

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular Meeting)
Monday, December 7, 2009
2323 North Broadway, #107
Santa Ana, California 92706

Addendum to Agenda

8.0 GENERAL

➤ **Add:**

- *8.6 Approval of Appointment as Regional State Coordinator for the Association of Community College Trustees (ACCT) Action
It is recommended the RSCCD Board of Trustees support Brian Conley serving as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 7, 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 November 16, 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 BOARD ORGANIZATION

2.1 Annual Board Organization

Action

Board Policy #9013 requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2009-10 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to the following board committees:
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policies Committee
 - Safety Committee
- The President of the Board shall appoint members/representatives to the following committees:
 - Representative to the RSCCD Foundation
 - Representative to the Orange County Legislative Task Force
 - Representative to the Orange County School Boards Association
 - Representative to the Nominating Committee on School District Organization
 - Non-voting member of the Santa Ana Early Prevention and Intervention Commission
- Adoption of schedule of meeting dates for 2010 (attached)
- Placement of closed session on agenda
- Reaffirmation of Board Policy #3211 - Investments (attached)
- Reaffirmation of Board Policy #9002 - Statement of Ethical Conduct (attached)
- Reaffirmation of Board Policy #9011 - Conferences and Meetings (attached)

3.0 PRESENTATION BY CHANCELLOR SEARCH CONSULTANT

4.0 INFORMATIONAL ITEMS AND ORAL REPORTS

4.1 Report from the Chancellor

4.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

4.3 Report from Student Trustee

4.4 Reports from Student Presidents

- Student activities

4.5 Reports from Academic Senate Presidents

- Senate meetings

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 Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Administrative Dean
 - (2) Associate Dean
 - (3) Associate Dean
 - (4) Director
 - (5) Vice President
 - g. Other Educational and Classified Administrators
2. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
3. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 09-77548JW
4. Conference with Labor Negotiator -- Unrepresented Employees: educational administrators -- District's negotiator: Board President

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.

5.0 HUMAN RESOURCES

- 5.1 Management/Academic Personnel Action
- Approval of Permission to Accept Outside Assignments
 - Approval of Reduction in Force Layoffs
 - Ratification of Resignations/Retirements
 - Approval of Stipends
 - Approval of Leaves of Absence
 - Approval of Part-time/Hourly Hires/Rehires
 - Approval of Non-paid Instructors of Record
- 5.2 Classified Personnel Action
- Approval of Reduction in Force Layoffs
 - Approval of Changes in Position due to Reorganization
 - Approval of Changes in Position due to Reduction in Force
 - Approval of Changes in Location
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Professional Growth Increments
 - Approval of Substitute Assignments
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters
 - Approval of Lists of Student Assistants
- 5.3 Approval of Credit Instructional Calendar for 2010-2011 Action
The administration recommends approval of the 2010-2011 credit instructional calendar.
- 5.4 Approval of Agreement with Community College Search Services Action
The administration recommends authorization be given to the Executive Vice Chancellor, Human Resources and Educational Services, to execute the agreement with Community College Search Services.
- 5.5 Approval of Chancellor Search Materials and Search Committee Composition Action
The administration recommends approval of 1) composition of the search committee; 2) chancellor job description; and 3) chancellor vacancy announcement.
- 5.6 Rejection of Claim Action
The district's insurance administrator, Corvel, recommends the board authorize the chancellor or his designee to reject claim #09-77548JW.

6.0 INSTRUCTION

- *6.1 Approval of New Noncredit Career Development and College Preparation Certificate Programs for Santiago Canyon College, Division of Continuing Education Action
The administration recommends approval and certification of new noncredit certificate programs for Santiago Canyon College, Division of Continuing Education.
- *6.2 Approval of New Noncredit Courses for Santa Ana College School of Continuing Education Action
The administration recommends approval and certification of new noncredit courses for submission to the State Chancellor's Office and to be added to Santa Ana College's noncredit course inventory.
- *6.3 Approval of New Noncredit Certificates for Santa Ana College School of Continuing Education Action
The administration recommends approval and certification of new noncredit certificates for submission to the State Chancellor's Office and to be added to Santa Ana College's noncredit course inventory.
- *6.4 Approval of New OTA Agreement – Karate for All Action
The administration recommends approval of this contract with Karate for All in Tustin, California.

7.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *7.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *7.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the period November 1, 2009, through November 20, 2009.
- 7.3 Receive the District Audit Report for the Fiscal Year ended June 30, 2009 Action
The administration recommends the board receive and accept the Rancho Santiago Community College District Audit Report for the fiscal year ended June 30, 2009, as presented.

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

- 7.4 Approval of Appointments for Measure E Citizens' Bond Oversight Committee Action
The administration recommends approval of the appointment/reaffirmation of the Citizens' Bond Oversight Committee for 2010 as presented.
- 7.5 Approval of Additional DSA Inspection Services: Maintenance & Operations (M & O) Building at Santiago Canyon College Action
The administration recommends approval of the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- 7.6 Approval of Change Order #4 for Bid #1078 - M & O Building and Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #4 for MEPCO Services, Inc. for Bid #1078 for construction M & O building and parking lot at Santiago Canyon College as presented.
- 7.7 Approval of Change Order #1 for Bid #1129 - Electrical for the New Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for EMAE International, Inc. for Bid #1129 for electrical for the Santa Ana College Child Development Center as presented.
- 7.8 Adoption of Resolution No. 09-29 for Approval to Apply for Funding Under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP #400-09-402 Action
The administration recommends adoption of Resolution No. 09-29 for approval to apply for funding under the municipal and commercial building targeted measure retrofit program RFP #400-09-402.
- *7.9 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 31, 2009, through November 18, 2009.
- 7.10 Approval of Notice of Completion: Bid #1094 – Diesel and Welding Lab Exhaust Upgrade Project at Santa Ana College Action
The administration recommends approval of the Notice of Completion for Bid #1094 for the diesel and welding lab exhaust project at Santa Ana College as presented.

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

8.0 GENERAL

- *8.1 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:
- | | |
|---|-------------|
| - Center for International Trade Development (District) | \$ 102,013 |
| - Center of Excellence (District) | \$ 102,012 |
| - Early Head Start Expansion (District) | \$1,570,930 |
| - Network for a Healthy California | \$ 39,375 |
| - Small Business Development Center (District) | \$ 74,643 |
| - Workplace Learning Resource Center (District) | \$ 102,013 |
- *8.2 Approval of Sub-award Agreements – Tech Prep Consortium Action
The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements.
- *8.3 Authorization of Signatures Action
The administration recommends approval of the list of individuals authorized to sign various documents on behalf of the district.
- *8.4 Approval of Consultant Services with Townsend Public Affairs, Inc. Action
The administration recommends approval of a contract with Townsend Public Affairs, Inc. in Irvine, California.

8.5 Board Member Comments

- 9.0 ADJOURNMENT** - - The next regular meeting of the Board of Trustees will be announced after the 2010 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

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

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

Board of Trustees (Regular meeting)

Monday, November 16, 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, John Hanna, Ms. Gloria Holguin, Mr. Mark McLoughlin, and Mr. Phillip Yarbrough. Mr. Larry Labrado and Ms. Lisa Woolery arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, 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. Don Sneddon, Baseball Coach at Santa Ana College.

Mr. Larry Labrado and Ms. Lisa Woolery arrived at this time.

1.3 Public Comment

Mr. Andrew Cowre, Ms. Natalie Draffen, and Mr. William Neri spoke regarding Item 3.3 – Approval of Search Consultant and Timeline for Chancellor Search.

1.4 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the minutes of the regular meeting held October 26, 2009

1.5 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of Item 4.3 (Approval of Community Services Program at Santa Ana College for Spring 2010) and Item 4.4 (Approval of Community Services Program at Santiago Canyon College for Spring 2010), removed by Mr. McLoughlin; and Item 4.9 (Authorization of Student Representation Fee at Santiago Canyon College), removed by Mr. Yarbrough:

1.5 Approval of Consent Calendar – (cont.)

4.1 Ratification of Recipients of Associate Degrees and Certificates for Summer 2009 at Santa Ana College (SAC)

The board ratified the recipients of associate degrees and certificates for Summer 2009 at Santa Ana College.

4.2 Ratification of Recipients of Associate Degrees and Certificates for Summer 2009 at Santiago Canyon College (SCC)

The board ratified the recipients of associate degrees and certificates for Summer 2009 at Santiago Canyon College.

4.5 Approval of Memorandum of Understanding with Our Lady of Pilar Church

The board approved this memorandum of understanding on behalf of Santa Ana College School of Continuing Education with Our Lady of Pilar Church in Santa Ana, California.

4.6 Approval of New OTA Agreement – Head To Toe Therapy

The board approved this new OTA agreement with Head To Toe Therapy in Santa Ana, California.

4.8 Approval of Apprenticeship Barbering Lease Agreement

The board approved this contract with Creation Salon for 2009-2010 as presented.

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 October 2009.

5.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2009

The board approved the CCFS-311Q for the period ending September 30, 2009, as presented.

5.6 Approval of Change Order #3 - Bid #1064 – Electrical for the New Science Building (State Portion) at Santiago Canyon College

The board approved change order #3, Baker Electric for Bid #1064 for electrical in the SCC science building as presented.

1.5 Approval of Consent Calendar – (cont.)

5.7 Approval of Change Order #1 - Bid #1076 – Glass/Glazing for the New Science Building (State Portion) at Santiago Canyon College

The board approved change order #1, Best Contracting Services for Bid #1076 for glass and glazing for the SCC Science building as presented.

5.8 Approval of Change Order #1 - Bid #1076 – Glass/Glazing for the New Science Building (Bond Portion) at Santiago Canyon College

The board approved change order #1, Best Contracting Services for Bid #1076, glass and glazing for SCC science building as presented.

5.9 Approval of Change Order #4 – Bid #1063 – Plumbing for the New Science Building (State Portion) at Santiago Canyon College

The board approved change order #4, J.M. Farnan Company, Inc. for Bid #1063, plumbing in the SCC science building as presented.

5.10 Approval of Change Order #3 – Bid #1116 – Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College

The board approved change order #3, General Consolidated Constructors, Inc. for Bid #1116, construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at SAC as presented.

5.11 Approval of Change Order #1 – Bid #1099 – Earthwork, Demolition, and Paving for the New Child Development Center at Santa Ana College

The board approved change order #1, Triangle Enterprises, Inc. for Bid #1099, earthwork, demolition, and paving for the SAC child development center as presented.

5.12 Approval of Architectural Contract: Miscellaneous SAC and SCC Projects

The board approved the request for additional services provided by LPA, Inc. in the amount of \$170,030 as presented.

5.14 Approval of Construction Management Services for Various Santiago Canyon College Projects

The board authorized the chancellor or his designee to enter into an agreement with Seville Construction Management Services in the amount of \$3,031,485 for the various SCC projects as presented.

5.15 Approval of Surplus Property

The board declared the list of equipment attached to the agenda as surplus property and authorized utilization of The Liquidation Company to conduct an auction as presented.

1.5 Approval of Consent Calendar – (cont.)

5.16 Approval of Donation of Surplus Items

The board approved the donations to Tustin Unified School District, Santa Ana Unified School District, Irvine Unified School District, and Orange Unified School District as presented.

5.17 Approval of Bid #1125 – Santiago Canyon College Audio Visual Equipment and Installation

The board accepted the bid and approved awarding the bid to Troxell Communications, Inc. for Bid #1125 – SCC audio visual equipment and installation as presented.

5.18 Approval of Contracts with Dell Marketing L.P. and Hewlett Packard Company

The board approved a contract with Dell Marketing L.P. pursuant to the Master Price Agreement #B27160 and approved the contract with Hewlett Packard Company pursuant to the Master Price Agreement #B27164, awarded by the State of Minnesota on behalf of the National Association of State Procurement Officials/Western States Contracting Alliance (NASPO/WSCA) and approved for usage by the State of California pursuant to California Participating Addendums, for the purchase of computer equipment, software, peripherals, and related services, and any future renewals, extensions, and addendums as presented.

5.19 Approval of Purchase Orders

The board approved the purchase order listing for the period October 11, 2009, through October 31, 2009.

6.1 Approval of Resource Development Items

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

- AB1725 – Equality Employment Opportunity (EEO)	\$ 13,958
- Diversity Allocation Funds (District)	
- Board Financial Assistance Program (BFAP) (SCC)	\$322,142
- Taller San Jose – Medical Career Academy (CEC)	\$ 4,000
- Teachers Assisting Students to Excel in Mathematics (TASEL-M) – Year 1 (SAC)	\$ 15,440

6.2 Approval of Resolution #09-27 Authorizing Payment to Trustee Absent from Board Meetings

The board authorized payment to R. David Chapel for his absence on October 12, 2009, due to illness and October 26, 2009, due to a family emergency.

1.5 Approval of Consent Calendar – (cont.)

6.3 Approval of Resolution #09-28 Authorizing Payment to Trustee Absent from Board Meeting

The board authorized payment to Brian Conley for his absence on October 26, 2009, due to illness.

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to suspend the rules and consider Item 3.3 (Approval of Search Consultant and Timeline for Chancellor Search) and Item 4.9 (Authorization of Student Representation Fee at Santiago Canyon College) at this time. Discussion ensued. The motion failed with the following vote: Aye – Mr. Hanna, Mr. Labrado, and Ms. Holguin (student trustee advisory vote); Nay – Dr. Chapel, Mr. Conley, Mr. McLoughlin, Mr. Yarbrough, and Ms. Woolery.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

It was moved by Mr. Yarbrough, seconded by Mr. McLoughlin, and carried unanimously to suspend the rules and recess to closed session at this time.

RECESS TO CLOSED SESSION

The board convened into closed session at 4:49 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Educational and Classified Administrators
2. Personnel (pursuant to Government Code Section 54957.6)
 - a. Evaluation of the Chancellor

RECONVENE

The board reconvened at 6:20 p.m.

Closed Session Report

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

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to suspend the rules and consider Item 3.3 (Approval of Search Consultant and Timeline for Chancellor Search), Item 4.7 (Approval to Name the Santa Ana College Baseball Field), and Item 4.9 (Authorization of Student Representation Fee at Santiago Canyon College) at this time.

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to hear public comments at this time.

Public Comment

Mr. Oscar De La Riva, Mr. Alex Flores, Ms. Nadia Lopez, Ms. Claudia Manzo, Dr. Jeff McMillan, Ms. Kimberly O'Neill, Mr. Ninh Tran, Mr. Richard Santana, Mr. Osvaldo Vences, and Mr. Phien Vu spoke regarding Item 3.3 – Approval of Search Consultant and Timeline for Chancellor Search.

Ms. Tina Lam indicated she would like to comment on Item #4.9 (Authorization of Student Representation Fee at Santiago Canyon College) when the board takes action on this item.

4.7 Approval to Name the Santa Ana College Baseball Field

It was moved by Mr. Labrado and seconded by Mr. Hanna to approve the naming of the Santa Ana College baseball field to *Sneddon Field*. Discussion ensued.

It was moved by Mr. Labrado and seconded by Mr. McLoughlin to amend the motion to approve the naming of the Santa Ana College baseball field to *Don Sneddon Field*. Discussion ensued. The motion carried unanimously.

It was moved by Mr. Labrado, seconded by Mr. Hanna, and carried unanimously to approve the naming of the Santa Ana College baseball field to *Don Sneddon Field*.

3.3 Approval of Search Consultant and Timeline for Chancellor Search

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to 1) engage Community College Search Services to assist in the recruitment and selection process of a new chancellor, and 2) approve the timeline for the chancellor search process and authorize the Executive Vice Chancellor of Human Resources and Educational Services to chair the screening committee and coordinate the recruitment and selection process with the selected search firm. Discussion ensued.

Mr. Labrado called for the question. The vote to end the discussion failed with the following vote: Aye – Mr. Conley, Mr. Labrado, and Ms. Woolery; Nay – Dr. Chapel, Mr. Hanna, Ms. Holguin (student trustee advisory vote), Mr. McLoughlin, and Mr. Yarbrough.

Discussion ensued. The motion carried to 1) engage Community College Search Services to assist in the recruitment and selection process of a new chancellor, and

2) approve the timeline for the chancellor search process and authorize the Executive Vice Chancellor of Human Resources and Educational Services to chair the screening committee and coordinate the recruitment and selection process with the selected search firm with the following vote: Aye – Mr. Conley, Mr. Hanna, Mr. Labrado, Ms. Woolery, and Mr. Yarbrough; Nay – Dr. Chapel, Mr. McLoughlin, and Ms. Holguin (student trustee advisory vote).

4.9 Authorization of Student Representation Fee at Santiago Canyon College

Ms. Lam explained that SCC students supported the implementation of the student representation fee.

It was moved by Mr. Labrado and seconded by Mr. McLoughlin to support the Associated Student Government (ASG) referendum and authorize implementation of the student representation fee at Santiago Canyon College in Spring 2010. Discussion ensued.

Mr. Conley left at this time.

The motion carried with the following vote: Aye – Dr. Chapel, Mr. Labrado, Mr. Hanna, Ms. Holguin (student trustee advisory vote), and Mr. McLoughlin; Nay - Mr. Yarbrough and Ms. Woolery.

Mr. Yarbrough left at this time.

2.2 Reports from College Presidents

The following college presidents declined giving reports to the board due to the lateness of the hour:

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

3.0 HUMAN RESOURCES

Item 3.3 was moved after closed session.

3.1 Management/Academic Personnel

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

- Approve Cabinet and Management Salary Schedules
- Approve Employment Agreement
- Ratify Resignations/Retirements
- Approve Full-time and Part-time Faculty Salary Schedules
- Approve Additional Faculty Service Areas
- Approve Stipends
- Approve Leaves of Absence
- Approve Changes of Assignment
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Intern Services

3.2 Classified Personnel

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

- Approve CSEA Salary Schedule
- Approve Voluntary Furloughs
- Approve Hourly On Going to Full Time
- Approve Changes in Positions
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going

3.2 Classified Personnel – (cont.)

- Approve Temporary Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Volunteers
- Approve Lists of Student Assistants

3.4 Authorization for Board Travel/Conferences

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve the submitted conference and travel by board members.

4.0 INSTRUCTION

Items 4.1, 4.2, 4.5, 4.6, and 4.8 were approved as part of Item 1.5: Consent Calendar. Item 4.7 and Item 4.9 were moved after closed session.

4.3 Approval of Community Services Program at Santa Ana College for Spring 2010

It was moved by Mr. Labrado and seconded by Mr. McLoughlin to approve the list attached to the agenda for the proposed Community Services program at Santa Ana College for Spring 2010. Discussion ensued. The motion carried unanimously.

4.4 Approval of Community Services Program at Santiago Canyon College for Spring 2010

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve the list attached to the agenda for the proposed Community Services program at Santiago Canyon College for Spring 2010.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.14, 5.15, 5.16, 5.17, 5.18, and 5.19 were approved as part of Item 1.5: Consent Calendar.

5.4 Quarterly Investment Report as of September 30, 2009

The board received the quarterly investment report as of September 30, 2009 as information.

5.5 Approval of Change Order #1 - Bid #1065 – HVAC for the New Science Building (State Portion) at Santiago Canyon College

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to approve change order #1, Athena Engineering, Inc., for Bid #1065, HVAC for the SCC science building as presented.

5.13 Award of Bid #1131 – Relocation of Portable Classrooms at Santiago Canyon College

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to award Bid #1131 to DLG Electric and Construction for the relocation of portable classrooms at SCC as presented.

6.0 GENERAL

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

6.4 Board Member Comments

Ms. Holguin reported that SAC Associated Student Government is requesting five parking places from the Santa Ana College campus to auction as a fundraiser to benefit students by saving classes as part of the SAC Summer School Rescue Fund.

Ms. Woolery reported she is adopting a baby girl from Russia and anticipates future travel to complete the adoption process.

Mr. McLoughlin reported he recently attended a fire academy graduation.

Mr. McLoughlin reminded the board to discuss the placement of closed session at the December board meeting.

Mr. McLoughlin expressed concern over the costs associated with searching for a new chancellor; he urged board members not to exceed the funds set aside to search for this position.

Mr. Hanna asks that at least one board meeting a year be held at each RSCCD campus (CEC, OEC, SAC, and SCC).

Mr. Hanna encouraged attendance at upcoming faculty award lectures for the colleges.

Dr. Chapel reported he recently attended an ethics training seminar.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on December 7, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Mr. Labrado declared this meeting adjourned at 8:13 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: December 7, 2009

Proposed Board Meetings – 2010

January 11

February 1 (Board Planning Session), 22

March 8, 22

April 12, 26

May 10, 24

June 21

July 26

August 23

September 13, 27

October 11, 25

November 15

December 6

Investments - BP3211

INVESTMENTS - BP3211

Revised 09/11/95

The Board of Trustees authorizes the chancellor, or designee, to invest monies not required for the immediate necessities of the district in accordance with existing law. Funds are to be invested in a manner which will provide the maximum security of principal.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- The investments shall remain sufficiently liquid to meet all operating obligations of the district.
- The investments shall be done with the objective of attaining a market rate of return, taking into account risks and liquidity needs.

Investments shall be made with judgement and care, which persons of prudence, discretion and intelligence would exercise for the safety of capital and reasonable income.

The Vice Chancellor of Business and Fiscal Services shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy.

Administrators and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment activity or which could impair their ability to make impartial investment decisions.

Legal Reference:

Title 5, California Code of Regulations

58199.5 Appropriation of Excess Funds

Government Code Sections 53600, 53601, 53651, 53654

Statement of Ethical Conduct - BP9002

STATEMENT OF ETHICAL CONDUCT - BP9002

Revised August 27, 2007

All Rancho Santiago Community College District board members are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The president of the board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board's policy code of ethics will be addressed by the president of the board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee. If the president of the board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

Conferences and Meetings - BP9011

BOARD TRAVEL - BP9011

Revised 2/5/07

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement. (See AR 4108.)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
December 7, 2009

MANAGEMENT

Permission to Accept Outside Assignment

Miller, Rebecca – To serve as a member of the Governing Board of Coastal Communities Hospital in Santa Ana, effective February 1, 2010.

Reduction in Force

Salinas-Rumps, Sallie
Director, Women's Business Center
Educational Services
District Office

Effective: November 30, 2009
Reason: Layoff

FACULTY

Permission to Accept Outside Assignment

O'Lea, Jacque – To serve as a member of the Executive Committee of the Southern California Consortium for Community College Television and the Board of Directors of Intelcom from January 2, 2010, through December 31, 2011.

Ratification of Resignation/Retirement

Rapp, Benny
Professor/Assistant Coach, Exercise Science
Exercise Science, Health and Athletics Division
Santa Ana College

Effective: December 19, 2009
Reason: Retirement

Stipends

Adams, Richard
Associate Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: December 8, 2009
Amount: \$1,000.00
Reason: Learning Communities

Kosuth, Kathryn
Associate Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: December 8, 2009
Amount: \$1,000.00
Reason: Learning Communities

FACULTY (CONT'D)

Stipends (cont'd)

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

Effective: December 8, 2009
Amount: \$1,000.00
Reason: Learning Communities

Shekarabi, Nooshan
Associate Professor, Political Science
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: December 8, 2009
Amount: \$1,000.00
Reason: Learning Communities

Leaves of Absence

Sanabria, Reina
Coordinator, Puente Program
Counseling Division
Santa Ana College

Effective: January 5 – March 31, 2010
Reason: Maternity Leave

Sanabria, Reina
Coordinator, Puente Program
Counseling Division
Santa Ana College

Effective: April 26 – May 7, 2010
Reason: Banked Leave

Sanabria, Reina
Coordinator, Puente Program
Counseling Division
Santa Ana College

Effective: May 10 – June 3, 2010
Reason: Family Medical Leave

Part-time/Hourly Hires/Rehires

Chaidez, Maria
Counselor
Counseling and Student Support Services Division
Santiago Canyon College

Effective: November 23, 2009
Hourly Counseling Rate: II-3 \$46.17

Contreras, Heidy
Instructor, Biology
Sciences & Mathematics Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17

FACULTY (CONT'D)

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

Houts, Robert
Instructor, Public Works (equivalency)
Instructional Services and Career Education Division
Santiago Canyon College

Effective: December 14, 2009
Hourly Lecture Rate: I-3 \$51.73

Miller, Mark
Instructor, Fire Technology
Human Services and Technology Division
Santa Ana College

Effective: December 8, 2009
Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97

Peterson, Robert
Instructor, Criminal Justice Academy
Human Services and Technology Division
Santa Ana College

Effective: December 7, 2009
Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97

Non-paid Instructors of Record

Hurd, Mike
Instructor, Fire Technology Academy
Human Services and Technology Division
Santa Ana College

Effective: November 17, 2009

McDowell, Fred
Instructor, Fire Technology Academy
Human Services and Technology Division
Santa Ana College

Effective: November 17, 2009

McVey, Eric
Instructor, Fire Technology Academy
Human Services and Technology Division
Santa Ana College

Effective: November 17, 2009

Schneider, Michael
Instructor, Fire Technology Academy
Human Services and Technology Division
Santa Ana College

Effective: December 8, 2009

FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

Ward, Christopher
Instructor, Fire Technology Academy
Human Services and Technology Division
Santa Ana College

Effective: December 8, 2009

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

DECEMBER 7, 2009

CLASSIFIED

Reduction in Force Lay Off

Attachment #1

Change in Position

Cottrell, Tammy
From: Administrative Secretary
To: Help Desk Analyst (Reorg 634)

Effective: December 1, 2009
Grade 13, Step 2 \$4036

Melendez, Lorraine
From: Special Projects Specialist
To: Sr. Account Clerk/ School of
Continuing Educ./ SAC (RIF)

Effective: December 5, 2009
Grade 10, Step 6 + 7.5%L + 3PG (1300)
\$4668.33

Change in Location

Davis, Wendy
Senior Clerk
From: Auxiliary Services/ SAC
To: Auxiliary Services/ SCC

Effective: November 2, 2009
Grade 8, Step 6 \$3900

Leave of Absence

Rodriguez, Ruth
Senior Interpreter/ SAC

Effective: 08/17/09 – 08/21/09
12/14/09 – 12/18/09
01/04/10 – 01/15/10
Reason: 11 Month Non Paid Period

Ratification of Resignation/Retirement

Bowman, Shirley
Alternate Media Specialist/ DSPTS/ SAC

Effective: June 30, 2010
Reason: Retirement

Bryant, Francyne
Financial Aid Analyst/ SAC

Effective: December 30, 2009
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Kohlhas, Paul
Accompanist/ Fine & Performing Arts/
SAC (Reinstate from 39 Month List)

Effective: November 16, 2009
Up to 19 Hours/Week School Session
Grade 10, Step A \$19.10/Hour

Professional Growth Increment

Serratos, Manuel
Test Proctor/ Orange Education Center

Effective: January 1, 2010
Grade 3, Step A + 2.5%Bil + 4PG(1000)
\$15.04/Hour + \$83.33/Mo. PG

TEMPORARY ASSIGNMENT

Substitute Assignments

Averette, Scott
Cashier/ Bookstore/ SCC

Effective: 10/01/09 – 06/30/10

Pastrana, Leo
Student Services Specialist/ Student
Affairs/ SAC

Effective: 11/17/09 – 01/15/10

MISCELLANEOUS POSITIONS

Instructional Associates/Associate Assistants

Criminal Justice
Sanchez, Connieann

Effective: 12/08/09

Villeneuve, Paul

Effective: 12/08/09

Exercise Science
Postlmayr, Jeffrey

Effective: 11/17/09

Fire Technology
Finster, Grant

Effective: 12/08/09

VOLUNTEERS

Crancer, Lindsey
Student Driver/ Exercise Science/ SAC

Effective: 12/08/09

COMMUNITY SERVICE PRESENTERS
Stipends Effective October 11 – November 10, 2009

Buonanotte, Pamela	Amount: \$ 522.35
Chang Wu, Wendy	Amount: \$ 274.92
Frelly, Robert	Amount: \$ 560.00
Garcia, Omelina	Amount: \$ 131.20
Harris, Karen	Amount: \$ 260.00
Hogue, Tom	Amount: \$ 1,118.60
Larsen, JoEllen	Amount: \$ 390.11
Mack, Karen	Amount: \$ 369.57
Munoz, Jayne	Amount: \$ 210.00
Potter, John	Amount: \$ 720.00
Rivera, Rodrigo	Amount: \$ 657.03
Vohra, Sumona	Amount: \$ 161.47
Westerfield, David	Amount: \$ 170.52
Wilkes, Doug	Amount: \$ 2,124.00

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Carbajal, Rodolfo	Effective: 11/02/09-06/30/10
Flores, Claudia Minerva	Effective: 11/17/09-06/30/10
Manzo, Claudia	Effective: 11/03/09-06/30/10
Marquez, Yuliana Jazmin	Effective: 11/17/09-06/30/10

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

Mendoza, Patricia	Effective: 11/16/09-06/30/10
Milhem, Suha	Effective: 10/28/09-06/30/10
Santos, David	Effective: 10/27/09-06/30/10
Trnh, Hung	Effective: 10/26/09-06/30/10

Attachment #1

**Alonzo, Joseph
Student Services Coordinator/ Student
Services/ SAC**

**Effective: December 1, 2009
Laid Off**

**Castellanos, Margie
Counseling Assistant/ Counseling/ SAC**

**Effective: December 1, 2009
Laid Off**

**Chaidez, Maria
Career Guidance Specialist/ Student
Services/ SCC**

**Effective: November 16, 2009
Laid Off**

**Diaz, Cynthia
Student Program Specialist/ Student
Services/ SAC**

**Effective: November 30, 2009
Laid Off**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET
CLASSIFIED
DECEMBER 7, 2009
ADDENDUM**

TEMPORARY

Orozco, Vanessa
Career Technician/ Special Services/ SAC

Effective: 01/04/10 – 06/30/10

Small, Jerry
Theatre Facilities Tech./ Fine & Performing
Arts/ SAC

Effective: 12/14/09 – 06/30/10

Ventura, Gillian
Job Developer/ Special Services/ SAC

Effective: 01/04/10 – 06/30/10

Waller, Linda
Career Technician/ Special Services/ SAC

Effective: 01/04/10 – 06/30/10

Additional Hours for On Going Assignment

Hernandez, Jacquelyn
Career Technician/ Special Services/ SAC

Effective: 01/04/10 – 06/30/10
Not to exceed 19 consecutive working days in
any given period.

Luarte, Joseph
Fine & Performing Arts Tech./ Fine &
Performing Arts/ SAC

Effective: 12/14/09 – 06/30/10
Not to exceed 19 consecutive working days in
any given period.

Nguyen, Dao
Admissions & Records Spec. II/ Student
Services/ SAC

Effective: 12/08/09 – 06/30/10
Not to exceed 19 consecutive working days in
any given period.

Nguyen, Tuan
Transfer Center Spec./ Counseling/ SAC

Effective: 01/04/10 – 01/31/10
Not to exceed 19 consecutive working days in
any given period.

Ventura, Yesenia
Transfer Center Spec./ Counseling/ SAC

Effective: 01/04/10 – 06/30/10
Not to exceed 19 consecutive working days in
any given period.

MISCELLANEOUS POSITIONS

Rosas, Cesar
Business Expert Professional II/ CITD

Effective: 11/17/09 – 06/30/10

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

To:	Board of Trustees	Date: December 7, 2009
Re:	Approval of Credit Instructional Calendar for 2010 - 2011	
Action:	Request for Approval	

BACKGROUND

The administration and the Faculty Association of Rancho Santiago Community College District (FARSCCD) have developed the attached 2010 – 2011 instructional calendar for the college credit program. The calendar is presented to the Board of Trustees each year for approval.

ANALYSIS

The proposed calendar continues the 16-week compressed calendar for the fall and spring semesters, but does not include a 4-week winter intersession. The spring semester will begin in January and conclude in May.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010-2011 Credit Instructional Calendar.

Fiscal Impact: None	Board Date: December 7, 2009
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date:	December 7, 2009
Ref:	Approval of Agreement with Community College Search Services		
Action:	Request for Action		

BACKGROUND

At the November 16, 2009 meeting, the Board of Trustees approved a recommendation to retain Community College Search Services (CCSS) to assist in the search process for a new Chancellor. An agreement with CCSS to perform those services is now presented to the Board for approval.

ANALYSIS

The agreement covers the full range of services provided for the Chancellor search. CCSS has agreed to permit the district to make payments on March 1 and July 1, 2010. The district shall have the latitude to determine the division of the total fee between those two payment dates.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor, Human Resources and Educational Services, to execute the agreement with Community College Search Services.

Fiscal Impact:	\$28,000	Board Date:	December 7, 2009
Item Prepared by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		

AGREEMENT
Between
Rancho Santiago Community College District
And
Community College Search Services

Community College Search Services (CCSS) agrees to assist the Board of Trustees of the Rancho Santiago Community College District in the comprehensive search for the position of Chancellor of Rancho Santiago Community College District. CCSS will select and assign the appropriate search consultant(s) and provide other in-house expertise as needed to accomplish this mission.

Services/Fee Structure

Our service fee for conducting a comprehensive search for the Chancellor of the Rancho Santiago Community College District position is \$28,000 including all CCSS' expenses in conducting the search.

The fee includes all of CCSS' expenses for the following:

- All visits to the District including all travel expenses (up to twelve days excluding initial consultation);
- Software and assistance for the national mailing;
- CCSS target mailing of the brochure to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the Board of Trustees or designees, search committee, candidates, district liaison and other staff as required;
- Development of search process materials for the search;
- Comprehensive reference reports for up to five finalists;
- All other items in the proposal.

If the process established by the District requires additional workdays by the CCSS consultant (more than twelve), the charge would be \$1000/day including expenses. The charge for additional reference reports (more than four) would be \$1000 each.

Expenses not included in the CCSS fee are as follows:

- Profile brochure printing and initial national mailing;
- Candidate travel;
- All position advertisements;
- Search committee incidentals;
- Search Team visits to candidate institutions;
- Time of district liaison devoted to this search.

DO-09-024

In the event that the new Chancellor of the Rancho Santiago Community College District should resign within one calendar year his/her new assignment, CCSS agrees to undertake a new comprehensive search for expenses only.

Either party may cancel this agreement with a 30 day written notice to the other party. If instituted, the District would reimburse only those charges incurred by CCSS on behalf of the Rancho Santiago Community College District up to that point in time.

Fee is to be paid in two increments as follows: The first increment to be billed on March 1st, 2010 and the second increment and any remaining balance upon completion of all services as per above agreement on July 1, 2010. The amounts of each increment will to be determined by the Rancho Santiago Community College District.

John Didion, Executive Vice Chancellor,
Human Resources & Educational Services
Rancho Santiago CCD

Al Fernandez, Ph.D.
Community College Search Services
376 Hamilton Avenue
Ventura, CA 93003

Date _____

Date _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To: Board of Trustees	Date: December 7, 2009
Ref: Approval of Chancellor Search Materials and Search Committee Composition	
Action: Request for Action	

BACKGROUND

At the November 16, 2009 meeting, the Board of Trustees approved the timeline for the search process for a new Chancellor. In conjunction with that timeline, the Board must determine the composition of the search committee and approve the position description and vacancy announcement.

ANALYSIS

The attached materials have been distributed to the various constituent groups for review and comment. Any input received from the constituent groups will be presented at the meeting. A representative from Community College Search Services will attend the Board meeting to consult with the Board on these elements of the search process. The completion of these tasks at this meeting will enable the administration to reproduce the vacancy announcement and begin recruitment activities.

RECOMMENDATION

It is recommended that the Board of Trustees approve the following:

1. Composition of the Search Committee
2. Chancellor Job Description
3. Chancellor Vacancy Announcement

Fiscal Impact:	None	Board Date:	December 7, 2009
Item Prepared by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		

Proposed Chancellor Search Committee

Chair, Executive Vice Chancellor, Human Resources & Educational Services (non-voting)

- 1. President, SAC or designee**
- 2. President, SCC or designee**
- 3. President, FARSCCD or designee**
- 4. President, CSEA or designee**
- 5. Classified at large (appointed by CSEA)**
- 6. President, CEFA or designee**
- 7. President, CDCTA or designee**
- 8. President, SAC Academic Senate or designee**
- 9. President, SCC Academic Senate or designee**
- 10. President, SAC ASG or designee**
- 11. President, SCC ASG or designee**
- 12. Vice Chancellor, Bus. Ops & Fiscal Services or designee**
- 13. SAC Community representative**
- 14. SCC Community representative**

Summary:

3 Managers

3 Full-time faculty

1 Part-time faculty

1 Child Development teacher

2 Classified

2 Students

2 Community representatives

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
CHANCELLOR**

GENERAL RESPONSIBILITIES

Serves as the Chief Executive Officer of the District with overall responsibility to the Board of Trustees for all aspects of the planning, leadership, funding, staffing, facilities, and delivery of District programs, personnel services and employer-employee relations. Responsible for the safety, security and preservation of human and fiscal resources. Recommends and executes Board Policy, rules and regulations of the District. Serves as Secretary and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

SPECIFIC RESPONSIBILITIES

BOARD OF TRUSTEES

Executes delegated authority pursuant to Board direction and policy, advises and updates the Board on a regular basis. Provides leadership and professional expertise to assist the Board in effective annual goal setting and self-evaluation. Provides orientation for new Trustees, and is responsible for the proper conduct and related documentation of Board meetings in compliance with applicable law.

DEVELOPMENT AND DELIVERY OF DISTRICT PROGRAMS

Overall responsibility for the quality of all District programs, services and activities, for identifying methods for increasing and maximizing program funding sources. Working with campus CEO's seeks and identifies opportunities for district delivery of new programs and services to assure that programs adequately respond to the needs of the culturally diverse population served by the District.

PERSONNEL

Overall responsibility for all personnel functions and services for employer-employee relations. Directly supervises and evaluates members of the Cabinet and the staff assigned to the Chancellor's office; confers with Academic and Classified Senates.

BUDGETING/FUNDING

Responsible for ensuring the fiscal stability and sustainability of the District, including the preparation of a fiscal plan for the District and the management of plans for current and future District programs, facilities, personnel, services, equipment and other activities. Provides leadership in the pursuit of alternative funding sources to support the District's programs and services.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
CHANCELLOR (continued)**

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible and articulate educational leader and speaker at the community, state and national levels, to provide visibility to the district, create goodwill, form partnerships and cultivate resources, propose and advocate legislation to develop fiscal and other resources to sustain, enhance and develop new programs, services and opportunities for the community served; seeks positions of significant educational leadership at the state and national levels, develops a district plan for community relations and public information, and resolves complaints made by members of the public.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility to provide clear direction and leadership regarding district plans and goals to district-wide committees and task forces, to communicate plans and goals to the community, faculty, staff and administrators, and to provide and communicate a plan for evaluating progress toward these goals.

ESSENTIAL FUNCTIONS

- A. Plan, lead, and provide goals and direction for all district programs, personnel services, activities, employer-employee relations, funding, staffing, delivery and evaluation of all aspects of current and future programs and personnel.
- B. Communicate long and short-range plans and district needs and positions to the community, faculty, staff, and administrators, and build consensus and support for plans and programs.
- C. Identify and seek opportunities to maximize the academic performance of students. Maximize district resources. Enhance the district's reputation as an institutional leader in education at the local, state and national levels.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a Master's degree or equivalent and substantial and current senior-level administrative experience in higher education. Doctoral degree preferred.

Required Skills: Ability to plan, organize, articulate, and evaluate plans and opportunities for all District programs, personnel, activities, and facilities; to resolve conflicts, provide leadership and build consensus at the local, state and national levels; to solve problems; analyze and apply laws, policies and pending legislation affecting the District.

CHANCELLOR RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Board of Trustees of the Rancho Santiago Community College District invites applications and nominations for the position of Chancellor of the Rancho Santiago Community College District. The Chancellor is the Chief Executive Officer of the District and reports to an elected seven member Board of Trustees and a non-voting student trustee.

The Board is seeking a Chancellor who possesses vision and the ability to lead a complex and progressive organization through challenging economic times. The desirable candidate is one who is committed to academic excellence and the comprehensive mission of the California Community Colleges. The desired candidate is student centered and focused on student success. Strong business acumen and demonstrated fund raising skills are also important qualifications. Sensitivity to the diversity and cultural backgrounds of students, staff and community is essential.

GENERAL RESPONSIBILITIES

The Chancellor serves as the Chief Executive Officer of the District with overall responsibility to the Board of Trustees for all aspects of the planning, leadership, funding, staffing, facilities, and delivery of District programs, personnel services and employer-employee relations. The Chancellor is responsible for the safety, security and preservation of human and fiscal resources. The Chancellor recommends and executes Board Policy, rules and regulations of the District, and serves as Secretary and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

CHALLENGES AND OPPORTUNITIES

The major CHALLENGES AND OPPORTUNITIES to be addressed by the CHANCELLOR of the Rancho Santiago Community College District are the following:

- Providing leadership and advice to the Board of Trustees on strategy, goals, and program development to ensure that the District continues to provide high quality programs and services to the community.
- Implementing and revising as necessary the District's Master Plan, using collaborative and consensus building processes.
- Serving as the District's advocate and assertively pursuing new sources of funding from state, federal and private sources in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.

- Effectively managing the District's financial resources and ensuring appropriate and equitable distribution of resources to the colleges and operating units.
- Fostering participatory governance and decision making, thereby promoting collegiality and respect among all constituencies.
- Establishing strategies to manage increasing enrollment demand with an emphasis on student success, retention and transition from non-credit to credit programs.
- Bringing expertise, knowledge and experience to collective bargaining and conflict resolution to ensure productive labor relations with faculty and staff associations.
- Supporting technology in the classroom and reviewing, upgrading, and maintaining equipment and technology systems for teaching, distance learning, and administration.
- Invigorating campus foundations and providing leadership in economic development by expanding partnerships with business, industry, and government, while promoting community involvement and support for the District and its campuses.
- Enlisting support for events and programs that celebrate the cultural diversity of the District and its surrounding communities.

PREFERRED QUALIFICATIONS

The position requires a master's degree from an accredited institution and demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students. An earned doctorate from a regionally accredited university is preferred. The preferred professional background of the candidate should also include faculty and senior-level administrative experience in community colleges, and/or other accredited, post secondary educational institutions.

PERSONAL & PROFESSIONAL CHARACTERISTICS, SKILLS AND COMPETENCIES

The Chancellor will be...

Trustworthy and noted for integrity and honesty personally and professionally.

Student centered, with an appreciation for the role of student services in student success.

An individual with appreciation for ethnic, cultural and social diversity.

Confident, courageous, self-assured, well organized and politically adept.

Patient, consistent, decisive and a problem solver.

Open and accessible, with a sense of humor.

Enthusiastic and a morale builder.

Technologically knowledgeable and competent.

A mentor and a proponent of professional development.

The Chancellor shall have knowledge of, and demonstrated leadership in ...

Collaborative decision making, with an ability to forge consensus on difficult issues.

Human relations, team building and delegation.

Image building, marketing and effective communication with the media.

Effective management, with timely implementation of decisions and plans.

Communication, through both the written and the spoken word, listening and providing effective feedback.

Budgeting, resource allocation, facilities and planning.

Multi-college districts.

THE APPLICATION PROCESS

In order to be considered for this position, candidates must submit, in electronic form, a letter of application, preferably five pages or less, describing the candidate's background and experience in relationship to the CHALLENGES AND OPPORTUNITIES of the Rancho Santiago Community College District. Applicants should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position, indicating to what extent personal characteristics, professional skills and competencies match those sought for this position. In addition, candidates must submit a current resume to include the names, business and home telephone numbers of eight references, including two supervisors, two subordinates (including one support staff member), two faculty and two community members. Preferably, references are to be from current and former institutions. References will not be contacted without the

candidate's permission. All application materials must be submitted electronically through the employment section on the RSCCD website: www.rsccd.edu.

Completed application materials will be reviewed as they are received. The chancellor search committee will begin interviewing applicants in April 2009. Submissions of complete application materials are especially encouraged prior to that time. Applications will be accepted until the position is filled.

For inquiries or additional information contact:

Community College Search Services
Dr. Alfred P. Fernandez
Phone: (805) 650-2546; Fax (805) 650-8469
Email: ccss@sbcglobal.net

Dr. James Walker
Phone: (805) 279-0009; Fax (805) 879-2122
Email: walkerjw@sbcglobal.net

All inquiries, nominations and applications will be held in strict confidence.

The Rancho Santiago Community College District is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To: Board of Trustees	Date: December 7, 2009
Ref: Rejection of Claim	File #: 09-77548JW
Action: Request for Action	

The district's insurance administrator, Corvel, recommends the Board of Trustees authorize the Chancellor, or designee, to reject claim #09-77548JW.

Fiscal Impact: None	Board Date: December 7, 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	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College – Orange Education Center

TO: Board of Trustees	DATE: December 7, 2009
SUBJECT: Approval of New Noncredit Career Development and College Preparation Certificate Programs for Santiago Canyon College, Division of Continuing Education	
Action: Request for Approval	

BACKGROUND

During the 2006-2007 fiscal year, SB361 was enacted and authorized the creation of a new category of noncredit programs titled *Career Development and College Preparation (CDCP)* programs and allowed community colleges to earn an enhanced noncredit funding rate for certain noncredit courses. Title 5, Section 55151 defines CDCP courses as: courses that are part of a short-term vocational program; courses in elementary and secondary basic skills; courses involving workforce preparation in the basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training; or courses in English as a Second Language and Vocational English as a Second Language. To be eligible for enhanced funding, a CDCP noncredit course must be part of a program or sequence of courses leading toward: a noncredit certificate of completion leading to improved employability or job opportunities; or a noncredit certificate of competency in a recognized career field articulated with degree applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. In addition, Title 5, Section 55151 requires that content and assessment standards for certificates be defined by the local curriculum committee and that each noncredit certificate program be approved by the governing board of the district.

ANALYSIS

The noncredit apportionment rate per Full Time Equivalent Student (FTES) is currently \$2,745. Courses that meet the criteria stated above are entitled to an enhance rate of \$3,232 per FTES, a \$487 difference.

RECOMMENDATION

It is recommended that the Board of Trustees approve and certify the attached list of new noncredit certificate programs for Santiago Canyon College, Division of Continuing Education.

Fiscal Impact: Additional revenue: \$487 per FTES per each course listed	Board Date: December 7, 2009
Item Prepared by: Jose Vargas, Vice President, Continuing Education	
Item Submitted by: Juan Vázquez, President	
Item Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**Santiago Canyon College
Division of Continuing Education**

**New Noncredit Certificate of Completion Programs (Sequences)
Submitted for Board Approval: December 7, 2009**

1. **ESL Literacy Certificate of Completion**
 - ESL 399 ESL Literacy
 - ABE 011 Native Language Basic Skills for Adults

2. **ESL Transition Certificate of Completion**
 - ESL 400 Transition ESL
 - ESL 606 Interactive Language Training

3. **ESL Beginning 1 Certificate of Completion**
 - ESL 410 Beginning ESL 1
 - ESL 606 Interactive Language Training

4. **ESL Beginning 2 Certificate of Completion**
 - ESL 410 Beginning ESL 1
 - ESL 606 Interactive Language Training

5. **ESL Beginning 3 Certificate of Completion**
 - ESL 430 Beginning ESL 3
 - ESL 606 Interactive Language Training

6. **ESL Intermediate 1 Certificate of Completion**
 - ESL 460 Intermediate ESL 1
 - ESL 606 Interactive Language Training

7. **ESL Intermediate 2 Certificate of Completion**
 - ESL 470 Intermediate ESL 2
 - ESL 606 Interactive Language Training

8. **ESL Intermediate 3 Certificate of Completion**
 - ESL 480 Intermediate ESL 3
 - ESL 606 Interactive Language Training

9. **ESL Beginning Communication Certificate of Completion**
 - ESL 570 Conversation 1
 - ESL 530 American English Pronunciation

And at least one of the following:

 - ESL 606 Interactive Language Training
 - ESL 131 Communicating Through Drama

10. ESL Intermediate Communication Certificate of Completion

- ESL 580 Conversation 2
- ESL 530 American English Pronunciation

And at least one of the following:

- ESL 606 Interactive Language Training
- ESL 131 Communicating Through Drama

11. ESL Intermediate Writing Certificate of Completion

- ESL 010 ESL Writing
- ESL 392 Writing and Computers: Development a School Publication

12. Vocational ESL Certificate of Completion

- ESL 510 English for Work 1
- ESL 520 English for Work 2

13. Vocational ESL Employability

- ESL 600 Personal Discovery for Employability
- ESL 606 Interactive Language Training

14. ESL Civics Certificate of Completion

- ESL 120 ESL Civics
- ESL 606 Interactive Language Training

15. ESL Beginning Multilevel Certificate of Completion

- ESL 440 Beginning 1-3 Multilevel
- ESL 606 Interactive Language Training

16. ESL Intermediate Multilevel Certificate of Completion

- ESL 500 Intermediate 1-3 Multilevel
- ESL 606 Interactive Language Training

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

To: Board of Trustees	Date: December 7, 2009
Re: Approval of New Noncredit Courses for Santa Ana College School of Continuing Education	
Action: Request for Approval	

BACKGROUND

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

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

ANALYSIS

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

RECOMMENDATION

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

Fiscal Impact: None	Board Date: December 7, 2009
Prepared by: Ed Ripley, Vice President, Santa Ana College School of Continuing Education	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College School of Continuing Education

**New Noncredit Courses Submitted for Board Approval
December 7, 2009**

Vocational Business 340, Introduction to Basic Keyboarding

Vocational Business 350, Introduction to Microsoft Office Outlook

**Secondary Subjects High School Subjects – Natural Sciences 198, Human
Anatomy & Physiology II**

Secondary Subjects High School Subjects 095, Basic Skills Supervised Tutoring

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

To:	Board of Trustees	Date: December 7, 2009
Re:	Approval of New Noncredit Certificates for Santa Ana College School of Continuing Education	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

The attached list of new noncredit certificates have been reviewed and approved by the college curriculum council as meeting criteria defined by SB361 for approved sequence of courses leading to a certificate of completion.

RECOMMENDATION

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

Fiscal Impact: None	Board Date: December 7, 2009
Prepared by: Ed Ripley, Vice President, Santa Ana College School of Continuing Education	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College School of Continuing Education

**New ESL Certificates Submitted for Board Approval
December 7, 2009**

ESL Beginning A Certificate of Completion

ESL Beginning B Certificate of Completion

ESL Intermediate A Job Skills Certificate of Completion

ESL Intermediate B Job Skills Certificate of Completion

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

To: Board of Trustees	Date: December 07, 2009
Re: Approval of New OTA Agreement – Karate for All	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Karate for All in Tustin, California.

Fiscal Impact: None	Board Date: December 07, 2009
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 8th day of December, 2009 by and between **Karate for All**, hereinafter called the Agency, and **Rancho Santiago Community College District**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

Agency signers of this agreement, is prohibited.

B. Insurance:

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

C. Indemnification

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

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

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

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

SST

**District: Rancho Santiago Community
College District**

2323 North Broadway
Santa Ana, CA 92706

Agency: Karate For All

3002 Dow Ave. Suite #406,
Tustin, CA 92780

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Wayne Centra, MOTR/L
Title:

Date: _____

Date: _____

Check Registers Submitted for Approval
Checks Written for Period 11/07/09 thru 11/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45107	General Fund Unrestricted	1,338.00	0.00	1,338.00	92*0230232	92*0230232
45108	General Fund Unrestricted	31,370.00	0.00	31,370.00	92*0230233	92*0230260
45109	General Fund Unrestricted	31,573.00	0.00	31,573.00	92*0230261	92*0230288
45110	General Fund Unrestricted	40,038.00	0.00	40,038.00	92*0230289	92*0230316
45111	General Fund Unrestricted	34,931.00	0.00	34,931.00	92*0230317	92*0230344
45112	General Fund Unrestricted	37,744.00	0.00	37,744.00	92*0230345	92*0230372
45113	General Fund Unrestricted	39,847.00	0.00	39,847.00	92*0230373	92*0230400
45114	General Fund Unrestricted	34,852.00	0.00	34,852.00	92*0230401	92*0230428
45115	General Fund Unrestricted	36,126.00	0.00	36,126.00	92*0230429	92*0230456
45116	General Fund Unrestricted	30,727.00	0.00	30,727.00	92*0230457	92*0230484
45117	General Fund Unrestricted	40,211.00	0.00	40,211.00	92*0230485	92*0230515
45118	General Fund Unrestricted	36,154.00	0.00	36,154.00	92*0230516	92*0230543
45119	General Fund Unrestricted	35,890.00	0.00	35,890.00	92*0230544	92*0230571
45120	General Fund Unrestricted	33,467.00	0.00	33,467.00	92*0230572	92*0230599
45121	General Fund Unrestricted	28,184.00	0.00	28,184.00	92*0230600	92*0230627
45122	General Fund Unrestricted	29,971.00	0.00	29,971.00	92*0230628	92*0230655
45123	General Fund Unrestricted	32,703.00	0.00	32,703.00	92*0230656	92*0230683
45124	General Fund Unrestricted	36,177.00	0.00	36,177.00	92*0230684	92*0230711
45125	General Fund Unrestricted	34,128.00	0.00	34,128.00	92*0230712	92*0230739
45126	General Fund Unrestricted	37,253.00	0.00	37,253.00	92*0230740	92*0230767
45127	General Fund Unrestricted	35,874.00	0.00	35,874.00	92*0230768	92*0230795
45128	General Fund Unrestricted	30,323.00	0.00	30,323.00	92*0230796	92*0230851
45129	General Fund Unrestricted	30,659.00	0.00	30,659.00	92*0230852	92*0230879
45130	General Fund Unrestricted	33,541.00	0.00	33,541.00	92*0230880	92*0230907
45131	General Fund Unrestricted	28,454.00	0.00	28,454.00	92*0230908	92*0230935
45132	General Fund Unrestricted	29,879.00	0.00	29,879.00	92*0230936	92*0230963
45133	General Fund Unrestricted	27,517.00	0.00	27,517.00	92*0230964	92*0230991
45134	General Fund Unrestricted	32,980.00	0.00	32,980.00	92*0230992	92*0231019
45135	General Fund Unrestricted	32,819.00	0.00	32,819.00	92*0231020	92*0231047
45136	General Fund Unrestricted	30,596.00	0.00	30,596.00	92*0231048	92*0231075
45137	General Fund Unrestricted	31,347.00	0.00	31,347.00	92*0231076	92*0231103
45138	General Fund Unrestricted	32,351.00	0.00	32,351.00	92*0231104	92*0231131
45139	General Fund Unrestricted	30,198.00	0.00	30,198.00	92*0231132	92*0231159
45140	General Fund Unrestricted	28,728.00	0.00	28,728.00	92*0231160	92*0231187
45141	General Fund Unrestricted	28,023.00	0.00	28,023.00	92*0231188	92*0231215
45142	General Fund Unrestricted	28,549.63	0.00	28,549.63	92*0231216	92*0231243
45143	General Fund Unrestricted	32,692.00	0.00	32,692.00	92*0231244	92*0231271

Check Registers Submitted for Approval

Checks Written for Period 11/07/09 thru 11/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45144	General Fund Unrestricted	29,119.00	0.00	29,119.00	92*0231272	92*0231299
45145	General Fund Unrestricted	32,674.00	0.00	32,674.00	92*0231300	92*0231327
45146	General Fund Unrestricted	38,179.00	0.00	38,179.00	92*0231328	92*0231355
45147	General Fund Unrestricted	33,263.00	0.00	33,263.00	92*0231356	92*0231383
45148	General Fund Unrestricted	28,767.00	0.00	28,767.00	92*0231384	92*0231411
45149	General Fund Unrestricted	32,916.50	0.00	32,916.50	92*0231412	92*0231439
45150	General Fund Unrestricted	31,281.00	0.00	31,281.00	92*0231440	92*0231467
45151	General Fund Unrestricted	33,376.00	0.00	33,376.00	92*0231468	92*0231495
45152	General Fund Unrestricted	29,286.00	0.00	29,286.00	92*0231496	92*0231523
45153	General Fund Unrestricted	35,626.00	0.00	35,626.00	92*0231524	92*0231551
45154	General Fund Unrestricted	30,061.00	0.00	30,061.00	92*0231552	92*0231579
45155	General Fund Unrestricted	31,811.00	0.00	31,811.00	92*0231580	92*0231607
45156	General Fund Unrestricted	36,609.00	0.00	36,609.00	92*0231608	92*0231635
45157	General Fund Unrestricted	31,810.00	0.00	31,810.00	92*0231636	92*0231663
45158	General Fund Unrestricted	32,137.00	0.00	32,137.00	92*0231664	92*0231691
45159	General Fund Unrestricted	34,498.00	0.00	34,498.00	92*0231692	92*0231719
45160	General Fund Unrestricted	39,160.00	0.00	39,160.00	92*0231720	92*0231747
45161	General Fund Unrestricted	39,407.00	0.00	39,407.00	92*0231748	92*0231775
45162	General Fund Unrestricted	29,605.50	0.00	29,605.50	92*0231776	92*0231807
45163	General Fund Unrestricted	34,136.00	0.00	34,136.00	92*0231808	92*0231835
45164	General Fund Unrestricted	38,352.00	0.00	38,352.00	92*0231836	92*0231863
45165	General Fund Unrestricted	38,049.00	0.00	38,049.00	92*0231864	92*0231891
45166	General Fund Unrestricted	29,250.00	0.00	29,250.00	92*0231892	92*0231919
45167	General Fund Unrestricted	34,371.00	0.00	34,371.00	92*0231920	92*0231947
45168	General Fund Unrestricted	35,862.00	0.00	35,862.00	92*0231948	92*0231975
45169	General Fund Unrestricted	34,824.00	0.00	34,824.00	92*0231976	92*0232003
45170	General Fund Unrestricted	33,266.00	0.00	33,266.00	92*0232004	92*0232031
45171	General Fund Unrestricted	32,705.00	0.00	32,705.00	92*0232032	92*0232059
45172	General Fund Unrestricted	34,506.00	0.00	34,506.00	92*0232060	92*0232087
45173	General Fund Unrestricted	36,895.00	0.00	36,895.00	92*0232088	92*0232115
45174	General Fund Unrestricted	34,070.00	0.00	34,070.00	92*0232116	92*0232143
45175	General Fund Unrestricted	30,445.00	0.00	30,445.00	92*0232144	92*0232171
45176	General Fund Unrestricted	34,547.20	0.00	34,547.20	92*0232172	92*0232199
45177	General Fund Unrestricted	32,310.00	0.00	32,310.00	92*0232200	92*0232227
45178	General Fund Unrestricted	31,135.00	0.00	31,135.00	92*0232228	92*0232255
45179	General Fund Unrestricted	33,099.00	0.00	33,099.00	92*0232256	92*0232283
45180	General Fund Unrestricted	27,262.00	0.00	27,262.00	92*0232284	92*0232311

Check Registers Submitted for Approval
 Checks Written for Period 11/07/09 thru 11/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45181	General Fund Unrestricted	32,054.00	0.00	32,054.00	92*0232312	92*0232339
45182	General Fund Unrestricted	23,107.00	0.00	23,107.00	92*0232340	92*0232367
45183	General Fund Unrestricted	30,596.00	0.00	30,596.00	92*0232368	92*0232395
45184	General Fund Unrestricted	31,958.00	0.00	31,958.00	92*0232396	92*0232423
45185	General Fund Unrestricted	34,066.00	0.00	34,066.00	92*0232424	92*0232451
45186	General Fund Unrestricted	33,524.00	0.00	33,524.00	92*0232452	92*0232476
45188	General Fund Unrestricted	2,779.46	0.00	2,779.46	92*0232480	92*0232483
45189	General Fund Unrestricted	120.00	0.00	120.00	92*0232485	92*0232486
45191	General Fund Unrestricted	3,273.55	0.00	3,273.55	92*0232498	92*0232505
45192	General Fund Unrestricted	753.44	0.00	753.44	92*0232506	92*0232509
45193	General Fund Unrestricted	6,124.07	0.00	6,124.07	92*0232510	92*0232511
45195	General Fund Unrestricted	3,343.69	0.00	3,343.69	92*0232523	92*0232528
45197	General Fund Unrestricted	1,468.78	0.00	1,468.78	92*0232533	92*0232534
45198	General Fund Unrestricted	42,455.20	0.00	42,455.20	92*0232535	92*0232562
45199	General Fund Unrestricted	43,652.00	0.00	43,652.00	92*0232563	92*0232590
45200	General Fund Unrestricted	44,450.00	0.00	44,450.00	92*0232591	92*0232618
45201	General Fund Unrestricted	44,405.00	0.00	44,405.00	92*0232619	92*0232646
45202	General Fund Unrestricted	46,851.00	0.00	46,851.00	92*0232647	92*0232674
45203	General Fund Unrestricted	53,611.00	0.00	53,611.00	92*0232675	92*0232702
45204	General Fund Unrestricted	38,670.00	0.00	38,670.00	92*0232703	92*0232724
45205	General Fund Unrestricted	17,456.00	0.00	17,456.00	92*0232725	92*0232735
45206	General Fund Unrestricted	854.49	0.00	854.49	92*0232736	92*0232738
45213	General Fund Unrestricted	80.00	0.00	80.00	92*0232751	92*0232751
45214	General Fund Unrestricted	3,560.50	0.00	3,560.50	92*0232752	92*0232755
45215	General Fund Unrestricted	3,661.14	0.00	3,661.14	92*0232756	92*0232759
45219	General Fund Unrestricted	8,475.13	0.00	8,475.13	92*0232770	92*0232774
45220	General Fund Unrestricted	11,577.80	0.00	11,577.80	92*0232775	92*0232775
45228	General Fund Unrestricted	3,800.00	0.00	3,800.00	92*0232795	92*0232795
45229	General Fund Unrestricted	1,474.51	0.00	1,474.51	92*0232802	92*0232802
45231	General Fund Unrestricted	26,262.93	0.00	26,262.93	92*0232813	92*0232815
45232	General Fund Unrestricted	13,695.60	0.00	13,695.60	92*0232816	92*0232816
45233	General Fund Unrestricted	6,717.00	0.00	6,717.00	92*0232817	92*0232820
45234	General Fund Unrestricted	3,604.77	0.00	3,604.77	92*0232822	92*0232823
45235	General Fund Unrestricted	630.00	0.00	630.00	92*0232824	92*0232829
45236	General Fund Unrestricted	329.39	0.00	329.39	92*0232830	92*0232834
45237	General Fund Unrestricted	543.17	0.00	543.17	92*0232836	92*0232839
45238	General Fund Unrestricted	3,909.59	0.00	3,909.59	92*0232840	92*0232844

Check Registers Submitted for Approval
 Checks Written for Period 11/07/09 thru 11/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45239	General Fund Unrestricted	2,671.91	0.00	2,671.91	92*0232845	92*0232849
45240	General Fund Unrestricted	317.59	0.00	317.59	92*0232850	92*0232851
45242	General Fund Unrestricted	502.01	0.00	502.01	92*0232855	92*0232857
45243	General Fund Unrestricted	2,423.91	0.00	2,423.91	92*0232858	92*0232866
45244	General Fund Unrestricted	4,267.28	0.00	4,267.28	92*0232867	92*0232873
45245	General Fund Unrestricted	4,425.82	0.00	4,425.82	92*0232874	92*0232880
45246	General Fund Unrestricted	2,713.28	0.00	2,713.28	92*0232881	92*0232887
45247	General Fund Unrestricted	4,164.50	0.00	4,164.50	92*0232888	92*0232894
45248	General Fund Unrestricted	4,366.35	0.00	4,366.35	92*0232895	92*0232901
45250	General Fund Unrestricted	3,834.53	0.00	3,834.53	92*0232907	92*0232911
45251	General Fund Unrestricted	314.38	0.00	314.38	92*0232913	92*0232913
45255	General Fund Unrestricted	13,237.60	0.00	13,237.60	92*0232923	92*0232925
45256	General Fund Unrestricted	38,189.21	0.00	38,189.21	92*0232926	92*0232930
45259	General Fund Unrestricted	28,328.26	0.00	28,328.26	92*0232938	92*0232940
45267	General Fund Unrestricted	735.67	0.00	735.67	92*0232957	92*0232960
45269	General Fund Unrestricted	452.19	0.00	452.19	92*0232964	92*0232966
45270	General Fund Unrestricted	595.72	0.00	595.72	92*0232967	92*0232973
45272	General Fund Unrestricted	960.00	0.00	960.00	92*0232980	92*0232980
45273	General Fund Unrestricted	49,141.34	0.00	49,141.34	92*0232982	92*0233009
45274	General Fund Unrestricted	40,531.34	0.00	40,531.34	92*0233010	92*0233037
45275	General Fund Unrestricted	42,066.00	0.00	42,066.00	92*0233038	92*0233065
45276	General Fund Unrestricted	57,126.15	0.00	57,126.15	92*0233066	92*0233093
45277	General Fund Unrestricted	50,278.86	0.00	50,278.86	92*0233094	92*0233121
45278	General Fund Unrestricted	57,183.65	0.00	57,183.65	92*0233122	92*0233149
45279	General Fund Unrestricted	49,651.87	0.00	49,651.87	92*0233150	92*0233177
45280	General Fund Unrestricted	42,759.35	0.00	42,759.35	92*0233178	92*0233205
45281	General Fund Unrestricted	43,633.91	0.00	43,633.91	92*0233206	92*0233233
45282	General Fund Unrestricted	43,508.45	0.00	43,508.45	92*0233234	92*0233261
45283	General Fund Unrestricted	31,468.00	0.00	31,468.00	92*0233262	92*0233278
45284	General Fund Unrestricted	1,634.39	0.00	1,634.39	92*0233279	92*0233281
45292	General Fund Unrestricted	340.00	0.00	340.00	92*0233299	92*0233299
45293	General Fund Unrestricted	2,108.15	0.00	2,108.15	92*0233300	92*0233303
45294	General Fund Unrestricted	1,366.50	0.00	1,366.50	92*0233304	92*0233308
45295	General Fund Unrestricted	1,911.58	0.00	1,911.58	92*0233309	92*0233310
45296	General Fund Unrestricted	5,846.05	0.00	5,846.05	92*0233311	92*0233317
45298	General Fund Unrestricted	15,315.03	0.00	15,315.03	92*0233322	92*0233322
45300	General Fund Unrestricted	211.59	0.00	211.59	92*0233324	92*0233326

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45301	General Fund Unrestricted	32,091.89	0.00	32,091.89	92*0233327	92*0233330
45303	General Fund Unrestricted	17,523.88	0.00	17,523.88	92*0233336	92*0233341
45305	General Fund Unrestricted	18,604.82	0.00	18,604.82	92*0233346	92*0233346
45312	General Fund Unrestricted	743.00	0.00	743.00	92*0233365	92*0233367
45313	General Fund Unrestricted	26,716.50	0.00	26,716.50	92*0233368	92*0233368
45314	General Fund Unrestricted	36,578.44	0.00	36,578.44	92*0233369	92*0233369
45315	General Fund Unrestricted	1,428.48	0.00	1,428.48	92*0233372	92*0233375
45316	General Fund Unrestricted	15,060.16	0.00	15,060.16	92*0233376	92*0233381
45319	General Fund Unrestricted	5,561.64	0.00	5,561.64	92*0233388	92*0233388
45320	General Fund Unrestricted	10,720.00	0.00	10,720.00	92*0233392	92*0233392
45321	General Fund Unrestricted	7,504.93	0.00	7,504.93	92*0233395	92*0233396
45324	General Fund Unrestricted	3,341.30	0.00	3,341.30	92*0233399	92*0233400
45326	General Fund Unrestricted	1,338.00	0.00	1,338.00	92*0233403	92*0233403
45327	General Fund Unrestricted	288.70	0.00	288.70	92*0233404	92*0233405
45328	General Fund Unrestricted	900.00	0.00	900.00	92*0233408	92*0233409
45329	General Fund Unrestricted	12,645.21	0.00	12,645.21	92*0233410	92*0233411
45330	General Fund Unrestricted	34,066.07	0.00	34,066.07	92*0233412	92*0233412
45331	General Fund Unrestricted	4,687.94	0.00	4,687.94	92*0233413	92*0233417
45332	General Fund Unrestricted	45,202.07	0.00	45,202.07	92*0233418	92*0233418
45333	General Fund Unrestricted	13,814.00	0.00	13,814.00	92*0233419	92*0233419
45335	General Fund Unrestricted	802.50	0.00	802.50	92*0233426	92*0233426
45339	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0233437	92*0233440
45340	General Fund Unrestricted	100,417.15	0.00	100,417.15	92*0233441	92*0233445
So Calif Edison Co						
45341	General Fund Unrestricted	1,997.64	0.00	1,997.64	92*0233448	92*0233450
45342	General Fund Unrestricted	406.28	0.00	406.28	92*0233451	92*0233454
45343	General Fund Unrestricted	9,862.86	0.00	9,862.86	92*0233456	92*0233459
45345	General Fund Unrestricted	22,817.73	0.00	22,817.73	92*0233461	92*0233464
45350	General Fund Unrestricted	13,829.81	0.00	13,829.81	92*0233503	92*0233503
45351	General Fund Unrestricted	600.00	0.00	600.00	92*0233504	92*0233504
45352	General Fund Unrestricted	105,530.95	0.00	105,530.95	92*0233505	92*0233505
Orange County Sheriff Coroner						
Total Fund 11 General Fund Unrestricted		4,241,543.41	0.00	4,241,543.41		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45187	General Fund Restricted	8,241.29	0.00	8,241.29	92*0232477	92*0232478
45188	General Fund Restricted	1,587.84	0.00	1,587.84	92*0232479	92*0232479
45189	General Fund Restricted	269.86	0.00	269.86	92*0232484	92*0232490
45190	General Fund Restricted	2,499.06	0.00	2,499.06	92*0232491	92*0232497
45194	General Fund Restricted	1,572.04	0.00	1,572.04	92*0232512	92*0232522
45196	General Fund Restricted	3,210.55	0.00	3,210.55	92*0232529	92*0232532
45216	General Fund Restricted	5,927.63	0.00	5,927.63	92*0232760	92*0232765
45217	General Fund Restricted	2,311.99	0.00	2,311.99	92*0232766	92*0232767
45218	General Fund Restricted	310.75	0.00	310.75	92*0232768	92*0232769
45221	General Fund Restricted	1,170.25	0.00	1,170.25	92*0232776	92*0232778
45222	General Fund Restricted	4,320.27	0.00	4,320.27	92*0232779	92*0232782
45223	General Fund Restricted	28,197.40	0.00	28,197.40	92*0232783	92*0232783
45224	General Fund Restricted	1,336.45	0.00	1,336.45	92*0232784	92*0232786
45225	General Fund Restricted	1,542.76	0.00	1,542.76	92*0232787	92*0232789
45226	General Fund Restricted	833.67	0.00	833.67	92*0232790	92*0232790
45228	General Fund Restricted	1,351.36	0.00	1,351.36	92*0232796	92*0232796
45229	General Fund Restricted	4,563.96	0.00	4,563.96	92*0232797	92*0232804
45230	General Fund Restricted	3,365.54	0.00	3,365.54	92*0232805	92*0232812
45234	General Fund Restricted	2,680.00	0.00	2,680.00	92*0232821	92*0232821
45236	General Fund Restricted	250.00	0.00	250.00	92*0232835	92*0232835
45241	General Fund Restricted	7,182.76	0.00	7,182.76	92*0232852	92*0232853
45242	General Fund Restricted	308.25	0.00	308.25	92*0232854	92*0232856
45249	General Fund Restricted	1,171.61	0.00	1,171.61	92*0232902	92*0232906
45251	General Fund Restricted	1,484.56	0.00	1,484.56	92*0232912	92*0232912
45252	General Fund Restricted	1,164.83	0.00	1,164.83	92*0232914	92*0232917
45253	General Fund Restricted	695.30	0.00	695.30	92*0232918	92*0232920
45254	General Fund Restricted	468.73	0.00	468.73	92*0232921	92*0232922
45257	General Fund Restricted	375.89	0.00	375.89	92*0232931	92*0232931
45258	General Fund Restricted	1,096.87	0.00	1,096.87	92*0232932	92*0232937
45260	General Fund Restricted	1,253.14	0.00	1,253.14	92*0232941	92*0232944
45268	General Fund Restricted	3,478.25	0.00	3,478.25	92*0232961	92*0232963
45270	General Fund Restricted	85.24	0.00	85.24	92*0232970	92*0232970
45271	General Fund Restricted	142.00	0.00	142.00	92*0232974	92*0232978
45272	General Fund Restricted	324.16	0.00	324.16	92*0232979	92*0232981
45291	General Fund Restricted	3,786.14	0.00	3,786.14	92*0233296	92*0233298
45294	General Fund Restricted	342.56	0.00	342.56	92*0233307	92*0233307
45297	General Fund Restricted	3,199.21	0.00	3,199.21	92*0233318	92*0233321

Check Registers Submitted for Approval
 Checks Written for Period 11/07/09 thru 11/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45299	General Fund Restricted	24,632.05	0.00	24,632.05	92*0233323	92*0233323
45302	General Fund Restricted	5,735.11	0.00	5,735.11	92*0233331	92*0233335
45304	General Fund Restricted	236.02	0.00	236.02	92*0233342	92*0233345
45315	General Fund Restricted	137.35	0.00	137.35	92*0233370	92*0233371
45317	General Fund Restricted	1,092.13	0.00	1,092.13	92*0233382	92*0233385
45318	General Fund Restricted	3,982.14	0.00	3,982.14	92*0233386	92*0233387
45319	General Fund Restricted	2,826.71	0.00	2,826.71	92*0233389	92*0233391
45321	General Fund Restricted	3,985.00	0.00	3,985.00	92*0233393	92*0233394
45322	General Fund Restricted	70,256.56	0.00	70,256.56	92*0233397	92*0233397
45323	General Fund Restricted	5,280.00	0.00	5,280.00	92*0233398	92*0233398
45325	General Fund Restricted	443.27	0.00	443.27	92*0233401	92*0233402
45328	General Fund Restricted	204.79	0.00	204.79	92*0233406	92*0233407
45334	General Fund Restricted	18,450.53	0.00	18,450.53	92*0233420	92*0233425
45339	General Fund Restricted	125.25	0.00	125.25	92*0233435	92*0233436
45341	General Fund Restricted	640.00	0.00	640.00	92*0233446	92*0233447
45342	General Fund Restricted	1,017.90	0.00	1,017.90	92*0233452	92*0233455
45343	General Fund Restricted	1,157.50	0.00	1,157.50	92*0233457	92*0233457
45344	General Fund Restricted	10,600.41	0.00	10,600.41	92*0233460	92*0233460
45345	General Fund Restricted	1,872.76	0.00	1,872.76	92*0233463	92*0233463
45346	General Fund Restricted	1,600.00	0.00	1,600.00	92*0233465	92*0233474
45347	General Fund Restricted	1,600.00	0.00	1,600.00	92*0233475	92*0233484
45348	General Fund Restricted	1,600.00	0.00	1,600.00	92*0233485	92*0233494
45349	General Fund Restricted	2,880.00	0.00	2,880.00	92*0233495	92*0233502
Total Fund 12 General Fund Restricted		262,457.65	0.00	262,457.65		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45207	Child Development Fund	602.39	0.00	602.39	92*0232739	92*0232741
45208	Child Development Fund	569.87	0.00	569.87	92*0232742	92*0232744
45209	Child Development Fund	56.48	0.00	56.48	92*0232745	92*0232745
45227	Child Development Fund	2,214.09	0.00	2,214.09	92*0232791	92*0232794
45261	Child Development Fund	296.65	0.00	296.65	92*0232945	92*0232945
45262	Child Development Fund	1,036.20	0.00	1,036.20	92*0232946	92*0232947
45263	Child Development Fund	1,369.38	0.00	1,369.38	92*0232948	92*0232950
45306	Child Development Fund	6,685.55	0.00	6,685.55	92*0233347	92*0233350
45307	Child Development Fund	1,244.19	0.00	1,244.19	92*0233351	92*0233355
45336	Child Development Fund	1,161.09	0.00	1,161.09	92*0233427	92*0233430
Total Fund 33 Child Development Fund		15,235.89	0.00	15,235.89		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45211	Capital Outlay Projects Fund	172.26	0.00	172.26	92*0232748	92*0232748
45266	Capital Outlay Projects Fund	14,658.25	0.00	14,658.25	92*0232954	92*0232956
45290	Capital Outlay Projects Fund	2,736.59	0.00	2,736.59	92*0233295	92*0233295
45355	Capital Outlay Projects Fund	13,905.00	0.00	13,905.00	92*0233508	92*0233508
Total Fund 41 Capital Outlay Projects Fu		<u>31,472.10</u>	<u>0.00</u>	<u>31,472.10</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45210	Bond Fund, Measure E	3,177.21	0.00	3,177.21	92*0232746	92*0232747
45264	Bond Fund, Measure E	15,330.00	0.00	15,330.00	92*0232951	92*0232951
45265	Bond Fund, Measure E	4,416.34	0.00	4,416.34	92*0232952	92*0232953
45285	Bond Fund, Measure E	126,944.00	0.00	126,944.00	92*0233282	92*0233285
Union Bank of Calif						
45286	Bond Fund, Measure E	145,231.53	0.00	145,231.53	92*0233286	92*0233287
Micon Construction Inc						
45287	Bond Fund, Measure E	740,755.83	0.00	740,755.83	92*0233288	92*0233289
Athena Engineering Inc						
45288	Bond Fund, Measure E	255,952.25	0.00	255,952.25	92*0233290	92*0233292
Triangle Enterprises Inc						
45289	Bond Fund, Measure E	218,867.00	0.00	218,867.00	92*0233293	92*0233294
Isec Inc						
45308	Bond Fund, Measure E	21,743.00	0.00	21,743.00	92*0233356	92*0233356
45309	Bond Fund, Measure E	45,482.16	0.00	45,482.16	92*0233357	92*0233359
45310	Bond Fund, Measure E	26,000.00	0.00	26,000.00	92*0233360	92*0233361
45311	Bond Fund, Measure E	13,160.30	0.00	13,160.30	92*0233362	92*0233364
45337	Bond Fund, Measure E	234.58	0.00	234.58	92*0233431	92*0233431
45338	Bond Fund, Measure E	42,347.67	0.00	42,347.67	92*0233432	92*0233434
45353	Bond Fund, Measure E	28,211.43	0.00	28,211.43	92*0233506	92*0233506
45354	Bond Fund, Measure E	96,840.00	0.00	96,840.00	92*0233507	92*0233507
Total Fund 42 Bond Fund, Measure E		<u>1,784,693.30</u>	<u>0.00</u>	<u>1,784,693.30</u>		

45212	Property and Liability Fund	1,986.60	0.00	1,986.60	92*0232749	92*0232750
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Total Fund 61 Property and Liability Fund	<u>1,986.60</u>	<u>0.00</u>	<u>1,986.60</u>
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SUMMARY

Total Fund 11 General Fund Unrestricted	4,241,543.41
Total Fund 12 General Fund Restricted	262,457.65
Total Fund 33 Child Development Fund	15,235.89
Total Fund 41 Capital Outlay Projects Fund	31,472.10
Total Fund 42 Bond Fund, Measure E	1,784,693.30
Total Fund 61 Property and Liability Fund	1,986.60
Grand Total:	<u><u>6,337,388.95</u></u>

BOARD REPORT / BUDGET INCREASES AND DECREASES

From 11 / 01 / 2009 To 11 / 20 / 2009

Board Meeting on 12 / 7 / 2009

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
5000	OPERATING EXPENSES & SERVICES		\$9,800
	Total appropriation		\$9,800
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		\$9,800
	Total revenue		\$9,800

RECOMMENDATION

It is recommended the Board approve the budget adjustments as presented.

Fund 11:

		11/3/2009	B005435	<u>Decreases</u>	<u>Increases</u>
bc09pn1103c					
5000	OPERATING EXPENS			0	9,800
8800	LOCAL REVENUE			0	9,800
				<hr/>	<hr/>
				0	19,600

Reason: Adjustment
Description: Durlap Hall dishes/antenna

Summary by Major Object for Fund 11

		<u>Decreases</u>	<u>Increases</u>
5000	OPERATING EXPENSES AND SERVICES	0	9,800
8800	LOCAL REVENUE	0	9,800
		<hr/>	<hr/>
		0	19,600

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT / BUDGET INCREASES AND DECREASES

From 11 / 01 / 2009 To 11 / 20 / 2009
 Board Meeting on 12 / 7 / 2009

FUND: 12 GENERAL FUND-RESTRICTED

BACKGROUND

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
1000	ACADEMIC SALARIES	\$170,490	
2000	CLASSIFIED / OTHER NONACADEMIC		\$55,236
3000	EMPLOYEE BENEFITS		79,740
4000	SUPPLIES AND MATERIALS	50,197	
5000	OPERATING EXPENSES & SERVICES	243,900	
6000	CAPITAL OUTLAY	95,866	
	Total appropriation	\$560,453	\$134,976
	<u>Revenue Accounts</u>		
8100	FEDERAL REVENUE	\$229,477	
8600	STATE REVENUE	200,000	
8800	LOCAL REVENUE		\$4,000
	Total revenues	\$429,477	\$4,000

RECOMMENDATION

It is recommended the Board approve the budget adjustments as presented.

Fund 12: General Fund Restricted

		11/5/2009	B005436	<u>Decreases</u>	<u>Increases</u>
bc09pn1104a					
1000	ACADEMIC SALARIES			106,533	0
2000	CLASSIFIED/OTHER NONACADEMIC			57,092	0
3000	EMPLOYEE BENEFITS			19,550	0
4000	SUPPLIES AND MATERIALS			6,857	0
5000	OPERATING EXPENSES AND SERVICES			9,968	0
8600	STATE REVENUE			200,000	0
				<hr/>	<hr/>
				400,000	0

Reason: Delete Budget
Description: DELB#2196 CTE Teacher Prep

		11/5/2009	B005437	<u>Decreases</u>	<u>Increases</u>
bc09pn1104b					
1000	ACADEMIC SALARIES			123,419	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	45,254
3000	EMPLOYEE BENEFITS			0	17,715
4000	SUPPLIES AND MATERIALS			15,140	0
5000	OPERATING EXPENSES AND SERVICES			68,843	0
6000	CAPITAL OUTLAY			25,495	0
8100	FEDERAL REVENUE			169,928	0
				<hr/>	<hr/>
				402,825	62,969

Reason: New Budget
Description: NEWB#1102 OEC WIA II ESL BOT

		11/6/2009	B005439	<u>Decreases</u>	<u>Increases</u>
bc09pn1106a					
1000	ACADEMIC SALARIES			5,872	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	4,880
3000	EMPLOYEE BENEFITS			0	3,068
4000	SUPPLIES AND MATERIALS			2,454	0
8100	FEDERAL REVENUE			378	0
				<hr/>	<hr/>
				8,704	7,948

Reason: New Budget
Description: NEWB#1101 OEC WIA II ASE/GED

		11/6/2009	B005440	<u>Decreases</u>	<u>Increases</u>
bc09pn1106b					
1000	ACADEMIC SALARIES			44,326	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	8,270
3000	EMPLOYEE BENEFITS			0	12,007
4000	SUPPLIES AND MATERIALS			23,575	0
5000	OPERATING EXPENSES AND SERVICES			0	2,000
6000	CAPITAL OUTLAY			70,687	0
8100	FEDERAL REVENUE			116,311	0
				<hr/>	<hr/>
				254,899	22,277

Reason: New Budget
Description: NEWB#1106 OEC WIA II EL Civics

Fund 12: General Fund Restricted

bc09pn1106c		11/6/2009	B005441	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			25,038	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	17,316
3000	EMPLOYEE BENEFITS			0	5,767
4000	SUPPLIES AND MATERIALS			12,171	0
5000	OPERATING EXPENSES AND SERVICES			0	25
8100	FEDERAL REVENUE			14,101	0
				<hr/>	<hr/>
Reason: New Budget				51,310	23,108
Description: NEWB#1108 OEC WIA II Jail Prog					

bc09pn1106d		11/6/2009	B005442	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	35,425
2000	CLASSIFIED/OTHER NONACADEMIC			0	30,075
3000	EMPLOYEE BENEFITS			0	13,852
4000	SUPPLIES AND MATERIALS			0	3,503
8100	FEDERAL REVENUE			0	82,855
				<hr/>	<hr/>
Reason: New Budget				0	165,710
Description: NEWB#1101 CEC WIA II ABE 231					

bc09pn1106e		11/6/2009	B005443	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			7,313	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	17,196
3000	EMPLOYEE BENEFITS			0	10,274
4000	SUPPLIES AND MATERIALS			6,560	0
5000	OPERATING EXPENSES AND SERVICES			0	248
6000	CAPITAL OUTLAY			0	400
8100	FEDERAL REVENUE			0	14,245
				<hr/>	<hr/>
Reason: New Budget				13,873	42,363
Description: NEWB#1109 CEC WIA II ABE 225					

bc09pn1110a		11/10/2009	B005444	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	23,528
2000	CLASSIFIED/OTHER NONACADEMIC			65,260	0
3000	EMPLOYEE BENEFITS			6,261	0
4000	SUPPLIES AND MATERIALS			0	20,865
5000	OPERATING EXPENSES AND SERVICES			171,637	0
8100	FEDERAL REVENUE			198,765	0
				<hr/>	<hr/>
Reason: New Budget				441,923	44,393
Description: NEWB#1106 CEC WIA II ABE 231					

Fund 12: General Fund Restricted

		<u>Decreases</u>	<u>Increases</u>
bc09pn1110b	11/10/2009 B005445		
1000	ACADEMIC SALARIES	0	69,164
2000	CLASSIFIED/OTHER NONACADEMIC	24,535	0
3000	EMPLOYEE BENEFITS	0	35,939
4000	SUPPLIES AND MATERIALS	7,808	0
5000	OPERATING EXPENSES AND SERVICES	661	0
6000	CAPITAL OUTLAY	84	0
8100	FEDERAL REVENUE	0	72,015
		<hr/>	<hr/>
		33,088	177,118

Reason: New Budget
Description: NEWB#1102 CEC WIA II ABE ESL

		<u>Decreases</u>	<u>Increases</u>
bc09pn1117a	11/17/2009 B005475		
1000	ACADEMIC SALARIES	0	10,567
3000	EMPLOYEE BENEFITS	0	1,310
5000	OPERATING EXPENSES AND SERVICES	0	3,563
8100	FEDERAL REVENUE	0	15,440
		<hr/>	<hr/>
		0	30,880

Reason: New Budget
Description: NEWB#1606 NSF TASEL-M

		<u>Decreases</u>	<u>Increases</u>
bc09pn1117c	11/17/2009 B005477		
1000	ACADEMIC SALARIES	0	3,327
3000	EMPLOYEE BENEFITS	0	673
8800	LOCAL REVENUE	0	4,000
		<hr/>	<hr/>
		0	8,000

Reason: New Budget
Description: NEWB#3736 Taller San Jose SAC

		<u>Decreases</u>	<u>Increases</u>
bc09pn1118h	11/18/2009 B005491		
2000	CLASSIFIED/OTHER NONACADEMIC	0	79,132
3000	EMPLOYEE BENEFITS	0	4,946
5000	OPERATING EXPENSES AND SERVICES	0	1,373
8100	FEDERAL REVENUE	0	85,451
		<hr/>	<hr/>
		0	170,902

Reason: New Budget
Description: NEWB#1150 ARRA Workability III

Summary by Major Object for Fund 12

	<u>Decreases</u>	<u>Increases</u>
1000 ACADEMIC SALARIES	170,490	0
2000 CLASSIFIED/OTHER NONACADEMIC	0	55,236
3000 EMPLOYEE BENEFITS	0	79,740
4000 SUPPLIES AND MATERIALS	50,197	0
5000 OPERATING EXPENSES AND SERVICES	243,900	0
6000 CAPITAL OUTLAY	95,866	0
8100 FEDERAL REVENUE	229,477	0
8600 STATE REVENUE	200,000	0
8800 LOCAL REVENUE	0	4,000
	<hr/>	<hr/>
	989,930	138,976

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

**From 11/01/2009 To 11/20/2009
Board Meeting on 12/7/2009**

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

The California Administration Code, Regulation 58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		\$120,142
2000	CLASSIFIED / OTHER NONACADEMIC	\$123,048	
4000	SUPPLIES AND MATERIALS	1,850	
5000	OPERATING EXPENSES AND SERVICES		15,642
6000	CAPITAL OUTLAY	10,886	
	Total Transfers	\$135,784	\$135,784

RECOMMENDATION

It is recommended the Board approve the budget transfers as presented.

Fund 11: General Fund Unrestricted

bc09pn1110c	11/10/2009	B005446	From	To
5000	OPERATING EXPENS		0	436
6000	CAPITAL OUTLAY		436	0
			<hr/>	<hr/>
			436	436
Reason:	Adjustment			
Description:	OEC Xerox lease/excess cop			
bc09pn1110d	11/10/2009	B005447	From	To
4000	SUPPLIES AND MATE		1,500	0
6000	CAPITAL OUTLAY		0	1,500
			<hr/>	<hr/>
			1,500	1,500
Reason:	Adjustment			
Description:	SAC Fine/Perf. Arts equipme			
bc09pn1112c	11/12/2009	B005471	From	To
4000	SUPPLIES AND MATE		350	0
5000	OPERATING EXPENS		0	350
			<hr/>	<hr/>
			350	350
Reason:	Adjustment			
Description:	SAC Admin Svcs corr obj#59			
bc09pn1113a	11/13/2009	B005473	From	To
1000	ACADEMIC SALARIES		2,906	0
5000	OPERATING EXPENS		0	2,906
			<hr/>	<hr/>
			2,906	2,906
Reason:	Adjustment			
Description:	SAC Counseling Xerox maint			
BC09KT111609/	11/16/2009	B005474	From	To
5000	OPERATING EXPENS		1,050	0
6000	CAPITAL OUTLAY		0	1,050
			<hr/>	<hr/>
			1,050	1,050
Reason:	Adjustment			
Description:	Replace microwave DO 1st fl			
bc09pn1117b	11/17/2009	B005476	From	To
1000	ACADEMIC SALARIES		0	123,048
2000	CLASSIFIED/OTHER		123,048	0
			<hr/>	<hr/>
			123,048	123,048
Reason:	Adjustment			
Description:	SAC Admin Svcs Sal/Ben			
bc09pn1118g	11/18/2009	B005490	From	To
5000	OPERATING EXPENS		0	15,000
6000	CAPITAL OUTLAY		15,000	0
			<hr/>	<hr/>
			15,000	15,000
Reason:	Adjustment			
Description:	RSCCD ITS Accuvent Tech i			

Fund 11: General Fund Unrestricted

BC09KT111909A	11/19/2009	B005492	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		2,000	0
6000	CAPITAL OUTLAY		0	2,000
			<hr/> 2,000	<hr/> 2,000

Reason: Adjustment
Description: Cover microwave ovens 1st floor

Summary by Major Object for Fund 11

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	0	120,142
2000	CLASSIFIED/OTHER NONACADEMIC	123,048	0
4000	SUPPLIES AND MATERIALS	1,850	0
5000	OPERATING EXPENSES AND SERVICES	0	15,642
6000	CAPITAL OUTLAY	10,886	0
		<hr/> 135,784	<hr/> 135,784

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 01 / 2009 To 11 / 20 / 2009

Board Meeting on 12 / 7 / 2009

FUND : 12 GENERAL FUND-RESTRICTED

BACKGROUND

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$12,418	
2000	CLASSIFIED / OTHER NONACADEMIC		\$442
3000	EMPLOYEE BENEFITS		9,969
4000	SUPPLIES AND MATERIALS		9,545
5000	OPERATING EXPENSES AND SERVICES	3,416	
6000	CAPITAL OUTLAY	4,122	
	Total Transfers	\$19,956	\$19,956

RECOMMENDATION

It is recommended the Board approve the budget transfers as presented.

11/1/2009 - 11/20/2009

Fund 12: General Fund Restricted

bc09pn1102a	11/2/2009	B005429	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		0	3,690
6000	CAPITAL OUTLAY		3,690	0
			<u>3,690</u>	<u>3,690</u>
Reason:	Special Project Adjustment			
Description:	SAC Bus Div FT faculty PC			

bc09pn1110f	11/10/2009	B005449	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		0	1,001
3000	EMPLOYEE BENEFITS		0	213
5000	OPERATING EXPENSES AND SERVICES		1,214	0
			<u>1,214</u>	<u>1,214</u>
Reason:	Special Project Adjustment			
Description:	SAC Counseling Instr Asst			

bc09pn1110g	11/10/2009	B005450	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		0	6,030
2000	CLASSIFIED/OTHER NONACADEMIC		0	3,834
4000	SUPPLIES AND MATERIALS		0	3,286
5000	OPERATING EXPENSES AND SERVICES		13,150	0
			<u>13,150</u>	<u>13,150</u>
Reason:	Special Project Adjustment			
Description:	SAC allocation of UTC funds			

bc09pn1110h	11/10/2009	B005451	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		1,735	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	1,735
			<u>1,735</u>	<u>1,735</u>
Reason:	Special Project Adjustment			
Description:	SCC Matric classified employee			

bc09pn1110j	11/10/2009	B005453	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		3,268	0
2000	CLASSIFIED/OTHER NONACADEMIC		14,370	0
5000	OPERATING EXPENSES AND SERVICES		0	17,638
			<u>17,638</u>	<u>17,638</u>
Reason:	Special Project Adjustment			
Description:	SAC DSPS Disab stu svcs			

bc09pn1110i	11/10/2009	B005455	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		415	0
6000	CAPITAL OUTLAY		0	415
			<u>415</u>	<u>415</u>
Reason:	Special Project Adjustment			
Description:	SAC Pharm Tech F/T faculty			

11/1/2009 - 11/20/2009

Fund 12: General Fund Restricted

BC09KT111009A	11/10/2009	B005457	From	To
5000	OPERATING EXPENSES AND SERVICES		1,580	0
6000	CAPITAL OUTLAY		0	1,580
			<hr/>	<hr/>
			1,580	1,580
Reason:	Special Project Adjustment			
Description:	Buy math audio visuals 4 SCC			
bc09pn1111b	11/11/2009	B005459	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		172	0
4000	SUPPLIES AND MATERIALS		0	172
			<hr/>	<hr/>
			172	172
Reason:	Special Project Adjustment			
Description:	SAC DSPS supplies			
bc09pn1111d	11/11/2009	B005461	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		4,426	0
3000	EMPLOYEE BENEFITS		0	4,426
			<hr/>	<hr/>
			4,426	4,426
Reason:	Special Project Adjustment			
Description:	Res Dev 53.5% Asst Director			
bc09pn1111e	11/11/2009	B005462	From	To
4000	SUPPLIES AND MATERIALS		0	800
6000	CAPITAL OUTLAY		800	0
			<hr/>	<hr/>
			800	800
Reason:	Special Project Adjustment			
Description:	SAC Nursing injection tm/supp			
bc09pn1111f	11/11/2009	B005463	From	To
4000	SUPPLIES AND MATERIALS		1,000	0
5000	OPERATING EXPENSES AND SERVICES		0	1,000
			<hr/>	<hr/>
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SAC Pharm Tech advertising			
bc09pn1111i	11/11/2009	B005466	From	To
4000	SUPPLIES AND MATERIALS		0	400
5000	OPERATING EXPENSES AND SERVICES		400	0
			<hr/>	<hr/>
			400	400
Reason:	Special Project Adjustment			
Description:	SAC GEAR UP obj# 4310			
bc09pn1111j	11/11/2009	B005467	From	To
4000	SUPPLIES AND MATERIALS		0	3,300
5000	OPERATING EXPENSES AND SERVICES		3,300	0
			<hr/>	<hr/>
			3,300	3,300
Reason:	Special Project Adjustment			
Description:	SAC Counsel conference meals			

11/1/2009 - 11/20/2009

Fund 12: General Fund Restricted

		11/11/2009	B005468	<u>From</u>	<u>To</u>
bc09pn1111k					
1000	ACADEMIC SALARIES			17,135	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	12,840
3000	EMPLOYEE BENEFITS			0	4,295
				<hr/>	<hr/>
				17,135	17,135
Reason:	Special Project Adjustment				
Description:	SCC Career guidance position				

		11/17/2009	B005478	<u>From</u>	<u>To</u>
bc09pn1117d					
4000	SUPPLIES AND MATERIALS			0	1,200
5000	OPERATING EXPENSES AND SERVICES			1,200	0
				<hr/>	<hr/>
				1,200	1,200
Reason:	Special Project Adjustment				
Description:	SAC Counseling Puente Prog				

		11/17/2009	B005479	<u>From</u>	<u>To</u>
bc09pn1117e					
3000	EMPLOYEE BENEFITS			0	1,035
5000	OPERATING EXPENSES AND SERVICES			1,035	0
				<hr/>	<hr/>
				1,035	1,035
Reason:	Special Project Adjustment				
Description:	SAC Counsel SP#2417 Sal/Ben				

		11/17/2009	B005480	<u>From</u>	<u>To</u>
bc09pn1117f					
4000	SUPPLIES AND MATERIALS			0	1,800
5000	OPERATING EXPENSES AND SERVICES			1,800	0
				<hr/>	<hr/>
				1,800	1,800
Reason:	Special Project Adjustment				
Description:	SAC Counsel Univ LINK prog				

		11/17/2009	B005483	<u>From</u>	<u>To</u>
BC09KT111709A					
4000	SUPPLIES AND MATERIALS			0	2
6000	CAPITAL OUTLAY			2	0
				<hr/>	<hr/>
				2	2
Reason:	Special Project Adjustment				
Description:	Cover PO 11805 Business machin				

		11/18/2009	B005484	<u>From</u>	<u>To</u>
bc09pn1118a					
5000	OPERATING EXPENSES AND SERVICES			0	1,625
6000	CAPITAL OUTLAY			1,625	0
				<hr/>	<hr/>
				1,625	1,625
Reason:	Special Project Adjustment				
Description:	SCC Title III CQ Researcher				

Summary by Major Object for Fund 12

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	12,418	0
2000 CLASSIFIED/OTHER NONACADEMIC	0	442
3000 EMPLOYEE BENEFITS	0	9,969
4000 SUPPLIES AND MATERIALS	0	9,545
5000 OPERATING EXPENSES AND SERVICES	3,416	0
6000 CAPITAL OUTLAY	4,122	0
	<hr/>	<hr/>
	19,956	19,956

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 01 / 2009 To 11 / 20 / 2009

Board Meeting on 12 / 7 / 2009

FUND : 33 CHILD DEVELOPMENT FUND

BACKGROUND

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
4000	SUPPLIES AND MATERIALS		\$360
5000	OPERATING EXPENSES & SERVICES	\$360	
Total Transfers		\$360	\$360

RECOMMENDATION

It is recommended the Board approve the budget transfers as presented.

11/1/2009 - 11/20/2009

Fund 33: Child Development Fund

		11/10/2009	B005452	<u>From</u>	<u>To</u>
bc09pn1110i					
4000	SUPPLIES AND MATERIALS			0	300
5000	OPERATING EXPENSES AND SERVICES			300	0
				<hr/>	<hr/>
				300	300

Reason: Special Project Adjustment

Description: Ed Svcs/CDS DO food

		11/17/2009	B005482	<u>From</u>	<u>To</u>
bc09pn1117h					
4000	SUPPLIES AND MATERIALS			0	60
5000	OPERATING EXPENSES AND SERVICES			60	0
				<hr/>	<hr/>
				60	60

Reason: Special Project Adjustment

Description: Ed Svcs/CDS NAEYC brochures

Summary by Major Object for Fund 33

		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS	0	360
5000	OPERATING EXPENSES AND SERVICES	360	0
		<hr/>	<hr/>
		360	360

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 01 / 2009 To 11 / 20 / 2009

Board Meeting on 12 / 7 / 2009

FUND : 42 BOND FUND, MEASURE E

BACKGROUND

The California Administration Code, Regulation 58307, requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object, for each fund.

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
6000	CAPITAL OUTLAY		\$123,794
7900	CONTINGENCY OR RESERVE	\$123,794	
	Total Transfers	\$123,794	\$123,794

RECOMMENDATION

It is recommended the Board approve the budget transfers as presented.

Fund 42: Bond Fund, Measure E

bc09pn1120c	11/20/2009	B005495	From	To
6000	CAPITAL OUTLAY		0	63,422
7900	CONTINGENCY OR RESERVE		63,422	0
			<hr/>	<hr/>
			63,422	63,422
Reason:	Special Project Adjustment			
Description:	SAC Bldg Renov fr Sheriff's			

bc09pn1120f	11/20/2009	B005498	From	To
6000	CAPITAL OUTLAY		0	60,372
7900	CONTINGENCY OR RESERVE		60,372	0
			<hr/>	<hr/>
			60,372	60,372
Reason:	Special Project Adjustment			
Description:	SAC Bldg fr Libry, Land, DMC			

Summary by Major Object for Fund 42

		From	To
6000	CAPITAL OUTLAY	0	123,794
7900	CONTINGENCY OR RESERVE	123,794	0
		<hr/>	<hr/>
		123,794	123,794

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS AND FISCAL SERVICES

To:	Board of Trustees	Date: December 7, 2009
Re:	Receive the District Audit Report for the Fiscal Year ended June 30, 2009	
Action:	Request to Receive and Accept	

BACKGROUND

Pursuant to Education Code Section 84040 and OMB Circular A-133, the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district. The District contracted with Vicenti, Lloyd & Stutzman, LLP to provide the independent auditing services required.

The audit report is broken down into seven major categories as follows: (1) Independent Auditor's Report; (2) Management's Discussion and Analysis; (3) Basic Financial Statements; (4) Notes to Financial Statements; (5) Supplementary Information; (6) Other Independent Auditors' Reports; and (7) Findings and Recommendations.

ANALYSIS

The auditors will present the District's financial audit and Proposition 39 Bond Financial and Compliance audits. The report was presented and fully discussed at our Fiscal Audit Review Committee meeting on November 19, 2009.

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Report for the fiscal year ended June 30, 2009 as presented.

Fiscal Impact:	Not applicable	Board Date: December 7, 2009
Prepared by:	Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

To:	Board of Trustees	Date: December 7, 2009
Re:	Approval of Appointments for the Measure E Citizens' Bond Oversight Committee	
Action:	Request for Approval	

BACKGROUND

One of the requirements for bonds that are approved under the auspices of Proposition 39 is the provision of a citizens' bond oversight committee comprised of residents of the district who satisfy various categories of membership. The board approved the membership of the original committee in December of 2002 and acts upon the appointment, reappointment and reaffirmation of the committee each year.

ANALYSIS

The committee terms are based on the calendar year. Therefore, we recommend that the committee for 2010 be as follows:

Name	Membership Category	Recommended Action
Colton Long	SCC Student	Appoint
Alejandro Flores	SAC Student	Appoint
	Business	Appoint
Gloria Alvarado	Senior Citizen Organization	Appoint
Robert Odle	Tax Payer Association	Appoint
John Acosta	Foundation – SAC	Appoint
Linda Boone	Foundation – SCC	Appoint
Darin Woinarowicz	Community at Large – SCC	Appoint
Lan Quac Nguyen	Community at Large – SAC	Appoint

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment/reaffirmation of the Citizens' Bond Oversight Committee for 2010 as presented.

Fiscal Impact:	None	Board Date: December 7, 2009
Prepared by:	Peter J. Hardash, Vice Chancellor of Business and Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business and Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

To:	Board of Trustees	Date: December 7, 2009
Re:	Approval of Additional DSA Inspection Services: M & O Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 10, 2008, the Board of Trustees approved an agreement with Universal Laboratories in the amount of \$234,000 to provide Division of State Architect (DSA) mandated inspection services as the Inspector of Record (IOR) for the M & O Building and Parking Lot projects at Santiago Canyon College.

ANALYSIS:

This project has been moving slowly forward, but is far behind schedule, therefore requiring that the DSA mandated inspection services be extended.

Due to changes in the extended construction schedule, this agreement with Universal Laboratories needs to be extended for an additional three (3) months at \$13,000 per month (\$39,000) for a full-time inspector of record as noted in the attached proposal dated October 27, 2009. The total revised contract amount is \$273,000.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.

Fiscal Impact:	\$39,000.00	Board Date: December 7, 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	

UNIVERSAL LABORATORIES, INC.

October 27, 2009

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Attn: Darryl Odum
2323 North Broadway
Santa Ana, CA 92706-1640

RE: DSA Inspection Extension of Services
Maintenance and Operations Building and Parking lot @
Santiago Canyon College

The following information is furnished as an estimated extended budget for the Santiago Canyon College, Maintenance and Operations Building and Parking lot construction projects.

Maintenance and Operations Building and Parking lot @ Santiago Canyon College

DSA Inspections for 3 Months, starting in November 2009 through January 2010
3 Months @ \$ 13,000 Month = \$ 39,000.00

TOTAL ESTIMATED EXTENDED BUDGET \$ 39,000.00

If you have any questions or need additional information, please contact me at 714/744-1558.

Respectfully,

Blaine T. Ogier, Sr.

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

To:	Board of Trustees	Date:	December 7, 2009
Re:	Approval of Change Order #4 - Bid #1078 - M & O Building and Parking Lot at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On April 28, 2008, the Board awarded a contract with MEPCO Services, Inc. for Bid #1078, to construct the Santiago Canyon College M & O Building and Parking Lot.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #4.

Change Order #4 increases the contract by \$56,489. The total revised contract amount is \$8,278,764. 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 3.8% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #4, MEPCO Services, Inc. for Bid #1078, construction M & O Building and Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	\$56,489.00	Board Date:	December 7, 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: SCC Science Building - M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BP000207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 4	
Architect: LPA, Inc.	Date: 11/14/09	

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		\$7,970,000.00
Previous Change Orders	\$252,275.00	
This Change Order	\$56,489.00	
Total Change Orders		\$308,764.00
Revised Contract Amount		\$8,278,764.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		May 6, 2009
Revised Contract Completion Date		May 6, 2009
Board Approval Date		December 7, 2009

LPA, Inc.		
Architect	Authorized Signature	Date
MEPCO Services		
Contractor Name	Authorized Signature	Date
Darryl Odum		
Director - District Construction & Support Services	Authorized Signature	Date
Darryl Odum		
Assistant Vice Chancellor - Facility Planning	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: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BPO00207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 4	
Architect: LPA, Inc.	Date: 12/14/09	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Additional landscaping at East slope excavation REF: Mepco COR #16C</p> <p>REASON: Added by the College</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$5,488.00
2.0	<p>DESCRIPTION: Modify fuel tank dispenser mounting system REF: Mepco COR #57</p> <p>REASON: Field Condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$3,149.00
3.0	<p>DESCRIPTION: Replace tree grates and modify installation of planters REF: CCD #20 & Mepco COR #58</p> <p>REASON: Unforseen field condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$13,693.00
4.0	<p>DESCRIPTION: New backflow preventer in Loop Rd. REF: Mepco COR #62</p> <p>REASON: Not required because of field condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$0.00

CHANGE ORDER

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

Project: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BP000207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 4	
Architect: LPA, Inc.	Date: 12/14/09	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p>DESCRIPTION: Install backflow device inside M&O main water line entrance to Building REF: Mepco COR #63</p> <p>REASON: Unforeseen field condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$1,520.00
6.0	<p>DESCRIPTION: Sand and paint existing handrails at Walk of Champions REF: Mepco COR #64</p> <p>REASON: To match new handrail</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$7,725.00
7.0	<p>DESCRIPTION: Provide moisture barrier at epoxy floor system. No change in guarantee REF: Mepco COR #66R1</p> <p>REASON: High moisture content to apply epoxy.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$18,000.00
8.0	<p>DESCRIPTION: Route and return system for aluminum composite roofing REF: RFI #314 & Mepco COR #67</p> <p>REASON: Not required</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$0.00

CHANGE ORDER

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

Project: SCC M & O Building, Parking Lot, Fire Access and Concession Building	Bid No. 1078	P.O. # 08-BPO00207
	D.S.A. No.	See Attached
Contractor: MEPCO Services, Inc.	Change Order No. 4	
Architect: LPA, Inc.	Date: 12/14/09	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
9.0	<p>DESCRIPTION: Provide garden wall around strainer box and extend shut off valve controls REF: RFI #285 Mepco COR #68</p> <p>REASON: Protection for the strainer</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$2,363.00
10.0	<p>DESCRIPTION: Remove existing conduit encasement at new pullbox in Loop Rd. REF: Mepco COR #69</p> <p>REASON: Unforeseen field condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$4,551.00
11.0	<p>DESCRIPTION: Replace main irrigation line on top of the east hill REF: Mepco COR #70</p> <p>REASON: Not required</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$0.00
Sub-Total		credit \$0.00	add \$56,489.00
		TOTAL	\$56,489.00

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

To:	Board of Trustees	Date:	December 7, 2009
Re:	Approval of Change Order #1 – Bid #1129 – Electrical 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 EMAE International, Inc. for Bid #1129, Santa Ana College Child Development Center to perform the electric 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 \$37,471.52. The revised contract amount is \$9,981,915.52. 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 .4% 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, EMAE International, Inc. for Bid #1129, electrical for the Santa Ana College Child Development Center as presented.

Fiscal Impact:	\$37,471.52	Board Date:	December 7, 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. *1129* P.O. # *10-BP000219*

D.S.A. No. *04-108649*

Contractor: *EMAE International*

Change Order No. *1*

Architect: *Harley Ellis Devereaux*

Date: *11/13/09*

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		\$9,944,444.00
Previous Change Orders	\$0.00	
This Change Order	\$37,471.52	
Total Change Orders		\$37,471.52
Revised Contract Amount		\$9,981,915.52
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		August 20, 2010
Revised Contract Completion Date		August 20, 2010
RSCCD Board Approval Date		December 7, 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 92708-1840

Project: *Child Development Center*

Bid No. 1129

P.O. # 10-BP000219

D.S.A. No. 04-108649

Contractor: *EMAE International*

Change Order No. 1

Architect: *Harley Ellis Devereaux*

Date: 11/13/09

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Credit for coax & RG11 cable only.</p> <p><u>REASON:</u> Coax and RG11 cable is part of the contractor's obligation as stated in the plans and specifications</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$3,000.00	
2.0	<p><u>DESCRIPTION:</u> Per FCD#3, Provide additional pull boxes and conduits for the re-design of underground Low Voltage conduit system per plan sheet E2-301</p> <p><u>REASON:</u> Revise underground low voltage conduits and boxes to accommodate Data / Telecom room equipment Layout.</p> <p><u>REQUESTOR:</u> Architect / District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$35,642.00
3.0	<p><u>DESCRIPTION:</u> Move District containers to allow for installation of High Voltage conduit trenching Repair unforeseen irrigation lines during excavation for underground conduits. Provide equipment and labor to excavate under unforeseen utilities.</p> <p><u>REASON:</u> Lines were broken during the excavation for the installation of underground conduit</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$4,829.52
Sub-Total		\$3,000.00	\$40,471.52
Total			\$37,471.52

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	December 7, 2009
Re:	Adoption of Resolution No. 09-29 for Approval to Apply for Funding under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP #400-09-402		
Action:	Request for Action		

BACKGROUND

The U.S. Department of Energy (DOE) has allocated \$226 million in American Recovery and Reinvestment Act (ARRA) funds for the California State Energy Commission to award under the State Energy Program (SEP). There is up to \$95 million of ARRA SEP funds available for the Municipal and Commercial Building Targeted Measure Retrofit Program (RFP #400-09-402). These funds are to be used for energy efficiency, energy conservation, renewable energy and other energy related projects and activities authorized by ARRA. Because ARRA has a set of wide-ranging policy goals as well as limitations regarding the life of the funds, the Energy Commission is seeking projects through an RFP process. SEP funds awarded through this RFP process will be directed to energy efficiency retrofits of nonresidential buildings and the energy consuming processes within these buildings (community colleges qualify). To be considered for funding, each proposal is limited to no more than \$20 million and no less than \$2 million. Public, nonprofit or private organizations are eligible to apply for these funds.

ANALYSIS

The RSCCD project identified as a possible funded project by the SEP funds is a district wide energy retrofitting project to install central plant operations (heating and chilling systems) at both campuses. This energy efficiency project was originally analyzed and developed by Siemens Building Technologies approximately three years ago. By having a completed energy audit and engineering analysis in a completed report, this report will serve as the technical submission for the RFP response. The total estimated cost of the proposed project is \$20 million. The Utility companies will provide the project a \$1 million match for energy savings and the RSCCD district will commit to a \$4 million match to enhance the probability of receiving the grant. The proposal seeks \$15 million from the SEP.

Our facilities consultant, Ron Beeler, is completing all of the required and necessary paperwork to respond to this RFP. The RFP is due at the California Energy Commission on December 21, 2009.

The RFP process is a point based competitive process. By having an approved resolution by the RSCCD Board of Trustees supporting the RFP submission, this will earn an additional four points for the submittal.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution #09-29 for the Approval to Apply for Funding under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program – RFP #400-09-402 as presented.

Fiscal Impact:	None	Board Date: December 7, 2009
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

**Resolution # 09-29 for the Approval to Apply for Funding Under the Municipal
and Commercial Building Targeted Measure Retrofit (MCR) Program
RFP #400-09-402**

WHEREAS, the Governing Board of the Rancho Santiago Community College District (District) recognizes that it is in the interest of the regional, state, and national economy to stimulate the economy; create and retain jobs; reduce fossil emissions; and reduce total energy usage and improve energy efficiency within our jurisdiction; and

WHEREAS, State Energy Program (SEP) funds are available for energy efficiency, energy conservation, and other energy-related projects and activities as authorized by the American Recovery and Reinvestment Act (ARRA); and

WHEREAS, the District is eligible for ARRA SEP funding under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP 400-09-402; and,

WHEREAS, the District is proposing to implement the energy efficiency retrofit projects at the Santiago Canyon and Santa Ana Community College campuses. The proposed projects will be accomplished through a comprehensive replacement of aging equipment at the campuses, including new variable air volume (VAV) system, chillers, hot water heating systems, space heating, and energy management systems (EMS). These projects will allow the District to incorporate innovative solutions and the latest energy efficient equipment to significantly reduce energy usage at each campus. A comprehensive monitoring-based commissioning (MBCx) project, in combination with an intensive energy usage study, will be performed to assure that these projects fit the campus Master Plan and provide the best possible energy savings/capital outlay.

NOW, THEREFORE, BE IT RESOLVED, that in compliance with the California Environmental Quality Act (CEQA), the Board of Trustees does hereby find that the approval of the energy efficiency projects described above would qualify under a Class I Categorical Exemption on the state side and on the federal side it would qualify under a Section B5.1 of the Department of Energy National Environmental Policy Act (NEPA) implementing procedures. A CEQA Class 1 Categorical Exemption is allowed for projects that consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

Section B5.1 of the Department of Energy NEPA implementing procedures describes the Categorical Exclusions (CEs) that are applicable to conservation, fossil and renewable

energy activities. CEs are allowed for actions to conserve energy, demonstrate potential energy conservation, and promote energy-efficiency that do not increase the indoor concentrations of potentially harmful substances. These actions may involve financial and technical assistance to individuals (such as builders, owners, consultants, designers), organizations (such as utilities), and state and local governments.

BE IT ALSO RESOLVED, that the Board of Trustees authorizes the submittal of the application to the Energy Commission's State Energy Program for funds under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP 400-09-402 to execute the proposed projects described above.

BE IT ALSO RESOLVED, if recommended for funding by the Energy Commission, the Board of Trustees authorizes the District to accept a grant award up to the amount of its application for \$15,000,000, and, that the Vice Chancellor, Business Operations/Fiscal Services, acting for the District is hereby authorized and empowered to execute in the name of the Rancho Santiago Community College District all necessary contracts and agreements, and amendments hereto, to implement and carry out the purposes specified in the application.

Dated this 7th day of December, 2009.

Ayes:

Noes:

Absent:

Abstain:

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-BP000224	68,905.03	BAKER ELECTRIC INC	Buildings - Contracted Svcs	SP	BOND	11/12/2009
10-P0012545	5,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/2/2009
10-P0012546	202.15	FACTS ON FILE	Library Books	SP		11/2/2009
10-P0012547	4,000.00	LUNDQUISTY ROBERT M	Contracted Services	SP		11/2/2009
10-P0012548	4,000.00	HOPE LAURA L	Contracted Services	SP		11/2/2009
10-P0012549	2,000.00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			11/2/2009
10-P0012550	75.00	CITY OF ORANGE	Other Licenses & Fees			11/2/2009
10-P0012551	220.31	PARACLETE FIRE AND SAFETY	Maint/Oper Service Agreements			11/2/2009
10-P0012552	2,000.00	CHEVRON	Gasoline			11/2/2009
10-P0012553	1,162.00	CARRIER CORP	Repair & Replacement Parts			11/2/2009
10-P0012554	1,000.00	DUNN EDWARDS CORP	Non-Instructional Supplies			11/2/2009
10-P0012555	55,256.00	STATE OF CALIFORNIA	Special Project Match Contrib	SP		11/2/2009
10-P0012556	8,038.80	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			11/2/2009
* 10-P0012557	1,440.96	B&H PHOTO VIDEO	Instructional Supplies	SP		11/2/2009
10-P0012558	271.00	NASFAA NAT'L ASSOC OF STUDENT	Internet Services	SP		11/2/2009
10-P0012559	700.00	HILLYARD FLOOR CARE SUPPLY	Non-Instructional Supplies			11/2/2009
10-P0012560	355.11	AMERICAN 3B SCIENTIFIC	Instructional Supplies	SP		11/2/2009
10-P0012561	19.03	SCHICK RECORDS MGMT	Non-Instructional Supplies			11/2/2009
10-P0012562	500.00	MEL'S SEWING SVC	Instructional Supplies	SP		11/2/2009
10-P0012563	82.50	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib			11/2/2009
10-P0012564	324.79	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		11/2/2009
10-P0012565	160.96	APPERSON PRINT MGMT SVCS	Instructional Supplies			11/2/2009
10-P0012566	1,200.00	COAST COMMUNITY COLLEGE DISTRICT	Other Licenses & Fees			11/2/2009
10-P0012567	100.00	DON BOOKSTORE	Instructional Supplies	SP		11/2/2009
10-P0012568	135.06	HARRIS INFOSOURCE	Instructional Supplies	SP		11/2/2009
10-P0012569	154.12	HERTZ CORP	Transportation - Student	SP		11/3/2009
10-P0012570	217.54	INSIGHT MEDIA	Instructional Supplies	SP		11/3/2009
10-P0012571	1,500.00	INTELECOM	Other Licenses & Fees			11/3/2009
10-P0012572	789.32	BEARCOM	Non-Instructional Supplies	SP		11/3/2009

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

7.9 (1)

No. 7.9

7.9(2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012573	133.22	SCHICK RECORDS MGMT	Instructional Supplies	SP		11/3/2009
10-P0012574	396.66	FINNEY CO	Instructional Supplies	SP		11/3/2009
10-P0012575	585.93	JIST PUB	Instructional Supplies	SP		11/3/2009
10-P0012576	499.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		11/3/2009
10-P0012577	2,000.00	UNISAN PRODUCTS	Non-Instructional Supplies			11/3/2009
10-P0012578	2,000.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			11/3/2009
10-P0012579	150.00	GREEN'S SECURITY CTR INC	Non-Instructional Supplies			11/3/2009
10-P0012580	590.34	DELL COMPUTER	Non-Instructional Supplies	SP		11/3/2009
10-P0012581	121.26	TRIARCH INC	Instructional Supplies	SP		11/3/2009
10-P0012582	42.98	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		11/3/2009
10-P0012583	92.79	SINCLAIR PAINT CO	Non-Instructional Supplies			11/3/2009
10-P0012584	1,237.70	FITNESS REPAIR SHOP	Contracted Repair Services			11/3/2009
10-P0012585	1,718.23	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		11/4/2009
10-P0012586	90.03	DELL COMPUTER	Non-Instructional Supplies			11/4/2009
10-P0012587	433.91	MICROSOFT CORP	Software License and Fees	SP		11/4/2009
10-P0012588	952.65	K LOG CO	Instructional Supplies	SP		11/4/2009
10-P0012589	1,617.31	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		11/5/2009
10-P0012590	243.71	OPTRICS	Software License and Fees	SP		11/5/2009
10-P0012591	478.50	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies			11/5/2009
10-P0012592	960.00	CAPTIVE INDOOR MEDIA	Software License and Fees			11/5/2009
10-P0012593	827.06	GOLD COAST TOURS	Transportation - Student	SP		11/5/2009
10-P0012594	500.00	RIO GRANDE JEWELRY & GEMS	Instructional Supplies	SP		11/5/2009
10-P0012595	150.00	CAMERON WELDING	Instructional Supplies	SP		11/5/2009
10-P0012596	245.09	EAI ERIC ARMIN INC	Library Books	SP		11/5/2009
10-P0012597	11,281.73	AUTOMOTIVE ELECTRONIC SVCS	Equipment - All Other > \$1,000	SP		11/5/2009
10-P0012598	623.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009
10-P0012599	500.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009
10-P0012600	500.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009
10-P0012601	596.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012602	596.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009
10-P0012603	475.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/5/2009
10-P0012604	276.23	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		11/6/2009
10-P0012605	132.56	FISHER SCIENTIFIC	Instructional Supplies	SP		11/6/2009
10-P0012606	800.00	JOHNSON BROS F C. INC	Instructional Supplies	SP		11/6/2009
10-P0012607	1,059.33	VWR INTERNATIONAL, LLC	Instructional Supplies	SP		11/6/2009
10-P0012608	833.68	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		11/6/2009
10-P0012609	250.00	CSCCU	Inst Dues & Memberships	SP		11/6/2009
10-P0012610	3,000.00	OC HISPANIC CHAMBER OF COMMERCE	District Business/Sponsorships	SP		11/6/2009
10-P0012611	828.77	SPECTRUM CHEMICALS & LABORATORY PRODUCTS	Instructional Supplies	SP		11/6/2009
10-P0012612	250.00	HOME DEPOT	Non-Instructional Supplies	SP		11/10/2009
10-P0012613	616.00	AMMEX	Non-Instructional Supplies	SP		11/10/2009
10-P0012614	155.00	CEPA	Other Licenses & Fees			11/10/2009
10-P0012615	38.00	SMITHSONIAN INSTITUTION	Library Books - Periodicals			11/10/2009
10-P0012616	150.00	KONICA MINOLTA BUSINESS	Contracted Services	SP		11/10/2009
10-P0012617	58.00	REED ELSEVIER/LEXIS NEXIS/REED ELSEVIER	Legal Expenses			11/10/2009
10-P0012618	1,260.00	RELIANT TESTING ENGINEERS	Contracted Services			11/10/2009
* 10-P0012619	2,940.00	CITY OF COSTA MESA	Instructional Agrmt - Salary			11/10/2009
10-P0012620	1,938.86	GLASBY MAINTENANCE SUPPLY	Contracted Repair Services			11/10/2009
10-P0012621	989.50	WESTERN POWER SYSTEMS	Contracted Repair Services			11/10/2009
10-P0012622	250.00	BARNET JOE	Contracted Services	SP		11/10/2009
10-P0012623	606.73	VWR INTERNATIONAL, LLC	Instructional Supplies	SP		11/10/2009
10-P0012624	25.00	NEWSWEEK	Library Books - Periodicals			11/10/2009
10-P0012625	736.00	TRIANGLE ENTERPRISES INC	Site Improvements	SP		11/10/2009
10-P0012626	3,612.60	EBSCO SUBSCRIPTION SVCS	Library Books - Periodicals			11/10/2009
10-P0012627	225.00	SO CAL SWEEPING	Contracted Services			11/10/2009
10-P0012628	255.00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			11/10/2009
10-P0012629	7.00	CITY OF ORANGE	Other Licenses & Fees			11/10/2009
10-P0012630	195.15	MIDWEST LIBRARY SVC	Library Books	SP		11/10/2009

7.9
(3)

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

7.9(4)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012631	784.37	GALE GROUP	Library Books	SP		11/10/2009
10-P0012632	250.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/10/2009
10-P0012633	500.00	GRIFFIN ACE HARDWARE	Instructional Supplies			11/10/2009
10-P0012634	242.19	APPERSON PRINT MGMT SVCS	Instructional Supplies	SP		11/10/2009
10-P0012635	20,570.00	LEONARD CHAIDEZ TREE SERVICE	Contracted Services			11/10/2009
* 10-P0012636	2,053.21	NAT'L CONSTRUCTION RENTAL	Buildings - Facility Rental	SP	BOND	11/11/2009
10-P0012637	75.04	TIME VALUE SOFTWARE	Non-Instructional Software			11/12/2009
10-P0012638	353.44	WARE DISPOSAL CO INC	Rental - Other (Short-term)			11/12/2009
10-P0012639	55.94	NORTH AMERICAN PUB COMPANY	Books, Mags & Ref Mat, Non-Lib			11/12/2009
10-P0012640	307.91	MEDTEK	Instructional Supplies	SP		11/12/2009
10-P0012641	500.00	TOM BLACK SVC CTR	Contracted Repair Services			11/12/2009
10-P0012642	772.60	CDW GOVERNMENT INC.	Instructional Supplies	SP		11/12/2009
10-P0012643	800.00	PARADISE CONSTRUCTION &	Buildings - Contracted Svcs	SP	BOND	11/12/2009
10-P0012644	3,127.14	DEPT OF GENERAL SERVICES	Site Improvements	SP	BOND	11/12/2009
* 10-P0012645	512.48	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		11/12/2009
10-P0012647	2,354.00	PYRO-COMM SYSTEMS INC	Buildings - Contracted Svcs	SP	BOND	11/12/2009
10-P0012648	630.00	STATE OF CALIF	Other Licenses & Fees			11/12/2009
* 10-P0012649	461.21	CDW GOVERNMENT INC.	Non-Instructional Supplies			11/12/2009
10-P0012650	300.00	SMART & FINAL	Food and Food Service Supplies	SP		11/12/2009
10-P0012651	1,654.12	GOLD COAST TOURS	Transportation - Student	SP		11/12/2009
10-P0012652	312.00	GENERAL BINDING CORP	Contracted Repair Services	SP		11/12/2009
* 10-P0012653	3,809.92	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		11/12/2009
* 10-P0012654	537.31	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/12/2009
10-P0012655	500.00	HERTZ CORP	Transportation - Student	SP		11/13/2009
* 10-P0012656	1,614.94	VENDINI INC	Instructional Supplies	SP		11/13/2009
* 10-P0012657	3,809.92	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		11/13/2009
10-P0012658	352.20	AMERICAN EXPRESS	Conference Expenses	SP		11/13/2009
10-P0012659	367.87	COURTYARD SAN DIEGO	Conference Expenses	SP		11/13/2009
10-P0012660	737.60	SAN FRANCISCO AIRPORT MARRIOTT	Conference Expenses	SP		11/13/2009

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012661	256.20	AMERICAN EXPRESS	Conference Expenses	SP		11/13/2009
10-P0012662	230.98	FAIRFIELD INN VISALIA	Conference Expenses	SP		11/13/2009
* 10-P0012663	874.00	COLLEGE BOARD	Instructional Supplies	SP		11/13/2009
10-P0012664	2,165.55	DELL COMPUTER	Equipment - All Other > \$1,000			11/13/2009
10-P0012665	461.64	APOTHECARY PRODUCTS INC	Instructional Supplies	SP		11/13/2009
10-P0012666	1,000.00	CANDELA CORP	Non-Instructional Supplies			11/13/2009
10-P0012667	1,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/13/2009
10-P0012668	8,590.00	OWENS STEVE	Contracted Services	SP		11/13/2009
10-P0012669	2,162.00	LA HABRA FENCE CO INC	Contracted Services	SP		11/13/2009
10-P0012670	323.00	WESTERN POWER SYSTEMS	Contracted Repair Services			11/13/2009
10-P0012671	220.00	CITY OF ORANGE	Other Licenses & Fees			11/13/2009
10-P0012672	458.55	TROPICAL PLAZA NURSERY	Contracted Repair Services			11/13/2009
10-P0012673	1,755.59	FRANKLIN AIR CONDITIONING	Contracted Repair Services			11/13/2009
10-P0012675	337.58	MCMAHAN BUSINESS INTERIORS	Equipment - Federal Progs >200	SP		11/16/2009
10-P0012676	1,691.42	FITNESS REPAIR SHOP	Repair & Replacement Parts			11/16/2009
10-P0012677	787.54	ETA CUISENAIRE	Library Books	SP		11/16/2009
10-P0012678	124.97	DOVER PUBLICATIONS	Library Books	SP		11/16/2009
10-P0012679	567.62	TOMARK SPORTS INC	Instructional Supplies	SP		11/16/2009
10-P0012680	1,454.19	RAWLINGS SPORTING GOODS	Instructional Supplies	SP		11/16/2009
10-P0012682	1,735.86	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		11/16/2009
10-P0012683	734.16	VICTORY CUSTOM ATHLETIC	Instructional Supplies	SP		11/16/2009
10-P0012684	349.82	FITNESS REPAIR SHOP	Repair & Replacement Parts			11/16/2009
10-P0012685	35.39	LABELCITY INC	Non-Instructional Supplies	SP		11/16/2009
10-P0012686	46.00	LOS ANGELES TIMES	Library Books - Periodicals			11/16/2009
10-P0012687	294.00	CONSTANT CONTACT	Internet Services	SP		11/16/2009
10-P0012688	616.00	HW WILSON CO	Library Books - Periodicals			11/16/2009
10-P0012689	780.00	RIVERVIEW GOLF COURSE	Rental - Facility (Short-term)			11/16/2009
10-P0012691	1,600.00	BERMUDEZ RAFAELA	Food and Food Service Supplies	SP		11/16/2009
10-P0012692	1,027.66	ACE FIXTURE CO	Equipment - All Other > \$1,000			11/16/2009

7.9 (5) Legend: * = Multiple Accounts for this P.O. SP = Special Project

7.9(6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012693	10,707.77	DELL COMPUTER	Equipment - Federal Progs >200	SP		11/17/2009
10-P0012694	30,217.85	DELL COMPUTER	Equipment - Federal Progs >200	SP		11/17/2009
10-P0012695	53,389.35	DELL COMPUTER	Equipment - Federal Progs >200	SP		11/17/2009
10-P0012696	1,430.06	BAKER & TAYLOR	Library Books	SP		11/17/2009
10-P0012697	1,852.50	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		11/17/2009
10-P0012698	16,099.83	DELL COMPUTER	Equipment - All Other > \$1,000			11/17/2009
10-P0012699	252.99	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software			11/17/2009
10-P0012700	423.25	CREATION ENGINE INC	Equip/Software - >\$200 <\$1,000			11/17/2009
10-P0012701	2,700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/17/2009
10-P0012702	2,200.00	RSCCD	Other Exp Paid for Students	SP		11/17/2009
10-P0012704	13,134.32	BUSINESS MACHINES SECURITY	Building Improvements	SP		11/17/2009
10-P0012705	111.88	ACS DIV CHED	Instructional Supplies	SP		11/17/2009
* 10-P0012706	70.45	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			11/18/2009
10-P0012707	82,564.92	AT & T	Building Improvements	SP		11/18/2009
10-P0012708	62,045.76	AT & T	Building Improvements	SP		11/18/2009
10-P0012709	1,526.23	FILMS MEDIA GROUP	Library Books - Audio Visual	SP		11/18/2009
10-P0012710	124.85	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	11/18/2009
10-P0012711	109.73	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	11/18/2009
10-P0012712	317.50	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	11/18/2009
10-P0012713	600.00	TARGET STORES	Awards & Incentives	SP		11/18/2009
10-P0012714	113.82	NAEYC	Non-Instructional Supplies	SP		11/18/2009
10-P0012715	2,825.53	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		11/18/2009
10-P0012716	2,264.01	SODEXHO	Food and Food Service Supplies	SP		11/18/2009
10-PC109264	5,000.00	DELHI CENTER	Contracted Services	SP		11/10/2009
10-PC109265	5,000.00	DELHI CENTER	Contracted Services	SP		11/10/2009
* 10-PC109266	750.87	XEROX CORP	Excess/Copies Usage			11/11/2009
* 10-PC109267	5,280.00	SISTERS OF ST JOSEPH OF ORANGE	Lease Agreement - Facility	SP		11/12/2009
* 10-PC109268	758.28	XEROX CORP	Excess/Copies Usage			11/12/2009
* 10-PC109269	5,038.04	XEROX CORP	Excess/Copies Usage			11/13/2009

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

<u>P.O. #</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Classification</u>	<u>SP</u>	<u>Bond</u>	<u>Date</u>
* 10-PC109270	6,584.77	XEROX CORP	Excess/Copies Useage			11/13/2009
10-PC109271	839.38	XEROX CORP	Maint Contract - Office Equip			11/13/2009
10-PC109272	386.06	XEROX CORP	Excess/Copies Useage	SP		11/13/2009

Grand Total: \$ 607,181.32

7.9 (7)

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

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 31, 2009 THROUGH NOVEMBER 18, 2009
BOARD MEETING OF DECEMBER 7, 2009**

P.O. #	Amount	Description	Department	Comment
10-BP000224	\$68,905.03	Change order #2 related to electrical services for the Science Building at Santiago Canyon College	DO-Facility Planning	Board Approved August 24, 2009
10-P0012555	\$55,256.00	Billing for Disabled - Workability III for Santa Ana College (matching funds for 2009-2010 fiscal year)	DO-Accounting	Board Approved: May 26, 2009
10-P0012635	\$20,570 00	Tree trimming services throughout Santa Ana College campus	SAC-Maintenance and Operations	Received Quotations 1) *Leonard Chaidez Tree Service 2) Treesmith Enterprises *Successful Bidder
10-P0012694	\$30,217.85	Dell laptops and related components	SAC-Business Division	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0012695	\$53,389.35	Dell computers, laptops and related components	SAC-Business Division	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved. November 16, 2009
10-P0012698	\$16,099.83	Dell computers and related components	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 31, 2009 THROUGH NOVEMBER 18, 2009
BOARD MEETING OF DECEMBER 7, 2009**

P.O. #	Amount	Description	Department	Comment
10-P0012707	\$82,564.92	Cisco network and voice equipment for the SCC Science Building - State portion	SCC-Administrative Services	Purchased from Calnet2 master agreement MSA1 Board Approved: May 27, 2008
10-P0012708	\$62,045.76	Cisco network and voice equipment for the SCC Science Building - Bond portion	SCC-Administrative Services	Purchased from Calnet2 master agreement MSA1 Board Approved. May 27, 2008

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	December 7, 2009
Re:	Approval of Notice of Completion: Bid #1094 – Diesel and Welding Lab Exhaust Upgrade Project at Santa Ana College		
Action:	Request for Action		

BACKGROUND

On March 19, 2009, the District approved a contract with Anderson Air Conditioning, LP to upgrade the existing exhaust system in the Diesel and Welding Labs at Santa Ana College.

As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

The project was substantially completed on September 2, 2009 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$327,400.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Bid #1094 - Diesel and Welding Lab Exhaust project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date:	December 7, 2009
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction & Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West Seventeenth Street, Santa Ana, California, caused improvements to be made to the property to wit: Bid No. 1094/Diesel and Welding Lab Exhaust Upgrade Project at Santa Ana College, the contract for the doing of which was heretofore entered into on the 19th day of March, 2009, which contract was made with Anderson Air Conditioning, L.P., PO #09-P0009859, as contractor; that said improvements were completed on the 2nd day of September, 2009, and accepted by formal action of the governing Board of said District on the 7th day of December, 2009; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Federal Insurance Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on
_____, 20____.

Signature _____
(include name of corporation, partnership, etc., if any)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: December 7, 2009
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Budgets for the following categorical programs for FY 2009/2010 have been developed:

<u>Project Title</u>	<u>Award Date</u>	
1. Center for International Trade Development (District) Reduced annual allocation from the California Community College Chancellor's Office to assist Orange County businesses in reaching global markets. (09/10)	11/02/08	\$102,013
2. Center of Excellence (District) Reduced annual allocation from the California Community College Chancellor's Office to help colleges achieve a larger market share of outsourced training by connecting businesses with the colleges. (09/10)	11/02/09	\$102,012
3. Early Head Start Expansion (District) Year one of a two-year grant from the U.S. Dept of Health and Human Services, Administration for Children and Families, to support enrollment of additional children and families into Early Head Start programs. (09/10)		
Year One Operating Budget	\$1,152,480	10/08/09
Year One Operating Training/Technical Assistance	\$ 86,450	
Year One Start-up Budget	\$ 300,000	
Year One Start-up Training/Technical Assistance	\$ 32,000	
4. Network for a Healthy California (SAC) Year two of a three-year grant from Orange County Superintendent of Schools to promote healthy eating, a physically active lifestyle among low income Californians, and nutrition education intervention at the preschool level. (09/10)	10/01/09	\$39,375
5. Small Business Development Center (District) Reduced annual allocation from the California Community College Chancellor's Office to assist small- to medium-sized businesses to boost their economic output. (09/10)	11/02/09	\$74,643

Fiscal Impact: \$ 1,990,986	Board Date: December 7, 2009
Item Prepared by: Cherie Ericson, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

6. Workplace Learning Resource Center (District)

Reduced annual allocation from the California Community College Chancellor's Office to provide business and industry with a variety of workplace learning services. (09/10)

11/02/09

\$102,013

RECOMMENDATION

It is recommended that these budgets be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$ 1,990,986	Board Date: December 7, 2009
Item Prepared by: Cherie Ericson, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

SPECIAL PROJECT DETAILED BUDGET # 2270
NAME: CENTER FOR INTERNATIONAL TRADE DEVELOPMENT
FISCAL YEAR: 2009 - 2010

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$102,013
 CFDA #: N/A

PROJ. ADM. J. DIDION
 PROJ. DIR. E. PEREZ

DATE: 4/15/09
 REVISED: 11/18/09

Datatel String	Description	Debit	Credit
12-2270-000000-50000-8659	Other Reimb Categorical Allow		102,013
12-2270-672000-50000-5865	Indirect Costs	3,924	
12-2270-675000-53210-5210	Conference Expenses	24,964	
12-2270-684000-53210-2110	Classified Management E. Perez -10%	14,953	
12-2270-684000-53210-2130	Classified Employees - Full Time J. Valadez - 12%	5,980	
12-2270-684000-53210-2320	Classified Employees - Hourly C. Huerta	40,038	
12-2270-684000-53210-3215	PERS - Non-Instructional	4,051	
12-2270-684000-53210-3315	OASDHI - Non-Instructional	2,610	
12-2270-684000-53210-3325	Medicare - Non-Instructional	890	
12-2270-684000-53210-3415	H & W - Non-Instructional	250	
12-2270-684000-53210-3435	H & W - Retiree Fund Non-Inst	1,859	
12-2270-684000-53210-3515	SUI - Non-Instructional	612	
12-2270-684000-53210-3615	WCI - Non-Instructional	184	
12-2270-684000-53210-3915	Other Benefits - Non-Instruct	1,349	
12-2270-684000-53210-4610	Non-Instructional Supplies	349	
12-2270-684000-53210-4710	Food and Food Service Supplies		
12-2270-684000-53210-5235	District Business/Sponsorships		
12-2270-684000-53210-5830	Courier/Delivery Services		
12-2270-684000-53210-6410	Equipment - > \$1000		
	Total	102,013	102,013

8.1 (3)

President's Approval:
 Prepared by: Cherie Ericson

Board Approved: 6/22/09
 Revision Approved: 12/07/09
 Accountant: Gwen Ross

SPECIAL PROJECT DETAILED BUDGET # 2270
NAME: CENTER FOR INTERNATIONAL TRADE DEVELOPMENT
FISCAL YEAR: 2009 - 2010

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$102,013
 CFDA #: N/A

PROJ. ADM. J. DIDION
 PROJ. DIR. E. PEREZ

DATE: 4/15/09
 REVISED: 11/18/09

Datatel String	Description	Debit	Credit
MATCH			
11-0000-672000-50000-5999	Match Control Account		102,013
11-2270-684000-53110-1210	Academic Management J. Didion 10%	20,332	
11-2270-684000-53110-3115	STRS - Non-Instructional	1,696	
11-2270-684000-53110-3325	Medicare - Non-Instructional	299	
11-2270-684000-53110-3415	H & W - Non-Instructional	1,500	
11-2270-684000-53110-3435	H & W - Retiree Fund Non-Inst	206	
11-2270-684000-53110-3515	SUI - Non-Instructional	62	
11-2270-684000-53110-3615	WCI - Non-Instructional	453	
11-2270-684000-53110-3915	Other Benefits - Non-Instruct	960	
11-2270-684000-53110-5930	Professional Expense/Allowance	390	
11-2270-684000-53210-2110	Classified Management E. Perez 40%	13,458	
11-2270-684000-53210-2130	Classified Employees - Full Time J. Valadez 20%	34,512	
11-2270-684000-53210-3215	PERS - Non-Instructional	4,857	
11-2270-684000-53210-3315	OASDHI - Non-Instructional	3,043	
11-2270-684000-53210-3325	Medicare - Non-Instructional	712	
11-2270-684000-53210-3415	H & W - Non-Instructional	6,774	
11-2270-684000-53210-3435	H & W - Retiree Fund Non-Inst	491	
11-2270-684000-53210-3515	SUI - Non-Instructional	148	
11-2270-684000-53210-3615	WCI - Non-Instructional	1,080	
11-2270-684000-53210-3915	Other Benefits - Non-Instruct	1,103	
11-2270-684000-53210-5650	Rental - Facility (Short-term)	5,107	
	Indirect Costs		
	District cost on grant over 4% (16.0%)	\$31,538	
11-2270-672000-50000-5865	District cost on match less facility space(20%)	\$9,616	
	District Match Total	96,983	102,013

Telemundo Monday night news
 @ \$60,000/minute

5,030

President Approval:
 Prepared by: Cherie Ericson

2

Board Approved: 6/22/09
 Revision Approved: 07/09
 Accountant: Gwen Ross

**SPECIAL PROJECT DETAILED BUDGET # 2271
NAME: CENTER OF EXCELLENCE
FISCAL YEAR: 09/10**

CONTRACT PERIOD: 7/01/09 - 6/30/10
CONTRACT INCOME: \$102,012
CFDA #: N/A

PROJ. ADM. E. PEREZ
PROJ. DIR. K. CALDWELL

DATE: 11/18/09

Datatal String	Description	Debit	Credit
12-2271-000000-50000-8659			102,012
12-2271-672000-50000-5865	Indirect Costs	3,924	
12-2271-675000-53315-5210	Conference	1,000	
12-2271-675000-53315-5230	District In-Service Activities		
12-2271-684000-53315-2110	Classified Management - K. Caldwell	58,165	
	Classified Employees - Full Time		
	F. Villasenor - 15%		
12-2271-684000-53315-2130	J. Linnen - 15%	11,363	
12-2271-684000-53315-3215	PERS - Non-Instructional	6,751	
12-2271-684000-53315-3315	OASDI - Non-Instructional	4,448	
12-2271-684000-53315-3325	Medicare - Non-Instructional	1,040	
12-2271-684000-53315-3415	Health/Welfare - Non-Instructional	7,629	
12-2271-684000-53315-3435	H/W Retiree - Non-Instructional	718	
12-2271-684000-53315-3515	SUI - Non-Instructional	215	
12-2271-684000-53315-3615	WCI - Non-Instructional	1,578	
12-2271-684000-53315-3915	Other Benefits - Non-Instructional	2,187	
12-2271-684000-53315-4610	Non-Instructional Supplies	500	
12-2271-684000-53315-5100	Contracted Services	1000	
12-2271-684000-53315-5220	Mileage	500	
12-2271-684000-53315-5940	Reproduction/Printing Expense	400	
12-2271-684000-53315-5880	Internet Services	596	
	Total	102,012	102,012

8.1 (5)

President's Approval:
Prepared by: Cherie Ericson

Board Approval: 6/22/29
Revision Approval: 12/07/09
Accountant: Gwen Ross

SPECIAL PROJECT DETAILED BUDGET # 2271
NAME: CENTER OF EXCELLENCE
FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$102,012
 CFDA #: N/A

PROJ. ADM. E. PEREZ
 PROJ. DIR. K. CALDWELL

DATE: 11/18/09

Datatel String	Description	Debit	Credit
MATCH			
11-0000-672000-50000-5999	Match Control Account		51006
11-2271-684000-53305-2110	Classified Management - E Perez 9%	13,458	
11-2271-684000-53305-2130	Classified employees - Full Time		
11-2271-684000-53305-3215	PERS - Non-Instructional	1,307	
11-2271-684000-53305-3315	OASDI - Non-Instructional	848	
11-2271-684000-53305-3325	Medicare - Non-Instructional	198	
11-2271-684000-53305-3415	Health/Welfare - Non-Instructional	868	
11-2271-684000-53305-3435	H/W Retiree - Non-Instructional	137	
11-2271-684000-53305-3515	SUI - Non-Instructional	41	
11-2271-684000-53305-3615	WCI - Non-Instructional	301	
11-2271-684000-53305-3915	Other Benefits - Non-Instructional	211	
11-2271-684000-53315-2110	Classified Management - K Caldwell 19% 8 months	12,516	
11-2271-684000-53315-2130	Classified Employees - Full Time G James 10%	12,082	
11-2271-684000-53315-3215	PERS - Non-Instructional	2,388	
11-2271-684000-53315-3315	OASDI - Non-Instructional	1,566	
11-2271-684000-53315-3325	Medicare - Non-Instructional	366	
11-2271-684000-53315-3415	Health/Welfare - Non-Instructional	3,180	
11-2271-684000-53315-3435	H/W Retiree - Non-Instructional	253	
11-2271-684000-53315-3515	SUI - Non-Instructional	76	
11-2271-684000-53315-3615	WCI - Non-Instructional	556	
11-2271-684000-53315-3915	Other Benefits - Non-Instructional	653	
	District Match Total	51,006	51,006

President Approval:
 Prepared by: Cherie Ericson

2

Board Approval: 6/22/09
 Revision Approval: 07/09
 Accountant: Glenn Ross

SPECIAL PROJECT DETAILED BUDGET # 1270
NAME: EARLY HEAD START OPERATING BUDGET
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 12/01/09 - 9/30/10
 CONTRACT INCOME: \$1,152,480
 CFDA #: 93.709

PROJ. ADM. E. PEREZ
 PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatal String	Description	Debit	Credit
33-1270-00000-50000-8199	Other Federal Revenues		1,152,480
33-1270-672000-50000-5865	Indirect - 4%	44,326	
33-1270-69200-53321-1210	Academic Management	81,451	
33-1270-69200-53321-1270	Child Development Teachers	30,546	
33-1270-69200-53321-2130	Classified Employees -Full Time	41,783	
33-1270-69200-53321-2310	Classified Employees -On-going	12,629	
33-1270-69200-53321-3115	STRS - Non-Instructional	9,240	
33-1270-69200-53321-3215	PERS - Non-Instructional	5,283	
33-1270-69200-53321-3315	OASDI - Non-Instructional	3,086	
33-1270-69200-53321-3325	Medicare - Non-Instructional	2,479	
33-1270-69200-53321-3335	PARS - Non-Instructional		
33-1270-69200-53321-3415	Health and Welfare - Non-Instructional	33,499	
33-1270-69200-53321-3435	H & W Retiree - Non-Instructional	1,708	
33-1270-69200-53321-3515	SUI - Non-Instructional	513	
33-1270-69200-53321-3615	WCI - Non-Instructional	3,759	
33-1270-69200-53321-3915	Other Benefits - Non-Instructional	4,453	
33-1270-69200-53321-4310	Instructional Supplies	5,120	
33-1270-69200-53321-4610	Non-Instructional Supplies	18,304	
33-1270-69200-53321-4710	Food and Food Service	23,328	
	Contracted Services		
	\$25,000 EHS Coordinator, Education		
	\$ 9,600 Registered Dietitian		
	\$15,840 Registered Nurse		
	\$238,152 HABLA		
	\$110,512 Help Me Grow		
33-1270-69200-53321-5100	\$ 97,037 MOMS of Orange County	496,141	
33-1270-69200-53321-5220	Mileage and Parking Expenses	3,350	
33-1270-69200-53321-5300	Institutional Dues and Memberships	4,700	
33-1270-69200-53321-5805	Awards and Incentives	4,900	
33-1270-69200-53321-	New one for fieldtrips and policy council meetings	7,333	
33-1270-69200-53321-5950	Software License and Fees	2,760	
33-1270-69200-53321-5940	Reproduction/Printing Expense	2,500	

8.1 (7)

President's Approval:
 Prepared by: Cherie Ericson

Board Approved: 12/07/09
 Accountant: Felix Panganiban

**SPECIAL PROJECT DETAILED BUDGET # 1270
NAME: EARLY HEAD START OPERATING BUDGET
FISCAL YEAR: 2009/2010**

CONTRACT PERIOD: 12/01/09 - 9/30/10
CONTRACT INCOME: \$1,152,480
CFDA #: 93.709

PROJ. ADM. E. PEREZ
PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatel String	Description	Debit	Credit
33-1270-692000-53325-1210	Academic Management	18,200	
33-1270-692000-53325-1270	Child Development Teachers	101,453	
33-1270-692000-53325-2130	Classified Employees -Full Time	24,856	
33-1270-692000-53325-2320	Classified Employees - Hourly	61,504	
33-1270-692000-53325-2340	Student Assistants - Hourly	15,120	
33-1270-69200-53325-3115	STRS - Non-Instructional	9,872	
33-1270-69200-53325-3215	PERS - Non-Instructional	2,414	
33-1270-69200-53325-3315	OASDI - Non-Instructional	2,632	
33-1270-69200-53325-3325	Medicare - Non-Instructional	3,410	
33-1270-69200-53325-3335	PARS - Non-Instructional	799	
33-1270-69200-53325-3415	Health and Welfare - Non-Instructional	46,953	
33-1270-69200-53325-3435	H & W Retiree - Non-Instructional	2,194	
33-1270-69200-53325-3515	SUI - Non-Instructional	659	
33-1270-69200-53325-3615	WCI - Non-Instructional	5,174	
33-1270-69200-53325-3915	Other Benefits - Non-Instructional	14,049	
	Total	1,152,480	1,152,480

8.1 (8)

President Approval:
Prepared by: Cherie Ericson

Board Approved: 11/17/09
Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET # 1275
NAME: EARLY HEAD START OPERATING TRAINING/TECHNICAL ASSISTANCE BUDGET
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 12/01/09 - 9/30/10
 CONTRACT INCOME: \$86,450
 CFDA #: 93.709

PROJ. ADM. E. PEREZ
 PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatal String	Description	Debit	Credit
33-1275-000000-50000-8199	Other Federal Revenues		86,450
33-1275-672000-50000-5865	Indirect - 4%	3,325	
33-1275-675000-53321-5210	Conference Expenses	23,420	
	Contracted Services		
	\$4,500 Help Me Grow		
	\$7,500 Cuidar		
33-1275-692000-53321-5100	\$23,149 EHS Planner	35,149	
33-1275-692000-53321-5230	District In-Service Activities	24,556	
	Total	86,450	86,450

8.1 (9)

President's Approval:
 Prepared by: Cherie Ericson

Board Approval: 12/07/09
 Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET # 1268
NAME: EARLY HEAD START START-UP BUDGET
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 12/01/09 - 9/30/10
 CONTRACT INCOME: \$300,000
 CFDA #: 93.709

PROJ. ADM. E. PEREZ
 PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatal String	Description	Debit	Credit
33-1268-000000-50000-8199	Other Federal Revenues		300,000
33-1268-672000-50000-5865	Indirect - 4%	11,538	
33-1268-675000-53321-5210	Conference Expense	26,100	
33-1268-69200-53321-1210	Academic Management	17,317	
33-1268-69200-53321-1270	Child Development Teachers	3,818	
33-1268-69200-53321-2130	Classified Employees -Full Time	9,037	
33-1268-69200-53321-2310	Classified Employees -On-going		
33-1268-69200-53321-3115	STRS - Non-Instructional	1,743	
33-1268-69200-53321-3215	PERS - Non-Instructional	877	
33-1268-69200-53321-3315	OASDI - Non-Instructional	576	
33-1268-69200-53321-3325	Medicare - Non-Instructional	448	
33-1268-69200-53321-3335	PARS - Non-Instructional		
33-1268-69200-53321-3415	Health and Welfare - Non-Instructional	4,906	
33-1268-69200-53321-3435	H & W Retiree - Non-Instructional	310	
33-1268-69200-53321-3515	SUI - Non-Instructional	93	
33-1268-69200-53321-3615	WCI - Non-Instructional	681	
33-1268-69200-53321-3915	Other Benefits - Non-Instructional	746	
33-1268-69200-53321-4310	Instructional Supplies	16,000	
33-1268-69200-53321-4610	Non-Instructional Supplies	12,520	
33-1268-69200-53321-4710	Food and Food Services	7,500	
	Contracted Services		
	\$8,182 MOMS of Orange County		
	\$25,051 HABLA		
	\$13,609 Help Me Grow		
	\$34,975 Early Head Start Start-up Planner		
33-1268-69200-53321-5100	\$19,125 EHS Coordinator, Education	100,762	
33-1268-69200-53321-5950	Software License and Fees	17,300	
33-1268-69200-53321-6120	Site Improvements	30,853	
33-1268-69200-53321-6411	Equipment - Federal Programs >\$201	6,000	
33-1268-692000-53325-1210	Academic Management	3,792	

8.1 (10)

President Approval:
 Prepared by: Cherie Ericson

1

Board Approved: 11/13/09
 Accountant: Felix Panganiban

33-1268-69200-53325-1270	Child Development Teachers	7,636	
33-1268-69200-53325-2130	Classified Employees -Full Time	3,578	
33-1268-69200-53325-3115	STRS - Non-Instructional	943	
33-1268-69200-53325-3215	PERS - Non-Instructional	347	
33-1268-69200-53325-3315	OASDI - Non-Instructional	229	
33-1268-69200-53325-3325	Medicare - Non-Instructional	241	
33-1268-69200-53325-3335	PARS - Non-Instructional		
33-1268-69200-53325-3415	Health and Welfare - Non-Instructional	11,938	
33-1268-69200-53325-3435	H & W Retiree - Non-Instructional	166	
33-1268-69200-53325-3515	SUI - Non-Instructional	50	
33-1268-69200-53325-3615	WCI - Non-Instructional	365	
33-1268-69200-53325-3915	Other Benefits - Non-Instructional	1,590	
	Total	300,000	300,000

8.1 (11)

SPECIAL PROJECT DETAILED BUDGET # 1269
NAME: EARLY HEAD START START-UP TRAINING/TECHNICAL ASSISTANCE BUDGET
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 12/01/09 - 9/30/10
 CONTRACT INCOME: \$32000
 CFDA #: 93.709

PROJ. ADM. E. PEREZ
 PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatal String	Description	Debit	Credit
33-1269-000000-50000-8199	Other Federal Revenues		32,000
33-1269-672000-50000-5865	Indirect - 4%	1,230	
33-1269-692000-53321-4610	Non-Instructional Supplies	9,756	
	Contracted Services		
	\$4,200 Help Me Grow		
33-1269-692000-53321-5100	\$3,500 Cuidar	7,700	
33-1269-692000-53321-5230	District In-Service Activities	13,314	
	Total	32,000	32,000

President Approval:
 Prepared by: Cherie Ericson

Board Approval: 07/09
 Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET # 1261

NAME: NETWORK FOR A HEALTHY CA

YEAR 2 OF 3

FISCAL YEAR: 09/10

CONTRACT PERIOD: 10/01/09 - 9/30/10

CONTRACT INCOME: \$39,375

CFDA #: TBD

PROJ. ADM. E. PEREZ

PROJ. DIR. D. TUCKER

DATE: 11/13/09

Datatel String	Description	Debit	Credit
33-1261-000000-10000-8199	Other Federal Revenues		39,375
33-1261-675000-53325-5210	Conference Expense		
33-1261-692000-53325-1270	Child Development Teacher - M. Humphreys	9,876	
33-1261-692000-53325-3115	STRS - Non-Instructional	815	
33-1261-692000-53325-3325	Medicare - Non-Instructional	144	
33-1261-692000-53325-3415	Health and Welfare - Non-Instructional	2,819	
33-1261-692000-53325-3435	H & W Retiree - Non-Instructional	99	
33-1261-692000-53325-3515	SUI - Non-Instructional	30	
33-1261-692000-53325-3615	WCI - Non-Instructional	218	
33-1261-692000-53325-3915	Other Benefits - Non-Instructional	420	
33-1261-692000-53325-4310	Instructional Supplies	15,711	
33-1261-692000-53325-4610	Non-Instructional Supplies	3,050	
33-1261-692000-53325-4710	Food and Food Services	4,643	
33-1261-692000-53325-5100	Contracted Services	1,050	
33-1261-692000-53325-5220	Mileage	500	
	Totals	39,375	39,375

8.1 (13)

President's Approval:
Prepared by: Cherie Ericson

Board Approved: 12/07/09
Accountant: Catherine Nguyen

SPECIAL PROJECT DETAILED BUDGET # 2272
NAME: SMALL BUSINESS DEVELOPMENT CENTER
FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$74,643
 CFDA #: N/A

PROJ. ADM. E. PEREZ
 PROJ. DIR. L. MOZAFFARI
 DATE: 11/23/09

Datatal String	Description	Debit	Credit
12_2272_000000_50000_8659	Other Reimb Categorical Allow		74,643
12_2272_672000_50000_5865	Indirect Costs	2,871	
	Classified Management -		
	E. Arteaga - 46.5% 6 mos		
12_2272_684000_53410_2110	E. Arteaga - 100% 6 mos	47,176	
12_2272_684000_53410_2320	Classified Employees - Consultants 46 Hours	2,070	
12_2272_684000_53410_3215	PERS - Non-Instructional	4,781	
12_2272_684000_53410_3315	OASDHI - Non-Instructional	3,128	
12_2272_684000_53410_3325	Medicare - Non-Instructional	732	
12_2272_684000_53410_3415	H & W - Non-Instructional	10,910	
12_2272_684000_53410_3435	H & W - Retiree Fund Non-Inst	505	
12_2272_684000_53410_3515	SUI - Non-Instructional	151	
12_2272_684000_53410_3615	WCI - Non-Instructional	1,108	
12_2272_684000_53410_3915	Other Benefits - Non-Instruct	1,210	
	Total	74,643	74,643

President Approval:
 Prepared by: Cherie Ericson

Board Approval: 6/22/09
 Revision Approved: 7/09
 Accountant: Gwen Ross

SPECIAL PROJECT DETAILED BUDGET # 2272
NAME: SMALL BUSINESS DEVELOPMENT CENTER
FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$74,643
 CFDA #: N/A

PROJ. ADM. E. PEREZ
 PROJ. DIR. L. MOZAFFARI
 DATE: 11/23/09

Datatal String	Description	Debit	Credit
MATCH			
11-0000-672000-50000-5999	Match Control		150,304
11_2272_684000_53410_2110	Classified Management L. Mozaffari 100%	111,800	
11_2272_684000_53410_3215	PERS - Non-Instructional	10,959	
11_2272_684000_53410_3315	OASDHI - Non-Instructional	6,996	
11_2272_684000_53410_3325	Medicare - Non-Instructional	1,636	
11_2272_684000_53410_3415	H & W - Non-Instructional	12,527	
11_2272_684000_53410_3435	H & W - Retiree Fund Non-Inst	1,128	
11_2272_684000_53410_3515	SUI - Non-Instructional	338	
11_2272_684000_53410_3615	WCI - Non-Instructional	2,483	
11_2272_684000_53410_3915	Other Benefits - Non-Instruct	2,637	
	District Match Total	150,304	150,304

8.1 (15)

President's Approval:
 Prepared By: Cherie Ericson

Board Approval: 6/22/09
 Revision Approved: 12/07/09
 Accountant: Gwen Ross

**SPECIAL PROJECT DETAILED BUDGET # 2275
NAME: WORKPLACE LEARNING RESOURCE CENTER
FISCAL YEAR: 2009/2010**

CONTRACT PERIOD: 7/01/09 - 6/30/10
CONTRACT INCOME: \$102,013
CFDA #: N/A

PROJ. ADM. E. PEREZ
PROJ. DIR. R COSSIO-MUNIZ
DATE: 6/20/09
REVISION: 11/23/09

8.1 (16)

Datatel String	Description	Debit	Credit
12-2275-000000-50000-8659	Other Reimb Categorical Allow		102,013
12-2275-672000-50000-5865	Indirect Costs	3924	
12-2275-675000-53355-5210	Conference Expenses	1,000	
12-2275-684000-53355-2110	Classified Management - Ruth Cossio-Muniz 50%	42,654	
12-2275-684000-53355-2130	Classified Employees - Francisco Villasenor 65% Gregg James 7%	22,267	
12-2275-684000-53355-3215	PERS - Non-Instructional	6,303	
12-2275-684000-53355-3315	OASDHI - Non-Instructional	4,116	
12-2275-684000-53355-3325	Medicare - Non-Instructional	962	
12-2275-684000-53355-3415	H & W - Non-Instructional	14,340	
12-2275-684000-53355-3435	H & W - Retiree Fund Non-Inst	944	
12-2275-684000-53355-3515	SUI - Non-Instructional	199	
12-2275-684000-53355-3615	WCI - Non-Instructional	1,461	
12-2275-684000-53355-3915	Other Benefits - Non-Instruct	1,461	
12-2275-684000-53355-4210	Books, Mags & Ref Mat, Non-Lib		
12-2275-684000-53355-4610	Non-Instructional Supplies	500	
12-2275-684000-53355-4710	Food and Food Service Supplies		
12-2275-684000-53355-5220	Mileage Expenses	549	
12-2275-684000-53355-5230	District In-Service Activities		
12-2275-684000-53355-5300	Inst Dues & Memberships	500	
12-2275-684000-53355-5800	Advertising	300	
12-2275-684000-53355-5940	Reproduction/Printing Expenses	400	
12-2275-684000-53355-5950	Software License and Fees	133	
12-2275-684000-53355-6419	Equip/Software - >\$200 <\$1,000		
	Totals	102,013	102,013

President Approval:
Prepared by: Cherie Ericson

Board Approved: 6/22/09
Revision Approved: 7/09
Accountant: Catherine Nguyen

SPECIAL PROJECT DEFINED BUDGET # 2275
NAME: WORKPLACE LEARNING RESOURCE CENTER
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$102,013
 CFDA #: N/A

PROJ. ADM. E. PEREZ
 PROJ. DIR. R COSSIO-MUNIZ
 DATE: 6/20/09
 REVISION: 11/23/09

Datatal String	Description	Debit	Credit
MATCH			
11-0000-672000-50000-5999	Match Control Account		131,112
11-2275-684000-53355-2110	Classified Management - Ruth Cossio-Muniz 50%	42,654	
	Classified Employees -		
	Gregg James 73%		
11-2275-684000-53355-2130	Jason Linnen 11%	48,937	
11-2275-684000-53355-3215	PERS - Non-Instructional	8,892	
11-2275-684000-53355-3315	OASDHI - Non-Instructional	5,800	
11-2275-684000-53355-3325	Medicare - Non-Instructional	1,356	
11-2275-684000-53355-3415	H & W - Non-Instructional	17,957	
11-2275-684000-53355-3435	H & W - Retiree Fund Non-Inst	1,216	
11-2275-684000-53355-3515	SUI - Non-Instructional	280	
11-2275-684000-53355-3615	WCI - Non-Instructional	2,059	
11-2275-684000-53355-3915	Other Benefits - Non-Instruct	1,961	
	Totals	131,112	131,112

8.1 (17)

President's Approval:
 Prepared by: Cherie Ericson

Board Approved: 6/22/09
 Revision Approved: 12/07/09
 Accountant: Catherine Nguyen

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: December 7, 2009
Re: Approval of Sub-Award Agreements – Tech Prep Consortium	
Action: Request for Approval	

BACKGROUND

Each year, the California Community Colleges Chancellor's Office contracts with Rancho Santiago Community College District (RSCCD) to be the fiscal agent and coordinator of a Local Tech Prep Consortium. In addition to RSCCD, partners in this consortium are the Garden Grove Unified School District (GGUSD), Orange Unified School District (OUSD), and Santa Ana Unified School District (SAUSD). The State Chancellor's Office has renewed the District's Tech Prep funding for 09/10 and the District wishes to renew the sub-award agreements with local partners.

ANALYSIS

The RSCCD Tech Prep Consortium has received a grant (Grant # 09-139-053) to fund Tech Prep activities for fiscal year 2009/2010. The Local Tech Prep Work Plan for 2009/2010 specifies the allocation of \$27,000 to the partners for Tech Prep activities within their respective educational systems. The following agreements are presented for review and approval:

Garden Grove Unified School District	\$9,000
Orange Unified School District	\$9,000
Santa Ana Unified School District	\$9,000

The agreements cover the period from July 1, 2009 to June 30, 2010.

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.

Fiscal Impact: \$27,000	Board Date: December 7, 2009
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, Assistant Vice Chancellor of Educational Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**SUB-AWARD AGREEMENT
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND THE
GARDEN GROVE UNIFIED SCHOOL DISTRICT
FOR THE
CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006
TECH PREP CONSORTIUM**

This Agreement is entered into between **Rancho Santiago Community College District** (hereinafter "**RSCCD**") and the **Garden Grove Unified School District** (hereinafter "**GGUSD**") for the delivery of services provided in Article I, A, Statement of Work, and in accordance with the terms and conditions set forth herein.

This Subgrant Agreement is awarded under the authority of the Chancellor's Office of the California Community Colleges under the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2006 (P.L. 109-270), to fund the Tech Prep Consortium Project Agreement No. 09-139-053.

**ARTICLE I
PERFORMANCE AND DELIVERY**

A. Statement of Work

RSCCD shall expand efforts to bring together community colleges to share ideas, concepts, and mutual concerns of Tech Prep programs for the benefit of students of the **GGUSD**.

GGUSD shall utilize funding provided under this Agreement to support any of the following kinds of Tech Prep activities for teachers, students, or administrators:

- 1) Articulation Activities
- 2) Work-based Learning
- 3) Service Learning
- 4) Career Planning
- 5) Integration of academic and vocational education
- 6) Job-shadowing
- 7) Implementation of PATHFINDER
- 8) Implementation of Career Explorer, Bridges, and other Web-based career guidance programs
- 9) Curriculum development mini-grants
- 10) Activities related to teaching to "all aspects of industry"
- 11) Teacher in-service mini-grants
- 12) Internships
- 13) Implementation of SCANS through the curriculum
- 14) Data collection

8.2 (2)

- 15) Career speakers
- 16) Development of business partners
- 17) OR other mutually agreed upon activities

An activities and spending plan must be submitted to the Tech Prep Consortia Director and approved by him before expenditures can be made.

Funding is for developmental work only and is not to be used for equipment purchases.

B. Travel

Only travel necessary to the project is allowed. Out-of-State travel requires prior approval of the Chancellor's Office Project Monitor and Tech Prep Consortium Director. The state reserves the right to limit Out-of-State travel.

C. Period of Performance

The period of performance for this subcontract shall be from July 1, 2009 through June 30, 2010.

D. Total Cost

The total cost to RSCCD for the performance of this subcontract shall not exceed \$9,000, to be paid in accordance with the terms set forth in Article II, C.

E. Delivery

All final materials and reports required under this subcontract shall be completed and delivered to RSCCD on or before July 10, 2010. The final report shall conform to the report format provided in Exhibit 1 to this Agreement.

ARTICLE II COST, PAYMENT AND INVOICING

A. Allowable Costs and Fees

The allowable costs and fees eligible for reimbursement to GGUSD for performance of this Agreement shall be determined in accordance with the terms of this Agreement.

B. Payment

Payment will be made on a cost reimbursement basis by RSCCD to the GGUSD on a quarterly basis upon presentation of the GGUSD's itemized, properly formatted and timely invoice. Additionally, GGUSD shall provide a Quarterly Expenditure and Progress Report (as shown in Exhibit 2).

RSCCD shall not pay any invoice where the total payments would result in a cumulative payment in excess of the limitations established by Article I, C.

Invoices are due on the 10th day of the following months:

September 2009
December 2009
March 2010
June 2010

C. Invoicing

Invoices shall be submitted with the following required information and in the following manner:

- (1) In duplicate {one (1) original and one (1) copy};
- (2) Reference the Project Grant Title and the Grant Number;
- (3) Identify the period the invoice covers;
- (4) Itemize all items;
- (5) Addressed to:

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
Attn: Catherine Nguyen, Senior Accountant

**ARTICLE III
GENERAL TERMS AND CONDITIONS**

A. Documentation/Audit

GGUSD will maintain adequate financial records, in accordance with generally accepted accounting practices to clearly and easily identify expenses of the Agreement, to describe the nature of each expense and to establish relatedness to this Agreement. All records related to this Agreement shall be reasonably available for inspection by RSCCD and/or the State Auditor. The financial records of this Agreement shall be retained for a period of five (5) years after the final payment under the grant.

B. Subcontracts

This provision prohibits GGUSD from entering into a subcontract or subgrant without the additional written approval of the State's Project Monitor.

The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.

8.2 (4)

C. Assignment

This Agreement may not be assigned in whole or in part by GGUSD without the prior written consent of RSCCD, which consent may be withheld by RSCCD in its sole and absolute discretion.

D. Termination

This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party, except that the termination of the Tech Prep Consortium Project Agreement No. 09-139-053 concurrently terminates this Agreement as of the same date. GGUSD shall be entitled to be compensated only for services rendered through the date of termination. Both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. This notice shall be deemed given when received or no later than three (3) days after the date of mailing whichever is sooner.

It is mutually understood between the parties that this subgrant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the subgrant were executed after that determination was made.

This subgrant is valid and enforceable only if sufficient funds are made available to the State by the United States Federal Government for the current fiscal year for the purposes of this program. In addition, this subgrant is subject to any additional restrictions, limitations or conditions enacted by Congress which may affect the provisions, term or funding of this subgrant in any manner.

It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds.

The State has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction of funds.

Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

E. Compliance with Laws

GGUSD shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances including worker's compensation in performing this Subcontract.

F. Document Disclosure

Any document or written report prepared for or under the direction of RSCCD or the State, in whole or in part by GGUSD, shall contain the grant number and dollar amount of the grant.

G. Work for Hire

- (1) **GGUSD** agrees that any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/service marks created, developed or produced pursuant to the subgrant agreement, shall be and are Work for Hire. All rights, title, and interest in and to the Work developed under this subcontract/Agreement/ subgrant shall be assigned and transferred to the Chancellor's Office of the California Community Colleges. This Work for Hire agreement shall survive the expiration or early termination of this subgrant.

- (2) The copyright for all materials produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office of the California Community Colleges. **GGUSD**, and all subgrantees/subcontractors and others who produce copyright materials pursuant to the grant, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office of the California Community Colleges. The Chancellor's Office of the California Community Colleges shall acknowledge **GGUSD** or its Subgrantees or Subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office of the California Community Colleges may license **RSCCD** or **GGUSD** or its Subgrantees or Subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate the Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this subgrant, even if such derivative works compete with those created under this subgrant.

All materials developed in draft and in final form pursuant to this subgrant shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr."; followed by the year created; and the words "Chancellor's Office of the California Community Colleges." Acknowledgment may be given to **RSCCD**, or **GGUSD** or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or the **RSCCD** or **GGUSD** that the copyright be registered with the U.S. Copyright Office, that party will be responsible for applying for, paying the filing fees for, and securing said copyright.

- (3) All technical communications and records originated or prepared by the **GGUSD** or its Subgrantees or Subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including **GGUSD's** administrative communications and records relating to this subgrant, shall be delivered to and shall

become the exclusive property of the Chancellor's Office of the California Community Colleges and may be copyrighted by the Chancellor's Office of the California Community Colleges.

- (4) If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or **GGUSD** that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacturer, or composition of matter, **GGUSD** will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufacturers, or compositions of matter developed pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to **GGUSD** or the actual inventor(s) in an appropriate manner. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for such intellectual property to **RSCCD** or **GGUSD**, as appropriate. Said license shall include the right to use the patent inventions for processes, machines, manufacturers, or compositions of matter derived from those created under this subgrant.
- (5) All trademarks and servicemarks created, developed or acquired pursuant to this subgrant agreement shall be the property of the Chancellor's Office of the California Community Colleges. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges, **RSCCD**, or the **GGUSD** that a trademark or servicemark be registered with state or federal agencies, **GGUSD** will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this subgrant to **GGUSD**.
- (6) In connection with any license granted pursuant to the preceding paragraphs, **GGUSD** agrees not to permit infringement by any person, to compensate Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with such license. **GGUSD** may, with the permission of **RSCCD** and the Chancellor's Office of the California Community Colleges, enter into a written sublicensing agreement subject to these same conditions.
- (7) Any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/servicemarks created, developed or produced pursuant to the subgrant agreement by subgrantees/subcontractors who create works for this subgrant for **GGUSD** are for and are the property of the Chancellor's Office of the California Community Colleges. **GGUSD** shall obtain an acknowledgement of the work for hire performed

by these subgrantees/subcontractors who produce intellectual property pursuant to the grant agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office of the California Community Colleges from all subgrantees/subcontractors. GGUSD shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subgrantees/subcontractors who create works for this grant. No unpaid volunteer or other person shall produce copyright materials under this subgrant without entering into a subgrant/subcontract between such person(s) and GGUSD giving the Chancellor's Office of the California Community Colleges the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

H. Federal Nondiscrimination Clause

In addition to complying with the requirements of provision X of this Agreement, Subcontractors receiving federal funds shall also comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793-794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with Section 30), Division 1, Title 5, California Code of Regulations; California State Plan for Use of Carl D. Perkins Funds; and Section 613(a), Individuals with Disabilities Education Act of 1975, as amended.

I. Student Participation

No person shall be excluded from, or otherwise subjected to discrimination with respect to participation in any program or activity funded under this subgrant on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, physical or mental disability, or sexual orientation. Such programs should not be designed, administered, or advertised in a manner which discourages participation by students on any of these bases. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, or ethnicity. In the event that mentoring or counseling services are provided with funding provided by this grant, students may not be paired with mentors or counselors based solely upon the race, color, national origin, or ethnicity of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where subgrantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

J. Eligibility for Non-citizens

Funds provided under this subgrant shall only be used to employ, contract with, or provides services to citizens of the United States or non-citizens who are eligible to receive public benefits pursuant to Section 4001 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

K. Nondiscrimination Clause

During the performance of this subgrant, **GGUSD** and its subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family care leave or sexual orientation. **GGUSD** and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. **GGUSD** and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12900 et seq.) and the applicable regulations promulgated thereunder (*California Code of Regulations*, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing *Government Code* Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the *California Code of Regulations* are incorporated into this subcontract by reference and made a part hereof as if set forth in full. **GGUSD** and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

L. Americans with Disabilities Act of 1990

By signing this Agreement, **GGUSD** assures the state that it complies with the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. **GGUSD** shall upon request by any person, make any materials produced with subgrant funds available in Braille, large print, electronic text, or other appropriate alternate format. **GGUSD** shall establish policies and procedures to respond to such requests in a timely manner. All data-processing, telecommunications, and/or instructional equipment purchased under this grant (if allowed within the funding category) and all instructional software/resources purchased or developed under this subgrant shall, where feasible, be designed to permit use by persons with disabilities (including those who are visually impaired or hearing impaired) or appropriate adaptive equipment or software shall be purchased or developed to provide accessibility for persons with disabilities. Design of computer or web-based instructional material shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

M. Drug-Free Workplace Certification

By signing this Agreement, **GGUSD** hereby certifies under penalty of perjury under the laws of the State of California that **GGUSD** will comply with the requirements of the Drug-Free Workplace Act of 1990 (*Government Code* Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

To **GGUSD**: Garden Grove Unified School District
ROP and Vocational Education
Lincoln Center
11262 Garden Grove Blvd.
Garden Grove, CA 92843
Attn: Mr. Terrence S. Haxton

Q. Independent Status of GGUSD

GGUSD, and its agents and employees of **GGUSD**, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of **RSCCD** or the State of California.

R. Governing Law

This Agreement shall be governed by the laws of the State of California both as to interpretation and performance.

S. Entire Agreement

This Agreement contains the entire understanding of the parties. There are no representations, covenants, or warranties other than those expressly stated herein. No waiver or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

APPROVED AND AGREED:

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**GARDEN GROVE UNIFIED
SCHOOL DISTRICT**

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Title: Vice Chancellor
Bus. Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board
Approval
Date: _____

**Rancho Santiago CCD Tech Prep Consortium
Final Performance Report Format
2009/2010**

The Final Performance Report for the 2009/2010 Tech Prep Consortium will consist of three elements:

1. Final Expenditure Report for 2009/2010 (See **Form A**)
2. Final Expenditure Report Data Summary Sheet (See **Form B**)
3. Narrative Report to consist of four reporting elements:
 - a. Description of significant project outcomes.
 - b. Identification and description of those aspects of the project that were unique and particularly effective.
 - c. Progress in implementing Perkins IV Tech Prep accountability requirements.
 - d. Report on significant student career pathways under development or implemented.

2009-2010 Final Report of Expenditures by Source of Funds

Grant Number: 09-139-053 Contact (Name): _____ E-Mail Address: _____
 District: Garden Grove Unified School District Telephone: _____ Fax: _____

Source of Funds	Perkins IV, Tech Prep									
	Budget	Expenditure	Balance	Budget	Expenditure	Balance	Budget	Expenditure	Balance	
1000 Instructional Salaries										
2000 Non Instructional Salaries										
3000 Employee Benefits										
4000 Supplies and Materials										
5000 Other Operating Exp. & Srvs.										
6000 Capital Outlay										
7000 Other Outgo										
Total Direct Expenditures										
Total Indirect Expenditures										
Total Expenditures										

Certification: All expenditures shown on this claim are supported with documentation and comply with applicable State and Federal regulations including the Chancellor's Office, California Community Colleges Instructions Terms and Conditions 2009-2010; the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2006 Public Law (P.L. 109-270); Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendment of 1992; Title 5, California Code of Regulations; and the extended State Plan for Career Technical Education.

 (Project Director Signature)

 Date:

 (Chief Business Officer/Authorized Signature)

 Date:

SUBMIT COMPLETED FORMS TO:
 John Kalko, RSCCD Tech Prep Coordinator
 Santa Ana College
 1530 W. 17th Street
 Santa Ana, CA 92706-3398

8.2 (13)

**Perkins IV Title II, Tech Prep
Final Performance Report
Data Summary Form
2009-2010**

Grant No.:	09-139-053	College/District:	Garden Grove Unified School District
Project Title:	RSCCD Tech Prep Consortia	Project Director:	
Funding Period:	07/01/2009 to 06/30/2010	Phone No.:	
Fax No.:		E-Mail Address:	

Please Report Expenditures and Estimates (Fill in unshaded boxes)			
1. Amount of Federal Funds Awarded		\$	10,000
2. Amount of Federal Funds Expended		\$	
3. Estimated Federal Funds Expended in:			
Curriculum Development and Improvement		\$	
Professional Development		\$	
Partnership Development		\$	
Performance Accountability		\$	
Student Support Structures:			
Adaptive Services		\$	
Student Leadership		\$	
Counseling/Assessment		\$	
Dependent Care		\$	
Internship		\$	
Mentoring/Job Shadowing		\$	
Recruitment		\$	
Textbooks		\$	
Transportation		\$	
Tutoring		\$	
Other		\$	

4. Number and Gender of Students Served with Title II, Tech-Prep			
	Gender	Male	Female
	Secondary		
	Post-Secondary		
	Total		

5a. Number and Gender of Professional Staff Served with Title II, Tech-Prep			5b. Discipline of Professional Staff Served	
Gender	Male	Female	General	
Secondary			Academic Education	
Post-Secondary			Vocational Education	
Total			Guidance/Counselor	
			Instructional Support	
			Total	

6. High School in Tech-Prep Consortium		
	Number Participating	
	Number Not Participating	
	Total	

7. Number of Courses	
Added (New)	
Expanded (Revised)	
Deleted	

8. The above data and attached narrative report are submitted by:	
Project Director Signature:	Date:

For COCCC Use Only:	
This information meets the COCCC Final Reporting Requirements	
Project Director Signature:	Date:

California Community Colleges
YEAR-TO-DATE EXPENDITURE AND PROGRESS REPORT

8.2 (16)

Rancho Santiago CCD

Reporting Time Frame (Check One)

1. Grant Agreement Number: 09-139-053 Total Grant Award: \$9,000.00
2. Tech Prep Partner: Garden Grove Unified School District
3. Contact Person: _____
4. Telephone Number: () _____

<input type="checkbox"/> 1 st Quarter	(7/1-9/30)	Due 10/10
<input type="checkbox"/> 2 nd Quarter	(7/1-12/31)	Due 1/10
<input type="checkbox"/> 3 rd Quarter	(7/1-3/31)	Due 4/10
<input type="checkbox"/> 4 th Quarter	(7/1-6/30)	Due 7/10

5.	Source of Funds		Perkins IV Title II, Tech-Prep		
			Budget	Expenditure	Balance
6.	1000	Instructional Salaries			
7.	2000	Non instructional Salaries			
8.	3000	Employee Benefits			
9.	4000	Supplies and Materials			
10.	5000	Other Operating Exp. & Srvs.			
11.	6000	Capital Outlay			
12.	7000	Other Outgo			
13.		Total Direct Expenditures			
14.		Total Indirect Expenditures			
15.		Total Expenditures			

16. **Progress Report (Check One)**
- Objectives and timelines are being met. (MUST complete form reverse side)
 - Objectives and timelines are not being met. (MUST complete form reverse side)

This is to certify that the Year-to-Date Expenditures and Progress Report has been prepared in accordance with the applicable Federal and State regulations. To the best of my knowledge, the data contained in this report and declarations on the reverse are true and accurate. Any project results are supported by documented deliverables (i.e., student outcomes/products) on file at the District/Center

17.	
Project Director's Signature and Printed Name	Date
Chief Business Officer or Designee's Signature and Printed Name	Date

List of Deliverables (i.e., products, student performance outcomes, etc.)

Reasons for lack of progress towards attainment of objectives/timelines:

**SUB-AWARD AGREEMENT
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND THE
ORANGE UNIFIED SCHOOL DISTRICT
FOR THE
CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006
TECH PREP CONSORTIUM**

This Agreement is entered into between **Rancho Santiago Community College District** (hereinafter "**RSCCD**") and the **Orange Unified School District** (hereinafter "**OUSD**") for the delivery of services provided in Article I, A, Statement of Work, and in accordance with the terms and conditions set forth herein.

This Subgrant Agreement is awarded under the authority of the Chancellor's Office of the California Community Colleges under the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2006 (P.L. 109-270), to fund the Tech Prep Consortium Project Agreement No. 09-139-053.

**ARTICLE I
PERFORMANCE AND DELIVERY**

A. Statement of Work

RSCCD shall expand efforts to bring together community colleges to share ideas, concepts, and mutual concerns of Tech Prep programs for the benefit of students of the **OUSD**. **OUSD** shall utilize funding provided under this Agreement to support any of the following kinds of Tech Prep activities for teachers, students, or administrators:

- 1) Articulation Activities
- 2) Work-based Learning
- 3) Service Learning
- 4) Career Planning
- 5) Integration of academic and vocational education
- 6) Job-shadowing
- 7) Implementation of PATHFINDER
- 8) Implementation of Career Explorer, Bridges, and other Web-based career guidance programs
- 9) Curriculum development mini-grants
- 10) Activities related to teaching to "all aspects of industry"
- 11) Teacher in-service mini-grants
- 12) Internships
- 13) Implementation of SCANS through the curriculum
- 14) Data collection

- 15) Career speakers
- 16) Development of business partners
- 17) OR other mutually agreed upon activities

An activities and spending plan must be submitted to the Tech Prep Consortia Director and approved by him before expenditures can be made.

Funding is for developmental work only and is not to be used for equipment purchases.

B. Travel

Only travel necessary to the project is allowed. Out-of-State travel requires prior approval of the Chancellor's Office Project Monitor and Tech Prep Consortium Director. The state reserves the right to limit Out-of-State travel.

C. Period of Performance

The period of performance for this subcontract shall be from July 1, 2009 through June 30, 2010.

D. Total Cost

The total cost to **RSCCD** for the performance of this subcontract shall not exceed \$9,000, to be paid in accordance with the terms set forth in Article II, C.

E. Delivery

All final materials and reports required under this subcontract shall be completed and delivered to **RSCCD** on or before July 10, 2009. The final report shall conform to the report format provided in **Exhibit 1** to this Agreement.

ARTICLE II COST, PAYMENT AND INVOICING

A. Allowable Costs and Fees

The allowable costs and fees eligible for reimbursement to **OUSD** for performance of this Agreement shall be determined in accordance with the terms of this Agreement.

B. Payment

Payment will be made on a cost reimbursement basis by **RSCCD** to the **OUSD** on a quarterly basis upon presentation of the **OUSD's** itemized, properly formatted and timely invoice. Additionally, **OUSD** shall provide a Quarterly Expenditure and Progress Report (as shown in **Exhibit 2**).

RSCCD shall not pay any invoice where the total payments would result in a cumulative payment in excess of the limitations established by Article I, C.

Invoices are due on the 10th day of the following months:

September 2009
December 2009
March 2010
June 2010

C. Invoicing

Invoices shall be submitted with the following required information and in the following manner:

- (1) In duplicate (one (1) original and one (1) copy);
- (2) Reference the Project Grant Title and the Grant Number;
- (3) Identify the period the invoice covers;
- (4) Itemize all items;
- (5) Addressed to:

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
Attn: Catherine Nguyen, Senior Accountant

ARTICLE III GENERAL TERMS AND CONDITIONS

A. Documentation/Audit

OUSD will maintain adequate financial records, in accordance with generally accepted accounting practices to clearly and easily identify expenses of the Agreement, to describe the nature of each expense and to establish relatedness to this Agreement. All records related to this Agreement shall be reasonably available for inspection by **RSCCD** and/or the State Auditor. The financial records of this Agreement shall be retained for a period of five (5) years after the final payment under the grant.

B. Subcontracts

This provision prohibits **OUSD** from entering into a subcontract or subgrant without the additional written approval of the State's Project Monitor.

The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.

C. Assignment

This Agreement may not be assigned in whole or in part by **OUSD** without the prior written consent of **RSCCD**, which consent may be withheld by **RSCCD** in its sole and absolute discretion.

8.2 (20)

D. Termination

This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party, except that the termination of the Tech Prep Consortium Project Agreement No. 09-139-053 concurrently terminates this Agreement as of the same date. OUSD shall be entitled to be compensated only for services rendered through the date of termination. Both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. This notice shall be deemed given when received or no later than three (3) days after the date of mailing whichever is sooner.

It is mutually understood between the parties that this subgrant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the subgrant were executed after that determination was made.

This subgrant is valid and enforceable only if sufficient funds are made available to the State by the United States Federal Government for the current fiscal year for the purposes of this program. In addition, this subgrant is subject to any additional restrictions, limitations or conditions enacted by Congress which may affect the provisions, term or funding of this subgrant in any manner.

It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds.

The State has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction of funds.

Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

E. Compliance with Laws

OUSD shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances including worker's compensation in performing this Subcontract.

F. Document Disclosure

Any document or written report prepared for or under the direction of RSCCD or the State, in whole or in part by OUSD, shall contain the grant number and dollar amount of the grant.

G. Work for Hire

(1) OUSD agrees that any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/servicemarks created, developed or produced pursuant to the subgrant agreement, shall be and are Work for Hire. All rights, title, and interest in and to the Work developed under this subcontract/Agreement/ subgrant shall be assigned and transferred to the Chancellor's Office of the California Community Colleges. This Work for Hire agreement shall survive the expiration or early termination of this subgrant.

- (2) **The copyright for all materials produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office of the California Community Colleges. OUSD, and all subgrantees/subcontractors and others who produce copyright materials pursuant to the grant, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office of the California Community Colleges. The Chancellor's Office of the California Community Colleges shall acknowledge OUSD or its Subgrantees or Subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office of the California Community Colleges may license RSCCD or OUSD or its Subgrantees or Subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate the Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this subgrant, even if such derivative works compete with those created under this subgrant.**

All materials developed in draft and in final form pursuant to this subgrant shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr."; followed by the year created; and the words "Chancellor's Office of the California Community Colleges." Acknowledgment may be given to RSCCD, or OUSD or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or the RSCCD or OUSD that the copyright be registered with the U.S. Copyright Office, that party will be responsible for applying for, paying the filing fees for, and securing said copyright.

- (3) **All technical communications and records originated or prepared by the OUSD or its Subgrantees or Subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including OUSD's administrative communications and records relating to this subgrant, shall be delivered to and shall become the exclusive property of the Chancellor's Office of the California Community Colleges and may be copyrighted by the Chancellor's Office of the California Community Colleges.**
- (4) **If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or OUSD that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacturer, or composition of matter, OUSD will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufacturers, or compositions of matter developed pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges." All products and**

references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to OUSD or the actual inventor(s) in an appropriate manner. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for such intellectual property to RSCCD or OUSD, as appropriate. Said license shall include the right to use the patent inventions for processes, machines, manufacturers, or compositions of matter derived from those created under this subgrant.

- (5) All trademarks and servicemarks created, developed or acquired pursuant to this subgrant agreement shall be the property of the Chancellor's Office of the California Community Colleges. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges, RSCCD, or the OUSD that a trademark or servicemark be registered with state or federal agencies, OUSD will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this subgrant to OUSD.
- (6) In connection with any license granted pursuant to the preceding paragraphs, OUSD agrees not to permit infringement by any person, to compensate Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with such license. OUSD may, with the permission of RSCCD and the Chancellor's Office of the California Community Colleges, enter into a written sublicensing agreement subject to these same conditions.
- (7) Any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/servicemarks created, developed or produced pursuant to the subgrant agreement by subgrantees/subcontractors who create works for this subgrant for OUSD are for and are the property of the Chancellor's Office of the California Community Colleges. OUSD shall obtain an acknowledgement of the work for hire performed by these subgrantees/subcontractors who produce intellectual property pursuant to the grant agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office of the California Community Colleges from all subgrantees/subcontractors. OUSD shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subgrantees/subcontractors who create works for this grant. No unpaid volunteer or other person shall produce copyright materials under this subgrant without entering into a subgrant/subcontract between such person(s) and OUSD giving the Chancellor's Office of the California Community Colleges the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

H. Federal Nondiscrimination Clause

In addition to complying with the requirements of provision X of this Agreement, Subcontractors receiving federal funds shall also comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793-794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with Section 30), Division 1, Title 5, California Code of Regulations; California State Plan for Use of Carl D. Perkins Funds; and Section 613(a), Individuals with Disabilities Education Act of 1975, as amended.

I. Student Participation

No person shall be excluded from, or otherwise subjected to discrimination with respect to participation in any program or activity funded under this subgrant on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, physical or mental disability, or sexual orientation. Such programs should not be designed, administered, or advertised in a manner which discourages participation by students on any of these bases. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, or ethnicity. In the event that mentoring or counseling services are provided with funding provided by this grant, students may not be paired with mentors or counselors based solely upon the race, color, national origin, or ethnicity of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where subgrantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

J. Eligibility for Non-citizens

Funds provided under this subgrant shall only be used to employ, contract with, or provides services to citizens of the United States or non-citizens who are eligible to receive public benefits pursuant to Section 4001 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

K. Nondiscrimination Clause

During the performance of this subgrant, OUSD and its subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family care leave or sexual orientation. OUSD and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. OUSD and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12900 et seq.) and the applicable regulations promulgated thereunder (*California Code of Regulations*, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing *Government Code* Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the *California*

Code of Regulations are incorporated into this subcontract by reference and made a part hereof as if set forth in full. OUSD and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

L. Americans with Disabilities Act of 1990

By signing this Agreement, OUSD assures the state that it complies with the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. OUSD shall upon request by any person, make any materials produced with subgrant funds available in Braille, large print, electronic text, or other appropriate alternate format. OUSD shall establish policies and procedures to respond to such requests in a timely manner. All data-processing, telecommunications, and/or instructional equipment purchased under this grant (if allowed within the funding category) and all instructional software/resources purchased or developed under this subgrant shall, where feasible, be designed to permit use by persons with disabilities (including those who are visually impaired or hearing impaired) or appropriate adaptive equipment or software shall be purchased or developed to provide accessibility for persons with disabilities. Design of computer or web-based instructional material shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

M. Drug-Free Workplace Certification

By signing this Agreement, OUSD hereby certifies under penalty of perjury under the laws of the State of California that OUSD will comply with the requirements of the Drug-Free Workplace Act of 1990 (*Government Code* Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- (2) Establish a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug-abuse in the workplace;
 2. The person or organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- (3) Every employee who works the proposed grant will:
 1. Receive a copy of the company's drug-free policy statement; and,
 2. Agree to abide by the terms of the company's statement as a condition of employment on the grant.

N. Indemnification by RSCCD

RSCCD agrees to indemnify, defend, and hold harmless OUSD and its officers, employees, agents, and volunteers from and all claims, actions, losses, damages and/or liability arising out of the performance of this Subcontract Agreement or from any cause whatsoever which

may arise because of the negligence, misconduct, or other fault of **RSCCD**, including any acts, errors, or omissions of any officers, employees, instructors, students, or agents of **RSCCD**, for any costs and expenses incurred by **OUSD** of account of any claims therefore except where such indemnification is prohibited by law.

O. Indemnification by OUSD

OUSD agrees to indemnify, defend, and hold harmless **RSCCD** and its authorized agents, officers, trustees, volunteers, employees, and students, from any and all claims, actions, losses, damages and/or liability arising out of the performance of this Subcontract Agreement or from any cause whatsoever which may arise because of the negligence, misconduct or other fault of **OUSD**, including any acts errors, or omissions of any officers, employees, instructors, or agents of **OUSD**, for any costs and expenses incurred by **RSCCD** on account of any claims therefore except where such indemnification is prohibited by law.

P. Notice

Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other party as follows:

To RSCCD: Rancho Santiago Community College District
c/o Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706
Attn: Mr. Bart Hoffman, Project Director

With a copy to: Rancho Santiago Community College District
2323 North Broadway Street
Santa Ana, CA 92706
Attn: Peter J. Hardash
Vice Chancellor Business/Fiscal Services

To OUSD: Orange Unified School District
250 South Yorba
Orange, CA 92869
Attn: Ms. Teryl Snyder, Administrator

Q. Independent Status of OUSD

OUSD, and it agents and employees of **OUSD**, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of **RSCCD** or the State of California.

R. Governing Law

This Agreement shall be governed by the laws of the State of California both as to interpretation and performance.

S. Entire Agreement

This Agreement contains the entire understanding of the parties. There are no representations, covenants, or warranties other than those expressly stated herein. No waiver or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

APPROVED AND AGREED:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

ORANGE UNIFIED
SCHOOL DISTRICT

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Title: Vice Chancellor
Bus. Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board
Approval

Date: _____

**Rancho Santiago CCD Tech Prep Consortium
Final Performance Report Format
2009/2010**

The Final Performance Report for the 2009/2010 Tech Prep Consortium will consist of three elements:

- 1. Final Expenditure Report for 2009/2010 (See Form A)**
- 2. Final Expenditure Report Data Summary Sheet (See Form B)**
- 3. Narrative Report to consist of four reporting elements:**
 - a. Description of significant project outcomes.**
 - b. Identification and description of those aspects of the project that were unique and particularly effective.**
 - c. Progress in implementing Perkins IV Tech Prep accountability requirements.**
 - d. Report on significant student career pathways under development or implemented.**

2009-2010 Final Report of Expenditures by Source of Funds

Grant Number: 09-139-053

Contact (Name): _____

E-Mail Address: _____

District: Orange Unified School District

Telephone: _____

Fax: _____

Source of Funds	Perkins IV, Tech Prep								
	Budget	Expenditure	Balance	Budget	Expenditure	Balance	Budget	Expenditure	Balance
1000 Instructional Salaries									
2000 Non instructional Salaries									
3000 Employee Benefits									
4000 Supplies and Materials									
5000 Other Operating Exp. & Svcs.									
6000 Capital Outlay									
7000 Other Outgo									
Total Direct Expenditures									
Total Indirect Expenditures									
Total Expenditures									

Certification: All expenditures shown on this claim are supported with documentation and comply with applicable State and Federal regulations including the Chancellor's Office, California Community Colleges Instructions Terms and Conditions 2009-2010; the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2006 Public Law (P.L. 109-270); Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendment of 1992; Title 5, California Code of Regulations; and the extended State Plan for Career Technical Education.

(Project Director Signature)

Date:

(Chief Business Officer/Authorized Signature)

Date:

SUBMIT COMPLETED FORMS TO:
John Kalko, RSCCD Tech Prep Coordinator
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706-3398

8.2 (29)

**Perkins IV – Title II, Tech Prep
Final Performance Report
Data Summary Form
2009-2010**

Grant No.:	09-139-053	College/District:	Orange Unified School District
Project Title:	RSCCD Tech Prep Consortia	Project Director:	
Funding Period:	07/01/2009 to 06/30/2010	Phone No.:	
Fax No.:		E-Mail Address:	

Please Report Expenditures and Estimates
(Fill in unshaded boxes)

1.	Amount of Federal Funds Awarded	\$	10,000
2.	Amount of Federal Funds Expended	\$	
3.	Estimated Federal Funds Expended in:		
	Curriculum Development and Improvement	\$	
	Professional Development	\$	
	Partnership Development	\$	
	Performance Accountability	\$	
	Student Support Structures:		
	Adaptive Services	\$	
	Student Leadership	\$	
	Counseling/Assessment	\$	
	Dependent Care	\$	
	Internship	\$	
	Mentoring/Job Shadowing	\$	
	Recruitment	\$	
	Textbooks	\$	
	Transportation	\$	
	Tutoring	\$	
	Other	\$	

4. Number and Gender of Students Served with Title II, Tech-Prep

	Gender	Male	Female
	Secondary		
	Post-Secondary		
	Total		

5a. Number and Gender of Professional Staff Served with Title II, Tech-Prep

	Gender	Male	Female
	Secondary		
	Post-Secondary		
	Total		

5b. Discipline of Professional Staff Served

General	
Academic Education	
Vocational Education	
Guidance/Counselor	
Instructional Support	
Total	

6. High School in Tech-Prep Consortium

Number Participating	
Number Not Participating	
Total	

8.2 (30)

California Community Colleges
YEAR-TO-DATE EXPENDITURE AND PROGRESS REPORT

8.2 (32)

Rancho Santiago CCD

Reporting Time Frame (Check One)

1. Grant Agreement Number: 09-139-053 Total Grant Award: \$9,000.00
2. Tech Prep Partner: Orange Unified School District
3. Contact Person: _____
4. Telephone Number: () _____

<input type="checkbox"/> 1 st Quarter	(7/1-9/30)	Due 10/10
<input type="checkbox"/> 2 nd Quarter	(7/1-12/31)	Due 1/10
<input type="checkbox"/> 3 rd Quarter	(7/1-3/31)	Due 4/10
<input type="checkbox"/> 4 th Quarter	(7/1-6/30)	Due 7/10

5.	Source of Funds		VTEA II, Tech-Prep		
			Budget	Expenditure	Balance
6.	1000	Instructional Salaries			
7.	2000	Non instructional Salaries			
8.	3000	Employee Benefits			
9.	4000	Supplies and Materials			
10.	5000	Other Operating Exp. & Svcs.			
11.	6000	Capital Outlay			
12.	7000	Other Outgo			
13.		Total Direct Expenditures			
14.		Total Indirect Expenditures			
15.		Total Expenditures			

16. **Progress Report (Check One)**

- Objectives and timelines are being met. (MUST complete form reverse side)
- Objectives and timelines are not being met. (MUST complete form reverse side)

This is to certify that the Year-to-Date Expenditures and Progress Report has been prepared in accordance with the applicable Federal and State regulations. To the best of my knowledge, the data contained in this report and declarations on the reverse are true and accurate. Any project results are supported by documented deliverables (i.e., student outcomes/products) on file at the District/Center

17.	
_____	_____
<i>Project Director's Signature and Printed Name</i>	<i>Date</i>
_____	_____
<i>Chief Business Officer or Designee's Signature and Printed Name</i>	<i>Date</i>

List of Deliverables (i.e., products, student performance outcomes, etc.)

Reasons for lack of progress towards attainment of objectives/timelines:

8.2 (33)

**SUB-AWARD AGREEMENT
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND THE
SANTA ANA UNIFIED SCHOOL DISTRICT
FOR THE
CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006
TECH PREP CONSORTIUM**

This Agreement is entered into between **Rancho Santiago Community College District** (hereinafter "**RSCCD**") and the **Santa Ana Unified School District** (hereinafter "**SAUSD**") for the delivery of services provided in Article I, A, Statement of Work, and in accordance with the terms and conditions set forth herein.

This Subgrant Agreement is awarded under the authority of the Chancellor's Office of the California Community Colleges under the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2006 (P.L. 109-270), to fund the Tech Prep Consortium Project Agreement No. 09-139-053.

**ARTICLE I
PERFORMANCE AND DELIVERY**

A. Statement of Work

RSCCD shall expand efforts to bring together community colleges to share ideas, concepts, and mutual concerns of Tech Prep programs for the benefit of students of the **SAUSD**. **SAUSD** shall utilize funding provided under this Agreement to support any of the following kinds of Tech Prep activities for teachers, students, or administrators:

- 1) Articulation Activities
- 2) Work-based Learning
- 3) Service Learning
- 4) Career Planning
- 5) Integration of academic and vocational education
- 6) Job-shadowing
- 7) Implementation of PATHFINDER
- 8) Implementation of Career Explorer, Bridges, and other Web-based career guidance programs
- 9) Curriculum development mini-grants
- 10) Activities related to teaching to "all aspects of industry"
- 11) Teacher in-service mini-grants
- 12) Internships
- 13) Implementation of SCANS through the curriculum
- 14) Data collection

- 15) Career speakers
- 16) Development of business partners
- 17) OR other mutually agreed upon activities

An activities and spending plan must be submitted to the Tech Prep Consortia Director and approved by him before expenditures can be made.

Funding is for developmental work only and is not to be used for equipment purchases.

B. Travel

Only travel necessary to the project is allowed. Out-of-State travel requires prior approval of the Chancellor's Office Project Monitor and Tech Prep Consortium Director. The state reserves the right to limit Out-of-State travel.

C. Period of Performance

The period of performance for this subcontract shall be from July 1, 2009 through June 30, 2010.

D. Total Cost

The total cost to RSCCD for the performance of this subcontract shall not exceed \$9,000, to be paid in accordance with the terms set forth in Article II, C.

E. Delivery

All final materials and reports required under this subcontract shall be completed and delivered to RSCCD on or before July 10, 2009. The final report shall conform to the report format provided in Exhibit 1 to this Agreement.

ARTICLE II COST, PAYMENT AND INVOICING

A. Allowable Costs and Fees

The allowable costs and fees eligible for reimbursement to SAUSD for performance of this Agreement shall be determined in accordance with the terms of this Agreement.

B. Payment

Payment will be made on a cost reimbursement basis by RSCCD to the SAUSD on a quarterly basis upon presentation of the SAUSD's itemized, properly formatted and timely invoice. Additionally, SAUSD shall provide a Quarterly Expenditure and Progress Report (as shown in Exhibit 2).

RSCCD shall not pay any invoice where the total payments would result in a cumulative payment in excess of the limitations established by Article I, C.

Invoices are due on the 10th day of the following months:

September 2009
December 2009
March 2010
June 2010

C. Invoicing

Invoices shall be submitted with the following required information and in the following manner:

- (1) In duplicate (one (1) original and one (1) copy);**
- (2) Reference the Project Grant Title and the Grant Number;**
- (3) Identify the period the invoice covers;**
- (4) Itemize all items;**
- (5) Addressed to:**

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
Attn: Catherine Nguyen, Senior Accountant

**ARTICLE III
GENERAL TERMS AND CONDITIONS**

A. Documentation/Audit

SAUSD will maintain adequate financial records, in accordance with generally accepted accounting practices to clearly and easily identify expenses of the Agreement, to describe the nature of each expense and to establish relatedness to this Agreement. All records related to this Agreement shall be reasonably available for inspection by RSCCD and/or the State Auditor. The financial records of this Agreement shall be retained for a period of five (5) years after the final payment under the grant.

B. Subcontracts

This provision prohibits SAUSD from entering into a subcontract or subgrant without the additional written approval of the State's Project Monitor.

The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.

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This Agreement may not be assigned in whole or in part by SAUSD without the prior written consent of RSCCD, which consent may be withheld by RSCCD in its sole and absolute discretion.

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This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party, except that the termination of the Tech Prep Consortium Project Agreement No. 09-139-053 concurrently terminates this Agreement as of the same date. SAUSD shall be entitled to be compensated only for services rendered through the date of termination. Both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. This notice shall be deemed given when received or no later than three (3) days after the date of mailing whichever is sooner.

It is mutually understood between the parties that this subgrant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the subgrant were executed after that determination was made.

This subgrant is valid and enforceable only if sufficient funds are made available to the State by the United States Federal Government for the current fiscal year for the purposes of this program. In addition, this subgrant is subject to any additional restrictions, limitations or conditions enacted by Congress which may affect the provisions, term or funding of this subgrant in any manner.

It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds.

The State has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction of funds.

Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

E. Compliance with Laws

SAUSD shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances including worker's compensation in performing this Subcontract.

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Any document or written report prepared for or under the direction of RSCCD or the State, in whole or in part by SAUSD, shall contain the grant number and dollar amount of the grant.

G. Work for Hire

(1) SAUSD agrees that any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/servicemarks

created, developed or produced pursuant to the subgrant agreement, shall be and are Work for Hire. All rights, title, and interest in and to the Work developed under this subcontract/Agreement/ subgrant shall be assigned and transferred to the Chancellor's Office of the California Community Colleges. This Work for Hire agreement shall survive the expiration or early termination of this subgrant.

- (2) The copyright for all materials produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office of the California Community Colleges. SAUSD, and all subgrantees/subcontractors and others who produce copyright materials pursuant to the grant, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office of the California Community Colleges. The Chancellor's Office of the California Community Colleges shall acknowledge SAUSD or its Subgrantees or Subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office of the California Community Colleges may license RSCCD or SAUSD or its Subgrantees or Subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate the Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this subgrant, even if such derivative works compete with those created under this subgrant.

All materials developed in draft and in final form pursuant to this subgrant shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr."; followed by the year created; and the words "Chancellor's Office of the California Community Colleges." Acknowledgment may be given to RSCCD, or SAUSD or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or the RSCCD or SAUSD that the copyright be registered with the U.S. Copyright Office, that party will be responsible for applying for, paying the filing fees for, and securing said copyright.

- (3) All technical communications and records originated or prepared by the SAUSD or its Subgrantees or Subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including SAUSD's administrative communications and records relating to this subgrant, shall be delivered to and shall become the exclusive property of the Chancellor's Office of the California Community Colleges and may be copyrighted by the Chancellor's Office of the California Community Colleges.

- (4) If it is deemed necessary by either the Chancellor's Office of the California Community Colleges or SAUSD that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacturer, or composition of matter, SAUSD will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufacturers, or compositions of matter developed pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to SAUSD or the actual inventor(s) in an appropriate manner. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for such intellectual property to RSCCD or SAUSD, as appropriate. Said license shall include the right to use the patent inventions for processes, machines, manufacturers, or compositions of matter derived from those created under this subgrant.
- (5) All trademarks and servicemarks created, developed or acquired pursuant to this subgrant agreement shall be the property of the Chancellor's Office of the California Community Colleges. If it is deemed necessary by either the Chancellor's Office of the California Community Colleges, RSCCD, or the SAUSD that a trademark or servicemark be registered with state or federal agencies, SAUSD will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this subgrant shall be issued to the "Chancellor's Office of the California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office of the California Community Colleges agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this subgrant to SAUSD.
- (6) In connection with any license granted pursuant to the preceding paragraphs, SAUSD agrees not to permit infringement by any person, to compensate Chancellor's Office of the California Community Colleges for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office of the California Community Colleges for any and all claims arising out of or in connection with such license. SAUSD may, with the permission of RSCCD and the Chancellor's Office of the California Community Colleges, enter into a written sublicensing agreement subject to these same conditions.
- (7) Any and all services rendered, materials, inventions for processes, machines, manufacturers, or compositions of matter, and trademarks/servicemarks created, developed or produced pursuant to the subgrant agreement by subgrantees/subcontractors who create works for this subgrant for SAUSD are for and are the property of the Chancellor's Office of the California Community Colleges. SAUSD shall obtain an acknowledgement of the work for hire performed by these subgrantees/subcontractors who produce intellectual property pursuant to the grant agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office of the California Community Colleges from all subgrantees/subcontractors. SAUSD shall incorporate the above applicable

paragraphs, modified appropriately, into its agreements with subgrantees/subcontractors who create works for this grant. No unpaid volunteer or other person shall produce copyright materials under this subgrant without entering into a subgrant/subcontract between such person(s) and SAUSD giving the Chancellor's Office of the California Community Colleges the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

H. Federal Nondiscrimination Clause

In addition to complying with the requirements of provision X of this Agreement, Subcontractors receiving federal funds shall also comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793-794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with Section 30), Division 1, Title 5, California Code of Regulations; California State Plan for Use of Carl D. Perkins Funds; and Section 613(a), Individuals with Disabilities Education Act of 1975, as amended.

I. Student Participation

No person shall be excluded from, or otherwise subjected to discrimination with respect to participation in any program or activity funded under this subgrant on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, physical or mental disability, or sexual orientation. Such programs should not be designed, administered, or advertised in a manner which discourages participation by students on any of these bases. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, or ethnicity. In the event that mentoring or counseling services are provided with funding provided by this grant, students may not be paired with mentors or counselors based solely upon the race, color, national origin, or ethnicity of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where subgrantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

J. Eligibility for Non-citizens

Funds provided under this subgrant shall only be used to employ, contract with, or provides services to citizens of the United States or non-citizens who are eligible to receive public benefits pursuant to Section 4001 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

K. Nondiscrimination Clause

During the performance of this subgrant, SAUSD and its subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family care leave or sexual orientation. SAUSD and its

subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. SAUSD and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12900 et seq.) and the applicable regulations promulgated thereunder (*California Code of Regulations*, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing *Government Code* Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the *California Code of Regulations* are incorporated into this subcontract by reference and made a part hereof as if set forth in full. SAUSD and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

L. Americans with Disabilities Act of 1990

By signing this Agreement, SAUSD assures the state that it complies with the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. SAUSD shall upon request by any person, make any materials produced with subgrant funds available in Braille, large print, electronic text, or other appropriate alternate format. SAUSD shall establish policies and procedures to respond to such requests in a timely manner. All data-processing, telecommunications, and/or instructional equipment purchased under this grant (if allowed within the funding category) and all instructional software/resources purchased or developed under this subgrant shall, where feasible, be designed to permit use by persons with disabilities (including those who are visually impaired or hearing impaired) or appropriate adaptive equipment or software shall be purchased or developed to provide accessibility for persons with disabilities. Design of computer or web-based instructional material shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

M. Drug-Free Workplace Certification

By signing this Agreement, SAUSD hereby certifies under penalty of perjury under the laws of the State of California that SAUSD will comply with the requirements of the Drug-Free Workplace Act of 1990 (*Government Code* Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- (2) Establish a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug-abuse in the workplace;
 2. The person or organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- (3) Every employee who works the proposed grant will:

1. Receive a copy of the company's drug-free policy statement; and,
2. Agree to abide by the terms of the company's statement as a condition of employment on the grant.

N. Indemnification by RSCCD

RSCCD agrees to indemnify, defend, and hold harmless **SAUSD** and its officers, employees, agents, and volunteers from and all claims, actions, losses, damages and/or liability arising out of the performance of this Subcontract Agreement or from any cause whatsoever which may arise because of the negligence, misconduct, or other fault of **RSCCD**, including any acts, errors, or omissions of any officers, employees, instructors, students, or agents of **RSCCD**, for any costs and expenses incurred by **SAUSD** of account of any claims therefore except where such indemnification is prohibited by law.

O. Indemnification by SAUSD

SAUSD agrees to indemnify, defend, and hold harmless **RSCCD** and its authorized agents, officers, trustees, volunteers, employees, and students, from any and all claims, actions, losses, damages and/or liability arising out of the performance of this Subcontract Agreement or from any cause whatsoever which may arise because of the negligence, misconduct or other fault of **SAUSD**, including any acts errors, or omissions of any officers, employees, instructors, or agents of **SAUSD**, for any costs and expenses incurred by **RSCCD** on account of any claims therefore except where such indemnification is prohibited by law.

P. Notice

Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other party as follows:

To RSCCD: Rancho Santiago Community College District
c/o Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706
Attn: Mr. Bart Hoffman, Project Director

With a copy to: Rancho Santiago Community College District
2323 North Broadway Street
Santa Ana, CA 92706
Attn: Peter J. Hardash
Vice Chancellor Business/Fiscal Services

To SAUSD: Santa Ana Unified School District
Career Development and ROP
1815 South Ritchey, Building 1A
Santa Ana, CA 92505
Attn: Mr. Lee Gotcher, Assistant Director

Q. Independent Status of SAUSD

SAUSD, and its agents and employees of SAUSD, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of RSCCD or the State of California.

R. Governing Law

This Agreement shall be governed by the laws of the State of California both as to interpretation and performance.

S. Entire Agreement

This Agreement contains the entire understanding of the parties. There are no representations, covenants, or warranties other than those expressly stated herein. No waiver or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

APPROVED AND AGREED:

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SANTA ANA UNIFIED
SCHOOL DISTRICT**

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

**Title: Vice Chancellor
Bus. Operations/Fiscal Services**

Title: _____

Date: _____

Date: _____

**Board
Approval**

Date: _____

**Rancho Santiago CCD Tech Prep Consortium
Final Performance Report Format
2009/2010**

The Final Performance Report for the 2009/2010 Tech Prep Consortium will consist of three elements:

1. Final Expenditure Report for 2009/2010 (See **Form A**)
2. Final Expenditure Report Data Summary Sheet (See **Form B**)
3. Narrative Report to consist of four reporting elements:
 - a. Description of significant project outcomes.
 - b. Identification and description of those aspects of the project that were unique and particularly effective.
 - c. Progress in implementing Perkins IV Tech Prep accountability requirements.
 - d. Report on significant student career pathways under development or implemented.

2009-2010 Final Report of Expenditures by Source of Funds

Grant Number: 09-139-053 Contact (Name): _____ E-Mail Address: _____
 District: Santa Ana Unified School District Telephone: _____ Fax: _____

Source of Funds	Perkins IV, Tech Prep								
	Budget	Expenditure	Balance	Budget	Expenditure	Balance	Budget	Expenditure	Balance
1000 Instructional Salaries									
2000 Non instructional Salaries									
3000 Employee Benefits									
4000 Supplies and Materials									
5000 Other Operating Exp. & Svcs.									
6000 Capital Outlay									
7000 Other Outgo									
Total Direct Expenditures									
Total Indirect Expenditures									
Total Expenditures									

Certification: All expenditures shown on this claim are supported with documentation and comply with applicable State and Federal regulations including the Chancellor's Office, California Community Colleges Instructions Terms and Conditions 2009-2010; the Carl D. Perkins Career and Technical Education Improvement (Perkins IV) Act of 2009 Public Law (P.L. 109-270); Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendment of 1992; Title 5, California Code of Regulations; and the extended State Plan for Vocational Education.

 (Project Director Signature)

 Date:

 (Chief Business Officer/Authorized Signature)

 Date:

SUBMIT COMPLETED FORMS TO:
 John Kalko, RSCCD Tech Prep Coordinator
 Santa Ana College
 1530 W. 17th Street
 Santa Ana, CA 92706-3398

8.2 (45)

**Perkins IV – Title II, Tech Prep
Final Performance Report
Data Summary Form
2009-2010**

Grant No.:	09-139-053	College/District:	Santa Ana Unified School District
Project Title:	RSCCD Tech Prep Consortia	Project Director:	
Funding Period:	07/01/2009 to 06/30/2010	Phone No.:	
Fax No.:		E-Mail Address:	

Please Report Expenditures and Estimates
(Fill in unshaded boxes)

1. Amount of Federal Funds Awarded	\$	10,000
2. Amount of Federal Funds Expended	\$	
3. Estimated Federal Funds Expended in:		
Curriculum Development and Improvement	\$	
Professional Development	\$	
Partnership Development	\$	
Performance Accountability	\$	
Student Support Structures:		
Adaptive Services	\$	
Student Leadership	\$	
Counseling/Assessment	\$	
Dependent Care	\$	
Internship	\$	
Mentoring/Job Shadowing	\$	
Recruitment	\$	
Textbooks	\$	
Transportation	\$	
Tutoring	\$	
Other	\$	

4. Number and Gender of Students Served with Title II, Tech-Prep			
	Gender	Male	Female
	Secondary		
	Post-Secondary		
	Total		

5a. Number and Gender of Professional Staff Served with Title II, Tech-Prep			5b. Discipline of Professional Staff Served	
Gender	Male	Female	General	
Secondary			Academic Education	
Post-Secondary			Vocational Education	
Total			Guidance/Counselor	
			Instructional Support	
			Total	

6. High School in Tech-Prep Consortium	
Number Participating	
Number Not Participating	
Total	

7. Number of Courses	
Added (New)	
Expanded (Revised)	
Deleted	

8. The above data and attached narrative report are submitted by:	
Project Director Signature:	Date:

For COCCC Use Only:	
This information meets the COCCC Final Reporting Requirements	
Project Director Signature:	Date:

California Community Colleges
YEAR-TO-DATE EXPENDITURE AND PROGRESS REPORT

8.2 (48)

Rancho Santiago CCD

Reporting Time Frame (Check One)

1. Grant Agreement Number: 09-139-053 Total Grant Award: \$9,000.00
2. Tech Prep Partner: Santa Ana Unified School District
3. Contact Person: _____
4. Telephone Number: (_____) _____

<input type="checkbox"/> 1 st Quarter	(7/1-9/30)	Due 10/10
<input type="checkbox"/> 2 nd Quarter	(7/1-12/31)	Due 1/10
<input type="checkbox"/> 3 rd Quarter	(7/1-3/31)	Due 4/10
<input type="checkbox"/> 4 th Quarter	(7/1-6/30)	Due 7/10

5.	Source of Funds		Perkins IV, Tech-Prep		
			Budget	Expenditure	Balance
6.	1000	Instructional Salaries			
7.	2000	Non instructional Salaries			
8.	3000	Employee Benefits			
9.	4000	Supplies and Materials			
10.	5000	Other Operating Exp. & Srvs.			
11.	6000	Capital Outlay			
12.	7000	Other Outgo			
13.		Total Direct Expenditures			
14.		Total Indirect Expenditures			
15.		Total Expenditures			

16. **Progress Report (Check One)**

- Objectives and timelines are being met. (MUST complete form reverse side)
- Objectives and timelines are not being met. (MUST complete form reverse side)

This is to certify that the Year-to-Date Expenditures and Progress Report has been prepared in accordance with the applicable Federal and State regulations. To the best of my knowledge, the data contained in this report and declarations on the reverse are true and accurate. Any project results are supported by documented deliverables (i.e., student outcomes/products) on file at the District/Center

17.	
_____ Project Director's Signature and Printed Name	_____ Date
_____ Chief Business Officer or Designee's Signature and Printed Name	_____ Date

List of Deliverables (i.e., products, student performance outcomes, etc.)

Reasons for lack of progress towards attainment of objectives/timelines:

8.2 (49)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Office of the Chancellor)

To:	Board of Trustees	Date:	December 7, 2009
Re:	Authorization of Signatures		
Action:	Request for Action		

BACKGROUND

A list of the District's authorized signatures is kept on file at the Orange County Department of Education.

ANALYSIS

The attached list designates those individuals authorized to sign various documents on behalf of the district.

RECOMMENDATION

It is recommended that the Board approve the list of individuals authorized to sign various documents on behalf of the district.

Fiscal Impact: None	Board Date: December 7, 2009
Prepared by Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by Edward Hernandez, Jr., Ed.D., Chancellor	
Recommended by Edward Hernandez, Jr., Ed.D., Chancellor	

AUTHORIZATION OF SIGNATURES

RANCHO SANTIAGO COMMUNITY COLLEGE SCHOOL DISTRICT

I, Brian E. Conley, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 7th day of December, 2009, adopted by a majority vote of said Board, a resolution that the following named persons, effective December 8, 2009, be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment and warrant registers as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

<u>NAME (TYPED)</u>	<u>SPECIMEN SIGNATURE</u>	<u>AUTHORIZED TO SIGN:</u>			
		<u>PAYROLL</u>		<u>VENDOR PAYMENTS</u>	
		<u>NOE/CS</u>	<u>TIME SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
John Didion _____		_X_	_X_	_X_	_X_
Peter J. Hardash _____		_X_	_X_	_X_	_X_
Edward Hernandez, Jr. _____		_X_	_X_	_X_	_X_
Noemi M. Kanouse _____		_X_	_X_	_X_	_X_
Erlinda J. Martinez _____		_X_	_X_	_X_	_X_
Juan Vázquez _____		_X_	_X_	_X_	_X_

AUTHORIZATION OF SIGNATURES (cont.)

I further certify that the signatures following are those of the members of the governing board not mentioned above.

NAME (TYPED)

SIGNATURE

R. David Chapel

Brian E. Conley

John R. Hanna

Lawrence R. Labrado

Mark McLoughlin

Lisa Woolery

Phillip E. Yarbrough

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of December, 2009.

Clerk _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Chancellor's Office

To: Board of Trustees	Date: December 7, 2009
Re: Approval of Consultant Services with Townsend Public Affairs, Inc.	
Action: Request for Action	

BACKGROUND

Townsend Public Affairs (TPA) has worked on behalf of students, faculty, and the administration of Rancho Santiago Community College District (RSCCD) to secure funding for key projects including the Tessman Planetarium and Garden Grove Nursing Education complex; troubleshoot regulatory issues; and ensure the district remains at the forefront of policy development in Sacramento and Washington, D.C.

ANALYSIS

TPA plans to focus on the appropriations process by providing support to the district's overall advocacy efforts to ongoing or potential funding opportunities, assist with advocacy related to the state budget for community colleges, and provide information and analysis regarding emerging legislative initiatives, including maintaining a priority legislative matrix. The Board Legislative Committee reviewed the proposal and recommended it be presented to the full board for approval.

RECOMMENDATION

The administration recommends approval of a contract with Townsend Public Affairs, Inc. in Irvine, California.

Fiscal Impact: \$6,000 per month	Board Date: December 7, 2009
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

MEMORANDUM

To: Board of Trustees
Edward Hernandez, Chancellor
Rancho Santiago Community College District

From: Christopher Townsend, President
Sean Fitzgerald, Senior Director

Date: November 23, 2009

Subject: Proposal for Advocacy Services

Our firm has a long and successful history working on behalf of the students, faculty and leadership of the Rancho Santiago Community College District. In cooperation with District leadership and staff we have been honored to play a role in securing funding for key projects and working to protect the District's resources through the legislative and budget processes in Sacramento and Washington, D.C. Having worked so closely with the District over the years, we are acutely aware of the challenges brought about by the stagnant economy, in general, and the state's budget crisis in particular. As such, we have sought to provide significant and tangible value for the investment the District has made in our services, including:

- Forging a partnership between the Tessman Planetarium at Santa Ana College, Discovery Science Center and NASA that resulted in \$750,000 in improvements to the Planetarium and expanded educational programs in the local community.
- Sponsoring and advocating AB 212 (Correa) in 2002, which played a critical role in securing the site on the Tustin Marine Base, worth millions of dollars, that is now the Sheriff's Training Academy.
- Working closely with District staff and the state's Division of the State Architect to expedite the approval of plans for the library at Santiago Canyon College.
- Securing nearly \$500,000 in funding through appropriations earmarks in the past two federal budget cycles for the Garden Grove Nursing Education Complex.
- Lobbying, as part of a statewide coalition the District helped develop, to expand funding for Basic Skills development by \$30 million.
- Advocating the needs of the District and its colleges on a range of legislation affecting not only broader educational resources, but also specific programs in which serve both students and the community.
- Ensuring that the District has remained at the forefront of policy and budget development to help mitigate the impacts of the struggling state budget.

While budget challenges persist this is also a time of unprecedented opportunity, particularly in the area of funding, with sweeping legislation being considered on the federal level that will impact the entire higher education system. The annual federal budget appropriations process is also set to begin, and we've had great success in that process for the District over the years. And of course the state is still facing daunting fiscal challenges that will need to be addressed through the budget cycle that will kick off in earnest in the first week of January.

To help ensure that the District is in a position to maximize its efforts in these key funding areas, we propose a targeted scope of work to focus on the following initiatives:

American Graduation Initiative:
Student Aid and Fiscal Responsibility Act (SAFRA) - HR 3221

This legislation holds the potential to shape the administration of billions of dollars in funding over the next several years and is without question the most significant initiative affecting the future of community colleges on the national level. To that end, our DC team has leveraged our strong relationships with relevant committee staff to provide an unparalleled opportunity to provide input into this process.

Most recently, our DC team met with staff from the Senate Health, Education, Labor and Pensions Committee and the House Education and Labor Committee to discuss HR 3221. As you probably know, the House has passed this legislation, which basically included the President's education initiatives outlined in July. The Senate is working on its version, which will likely include most of the same programs, but probably with different funding and program guidelines. Most specifically, they do not want program funds to go through the state, but would like non-for-profits and community college districts to be able to apply directly for funds. They also will likely increase funding for some programs, which could include community college initiatives.

As consideration of this legislation continues, opportunities to impact its overall direction will grow more limited. Given its status among the leadership of California's community colleges, Rancho Santiago is in a great position to be a strong voice, and your team possesses a strong knowledge of the issues affecting the breadth of districts here in California and even across the country. Our team stands ready to help you engage in this process and, of course, to maximize opportunities once the legislation has passed.

FY11 Federal Appropriations Process

With the request submission process shifting to early February over the past couple years, now is the time to begin crafting and developing funding requests to be submitted through the District's Congressional members. Our approach is to work with staff from both your elected representatives and the staff from the appropriate appropriations subcommittee to ensure that the request(s) submitted have full support and that we have adequate time to answer any questions or requests for information.

Proposed Actions:

- Meet immediately with RSCCD staff and key personnel to assess potential projects for submission.
- Develop one-page summaries suitable for engagement with key staff in the Capitol.
- Conduct meetings with Congressional and subcommittee staff to assess potential for each potential request, as well as to assess the need for additional information and local support.
- Assist the District in identifying conducting outreach to local elected officials, community groups and other sources of support.
- Ensure submission of requests prior to the end of the calendar year, allowing for continued response to information requests and other troubleshooting well in advance of actual submission deadlines.
- Once requests are submitted, work directly with member staff and subcommittee staff to ensure priority ranking of each request as part of the member submission process.

Legislative Tracking and Monitoring

The breadth of legislative proposals made each two-year session, and the extent to which these proposals might impact the District and its students, requires a comprehensive approach to tracking and monitoring legislation from the time it is introduced all the way through the legislative process. Our advanced, online legislative tracking system can provide customized, continually updated reports on legislation at any time.

In addition, our team will provide both ad hoc and regularly scheduled reports on legislation, whether to the Board of Trustees, a legislative committee or whatever venue the District requires. We can serve as an extension of your staff in conducting these meetings, providing great leverage for your staff resources. ***This provides a significant savings of time and resources on the part of District staff, who are already stretched thin.***

Support for Funding, Budget and Legislative Initiatives

While our focus would be the appropriations process, during the time of our engagement, our team would provide support to the District's overall advocacy efforts with regard to ongoing or potential funding opportunities (e.g. the allied health program or other stimulus-related opportunities), assist with advocacy related to the state budget for community colleges, and, of course, provide information and analysis regarding emerging legislative initiatives, including maintaining a priority legislative matrix. These services are a standard part of any engagement, and would help provide the District with the ability to leverage existing staff resources.

Additionally, with our offices in Sacramento and Washington, DC, our team can provide leverage to the District's scaled-back travel budgets by providing on-the-ground support and service with no additional cost to the District. This could be a very helpful way to provide critical support to the District's advocacy-related initiatives, while conserving precious resources at a difficult time.

Other Tasks as Assigned

Throughout the many years our team has served the Rancho Santiago Community College District, we have taken great pride in providing a comprehensive level of service to the District. Your priorities are our priorities and we relish the opportunity to add value to any and all initiatives the District chooses to pursue.

Cost Proposal

Because of our unique capabilities on both the state and federal levels, TPA is able to craft cost proposals that maximize limited resources without limiting the District's reach. While fees of \$7,500 to \$10,000 per month are standard for state and federal lobbying firms when working separately, we are pleased to offer a discounted rate of \$6,000 per month for this engagement. As always, our contract will include a 30-day, no-fault termination clause that ensures a consistently high level of service and a mutual agreement on the value that TPA adds to the District's initiatives.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees)

To: Board of Trustees	Date: December 7, 2009
Re: Approval of Appointment as Regional State Coordinator for the Association of Community College Trustees (ACCT)	
Action: Request for Action	

BACKGROUND

Trustee Brian Conley has been asked by Rebecca Garcia, ACCT Pacific Region chair, and ACCT Vice President Roberto Uranga, to be the Regional State Coordinator for ACCT.

ANALYSIS

ACCT has requested a letter of support from the Rancho Santiago Community College (RSCCD) Board of Trustees.

RECOMMENDATION

It is recommended the RSCCD Board of Trustees support Brian Conley serving as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year.

Fiscal Impact: None	Board Date: December 7, 2009
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Brian Conley, Clerk, RSCCD Board of Trustees	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	