals

Following the review of these materials, the Board reaffirmed its vision statement and developed nine goals for 2009-10 (TR3.8—Agenda and PowerPoint Presentation, July 13, 2009). Those goals were formally adopted at the July 27, 2009, meeting (TR3.9—Agenda and Minutes, July 27, 2009). The BAPR Committee met on July 29, 2009, and reviewed the Board's vision and goals and developed budget assumptions for the 2009-10 adopted budget (TR3.10—Agenda and Materials, BAPR, July 29, 2009). These documents formed the basis for the development of the 2009-10 budget, adopted by the Board of Trustees on October 12, 2009. The BAPR Committee met on August 26, 2009, to continue its review of the budget allocation model and budget preparation process. In light of the severe funding reductions imposed by the state budget, a great deal of time has been dedicated to budget reduction district-wide. As a result, the Board of Trustees has dedicated a portion of each meeting to consider state and local budget information overall and review reduction alternatives proposed by the colleges and District operations (TR3.8—Agenda and Minutes, July 27, 2009, *Item 2.7*; TR3.11—Agenda and Minutes, Aug. 24, 2009, *Item 2.6*; TR3.12—Agenda and Minutes, Sept. 14, 2009; TR3.13—Agenda and Minutes, Sept. 28, 2009; and TR3.14—Agenda, Oct. 12, 2009). BAPR will also conduct a complete review of the Budget Allocation Model, Fall 2009.

***Recommendation 4:*** *In order to maintain stable financial resources, the team recommends that the district review its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations. (IIID1b, IIID2a, IIID2g)*

This response was prepared collegially under the aegis of the District Attendance Recording System Task Force with assistance from the SAC accreditation chair and the SCC accreditation chair. Task Force members included: RSCCD Vice Chancellor of Business Operations and Fiscal Services Peter Hardash; RSCCD Associate Vice Chancellor of Information Technology Services Sylvia LeTourneau; SAC Associate Dean of Admissions and Records Mark Liang; SCC Associate Dean of Admissions and Records Linda Miskovic; and SCC Project Manager for Datatel Sergio Rodriguez. The District Attendance Recording System Task Force met three times in the Spring 2009 semester to prepare this response (TR4.1—Minutes, March 3, 2009; TR4.2—Minutes, April 1, 2009; TR4.3—Minutes, May 27, 2009). While limitations of the legacy administrative computer system previously required manual solutions to prevent submission of inappropriate attendance data for apportionment, the conversion to Datatel Colleague in Summer 2009 now allows RSCCD the ability to accurately track repeatability to ensure accurate attendance reporting consistent with existing regulations.

Rancho Santiago Community College District had been operating prior to July 2009 with a legacy administrative computer system (GLINK) that limited student records searches

to a maximum of thirteen academic semesters and summer sessions due to limited memory capacity on the mainframe housing the system (TR4.4—Course Repeatability in GLINK). For example, students who registered in Spring 2009 were checked, during the registration process, for repeatability dating back to Fall 2004. Courses taken prior to Fall 2004 were not reviewed during the registration process. Following an audit finding in June 2005, RSCCD Information Technology Services created a course repetition report, the SR 2095, which compiled a list of students and repeated courses dating back to 1986 (TR4.5—Sample SR 2095). While archived student records prior to 1986 have been image scanned, they are not electronically searchable.

The SR 2095 manual special report searches were used regularly from 2005-2009 by the campus Admissions and Records offices to identify students who surpassed allowable repeats. Any identified FTES claimed in excess of repeatability standards were then removed from attendance accounting records for purposes of state apportionment. For a complete discussion of these procedures please see TR4.4—Course Repeatability in GLINK; while this document was developed at Santiago Canyon College, it details district-wide procedures.

The District's independent financial auditors have included in their annual financial audits from 2004-2008 a finding similar to the present ACCJC recommendation (TR4.6—Report on Audit of Financial Statements, June 30, 2008; TR4.7—Report on Audit of Financial Statements, June 30, 2007; TR4.8—Annual Financial Report and Single Audit Reports-Restated, June 30, 2006; TR4.9—Annual Financial Report and Single Audit Report, June 30, 2005 and 2004; TR4.10—Annual Financial Report and Single Audit Report, June 30, 2004 and 2003). The independent financial auditors annually test and review the manual procedures used to disallow claimed FTES for state apportionment. They have not found any material claiming of repeated course work. They were aware that the district was implementing a new administrative system that will provide additional credibility for claimed FTES for state apportionment.

The following is excerpted from the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship"* (TR4.6—Report on Audit of Financial Statements, June 30, 2008, p. 61):

We noted the following when reviewing course repetition procedures:

- There should be a policy in effect on the limitations of remedial course work. No policy related to this was noted in the course catalog and schedule of classes.
- Per discussion with personnel, the District does not have a method to track students taking remedial courses.
- At Santa Ana College and Santiago Canyon College, it was noted that the system currently being used is limited to three years or nine semesters of data. The District has been doing a separate reconciliation of those students. Differences noted were insignificant to the total FTES.

**Recommendation:**

- The District should revise the catalog or schedule of classes to provide the policy on the limitations of remedial course work.
- The District should implement a procedure or method on the system to track students taking remedial courses to identify those that are close to exceeding or who have exceeded. A petition should be filed with admissions and records similar to those for substandard grade repetitions.
- The District is currently underway to implement a new system for their student information database.

The District response to the above finding included a statement that the course catalogs of both colleges have been revised to provide the guidelines for remedial course limitation (TR4.11—Course Catalog, 2009-2010, p. 22), as well as mentioning that the new Datatel system will provide an improved method of tracking students taking remedial courses.

RSCCD fully implemented the Datatel Colleague Student Module on July 1, 2009. Student records are electronically archived back to 1986 and are fully searchable. Records prior to 1986 have been image-scanned, but must be manually searched. The Datatel system has the ability to run a query to track students taking remedial courses to identify earlier those students who are close to exceeding the limitation on remedial course work (TR4.12—Datatel Student Course Repeatability Summary). While document TR4.12 was developed at Santiago Canyon College, it sets forth district-wide procedures. Datatel produces a repetition report to track students who are approaching repeatability limits (TR4.13—Course Section Repeat Report).

The state Chancellor's Office has made recent changes to Title 5 regulations *Course Repetition* and *Course Repetition to Alleviate Academic Work*. RSCCD and college practices remain well within the new, stricter maximum repetitions allowed by Title 5. For non-repeatable courses, both SAC and SCC require students to obtain (a) permission from a counselor prior to the second repetition of a course where two "Withdrawals" were received, or (b) permission from a dean prior to the second repetition to improve substandard grades (TR4.14—Course Repetition Request). Additionally, a draft updated Board Policy on Course Repetition is being prepared for submission for Board of Trustees' approval (TR4.15—BP Course Repetition). This board policy would also address extenuating or special circumstances, as well as setting forth repetition policies for activity and variable unit courses.

Given the implementation of the Datatel Colleague Student Module, RSCCD and the colleges are confident they will be able to accurately track repeatability to ensure attendance reporting consistent with current Title 5 regulations.

***Recommendation 6: The team recommends that the district review its board evaluation policy/regulation to ensure integrity and effectiveness, and that its assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement. (IVA5, IVB1g)***

This response was prepared collegially under the aegis of the District Board Self-Evaluation Task Force, a sub-group of the District Accreditation Steering Committee (TR6.1—Minutes, Feb. 10, 2009). The Board of Trustees reviewed and revised its policies on board evaluation and successfully completed an evaluation cycle in the period February-August 2009. As such, the District and colleges have the processes in place to satisfy the requirements of this recommendation, and the Board has demonstrated the capacity of the processes to lead to the desired outcomes.

On February 10, 2009, Chancellor Edward Hernandez, Jr. convened a meeting of the District Accreditation Steering Committee, comprised of key District and college leaders from SAC and SCC, to plan the tasks of responding to the three common District recommendations for Santa Ana College and Santiago Canyon College (TR6.1). The Board Self-Evaluation Task Force was one of three task forces created by the steering committee. The Board Self-Evaluation Task Force membership included: chair Edward Hernandez, Jr., RSCCD Chancellor; Juan Vázquez, SCC President; Erlinda J. Martinez, Ed.D., SAC President; Morrie Barembaum, President of the SCC Academic Senate; Ray Hicks, President of the SAC Academic Senate; and Bonita Jaros, Ph.D., Chair of the SAC Accreditation Committee and Coordinator of SAC Institutional Effectiveness and Assessment.

The first accreditation update to the Board of Trustees was at the February 23, 2009, meeting. In *Item 5.2 Accreditation*, the Board reviewed the material provided, including accreditation timelines, and the body discussed the process it would undertake to complete a board self-evaluation prior to the October 15, 2009, deadline established by the Commission (TR6.2—Minutes; TR6.3—Timelines). The Task Force on Board Self-Evaluation met on February 25, 2009, to review all Commission exigencies regarding Board Self-Evaluation, review the existing *Board Policy 9022: Evaluation of the Trustees*, analyze the standards of good practice regarding Board Self-Evaluation of other community colleges in the State of California, and make a recommendation to the Board that the President of ACCJC, Barbara Beno, be invited to conduct a workshop (TR6.4—Minutes). On February 26, 2009, the District Accreditation Steering Committee was apprised of these issues and recommendations (TR6.5—Minutes).

The Task Force on Board Self-Evaluation met on March 4, 2009. Items for the Board meeting of March 9, 2009, included: a chart related to Board Self-Evaluation for each district in the state; a recommended revision to *BP9022: Evaluation of the Trustees*; a recommendation to approve the workshop presentation of ACCJC President Barbara Beno for March 23, 2009; and a recommendation to create a survey. It was also determined that the Task Force would create a draft survey for the March 23, 2009, board meeting (TR6.6—Minutes). At the March 9, 2009, meeting of the Board of Trustees, *Item 4.1 Accreditation* provided the above information. *Item 4.2 Presentation by Dr. Barbara*

*Beno* was approved. *Item 4.3 Evaluation of the Trustees* was an information item related to the Task Force recommendations of BP9022 (TR6.7—Minutes).

The District Accreditation Steering Committee met March 17, 2009, to review the status of all recommendations. The Chancellor reported that the Board approved the workshop of President Barbara Beno for March 23, 2009; BP9022 would be an action item at the following meeting; the task force would create a survey for board review; and a follow-up PowerPoint presentation would be created for the April 13, 2009, board meeting (TR6.8—Minutes).

At the March 23, 2009, board meeting, President of ACCJC, Barbara Beno, conducted a workshop *Accreditation and Trusteeship: What Every Board Should Know*. *Item 2.6 Informational Presentation on Accreditation* followed. *Item 6.3 BP9022—Evaluation of the Trustees* was postponed for further fact finding (TR6.9—Minutes).

The Board Policy Committee held a meeting on March 30, 2009, to review new or revised board policies. The amended *BP9022—Evaluation of the Trustees* was discussed for the first time at this committee. The amended policy was recommended to the Board for a first reading at the April 13, 2009 board meeting (TR6.10—Minutes).

At the April 13, 2009 board meeting, an informational presentation was conducted as a follow-up to President Barbara Beno's workshop on accreditation and trusteeship (*Item 2.6*) (TR6.11—PowerPoint, April 13, 2009). *BP9022—Evaluation of the Trustees (Item 6.2)* was also presented for a first reading (TR6.12—Minutes). At the April 27, 2009, board meeting, *BP9022—Board of Trustees Self-Evaluation* was approved (TR6.13—Minutes; TR6.14—BP9022). *BP9022.5—Board of Trustees Evaluation of District Goals* was presented for a first reading (TR6.13—Minutes). *BP9022.5* was approved at the board meeting of May 11, 2009 (TR6.15—Minutes; DR6.16—BP9022.5).

At the May 26, 2009, board meeting, the Board approved the accreditation recommendation regarding revised planning/budget processes and timelines (*Item 3.4*). The Board also scheduled a special meeting for June 8, 2009, for the purpose of meeting accreditation timelines relating to the board's self-evaluation process (TR6.17—Minutes). The Task Force on Board Self-Evaluation met May 28, 2009, to create a recommendation regarding the board self-evaluation survey and timelines (TR6.18—Minutes). At the special board meeting of June 8, 2009, the Board Policy Committee was directed to recommend to the full board a self-evaluation instrument and process to be used for the board's self-evaluation at the regularly scheduled meeting of June 22, 2009 (TR6.19—Minutes).

At the June 22, 2009, board meeting, the Board Policy Committee recommended approval of the 2009 Board of Trustees Evaluation Survey and Process/Calendar to be used in Board Self-Evaluation (*Item 6.4 Board Self-Evaluation/Process*). It was approved with an amendment. The discussion of self-evaluation results was scheduled for the July 27, 2009, board meeting (TR6.20—Summary). After approval of the board self-evaluation survey on June 22, 2009, a letter was sent to designated persons in accordance

with BP9022 (TR6.21—Letter; TR6.22—Board Self-Evaluation Survey; TR6.9—BP9022).

The July 13, 2009, special meeting of the Board was held as a Planning Retreat to review:

- Board vision and goals
- *12 Measures of Success*
- Student learning outcomes/core competencies
- Enrollment management
- Annual report to the board
- Other strategic initiatives

Board goals for 2009-10 were established. (TR6.23—Minutes; TR6.24—PowerPoint Presentation; TR6.25—RSCCD BOT Vision Statement 2009; TR6.26—Goals 2009-2010).

On July 16, 2009, the accreditation chairs of both Santa Ana College and Santiago Canyon College met to coordinate the district responses of the colleges' *Follow-Up Reports*. The Executive Vice Chancellor of RSCCD Human Resources and Educational Services and the Vice Chancellor of RSCCD Business Operations and Fiscal Services attended to discuss the responses to planning, budgeting, and attendance recording.

At the July 27, 2009, board meeting, the results of the 2009 Board Self-Evaluation was received and reviewed (*Item 6.7—Receive and Review the RSCCD Board of Trustees Evaluation Survey*, TR6.27—Minutes). Fifty-four surveys were sent out internally and externally; fourteen responses were received and tallied by the Research Office (TR6.28—RSCCD Board of Trustees Self-Evaluation Survey Results). After discussion of the quantitative findings as well as the written comments, the Board approved *Item 6.7*. The Board also determined that all the board members would fill out the survey and send it to the board secretary, who would then refer it to the District Research Office for compilation of results.

As the final step in the board self-evaluation process, at the August 24, 2009, board meeting, the results of the Board's response to the Board Self-Evaluation were received and discussed (TR6.29—BOT Summary/Minutes—*Item 6.4*; TR6.30—RSCCD Board of Trustees Self-Evaluation Survey Results—Board Members). In-depth, public discussion ensued, revealing clearly that the members of the Board feel they have benefited from the entire self-evaluation process and that the concept of continuous improvement is an explicit annual goal.

On September 8, 2009, the SAC and SCC accreditation chairs met for the last time prior to board approval of the SAC and SCC *Follow-Up Reports*. The Board of Trustees received the reports for review by September 14, 2009. The Board approved the *Follow-Up Report* of Santa Ana College and the *Follow-Up Report* of Santiago Canyon College on October 12, 2009 (TR3.14—Agenda, Oct. 12, 2009).

***Commission Recommendation 1: The Commission recommends that the college complete a meaningful analysis of its planning process to ensure that program reviews are of sufficient quality and currency to be used as the basis for decision making, and that results of program review, the educational master plan, and the human resource, technology, fiscal, and facilities plans are integrated into the institution's resource allocation model. (Standards IA1, IA3, IB4, IB6, IIA1, IIA2f, IIIB2b, IIID1, IIID2, IIID3, IVB3a, IVB3b)***

Santiago Canyon College President Juan Vázquez convened the SCC Accreditation Task Force on Feb. 17, 2009, to respond to Commission Recommendation 1. The SCC Task Force included faculty, classified staff, a student, and administrators, and met regularly from February 17-June 4, 2009 (CR1.1—SCC Meeting Log). Membership included: Vice President for Student Services John Hernandez (co-chair); Dean of Business, Mathematics and Sciences John Weispenning (co-chair); Professor and chair of the Educational Master Planning Committee chair Alex Taber; Associate Professor and Academic Senate member Randy Scott; Admissions and Records Graduation Specialist Leigh Ann Unger; Career Services Coordinator Dora Contreras-Bright; and Student Government Senator Asha Vaswani.

The SCC Accreditation Task Force analyzed college planning processes to ensure that program reviews form the basis for effective decision making and to understand how the program review and other plans can be integrated into the resource allocation model. This analysis began with documenting existing planning processes and then diagramming the individual processes and the linkages between the processes. From this mapping process, the Task Force developed a set of recommendations that have been presented and discussed widely in the collegial governance system (CR1.2—Minutes). Many of these recommendations have been implemented; others require final approval through the collegial governance system, and are expected to be operational before the end of the Fall 2009 semester. The recommendations fall into six areas, each of which will be discussed in the following sections:

1. Program Reviews
2. Educational Master Plan (EMP) and Educational Master Planning Committee
3. Department Planning Portfolios (DPPs)
4. College Council
5. College Planning and Budget Allocation Documents and Processes
6. Dissemination of Information to Campus Community

### *1. Program Reviews*

As part of its review of planning processes, the Accreditation Task Force, in cooperation with the Educational Master Planning (EMP) Committee, examined the program review templates and processes to ensure they provided quality, current information that would support planning and allocation decisions. The program review templates were adopted in 2008 for Academic Program Reviews, and were revised in January 2009 for the Student Services Program Reviews (CR1.3—Academic and Student Services templates).

The Educational Master Planning (EMP) Committee, which has responsibility for the program review process, carefully considered the best way to revise the template to include facilities, technology, and personnel. As revisions to the Academic Program Review template require two readings and approval by the Academic Senate, it was not possible to modify the template prior to the end of the Spring 2009 semester. However, for those departments that were undergoing program reviews in Spring 2009, the department chairs were provided with a detailed cover memorandum and checklist of resource materials (CR1.4—EMP Memorandum and Checklist) from the EMP chair that provided thorough instructions on how to address the new elements or areas of emphasis expected by the EMP Committee. The memo also invited the department chairs to contact members of the EMP Committee, if they should have questions about the instructions or template itself.

In Spring 2009, the EMP Committee began meeting with department chairs to discuss their program reviews. These discussions, which will be ongoing, provide the Committee with an opportunity to seek clarification or amplification of items in the program review, and provide departments with feedback and an extended opportunity to discuss their missions and needs. The discussions also provide the Committee with the opportunity to ensure that the facilities, technology and personnel plans of the departments are included and adequately addressed. The Spring 2009 meetings took place on May 28 with the chairs of the Mathematics, Economics, and Library (CR1.5—Minutes, EMP Committee, May 28, 2009). Those instructional departments undergoing program reviews in Spring 2009 will be invited to meet with the EMP Committee during the Fall 2009 semester. Student Services program reviews are due December 2009, and those programs will be invited to meet subsequently with the EMP Committee.

Also in the Fall 2009 semester, the following revisions to the Academic Program Review template are being recommended for approval to the Academic Senate: (1) the addition of an Executive Summary that can be disseminated to the College Council so that program review findings are more widely known in the collegial governance system; and (2) the addition of a section that would require programs to set measureable goals for the next three year period based on the findings of the current program review; and (3) the clarification of Part III (Resources) to specify technology and staff support as areas to be addressed, in the same way the current template has seven prompts concerning facilities and equipment. The addition of these elements will allow the EMP Committee to follow-up with departments in discussions of program reviews so that the EMP Committee and, ultimately, the College Council are better informed about the needs of each of the College's programs.

## *2. Educational Master Plan*

In Spring 2009, the role of the Educational Master Planning (EMP) Committee was clarified through discussions with the Academic Senate. The Academic Senate directed the EMP Committee to align current practices to conform to the EMP Committee's charge, as described in the *Collegial Governance Handbook* (2007; CR1.6):

- Collect [DPP] Plans and manage their integration into the EMP of the college
- Synthesize annual requests into a prioritized master list of current needs for personnel, equipment, facilities, and supplies in order to make recommendations to the College Council
- Administer the Program review process
- Coordinate with the Accreditation and Curriculum Committees

To ensure that the responsibilities of the EMP Committee, and all committees, are met in the future, each governance committee is being directed to hold an orientation meeting early in the academic year for new members and to review annually the committee charge for all members.

The Educational Master Plan (EMP) is coordinated by the EMP Committee. The Board of Trustees of the Rancho Santiago Community College District approved the current Santiago Canyon College *Educational Master Plan 2007-2012* (CR1.7) in October 2007. Initial planning for the next Educational Master Plan is scheduled to begin in Spring 2011. The content of the EMP will be drawn from the annual Departmental Planning Portfolios (DPPs) and the completed Program Reviews following the discussions between the EMP Committee and the departments and programs. With the revised program review templates and the follow-up structured discussions with program leaders, the EMP Committee will ensure the next EMP includes facilities, technology, and personnel plans that are addressed consistently by the various programs of the college. The revised Academic Program Review template will include a section on measureable goals, and the EMP Committee has prepared a document that contains examples of measureable goals that programs can use as they develop goals for their annual DPPs (CR1.8—Program Review Guidelines). These two steps will ensure that programs consistently set goals that will improve EMP effectiveness. Additionally, the EMP Committee will provide programs with the current Board of Trustees' goals to promote alignment of district and college planning.

To synthesize a prioritized master list of current needs for personnel, equipment, facilities and supplies, the EMP Committee will compile information from the DPP database. Departments will initiate the prioritization of needs into the following three categories (CR1.9—Educational Master Planning Committee DPP Modification Proposal, May 26, 2009):

- Critical (“the entire program will fail or cease to function if the need is not met”)
- Necessary (“important aspects of the program will fail or be compromised, but the program will still function”)
- Enhancement and Improvement (“funding of the need will enhance, grow, or improve the program but is not essential to its basic functioning”)

The EMP Committee has developed a revised timeline for planning that is centered on three- and six-year cycles that align with the six-year cycle of accreditation. The Accreditation Task Force has reviewed the revised timeline and recommends that the

EMP Committee propose the following for approval by the College Council and Academic Senate in Fall 2009:

- The Departmental Planning Portfolios (DPPs): Review and update annually
- Program Reviews: Complete every three years
- The Educational Master Plan: Revise every six years

Because the current Educational Master Plan is in effect until 2012 and the next regular ACCJC site visit will be in Fall 2014, there will be a short period of adjustment to allow the alignment of the planning cycles with the accreditation cycle. The cycles will be fully aligned beginning in 2014. At that time, the linkages between planning, budgeting and accreditation will follow this pattern:

- The DPPs inform the Program Reviews (as do the most recent ACCJC Recommendations)
- Program Reviews inform the EMP
- The ACCJC Response to the Accreditation Progress Report, the DPPs and the EMP inform the subsequent Program Reviews
- The DPPs, EMP and Program Reviews inform the Accreditation Self-Study

*Appendix C—Cycle of Planning and Accreditation* presents a visual rendering of these connections.

### 3. *Department Planning Portfolios (DPP)*

The Departmental Planning Portfolio (DPP) is a planning and tracking database for use by the units of the college. Departments are encouraged to continue rigorous and open discussions as they develop and record their plans for the future. The Educational Master Planning (EMP) Committee revised the Departmental Planning Portfolio instructions during Summer 2009 to include specific prompts related to facilities, technology, and personnel (CR1.10—DPP Guidelines). Going forward, this will ensure the inclusion of these elements in the DPP and will align the DPP with the Academic Program Review template and the Educational Master Plan.

Next, the EMP Committee worked with the District Research Office to review and update the standardized data provided annually to departments and programs that is used as the basis for planning and decision making (CR1.11—Data List).

Finally, the EMP Committee developed a template for the annual evaluation of Departmental Planning Portfolio (DPP) goals (CR1.12—Evaluation of DPP Goals). The template was piloted in Spring 2009 and is a requirement for all programs beginning with the 2009-10 academic year. The EMP Committee will share the results of these annual evaluations with the College Council so that they may be used appropriately in discussions of budgeting and planning.

#### **4. College Council**

To carry out its responsibilities of making recommendations regarding planning and budget allocation, the College Council will receive, beginning in Fall 2009, from the Educational Master Planning (EMP) Committee, the following:

- Prioritized master list of current needs for personnel, equipment (including technology), facilities, and supplies
- Annual evaluations of Departmental Planning Portfolio (DPP) goals
- An Executive Summary of each program review

Having this information will allow the College Council a more comprehensive understanding of the challenges and successes faced by individual programs. In turn, this understanding will inform the budgeting process and most importantly will “close the loop” of planning, budgeting, action, and evaluation.

The Accreditation Task Force is recommending the addition of a member of the EMP Committee to the College Council to facilitate better communication between the two bodies. This recommendation will be presented to the College Council in Fall 2009, for acceptance and then forwarded for approval by the Academic Senate.

#### **5. College Planning & Budget Allocation Documents & Processes**

The Accreditation Task Force began its work on this response by gathering information on the planning and budgeting processes used at Santiago Canyon College. This information was then mapped into a series of diagrams to display the relationship between planning documents over a multi-year cycle (Appendix C—Cycle of Planning and Accreditation), the annual planning processes (Appendix D—Annual Planning Processes), and the annual planning calendar (Appendix E—Year at a Glance 2009-2010). Developing these diagrams allowed the Task Force to identify gaps in the planning and budgeting processes and served as the impetus for many of the recommendations in this document. In addition to the diagrams, the Task Force developed a glossary of terms and acronyms to assist those new to the SCC community or those from outside the community (such as accreditation team members) as they work to quickly understand budgeting and planning at SCC (Appendix B—Glossary of SCC Planning and Accreditation Terminology). The development of these diagrams and documents will provide important guidance to all members of the SCC community, and will help to orient future new members of the community to the college’s planning processes and expectations.

One of the gaps that appeared in the existing planning processes concerned the annual planning timeline. While the planning for subsequent fiscal years begins in March, until now there has been no evaluation of the previous year’s budgeting in the preceding months. The Accreditation Task Force is recommending that Departments review and update their evaluation of DPP expenditures and activities prior to submitting their budget requests in March. Both the evaluations and budget requests will be reviewed by

the College Council to ensure there is alignment between allocation, performance and future allocations. This will first occur in March 2010 in preparation for the 2010-2011 budget. This will also, importantly, align with the changes to the District's budget preparation timeline described previously in Recommendation 3.

*6. Dissemination of Information to Campus Community*

The Accreditation Task Force met with the following committees and groups during the Spring and Fall 2009 semesters: Academic Senate, Associated Student Government Council, Associated Student Government Town Hall, College Council, Curriculum and Instruction Council, Instructional Deans, Educational Master Planning Committee, Joint Chairs, and the President's Classified Advisory Group (the Classified Hawks) (CR1.1—SCC Meeting Log). In addition, an open meeting was held during FLEX week on Thursday, August 27, 2009, to update the campus community to the work being done on this accreditation response (CR1.13—SCC Faculty Development/Flex Week). Similarly, in the months prior to submission, a draft of this document was made available using shared electronic files on a college server. These meetings were held and documents were shared so that the campus community would (1) be informed of the processes and recommendations being developed; and (2) be able to contribute ideas and feedback that could be incorporated in the response.

The combination of modeling a collegial process to develop the present response, the addition of planned committee orientations, and the enhancement of information flow within the governance system will allow the Santiago Canyon College collegial governance system to operate more effectively.

*Review by the Board of Trustees prior to Submission*

Following the preparation of this document, it was submitted on September 14, 2009, to the Board of Trustees for consideration and approval. A first reading of the motion to approve the document occurred at the Board meeting on Sept. 28, 2009, with a second reading and approval on Oct. 12, 2009 (TR3.13 Agenda, Board of Trustees, Oct. 12, 2009).

**APPENDIX A**  
**Evidence List**

***Statement on Report Preparation***

- RP1 SCC Accreditation Task Force Minutes (Feb. 17, Feb. 26, March 5, March 12, March 19, March 26, April 16, April 23, April 30, May 7, May 14, May 28, June 4, all 2009)
- RP2 SCC Meeting Log

***Team Recommendation 3***

- TR3.1 District and College Governance Participation Guidelines
- TR3.2 Minutes, District Accreditation Steering Committee Minutes, February 10, 2009
- TR3.3 Inventory of Planning and Evaluation Documents
- TR3.4 Plan to Plan Schematic
- TR3.5 Agenda, Board of Trustees, May 26, 2009
- TR3.6 Agenda, Board of Trustees, July 23, 2009
- TR3.7 Agenda, Board of Trustees, May 11, 2009
- TR3.8 Agenda and PowerPoint Presentation, Board of Trustees, July 13, 2009
- TR3.9 Agenda, Board of Trustees, July 27, 2009
- TR3.10 Agenda and Materials, Budget Allocation and Planning Review Committee, July 29, 2009
- TR3.11 Agenda and Minutes, Board of Trustees, August 24, 2009
- TR3.12 Agenda and Minutes, Board of Trustees, September 14, 2009 (forthcoming)
- TR3.13 Agenda and Minutes, Board of Trustees, September 28, 2009 (forthcoming)
- TR3.14 Agenda, Board of Trustees, October 12, 2009 (forthcoming)

***Team Recommendation 4***

- TR4.1 Minutes, Repeatability Task Force, March 3, 2009
- TR4.2 Minutes, Repeatability Task Force, April 1, 2009
- TR4.3 Minutes, Repeatability Task Force, May 27, 2009
- TR4.4 Course Repeatability in GLINK (Legacy System)
- TR4.5 Sample SR 2095
- TR4.6 Report on Audit of Financial Statements, June 30, 2008
- TR4.7 Report on Audit of Financial Statements, June 30, 2007
- TR4.8 Annual Financial Report and Single Audit Reports-Restated, June 30, 2006
- TR4.9 Annual Financial Report and Single Audit Report, June 30, 2005 and 2004
- TR4.10 Annual Financial Report and Single Audit Report, June 30, 2004 and 2003
- TR4.11 Course Catalog, 2009-2010
- TR4.12 Datatel Student Course Repeatability Summary
- TR4.13 Course Section Repeat Report
- TR4.14 Course Repetition Request
- TR4.15 BP Course Repetition

***Team Recommendation 6***

- TR6.1 Minutes, District Accreditation Steering Committee Minutes, February 10, 2009
- TR6.2 BOT Summary, February 23, 2009
- TR6.3 Timeline for Accreditation Report/Visit
- TR6.4 District Taskforce on Board Self-Evaluation Minutes, February 25, 2009  
*(Forthcoming)*
- TR6.5 District Accreditation Steering Committee Minutes, February 26, 2009  
*(Forthcoming)*
- TR6.6 District Taskforce on Board Self-Evaluation Minutes, March 4, 2009  
*(Forthcoming)*
- TR6.7a BOT Agenda, March 9, 2009
- TR6.7b BOT Summary, March 9, 2009
- TR6.8 District Accreditation Steering Committee Minutes, March 17, 2009
- TR6.9 BOT Minutes, March 23, 2009
- TR6.10 Board of Trustees Policy Committee Meeting Minutes, March 30, 2009
- TR6.11 BOT Accreditation PowerPoint Presentation, April 13, 2009
- TR6.12 BOT Minutes, April 13, 2009
- TR6.12a BOT Summary, April 13, 2009
- TR6.13 BOT Minutes, April 13, 2009
- TR6.13a BOT Summary, April 27, 2009
- TR6.14 BP9022
- TR6.15 BOT Minutes, May 11, 2009
- TR6.15a BOT Summary, May 11, 2009
- TR6.16 BP9022.5
- TR6.16a Email re BP9022.5
- TR6.16b Request for Approval BP9022.5
- TR6.17 BOT Minutes, May 26, 2009
- TR6.17a BOT Summary, May 26, 2009
- TR6.18 District Taskforce on Board Self-Evaluation Minutes, May 28, 2009  
*(Forthcoming)*
- TR6.19 BOT Special Meeting Minutes, June 8, 2009
- TR6.20 BOT Meeting Minutes, June 22, 2009
- TR6.20a BOT Meeting Summary, June 22, 2009
- TR6.21 Board of Trustees Evaluation Survey Letter
- TR6.22 Board Self-Evaluation Survey Email
- TR6.22a Board Self-Evaluation Form
- TR6.23 Special Board Meeting Planning Retreat Agenda, July 13, 2009
- TR6.23a BP Docket Cover Sheet, July 13, 2009
- TR6.23b BOT Summary, July 13, 2009
- TR6.23c BOT Meeting Minutes, July 13, 2009
- TR6.24 BOT Planning Retreat PowerPoint Presentation
- TR6.25 RSCCD BOT Vision Statement 2009
- TR6.26 BOT Goals 2009-2010
- TR6.27 BOT Minutes, July 27, 2009 (Item 6.7— Receive and Review RSCCD BOT Self Evaluation Survey) *(Forthcoming)*

- TR6.28 RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents) *(Forthcoming)*
- TR1.29 BOT Summary/ Minutes, August 24, 2009 (Item 6.4) *(Forthcoming)*
- TR6.30 RSCCD Board of Trustees Self-Evaluation Survey Results (Board Members) *(Forthcoming)*

***Commission Recommendation 1***

- CR1.1 SCC Meeting Log
- CR1.2 Minutes, SCC Accreditation Task Force (Feb. 17, Feb. 26, March 5, March 12, March 19, March 26, April 16, April 23, April 30, May 7, May 14, May 28, June 4, all 2009)
- CR1.3 Academic and Student Services Program Review templates
- CR1.4 EMP Memorandum and Checklist
- CR1.5 Minutes, EMP Committee, May 28, 2009
- CR1.6 Collegial Governance Handbook
- CR1.7 SCC Educational Master Plan, 2007-2012
- CR1.8 Program Review Guidelines
- CR1.9 Educational Master Planning Committee DPP Modification Proposal, May 26, 2009
- CR1.10 DPP Guidelines
- CR1.11 Data List
- CR1.12 Evaluation of DPP Goals
- CR1.13 SCC Faculty Development/Flex Week, Fall 2009

**APPENDIX B**  
**Glossary of SCC Planning and Accreditation Terminology**

***Acronyms***

ACCJC	Accrediting Commission for Community and Junior Colleges
ARCC	Accountability Reporting for the Community Colleges: Report used to document the performance of the California Community Colleges.
BAPR	Budget Allocation and Planning Review: Committee charged with oversight of budget and planning for the district. Includes representatives of the District Office and both colleges.
DPP	Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs.
EMP	Educational Master Plan: Document that includes departments' and programs' five-year plans, vision, mission, goal statements, and their current and future roles in the SCC instructional paradigm. The first Educational Master Plan covered the period 2001-2006, while the second covered the period 2007-2012. To align planning processes with the six-year accreditation cycle, the third EMP will cover the period 2012-2016, while the fourth EMP will cover the full six-year period 2016-2022.
EMPC	Educational Master Planning Committee: Group charged with oversight of the development of the SCC Educational Master Plan, Program Reviews, and the annual Department Planning Portfolios.
FTES	Full-Time Equivalent Student
RSCCD	Rancho Santiago Community College District
SAC	Santa Ana College
SCC	Santiago Canyon College
SLO	Student Learning Outcome: General student <i>achievement goals</i> that describe <i>what a student should learn to do</i> outside of the class as a result of learning experiences that take place within a class.

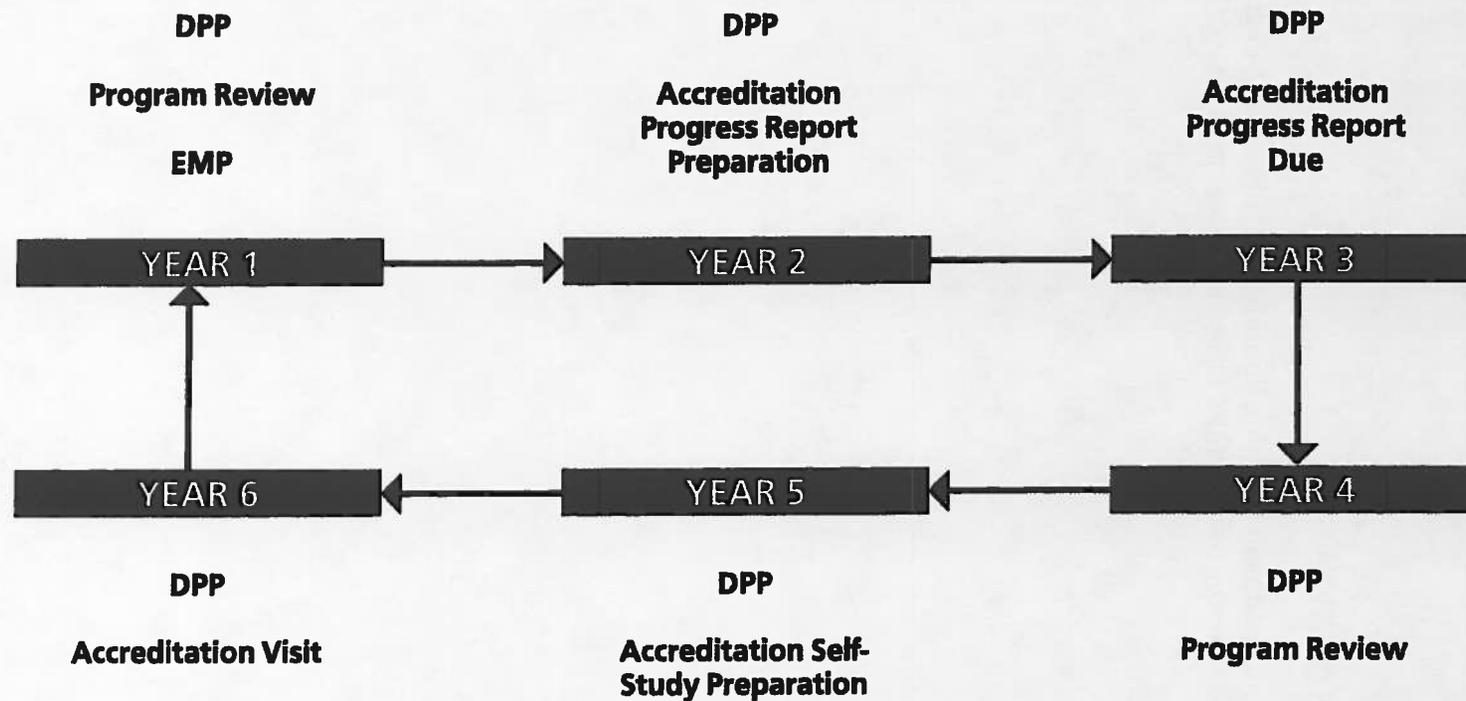
**APPENDIX C**  
**Cycle of Planning and Accreditation**

See following page

*Acronyms used in Appendix C*

- DPP**            **Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs.**
- EMP**            **Educational Master Plan: Document that includes departments' and programs' five-year plans, vision, mission, goal statements, and their current and future roles in the SCC instructional paradigm. The first Educational Master Plan covered the period 2001-2006, while the second covered the period 2007-2012. To align planning processes with the six-year accreditation cycle, the third EMP will cover the period 2012-2016, while the fourth EMP will cover the full six-year period 2016-2022.**

# Santiago Canyon College CYCLE OF PLANNING AND ACCREDITATION



**APPENDIX D**  
**Annual Planning Processes**

See following page

*Acronym used in Appendix D*

**DPP**            **Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs.**

# Santiago Canyon College ANNUAL PLANNING PROCESSES

*September*

Legislature and Governor  
approve State budget

Board of Trustees reviews and  
approves Adopted Budget

Departments and Divisions review  
DPPs and budget allocations  
(September-October)

Departments  
review progress  
and new Board  
goals, then  
prepare budget  
requests for the  
following year  
(Feb)

Departments  
prepare new  
Classified Hire  
requests  
(Oct-April)

Departments  
prepare  
Academic  
Equipment  
requests (Oct)

Departments  
prepare Faculty  
Hire Requests  
(Oct)

Budget  
worksheets  
sent to  
Administrators  
(Mar)

Administrators  
identify and  
submit budget  
requirements  
and other  
requests for  
following year  
(Mar-April)

VPs prioritize  
Classified requests  
and consult with  
Academic Senate  
(Oct-April)

Chairs prioritize  
their Division's  
Equipment  
requests (Oct)

Senate ranks  
Faculty requests  
and submits to  
President  
(Oct-Nov)

District sends  
official budget  
worksheets to  
the colleges  
(April)

Administrative  
Services  
reconciles  
requests with  
District budget  
worksheets  
(April)

College Council  
reviews and  
makes appropriate  
recommendations

Deans submit  
Equipment  
requests to VPs  
(Oct)

President  
consults with  
College Council  
& submits to  
Chancellor  
(Nov-Dec)

VPs seek  
Chair input  
if insufficient  
funding  
(Nov-April)

Chancellor  
approves new  
faculty requests  
(Dec-May)

President  
approves the  
college budget  
and sends to  
District  
(April/May)

President reviews  
Classified hire  
recommendations  
and submits to  
Chancellor for  
approval  
(Oct-April)

President  
reviews and  
approves  
(Nov-April)

District and  
College recruit  
and hire faculty  
(Jan-May)

Board approves  
tentative  
budget for the  
following year  
(June)

District and College  
recruit and hire  
Classified staff  
(Oct-April)

Departments and Divisions review plans,  
expenditures, activities for effectiveness  
and enter necessary adjustments and new  
goals in DPPs (May/June)

*June*

**APPENDIX E**  
**Year-at-a-Glance 2009-2010**

See following page

*Acronyms used in Appendix E*

- DPP**            Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs.
- EMP**            Educational Master Plan: Document that includes departments' and programs' five-year plans, vision, mission, goal statements, and their current and future roles in the SCC instructional paradigm. The first Educational Master Plan covered the period 2001-2006, while the second covered the period 2007-2012. To align planning processes with the six-year accreditation cycle, the third EMP will cover the period 2012-2016, while the fourth EMP will cover the full six-year period 2016-2022.
- SLO**            Student Learning Outcome: General student *achievement goals* that describe *what a student should learn to do* outside of the class as a result of learning experiences that take place within a class.

**Santiago Canyon College 2009-10 AT A GLANCE**

	DPP	BUDGET	EVALUATION	PROGRAM REVIEW	EMP DEVELOPMENT	ACCREDITATION	EMP IMPLEMENTATION
AUGUST		Legislature and Governor approve State Budget					
SEPTEMBER	Review and update DPP	- Board approves Adopted Budget - Departments and Divisions review allocations					
OCTOBER	Departments prepare faculty, classified and equipment requests	Academic Senate - ranks faculty requests - submits ranking to President Chairs -prioritize their division's equipment requests Deans - submit equipment requests to VPs - VPs review equipment requests and submit to College Council				Follow-up Report completed by Oct 15	
NOVEMBER		President - consults with College Council & submits faculty requests to Chancellor College Council - reviews and recommends equipment requests VPs -seek Chair input on equipment requests if insufficient funds		Program Review (Year 2)			5-Year Plan (Year 3)
DECEMBER/ JANUARY		Chancellor - approves new faculty requests President -reviews and approves equipment requests College - begins the process of hiring new faculty for the next academic year					
FEBRUARY		Divisions - begin purchasing process for equipment requests Board - sets and distributes goals for following year Departments - prepare and submit budget requests for next academic year (use results found in review of DPP)	Departments - analyze progress of current DPP goals and activities - review new Board goals - prepare goals and budget requests for following year				
MARCH		Budget Worksheets - sent to Deans and VPs Administrators - Identify budget requirements for following year			Begin review of EMP		
APRIL		Administrators - submit completed budget worksheets and requests for major augmentations College Council - reviews budget recommendations Administrative Services - reconciles budget requests with District Budget Worksheets - prepares summary of proposed requests					
MAY	Update DPP as needed	President - approves the college budget and sends to District	Departments - assess progress of SLOs and other goals - review plans, expenditures and activities				
JUNE/JULY		Board approves tentative budget					

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Board of Trustees**

<b>To:</b> Board of Trustees	<b>Date:</b> September 28, 2009
<b>Re:</b> Approval of Board of Trustees – Continuous Improvement Process	
<b>Action:</b> Request for Action	

**BACKGROUND**

In response to the self-evaluation survey results, Mr. McLoughlin asked that an item be placed on future agendas to address the board's continuous improvement process.

**RECOMMENDATION**

Mr. McLoughlin recommends a board self-evaluation survey follow-up include discussion regarding the next steps to be taken by the Board of Trustees to establish a "Continuous Improvement Process" that will provide focus on areas of improvement and establish the process leading up to setting the Board of Trustees "Goals and Objectives" for 2010 and beyond.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> September 28, 2009
<b>Prepared by:</b> Anita Lucarelli, Executive Assistant to the Board of Trustees	
<b>Submitted by:</b> Mark McLoughlin, Member, Board of Trustees	
<b>Recommended by:</b> Mark McLoughlin, Member, Board of Trustees	

**SANTIAGO CANYON COLLEGE**  
**SEPTEMBER 14, 2009**

**Response to Board question regarding course cancellations:**

Santiago Canyon College has decreased class offerings across all departments in an evenhanded manner using enrollment history as one of several measures of consideration in order to create a more efficient and robust schedule of classes. The college reduced 150 class offerings over the summer and fall, 2009 terms. SCC has not deleted any instructional programs, but the college has reduced transfer, basic skills and Career Technical Education (CTE) courses because SCC does not offer courses outside of these three core areas. Courses in Art, Music, Dance and Theater all transfer to colleges and universities, albeit some as electives. SCC continues to offer those courses identified with General Education "Plan A, B and C" as much as possible given the current budget crisis. These "Plan A, B and C" courses are vital for students to receive an AA/AS degree or to receive a CSU or IGETC general education certification. The college has had to prioritize course offerings based primarily on these general education requirements as well as student demand. SCC has maintained basic skills courses necessary for student success as well as CTE courses, which lead to employment in various industry and vocational fields.

**Instructional reductions and considerations:**

The college reduced course offerings by means of reducing the entire class schedule by 20% this past summer and 10% this fall, with no particular discipline having a larger decrease than any other. (The exception would be Exercise Science activity classes that had a 20% reduction this fall.)

SCC eliminated or decreased class sections traditionally not in high demand, even though they may transfer as electives or lead to possible employment.

Basic skills classes at SCC are at capacity. The college has not reduced basic skill offerings in Math, English, Reading or American College English (aka ESL), but may be forced to do so in the near future.

SCC has suspended (placed on hiatus) some courses that transfer, but which have high ancillary costs outside of the classroom:

Forensic (debate) courses have been suspended.

Model U.N. courses have been suspended

Study Abroad courses (offered during the summer) have been suspended

Exercise Science activity classes such as Aerobics and Yoga have been reduced.

Choir and voice classes have been suspended due to ancillary cost.

As Santiago Canyon College continues with the challenge of reducing its class schedule in order to meet state-mandated workload reduction targets, the college will once again review cancelling classes within the core of transfer, basic skills and CTE courses. And as SCC progresses with future reductions, staff may be forced to make value judgments that pit one discipline against another. SCC is still a relatively new college and does not offer courses considered "interest based," or "self-enrichment," courses, and thus the college will have no choice but to continue decreasing courses serving the core mission of the California community colleges.

SAC

**Please provide a list of "other" classes that will be affected by workload reductions (rather than the classes [basic skills, transfer, and Career Tech Education] that will not be affected by workload reductions as listed on page 3 of the budget update given at the 8-24-09 board meeting).**

*Response from President Martinez:*

Santa Ana College has decreased class offerings across all departments in an even-handed manner using enrollment history as one of the measures of consideration in order to create a more efficient and robust schedule of classes. The college reduced 146 sections for the summer 2009 term and 202 sections for the fall 2009 term. SAC has not deleted any instructional programs but has reduced transfer, basic skills, and career technical education courses. SAC does not offer courses outside of these three core areas. All courses presently being offered fall into our three core areas. The college has prioritized course offerings with input from faculty and deans to insure that students are able to transfer, complete certifications and certificates for CTE areas, and to improve their basic skills needed to be successful.

*Response from SCC:*

Santiago Canyon College has decreased class offerings across all departments in an evenhanded manner using enrollment history as one of several measures of consideration in order to create a more efficient and robust schedule of classes. The college reduced 150 class offerings over the summer and fall, 2009 terms. SCC has not deleted any instructional programs, but the college has reduced transfer, basic skills and Career Technical Education (CTE) courses because SCC does not offer courses outside of these three core areas. Courses in Art, Music, Dance and Theater all transfer to colleges and universities, albeit some as electives. SCC continues to offer those courses identified with General Education "Plan A, B and C" as much as possible given the current budget crisis. These "Plan A, B and C" courses are vital for students to receive an AA/AS degree or to receive a CSU or IGETC general education certification. The college has had to prioritize course offerings based primarily on these general education requirements as well as student demand. SCC has maintained basic skills courses necessary for student success as well as CTE courses, which lead to employment in various industry and vocational fields.

Instructional reductions and considerations:

1. The college reduced course offerings by means of reducing the entire class schedule by 20% this past summer and 10% this fall, with no particular discipline having a larger decrease than any other. (The exception would be Exercise Science activity classes that had a 20% reduction this fall.)
2. SCC eliminated or decreased class sections traditionally not in high demand, even though they may transfer as electives or lead to possible employment.
3. Basic skills classes at SCC are at capacity. The college has not reduced basic skill offerings in Math, English, Reading or American College English (aka ESL), but may be forced to do so in the near future.
4. SCC has suspended (placed on hiatus) some courses that transfer, but which have high ancillary costs outside of the classroom:
  - a. Forensic (debate) courses have been suspended.
  - b. Model U.N. courses have been suspended
  - c. Study Abroad courses (offered during the summer) have been suspended
  - d. Exercise Science activity classes, i.e., Aerobics and Yoga have been reduced.
  - e. Choir and voice classes have been suspended due to ancillary cost.

As Santiago Canyon College continues with the challenge of reducing its class schedule in order to meet state-mandated workload reduction targets, the college will once again review cancelling classes within the core of transfer, basic skills and CTE courses. And as SCC progresses with future reductions, staff may be forced to make value judgments that pit one discipline against another. SCC is still a relatively new college and does not offer courses considered "interest based," or "self-enrichment," courses, and thus the college will have no choice but to continue decreasing courses serving the core mission of the California community colleges.