

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, September 26, 2011
Santiago Canyon College
8045 E. Chapman Ave., Room SC-105
Orange, CA 92869

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 Approval of Additions or Corrections to Agenda

Action

1.4 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.

1.5 Approval of Minutes – Regular meeting of September 12, 2011

Action

1.6 Approval of Consent Calendar

Action

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

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

- 1.7 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)
- 1.8 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579
- 1.9 Recognition of Santiago Canyon College (SCC) Syntax Errors Team

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings

3.0 INSTRUCTION

- *3.1 Approval of Nursing Agreement Renewal – St. Jude Medical Center, With and Without Instructor Action
The administration recommends approval of this clinical affiliation agreement with St. Jude Medical Center in Fullerton, California.
- 3.2 Receive for First Reading – Santa Ana College (SAC) Midterm Report on Accreditation Information
The SAC Midterm Report on Accreditation is presented for first reading as an informational item.
- 3.3 Receive for First Reading – Santiago Canyon (SCC) College Midterm Report on Accreditation Information
The SCC Midterm Report on Accreditation is presented for first reading as an informational item.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.

* Item is included on the Consent Calendar, Item 1.6.

- *4.2 Approval of 2010-2011 CCFS-311 Report, including the Gann Appropriation Limit Action
The administration recommends approval of the 2010-2011 CCFS-311 Report as presented and establishment of the district's 2011-2012 Gann Limit in the amount of \$225,649,848.
- *4.3 Approval of Award of Bid – Peace Officers' Memorial at Santa Ana College Orange County Sheriff's Regional Training Academy Action
The administration recommends approval of the award of bid for the peace officers' memorial at the Santa Ana College Orange County Sheriff's Regional Training Academy to the Orange County Sheriff's Advisory Council as presented.
- *4.4 Approval of Mutual Release and Settlement Agreement for Angeles Contractor for Science Center at Santiago Canyon College Action
The administration recommends approval of the mutual release and settlement agreement as presented.
- *4.5 Approval of Notice of Completion for Bid #1055 for Concrete and Masonry for Science Building at Santiago Canyon College Action
The administration recommends approval of the notice of completion for the concrete and masonry project as presented.
- *4.6 Approval of Notice of Completion for Bid #1058 for Interior Systems for Science Center at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for the interior systems project as presented.
- *4.7 Approval of Notice of Completion for Bid #1178 for Parking Lots 7, 9, 11, and Pacific Avenue Improvements at Santa Ana College Action
The administration recommends approval of the Notice of Completion for Bid #1178 for parking lots 7, 9, 11, and Pacific Avenue improvements at SAC as presented.
- *4.8 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period August 7, 2011, through September 10, 2011.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Business Entrepreneurship Center (District) \$ 205,000
 - College Assistance Migrant Program (CAMP)–Year 5 (SCC) \$ 425,000
 - Early Head Start Expansion (District) \$ 886,113

* Item is included on the Consent Calendar, Item 1.6.

- *5.1 Approval of Resource Development Items – (cont.)
- | | |
|---|-------------|
| - Job Tech Center – Green Economy Training (District) | \$ 75,668 |
| - <i>Carryover</i> | |
| - Matriculation – Credit (SAC/SCC/District) | \$1,269,309 |
| - Seeds to Trees – Digital Media Training (District) | \$ 88,463 |
| - Student Support Services – Year 1 (SAC) | \$ 292,340 |
| - Upward Bound – Year 5 (SAC) | \$ 282,621 |
- *5.2 Adoption of Resolution #11-40 authorizing payment to Trustee Action
Absent from Board Meetings
The administration recommends adoption of the resolution requesting authorization of payment to Mr. Phillip Yarbrough for his absence from the September 12, 2011, board meeting due to illness.
- 5.3 Nomination of Brian Conley to Association of Community College Action
Trustees (ACCT) Public Policy Committee
Mr. Conley requests approval of a letter of nomination to serve on ACCT’s Public Policy committee during the 2012 calendar year.
- 5.4 Board Member Comments

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. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)

* Item is included on the Consent Calendar, Item 1.6.

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.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of Interim Assignments
- Approval of Adjusted Effective Date of Appointments
- Approval of Changes of Assignments
- Approval of Changes of Locations
- Approval of Adjusted Workload for STRS Reduced Workload Participants
- Approval of 2011-2012 Contract Extension Days
- Approval of Leaves of Absence
- Approval of Stipends
- Approval of Adjusted Stipend Effective Dates
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Out of Class Assignments
- Approval of Changes in Positions
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Rejection of Claim

Action

The district's legal counsel recommends the board authorize the chancellor or his designee to reject claim #11-9192911DM.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on October 10, 2011.

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

Board of Trustees (Regular meeting)

Monday, September 12, 2011

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. Brian Conley. Other members present were Ms. Arianna Barrios, Dr. David Chapel, Mr. John Hanna, Mr. Andrew Hanson, Mr. Larry Labrado, and Mr. Mark McLoughlin. Mr. Phillip Yarbrough was not in attendance due to illness.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Tom Daly, Orange County Clerk-Recorder.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve a revised page (#5) to the agenda; an addendum for Item 3.1 (Management/Academic Personnel); a revised page and addendum for Item 3.2 (Classified Personnel); a revised page for Item 5.4 (Appointment for Measure E Citizens' Bond Oversight Committee); and addendums for Items 5.8 (Resolution No. 11-34 for Plumbing at SCC Athletics/Aquatics Complex), 5.9 (Resolution No. 11-36 for HVAC for SCC Science Building [Bond Portion]), 5.10 (Resolution No. 11-37 for HVAC for SCC Science Building [State Portion]), 5.11 (Resolution No. 11-38 for Plumbing for SCC Science Building [State Portion]), and 5.12 (Resolution No. 11-39 for Earthwork for SCC Athletic/Aquatic Complex).

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve the minutes of the regular meeting held on August 22, 2011, and the special meeting held on August 29, 2011.

1.6 Public Hearing – 2011-2012 Proposed Adopted Budget

There were no public comments

1.7 Approval of Consent Calendar

It was moved by Mr. Labrado, seconded by Mr. Hanson, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar (as indicated by an asterisk on the agenda), with the exception of Item 5.3 (2011-2012 Adopted Budget) and Item 6.6 (Revised Board Policies) removed from the Consent Calendar by Mr. McLoughlin.

4.1 Approval of Nursing Agreement Renewal – Companion Hospice

The board approved this clinical affiliation Agreement with Companion Hospice in Orange, California.

4.2 Approval and Certification of Santa Ana College (SAC) School of Continuing Education High School Diploma Program Graduate List for 2010-2011

The board approved and certified the list of 2010-2011 High School Program graduates for the SAC School of Continuing Education.

4.3 Approval and Certification of Santiago Canyon College, Orange Education Center, High School Diploma Graduates for 2010-2011

The board approved and certified the list of 2010-2011 High School Program graduates for the Orange Education Center.

4.4 Ratification of Santa Ana College Associate Degree and Certificates for Spring 2011

The board ratified the recipients of the SAC associate degrees and certificates for spring 2011 as presented.

4.5 Ratification of Santiago Canyon College Associate Degrees and Certificates for Spring 2011

The board ratified the recipients of SCC associate degrees, certificates of achievement, and certificates for spring 2011 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 June 2011.

5.4 Approval of Appointments for Measure E Citizens' Bond Oversight Committee

The board approved the appointment of Steven M. Smith and William E. Thornton to the Citizens' Bond Oversight Committee as presented.

1.7 Approval of Consent Calendar – (cont.)

5.5 Approval of Agreement with HMC Architects for Architectural/Engineering Services

The board approved the agreement with HMC Architects to provide architectural and engineering services as presented.

5.6 Approval of Architect Contract with Westberg+White, Inc.

The board approved the architectural and engineering services proposal with Westberg+White, Inc., as presented.

5.7 Award of Contract for Construction Management Services for Various Projects at Santa Ana College

The board authorized the Vice Chancellor, Business Operations/Fiscal Services to enter into an agreement with Bernards as presented.

5.8 Adoption of Resolution No. 11-34 for Plumbing for Athletics/Aquatics Complex at Santiago Canyon College

The board adopted Resolution No. 11-34 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the SCC Athletics/Aquatics Complex as presented.

5.9 Adoption of Resolution No. 11-36 for HVAC for Science Building (Bond Portion) at Santiago Canyon College

The board adopted Resolution No. 11-36 for Athena Engineering, Inc., for Bid #1065 for HVAC for the SCC Science building as presented.

5.10 Adoption of Resolution No. 11-37 for HVAC for Science Building (State Portion) at Santiago Canyon College

The board adopted Resolution No. 11-37 for Athena Engineering, Inc., for Bid #1065 for HVAC for the SCC Science building as presented.

5.11 Adoption of Resolution No. 11-38 for Plumbing for Science Building (State Portion) at Santiago Canyon College

The board adopted Resolution No. 11-38 for J.M. Farnan Company, Inc., for Bid #1063 for plumbing for the SCC Science building as presented.

5.12 Adoption of Resolution No. 11-39 for Earthwork for Athletic/Aquatic Complex at Santiago Canyon College

The board adopted Resolution No. 11-39 for Southern California Grading for Bid #1151 for earthwork for the SCC Athletic/Aquatic Complex as presented.

5.13 Approval of Change Order #2 for Bid #1136 for Concrete for the Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #2 for Bid #1136 for Guy Yocom Construction, Inc., for concrete for the SCC Athletic/Aquatic Complex as presented.

1.7 Approval of Consent Calendar – (cont.)

- 5.14 Approval of Change Order #1 for Bid #1138 for Structural Steel at Athletics/Aquatics Complex at Santiago Canyon College
The board approved change order #1 for Blazing Industrial Steel, Inc., for Bid #1138 for structural steel for the SCC Athletics/Aquatics Complex as presented.
- 5.15 Approval of Change Order #2 for Bid #1139 for Electricity for Humanities Building at Santiago Canyon College
The board approved change order #2 for Bid #1139 for Dynalectric for electricity for the SCC Humanities building as presented.
- 5.16 Approval of Change Order #2 for Bid #1140 for Plumbing for Humanities Building at Santiago Canyon College
The board approved change order #2 for Bid #1140 for Interpipe Contracting, Inc., for plumbing for the SCC Humanities building as presented.
- 5.17 Approval of RBF Consulting for Various Ongoing Projects at Santiago Canyon College
The board approved the proposal with RBF Consulting to provide QSP services as presented.
- 5.18 Approval of Notice of Completion for Bid #1063 for Science Building at Santiago Canyon College
The board approved the Notice of Completion for the electrical portion of the SCC Science building as presented.
- 5.19 Approval of Phoenix Group to Provide Parking Citation Collection and Management Services
The board approved the service contract for parking citation collections and management services with the Phoenix Group as presented.
- 5.20 Approval of Foundation for California Community College (FCCC) - Microsoft Campus Agreement and Academic Select/Participation Agreements
The board approved RSCCD's contract renewal under the Microsoft Campus agreement with the FCCC and Academic Select/Participation agreements as presented.
- 5.21 Approval of Donation of Two Transport Refrigeration Units
The board approved the donation of two Transport Refrigeration Units to Heart of Compassion as presented.

1.7 Approval of Consent Calendar – (cont.)

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:

| | |
|---|-------------|
| - Center for International Trade Development (District) | \$ 205,000 |
| - Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) | \$ 12,781 |
| - Matriculation Non-Credit (DO/CEC/OEC) | \$1,260,891 |
| - Paraprofessional Teacher Training Program (SAC/SCC) | \$ 30,000 |
| - Santa Ana Middle College High School (SAC) | \$ 99,454 |

6.2 Approval of Grant Sub-Agreements between RSCCD and Peralta Community College District for the Entrepreneurship Career Pathways Project

The board approved the sub-agreement and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to sign the agreement.

6.3 Approval of Sub-Agreement between RSCCD and University of California – Irvine (UCI) for RTI Implementation Grant

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

6.4 Adoption of Resolution #11-35 authorizing payment to Trustee Absent from Board Meetings

The board adopted the resolution requesting authorization of payment to Dr. David Chapel for his absence from the July 25, 2011, board meeting due to family business.

6.5 Approval to Serve Alcoholic Beverages at District Sponsored Event

The board approved the service of alcoholic beverages at the Soldiers to Scholars event to be held at Santa Ana College Orange County Sheriff's Regional Training Academy on September 15, 2011.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Andrew Hanson 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:

Ms. Evelyn Sanchez, Student President, Santa Ana College
Mr. Colton Long, Student President, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

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

2.6 Informational Presentation on the Budget

Mr. Hardash and Mr. Adam O'Connor provided an informational presentation on the budget.

RECESS TO CLOSED SESSION

The board convened into closed session at 5:47 p.m. to consider the following items:

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) Director
 - (4) Vice President
 - g. Other Educational and Classified Administrators
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 6:11 p.m.

Closed Session Report

Mr. McLoughlin reported during closed session the board discussed the abovementioned items and voted unanimously (Mr. Phil Yarbrough absent) to ratify the suspension of Ms. Hermenia Kindelan, High School and Community Outreach Worker, for seven days.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

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

- Approve Employment Agreements
- Approve Changes of Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Hiring Long-term Substitute Temporary Employees per E.C. 87482
- Approve Adjusted Contract Extension Days for 2011-2012
- Approve 2011-2012 Faculty Coordinator Stipends for 175 Day Faculty
- Approve Stipends
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record

3.2 Classified Personnel

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

- Approve Changes in Positions
- Approve Changes in Departments
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants

3.2 Classified Personnel – (cont.)

- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

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

It was moved by Mr. McLoughlin, seconded by Mr. Hanson, and carried unanimously to receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for September 26, 2011.

3.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579 Action

It was moved by Mr. McLoughlin, seconded by Mr. Hanson, and carried unanimously to receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for September 26, 2011.

4.0 INSTRUCTION

All items were approved as part of Item 1.7 (Consent Calendar).

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, and 5.4 through 5.21 were approved as part of Item 1.7 (Consent Calendar).

5.3 Approval of 2011-2012 Adopted Budget

It was moved by Mr. Labrado and seconded by Dr. Chapel to approve the 2011-2012 Adopted Budget as presented. Discussion ensued. The motion carried unanimously.

6.0 GENERAL

Items 6.1 through 6.5 were approved as part of Item 1.7 (Consent Calendar).

6.6 Adoption of Revised Board Policies

It was moved by Mr. Hanna and seconded by Mr. McLoughlin to postpone discussion on BP9003 (revised) – Membership and BP9004 (revised) –Trustee Areas until the regular board meeting of October 24, 2011. Discussion ensued. The motion carried unanimously.

6.6 Adoption of Revised Board Policies – (cont.)

It was moved by Mr. Hanna, seconded by Mr. Hanson, and carried unanimously to adopt BP9008 (revised) – Duties of the Officers.

6.7 Reports from Board Committee

Mr. Labrado and Mr. Hanna provided a report on the September 8, 2011, Board Facilities Committee meeting.

6.8 Board Member Comments

Board members welcomed Ms. Arianna Barrios to her first board meeting as the newly appointed trustee.

Mr. Hanson expressed appreciation to Mr. Hardash for the answers provided regarding the 2011-2012 adopted budget.

During a recent training session for an accreditation team, Dr. Chapel reported that discussion took place regarding the November 2012 deadline for the implementation of student learning outcomes (SLO). He asked the chancellor for an update on the district's implementation of student learning outcomes.

Mr. Labrado asked that the meeting be closed in honor of Mr. Charles Rodriguez, one of the "Merrill's Marauders" survivors and a true World War II American Hero, who died recently.

In response to the enrollment information provided by the presidents, Mr. McLoughlin asked how the reduction in class sections has affected students, particularly the number of students receiving degrees and certificates.

Due to unforeseen circumstances, Mr. Hanna apologized to Dr. Martinez for not attending the 9-11 celebration at Santa Ana College held today. He commended Dr. Martinez for hosting the event.

Mr. Hanna gave a report on the Community College League of California Advisory Committee on Legislation meeting he recently attended in Sacramento.

Regarding the 2011-2012 adopted budget, Mr. Hanna asked for the reductions that are to be considered by the colleges in the Tier I and Tier 2 cuts.

Since SAC's football team did not win the recent game against Fullerton City College, Mr. Hanna reported that he and Dr. Rodríguez are obligated to attend a North Orange County Community College District board meeting.

Ms. Barrios extended her gratefulness for the welcome she received by board members and staff. She indicated she is looking forward to working with board members and is interested in touring each campus.

Mr. Conley reported he plans to attend the Soldiers to Scholars event on September 15 and a California Student Aid Commission meeting on September 14.

Mr. Conley recently attended an Academic Senate meeting at SCC where misconceptions on budget issues were voiced. He asked the chancellor to conduct budget workshops at each campus to clarify budget issues with staff.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on September 26, 2011, at Santiago Canyon College.

There being no further business, Mr. Conley declared this meeting adjourned at 6:32 p.m. in honor of Mr. Charles Rodriguez, one of the "Merrill's Marauders" survivors and a true World War II American Hero, who died on July 19, 2011.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: September 26, 2011

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

| | | |
|---------|--|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Nursing Agreement Renewal – St. Jude Medical Center, With and Without Instructor | |
| Action: | Request for Approval | |

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement with St. Jude Medical Center.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | None | Board Date: September 26, 2011 |
| Prepared by: | Linda Rose, Ed.D., Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences | |
| Submitted by: | Erlinda J. Martinez, Ed.D., President, Santa Ana College | |
| Recommended by: | Dr. Raúl Rodríguez, Chancellor, RSCCD | |

CLINICAL TRAINING AFFILIATION AGREEMENT

(With School Instructor On Hospital Premises)

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of October 8, 2011 or the execution of the Agreement by both parties (the "Effective Date") by and between St. Jude Medical Center ("Hospital"), and Rancho Santiago Community College District ("School").

RECITALS

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

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

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

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

AGREEMENT

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

1. RESPONSIBILITIES OF SCHOOL

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

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

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

1.4 Supervision. School shall supervise all students in their clinical training at Hospital and provide the necessary qualified instructors for the Program(s) who must be satisfactory to Hospital. All such instructors shall be employees of School. School also shall be responsible for instruction, counseling, controlling, disciplining and all activities of students at Hospital.

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

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

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

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

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

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

1.11 Insurance. School shall ensure that all students and instructors maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students and instructors, such evidence will be provided prior to the date when any new student or instructor commences participation in the Program(s).

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

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

2. RESPONSIBILITIES OF HOSPITAL

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

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

2.3 Accreditation. Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Public Health and the Joint Commission.

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

Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

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

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

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

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

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

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

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term, of this Agreement shall commence as of the Effective Date and shall continue for Two (2) year(s) unless terminated sooner as provided herein.

3.2 Termination. Either party may terminate this Agreement at any time and for any reason upon at least thirty (30) days prior written notice to the other party. To the extent

reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

3.3 Independent Contractor. In the performance of the obligations under this Agreement, it is mutually understood and agreed that School and School's instructors are at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School or Hospital and School's instructors an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students or School's instructors. Such benefits not covered include, but are not limited to salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement and neither School, instructors, nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself, its instructors or its students and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School, its instructors or its students are determined to be employees of Hospital.

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

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

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

4. GENERAL PROVISIONS

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

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

4.3 Compliance. School acknowledges and agrees to abide by Hospital's Corporate Responsibility Program ("CRP") and acknowledges that copies of the policies, procedures and handbooks describing the CRP are available to School and School's students. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit and inappropriate referrals. School hereby agrees, that it shall promptly report any regulatory compliance concerns either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (866-913-0275). Failure to abide by the CRP compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

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

4.5 Non-Discrimination. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

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

If to Hospital: St. Jude Medical Center
101 E. Valencia Mesa Drive
Fullerton, CA 92835
Attn: Chief Financial Officer

If to School: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
Attn: Vice Chancellor, Business Operations &
Fiscal Services

4.7 Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

Signature page to follow.

**St. Jude Medical Center
"HOSPITAL"**

By: Ed Salvador
Title: Chief Financial Officer
Date: _____

**Rancho Santiago Community College District
"SCHOOL"**

By: _____
Printed Name: Peter J. Hardash
Title: Vice Chancellor
Business Operations & Fiscal Services
Date: _____

CLINICAL TRAINING AFFILIATION AGREEMENT

(Without School Instructor on Hospital Premises)

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of October 8, 2011 or the execution of the Agreement by both parties (the "Effective Date") by and between St. Jude Medical Center ("Hospital"), and Rancho Santiago Community College District ("School").

RECITALS

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

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

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

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

AGREEMENT

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

1. RESPONSIBILITIES OF SCHOOL

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

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

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

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

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

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

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

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

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

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

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

evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

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

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

2. RESPONSIBILITIES OF HOSPITAL

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

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

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

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

2.5 Patient Care. Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, School and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

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

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

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

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

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

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

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term of this Agreement shall commence as of the Effective Date and shall continue for two (2) year(s) unless terminated sooner as provided herein.

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

3.3 Independent Contractor. In the performance of the obligations under this Agreement, it is mutually understood and agreed that School is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither

School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Hospital.

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

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

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

4. GENERAL PROVISIONS

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

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

4.3 Compliance. School acknowledges and agrees to abide by Hospital's Corporate Responsibility Program ("CRP") and acknowledges that copies of the policies, procedures and handbooks describing the CRP are available to School and School's students. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit and inappropriate referrals. School hereby agrees, that it shall promptly report any regulatory compliance concerns either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (866-913-0275). Failure to abide by the CRP compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

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

4.5 Non-Discrimination. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual

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

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

If to Hospital: St. Jude Medical Center
101 E. Valencia Mesa Drive
Fullerton, CA 92835
Attn: Chief Financial Officer

If to School: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
Attn: Vice Chancellor, Business Operations & Fiscal Services

4.7 Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

St. Jude Medical Center
“HOSPITAL”

By: Ed Salvador
Its Chief Financial Officer
Date: _____

**Rancho Santiago Community College District
"SCHOOL"**

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: _____
Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College

| | | |
|---------|---|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Receive for First Reading - SAC Midterm Report on Accreditation | |
| Action: | Information | |

BACKGROUND

Santa Ana College has prepared a Midterm Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. The Midterm Report will be submitted to the ACCJC in mid-October.

ANALYSIS

The Midterm Report is presented to the Board of Trustees for a first reading. The second reading and request for approval will be on October 10, 2011.

RECOMMENDATION

This item is provided for information only – first reading.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | None | Board Date: September 26, 2011 |
| Prepared by: | Linda D. Rose, Ed.D., Vice President of Academic Affairs | |
| Submitted by: | Erlinda J. Marintez, Ed.D., President, Santa Ana College | |
| Recommended by: | Dr. Raúl Rodríguez, Chancellor, RSCCD | |

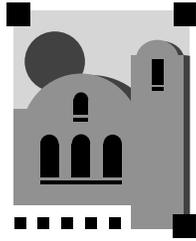
Santa Ana College

MIDTERM REPORT

October 15
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SANTA ANA COLLEGE

Midterm Report October 15, 2011

Submitted by:

**Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706-3398
www.sac.edu**

To:

**The Accrediting Commission
for Community and Junior Colleges
of the Western Association of
Schools and Colleges**

ACKNOWLEDGMENTS

Final Content Preparation/Document Preparation/Editing: Bonita Nahoum Jaros, Ph.D.

Desktop Publisher: David Styffe

Assistants in Document Preparation: Geni Lusk, Executive Secretary, Administrative Services;
Shannon Jackson, Executive Secretary, Student Services

Electronic Document Access: Hang Le, Administrative Secretary

Printing: RSCCD Publications Department

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James Kennedy, Interim Vice President, School of Continuing Education (Retired August 2011)

Bonita Nahoum Jaros, Ph.D., Accreditation Liaison Officer

Kennethia Vega, Assistant to the President

Santiago Canyon College

Juan Vázquez, President

Aracely Mora, Ed.D., Vice President Academic Affairs; Accreditation Liaison Officer

John Weispfenning, Ph.D., Dean of the Library and Division of Arts, Humanities & Social Sciences

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STATEMENT OF REPORT PREPARATION

After the ACCJC Team Visit of October 20-23, 2008, Santa Ana College received an *Evaluation Report* dated November 26, 2008, inclusive of commendations and recommendations for the college. Succeeding that report, Santa Ana College was issued the official Commission disposition in a letter dated February 3, 2009: **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, were addressed in the *Follow-Up Report*, which was followed by a two-member team visit on November 17, 2009. On January 6-8, 2010, the Commission took the following action for Santa Ana College: "...to accept the report, **remove Warning**, and reaffirm accreditation, with a requirement that Santa Ana College complete a Follow-Up Report" by October 15, 2010 addressing *District Recommendation 1*, related to integrated planning processes and budget. After receipt and scrutiny of the *Follow-Up Report* dated October 15, 2010, at the January 11-13, 2011 meeting, the Commission took the following action for Santa Ana College: "The Commission notes that Santa Ana College has resolved the issue noted in District Recommendation 1 from the 2008 comprehensive evaluation team on evaluating planning processes including integration of technology, staffing, and facilities master plans to ensure the budget is used as planning tool to achieve strategic goals." The required *Midterm Report*, due October 15, 2011, must address all seven recommendations of the 2008 ACCJC *Evaluation Report*, three for the college, four for the district.

Since the Rancho Santiago Community College District is a two-college district, the sister institution of Santa Ana College, Santiago Canyon College, also underwent an ACCJC site visit October 20-23, 2008. Santiago Canyon College was also issued a **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, were also addressed in the Santiago Canyon College *Follow-Up Report*. At the January 6-8, 2010 meeting of the Commission, SCC received the same disposition and requirement to address a parallel, but not identical, recommendation, *District Recommendation 3*, related to integrated planning and budget processes, in a *Follow-Up Report* also due October 15, 2010. At the January 11-13, 2011 meeting, the Commission took the following action for Santiago Canyon College: "The Commission notes that Santiago Canyon College has addressed the issue in District Recommendation 3 from the 2008 comprehensive evaluation team on evaluating planning processes including integration of technology, staffing, and facilities master plans to ensure the budget is used as a planning tool to achieve strategic goals." The *Midterm Report* for Santiago Canyon College should address one college recommendation and four district recommendations, three exactly the same as Santa Ana College and one parallel to the recommendation of Santa Ana College. As a result, each college continued to coordinate with the other, conferring together with the RSCCD Chancellor as needed. The District Budget Allocation and Planning Review Committee (BAPR), which has membership from both colleges as well as the district, continued to play a role in addressing the district recommendation related to planning and budget issued to both colleges and in receiving reports related to all the district recommendations.

College Responses and Response to Internal Plans of the Institutional Self Study 2008

At the September 22, 2010 and October 13, 2010 meetings of the Santa Ana College Institutional Effectiveness and Assessment Committee (IE&A), it was recommended that the process of writing the *Midterm Report* and of collecting documentation be as follows:

- A. The IE&A Committee will create timelines and ascertain that timelines are followed, documents are collected and all stakeholders are well informed of processes and outcomes. Most administrators of the IE&A Committee serve on the SAC President's Cabinet and other participatory governance committees; faculty and classified staff on the committee serve in Academic Senate and/or participatory governance leadership roles. As such, members of the IE&A also attend the District Human Resources Committee, the District Facility Planning Committee, the District Technology Advisory Group (TAG), and BAPR, which receives all district plans and has an ongoing item on the agenda to address the *Accreditation Report*. In addition, the IE&A is a consensus group. The chair of IE&A, who also serves as the Accreditation Liaison Officer (ALO), continually confers with the President of Santa Ana College and the ALO of SCC on all responses including the common District Responses.

Members of the Institutional Effectiveness and Assessment Committee with District and College Participatory Governance Group Affiliation:

Cecilia Arriaza, CSEA Representative (as of July 2011)

Carol Comeau, Dean of Science, Mathematics & Health Sciences: Member Teaching Learning Committee (as of August 2011)

Paul Foster, Vice President Administrative Services: Member SAC President's Cabinet; Member BAPR; Member BAPR Workgroup; Member District Facility Planning Committee; Co-Chair SAC Facilities Committee; Co-Chair, SAC Planning & Budget Committee; Member SAC Environmental Workgroup; Co-Chair SAC Safety and Security Committee; Member ADA Subcommittee; Member SAC Facilities Master Plan Subcommittee; Member Emergency Preparedness Subcommittee.

Norman Fujimoto, Vice President, Academic Affairs: Member President's Cabinet; Member SAC College Council; Member BAPR; Member District Human Resources Committee; Member District Technology Advisory Group; Member District Enrollment Management Committee (Retired August 2011)

Paula Garcia, CSEA Representative (through April 2011)

Raymond Hicks, Professor of ESL: President-Elect Academic Senate, SAC (President as of 7/11): Co-Chair BAPR; Member District Facility Planning Committee; Member BAPR Workgroup; Co-Chair SAC Facilities Committee

Bonita N. Jaros, Ph.D., IE&A Coordinator, **Chair:** Accreditation Liaison Officer, SAC; Alternate Member BAPR; Chair, Teaching Learning Committee (TLC); Chair, Curriculum and Instruction Council (Committee of the Academic Senate)

James Kennedy, Interim Vice President, School of Continuing Education (as of August 2011): Member President's Cabinet; Member SAC College Council

Sara Lundquist, Ph.D., Vice President, Student Services: Member President's Cabinet; Member SAC College Council; Co-Chair SAC Student Success Committee; Co-Chair BSI Strand A

Nga Pham, Director of Research, RSCCD: Member BAPR; Member BAPR Workgroup

Denise Phillips, CSEA Representative (as of May 2011)

Ed Ripley, Vice President, School of Continuing Education: Member President's Cabinet; Member SAC College Council; Alternate Member BAPR; Member BAPR Workgroup (Retired June 2011)

STATEMENT OF REPORT PREPARATION

Linda Rose, Ed. D., Vice President, Academic Affairs (as of August 2011): Member President's Cabinet, Member SAC College Council, Member BAPR; Member BAPR Workgroup

Sharon Whelan, Dean, Humanities & Social Sciences: Member Teaching Learning Committee; Member Curriculum & Instruction Council (Retired July 2011)

John Zarske, Professor of Mathematics: Academic Senate President, SAC (until July 2011); Member SAC College Council; Member SAC Planning and Budget Committee; Member District Human Resources Committee; Member BAPR Workgroup

The IE&A Committee determined workgroups for each college recommendation; a member of IE&A served as a facilitator/liaison for each workgroup. With regard to College Recommendation 2: Diversity Plan, President Martinez and Dr. Jaros conferred with ACCJC Vice President, Mr. G. Jack Pond, since Diversity Plans are under district aegis and SCC did not receive this recommendation. The response reflects the Commission's guidance.

District Responses

- A. An *ad hoc* district **Accreditation Oversight Group** was formed by Chancellor Raúl Rodríguez. The committee met in November 2010 to assign and coordinate the work for the district responses of the two colleges. Thereafter, the colleges coordinated as appropriate, and the college Presidents reported to Chancellor's Cabinet on a regular basis.

Membership:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD, **Chair**

Erlinda J. Martinez, Ed.D., President, Santa Ana College

Juan Vázquez, President, Santiago Canyon College

John Didion, Executive Vice Chancellor Human Resources & Educational Services, RSCCD

Nga Pham, Director of Research, RSCCD

Aracely Mora, Ed.D., Vice President, Academic Affairs; ALO, Santiago Canyon College

Bonita N. Jaros, Ph.D., IE&A Coordinator; ALO, Santa Ana College

- B. The **Budget Allocation and Planning Review Committee** (BAPR) serves as the district-wide participatory governance committee which provides information related to budget and planning for the RSCCD. BAPR receives all district-level plans for information. The BAPR Workgroup makes recommendations to BAPR. A workgroup dedicated to gathering information for the SAC and SCC district recommendation related to planning and budget integration was also formed.

Membership of the Budget Allocation and Planning Review Committee:

District:

Peter Hardash, **Co-Chair**, Vice Chancellor, Business Operations & Fiscal Services

Noemi Kanouse, Assistant Vice Chancellor, Fiscal Services (Retired February 2011)

John Didion, Executive Vice Chancellor, Human Resources & Educational Services

Steve Eastmond, Ph.D., President, FARSCCD

Marti Reiter, President, CSEA

Nga Pham, Director of Research

*Thao Nguyen, Budget Analyst

*Linda Melendez, Assistant to the Vice Chancellor, Business Operations & Fiscal Services

*Gina Huegli, Budget Analyst

* Support Staff—non-voting

Santa Ana College:

Erlinda J. Martinez, Ed.D., President

Norman Fujimoto, Vice President, Academic Affairs (Retired August 2011)

Linda Rose, Ed.D., Vice President, Academic Affairs (as of August 2011)

Paul Foster, Vice President, Administrative Services

Raymond Hicks, **Co-Chair BAPR**; President, Academic Senate (as of July 2011); Faculty Co-Chair SAC Facilities Committee

Jeff McMillan, Ph.D., Faculty Co-Chair Planning and Budget Committee

Esmeralda Abejar, Accountant

Ed Ripley, Vice President, School of Continuing Education (Alternate, Retired July 2011)

Bonita N. Jaros, Ph.D., IE&A Coordinator; ALO (Alternate)

John Zarske, Past-President, Academic Senate (as of July 2011) (frequent guest)

Santiago Canyon College:

Juan Vázquez, President

Steve Kawa, Vice President, Administrative Services

Morrie Barembaum, President, Academic Senate

Raul González del Río, Accountant

José Vargas, Vice President, School of Continuing Education

John Hernández, Ph.D., Vice President, Student Services (Alternate for Mr. Vargas)

John Smith, Faculty; Treasurer FARSCCD

Jared Kubicka-Miller, Faculty (Alternate for Mr. Smith)

- C. The Budget Allocation and Planning Review Committee Workgroup** (BAPR WG) reviews the *Budget Allocation Model* and other budget/planning issues in greater detail, as directed by BAPR. It reports regularly to BAPR and makes recommendations for action.

Membership of the Budget Allocation and Planning Review Committee

Workgroup:

Peter Hardash, **Chair**, Vice Chancellor, Business Operations & Fiscal Services, RSCCD

Paul Foster, Vice President, Administrative Services, SAC

Raymond Hicks, President, Academic Senate, SAC (frequent guest)

*Gina Huegli, Budget Analyst, RSCCD

Noemi Kanouse, Assistant Vice Chancellor, Fiscal Services, RSCCD (Retired February 2011)

Steve Kawa, Vice President, Administrative Services, SCC

Jeff McMillan, Ph.D., Faculty Co-Chair Planning and Budget Committee, SAC

*Thao Nguyen, Budget Analyst, RSCCD

RESPONSE TO DISTRICT RECOMMENDATION 1

Nga Pham, Director of Research, RSCCD

Ed Ripley, Vice President, School of Continuing Education, SAC (Retired July 2011)

José Vargas, Vice President, School of Continuing Education, SCC

John Zarske, President, Academic Senate, SAC (frequent guest)

* Support Staff—non-voting

The lead **writing team** consisted of Dr. Bonita N. Jaros (lead person for SAC), Dr. John Weispfenning (lead person for SCC), and Mr. John Didion and Ms. Nga Pham (district resources). Each response then had a workgroup as indicated within the report.

Dr. Jaros served as facilitator of a workgroup to amplify the response from the SAC and SCC *Follow Up Reports* of 2009 and 2010 regarding District Recommendation 1: Planning and Budget Integration; and College Recommendation 1: Planning and Budget integration (amplified from SAC *Follow Up Report* 2009). Dr. Mora and Dr. Weispfenning served as facilitators of a workgroup to reaffirm and update the response from the SAC and SCC *Follow-Up Reports* 2009 related to District Recommendation 2: Computer-based Student Attendance Recording System. Dr. Rodríguez drafted a response to District Recommendation 3: Communication Process between Trustees and District Employees. Mr. Didion, Ms. Pham, Dr. Mora and Dr. Jaros met to discuss District Recommendation 4: Board Self-Evaluation Processes. Mr. Didion and Ms. Pham served as a resource; Dr. Jaros and Ms. Pham organized the data and information and updated the response from the SAC and SCC *Follow-Up Reports* 2009. Dr. Martinez and Dr. Jaros worked with the Commission to develop a response to College Recommendation 2: Diversity Plan; Dr. Lundquist served as facilitator for College Recommendation 3: Communication with Classified Employees.

A timeline was established for all processes. As the committees continued their work, college-level progress was transmitted to SAC President's Cabinet, and the Presidents of the colleges also made regular reports in Chancellor's Cabinet. The Chancellor, the college Presidents, and/or the Academic Senate Presidents presented regular reports at Board of Trustees meetings. Dr. Jaros also met regularly with President Martinez, as the former utilized information from the initial draft, BAPR and BAPR Workgroup meetings, Board of Trustees meetings, and IE&A committee meetings, to create a more complete and tailored response for SAC.

As the responses to the recommendations were written, members of the respective college groups were also in regular communication. Dr. Jaros sent the minutes of the IE&A Committee meetings to the Chancellor's office as well as to each college President.

Dr. Jaros collected evidentiary documents for SAC with assistance from the office of the Vice President, Administrative Services and the office of the Vice President, Student Services. All district documents were collected by and shared between Dr. Weispfenning and Dr. Jaros for both *Midterm Reports*. When the reports were completed, Dr. Rose and Dr. Jaros edited the Santa Ana College *Midterm Report* draft in preparation for Board of Trustees approval.

The Santa Ana College President communicated broadly to the college community via InsideSAC.net in May 2011 and later with forums sponsored by the IE&A Committee on behalf of President Martinez. The forums were held at the SAC campus on August 29, 2011 and at the School of Continuing Education (CEC campus) on August 30, 2011. The SAC President also sent out regular email communication, *Notes from the President*. The final draft version of the *Midterm Report* was posted on InsideSAC.net for the college

RESPONSE TO DISTRICT RECOMMENDATION 1

community to review, and feedback was referred to Dr. Jaros. The IE&A Committee met for final review on August 24, 2011. The report was approved by President's Cabinet and College Council on August 31, 2011. The document was then presented to Chancellor's Cabinet for approval and BAPR for information.

The *Midterm Report* was submitted to the Board of Trustees for first reading on September 26, 2011. The Board of Trustees approved the *Midterm Reports* of Santa Ana College and Santiago Canyon College on October 10, 2011.

Respectfully Submitted,



Erlinda J. Martinez, Ed.D., President, Santa Ana College

Note: There are no Substantive Changes in *Progress, Pending, or Planned* at this time.

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 1 PLANNING & BUDGET INTEGRATION

The Team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of this integration, the team recommends that the allocation model for resources be based on the plans, program reviews and the sustainability of the planning process and that outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3.a, IV.B.3.b)

Workgroup:

John Didion, Executive Vice-Chancellor Human Resources & Educational Services, RSCCD

Paul Foster, Vice President, Administrative Services, Santa Ana College

Peter Hardash, Vice-Chancellor, Business Operations & Fiscal Services, RSCCD

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Nga Pham, Director of Research, RSCCD

I. Preparation and Coordination for the Midterm Report:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting of January 6-8, 2010, reviewed the *Follow-Up Report* submitted October 2009 by Santa Ana College and the report of the evaluation team which visited Tuesday, November 17, 2009. The Commission took action to accept the report, remove **Warning** and reaffirm accreditation with the requirement that SAC complete a *Follow-Up Report* addressing **District Recommendation 1**, due October 15, 2010. In January 2011, the Commission took action to accept SAC's *Follow-Up Report*. This *Midterm Report* is therefore an update from the *Follow-Up Report* submitted October 15, 2010.

The District Accreditation Oversight Group, chaired by Chancellor Raúl Rodríguez, met on November 2, 2010 to discuss the accreditation status of Santa Ana College and Santiago Canyon College and to prepare for the *Midterm Reports* due October 2011. A plan was established for the Santa Ana College and Santiago Canyon College common district responses (DR1.1—District Accreditation Oversight Group Notes, 11-02-10). Workgroups were formed to create responses to each recommendation and a timeline was established (DR1.2—Timelines Midterm Report 2011).

Since the college's submission of the *Follow-Up Report* to the Commission in October 2010, the faculty, staff and administration have continued to evaluate and improve the planning process through both district and college participatory governance groups, as detailed below.

II. Evaluation of Planning Processes: The Board of Trustees, the District, the College (Standards I.A.1; I.A.2; I.A.3; I.A.4; I.B.4; I.B.6; II.A.1; II.A.2.f; III.D.3 (f))

A. Board of Trustees Planning Retreat

On February 1, 2010, the Board of Trustees held its Annual Planning Retreat (DR1.3—BOT Minutes, 02-01-10). Based upon a recommendation developed as part of the October 2009 *Follow-Up Report*, this Annual Planning Retreat was moved from summer to February in order to afford the trustees an opportunity to develop and/or reaffirm their annual vision and district goals prior to the development of the district’s budget for the 2010-11 fiscal year (DR1.4—BOT Vision Statement and Goals 2010). At that retreat, the trustees reviewed the *Accountability Reporting for the Community Colleges* (ARCC) data for both colleges, as well as the district’s internal report, *12 Measures of Success* (DR1.5—12 Measures of Success).

The trustees also reviewed the current Budget Allocation Model as well as the timeline and process for the development of the 2010-2011 budget (DR1.6—RSCCD Budget Allocation Model; DR1.7—District Planning and Budgeting Timelines 2010-2011; DR1.8—BOT Minutes 07-26-10; DR1.9—BOT Self-Evaluation Timeline for 2010; DR1.10—District Planning Timelines 2010-2012; DR1.11a,b—BP 9022, BP 9022.5). As per BP 9022 (Board of Trustees Self Evaluation) and 9022.5 (Board of Trustees Annual Evaluation of District Goals), the Board of Trustees self-evaluation meeting was held November 8, 2010, and the self-evaluation process followed a designated timeline (DR1.12—BOT Self-Evaluation Meeting Minutes, 11-08-10).

Subsequently, to remain in compliance with BP 9022.5, the Board of Trustees annual planning retreat to review the District’s Vision and Goals for 2010-2011 and approve the Vision and Goals 2011-2012 was held on February 7, 2011 (DR1.13a—BOT Planning Retreat Agenda 02-07-11; DR1.13b—BOT Planning Retreat Minutes 02-07-11). Prior to approval of the Vision and Goals, the Board received the annual information about *Accountability Reporting for the Community Colleges* (ARCC) data for both colleges as well as the district’s internal report, *12 Measures of Success* (DR1.14—ARCC 2010; DR1.5—12 Measures of Success). At this meeting, there was also a review of progress toward the 2010-2011 Vision and Goals (DR1.13b Minutes BOT 02-07-11).

In addition, a community survey was conducted in January 2011 regarding the District’s Vision and Goals. The results were presented to the trustees at the annual planning meeting of February 7, 2011 prior to the trustees’ consideration of goals for 2011-2012 (DR1.15—Community Survey Instrument, Distribution List and Results). Results of an internal survey of the trustees’ assessment of board effectiveness was also reviewed (DR1.16—BOT Internal Survey and Results).

B. District-Level Integrated Planning

B.1 Strategic Plan

Shortly after his arrival to the district in August 2010, Chancellor Raúl Rodríguez identified the need for the district to develop a district-level strategic plan to integrate district-level planning efforts with the colleges’ budget and planning and to strengthen the already-existing college-level *Strategic Plans* of Santa Ana College and Santiago Canyon College. Two consultants from the *Community College Brain Trust*, Darroch Young, retired Chancellor of the Los Angeles Community College District, and Eva Conrad, retired President of Moorpark College, assisted

RESPONSE TO DISTRICT RECOMMENDATION 1

the district in that process during March through May 2011. The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the Colleges/District. Responses were compiled into seven strategic directions to guide college and district planning (DR1.17a—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11; DR1.17b—Planning Retreat Materials 05-06-11).

These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (DR1.17a—Strategic Planning Retreat Agenda —Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the district. The participants broke into four smaller groups and developed recommended steps and a sequence for a planning cycle, explicating each district goal with objectives, responsible party and timelines.

In addition, a new planning cycle was developed to integrate the various district and college plans (DR1.18—Strategic Plan 2011-2013 Draft—RSCCD Annual Planning Design—“limacon” p1).

The four versions created at the April 8, 2011 meeting were subsequently merged into one, and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat held on Friday, May 6, 2011 to refine the work begun at the April 8, 2011 retreat (DR1.19—Strategic Planning Retreat Agenda 05-06-11). The participants also reviewed potential strategic directions for the district that were drafted at the first planning session, as well as a list of potential metrics that were developed for each of the District’s eight goals. To assist the four break-out groups in developing a more comprehensive assessment plan, a document was created by a workgroup of district and college representatives designated by the Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal (DR1.20—District Goals Measurement Document). The strategic directions identified by each group formed the basis for the district’s *Strategic Plan*. The plan was presented to the Board of Trustees for information (DR1.18—RSCCD Strategic Plan 2011-2013 (Draft); DR1.21—BOT Docket, 07-25-11: Update on District Vision Statement and Goals for 2011-2012; DR1.22—BOT Minutes, 07-25-11). The draft was then vetted at the colleges for further input (DR1.23—SAC College Council Minutes, 08-10-11; DR1.24—IE&A Minutes 08-24-11).

The following SAC personnel participated in the Strategic Planning Retreats:

Irene Arrellano, Student

Steve Eastmond, President, Faculty Association of Rancho Santiago Community College District; Member BAPR

Paul Foster, Vice-President, Administrative Services

Norm Fujimoto, Vice President, Academic Affairs; Member President’s Cabinet; Member SAC College Council; Member BAPR; Member District Human Resources Committee; Member District TAG; Member District Enrollment Management Committee

Janet Grunbaum, CSEA Representative

Marti Guerra, Continuing Education Faculty Association

Raymond Hicks, President-Elect, Academic Senate; Co-Chair Facilities Committee; Professor of English

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer

Cherylee Kushida, Coordinator Distance Education

Sara Lundquist, Ph.D., Vice President, Student Services; Co-Chair Student Success Committee; Co-Chair BSI Strand A

Erlinda J. Martinez, Ed.D., President, Santa Ana College

Monica Porter, Secretary/Treasurer Academic Senate; Member SAC College Council; Associate Professor/Coordinator Speech Language Pathology Assistant Program

Ed Ripley, Vice-President, School of Continuing Education

Christina Romero, Foundation Director, Member SAC College Council

Evelyn Sanchez, Student

Sean Small, CSEA Representative; Member SAC College Council

John Zarske, President Academic Senate, Member SAC College Council; Professor of Mathematics

The *RSCCD Strategic Plan*, developed as a result of that effort, will provide the trustees and the entire district/college community with a theoretical framework to guide and inform future planning efforts (DR1.18—RSCCD Strategic Plan 2011-2013—Draft).

B.2 Budget and Planning

The District Budget Allocation and Planning Review Committee (BAPR) serves as the participatory governance committee dedicated to planning and budget synchrony between and among the colleges and district. BAPR, as well as the District Council, which is the Chancellor's forum for district-wide participatory governance, discussion and action, received reports related to the progress of the *Midterm Report*, with particular emphasis on the budget and planning recommendations for the district and the colleges. This reportage is the result of one of the recommendations of the Accreditation Oversight Committee 2010 to strengthen the planning aspects of BAPR (DR1.25—Minutes Oversight Committee, 03-15-10).

As a result of 2010 Oversight Committee recommendations, the following ongoing changes were made:

1. Commencing February 2010, there has been a standing accreditation item at BAPR (DR1.26a—BAPR Minutes 02-24-10; DR1.26b—BAPR Minutes 05-26-10; DR1.26c—BAPR Minutes 07-28-10; DR1.26d—BAPR Minutes 09-15-10; DR1.26e—BAPR Minutes 11-10-10; DR1.26f—BAPR Minutes 12-08-10; DR1.26g—BAPR Minutes 01-19-11; DR1.26h—BAPR Minutes 05-04-11).
2. The Human Resources Committee is convened bi-annually and results are reported to BAPR (DR1.27—2010 Oversight Committee Minutes 03-30-10).

RESPONSE TO DISTRICT RECOMMENDATION 1

3. New updates of the *RSCCD Strategic Technology Plan 2010-2011* and *RSCCD Strategic Technology Plan 2011-2012* were presented to BAPR prior to development of Budget Assumptions (DR1.26g—BAPR Minutes 01-19-11).
4. A chart was created to explicitly demonstrate planning/budget integration: *District and College Participatory Governance Planning and Budget Processes Chart* (DR1.28). This chart serves to complement existing charts (DR1.29—RSCCD Planning and Budget Integration Processes Chart; DR1.27—Oversight Committee Minutes 03-30-10; DR1.30—District and College Participatory Governance Guidelines Manual; DR1.31—SAC Participatory Governance Schedule).

At the May 25, 2011 meeting of BAPR, it was also suggested that a Planning Workgroup of BAPR be formed in order to link all district planning groups continually (i.e., Technology Advisory Group (TAG), District Facility Planning Committee, and the Human Resources Committee) (DR1.32a—BAPR Minutes, 05-25-11; DR1.32b—BAPR Minutes, 06-08-11). At the June 8, 2011 meeting, however, it was recommended that instead of developing a sub-group apart from the BAPR WG, a few persons dedicated to planning at the colleges be added to the workgroup and that the workgroup would designate BAPR WG to work on specific tasks as needed. For example, the persons working on the SB361 model will continue to work on it separately. Others dedicated to oversight of the *RSCCD Strategic Plan* would work separately as well. Prior to making any recommendation to BAPR, however, the entire workgroup will come together for discussion. This will assure alignment of planning and budget and will insure that planning drives budget. Since BAPR has broad membership, the recommendation will continue to be properly vetted among district and college representatives who are also members of TAG, the District Facility Planning Committee, and the District Enrollment Management Committee (DEMC). It will then be approved by BAPR prior to sending a recommendation to the Chancellor (DR1.32b—BAPR Minutes 06-08-11; DR1.33—BAPR Agenda, 09-07-11).

Therefore, BAPR serves as a district-wide integrative liaison group for all district planning efforts prior to District Council approval of recommendations (DR1.34 RSCCD Strategic Technology Plan 2011-2012; DR1.28—District and College Participatory Governance Planning and Budget Processes Chart). For example, the Technology Advisory Group presented the 2011-2012 *Strategic Technology Plan* at the January 19, 2011 BAPR meeting, and it was unanimously approved (DR1.26g—BAPR Minutes 01-19-11).

To keep the college informed about district-level decisions related to budget at BAPR, SAC representatives of BAPR are also members of the SAC Planning and Budget Committee. In addition, Chancellor Raúl Rodríguez and Vice Chancellor, Business Operations & Fiscal Services, Peter Hardash have taken an active role in keeping the college community apprised of state and local budget issues by coming directly onto the SAC and SCC college campuses. An open budget forum at Santa Ana College as well as the Centennial Education Center was conducted in April 2011. Topics discussed were the 2011-2012 governor's proposed budget and the SB 361 budget model, which would serve as a model for BAM modification (DR1.35a—SAC Budget Forum Handouts, 04-05-11; DR1.35b—CEC Budget Forum Handouts, 04-12-11).

**B.2.a Review of the Budget Allocation Model:
(Standards III.D.1; III.D.2; III.D.3; IV.B.3 (b))**

On February 24, 2010, the Accreditation Oversight Committee discussed its action plan with the Budget Allocation Planning and Review (BAPR) Committee (DR1.26a—BAPR Minutes 02-24-10). BAPR has been the district’s participatory governance committee charged with making final recommendations to the Chancellor after formulating budget assumptions, reviewing budget projections, and developing district procedures relevant to budget and funding issues.

2010-2011 BAPR Membership

| SANTA ANA COLLEGE | SANTIAGO CANYON COLLEGE | DISTRICT |
|--------------------------------------|-------------------------|---|
| Erlinda Martinez | Juan Vázquez | Peter Hardash |
| Norman Fujimoto (until Aug. 2011) | Steve Kawa | John Didion |
| Linda Rose (as of Aug. 2011) | Jose Vargas | Marti Reiter |
| Paul Foster | Raul Gonzalez del Rio | Steve Eastman |
| Esmeralda Abejar | Morrie Barembaum | Nga Pham |
| Ray Hicks | John Smith | Sean Small** |
| Jeff McMillan | John Hernandez* | Vacant |
| Bonita Jaros* | Jared Kubicka-Miller* | ** - Alternate for Marti Reiter only |
| Ed Ripley* | | |
| * - Alternate | | |

To amplify the mission of BAPR, the Oversight Committee made a recommendation to include accreditation as a standing agenda item for BAPR; this was approved (DR1.26a—BAPR Minutes, 02-24-10). In addition, it was recommended to have BAPR be the central committee which would receive all planning documents, in addition to budget documents, prior to District Council review (DR1.26a). Within the same discussion, the imperative to demonstrate concrete linkages between budget and planning was reaffirmed (DR1.26b-j—BAPR Minutes, 05-26-10; BAPR Minutes, 06-09-10; BAPR Minutes, 07-28-10; BAPR Minutes, 09-15-10; BAPR Minutes, 11-10-10; BAPR Minutes, 12-08-10; BAPR Minutes, 01-19-11; BAPR Minutes, 02-23-11; BAPR Minutes, 03-16-11; BAPR Minutes, 05-04-11).

A workgroup comprised of members of the Budget Allocation and Planning Review Committee (BAPR WG) continued to evaluate the current *Budget Allocation Model* and explore alternative models (DR1.36a-i—BAPR Workgroup Notes F10 and S11). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula is under development. This revised allocation model will provide greater operational discretion and flexibility to the colleges, which will facilitate the linkage of college planning priorities to budgetary allocations. A regular report of the BAPR Workgroup was then made at each BAPR meeting (DR1.26a-j; DR1.32a,b; DR1.33—BAPR Agenda, 09-07-11).

The membership of the BAPR Workgroup is comprised of membership from the district as well as the two colleges. Each segment is expected to make regular reports at the college level through the respective participatory governance bodies. At Santa Ana College this includes

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College Council, the Planning and Budget Committee, the Institutional Effectiveness and Assessment Committee (IE&A), the Academic Senate, and CSEA.

Representatives from Santa Ana College attend the Budget Allocation and Planning Review Workgroup (BAPR WG). While the primary focus of Workgroup meetings for 2010-2011 has been evaluating the current district's budget allocation model, commencing July 2011, it was recommended the planning role of the BAPR WG be reinforced. There is consideration of Workgroup expansion to include persons who specialize in planning at the district and colleges. Dedicated specific budget and planning projects would therefore continue to be assigned to this group by BAPR. BAPR WG would continue to prepare a body of work for BAPR review.

2010-11 BAPR Workgroup Membership

| SANTA ANA COLLEGE | SANTIAGO CANYON COLLEGE | DISTRICT |
|--------------------------------------|-------------------------|-----------------|
| Paul Foster | Steve Kawa | John Didion** |
| Jeff McMillan | Jose Vargas | Peter Hardash |
| Linda Rose (as of August 2011) | Morrie Barembaum* | Thao Nguyen |
| Norm Fujimoto (retired July 2011) | | Nga Pham |
| Jim Kennedy (as of August 2011) | | Gina Huegli |
| Ed Ripley (retired June 2011) | | Steve Eastmond* |
| Ray Hicks* | | |
| John Zarske* | | |

*Frequent Guest

(Note: After a recommendation to expand BAPR WG is approved by BAPR and approved by the Chancellor, membership will be amplified for 2011-2012)

The BAPR Workgroup considered college-level concerns and also reviewed the models of 13 other multi-college districts (DR1.37—BAPR WG Notes, 07-14-10). The Santa Ana College Planning & Budget Committee forwarded concerns to the workgroup as follows:

- Colleges need more flexibility determining how to utilize dollars particularly with fixed/discretionary cost allocations.
- Transparency in the BAM: We need to have a clear understanding of how and why resources are allocated to the cost centers. There needs to be a flexible plan or formula for allocation of resources.
- A clear understanding of fixed costs vs. discretionary costs: How and when funds can move from discretionary to fixed and vice versa?
- As an incentive to save, colleges should be able to keep budget savings from year-to-year. Ending balances should be monitored because they should not be able to grow infinitely. There needs to be a balance between the District taking everything at the end of the year and colleges infinitely keeping everything.

- BAM needs to be perceived as a plan that fairly and equitably distributes resources.
- We need a definition and plan for annually reviewing the BAM.
- There needs to be a special account set up for payment of banked leave.

After consideration of all concerns, a list of issues for annual review was agreed upon. It includes:

- Fixed costs to each cost center by looking at FTES distribution, high cost programs and equitable service costs
- Relative cost of programs
- District operations, annual percentage distribution, and the centralized services provided to the colleges, itself, and the community
- Cost Centers that include SAC/SCC/DO
- Hiring needs that would impact other locations and long-term implications
- General fund as well as discretionary fund review

BAPR Workgroup recommendations relating to *General Model Guidelines* and *Allocation Process of the Budget Allocation Model* were presented to BAPR on July 28, 2010 (DR1.37—BAPR WG Notes, 07-14-10; DR1.26c—BAPR Minutes, 07-28-10). Since all the ramifications of operationalizing the recommendations required further dialogue at the college level, this item was brought to the appropriate participatory committees and then discussed again at the August 2010 BAPR meeting. The Workgroup continued refining the details of the recommendation throughout the 2010-2011 fiscal year (DR1.38—BAPR WG Notes, 08-11-10).

On October 6, 2010, Workgroup members learned that the Contra Costa Community College District adopted a new revenue allocation model due to a gap between revenue and expenditures identified during a self study. Contra Costa transitioned to an SB361 funding model that applies revenues to campuses based on the information provided on Exhibit C of the California Community Colleges Apportionment Report. The RSCCD budget has become disproportionate in recent years due to retirements that occurred during the District's mandatory hiring freeze. Therefore, a proposal is being formulated that there be no fixed or discretionary costs under the new SB361 Revenue Allocation Model, and that each college have full control of their respective budgets. It is projected that this will eliminate problems the colleges have experienced with fixed costs under the current RSCCD Budget Allocation Model. (DR1.36a—BAPR Workgroup Notes, 10-06-10).

Workgroup members reviewed a SB361 revenue allocation simulation that was developed using the Contra Costa CCD Budget Allocation Model at the December 1, 2010 BAPR WG meeting. The Vice-Chancellor, Business Operations & Fiscal Services, showed where numbers on the allocation model appear on Exhibit C of the California Community Colleges Apportionment Report. The Workgroup reviewed the Contra Costa Community College transition plan to an SB361 revenue allocation model. The Workgroup agreed to move the recommendation to the full BAPR committee to change the district budget allocation model to the new SB361 Revenue Allocation Model. A complete plan, including a transition plan to identify the mechanics and intermediary steps is under consideration (DR1.36b—BAPR Workgroup Notes, 12-01-10).

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In January 2011, Workgroup members thoroughly examined the list of expense accounts and discussed issues that could potentially arise if a new SB361 budget allocation model is adopted. Allocations, long-term planning, and accountability for the District Office and district-wide expenses have yet to be determined (DR1.36c—BAPR-Workgroup Notes, 01-05-11).

At the February 2011 meeting, Workgroup members received an SB361 Simulation of the actual 2009-2010 revenue and expense showing that both colleges and the district had positive ending balances. The BAPR WG agreed unanimously to proceed with the new model through spring and fall 2011. At the March 9, 2011 meeting, the Workgroup will formulate a recommendation for the Chancellor, demonstrating why the district should move to the new model. The Revenue Allocation Simulation shared with the two Academic Senates was distributed and discussed, reinforcing the transition to the new allocation model. The Workgroup formulated assumptions for the 2011-2012 tentative budget for the full committee to review (DR1.36d—Budget Allocation and Planning Review Committee-Workgroup Notes, 02-09-11 ; DR1.36e—BAPR Workgroup Notes, 03-09-11). Several questions have arisen, which has caused the Chancellor and BAPR to direct the BAPR WG to further investigate the ramifications and impact the new model would pose. It was agreed that averting potential problems is prudent. Analysis of specific SB361 guidelines, reserve responsibilities, and the advantages and disadvantages of the new budget allocation model continued from April through June 2011 (DR1.36f-i BAPR WG Notes, 04-06-11, 04-13-11, 05-11-11, 06-01-11).

With regard to specific SB361 guidelines, these were discussed at the April 6, 2011 BAPR WG meeting. Members analyzed each academic expense line and identified the expenditure and budget responsibilities for academic salaries and related costs (DR1.36f—Budget Allocation and Planning Review Committee-Workgroup Notes, 04-06-11). Budget Allocation discussions continued at the April 13, 2011 Workgroup meeting. Budget and reserve responsibilities under the new model were discussed, and questions about the Contra Costa model were also discussed (DR1.36g—Budget Allocation and Planning Review Committee-Workgroup Notes, 04-13-11).

Concerns about the new budget allocation model were further analyzed at the May 11, 2011 BAPR WG meeting. An RSCCD SB361 Revenue Allocation Model document will be developed to present arguments for moving to a new model with advantages and disadvantages regarding the new model (DR1.36h—Budget Allocation and Planning Review Committee-Workgroup Notes, 05-11-11).

Discussion of expenditure and budget responsibilities continued at the June 1, 2011 BAPR WG meeting. SAC faculty members volunteered to assist in the writing of the SB361 model (DR1.36i—Budget Allocation and Planning Review Committee-Workgroup Notes 06-01-11). Therefore, the BAPR WG continued analysis of the SB361 model through the summer 2011 and will continue through fall 2011 (DR1.39—BAPR Workgroup Notes 08-10-11).

Regarding budget assumptions, tentative budget and budget development, the Vice Chancellor of Budget Operations & Fiscal Services led discussion at each BAPR meeting as well. At each Board of Trustees meeting during spring 2010, the Vice Chancellor of Business Operations & Fiscal Services presented an update on the state budget situation and its implications for the development of the RSCCD budget (DR1.40a-i—Budget Updates to BOT).

On March 24, 2010, BAPR completed its review of *Budget Assumptions* and recommended assumptions for the development of the *RSCCD 2010-2011 Tentative Budget* to the Chancellor. Those assumptions were accepted by the Chancellor without modification and were approved by the Board of Trustees on April 12, 2010 (DR1.26f—BAPR Minutes, 03-24-10; DR1.41—BOT Minutes, 04-12-10).

Likewise, at each Board of Trustees meeting during the 2010-11 fiscal year, the Vice Chancellor of Business Operations & Fiscal Services presented an update on the state budget situation and its implications for the development of the RSCCD budget (DR1.40a-i—BOT Budget Updates). This not only kept the Board apprised of the latest state budget updates, but the fiscal implications for the RSCCD. For example, after the May Revise, projected state revenue numbers changed, which impacted the level of potential budget reductions required throughout the district. Prior fiscal measures initiated by the district have resulted in an increasing general fund balance, thus keeping the district fiscally sound (DR1.42a—RSCCD Budget Assumptions 2011-2012; DR1.42b—RSCCD Tentative Budget 2011-2012).

On May 4, 2011, BAPR completed its review of *Budget Assumptions* and recommended the assumptions for the development of the *RSCCD 2011-2012 Tentative Budget* to the Chancellor. Those assumptions were accepted by the Chancellor without modification and were approved by the Board of Trustees on May 23, 2011 (DR1.26j—BAPR Minutes, 05-4-11; DR1.43—BOT Minutes, 05-23-11).

B.2.b Technology, Staffing and Facilities Plans

• RSCCD Strategic Technology Plan

On April 14, 2010, the *RSCCD Strategic Technology Plan 2010-2011* was presented to BAPR after review by the District Council (DR1.44a—RSCCD Strategic Technology Plan 2010-2011; DR1.45—BAPR Minutes 04-14-10; DR1.46—District Council Minutes, 04-12-10). Following consultation with the Chancellor at the District Council, the plan was presented to the Board of Trustees on April 26, 2010, and was approved (DR1.47—BOT Minutes 04-26-10). In concert with reinforcing the planning integration role of BAPR, it was agreed that annual updates to the *RSCCD Strategic Technology Plan* will be developed and presented to BAPR prior to the approval of the annual budget assumptions so that any potential budgetary recommendations can be considered by BAPR and factored into the development of those budget assumptions. The 2011-2012 *Strategic Technology Plan* was approved by BAPR on January 19, 2011 and was reviewed by the District Council and presented to the Board of Trustees on February 22, 2011 (DR1.34—RSCCD Strategic Technology Plan 2011-2012; DR1.48—BOT Minutes, 01-18-11).

• Human Resources Staffing Plan

In fall 2010, the District Human Resources Committee met on September 22nd, and reviewed the District's staffing levels. The District had undergone significant staff reductions due to a multi-year hiring freeze and a classified/management reduction in force. The committee met twice to review data concerning the composition of the staff and status of vacant positions. The Chancellor accepted the recommendations and authorized the recruitment of 20 positions (DR1.49—District Human Resources Committee Minutes, 09-22-10). On April 20, 2011, the committee held its spring semester meeting and reviewed the progress of

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the 20 faculty recruitments. The committee also reviewed the current allocation of classified staff between the college and district office, as well as the allocation of classified staffing at the non-credit centers (DR1.50—District Human Resources Committee Minutes, 04-20-11). This committee will convene each semester to conduct a staffing review and provide staffing-related recommendations to BAPR prior to the development of the annual budget assumptions, positions due to the hiring freeze, and plans to reorganize and consolidate functions in light of the continuing financial crisis.

At the first meeting, September 22, 2010, the HR Committee also discussed faculty hiring. The committee district employment data from the last ten years (DR1.49—District Human Resources Committee Minutes, 09-22-10; DR1.51—FTF by College 2000-2009). The committee met a second time November 3, 2010 to vote and forward a recommendation to BAPR to split faculty hires between SAC and SCC according to FTES generation. SAC generates approximately 70% of the FTES district-wide, so it was recommended that SAC receive 70% of the 20 faculty being hired. SCC generates approximately 30% of the FTES district-wide, so it was recommended that SCC receive 30% of the 20 faculty being hired. BAPR approved the split and made a recommendation to the Chancellor who approved it (DR1.26e—BAPR Minutes, 11-10-10). As a result, SAC received 14 positions, and SCC received six. The committee met again on November 3, 2010 to review compliance with the fall 2010 full-time faculty obligation. The committee considered the District's need to replace 20 faculty vacancies for fall 2011 and reviewed the full-time/part-time faculty ratio at each college. As a result, the committee recommended that the 20 vacancies be allocated between the colleges based upon the current FTES ratio (70% SAC and 30% SCC). That recommendation was subsequently approved by BAPR and forwarded to the Chancellor.

In spring 2011, the HR Committee met April 20th to review the status of faculty hiring and discuss classified hiring. The committee reviewed progress of full-time faculty hiring and also discussed issues related to the operation of the district's applicant tracking system. The committee also reviewed the distribution of classified employees by site throughout the district and the allocation of classified staffing at the two non-credit centers. Due to the continued uncertainty in the state budget and the possibility of further budget cuts to RSCCD, a decision was made to continue a review of classified staffing at the fall 2011 meeting. At the fall meeting, the District's compliance with the full-time faculty obligation will also be reviewed.

• **Facilities**

District

The District Facility Planning Committee was reactivated fall 2010 and met November 2nd to review and identify district-wide facility plans (DR1.52a—District Facility Planning Committee Minutes 11-02-10; DR1.52b—District Facility Planning Committee Minutes, 12-01-10; DR1.52c—District Facility Planning Committee Minutes, 01-05-11; DR1.52d—District Facility Planning Committee Minutes, 02-09-11; DR1.52e—District Facility Planning Committee Minutes, 03-09-11; DR1.52f—District Facility Planning Committee Minutes, 04-13-11; DR1.52g—District Facility Planning Committee Minutes, 06-01-11).

2010-11 District Facility Planning Committee

| SANTA ANA COLLEGE | SANTIAGO CANYON COLLEGE | DISTRICT |
|-------------------------------|-------------------------|-----------------------------|
| Paul Foster | Steve Kawa | Peter Hardash |
| Raymond Hicks | Eduardo Cervantes | Linda Melendez |
| Sean Small | Craig Nance | Marti Reiter |
| Sue Garnett/Jim Kennedy (CEC) | Patricia Alvano | Alex Oviedo |
| | | Raúl Rodríguez (Ex Officio) |

Committee members reviewed District Participatory Governance Guidelines to validate the role of the District Facility Planning Committee as an advisory group to BAPR. Recommendations for the five-year plan, state capital outlay projects, scheduled maintenance and the hazardous material mitigation program made at the District Facility Planning Committee are forwarded to BAPR. The committee consists of 12 members, four (4) members from each site. (DR1.52a—Minutes, District Facilities Planning Committee, 11-02-10).

Project updates were discussed at subsequent District Facility Planning Committee meetings held during the 2010-2011 fiscal year (DR1.52b—Minutes, District Facilities Planning Committee, 12-01-10; DR1.52c—Minutes, District Facilities Planning Committee, 01-05-11; DR1.52d—Minutes, District Facilities Planning Committee, 02-09-11; DR1.52e—Minutes, District Facilities Planning Committee, 03-09-11; DR1.52f—Minutes, District Facilities Planning Committee, 04-13-11; DR1.52g—Minutes, District Facilities Planning Committee, 06-01-11).

College

The SAC Facilities Committee formed a Facilities Master Plan Sub-committee in October 2009 (DR1.53—Minutes, SAC Facilities Committee, 09-21-10). The Facilities Master Plan Sub-committee met to begin formulating the contents to be incorporated into the updated SAC *Facilities Master Plan* (DR1.54—Notes, SAC Facilities Master Plan Sub-committee, 10-28-09). To commence their work, the Facilities Master Plan Sub-committee met in November 2009 to review Facilities Master Plans from other community colleges (DR1.55—Notes, SAC Facilities Master Plan Subcommittee, 11-11-09).

In February 2010, HMC Architects, Inc. were contracted to assist both colleges in updating the SAC and SCC *Facilities Master Plans*. These revised plans reflect current educational master plans as well as department planning portfolios (DR1.56—Draft Santa Ana College, *Facilities Master Plan* May 2011).

The Facilities Master Plan Sub-committee was expanded and became the core group to work with HMC Architects. A series of meetings was conducted throughout spring 2010 culminating in an open forum on June 2, 2010, at which time ideas formulated in the *Facilities Master Plan* Sub-committee were conveyed to the SAC community. SAC personnel reviewed the final draft document during the summer of 2011. A special SAC Facilities Committee Meeting during was held on August 16, 2011 to review and recommend the 2011 SAC Facilities Master Plan. Facilities Master Plans for both colleges. (DR1.57—Notes, SAC Facilities Master Plan Sub-committee, 12-03-10; DR1.58—SAC Facilities Committee, 08-16-11). The Facilities Master Plans of Santa Ana College and Santiago Canyon College were approved by BAPR

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on September 7, 2011 as a recommendation for Board of Trustees approval (DR1.33—BAPR Minutes, 09-07-11).

Facilities Master Plan Sub-Committee Membership:

Paul Foster, Vice President, Administrative Services, SAC; Facilities Committee Co-Chair

Norm Fujimoto, Vice President, Academic Affairs; SAC Facilities Committee Member

Raymond Hicks, President-Elect Academic Senate; SAC Facilities Committee Co-Chair

Bart Hoffman, Dean, Human Services and Technology; SAC Facilities Committee Member

Erlinda Martinez, Ed.D., President, Santa Ana College

Nadia Lopez, President, SAC Associated Student Government

Sara Lundquist, Ph.D., Vice President, Student Services

Ed Ripley, Vice President, School of Continuing Education, SAC Facilities Committee Member

Deborah Shepley, Principal, Community College Practice Leader, HMC Architects

Sheryl Sterry, Senior Education Facilities Planner, HMC Architects

Sylvia Turner, Dean, Fine and Performing Arts Division, SAC Facilities Committee Member

The architectural firm of Westberg and White was retained by the district to begin developing planning documents for SAC College Avenue improvements and for development of the soccer field. SAC administration called a SAC Project Coordination Meeting to combine architectural efforts and to discuss plans and timelines. The first meeting took place on July 28, 2010 (DR1.59 - Notes, SAC Project Coordination Meeting, 07-28-10). The District then contracted with Facilities Planning & Program Services, Inc. to coordinate the work of both HMC Architects and Westberg and White, as well as to act as a liaison between campus and District staff and Bernards Construction Management Services. Bernards was retained by the District to oversee the construction of several Measure E Bond projects through August 2011 to assist the architectural firms in the development of plans for College Avenue improvements and the new soccer field. The SAC Project Coordination Meeting then evolved into the Phase I Master Plan Improvement Meeting and began meeting bi-monthly beginning December 3, 2010.

Attendees included:

Ron Beeler, President, Facilities Planning & Program Services, Inc.

Jerry Neve, Project Manager, Bernards Management Services

Kelvin Okino, Vice-President of Management Services, Bernards Management Services

Sheryl Sterry, Senior Education Facilities Planner, HMC Architects

Deborah Shepley, Principal, Community College Practice Leader, HMC Architects

David Luzuriaga, Principal, LTI Engineering

David Berkson, Principal, SWA

Darryl Odum, RSCCD

Alex Oviedo, District Construction Supervisor, RSCCD

Paul Foster, Vice President of Administrative Services, Santa Ana College

Ron Jones, Interim Plant Manager, Santa Ana College

The Facilities Master Plan Timeline

The *Facilities Master Plan* includes Educational Plan Analysis and Forecast; Site and Facilities Analysis; Option Development; Solution Development; and Documentation & Final Approval based on a developed set of goals (DR1.60—HMC Timeline & Goals in IE&A Minutes 03-17-10; DR1.61—HMC Architects Handout 04-13-10; DR1.62—IE&A End-of-Year Report S10, Appendix E). Specific areas that have been reviewed include: vehicle flow, paths of travel, and the main entrance to the Santa Ana campus. On June 2, 2010, representatives of HMC Architects made a comprehensive presentation of the *Facilities Master Plan* to the college community outlining the details of a long-term plan (DR1.63a-c—Selected slides from HMC PowerPoint Presentation). In addition, the President of the college is also reviewing replacement options for the Marketplace Education Center and linkage to the *Bond Measure E*. These concepts are all based on data gleaned from enrollment to inform facilities planning, and infrastructure analysis. The Board of Trustees approved the *Five Year Construction Plan* for both colleges August 23, 2010 (DR1.64a—BOT Minutes 08-23-10, Item 5.26; DR1.64b—SAC Five-Year Plan 2010-2014).

Work on these component parts of the plan have culminated in a final draft that was presented to the SAC President in June 2011. This latest version was reviewed by the SAC community during the summer of 2011 (DR1.65—SAC College Council Minutes, 08-24-11; DR1.24—IE&A Minutes, 08-24-11). A special meeting of the SAC Facilities Committee was held in late August to review the document as a group and to formally recommend the document be approved by the Board of Trustees in fall 2011 (DR1.58c—Special Meeting SAC Facilities Committee, 08-16-11).

B.2.c Tangible Budget/Planning Alignment:

- Five million dollars in expenditure reductions were made to balance the Tentative Budget 2010- 2011 (DR1.66a).
- Evidenced by the Budget Assumptions recommended by BAPR, a 3% deficit to general apportionment (approximately \$4.5) was calculated (DR1.66a—RSCCD Budget Assumptions for Tentative Budget 2010-2011).
- Complete revenue analysis was conducted related to negative COLA; no enrollment growth funding; deficit to general apportionment; additional workload measures reduction of 2%. Then total is approximately \$3 million.
- A 5% reserve was included within the budget to offset future funding deficits from the state; this has been carried over into the 2010-2011 budget (DR1.66b—RSCCD Adopted Budget 2010-2011).
- Expenditures related to salaries and increased cost of benefits was carefully calculated.
- There was a hiring freeze for three years, which was somewhat lifted spring 2011.

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- There has been an ongoing employee step and columns freeze.
- Items have been moved from discretionary to fixed costs, e.g., Blackboard
- The Technology Advisory Group (TAG) reports to BAPR and is charged with a continual replacement plan for technology.
- The statewide Workload Reduction figures have been mirrored by the RSCCD in the credit and noncredit programs. (Most reductions occurred in non-credit.)
- Within the 2009-2010 budget, funds were reallocated so there would be appropriate funding for Adjunct faculty. (This is a result of Workload Reduction.)
- A decision was made to reduce the Older Adult Program in the School of Continuing Education (SAC) and the School of Continuing Education (SCC).
- Credit and Non-Credit Matriculation funds were moved to DSPS for SAC to offset statewide cuts which could have compromised federal regulations. (DR1.40h—Budget Report to BOT 06-20-10; DR1.66b—RSCCD Adopted Budget 2010-2011)
- Budget Assumptions recommended by BAPR include a 6% workload measure reduction from general apportionment (DR1.68b—RSCCD Budget Assumptions for Tentative Budget 2011-2012).
- A 5% reserve has been included within the budget to offset future funding deficits from the State; this has been carried over into the tentative budget for 2011-2012.
- Expenditures related to salaries and increased benefit costs have been carefully calculated.
- Employee step and column advances remain suspended. In addition, one-time revenue adjustments have increased the ending balance (e.g., \$4.5 million budgeted mid-year apportionment reduction—3% budget assumption reduction); however, it is clear this is onetime funding. Given the on-going California budget crisis, RSCCD will need to utilize this reserve to cover operating costs in order to avoid further general fund reductions.
- An additional 7.5% reduction in credit courses have been reduced for fall 2011 in anticipation of a further reduction in the workload measures.

Note: The colleges' budget and planning groups will send recommendations to the BAPR Workgroup after a firm decision about BAM changes are made.

In addition, one-time revenue adjustments have increased the ending balance (e.g., \$4.5 million budgeted mid-year apportionment reduction—3% budget assumption reduction); however, it is clear this is onetime funding. With this tentative budget, RSCCD was in a good position to adjust to any additional state revenue reductions without further cuts. Absent massive funding reductions from the state, RSCCD most likely will not need any further reductions in force (except for possibly categorical and stand-alone programs). This is the result of early planning and foresight (DR1.40h—Budget Report to BOT 06-20-11). All planning/budget information has been communicated to the Board of Trustees at board meetings by the Chancellor. The Vice Chancellor of Business Operations & Fiscal Services, who also serves as co-chair of BAPR, has also communicated to the Board of Trustees through a regular budget update (DR1.40a-h) The updates include: the adjusted cycle of budget and planning; the proposed state budget updates, including enrollment growth, COLA information, categorical funding cuts, suspension of grants

such as Competitive CalGrant, state apportionment deficit, the Legislative Analyst's Report, Tentative Budget Assumptions the *May Revise*, and all other revisions. BAPR recommendations for Tentative Budget Assumptions for 2010-2011 included a \$4.1 million necessary reduction district-wide. The Tentative Budget Assumptions were approved by the Chancellor and then approved by the Board of Trustees on April 12, 2010; the Tentative Budget was approved by the Board of Trustees on June 21, 2010 as a placeholder budget in order to continue meeting district obligations as of July 1, 2010 (DR1.41—BOT Minutes 04-12-10; DR1.67a—BOT Minutes 06-21-10). The RSCCD Adopted Budget was approved on October 11, 2010 since a state budget had not been approved. (DR1.67b—BOT Minutes 10-11-10).

Moreover, this cyclical process suggests that at the conclusion of the fiscal year, the budget will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of all collectively bargained commitments
- Maintenance of the 5% unrestricted reserve
- Progress toward the Board's Vision and District Goals

In the 2010-2011 academic year, the Vice Chancellor of Business Operations & Fiscal Service communicated to the Board of Trustees through a regular budget updates (DR1.40a-h—BOT Budget Updates).

The Tentative Budget Assumptions were approved by the Chancellor and then approved by the Board of Trustees on May 23, 2011; the Tentative Budget was approved by the Board of Trustees on June 20, 2011 as a placeholder budget in order to continue meeting district obligations as of July 1, 2011 (DR1.43—BOT Minutes, 05-23-11; DR1.68a—BOT Minutes, 06-20-11; DR1.68b—RSCCD Tentative Budget Assumptions 2011-2012; DR1.68c—RSCCD Tentative Budget 2011-2012). The 2011-2012 RSCCD Budget was approved by the Board of Trustees on September 12, 2011 (DR1.68d—RSCCD Adopted Budget 2011-2012; DR1.68e—BOT Summary, 09-12-11).

Moreover, this cyclical process suggests that at the conclusion of the fiscal year, the annual budget phase will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of all collectively bargained commitments
- Maintenance of the 5% unrestricted reserve
- Progress toward the Board's Vision and Goals

There is evidence that internal college planning/budget processes function effectively at both colleges. To insure that the needs of all entities are understood and duly considered within an integrated context of the whole, analysis of the SB 361 *Budget Allocation Model* is ongoing so that there is transparency and the needs of each entity does not compete with the Vision of the Board of Trustees and District Goals. There is a commitment to continue this work, which will provide needed flexibility to the colleges and insure the Vision and Goals of the Board are met.

III. Integrated College-Level Planning

At the college level, dialogue at SAC College Council May 26, 2010 addressed the issue of how district charts are integrated into existing mechanisms at the college, how the Santa Ana College Mission is inextricably connected to program review and strategic planning, and how the IE&A Committee has reviewed program review elements (DR1.69—College Council Minutes 05-12-10; DR1.70—SAC Mission; DR1.71—Santa Ana College Planning & Budget Processes Chart; DR1.72a,b—Strategic Plan Update S10; S11; DR1.73a,b—Strategic Plan Update with Budget Analysis S10, S11; DR1.74—Program Review Documents; InsideSAC.net—Department Index for Program Review Documents; DR1.62—IE&A End-of-Year Report S10, DR1.75—IE&A End-of-Year Report S11).

Santa Ana College is dedicated to continuous improvement based on program review analysis, as is evidenced by the *Annual Department Planning Portfolio* (DPP); the Academic, Student Services, Administrative Services and President’s Cabinet Portfolio Program Review Model (DR1.74—InsideSAC.net—Department Index—Program Review; PR docs). All budget decisions, not subject to emergency decision-making, must demonstrate linkages to the DPPs and program review documents, which contain Direct-SLO Assessment as well as indirect statistical analysis (DR1.74—examples SAC.edu/Accreditation/evidence.htm; internally only: InsideSAC.net—department index—program review—Statistical Reports; DR1.73b—Strategic Plan Update with Budget Analysis S11; DR1.76a-e—SAC Planning and Budget Committee Minutes; DR1.76f—Planning and Budget Committee Agenda 10-04-11). Planning efforts and budget development are also integrated through the structure of the participatory governance model, which has the Institutional Effectiveness and Assessment (IE&A) Committee as a central participatory governance element in planning and information flow (DR1.71—Santa Ana College Planning and Budget Processes Chart; DR1.75—IE&A End-of-Year Report S11; DR1.77—Santa Ana College Participatory Governance Structure). The IE&A Committee is also responsible for Strategic Plan Updates and updating all documents in the *Educational Master Plan* (DR1.72b—Strategic Plan Update S11; DR1.73b—Strategic Plan Update with Budget/Facilities Analysis S11; DR1.78—Educational Master Plan and EMP Update S11).

On March 29, 2010, President Martinez held a *Budget Think Tank Meeting*, which included the President’s Cabinet, the Executive Committee of the Academic Senate and CSEA classified staff leadership. The agenda addressed phases of a plan to manage the fiscal crisis of the state and therefore the district and college. Indicators related to 2010-2011 and 2011-2012 were discussed, and a preliminary possible non-exclusive course of action was created (DR1.79—Budget Think Tank Agenda). Facilities planning beyond the *Bond Measure E* planning has been vitalized at the college as a result of DPP and other analysis as well as the engagement of HMC Architects. On January 18, 2011, President Martinez held another joint retreat which included President’s Cabinet, the Academic Senate Executive Committee and CSEA leadership to continue budget, facilities and governance discussions (DR1.80—Joint Retreat Agenda 01-18-11). It is the President’s determination to continue annual inter-constituency discussions.

IV. Outcomes and Communication of Budget Processes: (Standards IIA.2.f, III.D.1; III.D.2; III.D.3.a; IV.B.3 (b))

In the planning agenda of the Santa Ana College *Institutional Self Study for Reaffirmation of Accreditation*, it is stated: “The college, through its governance committees and the Academic Senate will: identify and prioritize the most serious areas of concern related to the district’s support to the college.” In this regard, change related to budget processes has been made, and the district has been responsive to college concern.

This is demonstrated by the following:

- The planning segment of BAPR was reinforced during the 2010-11 fiscal year. There is a regular accreditation report; the agenda is expanded to include planning reports (DR1. 26a-j—BAPR Minutes).
- BAPR receives documents and reports from the other participatory governance committees of the district prior to District Council approval, creating a closer integration of all planning elements and more information dissemination among the constituency groups of the colleges and district (District Strategic Technology Plan was approved—DR1.45—BAPR Minutes, 04-14-10; DR1.26g—BAPR Minutes 01-19-11).
- Receipt of changes to plans by BAPR aligns better with Tentative Budget creation.
- District participatory governance charts and documents have been updated and created; they have been more closely integrated with college documents (charts, particularly timelines integration chart) (DR1.28—District and College Participatory Governance Planning & Budget Processes Chart).
- The BAPR Workgroup has reviewed the Budget Allocation Model and is currently drafting a BAM based on the SB361 model; BAPR WG plans to conduct review regularly (DR1.36a-i—BAPR Workgroup Notes S11; DR1.39—BAPR Workgroup Notes 08-10-11).

V. College-Wide Communication: (Standards II.A.2.f; III.D.2)

To keep the college community informed of budget and human resources issues, the Chancellor held forums at SAC and SCC (DR1.35a,b—Employee Forum SAC, 04-05-11). To keep the college-wide community informed about accreditation, on August 24, 2011 and August 31, 2011, the IE&A Coordinator/Accreditation Chair/ALO reported to College Council regarding the status of the *Midterm Report*; the Annual *ACCJC Financial Report* as well as the *ACCJC Annual Report*; and plans for fall 2011 submission to ACCJC. On August 29-30, 2011 college-wide forums were held to receive input (DR1.65—College Council Minutes, 08-24-11; DR1.81—College Council Minutes, 08-31-11).

On August 18, 2011, the college President disseminated the *Midterm Report* to the Chancellor and district leadership. The report was also made available to the SAC college-wide community via InsideSAC.net (<http://www.insidesac.net/> http://www.insidesac.net/academic/vice_president/accreditation/default.asp) Forums were held at SAC August 29 and at Centennial Education Center August 30, 2011 (DR1.82a—Forums; DR1.82b—email related to posting of Midterm Report; DR1.82c—Open Forums August 2011 Attendance). On August 24, 2011 the IE&A Committee conducted a review and approved the *Midterm Report* of Santa Ana College (DR1.24). After the colleges vetted the reports through their respective participatory governance structures, the status of the reports was shared at BAPR and sent to the Chancellor for approval (DR1.33—BAPR Agenda, 09-07-11). The Chancellor's Cabinet approved the *Midterm Reports* of Santa Ana College and Santiago Canyon College on September 1, 2011 (DR1.83—Chancellor's Cabinet Agenda, 09-01-11; DR1.81—SAC College Council Minutes, 08-31-11). On September 26, 2011 the Board of Trustees received the *Midterm Reports* of Santa Ana College and Santiago Canyon College for a first reading. The reports were approved on October 10, 2011 (DR1.84a—BOT Summary, 09-26-11; DR1.84b—BOT Summary, 10-10-11). After approval, a copy was placed in the Nealley Library for the entire college community and the community at large.

Note: Noteworthy is that President's Cabinet consists of the Vice Presidents, all of whom are members of the IE&A Committee. The VP of Administrative Services also co-chairs the Planning and Budget Committee as well as the Facilities Committee; the VP of Student Services co-chairs the Student Success Committee as well as the BSI Committee. Likewise, the Executive Committee of the Academic Senate is made up of the co-chair of the Planning and Budget Committee, the co-chair of the Facilities Committee, and the chair of the IE&A Committee/ALO. The President and Secretary/Treasurer of the Academic Senate serve on College Council. The CSEA classified leadership serves on College Council as well.

RESPONSE TO DISTRICT RECOMMENDATION 1

EVIDENCE—DISTRICT RECOMMENDATION 1

| Number | Name |
|---------------|---|
| DR1.1 | District Accreditation Oversight Group Notes, 11-02-10 |
| DR1.2 | Timelines Midterm Report 2011 |
| DR1.3 | BOT Minutes, 02-01-10 |
| DR1.4 | BOT Vision Statement and Goals 2010 |
| DR1.5 | 12 Measures of Success |
| DR1.6 | RSCCD Budget Allocation Model |
| DR1.7 | District Planning & Budgeting Timelines 2010-2011 |
| DR1.8 | BOT Minutes, 07-26-10 |
| DR1.9 | BOT Self-Evaluation Timeline for 2010 |
| DR1.10 | District Planning Timelines 2010-2012 |
| DR1.11a,b | BP 9022 and BP 9022.5 |
| DR1.12 | BOT Self-Evaluation Meeting Minutes, 11-08-10 |
| DR1.13a | BOT Planning Retreat Agenda, 02-07-11 |
| DR1.13b | BOT Planning Retreat Minutes, 02-07-11 |
| DR1.14 | Accountability Reporting for the Community Colleges (ARCC) Report 2010 |
| DR1.15 | BOT Community Survey Instrument, Distribution List and Results |
| DR1.16 | BOT Internal Survey and Results |
| DR1.17a | Strategic Directions for Planning in the RSCCD, 04-08-11; in Planning Retreat Materials, 04-08-11 |
| DR1.17b | Planning Retreat Materials, 05-06-11 |
| DR1.18 | RSCCD Strategic Plan 2011-2013 Draft |
| DR1.19 | Strategic Planning Retreat Agenda, 05-06-11 |
| DR1.20 | RSCCD District Goals Measurement Document |
| DR1.21 | BOT Docket, 07-25-11: Update on District Vision Statement and Goals for 2011-2012 |
| DR1.22 | BOT Minutes, 07-25-11 |
| DR1.23 | College Council Minutes, 08-10-11 |
| DR1.24 | IE&A Minutes, 08-24-11 |
| DR1.25 | Minutes Oversight Committee, 03-15-10 |
| DR1.26a | BAPR Minutes, 02-24-10 |
| DR1.26b | BAPR Minutes, 05-26-10 |
| DR1.26c | BAPR Minutes, 07-28-10 |
| DR1.26d | BAPR Minutes, 09-15-10 |
| DR1.26e | BAPR Minutes, 11-10-10 |
| DR1.26f | BAPR Minutes, 12 08-10 |
| DR1.26g | BAPR Minutes, 01-19-11 |

RESPONSE TO DISTRICT RECOMMENDATION 1

| | |
|-----------|---|
| DR1.26h | BAPR Minutes, 02-23-11 |
| DR1.26i | BAPR Minutes, 03-16-11 |
| DR1.26j | BAPR Minutes, 05-04-11 |
| DR1.27 | Oversight Committee Minutes, 03-30-10 |
| DR1.28 | District and College Participatory Governance Planning and Budget Processes Chart |
| DR1.29 | RSCCD Planning and Budget Integration Processes Chart |
| DR1.30 | District and College Participatory Governance Guidelines Manual |
| DR1.31 | SAC Participatory Governance Schedule |
| DR1.32a | BAPR Minutes, 05-25-11 |
| DR1.32b | BAPR Minutes, 06-08-11 |
| DR1.33 | BAPR Agenda, 09-07-11 |
| DR1.34 | RSCCD Strategic Technology Plan 2011-2012 |
| DR1.35a,b | Employee Budget Forum Handouts |
| DR1.36a | BAPR WG Notes, 10-06-10 |
| DR1.36b | BAPR WG Notes, 12-01-10 |
| DR1.36c | BAPR WG Notes, 01-05-11 |
| DR1.36d | BAPR WG Notes, 02-09-11 |
| DR1.36e | BAPR WG Notes, 03-09-11 |
| DR1.36f | BAPR WG Notes, 04-06-11 |
| DR1.36g | BAPR WG Notes, 04-13-11 |
| DR1.36h | BAPR WG Notes, 05-11-11 |
| DR1.36i | BAPR WG Notes, 06-01-11 |
| DR1.37 | BAPR WG Notes, 07-14-10 |
| DR1.38 | BAPR WG Notes, 08-11-10 |
| DR1.39 | BAPR WG Notes, 8-10-11 |
| DR1.40a | RSCCD Budget Update, 09-27-10 |
| DR1.40b | RSCCD Budget Update, 10-11-10 |
| DR1.40c | RSCCD Budget Update, 11-15-10 |
| DR1.40d | RSCCD Budget Update, 01-18-11 |
| DR1.40e | RSCCD Budget Update, 03-28-11 |
| DR1.40f | RSCCD Budget Update, 05-10-11 |
| DR1.40g | RSCCD Budget Update, 05-23-11 |
| DR1.40h | RSCCD Budget Update, 06-20-11 |
| DR1.40i | RSCCD Budget Update, 09-12-11 |
| DR1.41 | BOT Minutes, 04-12-10 |
| DR1.42a | RSCCD Budget Assumptions 2011-2012 |
| DR1.42b | RSCCD Tentative Budget 2011-2012 |

RESPONSE TO DISTRICT RECOMMENDATION 1

| | |
|-------------|---|
| DR1.43 | BOT Minutes, 05-23-11 |
| DR1.44 | RSCCD Strategic Technology Plan 2010-2011 |
| DR1.45 | BAPR Minutes, 04-14-10 |
| DR1.46 | District Council Minute, 04-12-10 |
| DR1.47 | BOT Minutes, 04-26-10 |
| DR1.48 | BOT Minutes, 01-18-11 |
| DR1.49 | District Human Resources Committee Minutes, 09-22-10 |
| DR1.50 | District Human Resources Committee Minutes, 04-20-11 |
| DR1.51 | FTF by College 2000-2009 |
| DR1.52a | District Facility Planning Committee Minutes, 11-02-10 |
| DR1.52b | District Facility Planning Committee Minutes, 12-01-10 |
| DR1.52c | District Facility Planning Committee Minutes, 01-05-11 |
| DR1.52d | District Facility Planning Committee Minutes, 02-09-11 |
| DR1.52e | District Facility Planning Committee Minutes, 03-16-11 |
| DR1.52f | District Facility Planning Committee Minutes, 04-13-11 |
| DR1.52g | District Facility Planning Committee Minutes, 06-01-11 |
| DR1.53 | Santa Ana College Facilities Committee Minutes, 09-21-10 |
| DR1.54 | SAC Facilities Master Plan Sub-committee Notes, 10-28-09 |
| DR1.55 | SAC Facilities Master Plan Sub-committee Notes, 11-11-09 |
| DR1.56 | Santa Ana College Facilities Master Plan May 2011 |
| DR1.57 | SAC Facilities Master Plan Sub-committee Notes, 12-03-10 |
| DR1.58 | SAC Facilities Committee, 08-16-11 |
| DR1.59 | Notes, SAC Project Coordination Meeting, 07-28-10 |
| DR1.60 | HMC Architects Timelines and Goals in Minutes, 03-17-10 |
| DR1.61 | HMC Architects Handout, 04-13-10 |
| DR1.62 | IE&A End-of-Year Report S10, Appendix E |
| DR1.63a,b,c | Selected Slides from HMC Architects PowerPoint Presentation |
| DR1.64a | BOT Minutes, 08-23-10, Item 5.26 |
| DR1.64b | SAC Five-Year Plan 2010-2014 |
| DR1.65 | College Council Minutes, 08-24-11 |
| DR1.66a | RSCCD Tentative Budget Assumptions 2010-2011 |
| DR1.66b | RSCCD Adopted Budget 2010-2011 |
| DR1.67a | BOT Minutes, 06-21-10 |
| DR1.67b | BOT Minutes, 10-11-10 |
| DR1.68a | BOT Minutes, 06-20-11 |
| DR1.68b | RSCCD Tentative Budget Assumptions 2011-2012 |
| DR1.68c | RSCCD Tentative Budget 2011-2012 |

| | |
|---------|---|
| DR1.68d | RSCCD Adopted Budget 2011-2012 |
| DR1.68e | BOT Summary, 09-12-11 |
| DR1.69 | College Council Minutes, 05-12-10 |
| DR1.70 | Santa Ana College Mission Statement |
| DR1.71 | SAC Planning & Budget Processes Chart |
| DR1.72a | Strategic Plan Update S10 |
| DR1.72b | Strategic Plan Update S11 |
| DR1.73a | Strategic Plan Update with Budget Analysis S10 |
| DR1.73b | Strategic Plan Update with Budget/Facilities Analysis S11 |
| DR1.74* | Program Review Documents |
| DR1.75 | IE&A End-of-Year Report S11 |
| DR1.76a | SAC Planning and Budget Committee Minutes, 09-07-10 |
| DR1.76b | SAC Planning and Budget Committee Minutes, 10-05-10 |
| DR1.76c | SAC Planning and Budget Committee Minutes, 11-02-10 |
| DR1.76d | SAC Planning and Budget Committee Minutes, 03-01-11 |
| DR1.76e | SAC Planning and Budget Committee Minutes, 09-06-11 |
| DR1.76f | SAC Planning and Budget Committee Agenda, 10-04-11 |
| DR1.77 | SAC Participatory Governance Structure |
| DR1.78 | Educational Master Plan & Update S11** |
| DR1.79 | Budget Think Tank Agenda 03-29-10 |
| DR1.80 | Joint Cabinet-Leadership Retreat 01-18-11 |
| DR1.81 | College Council Minutes, 08-31-11 |
| DR1.82a | Forums for Midterm Report |
| DR1.82b | email related to posting of Midterm Report |
| DR1.82c | Open Forums August 2011 Attendance |
| DR1.83 | Chancellor's Cabinet Agenda, 09-01-11 |
| DR1.84a | BOT Summary, 09-26-11 |
| DR1.84b | BOT Summary, 10-10-11 |

Note: External jump drives with all evidentiary documents have been provided for each hard copy of this *Midterm Report*, or documents may be accessed directly at SAC.edu/Accreditation/evidence.htm. In the electronic version of the *Midterm Report*, documents are *hot linked*.

*Five examples of quadrennial capstone program review (PA/PR 19QT) are provided on the electronic evidence list. They may also be accessed at SAC.edu/Accreditation/evidence. All department DPPs, Program Review Documents, including Statistical Reports and semesterly Direct-SLO Assessment documents are available electronically on InsideSAC.net—Department Index/Program Review; however, this is an internal site.

**The *SAC Educational Master Plan 2007* is an aggregate document which contains multiple documents, and therefore, cannot be linked. It is updated annually. The original EMP and the EMP Spring 2011 Update are provided on disk.

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 2 COMPUTER-BASED STUDENT ATTENDANCE RECORDING SYSTEM

In order to maintain stable financial resources, the Team recommends that the District reviews its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations. (Standards III.D.1.b, III.D.2.a, III.D.2.g)

Workgroup:

Aracely Mora, Ed.D., Vice President, Academic Affairs; ALO, SCC

Norm Fujimoto, Vice President, Academic Affairs, SAC

John Weispfenning, Ph.D., Dean of the Library and the Division of Arts, Humanities & Social Sciences

Linda Miscovic, Associate Dean, Admissions and Records, SCC

Progress toward Recommendation

Santa Ana College and Santiago Canyon College worked collaboratively to satisfy this recommendation in their respective *Follow-Up Reports* in October 2009. Since the time those responses were prepared, the colleges have continued to refine and monitor their performance in this area.

Although a board policy on Course Repetition was being prepared at the time of the 2009 *Follow-Up Report*, continuing changes from the state Board of Governors have resulted in almost annual modifications to the number of course repetitions eligible for apportionment payments (DR2.1—Proposed Title 5 Repeatability 2011). In lieu of a board policy that would need to be regularly updated, the college has instituted policies and procedures that conform to current state regulations (DR2.2—Title 5 Repeatability 2009).

The XRPC report was created in the Datatel Colleague system specifically to track course repetitions (DR2.3—XRPC). This report tracks coursework taken back to 1986. Additionally, a registration rule was created in Datatel to prevent students from registering beyond two course attempts after the student receives a grade of W, D, F, CR, NC, P, or NP. Any two combinations of these grades are counted, which is stricter than the current California Title 5 regulations on course repeatability. Notably, the repetitions are counted district-wide, as opposed to counting repetitions within each college. This was done through a process of equating courses at the two colleges, to ensure students cannot exceed the maximum repetition by repeating the class at the other college in the District.

The Datatel Colleague system also has been configured to manage approved course repetitions that are not eligible for apportionment funding from the state. The Registrar or the Associate Dean of Admissions and Records identify the appropriate enrollments in a course section using the code NFR (non-funded repeat). A repetition is completed, but no state funding is requested or collected on this repeat. Repetitions completed under the NFR coding require the approval and signature of a dean.

The District has fulfilled the recommendations of the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship,"* by including the policy on the limitations of remedial course work in the college catalog and by tracking students taking remedial courses (DR2.4—Report on Audit

of Financial Statements, June 30, 2009, p. 62). A Datatel Colleague report has been developed to identify students who have reached the maximum-allowed 30 units of remedial coursework (DR2.5—Student Remedial Units Report). This report uses the credit types of BS (Basic Skills) and PBS (Pre-Basic Skills) to identify these courses and the enrolled students to prevent further enrollments once they reach the 30-unit limit. Each college's Curriculum Office identifies the remedial courses. This policy is printed in the college catalog (DR2.6—Santa Ana College Catalog, 2011-2012, p. 25). A waiver must be completed by the student, including those in Disabled Students Programs and Services, and signed by a counselor before the student is allowed further registrations. Alternatively, the student who has reached the 30-unit limit can be advised to pursue further remedial coursework at the colleges' noncredit centers.

EVIDENCE—DISTRICT RECOMMENDATION 2

| Number | Name |
|---------------|--|
| DR 2.1 | Proposed Title 5 Repeatability 2011 |
| DR 2.2 | Title 5 Repeatability 2009 |
| DR 2.3 | XRPC |
| DR 2.4 | Report on Audit of Financial Statements, June 30, 2009 |
| DR 2.5 | Student Remedial Units Report |
| DR 2.6 | Santa Ana College Catalog, 2011-2012, p 25 |

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 3 COMMUNICATION PROCESS BETWEEN TRUSTEES AND DISTRICT EMPLOYEES

The Team recommends that a set of written policies and regulations be created that establishes appropriate communication processes between the trustees and district employees. The Team further recommends that Board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.B.1.a, IV.B.3.a, IV.B.3.e, IV.B.3.f)

Workgroup:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Progress toward Recommendation

Several board policies are of particular relevance to this recommendation. One of these is BP9002 – Statement of Ethical Conduct (DR3.1). The purpose of the Statement of Ethical Conduct is to promote “trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff.” Toward that end, this policy outlines standards for the conduct of Trustees and defines some of the limits to their role as Trustees. This policy covers topics such as conflict of interest, civility, confidentiality, student and community interests, and transparent decision making.

Another Board Policy of relevance to District Recommendation 3 is BP7020 – Code of Ethics (DR3.2). This Board Policy is intended to apply to all employees as well as to the Board of Trustees. The first four items of this policy are of relevance to the relations between members of the Board of Trustees and district employees.

The policies mentioned above were in place prior to the accreditation visit of October 2008 and prior to the delivery of District Recommendation 3. In specific response to District Recommendation 3, the Board of Trustees has taken several specific actions. The Board of Trustees amended BP 9022 – Board of Trustees Self Evaluation on April 27, 2009 (DR3.3). This policy calls for a broad evaluation of the Board of Trustees by constituent groups. One section of the evaluation instrument is entitled, *Board Relations with the Chancellor, Presidents, Faculty, and Staff*. In this section, there are several items related to the role of the Board and whether or not the Board understands its role versus the role of others. The questionnaire also queries respondents about whether or not the Board follows communication procedures (DR3.4—BOT Vision–Goals Survey Results).

The information gathered in the Board of Trustees Self Evaluation questionnaire is provided to the Board of Trustees on an annual basis. This information is used to ensure that the Board of Trustees is following board policy and acting within the prescribed limits of their role as trustees. Toward that end, the information gleaned in the questionnaire informs the creation of board unit goals for the calendar year (DR3.5—BOT Goals 2010-2011). The current calendar year, 2011, will be the first year that the Board has implemented this step (DR3.6a—BOT Planning Retreat Docket, 02-07-11; DR3.6b BOT Planning Retreat Agenda, 02-7-11; DR3.7—BOT Planning Retreat Minutes, 02-17-11). The Board has selected three unit goals for 2011. The three unit goals are contained in a separate document, but they are briefly listed below:

1. *Regularly seek opinions of student trustees.*

2. *Understand our role in the collective bargaining process.*
3. *Follow proper communication procedures with staff.* (DR3.8—BOT Unit Goals)

The third board unit goal directly addresses the concerns expressed in District Recommendation 3. That is, it is the vehicle for the Board of Trustees to monitor adherence to a staff communication protocol on an ongoing basis. Although no issues with improper communications have been identified, putting proper communication forward as a unit goal increases the visibility and accountability on this issue.

The Board of Trustees hired a new Chancellor in June of 2010 with a starting date of August 2010. The new Chancellor requested a retreat with the Board of Trustees, which was held on September 18, 2010 (DR3.9—BOT-Chancellor Retreat Agenda, 09-18-10). Among other issues, the purpose of this retreat was to clarify the working relationship between the Board of Trustees and the new Chancellor. A summary of that retreat was prepared by the facilitator (DR3.9—BOT-Chancellor Retreat Agenda, 09-18-10; DR3.10—BOT-Chancellor Retreat Minutes, 09-18-10; DR3.11—Chancellor’s Goals). Item number two in that summary pertains to District Recommendation 3 as can be seen in the passage cited below:

2. *The Board of Trustees has one employee, the Chancellor. It is not appropriate for a board policy to ask staff and faculty to accomplish their ideas; the Chancellor does this for the Board.*

Action: The Chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries. It is the intent of the RSCCD Board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the Chancellor.

The understanding between the Board of Trustees and the Chancellor, which was documented in the summary of the retreat, was that the individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the Chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests; (2) so that the information can be shared with all of the trustees; (3) so that the Chancellor can ensure that proper responses are provided for the requests, and; (4) so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate. In this way, it is assumed that clear expectations and open boundaries contribute to an awareness of the proper role of trustees, administrators, and other employees when matters of appropriate communications are of concern.

Analysis

The existing board policies outline the ethical and expected communication interactions between members of the Board of Trustees and employees of the district. Several new board policies outline the self-evaluation process for the Board and procedures for follow-up, analysis, and continuous improvement. Specifically, the board self-evaluation process is now linked to a process where the Board adopts a unit plan, based upon constituent feedback, aimed at monitoring board behavior in selected areas. One of the selected areas for the 2011 calendar year has to do with the trustees following proper communication procedures with staff. The proper procedures were defined in a September 2010 retreat held by the Board of Trustees. These procedures will be reviewed periodically at regularly scheduled meetings of the Board of Trustees (DR3.12—RSCCD BOT Policies Committee Agenda, 02-17-11; DR3.13—RSCCD BOT Policies

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Committee Minutes, 02-17-11; DR3.14—RSCCD BOT Minutes 03-14-11, Item 6.2: Board Policies First Reading; DR3.15—RSCCD BOT Docket, 03-28-11, Item 6.2; DR3.16—BOT Minutes 03-28-11, Item 6.2).

EVIDENCE—DISTRICT RECOMMENDATION 3

| Number | Name |
|---------------|---|
| DR3.1 | BP9002 – Statement of Ethical Conduct |
| DR3.2 | BP7020 – Code of Ethics |
| DR3.3 | BP 9022 – Board of Trustees Self Evaluation |
| DR3.4 | BOT Vision-Goals Survey Results |
| DR3.5 | BOT Goals 2010-2011 (ongoing for 2011-2012) |
| DR3.6a | BOT Planning Retreat Docket, 02-07-11 |
| DR3.6b | BOT Planning Retreat Agenda, 02-17-11 |
| DR3.7 | BOT Planning Retreat Minutes, 02-07-11 |
| DR3.8 | BOT Unit Goals for 2011 |
| DR3.9 | BOT-Chancellor Retreat Agenda, 09-18-10 |
| DR3.10 | BOT-Chancellor Retreat Minutes, 09-18-10 |
| DR3.11 | Chancellor’s Goals |
| DR3.12 | RSCCD BOT Policies Committee Agenda, 02-17-11 |
| DR3.13 | RSCCD BOT Policies Committee Minutes, 02-17-11 |
| DR3.14 | RSCCD BOT Minutes, 03-14-11, Item 6.2: Board Policies First Reading |
| DR3.15 | RSCCD BOT Docket, 03-28-11, Item 6.2 |
| DR3.16 | BOT Minutes, 03-28-11, Item 6.2 |

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 4 BOARD SELF-EVALUATION POLICY*

The Team recommends that the district review its board evaluation policy to ensure integrity and effectiveness, and that its self-assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.A.5, IV.B.1.g)

Workgroup:

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Nga Pham, Director of Research, RSCCD

***Note:** As this recommendation was addressed in the Santa Ana College *Follow-Up Report* October 15, 2009, the response for this *Midterm Report* October 2011 will amplify the status of this recommendation. For clarity, however, and continuity, salient elements of the *Follow-Up Report* October 15, 2009 are repeated.

I. October 2009 Follow-Up Report Summary

The October 2009 Follow-Up Report Response to Santa Ana College District Recommendation 4/ Santiago Canyon College District Recommendation 6: Board Evaluation Policy was prepared collegially under the aegis of the District Board Self-Evaluation Task Force, a sub-group of the District Accreditation Steering Committee (DR4.1—Minutes 02-10-09). The Board of Trustees reviewed and revised its policies on board evaluation and successfully completed an evaluation cycle in the period February-August 2009. As such, the District and colleges put the processes in place to satisfy the requirements of this recommendation, and the Board demonstrated the capacity of the processes to lead to the desired outcomes. On February 10, 2009, then-Chancellor Edward Hernandez, Jr. convened a meeting of the District Accreditation Steering Committee, comprised of key district and college leaders from SAC and SCC, to plan the tasks of responding to the common district recommendations for Santa Ana College and Santiago Canyon College (DR4.1—District Accreditation Steering Committee Minutes, 02-10-09).

Regular reports of the District Board Self-Evaluation Task Force were made to the Board of Trustees by the Chancellor, the college Presidents and the Academic Senate Presidents of each college. The chair of the SAC Accreditation Committee kept in close contact with the Chancellor and attended board meetings. The chair of the SCC Accreditation Committee also attended board meetings and kept in contact with the chair of the SAC Accreditation Committee.

The first accreditation update to the Board of Trustees was at the February 23, 2009 meeting. In *Item 5.2 Accreditation*, the Board reviewed the material provided, including accreditation timelines, and the body discussed the process it would undertake to complete a board self-evaluation prior to the October 15, 2009 deadline established by the Commission (DR4.2—BOT Minutes, 02-23-09; DR4.3—Timeline for Accreditation Report/Visit). The Task Force on Board Self-Evaluation met on February 25, 2009 to review all Commission exigencies regarding Board Self-Evaluation; review the existing Board Policy 9022: Evaluation of the Trustees; analyze the standards of good practice regarding Board Self-Evaluation of other community colleges in the State of California; and make a recommendation to the Board that President of ACCJC, Barbara Beno, be invited to conduct a workshop (DR4.4—District Task Force on Board Self-

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Evaluation Minutes, 02-25-09). On February 26, 2009, the Accreditation Steering Committee was apprised of these issues and recommendations.

The Task Force on Board Self-Evaluation met on March 4, 2009. Items and recommendations for the Board meeting of March 9, 2009 included: a chart related to Board Self-Evaluation for each district in the state; a recommended revision to BP9022: Evaluation of the Trustees; a recommendation to approve the workshop presentation of President Barbara Beno for March 23, 2009; a recommendation to create a survey. It was also determined that the task force would create a draft survey for the Board for the March 23, 2009 board meeting (DR4.5—District Task Force on Board Self-Evaluation Minutes, 03-04-09). At the March 9, 2009 meeting of the Board of Trustees, *Item 4.1 Accreditation* provided the above information. *Item 4.2 Presentation by Dr. Barbara Beno* was approved. *Item 4.3 Evaluation of the Trustees* was an information item related to the task force recommendations of BP9022 (DR4.6—BOT Minutes, 03-09-09).

The District Accreditation Steering Committee met March 17, 2009 to review the status of all recommendations. The Chancellor reported that the Board approved the workshop of President Barbara Beno for March 23, 2009; BP9022 would be an action item at the following meeting; the task force would create a survey for board review; and a follow-up PowerPoint presentation would be created for the April 13, 2009 board meeting (DR4.7—District Accreditation Steering Committee Minutes, 03-17-09).

At the March 23, 2009 board meeting, President of ACCJC, Barbara Beno, conducted a workshop *Accreditation and Trusteeship: What Every Board Should Know*. Item 2.6 Informational Presentation on Accreditation followed. *Item 6.3 BP9022—Evaluation of the Trustees* was postponed for further fact finding (DR4.8—BOT Minutes 03-23-09). The Board Policy Committee held a meeting on March 30, 2009 to review new or revised board policies. The amended BP9022—Evaluation of the Trustees was discussed for the first time at this committee. It was recommended that the amended policy be presented to the Board for a first reading at the April 13, 2009 board meeting (DR4.9—BOT Policy Committee Meeting Minutes 03-30-09).

At the April 13, 2009 board meeting, an informational PowerPoint presentation was conducted as a follow-up to President Barbara Beno's workshop on accreditation and trusteeship (*Item 2.6*) (DR4.10—BOT Accreditation PowerPoint Presentation). BP9022—Evaluation of the Trustees (*Item 6.2*) was also presented for a first reading (DR4.11—BOT Minutes 04-13-09). At the April 27, 2009 board meeting, BP9022—Board of Trustees Self-Evaluation was approved (DR4.12—BOT Minutes 04-27-09; DR4.13—BP9022). BP9022.5—Board of Trustees Evaluation of District Goals was presented for a first reading (DR4.12—BOT Minutes 04-27-09). BP9022.5 was approved at the board meeting of May 11, 2009 (DR4.14—BOT Minutes 05-11-09; DR4.15a,b,c—BP9022.5).

At the May 26, 2009 board meeting, the Board approved the accreditation recommendation regarding revised planning/budget processes and timelines (*Item 3.4*). The Board also scheduled a special meeting for June 8, 2009 for the purpose of meeting accreditation timelines relating to the Board's self-evaluation process (DR4.16—BOT Minutes, 05-26-09). The Task Force on Board Self-Evaluation met May 28, 2009 to create a recommendation regarding the board self-evaluation survey and timelines (DR4.17—District Task Force on Board Self-Evaluation Minutes, 05-28-09). At the special board meeting of June 8, 2009, the Board Policy Committee was directed to recommend to the full Board a self-evaluation instrument and process to be used for the Board's self-evaluation at the regularly scheduled meeting of June 22, 2009 (DR4.18—BOT Special Meeting Minutes, 06-08-09). At the June 22, 2009 board meeting, the Board Policy Committee recommended approval of the 2009 Board of Trustees Evaluation Survey and Process/Calendar

to be used in Board Self-Evaluation (*Item 6.4 Board Self-Evaluation/Process*). It was approved with an amendment. The discussion of self-evaluation results was scheduled for the July 27, 2009 board meeting (DR4.19—BOT Minutes 06-22-09). After approval of the board self-evaluation survey on June 22, 2009, a letter was sent to designated persons in accordance with BP9022 (DR4.20—BOT Evaluation Survey Letter; DR4.21a,b—Board Self-Evaluation Survey; DR4.13—BP9022).

The July 13, 2009 special meeting of the Board was held as a Planning Retreat to review:

- Board Vision and Goals
- *12 Measures of Success*
- Student learning outcomes/core competencies
- Enrollment management
- Annual report to the Board
- Other strategic initiatives

Board goals for 2009-2010 were established. (DR4.22a—Special BOT Planning Retreat Minutes 07-13-09; DR4.22b—BOT Minutes 07-13-09; DR4.23—BOT Planning Retreat PowerPoint Presentation; DR4.24a,b—RSCCD BOT Vision Statement and Goals 2009-2010).

On July 16, 2009 the accreditation chairs of Santa Ana College and Santiago Canyon College met to coordinate the district responses of the colleges' *Follow-Up Reports*. The Executive Vice Chancellor of Human Resources & Educational Services and the Vice Chancellor of Business Operations & Fiscal Services attended to discuss the responses to planning & budget and attendance recording.

At the July 27, 2009 board meeting, the results of the 2009 Board Self-Evaluation was received and reviewed (*Item 6.7—Receive and Review the RSCCD Board of Trustees Evaluation Survey*) (DR4.25—BOT Minutes 07-27-09). Fifty-four surveys were sent out internally and externally; fourteen responses were received and tallied by the Research Office (DR4.26—RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)). After discussion of the quantitative results as well as the written comments, the Board approved Item 6.7. The Board also determined that all the board members would fill out the survey and send it to the Board Secretary, who would then refer it to the Research Office for compilation of results (DR4.25—BOT Minutes 07-27-09).

As the final step in the board self-evaluation process, at the August 24, 2009 board meeting, the results of the Board's response to the Board Self-Evaluation was received and discussed (DR4.27—BOT Minutes 08-24-09—*Item 6.4*; DR4.28—RSCCD Board of Trustees Self-Evaluation Survey Results—Board Members). In-depth, public discussion ensued, revealing clearly that the members of the Board feel they have benefited from the entire self-evaluation process and that the concept of continuous improvement is an explicit annual goal.

The Board of Trustees received the reports for the first reading on September 28, 2009. As a result of months of collegial work, an additional item was included in the Board Self-Evaluation Processes: item 6.9 "Continuous Improvement Process," which established a continuous improvement process that would focus on areas of improvement and establish the process leading up to setting the District's goals and objectives for 2010 and beyond (DR4.29—BOT Minutes 09-28-09, Item 2.6, 6.7, 6.8, 6.9). The Board approved the *Follow-Up Report* of Santa Ana College and the *Follow-Up Report* of Santiago Canyon College on October 12, 2009 (DR4.30—BOT Minutes 10-12-09, Item 6.4)

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II. Update 2010-2011

To better align with district budget timelines, the Board of Trustees revised the calendar for planning and self-evaluation as follows:

Board of Trustees Annual Self-Evaluation Timeline for 2010 Alternative Calendar

| | |
|---------------------------------------|---|
| October 26, 2010 | Board approves recommendations from the Board Policy Committee regarding the self-evaluation instrument and list of designated individuals who will receive a copy of the instrument. |
| October 26, 2010– November 4, 2010 | Designated individuals provide input to the Board using the self-evaluation instrument |
| November 8, 2010 | Board conducts annual self-evaluation meeting (Special Board Meeting) |
| November 9-12, 2010 | Board members complete self-evaluation instrument. |
| November 15, 2010 | Board reviews and discusses tabulated self-evaluation results. |

A. Board Evaluation of Internal Operations

The board self-evaluation process includes two elements: 1. Analysis of internal operations; 2. Evaluation of district goals. As a follow-up to the 2009 process, a survey was sent to selected community members and district staff (DR4.31—Survey to Community and District Staff (email online link); DR4.32—Results of Survey to Community and Staff). After reviewing the results of the community and staff survey, the Board conducted the same self-evaluation survey internally (DR4.33—Nov 2010 RSCCD Board of Trustees Self-Evaluation Report Results). Question categories included: Board Organization and Operation; Policy Role; Strategic Planning; Board Relations with the Chancellor, Presidents, Faculty and Staff; Community Relations Advocacy; Board Leadership, Ethics, and Standards of Conduct.

As a result of the comparison between 2009 and 2010, the Board of Trustees established internal goals in December 2010 for the body to utilize for continuous improvement (DR4.34—RSCCD Board of Trustees' Unit Goals for 2011). The three goals entailed: regularly seeking opinions of student trustees; understanding the board role in collective bargaining; following proper procedures in communicating with staff. The goal related to communicating with staff has been addressed (Please see Response to District Recommendation 3, page 34). In 2011, the Board continued to follow the procedures outlined by the Chancellor in September 2010, and will continue this process. The other two goals will be addressed and assessed over the course of the 2011-2012 year. Adjustments will be made as necessary.

B. Evaluation of District Goals

In January 2011, to maintain compliance with BP9022.5, members of the colleges and leaders from the student body as well as the community were invited to give input to the status of the achievement of goals (DR4.32). The results of the survey were shared with the Board and the public on February 7, 2011 at the annual Board of Trustees Planning Retreat (DR4.35—BOT Minutes 02-07-11).

The February 7, 2011 Annual Board of Trustees Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (DR4.36)
- 2010 Accountability Reporting for the Community Colleges (ARCC) (DR4.37)

- *12 Measures of Success*, February 2011 (DR4.38)
College Presidents and Chancellor: Progress towards Goals (DR4.35—Minutes 02-07-11; DR4.39—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (DR4.40)

District goals were reaffirmed for 2011-2012 (DR4.35—Annual Board of Trustees Planning Retreat Minutes 02-07-11; DR4.41—Plan to Plan 2011 PowerPoint Presentation; DR4.42—RSCCD BOT Vision and District Goals 2011-2012). In addition, a workgroup of district and college representatives was designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal in order to establish trend data for strategic planning (DR4.43—District Goals Measurement Document).

Shortly after his arrival to the district in August 2010, Chancellor Raúl Rodríguez identified the need for the district to develop a Strategic Plan. Two consultants from the Community College Brain Trust, Darroch Young, retired Chancellor of the Los Angeles Community College District, and Eva Conrad, retired President of Moorpark College, assisted the district in that process during March through May 2011.

The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the College/District. Responses were compiled into seven strategic directions to guide college and district planning (DR4.44—Strategic Directions for Planning in the Rancho Santiago Community College District 04-8-11).

These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (DR4.45—Strategic Planning Retreat Agenda 04-08-11; DR4.44—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the district. The participants broke into four smaller groups and developed recommended steps and sequence for a planning cycle, explicating each district goal with objectives, responsible party and timelines. In addition, a new planning cycle was developed to integrate the various district and college plans (DR4.46—RSCCD Annual Planning Design—“limacon” RSCCD Strategic Plan p1).

The four versions created at the April 8, 2011 meeting were subsequently merged into one and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat held on Friday, May 6, 2011 to refine the work begun at the April 8, 2011 retreat. (DR4.47—Strategic Planning Retreat Agenda 05-06-11). The participants also reviewed potential strategic directions for the district that were drafted at the first planning session, as well as a list of potential metrics that were developed for each of the Board’s eight goals. To assist the four break-out groups in developing a more comprehensive assessment plan, a document created by a workgroup of district and college representatives designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal (DR4.43—District Goals Measurement Document). The strategic directions identified by each group formed the basis for the district’s *Strategic Plan*, which was reviewed by BAPR and submitted to the Chancellor in September 2011 (DR4.47—Strategic Planning Retreat Agenda 05-06-11; DR4.48—RSCCD Strategic Plan 2011-2013).

The Board reviewed the District *Strategic Plan* on July 25, 2011 (DR4.49—BOT Minutes, 07-25-11). The RSCCD Strategic Plan will provide the trustees and the entire district/college community with a theoretical framework to guide and inform future planning efforts. The Board will continue to evaluate planning efforts cyclically (DR4.48).

RESPONSE TO DISTRICT RECOMMENDATION 4

EVIDENCE—DISTRICT RECOMMENDATION 4

| Number | Name |
|---------------|--|
| DR4.1 | District Accreditation Steering Committee Minutes, 02-10-09 |
| DR4.2 | BOT Minutes, 02-23-09 |
| DR4.3 | Timeline for Accreditation Report/Visit |
| DR4.4 | District Task Force on Board Self-Evaluation Minutes, 02-25-09 |
| DR4.5 | District Task Force on Board Self-Evaluation Minutes, 03-04-09 |
| DR4.6 | BOT Minutes, 03-09-09 |
| DR4.7 | District Accreditation Steering Committee Minutes, 03-17-09 |
| DR4.8 | BOT Minutes, 03-23-09 |
| DR4.9 | BOT Policy Committee Meeting Minutes, 03-30-09 |
| DR4.10 | BOT Accreditation PowerPoint Presentation, 04-13-09 |
| DR4.11 | BOT Minutes, 04-13-09 |
| DR4.12 | BOT Minutes, 04-27-09 |
| DR4.13 | BP9022 |
| DR4.14 | BOT Minutes, 05-11-09 |
| DR4.15a | BP9022.5 |
| DR4.15b | email re BP9022.5 |
| DR4.15c | Request for Approval BP9022.5 |
| DR4.16 | BOT Minutes, 05-26-09 |
| DR4.17 | District Task Force on Board Self-Evaluation Minutes, 05-28-09 |
| DR4.18 | BOT Special Meeting Minutes, 06-08-09 |
| DR4.19 | BOT Minutes, 06-22-09 |
| DR4.20 | Board of Trustees Evaluation Survey Letter |
| DR4.21a | Board Self-Evaluation Survey Email |
| DR4.21b | Board Self-Evaluation Form |
| DR4.22a | Special Board of Trustees Planning Retreat Agenda, 07-13-09 |
| DR4.22b | BOT Minutes, 07-13-09 |
| DR4.23 | BOT Planning Retreat PowerPoint Presentation, 07-13-09 |
| DR4.24a,b | RSCCD BOT Vision Statement and Goals 2009-2010 |
| DR4.25 | BOT Minutes, 07-27-09 |
| DR4.26 | RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents) |
| DR4.27 | BOT Minutes, 08-24-09 |
| DR4.28 | RSCCD Board of Trustees Self-Evaluation Survey Results (Board Members) |
| DR4.29 | BOT Minutes, 09-28-09 |
| DR4.30 | BOT Minutes, 10-12-09 |

RESPONSE TO DISTRICT RECOMMENDATION 4

- DR4.31 Survey to Community and District Staff November 2010 (email online link)
- DR4.32 BOT Survey Results of Survey to Community and Staff
- DR4.33 November 2010 RSCCD Board of Trustees Self-Evaluation Survey
- DR4.34 RSCCD Board of Trustees' Unit Goals for 2011
- DR4.35 Annual Board of Trustees Planning Retreat Minutes, 02-07-11
- DR4.36 2010-2011 Board Vision and District Goals
- DR4.37 2010 Accountability Reporting for the Community Colleges (ARCC)
- DR4.38 *12 Measures of Success*, February 2011
- DR4.39 Chancellor's Goals
- DR4.40 Results of Community and Staff Input of 2010-2011 District Goals
- DR4.41 Plan to Plan 2011 PowerPoint Presentation
- DR4.42 RSCCD BOT Vision and District Goals 2011-2012
- DR4.43 RSCCD District Goals Measurement Document
- DR4.44 Strategic Directions for Planning in the Rancho Santiago Community College District 04-8-11).
- DR4.45 Strategic Planning Retreat Agenda, 04-08-11
- DR4.46 RSCCD Annual Planning Design Strategic Plan p1 "limacon"
- DR4.47 Strategic Planning Retreat Agenda, 05-06-11
- DR4.48 RSCCD Strategic Plan 2011-2013 (SEE DR1.46 in entirety)
- DR4.49 BOT Minutes, 07-25-11

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 1

PLANNING AND BUDGET INTEGRATION

The Team recommends that the college evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality. As part of this integration, the Team recommends that the college resource allocation be based on plans, program reviews (DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.B.2.d, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

Workgroup:

Paul Foster, Vice President, Administrative Services, Co-chair Planning and Budget Committee, SAC

Raymond Hicks, President-Elect, Academic Senate, Co-Chair Facilities Committee; Professor of English, SAC

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Jeff McMillan, Ph.D., Co-chair Planning and Budget Committee, SAC; Professor of Chemistry, SAC

John Zarske, President Academic Senate; Professor of Mathematics, SAC

In addressing Response to ACCJC College Recommendation 1, the following categories were addressed:

- I. Evaluation of Processes
- II. Brief Historical Background
- III. Planning and Budget Integration, including
 - A. Governance;
 - B. Program Review
- IV. Evaluation of Outcomes for Subsequent Budget Development
- V. Communication of Outcomes*

* **Note:** As this recommendation was addressed in the Santa Ana College *Follow-Up Report* October 15, 2009, the response for this *Midterm Report*, October 2011 will amplify the status of this recommendation. For clarity, however, and continuity, salient elements of the 2009 *Follow-Up Report* response are repeated.

I. Evaluation of Processes (Standards: I.B.1, I.B.4, I.B.6)

The Santa Ana College Accreditation Workgroup of the Institutional Effectiveness and Assessment Committee (IE&A) conducted formal analysis of college and district planning and budget processes in preparation for Response to WASC Recommendations for the *Follow-Up Report* of October 2009 (CR1.1a-d—SAC Accreditation Workgroup Agendas and Minutes S09). As a result of research and dialogue at the workgroup level regarding college as well as district processes, and then through consultation with the college participatory governance committees, the Academic Senate, and the district Budget and Planning Review Committee (BAPR), changes were made to further juxtapose the college's planning and budget processes and to demonstrate clearer integration between strategic planning,

outcomes and budget development (CR1.2a—Participatory Governance Structure, CR1.2b—Governance Structure Presentation; CR1.3—Planning & Budget Processes Chart). This work has been ongoing through 2010 and 2011 (CR1.4a,b—IE&A End-of-Year Report S10; S11; CR1.5a-d—Planning and Budget Committee Minutes; CR1.6a-m—BAPR WG Notes). In addition, the Board of Trustees rescheduled the annual planning retreat to February to align with the district budgeting cycle, which is aligned with the state. Thus, budget is more clearly used as a planning tool to achieve strategic goals at the district as well as college level, and subsequent budget development is more aligned with subsequent strategic planning (CR1.7a—12 Measures of Success; CR1.7b—Alignment of Santa Ana College’s Goals and Vision Themes with RSCCD 12 Measures of Success and the Board of Trustees’ 2011-2012 Goals; CR1.8 Vision Themes Aligned to BOT Goals 2010-2012; CR1.9—RSCCD Planning Timelines 2010-2012; CR1.10a—RSCCD Adopted Budget Assumptions 2010-2011; CR1.10b—RSCCD Adopted Budget 2010-2011; CR1.10c—RSCCD Tentative Budget Assumptions 2012; CR1.10d—RSCCD Tentative Budget 2011-2012; CR1.11—RSCCD Revenue Allocation Model Simulation—SB361; CR1.12—SAC Strategic Plan Update S10 with Budget/Facilities Analysis; CR1.13—Strategic Plan with S11 Progress on Goals with Budget/Facilities Analysis).

II. Brief Historical Background: SAC Mission Statement and Vision Themes (Standards: I.A.1, I.A.3, I.B.4, II.A.1, IV.B.2.b, IV.B.3.a)

The *Mission Statement* and *Vision Themes* of Santa Ana College (CR1.14; CR1.15) are in alignment with the BOT *Vision Statement of the RSCCD* and the RSCCD Board of Trustees District Goals 2010-2012 (CR1.16; CR1.8). District and college participatory governance structures and functions mapping of district/operational responsibilities are an underpinning of goal planning at all levels (CR1.17—District and College Participatory Governance Chart; CR1.18—RSCCD Functions/Mapping of Responsibilities; CR1.8—SAC Vision Themes Aligned to RSCCD BOT Goals 2010-2012).

The mission of the college is reviewed annually and updated as needed. On April 13, 2007, as a result of ongoing dialogues at the department, division and service-area levels, the President of the college and the Institutional Effectiveness and Assessment Committee (IE&A) sponsored a planning retreat, with representation from all constituency groups, including students. The purpose was to review the mission of the college and develop vision themes, which would serve as the basis of a strategic planning document. Discussion was informed by review of the Board of Trustees *Vision Statement* of the RSCCD and Board of Trustees District Goals 2007-2009; community needs assessment based on demographic analysis, enrollment trends, and various student satisfaction surveys; workforce education needs; and evaluations of student learning outcomes. The existing *Facilities Master Plan* and *Technology Plan* were also considered. As a result, the mission statement was revised and six *Vision Themes* were created (CR1.15). The mission statement was approved by the Board of Trustees on November 19, 2007 (CR1.19—BOT Minutes 11-19-07). The *Vision Themes* document was then referred to the IE&A Committee, which led the college in the development of the *SAC Strategic Plan 2007-2015* (CR1.20). In addition to the development of the *Strategic Plan*, all college planning documents and budget documents were reviewed and revised through the participatory governance committees and then included in the *SAC Educational Master Plan* (CR1.21a; CR1.22b—EMP Update S11—disc only).

The Institutional Effectiveness and Assessment Committee (IE&A) was formed as the planning oversight committee of Santa Ana College with the concept that all planning efforts of the college will be integrated and that planning and budget will be aligned. As such, it is the gatekeeper of the Santa Ana College *Mission Statement*, the *Strategic Plan 2007-2015* and all annual updates and mid-plan reviews; Program Review

RESPONSE TO COLLEGE RECOMMENDATION 1

(I. Academic Portfolio Assessment/Program Review—PA/PR; II. Student Services Program Review; III. Administrative Services Program Review; IV. President’s Cabinet Portfolio); and the annual Department Planning Portfolios (DPP); and accreditation reports. The chair of the IE&A Committee ascertains that all updated documents are incorporated into the Santa Ana College *Educational Master Plan*, which contains all planning documents.

Prior to the formation of the IE&A Committee, historically, the Mission Statement was reviewed annually by the Curriculum and Instruction Council (C&I). Although the IE&A Committee conducts mission statement review in relation to the *Strategic Plan*, the C&I Council continues to review the Mission Statement in relation to the college-wide Core Competencies (CR1.14 Core Competencies with Mission Statement). The last review conducted by C&I was November 2, 2010; it was determined that no changes were necessary (CR1.22—Minutes C&I Council 11-02-10).

The *Strategic Plan* is updated every spring by the IE&A Committee. The EMP is also updated every spring by the IE&A Committee (CR1.23a—Strategic Plan Update S09; CR1.23b--Strategic Plan Update S10; CR1.23c—Strategic Plan Update S11; CR1.24—Sac Educational Master Plan Table of Contents; CR1.25a—EMP Update S09; CR1.25b—EMP Update S10; CR1.21b—EMP Update S11—disc only). The IE&A Committee also aggregates all program review efforts and makes recommendations to all other participatory governance groups through the IE&A End-of-Year Report (CR1.4b—IE&A End-of-Year Report S11).

III. Planning and Budget Integration

(Standards: I.B.6, II.A.1, II.A.2.f, II.B.2.b, II.D.3, IV.A.2, IV.A.5, IV.B.2.d, IV.B.3.a)

III. A. Governance Overview:

(Standards: IV.A.2, IV.B.3.a, IV.B.2.d, IV.B.3.b)

The organizational structure of the college includes formal mission-centered participatory governance committees, such as College Council, the Institutional Effectiveness and Assessment Committee (IE&A), the Planning and Budget Committee, the Facilities Committee, the Student Success Committee, the SAC Technology Advisory Committee (SACTAC), the Safety & Security Committee, and the Accreditation Committee (CR1.2a—SAC Participatory Governance Structure).

The integration of planning and budget at the college is an ongoing endeavor which flows through the governance structure of the college from the department level through the participatory governance committees to the President’s Cabinet level (CR1.2a—SAC Participatory Governance Structure, CR1.3—Planning & Budget Processes Chart). Integration continues to the district participatory governance level, when appropriate, as the Presidents of Santa Ana College and Santiago Canyon College (SCC) are members of Chancellor’s Cabinet and the Budget Allocation and Planning Review Committee (BAPR). There are also six representatives from each college on BAPR. The BAPR Workgroup is conducting ongoing review of the *Budget Allocation Model* (BAM). BAPR is considering expanding membership to include a more integrated bi-lateral function, one part of which will continue to work on budget issues, the other part of which would solidify the RSCCD Strategic Plan and work on planning issues (CR1.26a—BAPR Minutes, 06-08-11; CR1.26b—BAPR Agenda, 09-07-11). Also included in district-wide participatory governance are the District Human Resources Committee, the District Facility Planning Committee (DFPC), which coordinated the plans of SAC and SCC, and the District Technical

Advisory Group (TAG), which has developed an RSCCD Strategic Technology Plan (CR1.17—District & College Participatory Governance Chart; CR1.27—RSCCD Strategic Technology Plan 2011-2012).

Each SAC committee is responsible for the development, management and revision of planning and budget documents, all contained in the *Educational Master Plan* (CR1.24; CR1.1.4b—IE&A End-of-Year Report S11—contains the End-of-Year Reports of each governance committee). In addition, committees maintain oversight of goals, activities and timelines of the planning documents as appropriate; information flow to College Council and the IE&A Committee and other participatory governance groups as appropriate; and making recommendations for annual *Strategic Plan* updating (CR1.23a, 23b; CR1.28—Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A; CR1.29—Facilities Master Plan).

The governance bodies responsible for the planning/budget elements of the *Educational Master Plan* are:

1. IE&A—*Strategic Plan* (CR1.12—Strategic Plan with Progress on Goals and Budget Analysis; S10, CR1.13—Strategic Plan Update with Budget Analysis S11; CR1.20—SAC Strategic Plan 2007-2015; CR1.23b—Strategic Plan with Progress on Goals S11);
2. Facilities Committee—*Facilities Master Plan* (CR1.29; CR1.30a-d—HMC Facilities Handout, Maps, Project List and Project Goals). The goals of the Facilities Committee also include: Monitor efforts to maintain existing facilities and equipment; monitor efforts to maintain and improve campus appearance; work with IE&A and Environmental Workgroup to initiate green efforts on campus; complete and begin implementing the Facilities Master Plan; review the ADA Transition Plan and proceed with modifications to correct known deficiencies; create a plan to abate graffiti at SAC and review prevention alternatives (http://insidesac.net/support_services/adm_svr/facilities_committee.asp).
3. The Planning and Budget Committee—*District Planning Budgeting Timeline* (CR1.31a; CR1.31b—SAC Budget Committee Flowchart). The Planning and Budget Committee also reviews the tentative budget and the adopted budget of the district and disseminates the information.

4. SACTAC—*Technology Plan* (CR1.32—SACTAC Technology Strategic & Action Plan). In addition, the Teaching Learning Committee (TLC), a committee charged by the IE&A Committee, with a reporting link to IE&A and an informational link to the Curriculum and Instruction Council, is the oversight committee for the college-wide *Core Competencies* (CR.1.14), SLOs at the course and program levels, and analysis of the academic program review model (CR1.33a—Part I: Academic Program Review; CR1.33b—Direct Assessment of SLOs; CR1.34—Department Portfolio Database; CR1.35 PA/PR Meta-analysis TLC Minutes, 05-16-11). The TLC makes recommendations for annual strategic planning updates to the IE&A Committee from Academic Program Review PA/PR reports. The IE&A Committee then aggregates the program review reports of Student Services (CR1.36), Administrative Services (CR1.37) and President's Cabinet (CR1.38; CR1.39a,b,c—TLC Minutes/Report to IE&A Regarding Academic Program Review; CR1.39d-i—Examples of PA/PR Reports; CR1.4b—IE&A End-of Year Report S11). The TLC also makes recommendations for *Core Competencies* revisions to C&I. It recommended a change to *Core Competency 3: Information Management*, which was approved by the Curriculum

and Instruction Council on October 26, 2009 (CR1.14—Core Competencies as of 10-26-09 with Mission Statement). This core competency change was then infused into the Direct-SLO Analysis for the PA/PR review cycle.

The formal participatory governance structure is augmented with an annual Participatory Governance Retreat with President's Cabinet, the Academic Senate Executive Committee and CSEA representatives, in which the governance structure is reviewed and issues of concern are discussed (CR1.40a,b,c—Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreats, 02-03-09 & 06-09-09; 02-02-10; 01-18-11).

III.B.1 Budget

For two years, the unstable state budget crisis has challenged the District Office and both colleges of the district to meet all obligations, while trying to plan for the future. To that end, the SAC Planning and Budget Committee met on September 7, 2010 to discuss the state and district budget update, the District Budget Allocation Model and operational stabilization. The committee also adopted goals for the 2010-2011 fiscal year (CR1.5b—SAC Planning and Budget Committee Minutes, 09-07-10; CR1.41a—SAC Planning and Budget Committee Year-End Report, 05-03-11; CR1.41b—SAC Planning & Budget Committee Goals 2011-2012).

The SAC Planning and Budget Committee then met on November 2, 2010 to discuss details of the District's current budget process. Fundamental budget components were reviewed and concerns with the current District Budget Allocation Model were discussed. Requirements for meeting the full-time Faculty Obligation Number were also discussed. Campus personnel have been monitoring this calculation under the newly-proposed SB361 Revenue Allocation Model (CR1.5d—SAC Planning and Budget Meeting Minutes, 11-2-10).

Budget Update is a consistent agenda item for SAC's President's Cabinet and for SAC's College Council (CR1.42a,b—Examples: College Council Agenda 02-10-11; 03-9-11). Handouts were provided to College Council Committee members on April 27, 2011 showing (by means of the budget calendar) how SAC departmental planning incorporates into the local budget and becomes part of the district budget. Administrative Services is also developing a process anticipating the change to a pending SB 361 Revenue Allocation Model shift from the current district Budget Allocation Model (CR1.43a—SAC Budget Calendar 2011-2012; CR1.43b—SAC Budget Calendar 2012-2013; CR1.44—SAC College Council Minutes 04-27-11).

The SAC Planning and Budget Committee conducts meetings on a regular basis to discuss the most recent budget information and how the state budget crisis impacts local operations and make recommendations to the college President or to BAPR when appropriate. Regardless of the state situation, departments have continued the planning process. The College President attended the SAC Planning and Budget Committee on March 1, 2011. An overview of the budget cycle and the planning and budget process was presented at this meeting, along with a *Draft SAC Budget Calendar for 2011-2012*. It was also emphasized that departments should focus on completing Departmental Portfolio Plans since the DPP process is the vehicle used to identify college fiscal, facilities and staffing needs. In spite of the fact that there are morphing budget details from the District as a result of the unstable state budget, departments have been instructed to continue submitting annual portfolio plans including requests with spending implications (i.e.,

FTE, facilities, equipment) (CR1.45—SAC Planning and Budget Committee Minutes 03-01-11; CR1.43a—SAC Budget Calendar 2011-2012; CR1.43b—SAC Budget Calendar 2012-2013).

The SAC Planning & Budget Committee has been continually emphasizing a culture in which even in uncertain and poorly funded financial circumstances, planning for what is actually needed to achieve the college mission must drive the planning and budget development process (CR1.43b; CR1.43c—ITS Request; CR1.43d—Sample Budget Request DPP; CR1.43e—Administrative Services Example). This will continue even if funding is not likely to be readily available in the near future.

In spring 2011, the Vice President of Administrative Services investigated the functionality of the existing current electronic Departmental Planning Portfolio (DPP) System, which campus users access via InsideSAC.net. The system assigns a number to each Budget Request Application. The Vice President of Administrative Services is working with ITS to modify the system in order to allow Administrative Services to extract the budget requests for all departments into a combined summary report for SAC. After review campus review, an aggregate report would be submitted to BAPR for information.

Administrative Services will continue developing the process in order to implement the plan in time for the 2012-2013 Tentative Budget. This will require departments to complete Budget Request Applications by the end of the fall semester. The Vice Presidents of Academic Affairs, Student Services and the School of Continuing Education will review and prioritize requests. Administrative Services will compile and distribute the data to the Planning and Budget Committee for approval prior to submitting to College Council. The final planning document will be submitted to the district in time for BAPR review in April. This procedure will ensure that SAC planning is linked to the district budgeting process.

III.B.2. Facilities

The SAC *Facilities Master Plan* has been updated. The RSCCD engaged HMC Architects, and working with the Santa Ana College Facilities Committee, has created a 2011 Facilities Master Plan that was released to the President in May 2011 (CR1.29).

The 2011 Santa Ana College Facilities Master Plan has been created to serve as a guide for future campus development. It provides a graphic and narrative description of the college's strategy to support the initiatives of the Educational Master Plan, address the growth in enrollment that is anticipated in the next decade, and position the college to maximize funding opportunities (CR1.29).

The SAC Facilities Committee formed a Facilities Master Plan Subcommittee in October 2009 (CR1.46—Minutes, SAC Facilities Committee 09-21-10). The Facilities Master Plan Subcommittee met in October 2009 to begin formulating the contents to be incorporated into the updated SAC Facilities Master Plan (CR1.47—Notes, SAC Facilities Master Plan Subcommittee, 10-28-09). The Facilities Master Plan Subcommittee then met in November 2009 to review Facilities Master Plans from other community colleges (CR1.48—Notes, SAC Facilities Master Plan Subcommittee 11-11-09).

In February 2010, HMC Architects, Inc. was contracted to assist both colleges, SAC and SCC, in updating their respective Facilities Master Plans. These revised plans reflect current educational

master plans as well as department planning portfolios. The Facilities Master Plan Subcommittee was expanded and became the core group to work with HMC Architects. A series of meetings was conducted throughout spring 2010 culminating in an open forum on June 2, 2010, during which ideas formulated during the semester were conveyed to the SAC community (CR1.49a—Notes, SAC Facilities Master Plan Subcommittee Notes, 12-03-10). The Facilities Master Plans of both SAC and SCC were approved by BAPR on September 7, 2011, with a recommendation for Board of Trustees approval at the September 26, 2011 meeting (CR1.49b—BAPR Agenda 09-07-11).

IV. Program Review (Standards: II.A.1, II.A.2.f, II.B.3, II.D.3)

IV.A.1 Overview

Between the years 2002-2007, two major goals were accomplished at Santa Ana College:

1. The development, implementation and systematic assessment of college-wide *Core Competencies* (CR.1.14), which are in concert with the mission statement;
2. The development and implementation of institutional program review models for: I. Academic Affairs; II. Student Services; III. Administrative Services; and IV. President's Cabinet Portfolio (CR1.33a; CR1.33b CR1.50; CR1.51; CR1.52).

By spring 2008, all academic departments had completed an electronic Department Planning Portfolio (DPP) analysis of goals and activities with plans for improvement. Twenty-five percent of all academic departments had conducted a complete PA/PR cycle embedded within the DPP. (Since the academic PA/PR cycle is quadrennial, by spring 2009, 50% of all departments had conducted complete *Portfolio Assessment/Program Review*, and 75% had conducted *Portfolio Assessment/Program Review* by spring 2010. In spring 2011, 100% of all departments had conducted quadrennial capstone Portfolio Assessment/Program Review (PA/PR) (CR1.33a—See I: Academic Program Review Form F: PA/PR Department Cycle; CR1.53—Academic PA/PR Future Timelines). All units of Student Services, Administrative Services and President's Cabinet have successfully conducted four complete program review cycles within the department/unit portfolios (done annually) (www.INSIDEsac.net). The recursive cycle is ongoing, and the second cycle will commence spring 2012 (www.INSIDEsac.net).

As a result of the October 2008 ACCJC team visit, it was determined by the Commission that although good planning efforts were in place with several planning documents (*Strategic Plan, Technology Plan, Facilities Plan, Budget Development Calendar*), and the program review processes were functioning well, the linkage between the planning documents, program review processes, and budget development was not clearly expressed. Since the ACCJC team visit, more explicit linkages have been created for the Budget & Planning Processes at the college (CR1.3), clearly utilizing program review assessment and strategic planning for those processes. The *Educational Master Plan* (CR1.21a) contains the four program review models: I. Academic—Portfolio Assessment/Program Review; II. Student Services; III. Administrative Services; IV. President's Portfolio (CR1.33a; CR1.33b CR1.50; CR1.51; CR1.52), as well as all planning documents (CR1.54—Santa Ana College Educational Master Plan List of Planning Documents).

Program review is conducted at differing intervals, depending on the needs of the unit. Academic Portfolio Assessment/Program Review (PA/PR) is conducted quadrennially. The portfolios of Student Services are updated annually; complete program review is conducted triennially.

IV.A.2 The Academic Portfolio Assessment/Program Review Model

Fall 2007 the *Academic Portfolio Assessment/Program Review* model, a course-embedded approach for program-level review kept in alignment with the *Strategic Plan 2007-2015*, was created and juxtaposed with the existing Department Planning Portfolio (DPP). Departments systematically establish goals informed by the *Strategic Plan*, develop activities and timelines, and assess the status of goals for the purpose of continuous improvement annually (e.g., Academic DPP—www. InsideSAC.net). However, the full *Portfolio Assessment/Program Review* cycle, including the complete analysis of the *Direct-SLO Assessment* related to the college-wide *Core Competencies* and the *19-Question Template* (19QT) is conducted quadrennially and embedded within the DPP (CR1.33a, CR1.33b—I. Academic Program Review).

The purpose for *quadrennial* academic PA/PR review, in lieu of annual, is the imperative of Direct-SLO Assessment of the college-wide *Core Competencies*. A four-year analysis is essential for academic departments (i.e., instruction based) to properly analyze student learning outcomes at the course/program level. Important to note, however, is that even though the complete capstone academic PA/PR process is quadrennial, the annual Department Planning Portfolio (DPP) is forwarded to the division deans. The DPP, with annual goals, strategies and timelines, includes all requests with fiscal implications, thereby maintaining synchrony with the annual fiscal requests and budget development issued from the Student Services, Administrative Services and President's Cabinet portfolio reviews.

Therefore, each spring, every department embeds the Direct-SLO assessment portion of the program review into the DPP irrespective of when the department's full capstone PA/PR is due. Engaging in dialogue, departments commence the PA/PR process with a discussion of the college-wide *Core Competencies* (CR1.14) and *Vision Themes* (CR1.15), and the faculty create a timeline to determine how the course-level SLOs will be assessed within the context of the seven *Core Competencies* (CR1.14). To assess the individual core competency, individual instructors/departments select one major assignment/examination/demonstration to measure student learning. Instructors create/use a rubric to assess the performance. Individual instructors keep a record of the assessment and identify any needs or issues (CR1.33b—I. Academic PA/PR Form B). At a subsequent department meeting, discussion leads to a plan and timeline for appropriate strategies to improve teaching and learning, which is incorporated into the DPP. This may include curriculum changes, pedagogical discussions, concepts for professional development activities, facilities requests, faculty/staffing requests, supplies/technology/equipment, and all other requests with budget implications. Grant proposals or other ideas for income generation may also be an outcome of these discussions (CR1.55—Department/Division Requests for Equipment/Personnel—HSS S09). This repeats until all course-level SLOs in context of the *Core Competencies* are assessed. Academic DPPs also include department and division discussions about student demographics, enrollment patterns, grade distribution (i.e., indirect assessment data gleaned from research reports in the Academic Department Planning Portfolio) (CR1.7a—12 Measures of Success), and *Direct-SLO Assessment* (CR1.33b—Academic Portfolio Assessment/Program Review; www. InsideSAC.net Department Index).

In a quadrennial PA/PR reporting cycle, the 19QT is added to the portfolio. Departments which complete the PA/PR send the results to the division curriculum committee, which conducts a broader interdisciplinary dialogue. The *Vision Themes* and the *Strategic Plan* also inform

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discussion, as overarching issues that go beyond a single department are formulated. The division curriculum committee certifies the reports, and they are sent to the Teaching Learning Committee (TLC) for even broader transdisciplinary dialogue regarding professional development, sharing of best practices as well as possible requests with budget implications such as facilities, technology, instructional equipment and human resources, all which affects the college broadly. The chair of the TLC sends a summary report, with direct references to *Strategic Plan* alignment, to the IE&A Committee (CR1.39a,b,c). There is also integration of college-wide professional development activities as a result of the program review efforts. The Academic Literacy/Basic Skills Coordinator serves on the TLC as does the IE&A Coordinator, who chairs the TLC. As a result of dialogue, the TLC has sponsored the “Best Practitioners’ 45-Minute How to...” (CR1.56—Best Practitioners’ Menu with Faculty Experts; CR1.57a—PA/PR Meeting Log 2009-2010; CR1.57b—Best Practitioners’ Log 2010-2011).

In spring 2011 one complete cycle of PA/PR capstone review had been conducted. As a result:

1. Every department has undergone a capstone review. The second full cycle commences spring 2012;
2. On May 17, 2011, the TLC conducted a meta-analysis of the PA/PR process and made suggestions for enhancements to the data-collection portions of the 19QT document (CR1.35—PA/PR Meta-analysis TLC Minutes 05-16-11).

Recommendations for Strengthening the PA/PR Process for the 2012-2016 Cycle

The goals of analyzing the effectiveness of academic program review in the second full cycle of PA/PR review, 2012-2016, are to enhance mechanisms for departments to improve the quality of the 19QT PA/PR capstone reports in order to increase student success college-wide. To that end a PA-PR Clinic will be held fall 2011, similar to one held May 24, 2010, but emphasizing the enhancements recommended by the TLC (CR1.35—TLC Minutes 05-16-11; CR1.58a—TLC/Basic Skills Strand D Recommendations for elements to be included in the PA/PR reports, Minutes 11-29-10; CR1.58b—TLC Minutes 01-31-11; CR1.58c—C&I Special Meeting PA/PR Clinic 05-24-10).

As a result of the statewide Basic Skills Initiative, assessment at the course level has been intensified, and a culture of evidence has been made more explicit. One reason is that Basic Skills Initiative work has been infused into the PA/PR process. This initiative has, therefore, propelled Santa Ana College to become more data driven. Departments are being trained to develop benchmarks and achievable goals for improvement in course success rates as well as semester-to-semester retention and to review trends. This must be explicitly demonstrated within the PA/PR process (CR1.59—S11 Convocation PowerPoint; CR1.58—Basic Skills Strands Document; CR1.60—BSI Strand A Minutes, 01-25-11; CR1.61—Basic Skills Goals; CR1.58b—TLC Minutes 01-31-11; CR1.62—Convocation 2011 Faculty Professional Development Needs Survey Results 02-09-11; CR1.63—Spring 2011 Professional Development Schedule).

The Winter Convocation January 2011 had its theme in BSI work. The President of the college issued an “audacious goal” of increasing success and persistence rates 10% by the college centennial in 2015 (CR1.63—Convocation Professional Development Schedules). After the plenary session of the Convocation, there were break-out sessions, at the end of which a survey was given to explore professional development needs for faculty (CR1.62—Convocation 2011 Faculty Professional Development Needs Survey Results 02-09-11). Six faculty development activities were planned for S11 as a result (CR1.63—Spring 2011 Professional Development Schedule).

Several professional development workshops dedicated to assessment, data collection, benchmarking and equity issues have supported this initiative: Logic Modeling for Student Success in the Community Colleges (based on an outcomes approach); the University of Southern California Center for Urban Education (increased success based on an equity model utilizing classroom and institution-level data); Data Coaching, presented by the RP Group (utilized by the Collaborative Inquiry Faculty Inquiry Group project—classroom-level data and analysis); USC Syllabus Project (CR1.23b—Strategic Plan Update S11 Vision Theme IA-Student Achievement: Literacy Across Disciplines).

Since the college is dedicated to enhancing data-driven assessment in the second cycle, the PA/PR 19QT document, underwent some revision to reflect this imperative (CR1.64—PA/PR/ Direct-SLO Assessment docs 05-17-11—Please see Addendum A: PA/PR Process in Cycle II- Guidelines for Use of Data; and Addendum B: The Quick “How to do Program Review” Guide for Faculty and Deans). In addition, the TLC determined that the members of the TLC would also serve as their respective division “program review coaches.” Together with the chair of the TLC, these representatives will attend department meetings and continue to demonstrate how to amplify and strengthen the use of direct and indirect data within the PA/PR model both in the quantitative and qualitative dimension (CR1.65—TLC Minutes 05-16-11). A professional development session will also be held fall 2011 for all TLC members and chairs whose respective department’s capstone PA/PR review will be due spring 2012. The deans are also welcome (CR1.66—Departments scheduled for capstone PA/PR review spring 2012).

To advance lines of communication, the Teaching Learning Committee (TLC) has an ongoing agenda item related to BSI work and sponsors faculty development opportunities, when appropriate. In addition, since the TLC has membership from all divisions, regular reports are made at division curriculum committee meetings. Two deans also serve on the TLC, which creates a bridge to the administration. Regular reports are made at the Deans’ Meetings. The chair of the TLC also makes regular reports to the Curriculum and Instruction Council and the Academic Senate.

The annual student services department planning portfolio analyses are directed to the Vice President of Student Services, who then sends a report to the IE&A Committee. A complete program review of all departments/units of student services is conducted triennially (CR1.50—II. Student Services PA/PR). Important to note, however, is that Special Services, EOPS and Sign Language programs, which are part of student services, have courses. Therefore, these programs participate in the Academic PA/PR process as well. Direct-SLO Assessment and the 19QT are sent through the Academic PA/PR process, and data is also included in the student services DPP.

Departmental surveys are completed by lead workers and forwarded to the Vice President of Administrative Services, who compiles the data, prepares the report, and forwards the finished document to the IE&A Committee.

In spring 2011, the Vice President of Administrative Services investigated the functionality of the existing current electronic Department Planning Portfolio System that campus users access via InsideSAC.net. The system assigns a number to each goal entered, so users can enter a Budget Request Application to each goal. The Vice President of Administrative Services is working with ITS to modify the system in order to allow Administrative Services to extract the budget requests for all departments, which will create a meta-view of all requests.

Annual DPPs are due April 1st and aggregated by the division deans who forward elements with fiscal impact to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews these

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reports, and according to the system developed by the Vice President of Administrative Services for the 2012-2013 budget, they will be referred to the Planning and Budget Committee. After approval of the Planning and Budget Committee, all requests with fiscal impact will be referred to College Council.

Commencing spring 2012, after priority decisions are made, the IE&A Committee will receive a written report from the Vice President of Academic Affairs in tandem with the Vice President of Administrative Services to close the loop of communication.

The Administrative Services division conducts a program review and updates the DPP annually. The 2010-2011 Administrative Services DPP is posted on InsideSAC.net and has been forwarded to the IE&A Committee (CR1.67—Administrative Services Portfolio S11 link: http://www.insidesac.net/support_services/adm_svr/default.asp). Activities and Goals for 2011-2012 have been posted in the Department Portfolio System. Supplemental details have been posted to the budget application request where appropriate. An executive summary together with a summary of division budget applications is presented each spring to the Planning and Budget Committee, the Facilities Committee and the Safety Committee (CR1.68—Administrative Services DPP Executive Summary, April 2011).

The IE&A Committee aggregates the program review reports from all units and creates an end-of-year report for all the participatory governance committees (CR1.4a,b—IE&A End-of-Year Report S10, S11). The IE&A committee also utilizes this information to aid in creating the *Strategic Plan Update S11* (CR1.23b). While the IE&A Committee is utilizing the information to inform *Strategic Plan* updating, the Vice Presidents of Student Services and Administrative Services also send the program review analyses to the other governance committees (i.e., Budget, Facilities, Student Success, Safety & Security, SACTAC) (CR1.69—Minutes of Special Meeting of Budget Committee, 4-28-09). Issues with fiscal implications, therefore, are communicated with these groups. The Planning and Budget Committee uses this information in concert with information received from the aggregated IE&A End-of-Year Report (CR1.4a,b). Recommendations are then sent to College Council. The President of the college makes all final decisions which are then communicated back to the governance committees as well as the college community through frequent updates.

Critical to these processes are the planning and budget development activities for academic programs in the annual Department Planning Portfolio (DPP) (www.insidesac.net – See Art Department and Nursing Department), and the annual Department Planning Portfolios for Student Services and Administrative Services. Any needs for faculty/staffing, facilities, technology or any budget-driven requests must be included in the DPP as a result of analysis and department/unit dialogue (CR1.55—Department/Division Requests for Equipment/Personnel—HSS S09; CR1.69—Minutes of Special Meeting of Planning and Budget Committee—4/28/09). These requests are reviewed by the division deans/program managers, who aggregate the priorities of the division/unit and refer them to the appropriate vice presidents. The vice presidents then analyze the requests and send the information to the governance committees, including the Budget Committee and the Facilities Committee, SACTAC, the Safety & Security Committee and the Student Success Committee as appropriate. The Planning and Budget Committee also receives the *Strategic Plan* update from the IE&A Committee (CR1.4a,b), which it utilizes to do budget analysis of the items in the *Strategic Plan* that were accomplished (CR1.12; CR1.13). It is also determined if activities shall be ongoing. The governance committees send their analyses and requests to College Council, which refers information and recommendations to the President. The President, in consultation with her cabinet,

makes final budget decisions, meets with the Planning and Budget Committee, as appropriate, and broadly communicates those decisions (CR1.70—President Martinez’s Communiqués about Budget). “Budget and Resources” was an agenda item at the SAC Leadership Retreat held on February 2, 2010 (CR1.40b Retreat Minutes). The current situation, future implications, SAC Planning and Budget Committee priorities, and pursuing resources for restoration were among the topics discussed. Stabilization was an agenda item for the shared governance joint retreat held on January 18, 2011 (CR1.40c—Leadership Retreat Agenda, 01-18-11).

To summarize, Academic PA/PR readily intersects with the program review models of Student Services, Administrative Services and President’s Cabinet Portfolio, as the analysis of all program review is conducted through the participatory governance structure. Therefore, all program reviews include indirect data from research reports, as well as direct qualitative analyses where appropriate. This then informs the program review analysis. These annual reports are sent to the IE&A Committee, which aggregates the themes from the analysis with direct reference to the *Strategic Plan*. Academic Program Review is sent to the IE&A Committee through the TLC (CR1.39a,b,c—Report from the TLC to IE&A). The *IE&A End-of-Year Report* is sent to all participatory governance committees, the Academic Senate and President’s Cabinet (CR1.4a,b—IE&A End-of-Year Report). This, in conjunction with the *Strategic Plan Update S11* (CR1.23b), is used for strategic planning, budget analysis of the previous year, and then budget development. Information gleaned from department/unit program review analysis plays a prominent role in the annual update of the *Strategic Plan* (CR1.23a,b).

All governance committees are apprised of the *Strategic Plan Update* and utilize the information for assessing achievement of goals of the respective documents overseen by the committee (i.e., Facilities Plan, Technology Plan, Budget Development Calendar), and development of future goals and activities. As a parallel activity, all participatory governance committees also conduct annual assessment of committee goals every spring (CR1.71—*Year-End Assessment of Committee Form*; CR1.4b—IE&A End-of-Year Report S11: SECTION III: End-of-Year Reports Participatory Governance). Of particular import is the analysis conducted by the Planning and Budget Committee, which provides an analysis of the budget implications in the attainment of the goals of the *Strategic Plan* (CR1.20). This demonstrates actual budgetary performance. In addition, synchronicity with district timelines and program reviews is demonstrated (CR1.72—RSCCD Strategic Plan and Framework; CR1.8—District/College Alignment to BOT Goals; CR1.9—RSCCD Planning Timelines 2010-2012; CR1.73—RSCCD Planning & Budget Integration Model; CR1.74—BOT and District Planning Timelines; CR1.75—SAC Planning Cycle Charts; CR1.76—District Planning Page with List of Documents).

V. Evaluation of Outcomes for Subsequent Budget Development (Standards: IIA.1, II.A.2.f, II.B.2.b, II.D.2, II.D.3, IV.B.3a, IV.B.3.b)

V.A Budget

The district is reviewing options for a new Budget Allocation Model based on the SB 361 revenue allocation model. This would replace the 12-year old budget allocation model that has been a source of controversy (CR1.11—2010-2011 Revenue Simulation Model SB361).

A budget component was developed within the Department Portfolio Planning system. With some minor adjustments, information submitted from departments can easily be downloaded by Administrative Services into a spreadsheet for use by President’s Cabinet. This program will then provide the information Administrative Services needs to prepare budget projections.

Departments must also be prepared to handle contracting resources (CR1.77—Planning and Budget Committee Minutes 06-01-10). The current budget crisis has severely reduced discretionary operating budgets. As the state continues to constrict and downsize community colleges, departments need to be prepared to recommend program and staff reductions to help ensure impact on the educational mission is minimized.

The California budget crisis has seriously impacted Santa Ana College programs. Individual discretionary budget line items in all SAC departments were reduced by 10% (with a cumulative SAC reduction of \$1,041,940) during the first round of budget reductions for the 2008-2009 tentative budget. SAC's funding was further reduced by \$4,308,272 for the 2008-2009 adopted budget. The district implemented a mandatory hiring freeze, which has resulted in deficits in human resources throughout the campus, which has further impacted operations. Actual Santa Ana College general fund costs have decreased from \$84.2 million in 2007-2008 to \$72.3 million in 2009-2010. The district is currently preparing additional reductions for the 2011-2012 adopted budget. In anticipation of a further workload reduction, SAC credit instruction has been reduced by 7.5% for fall 2011.

The state budget crisis also altered the preparation of the 2011-2012 Tentative Budget. Due to the lack of details from Sacramento, a rollover budget was proposed, which was approved by BAPR in May 2011 (CR1.78—BAPR Minutes 05-04-11). In the meantime, budget information was extracted from SAC department portfolio planning documents and summarized for review and recommendations for the 2011-2012 Adopted Budget, which was approved at the September 12, 2011 Board of Trustees meeting (CR1.79a—Adopted Budget 2011-2012; CR1.79b—BOT Summary, 09-12-11).

A sample Budget Request Application from the electronic DPP program within InsideSAC.net was presented at the April 27, 2011 College Council meeting (CR1.44—College Council Minutes). With only minor modifications, the current program will provide the basic information needed to effectively link planning and budgeting. Administrative Services will extract DPP budget data and compile a summary report for distribution to campus and district constituent groups. Administrative Services will continue refining the process with full implementation expected in spring 2012 for the 2012-2013 budget. Departments were reminded to continue submitting portfolio plans in light of the fact that there are no budget details for 2011-12 (CR1.44—SAC College Council Minutes 04-27-11).

After the IE&A Committee submitted the *Strategic Plan Update Spring 2011*, the Planning and Budget Committee added a column which aligned budget information to the completed activities of the *Strategic Plan* (CR1.20). After Planning and Budget Committee analysis, this information was given to the President, who created her priorities. The President's tentative budget is presented to the Planning and Budget Committee (CR1.45—Planning and Budget Committee Priorities in Minutes, 03-01-11; CR1.5a—Minutes Planning and Budget Committee, 05-05-09). The SAC planning and budget cycle is also synchronized with the district cycle (CR1.72—RSCCD Strategic Plan and Framework; CR1.7b—District/College Alignment to Goals; CR1.9—RSCCD Planning Timelines; CR1.75—SAC Planning Cycle Charts).

V.B Planning Update

The district hired consultants to lead stakeholders through basic planning strategies for the development of the district Strategic Plan. The process began with interviews on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the College/District. Responses were compiled into seven strategic directions to guide College and District planning. These directions (CR1.80a—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11) were presented at a strategic planning retreat held on Friday, April 8, 2011 (CR1.80b—Strategic Planning Retreat Agenda 04-08-11). A summary and work session was held on Friday, May 6, 2011. (CR1.80c—Strategic Planning Retreat Agenda 05-06-11).

Board Vision and District Goals for 2011-2012 were approved on February 7, 2011. (CR1.81—BOT Minutes 02-07-11; CR1.16—BOT Vision and District Goals 2010-2011).

The February 7, 2011 annual Board Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (CR1.16)
- 2010 Accountability Reporting for the Community Colleges (ARCC) (CR1.82)
- *12 Measures of Success, February 2011* (CR1.7a)
- College Presidents and Chancellor: Progress towards Goals (CR1.83—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (CR1.84). (CR1.81—BOT Minutes 02-07-11)

In light of the severe funding reductions imposed by the state budget, a great deal of time has been dedicated to budget reduction district-wide. As a result, the Board of Trustees has dedicated a portion of each meeting (CR1.85a-h—Board of Trustees Budget update Presentations) to consider state and local budget information overall and review reduction alternatives proposed by the colleges and district operations. The District’s inability to rely on the state’s capacity to meet its constitutional budgetary timelines has caused us to place great emphasis locally on the budget priorities established through the college’s budget committee to maintain the integrity of the planning and budget processes during a period of historic volatility. BAPR WG began a complete review of the Budget Allocation Model in fall 2009. That process continues. The proposal will include a written implementation plan as well as a matrix identifying expenditure and budget responsibilities for each campus and the district (CR1.11—2010-2011 Revenue Allocation Model Simulation SB361).

VI. Communication of Outcomes
(Standards: IV.A.3, IV.A.4, IV.A.5, IV.B.2.e)

Information flows from departments to governance committees as cited above. The President receives the information all along from meetings with the IE&A Coordinator and regular meetings with the President’s Cabinet. Noteworthy is the cross-membership of the President’s Cabinet members with the IE&A Committee. Also, in addition to membership on the IE&A Committee, the Vice President of Administrative Services serves as the co-chair of the Planning and Budget Committee as well as the Facilities Committee and the Safety Committee; the Vice President of Student Services serves as the co-chair of the Student Success Committee; the Vice President of Academic Affairs serves as the co-chair of

RESPONSE TO COLLEGE RECOMMENDATION 1

the Accreditation Committee (CR1.2a—Participatory Governance Structure). Also noteworthy is that the membership of the IE&A Committee includes the Institutional Effectiveness & Assessment Coordinator (serves as chair), the President and Past President or President-elect of the Academic Senate (also currently co-chair of the district BAPR and co-chair of the Facilities Committee), the Vice President of the School of Continuing Education, the RSCCD director of the Research Department, and two classified representatives appointed by CSEA. The President of the Academic Senate and the vice presidents also serve on College Council.

The chair of IE&A Committee also meets regularly with the President of the college and attends President's Cabinet meeting as needed. The President of the college is also a member of the Chancellor's Cabinet and district BAPR, which is an additional source of coordination and information. The President's exigency to communicate issues of import regularly is part of the culture at Santa Ana College (CR1.86—Chancellor's Budget Forum "Employee Forum" 04-05-11). The President communicated to members of College Council, the Board of Trustees, the college community and the public regarding Responses to ACCJC in the *Midterm Report* (CR1.87—President Martinez's Communiqués regarding Midterm Report). Between August 18-30, the *Midterm Report* was posted on the public drive of InsideSAC.net for all members of the college to review. Feedback was sent to the chair of the IE&A Committee. Open forums were held at SAC August 30 and at Centennial Education Center August 31, 2011 (CR1.88—Open Forums August 2011 Attendance). This was discussed with President's Cabinet and College Council August 24, 2011, and the document was approved on August 31, 2011 (CR1.89a,b). The respective accreditation chairs of Santa Ana College and Santiago Canyon College met to discuss editing for the district responses. Final editing was completed by September 10, 2011. The *Midterm Report* was placed on the Board of Trustees docket for a first reading on September 26, 2011, in tandem with the *Midterm Report* of Santiago Canyon College. The Board of Trustees approved both documents on October 10, 2011 (CR1.90a—BOT Minutes 09-26-11; CR1.90b—BOT Summary 10-10-11).

Evidence—College Recommendation 1

| Number | Name |
|----------|---|
| CR1.1a-d | Agendas and Minutes Accreditation Workgroup, 2/26; 3/1; 3/12; 4/2; 5/12 |
| CR1.2a | Participatory Governance Structure |
| CR1.2b | Governance Structure Presentation |
| CR1.3 | Planning & Budget Processes Chart |
| CR1.4a | IE&A End-of-Year Report S10 |
| CR1.4b | IE&A End-of-Year Report S11 |
| CR1.5a-d | Planning and Budget Committee Minutes (05-05-09; 09-07-10; 10-11-10; 11-15-10) |
| CR1.6a-m | BAPR Workgroup Notes (07-14-10; 08-11-10; 10-06-10; 12-01-10; 01-05-11; 02-09-11; 03-09-11; 04-06-11; 04-13-11; 05-11-11; 06-01-11; 07-13-11; 08-10-11) |
| CR1.7a | <i>RSCCD 12 Measures of Success</i> |
| CR1.7b | Alignment of SAC Vision Themes with <i>RSCCD 12 Measures of Success</i> to BOT Goals 2010-2012 |
| CR1.8 | SAC Vision Themes Aligned to BOT Goals 2010-2012 |
| CR1.9 | RSCCD Planning Timelines 2010-2012 |

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|-----------|--|
| CR1.10a | RSCCD Adopted Budget Assumptions 2010-2011 |
| CR1.10b | RSCCD Adopted Budget 2010-2011 |
| CR1.10c | RSCCD Tentative Budget Assumptions 2011-2012 |
| CR1.10d | RSCCD Tentative Budget 2011-2012 |
| CR1.11 | 2010-2011 Revenue Allocation Model Simulation SB361 |
| CR1.12 | SAC Strategic Plan Update S10 with Budget/Facilities Analysis |
| CR1.13 | SAC Strategic Plan Update S11 with Budget/Facilities Analysis |
| CR1.14 | SAC Mission Statement with Core Competencies |
| CR1.15 | SAC Vision Themes |
| CR1.16 | BOT/Vision and District Goals 2010-2012 |
| CR1.17 | District and College Participatory Governance Chart |
| CR1.18 | RSCCD Functions/Mapping of Responsibilities |
| CR1.19 | BOT Minutes, 11-19-07 |
| CR1.20 | SAC Strategic Plan 2007-2015 |
| CR1.21a | SAC Educational Master Plan 2007-2015 (disc only) |
| CR1.21b | SAC Educational Master Plan Update S11 |
| CR1.22 | C&I Council Minutes, 11-08-10 |
| CR1.23a | SAC Strategic Plan with Progress on Goals S10 |
| CR1.23b | SAC Strategic Plan Update with Progress on Goals S11 |
| CR1.24 | SAC Educational Master Plan Table of Contents |
| CR1.25a,b | SAC Educational Master Plan and Updates S10, S11 (disc only) |
| CR1.26a | BAPR Minutes, 06-08-11 |
| CR1.26b | BAPR Minutes, 09-07-11 |
| CR1.27 | RSCCD Strategic Technology Plan 2011-2012 |
| CR1.28 | Agenda & Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A |
| CR1.29 | Facilities Master Plan HMC Architects |
| CR1.30a | HMC Architects Handout |
| CR1.30b | HMC Maps |
| CR1.30c | HMC Project List |
| CR1.30d | HMC Project Goals |
| CR1.31a | District Planning Budgeting Timeline |
| CR1.31b | SAC Budget Committee Flowchart |
| CR1.32 | SACTAC Technology Strategies & Action Plan |
| CR1.33a | Part I: Academic Portfolio Assessment/Program Review |
| CR1.33b | Direct Assessment of SLOs |
| CR1.34 | SAC Department Portfolio Template & Database |
| CR1.35 | PA/PR Meta-analysis: TLC Minutes, 05-16-11 |

RESPONSE TO COLLEGE RECOMMENDATION 1

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|-------------|---|
| CR1.36 | Student Services Portfolio S11 |
| CR1.37 | Administrative Services Portfolio S11 |
| CR1.38 | President's Cabinet Portfolio S11 |
| CR1.39a,b,c | TLC Minutes: Report to IE&A Regarding Academic PA/PR, 04-04-11; 04-18-11; 05-02-11 |
| CR1.39d-i | Examples of PA/PR Reports |
| CR1.40a | Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership, February 3, 2009 & June 9, 2009 |
| CR1.40b | Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreat, February 2, 2010 |
| CR1.40c | Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreat, January 18, 2011 |
| CR1.41a | SAC Planning & Budget Committee Year-End Report, 05-03-11 |
| CR1.41b | SAC Planning & Budget Committee Goals 2011-2012 |
| CR1.42a,b | College Council Agenda, 02-10-11; 03-09-11 |
| CR1.43a | SAC Budget Calendar 2011-2012 |
| CR1.43b | SAC Budget Calendar 2012-2013 |
| CR1.43c | ITS Request |
| CR1.43d | Sample Budget Request DPP |
| CR1.43e | Administrative Services Example |
| CR1.44 | SAC College Council Minutes, 04-27-11 |
| CR1.45 | SAC Planning & Budget Committee Minutes, 03-01-11 |
| CR1.46 | SAC Facilities Committee Minutes, 09-21-10 |
| CR1.47 | SAC Facilities Master Plan Subcommittee Notes, 10-28-09 |
| CR1.48 | SAC Facilities Master Plan Subcommittee Notes, 11-11-09 |
| CR1.49a | SAC Facilities Master Plan Subcommittee, 12-03-10 |
| CR1.49b | BAPR Agenda 09-07-11 |
| CR1.50 | II. Student Services Program Review |
| CR1.51 | III. Administrative Services Program Review |
| CR1.52 | IV. President's Cabinet Portfolio (i.e., analysis of goals) 2008 |
| CR1.53 | Academic PA/PR Future Timelines |
| CR1.54 | SAC Educational Master Plan List of Planning Documents |
| CR1.55 | Department/Division Requests for Equipment/Personnel—HSS S09 |
| CR1.56 | "Best Practitioners' 45-Minute How To..." with Faculty Experts |
| CR1.57a | PA/PR Meeting Log 2009-2010 |
| CR1.57b | PA/PR Meeting Log 2010-2011 |
| CR1.58a | TLC Minutes, 11-29-10 |
| CR1.58b | TLC Minutes, 01-31-11 |

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| CR1.58c | C&I Special Meeting PA/PR Clinic, 05-24-10 |
| CR1.59 | Winter 2011 Convocation PowerPoint |
| CR1.60 | BSI Strand A Minutes, 01-25-11 |
| CR1.61 | BSI Long-Term Goals for SAC |
| CR1.62 | Convocation 2011 Faculty Professional Development Needs Survey Results |
| CR1.63 | Spring 2011 Professional Development Schedule |
| CR1.64 | PA/PR and Direct SLO Assessment Documents, 05-17-11 |
| CR1.65 | TLC Minutes, 05-16-11 |
| CR1.66 | Department PA/PR Schedule for 2011-2012 |
| CR1.67 | Administrative Services DPP: InsideSAC.net |
| CR1.68 | Administrative Services DPP Executive Summary, April 2011 |
| CR1.69 | Special Meeting Budget Committee, 04-28-09 |
| CR1.70 | President Martinez's Budget Communiqué |
| CR1.71 | Year-End Assessment of Committee Form |
| CR1.72 | RSCCD Strategic Plan and Framework |
| CR1.73 | RSCCD Planning & Budget Integration Model |
| CR1.74 | BOT & District Planning Timelines |
| CR1.75 | SAC Planning Cycle Charts |
| CR1.76 | District Planning Page with List of Documents |
| CR1.77 | Planning & Budget Committee Minutes, 06-01-10 |
| CR1.78 | BAPR Minutes, 05-04-11 |
| CR1.79a | RSCCD Adopted Budget 2011-2012 |
| CR1.79b | BOT Summary, 09-12-11 |
| CR1.80a | Strategic Directions for Planning in the RSCCD (See CR1.80b, p7) |
| CR1.80b | Strategic Plan Retreat Agenda, 04-08-11 |
| CR1.80c | Strategic Plan Retreat Agenda, 05-06-11 |
| CR1.81 | BOT Minutes 02-07-11 |
| CR1.82 | Accountability Reporting for the Community College, SAC 2010 |
| CR1.83 | Chancellor's Goals |
| CR1.84 | Results of Community and Staff Input of 2010-11 District Goals |
| CR1.85a | BOT Budget Update Presentation, 09-27-10 |
| CR1.85b | BOT Budget Update Presentation, 10-11-10 |
| CR1.85c | BOT Budget Update Presentation, 11-15-10 |
| CR1.85d | BOT Budget Update Presentation, 01-18-11 |
| CR1.85e | BOT Budget Update Presentation, 03-28-11 |
| CR1.85f | BOT Budget Presentation, 05-10-11 |
| CR1.85g | BOT Budget Presentation, 05-23-11 |

RESPONSE TO COLLEGE RECOMMENDATION 1

- CR1.85h BOT Budget Presentation, 06-20-11
- CR1.86 Chancellor's Budget Forum "Employee Forum," 04-05-11
- CR1.87 President Martinez's Communiqué Regarding Open Forums for Midterm Report
- CR1.88 Open Forums August 2011 Attendance
- CR1.89a College Council Agenda/Minutes, 08-24-11
- CR1.89b College Council Agenda/Minutes, 08-31-11
- CR1.90a BOT Minutes, 09-26-11
- CR1.90b BOT Summary, 10-10-11

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 2 DIVERSITY PLAN

In order to fully meet standards II and III, the Team recommends that the college prepare and maintain an updated Diversity Plan. (Standards II.A.1.a, II.A.3.c, II.B.3.d, III.A.4.a, III.A.4.b)

On December 1, 2010, President Erlinda Martinez and ALO Bonita Jaros participated in a conference call with ACCJC Vice President G. Jack Pond to clarify the Commission's intent for this recommendation.

The following was concluded:

1. Federal and state regulations are not included in accreditation standards.
2. In consultation with the Commission, it was determined this recommendation has no direct link to Standard II. The college could not find citations with relevance to a recommendation connected to Standard II, nor was there any reference in the *Evaluation Report* of January 2009 to weakness regarding Diversity in the student body, curriculum (course level or program) or student services.
3. The only link to accreditation standards is related to Standard III.A.4.a. Since the recommendation is assigned at the district level, it is not feasible for Santa Ana College to develop a diversity plan.
4. The development of a diversity plan at the district level has been deferred until there is clear direction from the statewide System Office (i.e., State Chancellor's Office).
5. The college is in full compliance with accreditation standards.

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 3 COMMUNICATION WITH CLASSIFIED EMPLOYEES

The Team recommends that the college strengthen its communication with classified employees regarding governance committee vacancies and service opportunity processes, deliberations, and outcomes. (Standards III.A, IV.A.1)

Workgroup:

Sara Lundquist, Ph.D., Vice President, Student Services, SAC

Janet Grunbaum, CSEA Representative

Sean Small, CSEA Representative

Bonita N. Jaros, Ph.D., Institutional Effectiveness and Assessment Coordinator; Accreditation Liaison Officer, SAC

Progress toward Recommendation

The pinnacle for participatory governance at SAC is the College Council, which has two full-time classified employees serving as representatives to ensure that a voice is always present for classified employees in this consultation and decision-making venue. It is then of import that these representatives regularly share the deliberations, decisions and pending items of College Council with the entire classified staff. The participatory governance structure is reviewed at least once a year, and classified members have also been added in this venue to expand representation of these stakeholders in participatory governance committee work (CR3.1—2010-2011 Membership List for College Council; CR3.2a—College Council Minutes, 02-10-10; CR3.3b—College Council Minutes 03-09-11).

The bi-annual Strategic Planning Retreats, in which the SAC Cabinet and the Academic Senate consider possible changes to or improvements in the college's structure, resources, priorities and policies, have been expanded to include the two classified representatives that participate on the College Council. This action was taken to ensure that classified colleagues were included in the thinking and planning work that would carry forward into other governance venues and so that the group could benefit from classified perspectives (CR3.3a—Agenda 2010-2011 Cabinet-College Council Strategic Retreat; CR3.3b—Roster of Participants Cabinet-Leadership Strategic Retreat).

The college President has ensured that two-way communication is a regular part of the work life of classified employees at Santa Ana College and that they are connected to critical information about the college overall and the units they belong to organizationally. To accomplish this, the President has continued a series of Brown Bag lunches with the classified staff which are informal in nature and allow for dialogue across many college issues outside of the regular, more formal organizational and governance structures (CR3.4a—Promotional Materials President's Brown Bag Lunches; CR3.4b—Sample Evaluation Brown Bag Meeting with President, 03-16-11). As part of the process of preparing this report, classified staff expressed concerns about having less time to meet with the President to discuss issues than other groups at the college. As a result, the College Council representatives have been invited to participate in regular classified-specific meetings in the President's office. The first official meeting occurred with the two College Council classified employee representatives on August 25, 2011.

When critical developments at the college occur, larger college-wide and group-specific meetings are held to both inform and hear from the college community. Examples of such recent activities include the Winter Convocation, in which the President framed a critical set of mission-central challenges that require all members of our community to engage to help students succeed. After the Convocation, during the flexible calendar week, a special small group session on the subject was scheduled. The pre-semester period is one in which classified staff have less liberty to leave work locations as students are striving to solidify their upcoming semester of study (CR3.5—Classified Staff Development Invitation, March 16, 2011). Another example of such an activity was the recent Budget and Planning Committee joint event with the Academic Senate, in which classified representatives were invited. Subsequently, a college-wide budget and planning dialogue occurred with the RSCCD Chancellor (CR3.6—Joint Budget Committee/Academic Senate Meeting, 02-08-11; CR3.7—Employee Forum, 04-05-11).

The college President has also emphasized with her management team the importance of continual communication with classified staff, including the inclusion of classified staff in strategic planning at the program and department levels throughout the year. This is intended to utilize the professional expertise that classified staff have as they perform their regular work and to be receptive to their perspectives regarding institutional-level operations. Managers are encouraged to help classified staff participate in a range of related activities and to communicate with them in an on-going way about college issues as well as departmental and division-specific work (CR3.8a—SAC Management Council Meeting Agenda, 03-17-11, Classified Employee Communication; CR3.8b—College Council Minutes 04-27-11).

A Classified Professional Development committee and program has been officially reinstated at SAC in spite of the lack of fiscal resources to ensure that priority items could be addressed and that opportunities for classified staff to participate in general professional development could be maximized. There was a college-wide open-house which allowed classified staff to participate. The open house featured the work of the committee, upcoming offerings, and ways to get involved and have a voice at SAC (CR3.9a—Classified Professional Development Summary; CR3.9b—Example of Classified Staff Development Workshop Invitation).

With regard to participatory governance, in 2010-2011, the Planning and Budget Committee increased classified representation from two to “up to four” (CR3.2a; CR3.10 Participatory Governance Handbook, 02-10-10). In addition, in the end-of-year analysis of the Institutional Effectiveness and Assessment Committee, it was determined that classified representation should be increased to two representatives appointed by CSEA. One is designated from student services and one from academic affairs. This was reported to College Council and took effect summer 2011 (CR3.11—IE&A Minutes, 03-30-11).

In the dynamic environment that Santa Ana College has become over the last several volatile years and with a strong likelihood that this will continue, as the state’s financial situation remains precarious, the college leadership will continue to give attention and scrutiny to communication with classified staff and invite continuous input to the work of achieving the SAC Mission together.

Evidence—College Recommendation 3

| Number | Name |
|---------------|-------------|
|---------------|-------------|

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|--------|--|
| CR3.1 | Membership List for College Council 2010-2011 |
| CR3.2a | College Council Minutes documenting the annual governance structure review and membership updating process, 02-10-10 |

RESPONSE TO COLLEGE RECOMMENDATION 3

- CR3.2b College Council Minutes, 03-09-11
- CR3.3a Agenda 2010-2011 Cabinet-Leadership Strategic Retreat, 01-18-11
- CR3.3b Roster of Participants 2010-2011 Cabinet-Leadership Strategic Planning Retreats
- CR3.4a Promotional Materials related to the President's Brown Bag Lunches
- CR3.4b Sample Evaluation of the Brown Bag meeting with the President, March 16, 2011
- CR3.5 Classified Staff Development Invitation, March 16, 2011
- CR3.6 Joint Budget Committee/Academic Senate Meeting, 02-8-11
- CR3.7 Employee Forum, April 5, 2011
- CR3.8a SAC Management Council Meeting Agenda, 03-17-11, Classified Employee Communication
- CR3.8b College Council Minutes, 04-27-11
- CR3.9a 2010-2011 Classified Professional Development Summary
- CR3.9b Example of Invitation to Classified Staff Development Workshop Invitation
- CR3.10 Participatory Governance Handbook, 02-10-10
- CR3.11 IE&A Minutes, 03-30-11

**PLANNING AGENDA OF THE SANTA ANA COLLEGE
REPORT OF THE INSTITUTIONAL SELF STUDY FOR ACCREDITATION 2008
(ANNOTATED VERSION FOR RESPONSE TO WASC RECOMMENDATIONS)**

Writing Team: IE&A Committee

| SELF STUDY PLANNING AGENDA | TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE: | PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE | CURRENT STATUS |
|---|---|--|---|
| Standard I: | | | |
| <p>1. The <i>Portfolio Assessment/ Program Review</i> will be ongoing and consistent with interdisciplinary dialogue leading to systematic and continuous improvement at the program level.</p> | <p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012.</p> | <p>Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A.</p> | <p>All departments have kept an annual Department Planning Portfolio (DPP) with annual goals and the status of those goals. These have been referred to the Division Deans, aggregated and then sent to the Vice President of Academic Affairs. (Included are facilities, FTE, equipment requests based on goals.) Quadrennial capstone review of the DPPs, including the Direct SLO Assessments of the seven Core Competencies and the 19 Question Template (19-QT) has been completed by all departments as of spring 2011. The Teaching Learning Committee (TLC) has reviewed all PA/PR documents, has aggregated the results in the <i>TLC End-of-Year Report</i> (which it refers to the Institutional Effectiveness and Assessment Committee (IE&A), and has made recommendations for slight revision in the PA/PR process. Core Competency 3, formerly "Information Competency" is now "Information Management" and includes: A. Information Competency; and B. Technology Competency. In addition, BSI work will be incorporated into the PA/PR reports in the second cycle 2012-2016 for all academic departments. More course-level data will be utilized demonstrating improvement in course completion rates as well as semester to semester persistence rates. A 10% goal has been set college-wide through the next PA/PR cycle for all departments.</p> <p>The annual Administrative Services Departmental Portfolio Plan and Annual Program Review was completed and submitted to IE&A in April 2011.</p> |

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

| SELF STUDY PLANNING AGENDA | TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE: | PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE | CURRENT STATUS |
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| 2. All departments will complete a cycle of PA/PR by spring 2011. | To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012. | Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A. | One complete cycle of capstone quadrennial PA/PR analysis (including Direct-SLO Assessment and the 19-QT) has been completed by all academic departments as of spring 2011. |
| 3. All departments will fully utilize the electronic Department Planning Portfolio process. | | Under the aegis of the Technical Committee of C&I, all departments will utilize the electronic DPP. All departments will also submit all proposals on WebCMS in the 2008-09 academic year and ongoing. | All departments are utilizing the electronic Department Planning Portfolio. SAC has migrated from WebCMS to CurricUNET as of spring 2011. All new and revised courses and programs will be placed on CurricUNET by the faculty. |
| 4. The Institutional Effectiveness and Assessment Committee will continue to provide the <i>Strategic Plan with Progress on Goals</i> document to the college President and appropriate governance committees every spring. | | The IE&A committee will continue to follow the timeline established in 2007-08 to update the <i>Strategic Plan with Progress on Goals</i> every spring. The chair of IE&A will disseminate results and recommendations for change broadly. In addition, the <i>Strategic Plan with Progress on Goals</i> will be posted on the IE&A website on InsideSAC.net. | The IE&A Committee has provided the college President and all governance committees the <i>Strategic Plan with Progress on Goals</i> each spring. In addition, IE&A has provided the <i>IE&A End-of-Year Report</i> to each governance committee. This report aggregates information from all program review reports: Academic (referred by the TLC), Student Services, Administrative Services and President's Cabinet. IE&A also received the end-of-year reports from all the governance committees. The <i>Educational Master Plan</i> , which contains the <i>Strategic Plan 2007-2015</i> , is also updated to include this report and all governance committee end-of-year reports, under the aegis of the IE&A Committee. |

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| 5. The Institutional Effectiveness and Assessment Committee will continue to aggregate all program review documentation and advise the appropriate governance committees every spring. | | Under the guidance of the IE&A Coordinator, the IE&A will receive all Program Review Reports and synthesize recommendations which will be referred to President's Cabinet, Facilities, Planning & Budget and SACTAC committees, the Academic Senate and College Council. | The IE&A Committee has received and reviewed all institutional program review documents and created the <i>IE&A End-of-Year Report</i> , which is included in the annual update of the <i>Educational Master Plan</i> and sent to all governance committees (including College Council) and constituency groups (including the Academic Senate, CSEA and FARSCCD). |
| 6. The IE&A committee will update the <i>Strategic Plan</i> annually. Upon completion of the first eight-year cycle of the Strategic Plan, IE&A will conduct a thorough evaluation which it will forward to College Council. | | Utilizing the <i>Strategic Plan with Progress on Goals</i> and the aggregate program review reports (Academic, Student Services, Administrative Services, President's Cabinet), the IE&A committee will make recommendations to College Council. In 2015, a thorough college-wide evaluation will be conducted. As the <i>Strategic Plan</i> will be continually updated and revised, the evaluation will include efficacy of format. | In 2015, a thorough review will be conducted utilizing the BOT Vision and Goals as a guide for the SAC Mission Statement as well as the Vision Themes, which serve as the general heading of each section of the <i>Strategic Plan</i> . The SAC Mission Statement undergoes annual review apart from Strategic Plan Review, and remains in alignment with the Board of Trustees Vision Statement and Goals on an ongoing basis. In spring 2012 a Mid-Plan Planning Retreat will be held to review the strategies of the Strategic Plan. The Vision Themes will be maintained. |

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| <p>7. In 2008-2009, under the aegis of IE&A, SAC will engage in a college-wide dialogue to evaluate the effectiveness of the <i>Strategic Plan</i> and to determine how that plan and its processes have affected the various departments, disciplines, programs and student learning.</p> | | <p>Under the aegis of IE&A, a survey will be created and sent to all governance committees, President's Cabinet, College Council and the Academic Senate, IE&A will aggregate the results and provide them to the college community via the President of the college and the chairs of the governance committees.</p> | <p>The <i>Strategic Plan</i> was updated S08, S09, S10 and S11. At that time collegial dialogue occurred at all levels in workgroups as well as governance groups, and the <i>Strategic Plan</i> was revised as needed. Data was collected as needed.</p> <p>It was determined by the IE&A committee that discussion at the governance level, including College Council and the Academic Senate would be more beneficial than a survey. At least one IE&A member serves on all governance groups, President's Cabinet, the Academic Senate, and CSEA.</p> <p>The <i>Strategic Plan Update</i>, in concert with the <i>IE&A End-of-Year Report</i> is also included in the <i>Educational Master Plan Update</i> each spring.</p> <p>The Vision Themes serve as heading for each major section of the <i>Strategic Plan</i>.</p> <p>In March and April, under the guidance of outside consultants, district-wide RSCCD Strategic Planning sessions were held which yielded an RSCCD Strategic Plan. A college-level matrix demonstrating alignment with RSCCD <i>12 Measures of Success</i>, RSCCD Goals, the Vision Themes of the SAC <i>Strategic Plan 2007-2015</i> and the status of the activities to meet those goals was developed.</p> <p>As a result of these activities the IE&A Committee recommended to the college President that the <i>Midterm Review and Update of the SAC Strategic Plan 2007-2015</i> be held March 2012.</p> <p>The Santa Ana College <i>Annual Report</i> has also been organized by Vision theme with administrative areas as sub-themes. The Vision Themes also are posted on agendas of governance committees.</p> |

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| <p>8. The TLC will continue to sponsor training for faculty in direct SLO assessment, rubric development, best practices and other topics salient to student learning.</p> | | <p>The TLC will sponsor faculty development and training activities (e.g., Best Practitioners Fair spring 2009) for faculty in direct SLO assessment, rubric development, best practices and other topics salient to student learning commencing spring 2009. The IE&A coordinator will meet with individual departments to discuss PA/PR, SLO assessment and rubric development commencing fall 2008. A log will be posted on the TLC website on InsideSAC.net.</p> | <p>The TLC has sponsored faculty development and training activities related to PA/PR, rubric development for course-level assessment, writing across the curriculum, Classroom Assessment Techniques (CATS). In addition, at this time, BSI and the Student Success Committee is also conducting faculty development activities related to faculty inquiry group activities, e.g., utilizing Reading Apprenticeship to increase student success and persistence rates; a collaborative inquiry FIG with interdisciplinary colleagues working together. In addition to the FIGs, professional development activities sponsored by Strand C of BSI include Data Coaching, Logic Modeling, Center for Urban Education Equity issues, Reading Apprenticeship training, On Course. Training in data collection at the course level is the emphasis, with the goal of increased success rates and increased semester-to-semester persistence rates. The BSI coordinator serves on the TLC; regular reports are also made to the Academic Senate.</p> |
| <p>9. The TLC will evaluate the effectiveness of the PA/PR model with regard to <i>Direct Assessment of SLOs</i>, and recommendations for model clarification will be made if needed.</p> | | <p>The TLC will evaluate the PA/PR model every spring commencing spring 2009 and make recommendations as appropriate to the IE&A committee. If changes are recommended, prior to incorporating them, there will be broad-based dialogue at the Academic Senate and the division curriculum committees, which will report to C&I.</p> | <p>The TLC has evaluated the Core Competencies and the PA/PR. Recommendations to change Core Competency 3 were approved by the TLC and then the Curriculum and Instruction Council. In addition, recommendations to incorporate BSI into the PA/PR have been actualized spring 2011. More course-level data will be expected in the second cycle of PA/PR commencing spring 2012.</p> |

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| Standard IIA: | | | |
| 1. The Vice President of Academic Affairs and the Facilities Committee will consider alternatives to house the Writing Center, Math Study Center, Tutoring Center and Student Success Center in close proximity. | | The Facilities Committee will consider incorporating housing the Writing Center, math Study Center, Tutoring center and Success Center in the Johnson Center. This concept may also be incorporated into a Title V grant proposed for spring 2009. | As SAC did not receive the Title V grant, alternative plans have been underway. Discussion of a <i>Teaching Learning Commons</i> is being investigated by several groups, including Strand A of BSI, the Academic Senate, the IE&A Committee and the TLC. The Facilities Committee will receive recommendations after all stakeholders have been in consultation as to how to repurpose space for consolidated function for increased student success. The English Department is in the process of seeking grants to expand and relocate the Writing Center. |
| 2. All departments will complete PA/PR by 2011. | To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012. | Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A. | All departments completed a cycle of capstone academic PA/PR by spring 2011. The TLC made a decision to evaluate the process after one complete cycle had occurred. Evaluation was conducted spring 2011 and recommendations were referred to IE&A with information to C&I. |

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| <p>3. President's Cabinet, College Council and the Planning & Budget Committee will coordinate the process of prioritizing requests with fiscal implications from the DPP, student services portfolio and the administrative services portfolio.</p> | <p>The team recommends that the college evaluate its planning processes, including the integration of staffing, technology and facilities master plans, to ensure the budget is used as planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality. As part of this integration, the Team recommends that the college resource allocation be based on plans, program reviews (Department Planning Portfolios, or DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/ budget process and use that data in subsequent budget development.</p> | <p>President's Cabinet and College Council will utilize information from the <i>Strategic Plan Progress on Goals</i> and the program review reports from IE&A in addition to information received from the DPP from the Vice Presidents of Academic Affairs and Student Services to integrate staffing, technology and facilities master plans. This information will be sent to the Budget Committee for prioritization in the 2008-09 academic year.</p> | <p>Review has occurred at College Council and President's Cabinet. The budget planning process will continue to be reviewed annually by the Planning & Budget Committee and College Council. The District BAPR is also reviewing the recommendations of the BAPR Workgroup related to a new Budget Allocation Model based on SB361. A budget component already exists in the automated Department Portfolio Planning system, and with some minor adjustments, will be the primary tool VPAS uses to compile and sort requests into a presentable format for President's Cabinet, College Council and the Planning & Budget Committee.</p> |
| <p>4. All departments will complete the direct and indirect assessment portion of the COR using multiple measures by 2011 utilizing the PA/ PR model.</p> | <p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/ PR cycles and completed by 2012.</p> | <p>Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The IE&A Coordinator will meet with individual departments to review SLOs on the COR and the multiple measures used to assess the SLOs for the annual DPP as well as the quadrennial PA/PR commencing fall 2008.</p> | <p>See I.1</p> |

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| Standard IIB: | | | |
| <p>1. Lead faculty, staff and administration will continue to develop and refine student services SLOs, especially assessment strategies as the planning and program review cycle continues.</p> | <p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/ PR cycles and completed by 2012.</p> | <p>Under the guidance of the Vice President of Student Services, program review will be conducted annually and all departments will have conducted a complete program review by spring 2012. IE&A will be apprised if all outcomes so the committee may make appropriate recommendations to all other governance entities and utilize the information for updating the <i>Strategic Plan</i>.</p> | <p>Student Services SLO's have received continuous attention since their inception. The VPSS is the primary trainer for the student services leadership team and has established a quarterly review process that consists of two group meetings for the teams in each department and two private meetings to do a customized case review of each specific portfolio with a focus on the specific framing of the student learning outcomes, the assessment of those learning outcomes and the application of the insights resulting from the assessment process to the planning portfolio overall. Evidence related to this continuous work includes the following:</p> <ul style="list-style-type: none"> VPSS meeting agendas indicating the topic was scheduled to be addressed. VPSS calendar reflecting individual meetings with division leaders on the subject. Departmental meetings with staff to frame and refine and discuss SLO's. Revised charts displaying the life cycle and timeline for portfolios and program effectiveness review in student services. Drafts of portfolios to reflect revisions and improvements as the work advances. |

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| <p>2. Lead faculty, staff and administration will conduct an assessment of the cluster of student success committees and task forces to glean recommendations from participants that will inform design and functioning for the subsequent program year.</p> | | <p>Under the guidance of the Vice President of Student Services,</p> | <p>The SAC Student Success Committee and the sub-groups that report to it met in the 2009-2010 year and again in the 2010-2011 year to review the overall student success structure at the college and ways to refine and coordinate related work to yield the most elegant and efficient structure for thinking about and acting on strategies to improve student success. Evidence that documents this work includes:</p> <ul style="list-style-type: none"> Student Success Committee agendas/ minutes/support materials Basic Skill Task Force Agendas and minutes Cabinet/Academic Senate/College Council retreat agendas Participatory Governance Handbook revisions and updates |
| Standard IIC: | | | |
| <p>1. Library administration will work with the Facilities Committee to develop a plan to expand space for additional individual seating and group study rooms for students.</p> | | <p>Under the guidance of the Vice President of Academic Affairs and the co-chairs of the Facilities Committee, the Facilities Committee will review all possibilities for expanding space for additional seating and group study rooms for students in the Library in spring 2009.</p> | <p>Office space has been rearranged to create additional group student study rooms.</p> |

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| <p>2. Library administration, in consultation with the Budget Committee, will establish a predictable materials base-budget that is not dependent upon lottery or block grant subsidies and is protected from inflation; is sufficient to serve general education classes and vocational programs; includes provisions for enrollment growth and support for new programs.</p> | | | <p>Budgetary issues remain due to decreased state funding.</p> |
| <p>3. The Success Center will seek additional ongoing funds for the renewal of licenses and up-to-date software programs.</p> | | | <p>PLATO software has become a “fixed cost” of the district.</p> |
| <p>4. The library department will expand its current library instruction program to include customized, course-specific, assignment-based library instruction.</p> | | <p>Under the guidance of the Vice President of Academic Affairs acting as the dean of the Library, and under the aegis of the TLC, the annual Library DPP goals and updates, in addition to the quadrennial PA/PR, will be utilized for all recommendations flowing from the faculty and staff of the Library commencing spring 2009.</p> | <p>The hiring freeze has prevented expansion of the instructional program; however, a Library Faculty member was hired for fall 2011.</p> |

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| 5. Library administration will work with the Facilities Committee to develop a plan for providing greater seating capacity in its mediated classroom to meet the needs of the LIS and LT programs and library workshops. | | Under the guidance of the Vice President of Academic Affairs and the co-chairs of the Facilities Committee, the Facilities Committee will review all possibilities for providing greater seating capacity in the mediated classroom of the Library to meet the needs of LIS and LT programs and library workshops in spring 2009. | Seating is at the maximum; more square footage is needed. |
| 6. President's cabinet will investigate appropriate reorganization within the current administrative structure or create an appropriate-level administrative position for the library who will report directly to the Vice President of Academic Affairs. | | Under the guidance of the President, President's Cabinet will investigate appropriate reorganization within the current administrative structure or create an appropriate-level administrative position for the library who will report directly to the Vice President of Academic Affairs in spring 2009. | There has been a hiring freeze; however, a reorganization is being investigated. |
| 7. The President's Cabinet will also investigate restoring the library faculty complement to its 2001 status. | | | A position for one librarian was filled for fall 2011. |
| 8. The Success Center will work with ITS to provide 24/7 remote access to students via the Success Center's web page. | | | The Success Center web page is on www.sac.edu under "Students/student services," which is available 24/7. |

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| <p>9. The Vice President of Academic Affairs and the associate dean of information and learning resources, in conjunction with faculty leaders in learning resources departments, will develop a plan for all departments to collaborate easily when volume licensing is available.</p> | | | <p>The ILR retired in 2010 and was not replaced due to the workforce reduction. Volume licensing is being investigated by the district TAG.</p> |
| Standard IIIA: | | | |
| <p>1. The TLC will continue its work on student learning outcomes assessment and will continue to sponsor faculty development activities related to SLOs.</p> | | <p>The TLC will sponsor activities (e.g., Best Practitioners fair spring 2009) for faculty in direct SLO assessment, rubric development, best practices and other topic salient to student learning commencing spring 2009. The IE&A coordinator will meet with individual departments to discuss PA/PR, SLO assessment and rubric development commencing fall 2008. A log will be posted on the TLC website on InsideSAC.net.</p> | <p>See I.1</p> |
| <p>2. FARSCCD/CEFA and the district will incorporate student learning outcomes and assessment in the evaluation process through the negotiation process.</p> | <p>Student progress toward achieving SLOs should be a component of faculty/staff evaluations. (This item was part of the exit interview remarks)</p> | <p>After a thorough review of the legality and appropriateness of this recommendation, FARSCCD is in the process of negotiating that SLOs be a component of faculty evaluation within the self-evaluation portion of the evaluation process (affirmatively voted upon by the faculty 11/25/08).</p> | <p>Participation in SLO assessment and other assessment activities has been incorporated into the self-evaluation portion of the faculty evaluation process.</p> |

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| <p>3. Based on current and anticipated future needs of both the credit and non-credit divisions, appropriate administrators and faculty leaders will review the needs of the college's growing and changing student population annually to provide appropriate hiring recommendations to the district. The President of Santa Ana College and the President of the Academic Senate will assess the prioritization process to ensure that they appropriately address staffing needs.</p> | | <p>Under the guidance of the Vice President of Academic Affairs, the Vice President of the School of Continuing Education and the Academic Senate President, and with the help of the district Research Department, an analysis of student demographic information will be utilized for hiring recommendations. The President of the college and the President of the Academic Senate will assess the prioritization process commencing spring 2009.</p> | <p>Due to fiscal restraints and the need to cut the budget, the college had a hiring freeze for workload reduction up to July 2010, when the freeze was lifted to stabilize operations. Decisions of hiring of classified staff and managers occurs at the local level. The Faculty Priorities Committee has met to create a priority list. This is referred to the college President and then to the Chancellor, who considers the FON. SAC hired 15 faculty for fall 2011.</p> |
| <p>4. The college will offer appropriate staff development activities for classified and academic staff that will ensure they are kept informed of policies and procedures, as well as workshops and seminars that improve the work environment, support the college mission and goals, improve the skills of employees, and continue to integrate student learning outcomes and assessment into programs.</p> | <p>To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. (remark of exit interview)</p> <p>The team recommends that the college strengthen its communication with classified employees regarding governance service opportunities, processes, deliberations, and outcomes.</p> | <p>Under the aegis of the IE&A Committee, the associate dean of ILR and the IE&A coordinator will consult with classified staff to ascertain the type of staff development activities needed for classified staff. Under the aegis of the TLC, the FDC and the chair of TLC will continue to develop activities for faculty that support the college mission and integrate SLOs, outcomes and assessment of programs. This will be initiated spring 2009 and be ongoing.</p> | <p>Fall 2010 the Administrative Services department along with the maintenance staff participated in a seminar that focused on balancing work and home.</p> <p>The VP of Academic Affairs held a focus group with classified staff to determine the type of staff development desired and to seek feedback regarding staff development activities that have been offered, e.g., Heart to Heart; Excel training; Word training; safety issues.</p> |

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| 5. The associate dean of information and learning resources and a representative of CSEA will review the process and availability of professional development activities for classified staff for effectiveness. | | To commence spring 2009. | A Classified Committee for Staff Development was developed; this committee reports to the VP of Academic Affairs and the VP of Student Services. Members are appointed by CSEA. |
| Standard IIIB: | | | |
| 1. College Council and district administration will explore the possibility of another bond to carry out the facility plans that were established by <i>Measure E</i> and the failed <i>Measure O</i> . | | After consultation with the President of SCC, the President of SAC will work with the Chancellor in any way deemed appropriate by the BOT and the Chancellor to explore the possibility of another bond measure. Since this is not a SAC-only initiative, timelines need to be established at the district level. | Discussion has occurred, and the college President has provided a recommendation to the Chancellor for Board of Trustees consideration. |
| 2. President's Cabinet, the Planning and Budget Committee and the RSCCD will explore other funding options for maintenance operations and custodial services. | | 2009 | |

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| <p>3. The Vice President of Administrative Services and the Interim Plant Manager will establish, implement and maintain a plan which itemizes the scheduled maintenance plan.</p> | <p>The Facilities Committee to consult with district Planning Department to develop a process to clearly identify the total cost of ownership of major capital outlay and construction of facilities at the college.</p> | <p>2009</p> | <p>The Vice President of Administrative Services and the interim plant manager are developing a scheduled maintenance plan that includes monitoring to ensure the vital infrastructure systems remain fully operational. The fire alarm system was the first system to be thoroughly evaluated. Personnel worked with the vendor to validate monitoring, testing, and on-going maintenance at all three sites. The vendor is also providing understandable documentation listing deficiencies after each test. Corrections are being made on a timely basis. Preventative maintenance plans are being developed for backup generators, fire sprinklers, emergency lights, fire water lines, elevators, the energy management system, high voltage, plumbing, gas, heating, ventilation, air conditioning, sewer systems, storm drains, and irrigation systems. A current list of infrastructure and preventative maintenance items has been prepared for distribution at shared governance committees this spring. Restoring the Director position is essential to the full implementation of a successful preventative maintenance program.</p> |
| <p>4. The Academic Senate will appoint a DSPS faculty member to the Facilities Committee and the Safety and Security Committee as a representative. This appointment will also be added to the <i>Facilities Master Plan</i> and the re-established Safety and Security Committee.</p> | | <p>Spring 2009</p> | <p>The Associate Dean of Disabled Student Program and Services is a member of the 2010-11 SAC Facilities Committee. A faculty member was appointed co-chair of the Safety Committee in 2009. The associate dean of DSPS became a member of the Facilities Committee February 10, 2010. The ADA Subcommittee of the Facilities Committee was established on August 14, 2008 and continues to meet monthly. Paul Foster, co-chair of the Facilities Committee and a member of the ADA Subcommittee also attends Facilities Master Plan meetings.</p> |

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| 5. The college President and the Vice President of Administrative Services will communicate more directly to faculty and staff regarding facility issues. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | To commence spring 2009. | <p>The Vice President of Administrative Services established a SAC Facilities Coordination Meeting (FCM) in Sept 2009. This weekly meeting includes the VPAS, the interim plant manager, the lieutenant and sergeant of campus security, the construction services from district facilities planning and the construction manager with Bernards, the construction management firm overseeing SAC projects. The purpose of the meeting is to share information so the campus remains informed. Whenever possible, the VPAS notifies campus users of shut downs that could impact operations.</p> <p>Information collected at the weekly FCM is also used for reports provided to the President for her weekly update to the Board, for President's Cabinet, and for shared governance committees.</p> |
| 6. The IE&A Committee and the Facilities Committee will communicate the expectations and requirements of the co-chair positions for sub-committees that report to these governance committees. | | Under the guidance of the chair of IE&A, the chairs of committees (Environmental Workgroup) will be apprised of all requirements and responsibilities of goals and activities as well as reporting to IE&A. (done fall 2008) | <p>The Environmental Subcommittee was established as a subcommittee of IE&A but after an evaluation of its activities, it was moved under the Facilities Committee. Significant documents presented at the Environmental Subcommittee are now being posted on Inside SAC.</p> <p>The Facilities Committee has reviewed goals and discussed co-chair requirements with the full committee. Also, the Environmental Workgroup was moved under the Campus Facilities Committee in Fall 2010.</p> |

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| <p>7. SAC College Council and the RSCCD will explore opportunities for the funding of facilities, equipment and supplies.</p> | <p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p> | <p>The President of the college will discuss with the Chancellor ways in which this recommendation may be handled spring 2009. In addition BAPR will develop a planning workgroup to investigate the links between integrated planning and budget to commence spring 2009.</p> | <p>Non-Resident tuition provides the campus with between \$125,000 and \$150,000 per year for capital projects. According to the state's budget and accounting manual, capital project funds can be used for improvements or to extend the life of existing capital facilities, including major repair and remodeling projects, initial equipping of buildings and significant capital equipment purchases. During the last year capital projects that have been funded with non-resident tuition include: asbestos abatement, major plumbing repairs, storm drain connections, and high voltage maintenance.</p> <p>Measure E funds are being used for major sewer line improvements this winter.</p> <p>SAC received \$377,352 in one-time Mandated Costs funds that was included in our allocation at P1, the end of February 2011. This "Mandated Cost payment" from the state is to offset outstanding mandated costs claims from prior years. This was included in AB1610 which was a trailer bill in the 2010-11 state budget. These are one-time funds that are unrestricted and based on 2009-2010 P2 FTES at a rate of \$17.78 per FTES.</p> <p>Grants are continually investigated.</p> <p>Processes will be reviewed under the new SB361 Allocation Model, when adopted.</p> |

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

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| <p>8. The President of SAC will request that RSCCD administration identify a formula for “the total cost of ownership” concept, which is then made explicit.</p> | <p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college’s <i>Strategic Plan</i>.</p> | <p>The President of the college will discuss with the Chancellor ways in which this recommendation may be handled. In addition BAPR will develop a planning workgroup to investigate the links between integrated planning and budget to commence spring 2009.</p> | <p>BAPR WG members continue discussing ways to integrate planning and budgeting. The foremost change is in the budget model that is expected to become a SB361 Revenue Allocation model.</p> <p>SB361 became law in 2006 replacing funding parameters in the California Education Code. The goal of SB 361 was to equalize funding for credit FTES, bring simplicity to the funding formula, and provide enhanced funding for qualifying noncredit FTES.</p> <p>The State Chancellor’s Office prepares an Exhibit C document for every district within the California Community College system. To develop a simulation, District Fiscal Services used the Exhibit C document for the Second 2009-2010 Principal Apportionment that was released on June 17, 2010.</p> <p>Exhibit C shows the following base funding amounts: FTES > 20,000 = \$4,428,727 (SAC) FTES < 10,000 = \$3,321,545 (SCC)</p> <p>Adding the factors into the equation, and subtracting out current year expenses, shows that SAC would receive approximately \$2m more and SCC would receive approximately (\$1m) less. SCC will be funded at a higher rate when they reach 10k FTES (now at 8800). There will be a transition period to allow SCC to adjust.</p> <p>The amount District Operations will receive has yet to be determined. Ongoing discussions prior to implementation will establish initial guidelines for evaluating District Operations and address how often the district should be evaluated.</p> <p>Under this new allocation method, each site will receive a lump sum amount and be responsible for developing and managing their budgets. This new model will end the discussions about fixed and variable costs associated with the current Budget Allocation Model.</p> |

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| | | | The District Office will no longer take care of things like COLA, Growth, and benefit increases. Each site will have to factor these amounts into their budgets each year. Each cost center would have a separate reserve (likely at a percentage mandated by the District with an additional prudent reserve established by each college). |
| 9. College Council and RSCCD administration will explore the possibility of another bond to carry out the facility plans that were established by <i>Measure E</i> . | | After consultation with the President of SCC, the President of SAC will work with the Chancellor in any way deemed appropriate by the BOT and the Chancellor to explore the possibility of another bond measure. Since this is not a SAC-only initiative, timelines need to be established at the district level. | Measure E funds have been used to acquire property, build buildings, and repair campus infrastructure; however, much more work is needed, especially at SAC. HMC Architects were contracted to update the SAC Facilities Master Plan, which is in the final stage of competition. The new plan has four phases ending in 2020, and assumes the passage of a bond measure in 2012. Initial discussions are underway proposing a bond measure |
| Standard III C: | | | |
| 1. <i>Datatel</i> implementation management will include student electronic mail as part of the full implementation of the system. | | | Personal email is collected in the registration process with the intention of receiving better returns on surveys. A user's group met in December 2010 to discuss how data can be extracted from existing records to create position control documents. |
| 2. The associate dean of ILR and the Institutional Research Department will further refine technology questions on student satisfaction surveys. | | To commence spring 2009. | |
| 3. The ILR training program will focus on pedagogy. | | | There has been continued training held in the center for Learning and Instruction (CLI), through BSI, the Distance Education office and the Teaching Learning Committee. |

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| 4. The associate dean of ILR and district ITS will explore collaborative ventures such as a joint Help Desk. | | | The Associate Dean of ILR retired June 2010 and was not replaced. A common Help desk is being developed at the District Office; a SAC Help Desk will also be available. |
| 5. The district ITS will provide readily accessible and accurate inventory records. | | | This is currently available. |
| 6. The associate dean of ILR, SACTAC, the Vice President of Academic Affairs and district ITS will develop a replacement plan for technology equipment. | To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i> . | | A SACTAC and TAG plan has been developed to replace technical equipment; this is contained in the Strategic Technology Plan. |
| 7. President's Cabinet will study feasibility of reassigning district ITS personnel stationed at SAC to a SAC vice president. | | | President's Cabinet has initiated review of these functions and has requested three SAC leads to meet and provide recommendations in bullet format to President's Cabinet. |
| 8. SACTAC and the Facilities Committee will develop a plan for upgrading and expanding technology facilities. | To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i> . | | This is being addressed in the Facilities Master Plan update. TAG has a plan in place regarding wireless and other needs, e.g., switches. TAG received input from SACTAC. |

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| <p>9. Technology goals from the DPP will be forwarded to SACTAC division representatives, through the division deans, so that DPP plans will be infused into the college-wide <i>Technology Plan</i>.</p> | | <p>Under the aegis of the Vice Presidents of Academic Affairs and Student Services and the guidance of the academic deans and student services managers, all DPP technology goals/requests will be forwarded to division SACTAC representatives commencing spring 2009. PA/PR technology analyses will continue to be forwarded to IE&A via the TLC.</p> | <p>All requests from the DPPs are aggregated and are sent to SACTAC, if there are college-wide implications. SACTAC reports to IE&A at the end of the academic year.</p> |
| Standard IIID: | | | |
| <p>1. The President of the college will request dialogue to occur at Chancellor's Cabinet regarding the issue of dwindling state resources in a context of increasing fixed costs, which negatively impacts the resources available for discretionary funds available to the colleges.</p> | <p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p> <p>To review BAM so resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the district use outcomes of budget process and use data in subsequent budget development.</p> | | <p>This is ongoing at all levels.</p> |

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

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| <p>2. The President of the college will include more discussion and input from all concerned constituencies regarding the nature of fixed expenditures, the impact of fixed and discretionary expenditures and funding priorities on the district and local college levels through College Council and regularly-published reports.</p> | | | <p>The SAC Planning and Budget Committee reviewed budget components and discussed fixed and variable costs during the fall 2010 semester (see Oct 5 2010 minutes).</p> |
| <p>3. The college and district will continue to seek ways to operate efficiently as well as pursue alternate sources of revenue through the DPP at the department level, the Budget Committee at the college level, and BAPR at the district level.</p> | <p>The college and district to use allocation model for resources based on plans and program reviews and sustainability of planning process.</p> | | <p>The SAC Planning and Budget Committee set goals for 2010-11 (see Sept 7, 2010 minutes).</p> |
| <p>4. The SAC Budget Committee will conduct an annual review to ascertain that budget allocation is aligned with the <i>Strategic Plan</i> of the college.</p> | <p>The team further recommends the college evaluate outcomes of budget development process and use data in subsequent budget development.</p> | <p>To commence spring 2009.</p> | <p>The SAC Planning and Budget Committee met in May 2009. The SAC Planning and Budget Committee set goals for 2010-11 (see Sept 7, 2010 minutes).</p> |

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| <p>5. The vice presidents will send DPP/ student services portfolio budget priorities received from the division deans and student services managers to IE&A for information and alignment with the <i>Strategic Plan</i>, and the Budget Committee for prioritization. The Budget Committee will also be supplied the status of the <i>Strategic Plan</i> every spring by the chair of IE&A.</p> | <p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p> <p>To use the allocation model for resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the college use outcomes of budget process and use data in subsequent budget development.</p> | | <p>The Vice President of Administrative Services has updated division plan. The administrative services departmental portfolio plan and annual program review was completed and posted on Inside SAC on April 1, 2011. A draft executive summary along with a spreadsheet of the budget applications posted within the budget component of the DPP has been presented to President's Cabinet and is will be presented for discussion at SAC Facilities, SAC Safety and Security, SAC Planning and Budget, College Council and District Facilities Planning.</p> |
| <p>6. BAPR will conduct an annual self review of its effectiveness together with a review of the ongoing effectiveness of the Budget Allocation Model in an environment that is conducive to voicing concerns and suggesting change without apprehension. The model developed by the BAPR workgroup should be utilized in concert with existing processes.</p> | <p>Review BAM so resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the district use outcomes of budget process and use data in subsequent budget development</p> | <p>BAPR will conduct a review of the BAM. Since BAPR is a district committee, the timeline must be developed at the committee.</p> | <p>A planning workgroup will be created to investigate the links between integrated planning and budget to commence spring 2009. The planning workgroup will also develop a program review model.</p> <p>The BAPR WG reviewed budget allocation models from several districts and recommended to the full BAPRC on December 8, 2010, that RSCCD move toward adopting a SB361 model similar to the one used by the Contra Costa College District. The Work Group will analyze a RSCCD simulation and look at specific scenarios. It has already been agreed that a transition plan will be necessary so neither campus suffers as a result. The Work Group has expressed hope that there is time to make this transition in time for the 2011-12 budget cycle.</p> |

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| Standard IVA | | | |
| 1. The President of the college, the President of the Academic Senate and representatives of CSEA will continue to review the participatory governance framework and its operational flow annually. | The college will evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | Spring 2009 and ongoing annually. | A participatory governance retreat has been held bi-annually since January 2009 and includes President's Cabinet, the Academic Senate Executive Committee and Classified leaders appointed by CSEA. |
| 2. The college President will conduct regularly-scheduled classified forums to facilitate communication among this constituency group. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | | The President held a Brown Bag luncheon with Classified staff on Wednesday, January 12, 2011 to discuss goals, vision, and to provide a Master Plan update. |
| 3. The college President and all constituency group leaders will continue to review and refine the governance framework and its operational flow. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | | Membership is reviewed at least annually by Planning and Budget, Facilities, and Safety & Security. |

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| 4. The college President will ascertain that the roles and responsibilities of relatively new administrators are clearly defined and understood. | | | There are six new managers. The President of the college has directed supervising managers to review job descriptions and responsibilities. September 2011, the President followed up at Management Council to ascertain it was accomplished. |
| Standard IVB: | | | |
| 1. The college President will continue to meet with the Academic Senate Executive Board and classified staff leaders regarding participatory governance structures. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | Ongoing every spring. | See IVA.2 |
| 2. The IE&A will continue to update the <i>Strategic Plan</i> and review its effectiveness in meeting the college's goals, objectives and mission statement. | | Utilizing the <i>Strategic Plan with Progress on Goals</i> and the aggregate program review reports (Academic, Student Services, Administrative Services, President's cabinet), the IE&A committee will make recommendations to College Council. In 2015, a thorough college-wide evaluation will be conducted. As the <i>Strategic Plan</i> will be continually updated and revised, the evaluation will include efficacy of format. | See I.2 |

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| 3. The President of the college will make information regarding budget issues readily available on a regular basis, especially in these times of fiscal constraint. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | Spring 2009 and ongoing. | “Budget Update” appears on every College Council and SAC Management meeting agenda. The President has scheduled a brown bag luncheon with classified employees on January 12, 2011 and budget will be discussed at that time. |
| 4. To enhance communication, the President will ensure that budget requests brought to President’s Cabinet by the vice presidents from the DPP are shared with the Planning and Budget Committee. | The team recommends that the district evaluate its planning processes, including integration of staffing, technology and facilities master plans to ensure the budget is used as planning tool to achieve its strategic goals. AS part of this integration, the Team recommends that the allocation model for resources be based on the plans, program reviews and sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. | Spring 2009 and ongoing. | The Cabinet is working with priorities established by the Planning & Budget Committee for the contracting fiscal environment the colleges and district have experienced for the last two three years. |
| 5. In meetings of all governance committees at the college and district levels, constituents should: | | | See District Response 1/College Response 1: Planning and Budget integration |
| <ul style="list-style-type: none"> • identify issues related to the delineation of functions between the district and the colleges that remain unclear, unknown, problematic, or less than optimally functional --SAC continues pursuing this objective, which is evidenced in SAC Planning and Budget minutes, in BAPRC minutes and in BAPRC WG notes. | | | |
| <ul style="list-style-type: none"> • create a plan for clarifying and optimizing the functions related to these issues | | | |

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| <ul style="list-style-type: none"> • create a timeline for completion of these plans | | | |
| <ul style="list-style-type: none"> • operationalize the plans | | | |
| <ul style="list-style-type: none"> • widely communicate the results to the aforementioned district committees and to the appropriate governance bodies at the colleges.-- “Budget Update” appears on every College Council and SAC Management meeting agenda. The President has scheduled a brown bag luncheon with classified employees on January 12, 2011 and budget will be discussed at that time. Budget is often discussed at division and department meetings. | | | |
| <p>6. The college, through its governance committees and the Academic Senate will:</p> | <p>To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.</p> | | <p>The new SB 361 Revenue Allocation Model will disseminate resources to the colleges. This will impact current structures at all three entities, the colleges and the district. The colleges and district will have to investigate which services reside at the colleges and which at the district level.</p> |
| <ul style="list-style-type: none"> • identify and prioritize the most serious areas of concern related to the district’s support to the college | | | |
| <ul style="list-style-type: none"> • present them at the district level through the appropriate governance and operational venues, including the Chancellor’s Cabinet, District Management Council, the District Facility Planning Committee, the Human Resources Committee, the Budget Allocation and Planning Review Committee, the Technology Committee, meetings of the Chancellor with the Academic Senate Presidents from Santa Ana College and Santiago Canyon College, and meetings of the Board of Trustees | | | |
| <p>7. In response, the Chancellor’s Cabinet should:</p> | | | <p>The new Chancellor has developed goals which have been vetted through the Board of Trustees. Updates to the Board are ongoing. Please see evidentiary document DR4.39 of District Response 4. In addition, the Chancellor holds employee forums at the colleges as major budget/employee issues arise, e.g., Employee Forum 04-05-11. (Please see evidentiary document CR1.84 from College Recommendation 1.)</p> |
| <ul style="list-style-type: none"> • create a plan for addressing the identified and prioritized areas of concern | | | |
| <ul style="list-style-type: none"> • create a timeline for completion of these plans | | | |
| <ul style="list-style-type: none"> • operationalize the plans | | | |
| <ul style="list-style-type: none"> • widely communicate the results to the aforementioned district committees and to the appropriate governance bodies at the colleges. | | | |

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| 8. The President of the college will elicit clear information about staffing rationale and disseminate this information to SAC constituency group leaders through College Council. | | Ongoing commencing spring 2009. | This is evidenced in the Department Planning Portfolio and Annual Program Review |
| 9. The Chancellor's Cabinet will continue to evaluate district/system role delineation and governance to assure effectiveness of the decision-making structures and processes. | To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. | | This is a continuing discussion as a result of pending adoption of the new SB 361 Allocation Model and the new Chancellor. |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College

| | | |
|---------|---|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Receive for First Reading - SCC Midterm Report on Accreditation | |
| Action: | Information | |

BACKGROUND

Santiago Canyon College has prepared a Midterm Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. The Midterm Report will be submitted to the ACCJC in mid-October.

ANALYSIS

The Midterm Report is presented to the Board of Trustees for a first reading. The second reading and request for approval will be on October 10, 2011.

RECOMMENDATION

This item is provided for information only – first reading.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | None | Board Date: September 26, 2011 |
| Prepared by: | Aracely Mora, Vice President of Academic Affairs | |
| Submitted by: | Juan Vázquez, President, Santiago Canyon College | |
| Recommended by: | Dr. Raúl Rodríguez, Chancellor | |

Santiago Canyon College

Midterm Report

Submitted by:

Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869-4512

To:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Due Oct. 15, 2011

-Draft-
(v.9/14/2011)

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STATEMENT ON REPORT PREPARATION AND ACCREDITATION HISTORY

The Santiago Canyon College Midterm Accreditation Report 2011 is the result of a year-long collaborative process that involved the faculty, staff, administration, and students of the College. Against a backdrop of fiscal challenges resulting from the ongoing state and national budget crises, the report documents the progress of the College in completing the Planning Agendas identified in the 2005 Self Study and the 2008 Abbreviated Self Study. In addition, the Midterm Report updates the work done by the College on the Team and Commission Recommendations that resulted from the 2008 Abbreviated Self Study, the 2009 Follow-Up Report, and the 2010 Follow-Up Report.

Santiago Canyon College (SCC) was first accredited as a separate institution by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges in 2000. As scheduled, SCC submitted a full Institutional Self Study in 2005. The Commission's desire to align the accreditations of colleges in multi-college districts resulted in SCC's submission of an Abbreviated Self Study in 2008 at the same time as its sister college in the Rancho Santiago Community College District (RSCCD), Santa Ana College (SAC) submitted its Self Study. Based on Team and Commission recommendations, the college was placed on warning in 2009, which resulted in the preparation of the 2009 Follow-Up Report. While the Commission accepted the 2009 Follow-Up Report and removed the Warning sanction, the college was mandated to prepare and submit a 2010 Follow-Up Report, which the Commission accepted in January 2011.

The RSCCD Accreditation Oversight Group, chaired by Chancellor Raúl Rodríguez, met on November 2, 2010, to discuss the accreditation status of Santiago Canyon College and Santa Ana College and to prepare for the Midterm Reports due October 2011. A plan was established for the Santiago Canyon College and Santa Ana College common district responses (RP 1—District Accreditation Oversight Group Notes 11 02 2010). Workgroups were formed to create responses to each recommendation and a timeline was established (RP 2—Timelines Midterm Report 2011).

On the campus of Santiago Canyon College, preparations for this Midterm Report began in fall 2010 with regular meetings of the Accreditation Committee. At its Sept. 30, 2010, meeting, the Accreditation Committee discussed the timeline and process for developing the Midterm Report (RP 3—Accreditation Committee Minutes 09 30 2010). The following individuals participated on the Accreditation Committee in 2010-2011:

Aracely Mora, Vice President, Academic Affairs (co-chair)
John Weispfenning, Dean, Arts, Humanities and Social Sciences/Library (co-chair)
Ruth Babeshoff, Dean, Counseling and Student Support Services
Morrie Barembaum, faculty, Astronomy, and President of the Academic Senate
Curt Childress, Director, Information Technology Services
Steven Deeley, faculty, Business
Cecilia Diaz, classified staff, Counseling

Caroline Durdella, Assistant Dean, Institutional Effectiveness and Assessment
Tricia Evans, Dean, Career Technical Education
Tiffany Garbis, classified staff, Curriculum Office
John Hernandez, Vice President, Student Services
Steve Kawa, Vice President, Administrative Services
Nadine McKelvey, classified staff, Admissions and Records
Roland Pajarito, student
Marcelo Pimentel, faculty, Philosophy, and chair of the Student Learning
Outcomes and Assessment Resource Committee
Narges Rabii, faculty, History
Craig Rutan, faculty, Physics, and chair of the Curriculum and Instruction Council
Martin Stringer, Interim Dean, Business, Mathematics and Sciences
Alex Taber, faculty, Economics, and chair of the Educational Master Planning
Committee
Leigh Ann Unger, classified staff, Admissions and Records
Melody Vaught, classified staff, Office of the VPAA
Mary Walker, faculty, Continuing Education Division/Orange Education Center
Lana Wong, faculty, Library

As several of the Team and Commission Recommendations dealt with district-level matters, those responses were coordinated with Rancho Santiago Community College District and Santa Ana College personnel. The following individuals participated in those efforts:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD
John Didion, Executive Vice-Chancellor Human Resources & Educational
Services, RSCCD
Peter Hardash, Vice-Chancellor, Business Operations & Fiscal Services, RSCCD
Paul Foster, Vice President, Administrative Services, SAC
Bonita N. Jaros, Ph.D., IE&A Coordinator, Accreditation Liaison Officer, SAC
Nga Pham, Director of Research, RSCCD

To help develop SCC's responses, the SCC Accreditation Committee assigned six subgroups to respond to specific planning agendas in the following areas: (1) SLOs and Curriculum, (2) Budget, (3) Planning, (4) Student Services, (5) Human Resources and Faculty Development, and (6) Library/Technology/Facilities (RP 4—Accreditation Committee Minutes 10 07 2010). The Committee assigned members to the sub-groups and recommended names of others from the campus to serve:

SLOs and Curriculum

Aracely Mora, Vice President, Academic Affairs
Craig Rutan, faculty, Physics, and chair of the Curriculum and Instruction Council
Laney Pryor, faculty, Mathematics
Maureen Roe, faculty, English
Tiffany Garbis, classified staff, Curriculum Office

Budget

Steve Kawa, Vice President, Administrative Services
Steven Deeley, faculty, Business

Planning

John Weispfenning, Dean, Arts, Humanities and Social Sciences/Library
Alex Taber, faculty, Economics, and chair of the Educational Master Planning
Committee
Leigh Ann Unger, classified staff, Admissions and Records
Randy Scott, faculty, Mathematics

Student Services

John Hernandez, Vice President, Student Services
Ruth Babeshoff, Dean, Counseling and Student Support Services

Human Resources and Faculty Development

Tricia Evans, Dean, Career Technical Education
Mary Walker, faculty, Continuing Education Division/Orange Education Center
Nooshan Shekarabi, faculty, Political Science, and chair of the Faculty
Development Committee

Library/Technology/Facilities

Martin Stringer, Interim Dean, Business, Mathematics and Sciences
Lana Wong, faculty, Library
Curt Childress, Director, Information Technology Services

These six subcommittees gathered information and evidence, outlined the planning agenda responses, and reported to the Accreditation Committee. The majority of their work was done in the period from November 2010-March 2011 (RP 5—Accreditation Committee Minutes 11 18 2010; RP 6—Accreditation Committee Minutes 12 09 2010). The Accreditation Committee coordinated the submissions and supervised the writing and editing of the Midterm Report from April-August 2011 (RP 7—Accreditation Committee Minutes 02 24 2011; RP 8—Accreditation Committee Minutes 03 10 2011; RP 9—Accreditation Committee Minutes 08 25 2011). The respective accreditation chairs of SCC and Santa Ana College met to discuss editing for the district responses. Final editing was completed by Sept. 10, 2011.

As part of its work, the Accreditation Committee led the College's periodic review of its Mission Statement. Through a series of meetings over four months, the Accreditation Committee developed a revised Mission Statement that retained inclusivity while simplifying the structure of the statement (RP 5—Accreditation Committee Minutes 11 18 2010; RP 6—Accreditation Committee Minutes 12 09 2010; RP 7—Accreditation Committee Minutes 02 24 2011). In March 2011, the Accreditation Committee recommended the following as the Santiago Canyon College Mission Statement (RP 8—Accreditation Committee Minutes 03 10 2011; RP 10—Mission Statement Recommendation Email 03 11 2011):

Santiago Canyon College
Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

Source: RP 11—Mission Statement 04 12 2011

The Mission Statement was considered by the Academic Senate, the President's Classified Advisory Group, the Associated Student Government, and the College Council. The Mission Statement was approved by all four bodies and became official once it was approved by the College Council on April 12, 2011 (RP 12—College Council Minutes 04 12 2011).

The Midterm Report itself was submitted for approval through the collegial governance system of the college, including the Academic Senate (RP 13a—Academic Senate Minutes 08 17 2011; RP 13b—Academic Senate Minutes 08 30 2011), the College Council (RP 14—College Council Minutes 09 13 2011). The RSCCD Board of Trustees then considered and approved the Midterm Report for submission (RP 15a—Board of Trustees Summary 09 26 2011; RP 15b—Board of Trustees Summary 10 10 2011).

Santiago Canyon College is operating in 2011 in very different circumstances than those envisioned during the preparation of the 2008 Abbreviated Self Study. In 2008, SCC was one of the fastest growing community colleges in the nation (*Community College Week*, Nov. 30, 2008). The recession that began in 2007 has brought decreases in state funding, reductions in class offerings, and a slight decline in head-count enrollment. Nonetheless, we are pleased that Santiago Canyon College continues to meet the Accreditation Standards. This Midterm Report documents that the work done by the College since 2008 is substantial, and the College continues to improve its effectiveness, efficiency, and accountability.



Juan A. Vázquez
President
Santiago Canyon College

COMMISSION RECOMMENDATION

Commission Recommendation 1 (I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2f, III.B.2d, III.D.1, III.D.2, III.D.3, IV.B.3a, IV.B.3b)

The Commission recommends that the college complete a meaningful analysis of its planning process to ensure that program reviews are of sufficient quality and currency to be used as the basis for decision making, and that results of program review, the educational master plan, and the human resource, technology, fiscal, and facilities plans are integrated into the institution's resource allocation model.

Progress Toward Recommendation

This recommendation was fully addressed in the College's 2009 Follow-Up Report, which was accepted by the Commission as it removed the College from Warning and reaffirmed accreditation (PA 3.1—2009 Follow-Up Report; CR 1.1—ACCJC Letter 01 29 2010). Although this recommendation has been met, it is worth noting that the resulting adjustments have been put into practice and are being integrated. The Academic Program Review Template has been modified to include specific prompts related to facilities, personnel, and technology needs (PA 3.3—Academic Program Review Template). An Executive Summary has been developed for wide distribution of the major findings of each program review (PA 3.6—Program Review Executive Summary Template). An annual goal assessment report is in place to measure units' annual progress (PA 3.7—Activity Evaluation Report Template).

Several departments piloted the new program review template in 2010-2011, with all departments scheduled to complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011). In addition, the Educational Master Planning Committee (EMPC) has instituted meetings with departments to discuss program review findings (CR 1.2—EMPC Progress Report).

The EMPC worked in spring 2011 to formulate a template for an Administrative Services Program Review, which will be implemented and completed by the end of fall 2011 (PA 3.10—Draft Administrative Services Program Review Template. The EMPC has developed the framework and processes for completing the 2012-2016 Educational Master Plan, scheduled to be published in 2012 (PA 3.11a—EMPC Minutes 04 28 2011; PA 3.11b—EMPC Minutes 05 12 2011; PA 3.11c—Plan for EMP 2012-2016).

A new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). The initiation of the Budget Committee in 2011-2012 and its working relationship with the EMPC will ensure a link between budget and planning (PA 52.4—SCC Budget Committee). The committee is also tasked with evaluating budget performance for the concluding fiscal year. The SCC Budget Committee is a shared governance committee with faculty, classified, and administration representatives (PA 52.4—SCC Budget Committee; PA 52.5—Proposed Collegial Governance Structure 2011).

TEAM RECOMMENDATIONS

Team Recommendation 1

In accordance with the recommendations of the 2005 team, the college is encouraged to continue to work with the district in incorporating SLOs into the evaluation processes for faculty members and others directly responsible for monitoring SLOs and achieving them. (III.A.1c)

Progress Toward Recommendation

This recommendation has been met. Beginning in 2010-2011, Student Learning Outcomes (SLOs) have been included in the faculty evaluation process. In the mandatory self-evaluation submitted as part of the evaluation process, faculty are required to address “participation in the improvement of student learning related to student outcomes” as a standard of evaluation (TR 1.1—Contract Probationary Tenure Review Packet, see p. 4; TR 1.2—Tenured Faculty Evaluation Packet, see p. 3).

Team Recommendation 2

In accordance with the recommendations of the 2005 team, the college, with the support of the district, should examine the budget allocation model and ensure that the college identifies all discretionary general and categorical funds that are available to support the needs of the college. (III.D.1a)

Progress Toward Recommendation

This recommendation has been met. SCC representatives, including the vice president of Administrative Services, the vice president of Continuing Education, and the president of the Academic Senate, are participating in the Rancho Santiago Community College District’s (RSCCD) Budget Allocation and Planning Review (BAPR) Committee’s review of the current budget allocation model. The three SCC representatives also are part of the district BAPR Work Group (BAPR WG) that is evaluating the current budget allocation model and exploring alternative models (TR 2.1a-h—BAPR Work Group Notes). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula, is being developed. This revised allocation model is designed to provide greater operational discretion and flexibility over both fixed and discretionary costs to SCC and Santa Ana College (SAC), which will facilitate the linkage of college planning priorities to budgetary allocations and performance. A regular report of the progress of the BAPR Work Group was made at each BAPR meeting (TR 2.2a-h; TR 2.3—BAPR Minutes 05 21 2011). In spring 2011, the Work Group recommended to the BAPR Committee a change in the district budget allocation model to the new SB361 Revenue Allocation Model. A transition plan is being developed to identify the mechanics and intermediate steps of the change (TR 2.1b—BAPR Work Group Notes 12 01 2010). The alternative budget allocation model is discussed further in the response to Team Recommendation 3.

Team Recommendation 3

The team recommends that the district evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve both district and college strategic goals. As part of this integration, the team recommends that the district resource allocation model be based on the plans, program reviews, and actual budgetary performance. This requires that the district evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2f, III.B.2d, III.D.1, III.D.2, III.D.3, IV.B.3a, IV.B.3b)

Progress Toward Recommendation

This recommendation has been met. Since the College's submission of the Follow-Up Report to the Commission in October 2010, the faculty, staff, and administration have continued to evaluate and improve the planning process through both Rancho Santiago Community College District (RSCCD) and College participatory governance groups.

At the RSCCD Board of Trustees annual planning retreat February 7, 2011, the board reviewed the District's Vision and Goals for 2010-2011 and approved the Vision and Goals for 2011-2012 (TR 3.1a—BOT Planning Retreat Agenda 02 07 2011; TR 3.1b—BOT Planning Retreat Minutes 02 07 2011). Prior to approval of the Vision and Goals, the board received the annual Accountability Reporting for the Community Colleges (ARCC) data for both colleges as well as the District's internal report, 12 Measures of Success (TR 3.2—2010 ARCC Report; TR 3.3—12 Measures of Success).

In addition, a community survey was conducted in January 2011 regarding the District's Vision and Goals. The results were presented to the trustees at the annual planning meeting of February 7, 2011, prior to the trustees' consideration of goals for 2011-2012 (TR 3.4—Community Survey Instrument, Distribution List and Results).

Strategic Plan

To integrate district-level planning efforts with the colleges' budget and planning and to strengthen the college-level plans of Santiago Canyon College and Santa Ana College, shortly after his arrival to the District in August 2010, Chancellor Raúl Rodríguez identified the need for the District to develop a district-level strategic plan. Two consultants from the *Community College Brain Trust*, Darroch Young, retired chancellor of the Los Angeles Community College District, and Eva Conrad, retired president of Moorpark College, assisted the District in that process from March through May 2011. The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their concerns and vision for the future of the colleges and District. Responses were compiled into seven strategic directions to guide college and District planning. These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (TR 3.5—Strategic Planning Retreat Agenda 04 08 2011). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the

District. The participants broke into four smaller groups to develop recommended steps and sequencing for an annual planning cycle, explicating each District goal with objectives, the responsible party, and timelines. In addition, a new planning cycle was developed to integrate the various District and college plans (TR 3.6—RSCCD Annual Planning Design).

The four versions created by the small groups at the April 8, 2011, meeting were subsequently merged into one, and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat, Friday, May 6, 2011 (TR 3.7—Strategic Planning Retreat Agenda 05 06 2011). The participants refined the cycle and reviewed potential strategic directions for the District, as well as a list of potential metrics that were developed for each of the District’s eight goals. To assist the break-out groups in developing a more comprehensive assessment plan, a document was created by a work group of District and college representatives designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District goal (TR 3.8—District Goals Measurement Document). The strategic directions identified by each of the four groups formed the basis for the District’s Strategic Plan, which is scheduled for approval in fall 2011 (TR 3.7—Strategic Planning Retreat Agenda 05 06 2011; TR 3.9—RSCCD Strategic Plan; SCC was represented in the planning process by the vice president of Academic Affairs, the vice president of Student Services, the vice president for Administrative Services, the president of the Academic Senate, the vice president of the Academic Senate, the secretary/treasurer of the Academic Senate, an additional faculty member, and a classified employee.

The resulting RSCCD Strategic Plan will provide the trustees, the District, and the colleges with a framework to guide and inform future planning efforts (TR 3.9—RSCCD Strategic Plan).

Budget and Planning

The District Budget Allocation and Planning Review (BAPR) Committee serves as the participatory governance committee dedicated to planning and budget synchrony between and among the colleges and the District. BAPR, as well as the District Council, which is the chancellor’s forum for district-wide participatory governance, discussion, and action, received periodic reports related to the progress of the colleges’ Midterm Reports, with particular emphasis on the budget and planning recommendations for the District and the colleges. This reportage is the result of one of the recommendations of the Accreditation Oversight Committee to strengthen the planning aspects of BAPR (TR 3.10—Oversight Committee Minutes 03 15 2010).

As a result of 2010 Accreditation Oversight Committee recommendations, the following ongoing changes were made:

- Commencing February 2010, accreditation has been a standing agenda item at BAPR (TR 3.11a-h—BAPR Minutes February 2010-May 2011).

- The Human Resources Committee is convened bi-annually and results are reported to BAPR (TR 3.12—2010 Oversight Committee Minutes 03 30 2010).
- New updates of the RSCCD Strategic Technology Plan 2010-2011 and RSCCD Strategic Technology Plan 2011-2012 were presented to BAPR prior to development of Budget Assumptions (TR 3.11g—BAPR Minutes 01 19 2011).
- A chart was created to explicitly demonstrate planning and budget integration (TR 3.13—District and College Participatory Governance Planning and Budget Processes Chart). This chart complements existing charts (TR 3.14—RSCCD Planning and Budget Integration Processes Chart; TR 3.12—Oversight Committee Minutes 03 30 2010; TR 3.15—District and College Participatory Governance Guidelines; TR 3.16—SCC Annual Planning Processes).

At the June 8, 2011, BAPR meeting, it was recommended that instead of developing a sub-group apart from the BAPR Work Group (WG), a few persons dedicated to planning at the colleges be added to the work group, which would be assigned to work on specific tasks as needed. For example, the persons working on the SB361 model will continue to work on it separately. Others dedicated to oversight of the district Strategic Plan would work separately as well. Prior to making any recommendation to BAPR, however, the entire work group will come together for discussion. This will assure alignment of planning and budget. The broad membership of BAPR ensures recommendations will be fully discussed by District and college representatives who are also members of the District's Technology Advisory Group (TAG), the District Facility Planning Committee, and the District Enrollment Management Committee (DEMC) prior to sending recommendations to the chancellor (TR 3.18—BAPR Minutes 06 08 2011). This proposal was approved at the July 20, 2011, meeting of BAPR (TR 3.19—BAPR Minutes 07 27 2011).

As such, BAPR serves as the District-wide liaison to integrate all District planning efforts prior to District Council approval of recommendations (TR 3.20—RSCCD Strategic Technology Plan 2011-2012; TR 3.13—District and College Participatory Governance Planning and Budget Processes Chart). For example, the Technology Advisory Group presented the 2011-2012 Strategic Technology Plan at the Jan. 19, 2011, BAPR meeting, and it was unanimously approved (TR 3.11g—BAPR Minutes 01 19 2011).

To keep the College informed about District-level decisions related to budget at BAPR, SCC representatives of BAPR are also members of the SCC College Council. In addition, Chancellor Raúl Rodríguez and Vice Chancellor of Business Operations and Fiscal Services Peter Hardash have taken an active role in keeping the college community apprised of state and local budget issues by coming directly onto the SCC and SAC college campuses. An open budget forum at Santiago Canyon College was conducted in April 2011. Topics discussed were the 2011-2012 governor's proposed budget and the SB 361 budget model, which would serve as a model for Budget Allocation Model modification (TR 3.21—Employee Budget Forum Handout).

Review of the Budget Allocation Model

On February 24, 2010, the Accreditation Oversight Committee discussed its action plan with the Budget Allocation Planning and Review (BAPR) Committee (TR 3.11a—BAPR Minutes 02 24 2010). BAPR has been the District’s participatory governance committee charged with making final recommendations to the chancellor after formulating budget assumptions, reviewing budget projections, and developing District procedures relevant to budget and funding issues.

2010-2011 BAPR Membership

| Santa Ana College | Santiago Canyon College | District |
|--------------------------|--------------------------------|--------------------------------------|
| Erlinda Martinez | Juan Vazquez | Peter Hardash |
| Norman Fujimoto | Steve Kawa | John Didion |
| Paul Foster | Jose Vargas | Marti Reiter |
| Esmeralda Abejar | Raul Gonzalez del Rio | Steve Eastman |
| Ray Hicks | Morrie Barembaum | Nga Pham |
| Jeff McMillan | John Smith | Sean Small ** |
| Bonita Jaros * | John Hernandez * | Vacant |
| Ed Ripley * | Jared Kubicka-Miller * | |
| * - Alternate | | ** - Alternate for Marti Reiter only |

To amplify the mission of BAPR, the Accreditation Oversight Committee made a recommendation to have BAPR as the central committee to receive all planning documents, in addition to budget, prior to District Council review (TR 3.23a). Within the same discussion, the imperative to demonstrate concrete linkages between budget and planning was reaffirmed (TR 3.11b-h—BAPR Minutes May 2010-May 2011).

A work group comprised of members of the Budget Allocation and Planning Review Committee continued to evaluate the current budget allocation model and explore alternative models (TR 3.22a-h—BAPR Work Group Notes F10 and S11). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula is being developed. This revised allocation model will provide greater operational discretion and flexibility to the colleges, which will facilitate the linkage of college planning priorities to budgetary allocations. A regular report of the BAPR Work Group was then made at each subsequent BAPR meeting (TR 3.11a-h; TR 3.17; TR 3.18; TR 3.19—BAPR Minutes).

The BAPR Work Group considered college-level concerns and also reviewed the models of 13 other multi-college districts (TR 3.23—BAPR Work Group Notes 07 14 2010). After consideration of all concerns, a list of issues for annual review was agreed upon. It included:

- Distribution of fixed costs to each cost center by looking at FTES distribution, high cost programs, and equitable service costs
- Relative cost of programs
- District operations' annual percentage distribution and the centralized services provided to itself, the colleges, and the community
- Cost centers that include SCC, SAC, and the District Office
- Hiring needs that would impact other locations and long-term implications
- General fund as well as discretionary fund review

2010-11 BAPR Work Group Membership

| Santa Ana College | Santiago Canyon College | District |
|-----------------------------------|--------------------------------|-----------------|
| Paul Foster | Steve Kawa | John Didion** |
| Bonita Jaros** | Jose Vargas | Peter Hardash |
| Jeff McMillan | Morrie Barembaum* | Thao Nguyen |
| Norm Fujimoto (retired July 2011) | | Nga Pham |
| Linda Rose** | | Gina Huegli |
| Ray Hicks* | | Steve Eastmond* |
| John Zarske* | | |
| *Frequent Guest | | |
| (**added 2011-2012) | | |

BAPR Work Group recommendations relating to general model guidelines and the allocation process of the budget allocation model were presented to BAPR on July 28, 2010 (TR 3.23—BAPR Work Group Notes 07 14 2010; TR 3.11c—BAPR Minutes 07 28 2010). The ramifications of operationalizing the recommendations were then presented at the colleges and then discussed again at the August BAPR meeting. The Work Group continued refining the details of the recommendation throughout 2010-2011 (TR 3.24—BAPR Work Group Notes 08 11 2010).

On October 6, 2010, Work Group members learned that the Contra Costa Community District adopted a new revenue allocation model due to a gap between revenue and expenditures identified during a self study. Contra Costa transitioned to an SB361 funding model that applies revenues to campuses based on the information provided on Exhibit C of the California Community Colleges Apportionment Report. For RSCCD, the allocation of fixed costs to the District would not continue under the new SB361 Revenue Allocation Model, and each college will have full control of its respective fixed and discretionary budgets. It is projected that this will eliminate problems the colleges have experienced with fixed costs under the current RSCCD budget allocation model (TR 3.22a—BAPR Work Group Notes 10 06 2010).

Work Group members reviewed a SB361 revenue allocation simulation that was developed using the Contra Costa CCD Budget Allocation Model, as well as the Contra Costa transition plan. The Work Group agreed to move the recommendation to the full BAPR Committee to change the district budget allocation model to the new SB361 Revenue Allocation Model. A transition plan is being developed to identify the mechanics and intermediary steps (TR 3.22b—BAPR Work Group Notes 12 01 2010). In January 2011, Work Group members thoroughly examined the list of expenditure accounts and discussed issues that could potentially arise if the new SB361 budget allocation model is adopted. Allocations, long-term planning, and accountability for the District Office and district-wide expenses have yet to be determined (TR 3.22c—BAPR-Work Group Notes 01 05 2011).

At the February 2011 meeting, Work Group members received a SB361 simulation of the actual 2009-2010 revenues and expenses showing that both colleges and the District had positive ending balances (TR 3.22d—BAPR Work Group Notes 02 09 2011).

The BAPR Work Group agreed unanimously to proceed with the new model at the March 9, 2011, meeting. The revenue allocation simulation shared with the two academic senates was distributed and discussed. The Work Group formulated assumptions for the 2011-2012 tentative budget for the full committee to review at a later date (TR 3.22e—BAPR Work Group Notes 03 09 2011). The chancellor and BAPR directed the BAPR Work Group to further investigate the ramifications and impact of the new model. It was agreed that averting potential problems is prudent. Therefore, the BAPR Work Group continued its analysis of the SB361 model (TR 3.25a—BAPR Work Group Notes 07 13 2011; TR 3.25b—BAPR Work Group Notes 08 10 2011).

Analysis of specific SB361 guidelines, reserve responsibilities, and the advantages and disadvantages of the new budget allocation model continued from April through June 2011 (TR 3.22f—BAPR Work Group Notes 04 06 2011; TR 3.22g—BAPR Work Group Notes 04 13 2011; TR 3.22h—BAPR Work Group Notes 05 11 2011; TR 3.22i—BAPR Work Group Notes 06 01 2011).

In 2009-2010, the vice chancellor of Budget Operations and Fiscal Services led discussion at the spring BAPR meetings regarding budget assumptions, tentative budget, and budget development, and updated the Board of Trustees at each meeting on the state budget and its implications for the development of the RSCCD budget. On March 24, 2010, BAPR completed its review of budget assumptions and recommended assumptions for the development of the RSCCD 2010-2011 Tentative Budget to the chancellor. Those assumptions were accepted by the chancellor without modification and were approved by the Board of Trustees on April 12, 2010 (TR 3.11f—BAPR Minutes 03 24 2010; TR 3.27—BOT Minutes 04 12 2010).

The vice chancellor of Business Operations and Fiscal Services continued his presentations on the state budget at the Board of Trustees meetings in 2010-2011 (TR 3.26a-h—BOT Budget Updates). This kept the board apprised of the latest state budget updates, and fiscal implications for RSCCD. For example, after the May 2011 Revise, projected state revenue changed, which impacted the level of potential budget reductions

required throughout the district. Previous fiscal steps initiated by the District have resulted in an increasing general fund balance, thus keeping the District fiscally sound (TR 3.28a—RSCCD Budget Assumptions 2011-2012; TR 3.28b—RSCCD Tentative Budget 2011-2012). On May 4, 2011, BAPR completed its review of the budget assumptions and recommended the assumptions for the development of the RSCCD 2011-2012 Tentative Budget to the chancellor. Those assumptions were accepted by the chancellor without modification and were approved by the Board of Trustees on May 23, 2011 (TR 3.11h—BAPR Minutes 05 04 2011; TR 3.29—BOT Minutes 05 23 2011).

Technology, Staffing, and Facilities Plans

On April 14, 2010, the RSCCD Strategic Technology Plan 2010-2011 was presented to BAPR after review by the District Council (TR 3.30—RSCCD Strategic Technology Plan; TR 3.31—BAPR Minutes 04 14 2010; TR 3.32—District Council Minutes 04 12 2010). Following consultation with the chancellor at the District Council, the plan was presented to the Board of Trustees and was approved on April 26, 2010 (TR 3.34—BOT Minutes 04 26 2010). In concert with reinforcing the planning integration role of BAPR, it was agreed that annual updates to the RSCCD Strategic Technology Plan will be developed and presented to BAPR prior to the approval of the annual budget assumptions so that its costs can be factored into the development of the budget assumptions. The 2011-2012 Strategic Technology Plan was approved by BAPR Committee on January 19, 2011, and was reviewed by the District Council and presented to the Board of Trustees on Feb. 22, 2011 (TR 3.34—BOT Minutes 01 18 2011).

The District Human Resources Committee met on September 22, 2010, and reviewed the District's staffing levels. The District had undergone significant staff reductions due to a multi-year hiring freeze and a reduction in force for classified and management employees. The committee met to review data and make recommendations concerning the composition of the staff and faculty to the chancellor, who accepted the recommendations and authorized the recruitment of the 20 faculty positions (TR 3.35—District Human Resources Committee Minutes 09 22 2010). The committee reviewed District employment data from the last ten years (TR 3.35—District Human Resources Committee Minutes 09 22 2010; TR 3.37—FTF by College 2000-2009). The committee met again on November 3, 2010, to review compliance with the fall 2010 full-time faculty obligation. The committee reviewed the full-time/part-time faculty ratio at each college. As a result, the committee recommended that the 20 vacancies be allocated between the colleges based upon the current Full-Time Equivalent Student (FTES) ratio (70% SAC and 30% SCC). BAPR recommended the allocation to the chancellor who approved it (TR 3.11e—BAPR Minutes 11 10 2010). As a result, SCC received six positions, and SAC received 14.

On April 20, 2011, the District Human Resources Committee met and reviewed the progress of the 20 faculty recruitments. The committee also reviewed the current allocation of classified staff between the colleges and District Office, as well as the allocation of classified staffing at the non-credit centers (TR 3.36—District Human Resources Committee Minutes 04 20 2011). Due to the continued uncertainty in the state budget and the possibility of further budget cuts to RSCCD, a decision was made to

continue a review of classified staffing at the fall 2011 meeting. At the fall meeting, the District’s compliance with the full-time faculty obligation also will be reviewed.

The District Facility Planning Committee (DFPC) was reactivated fall 2010 and met November 2, 2010, to review and identify district-wide facility plans. (TR 3.38a—District Facility Planning Committee Minutes 11 02 2010; TR 3.38b—District Facility Planning Committee Minutes 12 01 2010; TR 3.38c—District Facility Planning Committee Minutes 01 05 2011; TR 3.38d—District Facility Planning Committee Minutes 02 09 2011; TR 3.38e—District Facility Planning Committee Minutes 03 09 2011; TR 3.38f—District Facility Planning Committee Minutes 04 13 2011; TR 3.38g—District Facility Planning Committee Minutes 06 01 2011).

2010-2011 District Facility Planning Committee

| Santa Ana College | Santiago Canyon College | District |
|-------------------|-------------------------|----------------|
| Paul Foster | Steve Kawa | Peter Hardash |
| Raymond Hicks | Eduardo Cervantes | Linda Melendez |
| Sean Small | Craig Nance | Marti Reiter |
| Sue Garnett | Jim Kennedy | Alex Oviedo |

Committee members reviewed District Participatory Governance Guidelines to validate the role of the District Facility Planning Committee (DFPC) as an advisory group to BAPR. The DFPC recommendations for the five-year plan, state capital outlay projects, scheduled maintenance and the hazardous material mitigation program are forwarded to BAPR. The DFPC consists of 12 members, four members from each college and the District (TR 3.38a—District Facilities Planning Committee Minutes 11 02 2010).

Project updates were discussed at subsequent DFPC meetings held during 2010-2011 (TR 3.38b—District Facilities Planning Committee Minutes 12 01 2010; TR 3.38c—District Facilities Planning Committee Minutes 01 05 2011; TR 3.38d—District Facilities Planning Committee Minutes 02 09 2011; TR 3.38e—District Facilities Planning Committee Minutes 03 09 2011; TR 3.38f—District Facilities Planning Committee Minutes 04 13 2011; TR 3.38g –District Facilities Planning Committee Minutes 06 01 2011). Information on SCC’s facilities planning and the development of the SCC Facilities Master Plan can be found later in this document in the response to Planning Agenda 40.

Tangible Budget/Planning Alignment

The Rancho Santiago Community College District (RSCCD) is in a good position to adjust to additional state revenue reductions having taken the following steps since 2009:

- \$5 million in expenditure reductions were made to balance the Tentative Budget 2010- 2011 (TR 3.37).
- A 3 percent deficit (approximately \$4.5 million) to general apportionment was anticipated (TR 3.40—BAPR Minutes 06 09 2010).

- Complete revenue analysis was conducted related to: negative COLA; no enrollment growth funding; deficit to general apportionment; additional workload measures reduction of 2 percent. The total of these factors is approximately \$3 million.
- Hiring was frozen for three years; some staff and faculty hiring was conducted spring 2011.
- Items have been moved from college-budgeted discretionary to district-budgeted fixed costs, e.g., Blackboard.
- The Technology Advisory Group (TAG) directly reports to BAPR and is charged with maintaining a replacement plan for technology.
- The statewide Workload Reduction figures have been mirrored by the RSCCD in the credit and noncredit programs with most reductions occurring in non-credit.
- Within the 2009-2010 budget, funds were reallocated so there would be appropriate funding for adjunct faculty.
- A decision was made to reduce the Older Adult program in the School of Continuing Education (SAC) and the Division of Continuing Education (SCC).
- Budget Assumptions for 2011-2012 recommended by BAPR include a 6 percent workload measure reduction from general apportionment (TR 3.28a—RSCCD Budget Assumptions 2011-2012).
- A 5 percent reserve has been included within the budget to offset future funding deficits from the state; this has been carried over into the tentative budget for 2011-2012.
- Expenditures related to salaries and increased benefit costs have been carefully calculated.
- Step and column advances remain suspended for classified and administrative employees; step advances remain suspended for faculty. In addition, one-time revenue adjustments have increased the District's ending balance. Given the ongoing California budget crisis, RSCCD will utilize these funds to bridge delayed apportionment payments from the state.
- An additional 7.5 percent reduction in credit courses has been instituted as part of the additional workload reduction by the state.

In 2010-2011, the vice chancellor of Business Operations and Fiscal Service communicated to the Board of Trustees through regular budget updates (TR 3.26a-h—RSCCD Budget Updates). The Tentative Budget Assumptions were approved by the chancellor and then approved by the Board of Trustees on May 23, 2011; the Tentative Budget was approved by the Board of Trustees on June 20, 2011, as a placeholder budget in order to continue meeting district obligations as of July 1, 2011 (TR 3.29—BOT Minutes 05 23 2011; TR 3.39—BOT Minutes 06 20 2011).

In this cyclical process, at the conclusion of the fiscal year, the annual budget phase will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of collectively bargained agreements
- Maintenance of the 5 percent unrestricted reserve

- Progress toward the Board Vision and Goals

There is evidence that planning and budget processes function effectively at both colleges. To insure that the needs of all entities are understood and duly considered within an integrated context of the whole, analysis of the proposed SB361 Budget Allocation Model is ongoing to ensure there is transparency and the needs of each entity do not compete with the Board of Trustees Vision and Goals.

Team Recommendation 4 (III.D.1b, III.D.2a, III.D.2g)

In order to maintain stable financial resources, the team recommends that the district review its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations.

Progress Toward Recommendation

This recommendation has been met. Santiago Canyon College and Santa Ana College worked collaboratively to satisfy this recommendation in their 2009 Follow-Up Reports. Since the time those responses were prepared and accepted by the Commission, the colleges have continued to refine and monitor their performance in this area.

Although a board policy on course repetition was being prepared at the time of the 2009 Follow-Up Report, continuing changes from the California Board of Governors have resulted in almost annual modifications to the number of course repetitions eligible for state apportionment payments (TR 4.1—Proposed Title 5 Repeatability 2011). In lieu of a board policy that would need to be regularly updated, the colleges have instituted policies and procedures that conform to current state regulations (TR 4.2—Title 5 Repeatability 2009).

The XRPC report was created in the Datatel Colleague system specifically to track course repetitions (TR 4.3—XRPC). This report tracks coursework taken back to 1986. Additionally, a registration rule was created in Datatel to prevent students from registering beyond two course attempts after the student receives a grade of W, D, F, CR, NC, P, or NP. Any two combinations of these grades are counted, which is stricter than the current California Title 5 regulations on course repeatability. Notably, the repetitions are counted district-wide, as opposed to counting repetitions within each college. This was done through a process of equating courses at the two colleges, to ensure students cannot exceed the maximum repetition by repeating the class at the other college in the District.

The Datatel Colleague system also has been configured to manage approved course repetitions that are not eligible for apportionment funding from the state. The registrar or the associate dean of Admissions and Records identify the appropriate enrollments in a course section using the code NFR (non-funded repeat). A repetition is completed, but

no state funding is requested or collected on this repeat. Repetitions completed under the NFR coding require the approval and signature of a dean.

The District has fulfilled the recommendations of the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship,"* by including the policy on the limitations of remedial course work in the college catalogs and by tracking students taking remedial courses (TR 4.4—Report on Audit of Financial Statements, June 30, 2009, p. 62). A Datatel Colleague report has been developed to identify students who have reached the maximum-allowed 30 units of remedial coursework (TR 4.5—Student Remedial Units Report). This report uses the credit types of BS (Basic Skills) and PBS (Pre-Basic Skills) to identify these courses and the enrolled students to prevent further enrollments once they reach the 30-unit limit. Each college's Curriculum Office identifies the remedial courses. This policy is printed in the college catalogs (TR 4.6—2011-2012 Catalog, p. 26). A waiver must be completed by the student, including those in Disabled Students Programs and Services, and signed by a counselor before the student is allowed further registrations. Alternatively, the student who has reached the 30-unit limit can be advised to pursue further remedial coursework at the colleges' noncredit centers. District-wide in spring 2011, only 20 currently-enrolled students were identified as having surpassed the 30-unit limit.

Team Recommendation 5 (IV.B.1a, IV.B.3a, IV.B.3e, IV.B.3f)

The team recommends that a set of written policies and regulations be created that establish appropriate communication processes between the trustees and district employees. The team further recommends that board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement.

Progress Toward Recommendation

Description

This recommendation has been met. Several Board Policies are of particular relevance to this recommendation. One of these is BP9002 – Statement of Ethical Conduct (TR 5.1). The purpose of the Statement of Ethical Conduct is to promote “trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff.” Toward that end, this policy outlines standards for the conduct of Trustees and defines some of the limits to their role as Trustees. This policy covers topics such as conflict of interest, civility, confidentiality, student and community interests, and transparent decision making.

Another Board Policy of relevance is BP7020 – Code of Ethics (TR 5.2). This Board Policy is intended to apply to all employees as well as to the Board of Trustees. The first four bullets of this policy are of relevance to the relations between members of the Board of Trustees and district employees.

The policies mentioned above were in place prior to the accreditation visits of October 2008 and prior to the delivery of Team Recommendation 5. To respond to Team Recommendation 5, the Board of Trustees has taken several specific actions. The Board of Trustees amended BP 9022 – Board of Trustees Self Evaluation on April 27, 2009 (TR 5.3). This policy calls for a broad evaluation of the Board of Trustees by constituent groups. One section of the evaluation instrument, “Board Relations with the Chancellor, Presidents, Faculty, and Staff,” contains several items related to the role of the board and whether or not the board understands its role versus the role of others. The questionnaire also queries respondents about whether or not the board follows communication procedures (TR 5.4—Survey).

The information gathered in the Board of Trustees Self Evaluation questionnaire is provided to the Board of Trustees on an annual basis. This information is used to ensure that the Board of Trustees is following board policy and acting within the prescribed limits of their role as trustees. Toward that end, the information gleaned in the questionnaire informs the creation of board unit goals for the calendar year (TR 5.5—BOT Goals 2011-2012). The current calendar year, 2011, will be the first year that the board has implemented this step (TR5.6a—BOT Planning Retreat Docket 02 07 2011; TR 5.6b—BOT Planning Retreat Agenda 02 07 2011; TR 5.7—BOT Planning Retreat Minutes). For 2011, the board has selected three unit goals (TR 5.8—BOT Unit Goals):

1. Regularly seek opinions of student trustees.
2. Understand our role in the collective bargaining process.
3. Follow proper communication procedures with staff.

The third board unit goal directly addresses the concerns expressed in Team Recommendation 5. That is, it is the vehicle for the Board of Trustees to monitor adherence to a staff communication protocol on an ongoing basis. Although no issues with improper communications have been identified, putting proper communication forward as a unit goal increases the visibility and accountability on this issue.

The Board of Trustees hired a new chancellor in June 2010 with a starting date of August 2010. The new chancellor requested a retreat with the Board of Trustees, which was held September 18, 2010 (TR 5.9—BOT-Chancellor Retreat Agenda 09 18 2010). Among other things, the purpose of this retreat was to clarify the working relationship between the Board of Trustees and the new chancellor. A summary of that retreat was prepared by the facilitator (TR 5.10—BOT-Chancellor Retreat Minutes 09 18 2010; TR 5.11—Chancellor’s Goals). Item number two in that summary pertains to Team Recommendation 5 as can be seen in the passage cited below:

2. The Board of Trustees has one employee, the chancellor. It is not appropriate for a board to ask staff and faculty to accomplish their ideas; the chancellor does this for the board.

Action: The chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries.

It is the intent of the RSCCD board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the chancellor.

The understanding between the Board of Trustees and the chancellor, which was documented in the summary of the retreat, was that the individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests; (2) so that the information can be shared with all of the trustees; (3) so that the chancellor can ensure that proper responses are provided for the requests, and; (4) so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate. In this way, it is assumed that clear expectations and open boundaries contribute to an awareness of the proper role of trustees, administrators, and other employees when matters of appropriate communications are of concern.

Analysis

The existing board policies outline the ethical and expected communication interactions between members of the Board of Trustees and employees of the district. Several new board policies outline the self evaluation process for the board and procedures for follow-up, analysis, and continuous improvement. Specifically, the board self evaluation process is now linked to a process where the board adopts a unit plan, based upon constituent feedback, aimed at monitoring board behavior in selected areas. One of the selected areas for the 2011 calendar year has to do with the trustees following proper communication procedures with staff. The proper procedures were defined in a September 2010 retreat held by the Board of Trustees. These procedures will be reviewed periodically at regularly scheduled meetings of the Board of Trustees (TR 5.12a—RSCCD BOT Policies Committee Agenda 02 17 2011; TR 5.12b—RSCCD BOT Policies Committee Minutes 02 17 2011; TR 5.13—BOT Minutes 03 14 2011, Item 6.2; TR 5.14—BOT Docket 03 28 2011, Item 6.2; TR 5.15—BOT Minutes 03 28 2011, Item 6.2).

Team Recommendation 6 (IV.A.5, IV.B.1g)

The team recommends that the district review its board evaluation policy/regulation to ensure integrity and effectiveness, and that its assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement.

Progress Toward Recommendation

This recommendation has been met. Since the 2009 Follow-Up Report, the Board of Trustees adopted the following calendar for planning and self-evaluation to better align with district budget timelines:

Board of Trustees 2010 Self-Evaluation Timeline

| | |
|---------------------------------------|---|
| October 26, 2010 | Board approves recommendations from the Board Policy Committee regarding the self-evaluation instrument and list of designated individuals who will receive a copy of the instrument. |
| October 26, 2010- November 4, 2010 | Designated individuals provide input to the board using the self-evaluation instrument |
| November 8, 2010 | Board conducts annual self-evaluation meeting (Special Board Meeting) |
| November 9-12, 2010 | Board members complete self-evaluation instrument. |
| November 15, 2010 | Board reviews and discusses tabulated self-evaluation results. |

The board self evaluation process includes two elements: (1) analysis of internal operations and (2) evaluation of district goals. As a follow-up to the 2009 process, a survey was sent to selected community members and district staff (TR 6.1—Survey to Community and District Staff; TR 6.2—Results of Survey to Community and Staff). After reviewing the results of the community and staff survey, the board conducted the same self-evaluation survey internally (TR 6.3—Board of Trustees Self-Evaluation Report Results). Question categories included: Board Organization and Operation; Policy Role; Strategic Planning; Board Relations with the Chancellor, Presidents, Faculty and Staff; Community Relations Advocacy; and Board Leadership, Ethics, and Standards of Conduct.

As a result of the comparison between 2009 and 2010, the Board of Trustees established internal goals in December 2010 to utilize for continuous improvement (TR 6.4—RSCCD Board of Trustees’ Unit Goals for 2011). The three goals entailed: regularly seeking opinions of student trustees; understanding the board role in collective bargaining; and following proper procedures in communicating with staff. The goal related to communicating with staff has been addressed (see the response to Team Recommendation 5). In 2011, the board continued to follow the procedures outlined by the chancellor in September 2010, and will continue this process. The other two goals will be addressed and assessed over the course of 2011-2012. Adjustments will be made as necessary.

In January 2011, to maintain compliance with BP9022.5, individuals from the colleges, leaders from the student body, as well as community members were invited to give input to the status of the achievement of goals (TR 6.2). The results of the survey were shared with the board and the public on February 7, 2011, at the annual Board of Trustees

Planning Retreat (TR 6.5—Annual Board of Trustees Planning Retreat Minutes 02 07 2011).

The February 7, 2011, Annual Board of Trustees Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (TR 6.6)
- 2010 Accountability Reporting for the Community Colleges (TR 6.7)
- 12 Measures of Success, February 2011 (TR 6.8)
- College Presidents and Chancellor: Progress towards Goals (TR 6.5—Annual Planning Retreat Minutes 02 07 2011; TR 6.9—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (TR 6.10)

District goals were reaffirmed for 2011-2012 (TR 6.5—Annual Board of Trustees Planning Retreat Minutes 02 07 2011; TR 6.11—Plan to Plan 2011 PowerPoint Presentation; TR 6.12—RSCCD BOT Vision and District Goals 2011-2012). In addition, a work group of district and college representatives was designated by the Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal in order to establish trend data for strategic planning (TR 6.13—District Goals Measurement Document).

Shortly after his arrival to the District in August 2010, Chancellor Raúl Rodríguez identified the need for the District to develop a strategic plan, which was discussed in the response to Team Recommendation 3.

Scheduled for approval in fall 2011, the Strategic Plan (TR 3.9) will provide the trustees and the entire district and college communities with a framework to guide and inform future planning efforts. The Board will continue to evaluate planning efforts cyclically.

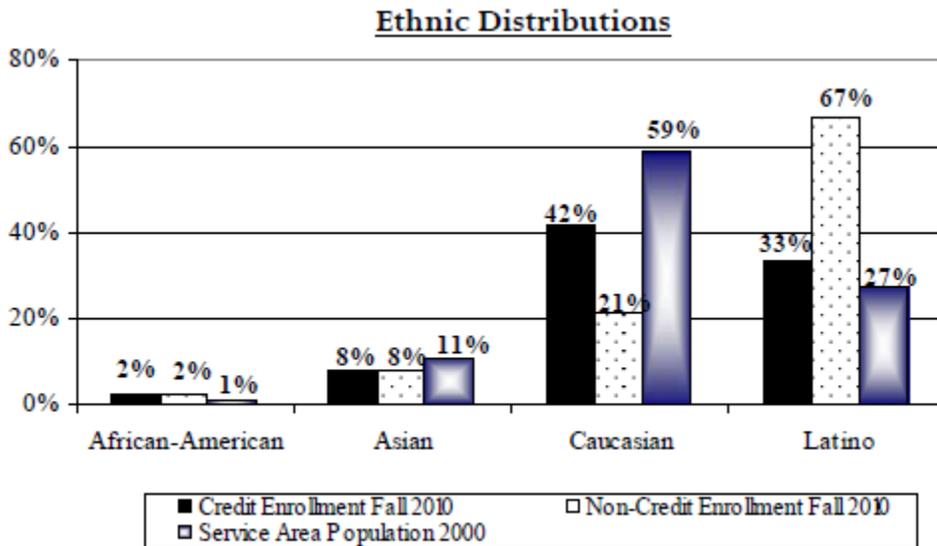
PLANNING AGENDAS

Planning Agenda 1

SCC will continue to analyze the needs of its students and the community based on the growth of the student population, the demographics of the students and the reason they indicate they are coming to SCC, local labor and industry needs, and the make-up of the community. The Institution will add new programs and services as needed. (I.A)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College (SCC) keeps its programs current and relevant for its students, including those seeking basic skills or remediation, personal enrichment, career training, or transfer preparation, as well as workers in need of advanced skills, certification, or professional development. The Rancho Santiago Community College District (RSCCD) Office of Research periodically surveys students (PA 1.1—SCC Student Survey). By combining surveys with other research measures, the Office of Research is able to track the responsiveness of the College’s programs (PA 1.2—12 Measures of Success). A recent survey of students who transferred from the College indicated that 86 percent of the respondents had a goal of transfer (PA 1.3—2010 Transfer Student Report, page 12). In career technical education, Technical Advisory Committees provide necessary expertise to help maintain the currency of the curriculum, teaching methods, and resources (PA 1.4—Master Technical Advisory Committee 2011). In addition to the Technical Advisory Committees, Career Technical Education programs complete a state-mandated job market confirmation (PA 20.1a—Electrician 2008 Report; PA 20.1b—Gemology 2008 Report; PA 20.1c—Human Development Childcare 2008 Report). Through these means, SCC remains responsive to the needs of its service area.



(Source: PA 1.2—12 Measures of Success)

Since the 2008 Abbreviated Institutional Self Study was completed, SCC has added an Office of Institutional Effectiveness and Assessment (IE&A), employing an assistant dean and a research specialist who are tasked with compiling and analyzing research data to assist with planning and effectiveness measures. Funded by a Title V grant awarded in 2010, the Office of IE&A will allow the College to enhance its research efforts and effectiveness.

The College has enhanced and/or added the following services since 2008:

- Admissions and Records shifted to fully online registration beginning summer 2009, and in spring 2011 students were able to “add” themselves to classes with instructor-provided codes. More than 3,400 adds were processed, representing a success rate of 92 percent (PA 1.5—Add Codes Email).
- Counselor visitations were instituted to: (a) evening Career Technical Education classes to provide assistance with petitions for certificate and degrees, and to offer follow-up counseling services; (b) pre-collegiate mathematics classes to provide information and to offer follow-up counseling; (c) pre-collegiate English classes to provide career information with optional follow-up Career Odyssey (mini-career research) in the Career Services Center (PA 1.6a—Counselor Handouts; PA 1.6b—Career Odyssey).
- Transfer Center staff class visitations were added to provide transfer information and to invite students to access workshops, field trips, and transfer fairs (PA 1.7—Transfer Center Handouts).

In the areas of curriculum, the following changes were implemented:

- New course-to-course articulation agreements between the Surveying program and Cal Poly Pomona’s Civil Engineering-Geospatial Major (PA 1.8—Cal Poly Pomona Articulation Email 01 14 2011).
- California State University’s Systemwide Credit for External Examinations Coded Memorandum AA-2010-09 credit granting policy for CSU General Education certification (PA 1.9—2011-2012 catalog, pp. 44-45).
- IGETC Standards, version 1.2, section 7.2 International Baccalaureate credit granting policy for IGETC certification (PA 1.10—2011-2012 Catalog, p.46; PA 1.11—CIC Minutes 10 25 2010).
- Participation in and implementation of SB1440, California Education Code §§66745-66749, Transfer Model Curricula (TMC) Associate Degrees for Transfer. SCC has approved two TMC degrees, in Communication Studies and Sociology (PA 1.12a—2011-2012 Catalog Addendum; PA 1.12b—CIC Minutes 03 14 2011; PA 1.12c—CIC Minutes 04 18 2011).
- Added coursework in microbiology and organic chemistry to meet student demand and take advantage of new laboratory facilities.
- For a complete list of degrees, certificates of achievement, and certificates added since 2008, see the response to Planning Agenda 19.

Planning Agenda 2

SCC will use appropriate activities to ensure that the collaborative spirit of the college continues and remains focused on the same priorities. At the same time, SCC will use its five-year SLO plan for training faculty and staff to develop appropriate SLOs for their respective programs and courses. The Title III funding received effective fall 2005 will help realize this plan by supporting training of a core of teachers to assist with the development of SLOs for future programs and courses. (I.B.1)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College used funds from its Title III grant to train faculty and staff to develop Student Learning Outcomes (SLOs) for programs and courses. More than 80 faculty members participated in training over the five-year period, while 41 faculty received in-depth training (PA 2.1—Title III APR 2010 Year 5 Final Report, p. 2). The chair of the Student Learning Outcomes and Assessment Review Committee (SLOARC) participated in numerous division, committee, and all-college meetings to discuss SLOs and assessment (PA 2.2—Title III Final Results Overview Spring 2010). A number of training materials and documents were created, including two manuals, web pages, PowerPoint presentations, and a quarterly electronic newsletter (PA 2.3—SLO Short Implementation Manual; PA 2.4—SLO Handbook; PA 2.5—SLO Web Pages; PA 2.6—Intro to SLOs Presentation; PA 2.7—SLO Assessment Presentation; PA 2.8—SLO Blast).

More than 18 workshops were sponsored with the Title III funding, the most recent being a major workshop on Program Student Level Outcomes in September 2010 (PA 2.9—Program SLO Workshop). The outcome of the training on SLOs and assessment, as well as the number of faculty trained, support the conclusion that SCC has satisfied this planning agenda.

In addition to the work done on training faculty in Academic Affairs, a similar effort has been underway to train Student Services staff, beginning in 2006 (PA 2.10—Student Services SLOs PA 2.11—Spring 2006 Student Services Meeting). More than 15 student services program leaders and staff participated in an audio conference on “Getting Started with Assessment in Student Affairs” in June 2006, which provided critical assessment information about appropriate assessment methodologies. In July 2006, program leaders held an additional one-day retreat to finalize the SLO implementation framework, which produced several documents including an organizational framework flow chart, a time frame and timelines, an SLO mapping grid, and an Annual SLO Report Template (PA 2.12—Flow Chart; PA 2.13—Retreat Timelines; PA 2.14 SLO Mapping Grid; PA 2.15 SLO Report Template). January 19, 2007, an in-service training was presented on “Completing Our SLO Framework Through Assessment” (PA 2.16—Assessment Inservice).

Planning Agendas 3, 4 and 5

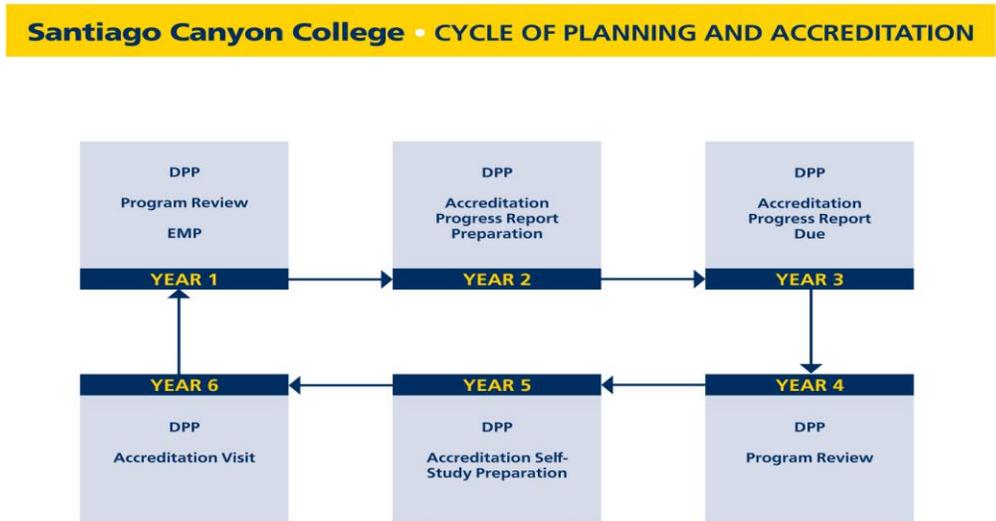
Prior to the next EMP revision, the college will evaluate its global process toward meeting the established goals and objectives of the five-year plan (2002-2005). (I.B.3)

Upon completion of the first five-year cycle of the EMP, a thorough evaluation will be made. (I.B.6)

In 2006-2007, SCC will engage in a college-wide dialogue to evaluate the effectiveness of the EMP during its first five-year cycle and to determine how the process affected the various departments, disciplines, and programs. (I.B.7)

Progress Toward Planning Agendas

This planning agenda has been met. Santiago Canyon College’s dynamic and complex planning processes are captured through three complementary means. First, Santiago Canyon College periodically publishes an Educational Master Plan (EMP) document to provide a “snapshot” of College and unit planning. EMPs were published in 2002 and 2007, with the next document to be published in 2012. Beyond the EMP, the planning process at SCC encompasses two other important elements: the Department Planning Portfolio (DPP) database and the Program Review, both of which are completed by all units of the College. The EMP historically has been published on a five-year schedule but is transitioning to a six-year schedule to align with the accreditation cycle; the DPP is updated regularly during the year; and the Program Review is performed on a three-year schedule (PA 3.1—2009 Follow-Up Report, page 18).



(Source: PA3.1—2009 Follow-Up Report, Appendix C)

As the College began planning the 2007 EMP, it held a college-wide retreat in September 2006 at its Orange Education Center. The findings of that retreat were that the first EMP had been an effective document, and many of the goals had been completed. The retreat also suggested that the focus of the second EMP would be assessment of progress (PA 3.2—Abbreviated Institutional Self-Study Fall 2008, pp. 125-126).

Since the 2008 Abbreviated Institutional Self-Study, several steps were taken to enhance SCC's planning processes. As reported in the 2009 Follow-Up Report, these steps included:

- Strengthening the linkages between planning, budgeting, and evaluating effectiveness, including clarifying and refining relationships between collegial governance bodies, clarifying and refining timelines and relationships involving the EMP, DPP, Program Review, accreditation, assessment, and budget allocation.
- Reviewing and updating the standardized data provided to units as the basis for planning and decision making; writing specific prompts related to facilities, technology, and personnel in the Academic Program Review (PA 3.3—Academic Program Review Template).
- Creating three categories for the prioritization of requests: critical, necessary, and enhancement and improvement (PA 3.4—DPP Activity Prioritization Report).
- Formulating guidelines for the Academic Program Review, for the DPP, and for writing measureable goals (PA 3.5—DPP Guidelines).
- Developing an Executive Summary of the Program Review for wider distribution of the major findings (PA 3.6—Program Review Executive Summary Template).
- Creating an annual DPP goal assessment report to measure units' annual progress (PA 3.7—Activity Evaluation Report Template).
- Having a member of the Educational Master Planning Committee (EMPC) serve on the College Council to report on the work of the committee (PA 3.8—College Council Minutes, 05 11 2010).

All of these documents and activities have been successfully implemented.

The EMPC is the shared governance committee with primary responsibility for the oversight of College planning processes. The EMPC hosted representatives of 35 campus units to discuss the findings of their program reviews from 2008-2011. Since the 2009 Follow-Up Report, the EMPC has continued to refine the connections between planning and evaluation of effectiveness. The revised Academic Program Review was piloted by several departments in spring 2011 with all departments scheduled to complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011). The EMPC also worked in spring 2011 to formulate a template for an Administrative Services Program Review, which will be implemented and completed by the end of fall 2011 (PA 3.10—Draft Administrative Services Program Review Template). Finally, the EMPC has developed the framework and processes for completing the 2012-2016 Educational Master Plan, scheduled to be published in 2012 (PA 3.11a—EMPC Minutes 04 28 2011; PA 3.11b—EMPC Minutes 05 12 2011; PA 3.11c—Plan for EMP 2012-2016).

Planning Agendas 6, 7, 8 and 9

SCC will implement the Title III five-year plan by meeting the timelines established in the 5-year Student Learning Outcomes (SLO) plan. This will ensure the systematic implementation of appropriate SLOs and assessment into all programs and courses. Following the steps outlined in the five-year plan, SCC expects to have SLOs, including the assessment component, implemented in all course outlines and programs by 2010. (II.A.1c)

SCC will follow its five-year SLO plan, which establishes student learning outcomes throughout the curriculum. The SCC Curriculum Council and Student Learning Outcome Committee will design a course outline that reflects written student learning outcomes in all courses. (II.A.2a)

SCC has a five-year plan to establish student learning outcomes and assessment methods for all degree and certificate programs, including vocational/occupational programs. (II.A.2b)

SCC will complete its five-year SLO plan to establish student learning outcomes at the program and course level and will relate the assessment component to the synthesis of learning for students in all programs. (II.A.2c)

Progress Toward Planning Agendas

Santiago Canyon College is making good progress on meeting these four planning agendas and will be at the proficiency level in Institutional Effectiveness in Student Learning Outcomes by fall 2012. College-wide, SCC has 981 courses in all divisions (PA 6.1—2011-2012 Catalog). Of these, 953, or 97.1 percent, have SLOs as of spring 2011, and 42.9 percent of the courses have produced assessments (PA 6.2—SLO Assessment Counts by Division). While the Student Learning Outcomes and Assessment Review Committee (SLOARC) emphasized the development and achievement of course SLOs and course assessment through 2009-2010, the focus in 2010-2011 was adjusted to encompass program SLOs and program-level assessment (PA 2.9—Program SLO Workshop; PA 6.3—Flex Calendar Spring 2011, see January 18, 10:30 a.m.; PA 6.4—Summer SLO Institute). To support the work of faculty in assessing program SLOs, the SLOARC developed a Program Assessment Planning Guide (PA 6.5—Program Assessment Guide).

All academic departments and disciplines have outcomes that are published (see for example, PA 6.6—Educational Master Plan 2007-2012, pages 78, 96, 98, and 102). In addition, the College has outcomes attached to its degree and certificate awards. As of August 2011, 77.2 percent of the College's degrees and certificates had at least one stated outcome (PA 6.7—Program Outcomes Count). Outcomes on degree and certificate awards have been mapped to the college outcomes (PA 6.8—Program Outcomes Matrix). The College has mapped the relationship between course, program, award, and

institutional SLOs (PA 6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix).

Assessment of program outcomes is underway. Mathematics, Physics, Psychology, and Reading have completed assessments of program outcomes (PA 6.9—Program Outcomes Assessment). In addition, program outcome assessment is now part of the academic program review (PA 3.3—Academic Program Review Template, see part IV, page 3; PA 6.10a—Economics Program Review; PA 6.10b—Mathematics Program Review). All academic departments are scheduled to complete the program review cycle by the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011).

The SCC Course Outline of Record (COR) has been revised to include SLOs (PA 7.1—CIC Minutes 09 13 2010). Following the implementation of the CurricUNET in fall 2010, the COR was transferred to an electronic format, retaining the section on student learning outcomes as the sixth section of the outline (PA 7.2—COR Philosophy 110H).

The SLO coordinator worked closely with the college’s vocational faculty in 2010-2011. Although vocational faculty did not receive Title III stipends to incorporate SLOs into their courses, they participated in training events hosted by Title III funds. This indicates Title III funding helped the College succeed in providing a sustainable foundation with respect to the design and implementation of SLOs across all areas of the College curriculum, not just those targeted in the grant application (PA 8.1a—SLO Workshop Spring 2009; PA 8.1b—SLO Coordinator Emails).

Planning Agenda 10

Recognizing the growing importance technology has in education, the SCC Technology Committee will examine the potential for expanding on-line education and seek ways in which technology in the classroom can provide more diverse, effective teaching modalities to enhance instruction and provide for different student learning styles.
(II.A.2d)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. SCC has made significant progress toward improving the quality of online offerings and the services provided for them at the College. While the continuing state budget situation has limited the expansion of online education, SCC has continued to explore and pilot new technologies and methods to enhance online instruction including the development of a “Distance Ed Toolbox” for faculty use in 2009-10 (PA10.1—Distance Ed Toolbox). While Turnitin.com has been available for several years to SCC English faculty, the district Technology Advisory Group is considering a recommendation to purchase the plagiarism software for all faculty.

SCC upgraded its CMS to Blackboard, version 9.1, during summer 2011 (PA10.2—Flex Calendar Fall 2011, see August 16, 10:30 a.m.). Training on distance education-related

topics is routinely available for faculty during Flex Week (PA 10.2—Flex Calendar Fall 2011, see August 15, 9 a.m. and August 17, 3:30 p.m.) as well other times (PA10.3—Blackboard Workshops Email). A staff member was assigned the responsibility for assisting faculty with Blackboard, beginning spring 2010 (PA 10.4—Distance Education Update 01 15 2010).

Students have benefitted from the addition of a help desk in 2009, currently managed through the director of the Tutoring Center (PA 10.5—Distance Ed Update Email 02 05 2009). Additionally, workshops for students to help them navigate the upgrade to Blackboard 9.1 have been scheduled for fall 2011 (PA 10.6—Blackboard Workshops Flyer).

Regarding classroom technology, all classrooms in the new Science Center, which opened fall 2010, contain managed mediated teaching stations, which include digital projectors, document cameras, system controllers, computers, and sound systems. Similar technology is planned for all classrooms in the Humanities Building, opening fall 2013.

Planning Agenda 11

The student learning outcomes of the program review model will be enhanced to focus more on the achievement of SLOs. (II.A.2e)

Progress Toward Planning Agenda

This planning agenda has been met. A revised Academic Program Review template, including prompts on course and program-level student learning outcomes (PA 11.1—Academic Program Review Template, parts IV and V), has been approved through the college's shared governance processes (PA 11.2—Academic Senate Minutes 11 16 2010), and was piloted by several departments during spring 2011, including Economics and Mathematics (PA 6.10a—Economics Program Review 2011; PA 6.10b—Mathematics Program Review 2011). All academic departments will complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011).

Planning Agendas 12, 14, 15 and 16

SCC will establish SLOs at the course and program level in the next five years in order to assess student learning based on identified, measurable outcomes. Those assessments will be used to improve student learning outcomes. (II.A.2f)

SCC will follow its five-year SLO plan, supported by Title III funding, to establish SLOs within all courses. (II.A.2h)

SCC will follow its adopted five-year plan to establish SLOs at the program level and will then award degrees and certificates based on student achievement of a program's stated learning outcomes. (II.A.2i)

SCC will follow its adopted five-year plan to establish SLOs at the program and course level. When this is accomplished, the general education SLOs and the individual course and program SLOs will be fully integrated and compatible. (II.A.3a)

Progress Toward Planning Agendas

Santiago Canyon College is making good progress on meeting these four planning agendas, and will have SLOs fully in place and assessed by fall 2012. For progress toward the achievement of course and program SLOs and assessment, please see the previous response to Planning Agendas 6, 7, 8, and 9. While 97.1 percent of courses have SLOs (PA 6.2—SLO Assessment Counts by Division), the remaining 2.9 percent of courses are due for quadrennial review during the 2011-2012 academic year (PA 12.1—Quadrennial List 2011). The Curriculum and Instruction Council (CIC) and Office of Institutional Effectiveness and Assessment will continue to encourage faculty to work on their course revisions, including the addition of SLOs, using the new CurricUNET system (PA 12.2—Missing SLOs and Assessments Email 07 12 2011). Additionally, the CIC Chair will work with the division deans and the vice president of Academic Affairs to let department chairs know of courses that have only one SLO to which they can add a second SLO using a streamlined approval process in CurricUNET (PA 12.3—CIC Chair Email 04 20 2011).

All existing course outcomes have been mapped to the College's outcomes. For all courses that are part of the SCC General Education pattern (Plan A), percentages are used to indicate how "extensively" or "moderately" course and College outcomes coincide or whether a "not applicable" response is warranted (PA 12.4—Course SLO Matrix).

Outcomes on degree and certificate awards have been mapped to College outcomes (PA 6.8—Program Outcomes Matrix). The College has mapped the relationship between course, program, award, and institutional SLOs to ensure alignment (PA 6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix). SCC also has General Education SLOs, which function as institutional SLOs, and the College maps the relationship between course outcomes, program outcomes, and the general education outcomes (PA 6.5—Program Assessment Guide, see page 3).

Overall, SCC is on schedule to meet these planning agendas by fall 2012.

Planning Agenda 13

As SLOs for math courses and programs are completed, the department will develop assessment criteria to measure the effectiveness of student learning. (II.A.2g)

Progress Toward Planning Agenda

This planning agenda has been met, and ongoing assessment and program evaluation are part of the regular operation of the Mathematics Department. All mathematics courses have at least two SLOs (PA 6.2—SLO Assessment Counts by Division). As of January 2011, more than 87.1 percent of mathematics course SLOs have been assessed (PA 13.1—Mathematics SLO Assessment Report 02 02 2011):

- 33.87% of course SLOs have been assessed once
- 25.81% of course SLOs have been assessed twice
- 27.42% of course SLOs have been assessed more than twice
- 12.9% of course SLOs have yet to be assessed.

Mathematics has three program outcomes, which were published in the 2007 Educational Master Plan, and those outcomes have been assessed (PA 6.6—2007 Educational Master Plan, p.78; PA 6.9—Program Outcomes Assessment). Mathematics also has completed the new program review model that incorporates the analysis of course SLO data to assess the program. (PA 6.10b—Mathematics Program Review 2011)

Planning Agenda 17

SCC will continue to enhance the alignment among its general education outcomes in Plan A (SCC catalog) and general education courses. (II.A.3b)

Progress Toward Planning Agenda

This planning agenda has been met, and the Curriculum and Instruction Council continues to review new courses to determine their alignment with the college's general education plan. Since the 2008 Abbreviated Self Study, the following courses have been added to Plan A:

- **2008 -2009 Catalog:** Chicano Studies 101 (Area D), Philosophy 114 (Area C), Philosophy 120 (Area C), Exercise Science 173 (Area F2), Exercise Science 175 (Area F2), Sign Language 111 (Area C), and Sign Language 116 (Area D) (PA 17.1—2008-2009 Plan A)
- **2009-2010 Catalog:** Astronomy 112 (Area A), Chemistry 210 (Area A), Computer Science 100H (Area E2), Counseling 113 (Area F1), and Mathematics 287 (Area E2) (PA 17.2—2009-2010 Plan A)
- **2010-2011 Catalog:** Mathematics 081 (Area E2) (PA 17.3—2010-2011 Plan A)
- **2011-2012 Catalog:** Human Development 221 (Area D) (PA 17.4—2011-2012 Plan A)

Nearly all courses in Plan A have at least one student learning outcome (PA 6.2—SLO Assessment Counts by Division). All course outcomes, including those in Plan A, as well as program, award, and institutional SLOs have been mapped (see for example, PA 6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix).

Planning Agenda 18

To help students develop an increased awareness of “understanding and awareness of environmental issues” as well as “understand the way science develops and to analyze scientific data,” the college will ensure that these outcomes are addressed in appropriate courses. (II.A.3c)

Progress Toward Planning Agenda

This planning agenda has been met, and these specific outcomes will continue to be addressed in the science curriculum. The following courses have student learning outcomes specifically dealing with the collection and analysis of scientific data:

- Astronomy: 109, 110, 112, 140 (PA 18.1—Astronomy Lab Survey)
- Biology: 109L, 211, 212, 214, 229, 249, 259 (Same as Environmental Science 259) (PA 18.2—Biology Lab Survey)
- Chemistry: 119, 210, 219, 229, 249, 259 (PA 18.3—Chemistry Lab Survey)
- Physical Science: 115 (PA 18.4—Physics Lab Survey)
- Physics: 109, 210, 211, 217, 227, 237, 279, 289 (PA 18.4—Physics Lab Survey)

Courses in the following disciplines discuss the listed environmental topics with students:

- **Astronomy** (PA 18.1—Astronomy Lab Survey)
 - Solar influences on the environment
 - Asteroid impacts
 - Greenhouse effect
 - Erosion
 - Nuclear fusion and fission
- **Biology/Environmental Studies** (PA 18.2—Biology Lab Survey)
 - Evolution of higher organisms through natural selection
 - Interrelationship between the organism and its environment
 - Study of chaparral plants and their ecological role
 - Effects of temperature, osmotic pressure, desiccation, pH, and radiation on microbes
 - Study of ecological concepts, including biotic zones, ecosystem components, population dynamics, and energy acquisition
 - Use impact on developed nations
 - Nature and extent of our air and water resources
 - Water conservation practices
 - Current problems and practices in waste management
 - Distribution, availability, and prospects for land use
- **Chemistry** (PA 18.3—Chemistry Lab Survey)
 - Proper handling and disposal of hazardous materials
- **Physics/Physical Science** (PA 18.4—Physics Lab Survey)
 - Sources of energy
 - Heat transfer
 - Thermodynamic properties of materials
 - Global warming and the greenhouse effect

- Nuclear fusion and fission
- Hydrogen fuel cells

Planning Agenda 19

SCC will continue to increase the number of degrees and certificates which students can earn at SCC. (II.A.4)

Progress Toward Planning Agenda

This planning agenda has been met. SCC continues to increase the number of degrees and certificates it offers (PA 19.1a—New Degrees Certificates 2007; PA 19.1b—New Degrees Certificates 2008-2010). A degree audit function has been developed and is now active in Datatel Colleague. Since 2008, the following degrees have been added:

- Associate in Arts in Communication Studies for Transfer
- Associate in Arts in Sociology for Transfer
- Liberal Arts: Arts, Humanities and Communication
- Liberal Arts: Mathematics and Sciences
- Liberal Arts: Multi-Cultural Studies
- Liberal Arts: Social and Behavioral Sciences
- Apprenticeship Electricity, Intelligent Transportation Systems Electrician Option
- Electrician, General Electrician Option
- Apprenticeship Carpentry, Pile Driver Option
- Apprenticeship Carpentry, Plastering Option

Certificates of Achievement have been added in the following:

- Apprenticeship Electricity, Intelligent Transportation Systems Electrician Option
- Electrician, General Electrician Option
- Apprenticeship Carpentry, Pile Driver Option
- Apprenticeship Carpentry, Plastering Option
- California State University General Education Breadth
- Intersegmental General Education Transfer Curriculum General Education Breadth

Locally-awarded Certificates have been added in the following:

- Computer Science, Applied Robotics and Embedded Programming
- Human Development, Basic Early Childhood Infant/Toddler
- Human Development, Basic Early Childhood Preschool
- Human Development, The School Age Child
- Education – After School Program Assistant
- Education – After School Program Associate Teacher
- Project Management
- Public Works – Sustainable Building Code Option
- Real Estate Appraisal
- Real Estate Salesperson

Planning Agenda 20

SCC's vocational and occupational programs will continue to work with advisory groups and the district's research department to analyze employment needs, and will adjust its course and program offerings as appropriate. (II.A.5)

Progress towards Planning Agenda

This planning agenda has been met through a variety of means and processes, many of which were detailed in the response to Planning Agenda 1. Every two years, vocational programs examine labor market trends and enrollment trends to ensure that the programs offered meet student expectations and labor market needs. This examination is conducted as part the Technical Advisory Committee (TAC) meetings (PA 1.4—Master Technical Advisory Committee 2011) and District and College research (PA 1.1—SCC Student Survey), which is then reported to the state (PA 20.1a—Electrician 2008 Report; PA 20.1b—Gemology 2008 Report; PA 20.1c—Human Development and Childcare Report).

Labor market needs are constantly addressed and are reflected in curriculum revisions, new course development, the schedule of courses offered, and locations served. For example, in the Public Works Program, which leads to a certificate, courses are offered at a County of Orange facility to serve the training and advancement needs of county employees, as well as others interested in careers in public works or in emerging areas such as Geographical Information Systems (GIS) and project management tracking. All CTE programs have an active Technical Advisory Committee composed of management and labor representatives that meet at least once annually. All the TACs meet for a presentation before breaking into program groups. Disciplines with meetings that are ongoing are Water Utility Science, Survey and Mapping Sciences, Public Works and the state group of Child Development Professionals as its state license requirements undergo revision and transfer programs are revised (PA 20.2—Career Ed Technical Advisory Committees).

Planning Agenda 21

The SCC Student Services Council will review, assess, and possibly revise the Transfer Planning Guide, and will analyze whether to incorporate this information as a section in the catalog. Requests will be made to include the cost of publishing extra copies of the Transfer Planning Guide to ensure that all prospective transfer students receive a copy. (II.A.6a)

Progress Toward Planning Agenda

This planning agenda has been met. The application of technology has both transformed and advanced the manner in which SCC disseminates up-to-date information pertaining to UC, CSU, and independent college course articulation and programs, transfer planning resources and services, and transfer admission practices. The following methods have

been adopted as effective means of providing prospective transfer students with essential information:

- General education plans for CSU (Plan B), UC (Plan C), and the UC/SCC Transfer Course Agreement are available on the Transfer/Articulation website and in the college catalog (PA 21.1a—SCC Plan B; 21.1b—SCC Plan B Catalog; PA 21.2a—SCC Plan C; PA 21.2b—SCC Plan C Catalog; PA 21.3a—SCC UC Articulation; PA 21.3b—SCC UC Articulation Catalog).
- Articulation Transfer Guides for specific majors and universities are available on the Transfer/Articulation website (for example, see PA 21.4 SCC USC Articulation).
- Easy-access web links to UC, CSU, and independent colleges are available on the Transfer/Articulation website (PA 21.5—Transfer Web Links).
- Guides for external exams, such as Advanced Placement (AP), International Baccalaureate (IB) and College-Level Examination Program (CLEP) are readily accessible on the Transfer Articulation website and in the college catalog (PA 21.6a—SCC AP Guide; PA 21.6b—SCC AP Guide Catalog; PA 21.7a—CLEP and IB Exam Guide; PA 21.7b—SCC CLEP Guide Catalog; PA 21.7c—SCC IB Guide Catalog).
- UC and CSU transfer educational planning worksheets are available on the Transfer/Articulation website and are disseminated at Transfer Center workshops and events, career planning classes, new student orientations, parent orientations, and by counselors during academic counseling sessions and workshops (PA 21.1a—SCC Plan B; PA 21.2a—SCC Plan C).
- Articulation agreements are accessible on ASSIST.org, a website used to educate students on course-to-course agreements between SCC and CSU/UC and courses needed for major preparation (PA 21.8—Assist.org Website).

Transfer announcements, including details on activities, opportunities and deadlines, are broadcast to students, staff, and faculty through weekly emails and the use of social media such as Facebook and Twitter (PA 21.9—Transfer Center Activities).

Planning Agenda 22

The student services departments/programs of SCC will continue to participate in college-wide activities to ensure that the programs and services they offer contribute to students' ability to successfully reach their educational goals. (II.B.1)

Progress Toward Planning Agenda

This planning agenda has been met. All previous activities outlined in the 2008 Abbreviated Self Study remain in place and continue to demonstrate the various ways in which Student Services departments and units fully participate in College activities and initiatives to ensure that the programs and services offered contribute to students' ability to successfully reach their educational goals.

Since 2008, Student Services programs continue to support this planning agenda. All of the programs have defined expected student learning outcomes (SLOs) and have identified appropriate assessment methodologies for their expected student learning outcomes. All programs have completed three full cycles of assessing student learning outcomes (PA 2.10—Student Services SLOs). Annual SLO reports are can be viewed on the Student Services webpage (PA 22.1—Career Services SLO Report 2010-2011). Implementation of assessment plans and SLO measurement will continue on an-going basis; this framework is intended to be utilized in guiding, assessing, and improving all student services departments and units and to ensure that program goals, activities, and outcomes are evaluated on an on-going basis to ensure that decisions for program improvement, planning, and budgeting are shaped by the results of assessment.

Program reviews allow departments and units to evaluate progress on goals and program effectiveness and inform future decision making as well as providing an overview of the progress achieved in Student Services departments and units. The departments comprising Student Services will complete their third round of program review in 2011-2012 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b EMPC Minutes 02 10 2011). The program review template includes a description of services, along with the mission and vision of each and provides quantitative and qualitative data from services provided, as well as information on staff, budget, and facilities (PA 22.2—Student Services Program Review Template). This data is described and analyzed for each department and unit (PA 22.3—Career Services Program Review; PA 22.4—Admissions and Records Program Review; PA 22.5—Counseling Program Review). Following the submission of the program review, each department meets with the Educational Master Planning Committee to discuss the findings of the review (CR 1.2—EMPC Progress Report).

Planning Agenda 23

The catalog will be reviewed annually by the Catalog Task Force to ensure that it meets the needs and expectations of students and provides accurate and appropriate information, academic program requirements, and major policies affecting students.
(II.B.2d)

Progress Toward Planning Agenda

This planning agenda has been met, and the framework for continuing these tasks has been incorporated into the College's yearly duties. The SCC Catalog is produced annually (PA 6.1—2011-2012 Catalog). The catalog task force meets once or twice each year (PA 23.1—Catalog Task Force Minutes 01 13 2011). At the most recent meeting, catalog production timelines were set (PA 23.2—Catalog Production Timeline 2011-2012). In 2010-2011, the following individuals served on the Catalog Task Force:

- Craig Rutan – Curriculum and Instruction Council Chair/Co-Chair of Catalog Task Force
- Ruth Babeshoff – Dean of Counseling and Student Support Services/Co-Chair of Catalog Task Force
- Lucy Carr-Rollitt – Disabled Students Program and Services Coordinator

- Leigh Ann Unger – Graduation Specialist
- Denise Pennock – Registrar
- Lori Fasbinder – Dean of Continuing Education
- Tiffany Garbis – Support Services Assistant
- Debra Brooks – Professor of Geology
- Linda Miskovic – Associate Dean of Admissions and Records
- Leonor Aguilera – Articulation Officer
- Irene Scroggins – Administrative Secretary

Planning Agenda 24

SCC will continue to expand and improve its student services to support the needs of current and future students by carefully analyzing and evaluating students' responses to the various types of student satisfaction surveys conducted by the district's research department and various student service departments.

Future plans include analysis and expansion of intercollegiate athletics to include additional sport teams for men and women.

With the hiring of the articulation officer and the acquisition of additional staff and space for the Transfer Center and the Pathways to Teaching Program, expanded transfer services will be possible. Current plans include the development of course curriculum for future teachers, and the possibility of an associate degree in education is being studied.

The outreach department is currently making plans to expand its activities beyond high school and community outreach by working collaboratively with SCC's career education division to develop relationships with businesses and industries. (II.B.3a)

Progress Toward Planning Agenda

This planning agenda has been met. While expansion of student services has paused for the time being due to the economy, the College continues to improve its student services. In addition to service area outcomes (i.e., tracking utilization of services, student satisfaction surveys, etc.), Student Services utilizes a student learning outcome framework to assess annually the impact of a program or service on student learning, as was previously discussed in the responses to Planning Agendas 2 and 22.

Due to fiscal constraints, the College has reduced its spending on athletics through the suspension of the women's golf program. As a result, the College currently has eight intercollegiate athletic teams (four men and four women). Construction is underway on the new Santiago Canyon College athletic and aquatics complex. The project broke ground in April 2009 and is anticipated to be completed in June 2012 (PA 40.1—SCC Facilities Master Plan 2011). The Exercise Science Department Planning Portfolio (DPP) reflects a vision to add coaches and teams to expand athletic offerings once the new athletic facility is completed (PA 24.1—Exercise Science DPP). The new softball

complex was completed and dedicated in January 2009. The athletic programs at Santiago Canyon College continue to enjoy considerable success. The program has won conference championships in women's soccer (2007, 2008, 2009 and 2010) and women's golf (2009). Additionally, the women's soccer team won state and national championships in 2009, and a men's golfer was the state champion in 2010. Four of the College's athletes have achieved All-American status since 2009. The athletic program has incorporated a questionnaire on the online admissions application system to solicit student responses to meet their needs for athletic offerings at the College (PA 24.2—SCC Online Admissions).

Articulation is sustained through the efforts of a full time articulation officer. Through the submission of new and existing courses to university partners, enhanced lower-division transfer preparation is available to SCC students. Additionally, with more new students coming to SCC with test results from external examinations, such as Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB), the articulation officer found it essential to develop specific guides to indicate the application of test results toward associate degree, CSU, and/or IGETC general education course completion (PA 21.6a—SCC AP Guide; PA 21.7a—CLEP and IB Exam Guide).

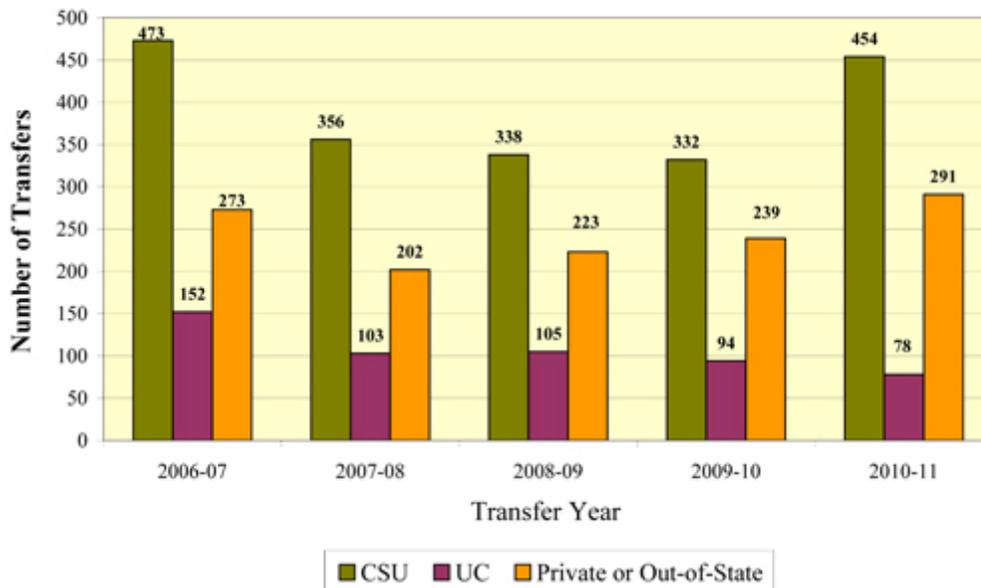
To meet the lower division transfer preparation needs of future teachers, SCC's new Elementary Education A.A. degree, approved by the RSCCD Board of Trustees and the State Chancellor's office, was offered for the first time in fall 2008 (PA 6.1—2011-2012 Catalog, see pp. 62-63). A special education paraprofessional certificate was also developed to train paraprofessionals to work with persons with disabilities and to serve as major preparation for transfer to CSU Fullerton's Human Services major. Pathways to Teaching program staff also offer the Annual Future Teacher's Conference for SCC students interested in pursuing a teaching career (PA 24.3—Future Teachers Conference Agenda 2011). In July 2010, the California Department of Education awarded SCC a Tech Prep Demonstration Site Grant, in partnership with Villa Park High School and industry partners to develop a program of study in the finance and business CTE sector that creates a pathway for students that leads to a CTE teaching credential (PA 24.4—Tech Prep Grant).

Financial constraints over the past three years, a reduction in personnel through attrition (positions defunded once they were vacated), and a reduction in force (eliminating permanent positions) have drastically altered the staffing and focus in the Outreach Department. In 2008-2009, outreach staff consisted of a full-time coordinator, two full-time outreach specialists and three half-time staff. Currently the department employs two full-time outreach specialists. As a result of the financial and personnel shifts, several previous initiatives have been suspended including outreach and development of relationships with business and industry. The primary focus of the department has shifted to supporting high school outreach efforts, primarily to the College's key feeder high schools within the Orange Unified School District (OUSD) and in support of the Early Decision program. The Early Decision program provides high school seniors first priority in selecting and registering for fall classes, offers application workshops and

assessment testing at the student’s high school, and provides on-campus orientation, advisement, and priority registration during the month of May. The equivalent program, Early Welcome, provides non-OUSD students an opportunity to receive priority registration for the fall semester and receive on-campus orientation and advisement. Both these programs are coordinated by the Outreach Department in close partnership with Admissions and Counseling (PA 24.5—Early Decision/Early Welcome).

Santiago Canyon College lost three classified staff assigned to the Transfer Center when state categorical and RSCCD funding was reduced in 2009. However, remaining staff increased the use of work-study students in the program office and employed creative and efficient ways to meet the needs of transfer-directed students. A 23.8 percent increase in SCC transfer to four-year institutions from 2009-2010 to 2010-2011 marks the positive impact of the work done on behalf of university transfer.

SCC Transfers to 4-Year Institutions



(Source: RSCCD Research)

Planning Agenda 25

The college will strengthen its Cross Culture Resource center through the addition of additional staffing and funds as resources permit. Other areas targeted for further development in the next few years are: student leadership training, service learning opportunities, and health education events. (II.B.3b)

Progress Toward Planning Agenda

This planning agenda has been modified. Since 2008, drastic budget and staff reductions have limited the ability to carry out several student life initiatives, including the five-year plan to develop a Multicultural and Leadership Resource Center (MLRC). In the summer of 2008 with the resignation of the designated part-time dedicated staff position in the

Multicultural and Leadership Resource Library, the position was first frozen, then defunded, as part of the District's cost reduction strategy. In summer 2009, a district-wide reduction in force (RIF) reduced personnel in the Office of Student Life and Leadership by 1.475 FTE, leaving only the full-time coordinator, which resulted in suspending the MLRC plan. Other grant funded co-curricular opportunities were also suspended when the designated grants expired. For example, funding for the AmeriCorps Foster Youth Mentoring Program expired in October 2007, and funding for the AmeriCorps Teaching Reading and Math Partnership Program grant expired in January 2008. SCC students attempted to mitigate the loss of these programs by forming a student organization, the AmeriCorps Service Club, which remained active through spring 2010 and provided community service projects. The AmeriCorps Service Club was recognized by its peers for its contributions and was awarded the coveted Inter-Club Council "Club of the Year" award for two consecutive years (2007-2008 and 2008-2009). Another initiative referenced in the 2008 Abbreviated Self Study, the Peer Health Education Program, was subsidized through the High-Risk Drinking Prevention grant through the County of Orange Health Care Agency; those efforts ceased when funding expired in June 2009. The College applied, unsuccessfully, for a Kaiser Permanente Community Benefit grant in the summer of 2010 to reintroduce the peer health initiative; SCC will continue to seek external grants in areas of service learning and community engagement.

An initiative that has continued in spite of reduced resources is the Student Leadership Institute (SLI), a joint partnership with CSU Fullerton that offers a non-degree certificate in University Leadership (PA 25.1—Student Leadership Institute). Since its inception in fall 2006, approximately 260 SCC students have completed the requirements for the Leadership Certificate. Following the 2009 reduction in force (RIF), the Office of Student Life and Leadership has operated SLI with support provided by a graduate intern.

Additionally, the Associated Student Government (ASG) remains an active organization on campus and is represented on several of the college's collegial governance bodies (PA 25.2—ASG Town Hall Meeting; PA 25.3—Annual Book Run; PA 25.4—Voter Registration Drive).

Planning Agenda 26

The counseling department has requested additional full-time contract counseling faculty and additional funding for hourly (part-time) counseling through its discipline, department, and program document, now called the Department Planning Portfolio (DPP), a component of the Educational Master Plan (EMP). (II.B.3c)

Progress Toward Planning Agenda

This planning agenda has been met. However, the ongoing budget situation, combined with staff changes and the 2009 reduction in force, have challenged the Counseling Department. Two full-time contract counselors retired; the full-time contract articulation officer resigned; District general funds for part-time hourly counseling were eliminated;

and matriculation funding was cut by more than 50 percent. To help ameliorate these staffing and funding challenges, administrative reassignments of faculty were made and a variety of categorically funded resources were utilized to help support counseling services for students:

- One counselor from the non-credit Orange Education Center was reassigned to fill the credit articulation officer/counselor position.
- One faculty member from Exercise Science with a counseling faculty service area was reassigned to a counselor position.
- Basic Skills Initiative funding provided substantial support for hourly counseling initiatives related to basic skills (PA 26.1—BSI Counseling).
- The College Assistance Migrant Program (CAMP) grant provides funding for a 15 hours/week counselor (PA 26.2—CAMP Counseling).
- CalWORKs funding enables SCC to provide year-round counseling for students, while matriculation funding supports new student orientation, advisement, and follow-up counseling services.
- The Tech Prep Demonstration Site grant provided backfill counselor funding for the contract counselor reassigned to serve as the grant project director for fall 2010 and spring 2011 (PA 26.3—Tech Prep Grant Counseling).
- The Title III grant funded a 19 hours/week counselor through September 2010.
- The new Hispanic-Serving Institutions Title V grant began funding a part-time STEM counselor for 20 hours/week, beginning spring 2011.

Planning Agenda 27

The lack of student involvement in many of the college's special programs and service and enrichment activities will be reevaluated and addressed by student services and instruction personnel. (II.B.3d)

Progress Toward Planning Agenda

This planning agenda has been met. Several activities outlined in the 2008 Abbreviated Self Study are currently in place and continue to increase student participation and involvement. For example, Discover SCC: Orientation to College Life provides incoming freshmen with an overview of the programs and services offered at Santiago Canyon College. (PA 27.1—Discover SCC). Led by trained student orientation leaders, the program allows new students to connect with peers and boosts their confidence about starting college. Approximately 300 students participate annually; the half-day program includes workshops on College programs and services, small group activities, and interactive campus tours. Participants over the years consistently indicate the program increased their: (1) familiarity with College programs and services; (2) knowledge of where to seek academic and support assistance; and (3) understanding of the importance of utilizing counseling and support resources. In March 2009 this program was selected for the Innovative New Program award by the American College Personnel Association's (ACPA) Commission for Student Development in the Two-Year College.

The Office of Student Life and Leadership and the Associated Student Government (ASG) continue to develop educational and social programming for students. Activities include celebration of diversity and cultural months, Battle of the Bands, Town Hall Meetings and other events to engage SCC students in campus life (PA 25.2—ASG Town Hall Meeting; PA 25.3—Annual Book Run; PA 25.4—Voter Registration Drive; PA 27.2—Battle of Bands).

In 2007, SCC obtained a U.S. Department of Education five-year federal grant to establish CAMP (College Assistance Migrant Program) for freshmen students from migrant and seasonal farm working backgrounds; the program is designed to increase the number of migrant students at SCC and assist them during their first year of college to attain academic and educational goals. The program serves a cohort of 40 students per year and recruits from rural areas of Riverside, San Diego, and Orange counties (PA 27.3—CAMP Newsletter).

Since 2008, the Financial Aid program has continued to expand. The 2008 Abbreviated Self Study included a table to compare the increase in student financial aid between 2005-2006 and 2006-2007. As demonstrated in the table below, there have been significant increases since that time in: total financial aid awarded; in the number of students who apply, complete their files and are awarded; and in Pell Grant awards.

Financial Aid Awards 2006-2010

| Academic Year | Financial Aid Awarded | Number of Students Applying | Students Completing Files | Number of Students Awarded | Number of Pell Grants Awarded |
|----------------------------|------------------------------|------------------------------------|----------------------------------|-----------------------------------|--------------------------------------|
| 2006-2007 | \$2,122,596 | 2,153 | 934 | 768 | 549 |
| 2009-2010 | \$5,767,190 | 3,546 | 1325 | 1256 | 1142 |
| Change | \$3,644,594 | 1,393 | 391 | 488 | 593 |
| Percentage Increase | 171.70% | 64.70% | 41.86% | 63.54% | 108.01% |

Other enrichment activities since 2008 include:

- Career Services expanded services for job searches and employment preparation in 2008-2009.
- The Transfer Center increased the capacity and quantity of transfer workshop sessions in fall 2010 to increase student awareness and transfer success. This effort increased attendance by 172 students, an increase of 62 percent from fall 2009 to fall 2010.
- As a student retention effort, the Counseling Department implemented mandatory academic probation intervention workshops for students who fell below a 2.0 GPA after accumulating 12 units. In 2009-2010, counselors held 58 workshops providing more than 750 students with transcript review, educational planning, and academic success strategies.

- Health and Wellness Center student usage increased by 160 percent from 2005-2006 to 2009-2010.
- In 2009-2010, the number of students participating in Disabled Students Programs and Services (DSPS) increased by 20 percent in spite of categorical funding cuts of almost 40 percent.

Planning Agenda 28

In the summer and fall 2005, SCC will be revising and updating its current Matriculation Plan, which requires the evaluation and testing and course placement practices to ensure that its placement practices are as effective as possible. (II.B.3e)

Progress Toward Planning Agenda

This planning agenda has been met. Since the review and revision of the College's Matriculation Plan in fall 2005, SCC has continued to utilize assessment instruments approved by the California Community College State Chancellor's Office and to evaluate testing and course placement practices to ensure that they are as effective as possible (PA 28.1—CCC Assessment Instruments). SCC shares common assessments and practices with Santa Ana College. The RSCCD Research Office engages in studies to evaluate testing and course placement practices on behalf of both colleges. RSCCD Research studies in this area since 2008 include:

- RSCCD Student and Teacher Ratings of Appropriateness of Course Placement Using Multiple Measures, October 2008 (PA 28.2—Multiple Measures 2008)
- RSCCD Gain/Loss in Retest Math Scores (same level), October 2009 (PA 28.3—Math Test-Retest 2009)
- RSCCD Instructor Ratings of Appropriateness of Placement of Waivered Students, Spring 2010, April 2010 (PA 28.4—Appropriateness of Placement Waivered 2010)
- RSCCD Validation of TELD Placements, Fall 2010 (PA 28.5—TELD Ratings of Placements 2010)
- RSCCD Instructor and Student Ratings of Appropriateness of Placement by CTEP, Spring 2011 (PA 28.6—Appropriateness of Placement CTEP 2011)

Planning Agenda 29

SCC student services departments and programs will continue to engage in on-going review of its programs and services to evaluate their impact on students. As appropriate, these reviews will be analyzed to determine their impact on student learning and will help determine where additional improvements and/or changes are needed. (II.B.4)

Progress Toward Planning Agenda

This planning agenda has been met. Evaluation and planning processes for all Student Services departments and units have been established and operationalized to occur on an on-going basis. The latest annual cycle of SLO assessment was completed in 2010-2011

(for example, see PA 22.1—Career Services SLO Report 2010-2011). The SLO annual report is due at the end of each year and serves as the basis for evaluating student learning to determine where improvements are needed and/or to affirm effective practices.

In addition to the annual SLO assessment, Student Services departments and units completed a triennial program review covering 2006-2009. The program review template is broken down into seven sections: Signature Page, Program Description, Organizational Chart, Student Learning Outcomes, Data, Data Analysis, and Findings/Future Direction (PA 22.2—Student Services Program Review Template). In spring 2010, a graduate student from California State University Fullerton’s Educational Leadership Program conducted a fieldwork internship as an external reviewer under the direction of the vice president of Student Services to evaluate each program review and to ensure compliance with established criterion. Using a rubric that had been developed by Student Services leaders, the graduate intern reviewed drafts of every program review to ensure that appropriate information was included in each section, and to determine whether or not the criteria were included, organized and analyzed correctly (PA 29.1a—Vision and Mission Matrix; PA 29.1b—Program Accomplishments Matrix; PA 29.1c—SLO Matrix). In many cases, recommendations were made and forwarded to each department or unit as suggested edits prior to finalizing and submitting their program reviews. Additionally, all Student Service departments and units presented their program reviews to the College’s Educational Master Planning Committee (EMPC) during the spring and fall of 2010 (CR 1.2—EMPC Progress Report). Another cycle of program review is planned for fall 2011.

Planning Agenda 30

Planning for the educational equipment and materials for the new library is an on-going staff project, and SCC is strategically positioned to offer state-of-the-art technology to its students, staff and faculty. Staff is evaluating radio frequency identification technology (RFID) to improved materials management and security, and evaluating various “smartboard” technologies for the bibliographic instruction classroom and the technology training classroom

Best Books for College Libraries (five volumes) has been purchased and the library faculty members plan to use it as a major tool to evaluate and build the library collection.

In conjunction with the district’s Information Technology Services (ITS) personnel, a proposal for a wireless network throughout the college to facilitate use of personal laptops and wireless devices is being developed.

Finally, librarians are committed to attending at least one professional conference during the next academic year to continue to explore new technologies that support student learning. (11.C.1.a)

Progress Toward Planning Agenda

This planning agenda has been met. An RFID system was implemented in 2006 (PA 30.1—Library RFID Purchase). Wireless service has been added to the college, and laptops are available for checkout from the library circulation desk for wireless use in the library (PA 30.2—SCC Wireless Map). From 2008 through December 2010, librarians participated in 42 conferences, workshops, and online webinars to explore new technologies to support student learning (PA 30.3a—Librarian Professional Development Activities 2008-2010; PA 30.3b—Friedenrich Professional Development; PA 30.3c—Geissler Professional Development; PA 30.3d—Ho Professional Development; PA 30.3e—Sproat Professional Development; PA 30.3f—Varela Professional Development; PA 30.3g—Wong Professional Development)

Planning Agenda 31

When the new dean is hired, policies, procedures and programs will be reviewed in order to assess whether additional services need to be offered to students, staff, and faculty. Additionally, library faculty will begin to develop specific student learning outcomes designed for structured library bibliographic instruction sessions. (11.C.1.b)

Progress Toward Planning Agenda

This planning agenda has been met. A dean with oversight responsibilities for the library was hired in 2007. Since mid-2008, the following policies/procedures have been developed and/or revised:

- Circulation: Closing Procedures [revision] (PA 31.1a)
- Collection Management Policy and Procedures [revision] (PA 31.1b)
- E-Reference Policy and Procedures [revision] (PA 31.1c)
- Fine Review (PA 31.1d)
- Library Research Instruction by Appointment [revision] (PA 31.1e)
- Photography and Filming in the Library (PA 31.1f)
- Photography Request Guidelines (PA 31.1g)

Student learning outcomes for library bibliographic instruction (i.e., library non-credit instruction) were revised during fall 2008 (PA 31.2—Library SLOs). The library began offering chat reference to support students in multiple locations in 2009 (PA 31.3—Library Chat Webpage). This service was used more than 1,450 times in its first two years (PA 31.4—Library Chat Usage).

Planning Agenda 32

The significant increase in bibliographic instruction sessions highlights the need for additional librarians as well as for extended coverage at the reference desk during evening hours when a bibliographic instruction session has been scheduled. The hiring of an additional librarian in fall 2005 will be a key factor in initiating dialogue about innovative scheduling that will best benefit students. In addition, librarians need to

continue to use the library's DPP as a vehicle for charting and documenting the need for additional librarians.

In an on-going attempt to improve services and provide adequate resources in a fluctuating economic climate, librarians will continue to explore grant opportunities. This will entail research on grant writing, attendance at grant writing seminars, and mentoring by other faculty members.

In order to better inform the campus community about the scope of library services and library resources, librarians will develop a template for use in bibliographic instruction. Such a template will ensure consistency in the delivery of instruction and will be developed collaboratively with faculty from other departments. (11.C.1.c)

Progress Toward Planning Agenda

This planning agenda has been met. In addition to the staffing of three librarian positions by the time of the 2008 Abbreviated Self Study, an instructional technologies/reference librarian position was requested unsuccessfully for 2011-2012 to fill a position vacant due to a retirement in spring 2010 (PA 32.1—Librarian Request 2010). The ongoing budget situation has limited the possibility of supporting attendance at grant writing seminars. Since 2008, staffing resources have not allowed mentoring by individuals with grant writing experience. A template is in use for bibliographic instruction sessions (PA 32.2—Library BI Template).

Planning Agenda 33

The increase in the number of computers and users in the new (library) facility will necessitate enhanced security measures to protect the privacy of the user and to protect the library from inappropriate use of the computers. Options being considered by the library include installing a system requiring students to swipe an identification card to activate computer access. (11.C.1.d)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College purchased SynchronEyes for the library instruction laboratory, implemented the VNC computer observation program, and utilized a positive attendance login program that both verifies student identity and quantifies student usage of library computers (PA 33.1—CI Track).

Planning Agenda 34

The SCC library will maintain appropriate contracts and remain aware of possible new technologies that will require additional contracted services. (11.C.1.e)

Progress Toward Planning Agenda

This planning agenda has been met. Since 2008, the following contracted services have been added to the library:

- The online catalog has been enhanced with a cover enhancement feature from Syndetic Solutions (PA 34.1—Syndetic Solutions 2008).
- An additional copier for student use has been placed on the second floor (PA 34.2—Xerox Lease Agreement 2010).
- Reciprocal privileges for students and faculty are being pursued with the Leatherby Libraries at Chapman University (PA 35.3—Letter to Dean of Leatherby Libraries 09 14 2010)

Planning Agenda 35

A workshop on the purpose and proper implementation of evaluations will be held to ensure that all supervisors adhere to the completion of evaluations according to timelines established through Board policy, administrative regulations, and the contracts of various employee groups. (III.A.1b)

Progress Toward Planning Agenda

This planning agenda has been met. A district-wide workshop was held for managers, Sept. 19, 2008, on the purpose and proper implementation of evaluations (PA 35.1—Faculty Evaluation Workshop 2008). Almost 30 managers received training on board policy, administrative regulations, and faculty and staff contracts. (PA 35.2—Faculty Evaluation Workshop Sign-in).

Planning Agenda 36

SCC will continue to address SLO topics and the role faculty, staff, and administration play in incorporating student learning outcomes into the evaluation process. (III.A.1c)

Progress Toward Planning Agenda

This planning agenda has been met. Student learning outcomes (SLOs) have been included in the faculty evaluation process, as of 2010-2011. In the mandatory self-evaluation submitted as part of the evaluation process, faculty are required to address “participation in the improvement of student learning related to student outcomes” as a standard of evaluation (PA 36.1—Contract Probationary Tenure Review Packet, see p. 4; PA 36.2—Tenured Faculty Eval Packet, see p. 3).

Planning Agenda 37

Based on current and anticipated future needs of both credit and non-credit divisions of the institution, SCC will review the needs of its growing and changing student population

annually to provide appropriate hiring recommendations to the district. Emphasis will be placed on ensuring that the non-credit division has adequate full-time faculty. (III.A.2)

Progress Toward Planning Agenda

This planning agenda has been met. While the continuing constraints of the state budget have limited hiring since the 2008 Abbreviated Self Study, SCC has continued to generate hiring recommendations each year. In spring 2011, six new faculty were hired in the credit division as replacements for retirements and resignations that have occurred since 2007. The new faculty were hired in the disciplines of art, biology, chemistry (two positions), and music; a faculty psychologist also was hired to counsel students in the Health and Wellness Center (PA 37.1—Faculty Hire Recommendations 2010). The following process is used to generate faculty hiring recommendations for both the credit and non-credit divisions of the college:

1. The Academic Senate develops its list of prioritized recommendations, based on recommendations from the departments and divisions, both credit and non-credit.
2. The president reviews the list with the vice presidents.
3. If there is a different recommendation from the vice presidents, the president meets with the vice presidents and the Senate leadership.
4. The president forwards the recommendations to the District chancellor.
5. The chancellor reviews, may modify, then approves or denies the recommendations.

In developing its faculty hiring recommendations, the College considers available research, such as the student and community demographic measures, done by the RSCCD Research Department (PA 1.2—12 Measures of Success, see Measure 1).

Planning Agenda 38

The district's Human Resource Department will assess the college's personnel to ensure employment equity and diversity consistent with the district mission. SCC will continue to promote the diversity of faculty and staff according to its student population. (III.A.4b)

Progress Toward Planning Agenda

This planning agenda has been met and continues to be met through annual reports on equity and diversity compiled by the District's Human Resources and Research departments. Embracing and engaging diversity is a key element of the district's mission (PA 38.1—RSCCD Vision and Goals 2011).

SCC continues to promote diversity in its faculty, staff, and administration. Statements of non-discrimination are included in all position announcements (for example, see PA 38.3—Classified Position Announcement). Annually, the District submits an EEO District Performance Report to the state chancellor as part of the Equal Employment

Fund (PA 38.4—Faculty Staff Diversity Report 2009; PA 38.5—Faculty Staff Diversity Report 2010). An overview of the activities of district Human Resources and Educational Services is available in its annual reports (PA 38.6—HRES Annual Report 2007-2008; PA 38.7—HRES Annual Report 2008-2009; PA 38.8—HRES Annual Report 2009-2010).

Student and Employee Diversity at SCC

| | Non-white | Female |
|---------------------------|-----------|--------|
| Students - Credit | 47% | 53% |
| Students – Non-Credit | 78% | 52% |
| Faculty | 31% | 68% |
| Classified Staff | 60% | 67% |
| Administrators/Management | 48% | 44% |

(Sources: PA 1.2—12 Measures of Success, pp. 14-15;
PA 38.2—Enrollment Trends 2006-2010).

Planning Agenda 39

The college will offer appropriate staff development activities for classified and academic staff that will ensure they are kept informed of up to date policies and procedures, as well as workshops and seminars that improve the work environment, support the college mission and goals, improve the skills of employees, and continues the dialogue regarding the infusion of student learning outcomes. (III.A.5a)

Progress Toward Planning Agenda

This planning agenda has been met through a continuing program of staff development activities. Staff development is a priority in maintaining an informed and motivated staff. The College and the District continue to provide staff development for the classified and academic staff related to the mission of the College and the support of student learning.

Since the 2008 Abbreviated Self Study, Flex week programming continues to be the primary venue for staff development. Training for staff has occurred on Datatel Colleague, Powerpoint, Microsoft Outlook and Office 2007, Cisco digital telephones, web page design, advanced web page design, students in crisis, advising student organizations, students with hidden disabilities, creating safe spaces for LGBT students, and the district’s online process for submitting print requests (PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011). The Career Technical Education Division has sponsored a series of workshops for CTE faculty and staff, funded by Perkins/VTEA (PA 39.6—CTE Perkins-VTEA Staff Development).

Rancho Santiago Community College District began the New Faculty Institute in August 2011 as an orientation program for the six new full-time faculty hired at SCC and the 14 new full-time faculty hired at Santa Ana College (PA 39.7—New Faculty Institute).

Planning Agenda 40

To follow the facilities plans of the district and SCC to continue to build-out the SCC campus to meet student and staff requirements as the enrollment increases. (III.B.1a)

Progress Toward Planning Agenda

This planning agenda has been met as the College added facilities and has updated its Facilities Master Plan (PA 40.1—SCC Facilities Master Plan 2011), which is planned for Board approval in fall 2011. Specific progress on the campus build-out has occurred with the following facilities:

- Maintenance and Operations Building, constructed and awaiting final approval
- Science Center, occupied fall 2010
- Parking lot, with 1,000 spaces, opened December 2010
- Athletic and Aquatics Complex, under construction, occupancy projected for June 2012
- Humanities Building, under construction, occupancy projected for summer 2013

Future construction, dependent upon funding availability, is projected to include:

- Performing Arts Center
- Student Services Building
- Observatory
- Student Center and Instructional Building
- Instructional Building
- Central Plant

Planning Agenda 41

The college president and vice president of administrative services will continue to request additional funds to support the new facilities and expected enrollment growth. This effort needs to be supported by all SCC constituencies, especially the college representatives on the Budget Allocation and Review Committee (BAPR).

The district and SCC administrators need to continue their efforts with the City of Orange and Orange County Transit Authority (OCTA) to provide a sidewalk to the Orange Education Center (OEC) and bus service on Batavia Street. The goal is to have a sidewalk constructed on Batavia Street by the end of the 2005 calendar year. Initial contacts with OCTA have been made and additional efforts will be made throughout the year until a satisfactory public transportation solution is reached. (III.B.1b)

Progress Toward Planning Agenda

This planning agenda has been met. The president and vice president of Administrative Services have requested and received funds to support new facilities. SCC received two custodial positions and an additional science laboratory technician to service the Science Center, which was occupied fall 2010 (PA 41.1—College Council Minutes 07 27 2010). The president, supported by SCC's other representatives to the district Budget Allocation and Planning Review (BAPR) Committee, secured an additional \$1.0 million to the 2010-2011 discretionary budget (PA 51.5—BAPR Minutes 05 26 2010). This increased discretionary funding to \$7.1 million, rather than the \$6.1 million in the original tentative budget planning. By comparison, the adopted budget the previous year, 2009-2010, included \$6.4 million in discretionary accounts.

While not successful in getting OCTA to provide a bus route on Batavia in front of the Orange Education Center (OEC), the College was able to work with the City of Orange to install a sidewalk from OEC to the corner of Batavia and Katella where there is a bus stop.

Planning Agenda 42

The college will continue to seek supplemental funding to ensure that all new buildings have the equipment and supplies needed. (III.B.2a)

Progress Toward Planning Agenda

This planning agenda has been met. The previous response to Planning Agenda 41 detailed the \$1.0 million added to the SCC discretionary budget accounts in 2010-2011. In addition, the College consolidated the remaining construction projects scheduled under Measure E in 2010 to take advantage of the weak construction market and lower costs. This consolidation provided adequate funding for equipment for the Science Center, and it should allow necessary equipment for the Athletic and Aquatics Center, the Humanities Building, and the Maintenance and Operations Building.

Planning Agenda 43

The SCC Facilities Committee has initiated the process of looking at short and long term plans for the ancillary services. The committee has also initiated the development of interim plans for space as it becomes available when constituencies move out of their existing facilities into a new building. It is the goal to have the plans completed and submitted to the College Council by the fall of 2005.

Working in collaboration with the district and the SCC master plan architect, the Facilities Committee will explore additional parking during the major construction period of the next five to ten years. (III.B.2b)

Progress Toward Planning Agenda

This planning agenda has been met with the development of the Facilities Master Plan, which includes reallocation of existing space (PA 40.1—SCC Facilities Master Plan 2011, pp. 71-81.) The addition of the new 1,000-space parking lot in December 2010 should allow the campus to meet projected parking demand for the next five to ten years, depending on the pace of enrollment growth (PA 40.1—SCC Facilities Master Plan 2011, p. 54). This parking lot completed the build-out of parking lots on the campus. Future additional parking needs will require a parking structure.

Planning Agenda 44

The institution provides quality training in the effective application of its information technology to students and personnel. (III.C.1b)

Progress Toward Planning Agenda

This planning agenda has been met through the depth and breadth of information technology training provided by the College to students and personnel. The primary venue for faculty and staff development is Flex week, held in the week prior to each new semester. Since 2008, Flex Week training has included office software used by faculty and staff, classroom technology, distance education technology, and more (PA 44.1—Flex Week Technology Training). Additional technology training, not offered during Flex Week, has included training staff on specific elements of the Datatel Colleague enterprise software and on SharePoint software for authoring web pages. Faculty training on the upgrade to Blackboard 9.1 began during fall 2011 (PA 10.3—Blackboard Workshops Email).

In addition to technology education provided by the SCC curriculum, students have other technology training available. Students can receive individual assistance with Blackboard through the Distance Education Helpdesk (PA 10.5—Distance Ed Update Email 02 05 2009). The Academic Success Center is hosting workshops for students to assist them in the transition to Blackboard 9.1 during fall 2011 (PA 10.6—Blackboard Workshops Flyer).

Planning Agenda 45

The director of academic support will create a plan identifying specific hardware that needs to be replaced, with a timeframe that will ensure the college is keeping its infrastructure maintained and current. The plan will include upgrading or replacement of administrative computers, classroom computers, academic file servers, and network equipment. It will also include a proposed budget amount for yearly planning purposes.

The college will continue to seek alternative funding sources to assist SCC complete its plans for upgrading or replacing current technology. (III.C.1c)

Progress Toward Planning Agenda

This planning agenda has been met. The SCC Technology Plan 2007-2012 set forth a time frame for hardware replacement; however the continuing state budget crisis has limited the district's and college's ability to meet the timeline (PA 45.1—SCC Technology Plan). At the same time, the Measure E bond has funded technology for new facilities, including the Science Center, which opened fall 2010. In the Science Center, bond-funded technology includes computers and printers for offices and classrooms; laptops for student classroom use; projectors, document cameras, speakers, instructor stations, and controllers in classroom and laboratories; and networking equipment.

Where appropriate, categorical and grant funding has been used to purchase technology. For example, the Title 5 grant has funded technology and equipment purchases in the new STEM Supplemental Instruction Lab (PA 45.2—SI Lab).

The SCC Technology Committee, and the director of ITS, are scheduled to update the Technology Plan in 2012.

Planning Agenda 46

The college will continue to use FCCC for its software licenses and purchases when possible, but because FCCC doesn't offer all the products the college needs, other sources must be used as well.

Information Technology Services (ITS) will continue to provide SCC with the standard Microsoft products, but will allow other licenses that are useful to SCC.

The district will continue to monitor the technology of SCC. (III.C.1d)

Progress Toward Planning Agenda

This planning agenda has been met. The College uses FCCC for software licenses and purchases when appropriate. Additional products, such as Adobe and Turnitin.com, have been purchased through other providers. Information Technology Services (ITS) renews the Microsoft campus agreement annually to provide the latest Microsoft products.

The Datatel Colleague implementation in 2009 supports student information, financial operations, and human resources districtwide. ITS is a centralized function at RSCCD, so ITS personnel based at SCC are District employees, rather than College employees. As such, the District continues to monitor technology at SCC through its personnel assigned to the campus. At the same time, the onsite ITS staff are members of the SCC "team" who meet the technology support needs of the campus (PA 45.1—SCC Technology Plan, p. 6).

Planning Agenda 47

The college has requested that the director of academic support create a plan that identifies all computing systems and the timeframe for replacement or enhancement. This will help the college keep its computers maintained and current while providing the necessary budget amount for yearly planning. As part of the plan, there will be a section to assess the effective use of current technology resources. This section will be used as a basis for improved use of technology resources.

Furthermore, as new buildings are being designed, the technology infrastructure will be part of the design. (III.C.2)

Progress Toward Planning Agenda

This planning agenda has been met. For specific activities that have been completed, please see the response to Planning Agenda 45. The campus director of Information Technology Systems (ITS) participates in the planning of facilities design. To maximize the effective use of available technology resources, a robust program of staff development technology training has been implemented (see the response to Planning Agenda 44; PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011).

Planning Agenda 48

SCC will continue to seek outside sources to assist SCC develop additional financial resources to meet its expenditure requirements, especially in regard to equipping and furnishing new facilities. (III.D.1b)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. The president has been working with the Community Foundation of Orange (CFO), which led to a November 2010, resolution by the CFO to support a joint use Performing Arts Center (PA 48.1—CFO Resolution 11 17 2010). A final project proposal (FPP) for the Performing Arts Center has been approved by the State Chancellor's Office. The FPP commits the college to provide 50 percent of the project funding. The support of the CFO will assist the College in raising the necessary local funding. In September 2010, college representatives also had preliminary conversations with Orange Lutheran High School to consider a joint venture in constructing a baseball field on the SCC campus (PA 48.2—OLHS Meeting Notes 09 16 10).

Planning Agendas 49 and 50

CPAC (now College Council) is the forum where constituents are involved in the major recommendations that are forwarded to the college president. Consequently, it is the responsibility of College Council representatives to ensure that all divisions are in alignment with the EMP or be aware of any deviation from the EMP that is being proposed because of lack of funds. If necessary, College Council needs to request additional funding from the district to help it meet the DPP expectations outlined in the EMP.

SCC representatives on the BAPR must continue to pursue answers to the budget concerns and questions raised by SCC's constituents. The BAPR representatives will strive to improve the budget process to ensure that SCC can continue to offer high quality educational programs. (III.D.1d)

SCC representatives on the BPARC must continue to pursue answers to budget concerns and questions raised by SCC's constituents. The BAPR representatives will strive to ensure the budget process to ensure that SCC can continue to offer high quality education programs. (III.D.2c)

Progress Toward Planning Agendas

These planning agendas have been met by College Council, the Educational Master Planning Committee (EMPC), and SCC representatives on the district Budget Allocation and Planning Review (BAPR) Committee. A representative from the EMPC now sits on the College Council to improve communication between the two bodies (PA 3.8—College Council Minutes, 05 11 2010). In addition, a new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). With the initiation of the Budget Committee in 2011-2012 and its working relationship with the Educational Master Plan Committee, the allocation of funds will be aligned with the EMP (PA 52.4—SCC Budget Committee).

SCC representatives were instrumental in having BAPR approve the recommendation to allocate an additional \$1 million to the 2010-2011 SCC discretionary budget (PA 51.4—BAPR Minutes). For a discussion of SCC's role in the ongoing review of the district's Budget Allocation Model, please see the response to Team Recommendation 2.

Planning Agenda 51

An end to the state budget crisis does not appear imminent. Therefore, the college and district must continue to look for alternative ways of operating more efficiently as well as pursue alternative sources of revenue, including partnerships and additional grants. Efforts have been taken in this area, but need to be enhanced and sustained for the next few years. (III.D.2g)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. The continuing weak economy has challenged the College to operate more efficiently. With the reduction in force in 2009, SCC has increased the workload of many positions including classified and administrative positions (PA 51.1—Board of Trustees Minutes 06 22 2009, see p. 8, item 3.9). A reduction in the number of sections offered has resulted in improved efficiency through substantially increased average class size.

SCC Average Class Size 2007-2010

| <i>semester</i> | <i># of sections</i> | <i># of enrollments</i> | <i>average class size</i> |
|-----------------|----------------------|-------------------------|---------------------------|
| Fall 2007 | 1,266 | 32,003 | 25.28 |
| Fall 2008 | 1,036 | 30,393 | 29.34 |
| Fall 2009 | 728 | 25,089 | 34.46 |
| Fall 2010 | 720 | 24,652 | 34.24 |

(Source: RSCCD Research, August 2011)

SCC was awarded a U.S. Department of Education Title V grant in 2010 to enhance and expand the capacity to serve Hispanic and low-income students (PA 51.2—Title V Letter). The \$3.23 million, five-year grant is designed to help student success in the fields of science, technology, engineering, and mathematics (STEM). Over the life of the grant, the college plans to use the Title V funding for the following:

- Hiring a part-time STEM counselor to create and implement innovative advising to support currently enrolled STEM students.
- Increasing the number of first-year students interested in STEM fields.
- Retaining and transferring STEM majors.
- Establishing a Science Learning Center with faculty developed activities, tutors, and materials.
- Providing science and math supplemental instruction opportunities for students.
- Establishing a new A.S. degree in engineering.
- Establishing the Office of Institutional Effectiveness and Assessment to support faculty in the collection and analysis of data to increase student success.
- Providing ongoing training, coaching, and mentoring for faculty to integrate student learning outcomes assessment into programs and courses.

SCC is a participant in the Kaleidoscope Project to develop and implement a set of fully open general education courses across eight colleges serving at-risk students. The project is designed to reduce textbook costs and allow collaborative improvement of course design to improve student success (PA 51.3a—Kaleidoscope Overview; PA 51.3b—Kaleidoscope Proposal). Other colleges in the partnership include: Santa Ana College, Cerritos College, Chadron State College, College of the Redwoods, Mercy College, Palo

Verde College, and Tompkins Cortland College. SCC faculty in mathematics and biology are involved in the project (PA 51.3c—What’s New 09 02 2011).

Through a partnership with California State University Fullerton and two other community colleges, SCC received \$139,212 in July 2011 for an 18-month Teacher Pathway Partnership (PA 51.4—Teacher Pathway Partnership). The funding will provide short-term education leading to employment and positioning for additional education for a co-hort of 20-30 at-risk students. The low-income, basic skills students began with a college readiness summer bridge program, followed by courses in English, mathematics, counseling, and human development.

The Orange Education Center was approved as an official “Center” by the state, and an additional \$1 million annual allocation to the District began in 2009-2010 (PA 51.5—BAPR Minutes 05 26 2010). The District budget allocation model is under review by the District BAPR Committee. SCC representatives are participating to ensure the College allocation is fair but also provides more involvement with all the College expenditures, both fixed and discretionary. For additional discussion of the budget allocation model review, please see the response to Team Recommendation 3. Finally, the new SCC Budget Committee will also be looking at ways to more efficiently utilize financial resources (PA 52.5—SCC Budget Committee). Recent community partnerships are detailed in the response to Planning Agenda 48.

Planning Agenda 52

To alleviate any mistrust on how funds are expended, College Council will continue to allocate a portion of each meeting specifically to review the college budget and ensure consensus on how funds are allocated and spent within the college. This will also help ensure budget planning is consistent in alignment with the EMP. (III.D.3)

Progress Toward Planning Agenda

This planning agenda has been met. Budget updates and information are a standing item on the College Council’s agendas (PA 52.1—College Council Minutes 11 09 2010; PA 52.2—College Council Minutes 06 28 2011). In addition, a new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). With the initiation of the Budget Committee in 2011-2012 and its working relationship with the Educational Master Planning Committee, the allocation of funds should be transparent to all constituents and ensure there is a link between budget and planning (PA 52.4—SCC Budget Committee). The Budget Committee is also tasked with evaluating budget performance for the concluding fiscal year. The SCC Budget Committee is a shared governance committee with faculty, classified and administration representatives (PA 52.4—SCC Budget Committee; PA 52.5—Proposed Collegial Governance Structure 2011).

Planning Agenda 53

With the exception of how information is transmitted to SCC constituencies from the Board of Trustees meeting, there is no need to change the current format of participation and decision making processes. The president will develop a system for enhancing his weekly reports to the college to include important Board information and decisions. (IV.A.1)

Progress Toward Planning Agenda

This planning agenda has been met, as noted in the 2008 Abbreviated Self Study. The president's weekly newsletters include information about the Board of Trustees with links to the online board agendas, dockets, and minutes (PA 53.1—What's New 01 28 2011; PA 53.2—What's New 09 09 2011). The president continues to keep various constituencies of the campus informed through meetings and emails (PA 53.3—All College Meeting Email 10 07 2009; PA 53.4—2010-2011 SCC Planning Process Email 09 15 2010).

Planning Agenda 54

Collegewide budget meetings will be held twice each year to communicate expenditures and revenue information to the college constituents. (IV.B.2d)

Progress Toward Planning Agenda

This planning agenda has been met and continues to be met through ongoing activities. In addition to the budget information conveyed at the all-faculty and staff convocations, held Fridays during Flex Weeks (PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011), the vice president of Administrative Services hosted open sessions on the budgets in 2008 and 2009 (PA 39.1—Flex Calendar Fall 2008, see 10:30 a.m., Aug. 19; PA 39.2—Flex Calendar Spring 2009, see 11 a.m., Feb. 3; PA 39.3—Flex Calendar Fall 2009, see 1 p.m., Aug. 27).

As an example of the information conveyed through the all-faculty and staff convocation, during the spring 2010 meeting, the vice president of Administrative Services explained the district Budget Allocation and Planning Review (BAPR) Committee was considering significant changes to the current budget allocation model, including the allocation of fixed costs to the district's colleges. If adopted, the colleges would have more financial flexibility, but also would be accountable for funding all contractual obligations, such as faculty and classified salaries. College faculty and staff were encouraged to raise concerns and ask questions of their representatives on the committee. More detail about the proposed model can be found in the response to Team Recommendation 3.

Planning Agenda 55

SCC's leadership team will work through Budget Allocation and Planning Review Committee (BAPR) to seek changes as to how the SCC allocations are decided to ensure that SCC has the fiscal support it needs to sustain its anticipated growth and development. As state funds allow, SCC will request a larger proportion of the district funds allocated to the individual colleges. (IV.B.3c)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing, as the college works with the district Budget Allocation and Planning Review (BAPR) Committee to move toward a new budget allocation model. In the model under discussion, the majority of funds, fixed and discretionary, would be allocated to the colleges (TR 3.23—BAPR Work Group Notes 07 14 2010). If this model is approved, it should provide SCC with greater fiscal flexibility. BAPR has acknowledged SCC's concerns that the transition to a new budget allocation model must not significantly impact programs at the colleges, and the transition plan must incorporate a process for adjustment and implementation (TR 3.22b—BAPR Work Group Notes 12 01 2010). More detail about this specific proposal can be found in the response to Team Recommendation 3.

APPENDIX A LIST OF EVIDENCE

Report Preparation

- RP 1—District Accreditation Oversight Group Notes 11 02 2010
- RP 2—Timelines Midterm Report 2011
- RP 3—Accreditation Committee Minutes 09 30 2010
- RP 4—Accreditation Committee Minutes 10 07 2010
- RP 5—Accreditation Committee Minutes 11 18 2010
- RP 6—Accreditation Committee Minutes 12 09 2010
- RP 7—Accreditation Committee Minutes 02 24 2011
- RP 8—Accreditation Committee Minutes 03 10 2011
- RP 9—Accreditation Committee Minutes 08 25 2011
- RP 10—Mission Statement Recommendation Email 03 11 2011
- RP 11—Mission Statement 04 12 2011
- RP 12—College Council Minutes 04 12 2011
- RP 13a—Academic Senate Minutes 08 17 2011
- RP 13b—Academic Senate Minutes 08 30 2011
- RP 14—College Council Minutes 09 13 2011
- RP 15a—Board of Trustees Summary 09 26 2011 *forthcoming*
- RP 15b—Board of Trustees Summary 10 10 2011 *forthcoming*

Commission Recommendation

- CR 1.1—ACCJC Letter 01 29 2010
- CR 1.2—EMPC Progress Report

Team Recommendations

- TR 1.1—Contract Probationary Tenure Review Packet
- TR 1.2—Tenured Faculty Evaluation Packet

- TR 2.1a—BAPR Work Group Notes 10 06 2010
- TR 2.1b—BAPR Work Group Notes 12 01 2010
- TR 2.1c—BAPR Work Group Notes 01 05 2011
- TR 2.1d—BAPR Work Group Notes 02 09 2011
- TR 2.1e—BAPR Work Group Notes 03 09 2011
- TR 2.1f—BAPR Work Group Notes 04 06 2011
- TR 2.1g—BAPR Work Group Notes 04 13 2011
- TR 2.1h—BAPR Work Group Notes 05 11 2011
- TR 2.2a—BAPR Minutes 02 24 2010
- TR 2.2b—BAPR Minutes 05 26 2010
- TR 2.2c—BAPR Minutes 07 28 2010
- TR 2.2d—BAPR Minutes 09 15 2010
- TR 2.2e—BAPR Minutes 11 10 2010
- TR 2.2f—BAPR Minutes 12 08 2010

TR 2.2g—BAPR Minutes 01 19 2011
 TR 2.2h—BAPR Minutes 05 04 2011
 TR 2.3—BAPR Minutes 05 25 2011

TR 3.1a—BOT Planning Retreat Agenda 02 07 2011
 TR 3.1b—BOT Planning Retreat Minutes 02 07 2011
 TR 3.2—2010 ARCC Report
 TR 3.3—12 Measures of Success
 TR 3.4—Community Survey Instrument, Distribution List and Results
 TR 3.5—Strategic Planning Retreat Agenda 04 08 2011
 TR 3.6—RSCCD Annual Planning Design
 TR 3.7—Strategic Planning Retreat Agenda 05 06 2011
 TR 3.8—District Goals Measurement Document
 TR 3.9—RSCCD Strategic Plan
 TR 3.10—Oversight Committee Minutes 03 15 2010
 TR 3.11a—BAPR Minutes 02 24 2010
 TR 3.11b—BAPR Minutes 05 26 2010
 TR 3.11c—BAPR Minutes 07 28 2010
 TR 3.11d—BAPR Minutes 09 15 2010
 TR 3.11e—BAPR Minutes 11 10 2010
 TR 3.11f—BAPR Minutes 12 08 2010
 TR 3.11g—BAPR Minutes 01 19 2011
 TR 3.11h—BAPR Minutes 05 04 2011
 TR 3.12—Oversight Committee Minutes 03 30 2010
 TR 3.13—District and College Participatory Governance Planning and Budget Processes
 TR 3.14—RSCCD Planning and Budget Integration Processes
 TR 3.15—District and College Participatory Governance Guidelines
 TR 3.16—SCC Annual Planning Processes
 TR 3.17—BAPR Minutes 05 25 2011
 TR 3.18—BAPR Minutes 06 08 2011
 TR 3.19—BAPR Minutes 07 27 2011
 TR 3.20—RSCCD Strategic Technology Plan 2011-2012
 TR 3.21—Employee Budget Forum Handout
 TR 3.22a—BAPR Work Group Notes 10 06 2010
 TR 3.22b—BAPR Work Group Notes 12 01 2010
 TR 3.22c—BAPR Work Group Notes 01 05 2011
 TR 3.22d—BAPR Work Group Notes 02 09 2011
 TR 3.22e—BAPR Work Group Notes 03 09 2011
 TR 3.22f—BAPR Work Group Notes 04 06 2011
 TR 3.22g—BAPR Work Group Notes 04 13 2011
 TR 3.22h—BAPR Work Group Notes 05 11 2011
 TR 3.22i—BAPR Work Group Notes 06 01 2011
 TR 3.23—BAPR Work Group Notes 07 14 2010
 TR 3.24—BAPR Work Group Notes 08 11 2010
 TR 3.25a—BAPR Work Group Notes 07 13 2011
 TR 3.25b—BAPR Work Group Notes 08 10 2011

TR 3.26a—RSCCD Budget Update 09 27 2010
TR 3.26b—RSCCD Budget Update 10 11 2010
TR 3.26c—RSCCD Budget Update 11 15 2010
TR 3.26d—RSCCD Budget Update 01 18 2011
TR 3.26e—RSCCD Budget Update 03 28 2011
TR 3.26f—RSCCD Budget Update 05 10 2011
TR 3.26g—RSCCD Budget Update 05 23 2011
TR 3.26h—RSCCD Budget Update 06 20 2011
TR 3.27—BOT Minutes 04 12 2010
TR 3.28a—RSCCD Budget Assumptions 2011-2012
TR 3.28b—RSCCD Tentative Budget 2011-2012
TR 3.29—BOT Minutes 05 23 2011
TR 3.30—RSCCD Strategic Technology Plan 2010-2011
TR 3.31—BAPR Minutes 04 14 2010
TR 3.32—District Council Minutes 04 12 2010
TR 3.33—BOT Minutes 04 26 2010
TR 3.34—BOT Minutes 01 18 2011
TR 3.35—District Human Resources Committee Minutes 09 22 2010
TR 3.36—District Human Resources Committee Minutes 04 20 2011
TR 3.37—FTF by College 2000-2009
TR 3.38a—District Facility Planning Committee Minutes 11 02 2010
TR 3.38b—District Facility Planning Committee Minutes 12 01 2010
TR 3.38c—District Facility Planning Committee Minutes 01 05 2011
TR 3.38d—District Facility Planning Committee Minutes 02 09 2011
TR 3.38e—District Facility Planning Committee Minutes 03 16 2011
TR 3.38f—District Facility Planning Committee Minutes 04 13 2011
TR 3.38g—District Facility Planning Committee Minutes 06 01 2011
TR 3.39—BOT Minutes 06 21 2010
TR 3.40—BAPR Minutes 06 09 2010

TR 4.1—Proposed Title 5 Repeatability 2011
TR 4.2—Title 5 Repeatability 2009
TR 4.3—XRPC
TR 4.4—Report on Audit of Financial Statements, June 30, 2009
TR 4.5—Student Remedial Units Report
TR 4.6—Santiago Canyon College, 2011-2012, p. 26

TR 5.1—BP9002 Statement of Ethical Conduct
TR 5.2—BP7020 Code of Ethics
TR 5.3—BP 9022 Board of Trustees Self Evaluation
TR 5.4—BOT Vision-Goals Survey Results
TR 5.5—BOT Goals 2011-2012
TR 5.6a—BOT Planning Retreat Docket 02 07 2011
TR 5.6b—BOT Planning Retreat Agenda 02 07 2011
TR 5.7—BOT Planning Retreat Minutes 02 07 2011
TR 5.8—BOT Unit Goals

TR 5.9—BOT-Chancellor Retreat Agenda 09 18 2010
TR 5.10—BOT-Chancellor Retreat Minutes 09 18 2010
TR 5.11—Chancellor’s Goals
TR 5.12a—RSCCD BOT Policies Committee Agenda 02 17 2011
TR 5.12b— RSCCD BOT Policies Committee Minutes 02 17 2011
TR 5.13—BOT Minutes 03 14 2011, Item 6.2
TR 5.14—BOT Docket 03 28 2011, Item 6.2
TR 5.15—BOT Minutes 03 28 2011, Item 6.2

TR 6.1—Survey to Community and District Staff
TR 6.2—Results of Survey to Community and Staff
TR 6.3—Board of Trustees Self-Evaluation Report Results
TR 6.4—RSCCD Board of Trustees’ Unit Goals for 2011
TR 6.5—Annual Board of Trustees Planning Retreat Minutes 02 07 2011
TR 6.6—2010-2011 Board Vision and District Goals
TR 6.7—2010 Accountability Reporting for the Community Colleges (ARCC)
TR 6.8—12 Measures of Success, February 2011
TR 6.9—Chancellor’s Goals
TR 6.10—Results of Community and Staff Input of 2010-2011 District Goals
TR 6.11—Plan to Plan 2011 PowerPoint Presentation
TR 6.12—RSCCD BOT Vision and District Goals 2011-2012
TR 6.13—RSCCD District Goals Measurement Document

Planning Agendas

PA 1.1—SCC Student Survey
PA 1.2—12 Measures of Success
PA 1.3—2010 Transfer Student Report
PA 1.4—Master Technical Advisory Committee 2011
PA 1.5—Add Codes Email
PA 1.6a—Counselor Handouts
PA 1.6b—Career Odyssey
PA 1.7—Transfer Center Handouts
PA 1.8—Cal Poly Pomona Articulation Email 01 14 2011
PA 1.9—2011-2012 Catalog, pp. 44-45
PA 1.10—2011-2012 Catalog, p. 46
PA 1.11—CIC Minutes 10 25 2011
PA 1.12a—2011-2012 Catalog Addendum
PA 1.12b--CIC Minutes 03 14 2011
PA 1.12c—CIC Minutes 04 18 2011

PA 2.1—Title III APR 2010
PA 2.2—Title III Final Results Overview Spring 2010
PA 2.3—SLO Short Implementation Manual
PA 2.4—SLO Handbook
PA 2.5—SLO Web Pages
PA 2.6—Intro to SLOs Presentation

PA 2.7—SLO Assessment Presentation
PA 2.8—SLO Blast
PA 2.9—Program SLO Workshop
PA 2.10—Student Services SLOs
PA 2.11—Spring 2006 Student Services Meeting
PA 2.12—Flo Chart
PA 2.13—Retreat Timelines
PA 2.14—SLO Mapping Grid
PA 2.15—SLO Report Template
PA 2.16—Assessment Inservice

PA 3.1—2009 Follow-Up Report
PA 3.2—Abbreviated Institutional Self-Study Fall 2008, pp. 125-126
PA 3.3—Academic Program Review Template
PA 3.4—DPP Activity Prioritization Report
PA 3.5—DPP Guidelines
PA 3.6—Program Review Executive Summary Template
PA 3.7—Activity Evaluation Report Template
PA 3.8—College Council Minutes 05 11 2011
PA 3.9a—EMPC Minutes 01 27 2011
PA 3.9b—EMPC Minutes 02 10 2011
PA 3.10—Draft Administrative Services Program Review Template
PA 3.11a—EMPC Minutes 04 28 2011
PA 3.11b—EMPC Minutes 05 12 2011
PA 3.11c—Plan for EMP 2012-2016

PA 6.1—2011-2012 Catalog
PA 6.2—SLO Assessment Counts by Division
PA 6.3—Flex Calendar Spring 2011
PA 6.4—Summer SLO Institute
PA 6.5—Program Assessment Guide
PA 6.6—Educational Master Plan 2007-2012, pp. 96, 98, 102, 78
PA 6.7—Program Outcomes Count
PA 6.8—Program Outcomes Matrix
PA 6.9—Program Outcomes Assessment
PA 6.10a—Economics Program Review 2011
PA 6.10b—Mathematics Program Review 2011

PA 7.1—CIC Minutes 09 13 2010
PA 7.2—COR Philosophy 110H

PA 8.1a—SLO Workshop Spring 2009
PA 8.1b—SLO Coordinator Emails

PA 10.1—Distance Ed Toolbox
PA 10.2—Flex Calendar Fall 2011

PA 10.3—Blackboard Workshops Email 07 21 2011
PA 10.4—Distance Education Update 01 15 2010
PA 10.5—Distance Ed Update Email 02 05 2009
PA 10.6—Blackboard Workshops Flyer

PA 11.1—Academic Program Review Template (see PA 3.3)
PA 11.2—Academic Senate Minutes 11 16 2010

PA 12.1—Quadrennial List 2011
PA 12.2—Missing SLOs and Assessments Email 07 12 2011
PA 12.3—CIC Chair Email 04 20 2011
PA 12.4—Course SLO Matrix

PA 13.1—Mathematics SLO Assessment Report 02 02 2011

PA 17.1—2008-2009 Plan A
PA 17.2—2009-2010 Plan A
PA 17.3—2010-2011 Plan A
PA 17.4—2011-2012 Plan A

PA 18.1—Astronomy Lab Survey
PA 18.2—Biology Lab Survey
PA 18.3—Chemistry Lab Survey
PA 18.4—Physics Lab Survey

PA 19.1a—New Degrees Certificates 2007
PA 19.1b—New Degrees Certificates 2008-2010

PA 20.1a—Electrician 2008 Report
PA 20.1b—Gemology 2008 Report
PA 20.1c—Human Development Childcare 2008 Report
PA 20.2—Career Ed Technical Advisory Committees

PA 21.1a—SCC Plan B
PA 21.1b—SCC Plan B Catalog
PA 21.2a—SCC Plan C
PA 21.2b—SCC Plan C Catalog
PA 21.3a—SCC UC Articulation
PA 21.3b—SCC UC Articulation Catalog
PA 21.4—SCC USC Articulation
PA 21.5—Transfer Web Links
PA 21.6a—SCC AP Guide
PA 21.6b—SCC AP Guide Catalog
PA 21.7a—CLEP and IB Exam Guide
PA 21.7b—SCC CLEP Guide Catalog
PA 21.7c—SCC IB Guide Catalog

PA 21.8—Assist.org Website
PA 21.9—Transfer Center Activities

PA 22.1—Career Services SLO Report 2010-2011
PA 22.2—Student Services Program Review Template
PA 22.3—Career Services Program Review
PA 22.4—Admissions and Records Program Review
PA 22.5—Counseling Program Review

PA 23.1—Catalog Task Force Minutes 01 13 2011
PA 23.2—Catalog Production Timeline 2011-2012

PA 24.1—Exercise Science DPP
PA 24.2—SCC Online Admissions
PA 24.3—Future Teacher Conference Agenda 2011
PA 24.4—Tech Prep Grant
PA 24.5—Early Decision/Early Welcome

PA 25.3—Annual Book Run
PA 25.4—Voter Registration Drive
PA 25.1—Student Leadership Institute
PA 25.2—ASG Town Hall Meeting

PA 26.1—BSI Counseling
PA 26.2—CAMP Counseling
PA 26.3—Tech Prep Grant Counseling

PA 27.1—Discover SCC
PA 27.2—Battle of Bands
PA 27.3—CAMP Newsletter

PA 28.1—CCC Assessment Instruments 2009
PA 28.2—Multiple Measures 2008
PA 28.3—Math Test-Retest 2009
PA 28.4—Appropriateness of Placement Waivered 2010
PA 28.5—TELD Ratings of Placement 2010

PA 29.1a—Vision and Mission Matrix
PA 29.1b—Program Accomplishments Matrix
PA 29.1c—SLO Matrix

PA 30.1—Library RFID Purchase
PA 30.2—SCC Wireless Map
PA 30.3a—Librarian Professional Development 2008-2010
PA 30.3b—Friedenrich Professional Development
PA 30.3c—Geissler Professional Development

PA 30.3d—Ho Professional Development
PA 30.3e—Sproat Professional Development
PA 30.3f—Varela Professional Development
PA 30.3g—Wong Professional Development

PA 31.1a—Circulation Closing Procedures
PA 31.1b—Collection Management Policy and Procedures
PA 31.1c—E-Reference Policy and Procedures
PA 31.1d—Fine Review
PA 31.1e—Library Research Instruction by Appointment
PA 31.1f—Photography and Filming Policy
PA 31.1g—Photography Request Guidelines
PA 31.2—Library SLOs
PA 31.3—Library Chat Webpage
PA 31.4—Library Chat Usage

PA 32.1—Librarian Request 2010
PA 32.2—Library BI Template

PA 33.1—CI Track

PA 34.1—Xerox Lease Agreement 2010
PA 34.2—Syndetic Solutions 2008
PA 34.3—Letter to Dean of Leatherby Libraries 09 14 2010

PA 35.1—Faculty Evaluation Workshop 2008
PA 35.2—Faculty Evaluation Workshop Sign-in

PA 36.1—Contract Probationary Tenure Review Packet
PA 36.2—Tenured Faculty Eval Packet

PA 38.1—RSCCD Vision and Goals 2011
PA 38.2—Enrollment Trends 2006-2010
PA 38.3—Classified Position Announcement
PA 38.4—Faculty Staff Diversity Report 2009
PA 38.5—Faculty Staff Diversity Report 2010

PA 39.1—Flex Calendar Fall 2008
PA 39.2—Flex Calendar Spring 2009
PA 39.3—Flex Calendar Fall 2009
PA 39.4—Flex Calendar Spring 2010
PA 39.5—Flex Calendar Fall 2010
PA 39.6—CTE Perkins-VTEA Staff Development
PA 39.7—New Faculty Institute

PA 40.1—SCC Facilities Master Plan 2011

PA 41.1—College Council Minutes 07 27 2010

PA 44.1—Flex Week Technology Training

PA 45.1—SCC Technology Plan 2007-2012

PA 45.2—SI Lab

PA 48.1—CFO Resolution 11 17 2010

PA 48.2—OLHS Meeting Notes 09 16 2010

PA 51.1—Board of Trustees Minutes 06 22 2009

PA 51.2—Title V Letter

PA 51.3a—What’s New 09 02 2011

PA 51.3b—Kaleidoscope Overview

PA 51.3c—Kaleidoscope Proposal

PA 51.4—Teacher Pathway Partnership

PA 51.5—BAPR Minutes 05 26 2010

PA 52.1—College Council Minutes 11 09 2010

PA 52.2—College Council Minutes 06 28 2011

PA 52.3—College Council Minutes 05 24 2011

PA 52.4—SCC Budget Committee

PA 52.5—Proposed Collegial Governance Structure 2011

PA 53.1—What’s New 01 28 2011

PA 53.2—What’s New 09 09 2011

PA 53.3—All College Meeting Email 10 07 2009

PA 53.4—2010-2011 SCC Planning Process Email 09 15 2010

APPENDIX B
Glossary of SCC Planning and Accreditation Terminology

Acronyms

| | |
|---------|--|
| ACCJC | Accrediting Commission for Community and Junior Colleges. |
| ARCC | Accountability Reporting for the Community Colleges: Report used to document the performance of the California Community Colleges. |
| BAPR | Budget Allocation and Planning Review: Committee charged with oversight of budget and planning for the district. Includes representatives of the District Office and both colleges. |
| BAPR WG | Budget Allocation and Planning Review Work Group: Group tasked with specific budget and planning activities; reports to the BAPR Committee. |
| DPP | Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs. |
| EMP | Educational Master Plan: Document that includes departments' and programs' five-year plans, vision, mission, goal statements, and their current and future roles in the SCC instructional paradigm. The first Educational Master Plan covered the period 2001-2006, while the second covered the period 2007-2012. To align planning processes with the six-year accreditation cycle, the third EMP will cover the period 2012-2016, while the fourth EMP will cover the full six-year period 2016-2022. |
| EMPC | Educational Master Planning Committee: Group charged with oversight of the development of the SCC Educational Master Plan, Program Reviews, and the annual Department Planning Portfolios. |
| FTES | Full-Time Equivalent Student. |
| RSCCD | Rancho Santiago Community College District. |
| SAC | Santa Ana College. |
| SCC | Santiago Canyon College. |
| SLO | Student Learning Outcome: General student <i>achievement goals</i> that describe <i>what a student should learn to do</i> outside of the class as a result of learning experiences that take place within a class. |
| SLOARC | Student Learning Outcome and Assessment Review Committee. |

Check Registers Submitted for Approval
 Checks Written for Period 09/03/11 thru 09/16/11

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
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| 51904 | General Fund Unrestricted | 86,254.32 | 0.00 | 86,254.32 | 92*0290427 | 92*0290510 |
| 51905 | General Fund Unrestricted | 81,194.42 | 0.00 | 81,194.42 | 92*0290511 | 92*0290594 |
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| 51907 | General Fund Unrestricted | 91,488.77 | 0.00 | 91,488.77 | 92*0290679 | 92*0290762 |
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| 51920 | General Fund Unrestricted | 88,497.70 | 0.00 | 88,497.70 | 92*0291001 | 92*0291084 |
| 51921 | General Fund Unrestricted | 96,142.48 | 0.00 | 96,142.48 | 92*0291085 | 92*0291168 |
| 51922 | General Fund Unrestricted | 99,180.42 | 0.00 | 99,180.42 | 92*0291169 | 92*0291256 |
| 51932 | General Fund Unrestricted | 1,301.09 | 0.00 | 1,301.09 | 92*0291284 | 92*0291285 |
| 51933 | General Fund Unrestricted | 1,986.58 | 0.00 | 1,986.58 | 92*0291286 | 92*0291291 |
| 51934 | General Fund Unrestricted | 500.00 | 0.00 | 500.00 | 92*0291295 | 92*0291295 |
| 51935 | General Fund Unrestricted | 27,925.00 | 0.00 | 27,925.00 | 92*0291296 | 92*0291296 |
| 51936 | General Fund Unrestricted | 2,775.87 | 0.00 | 2,775.87 | 92*0291298 | 92*0291299 |
| 51943 | General Fund Unrestricted | 3,041.70 | 0.00 | 3,041.70 | 92*0291311 | 92*0291330 |
| 51944 | General Fund Unrestricted | 23,202.00 | 0.00 | 23,202.00 | 92*0291331 | 92*0291359 |
| 51945 | General Fund Unrestricted | 28,213.29 | 0.00 | 28,213.29 | 92*0291360 | 92*0291387 |
| 51946 | General Fund Unrestricted | 30,848.00 | 0.00 | 30,848.00 | 92*0291388 | 92*0291421 |
| 51947 | General Fund Unrestricted | 9,742.59 | 0.00 | 9,742.59 | 92*0291422 | 92*0291423 |
| 51949 | General Fund Unrestricted | 282.44 | 0.00 | 282.44 | 92*0291433 | 92*0291434 |
| 51950 | General Fund Unrestricted | 3,744.90 | 0.00 | 3,744.90 | 92*0291437 | 92*0291442 |
| 51951 | General Fund Unrestricted | 5,364.22 | 0.00 | 5,364.22 | 92*0291443 | 92*0291449 |
| 51952 | General Fund Unrestricted | 57,245.56 | 0.00 | 57,245.56 | 92*0291450 | 92*0291451 |
| 51953 | General Fund Unrestricted | 23,608.51 | 0.00 | 23,608.51 | 92*0291452 | 92*0291455 |
| 51954 | General Fund Unrestricted | 1,559.50 | 0.00 | 1,559.50 | 92*0291456 | 92*0291463 |
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| 51957 | General Fund Unrestricted | 7,611.32 | 0.00 | 7,611.32 | 92*0291474 | 92*0291476 |
| 51959 | General Fund Unrestricted | 5,592.89 | 0.00 | 5,592.89 | 92*0291482 | 92*0291489 |
| 51960 | General Fund Unrestricted | 3,753.13 | 0.00 | 3,753.13 | 92*0291490 | 92*0291497 |
| 51961 | General Fund Unrestricted | 4,632.27 | 0.00 | 4,632.27 | 92*0291498 | 92*0291506 |
| 51962 | General Fund Unrestricted | 3,933.42 | 0.00 | 3,933.42 | 92*0291507 | 92*0291515 |
| 51963 | General Fund Unrestricted | 1,296.13 | 0.00 | 1,296.13 | 92*0291516 | 92*0291524 |
| 51964 | General Fund Unrestricted | 5,107.42 | 0.00 | 5,107.42 | 92*0291525 | 92*0291527 |
| 51965 | General Fund Unrestricted | 803.34 | 0.00 | 803.34 | 92*0291529 | 92*0291531 |
| 51966 | General Fund Unrestricted | 3,250.00 | 0.00 | 3,250.00 | 92*0291532 | 92*0291532 |
| 51978 | General Fund Unrestricted | 1,307.50 | 0.00 | 1,307.50 | 92*0291573 | 92*0291585 |
| 51979 | General Fund Unrestricted | 73,695.00 | 0.00 | 73,695.00 | 92*0291586 | 92*0291670 |
| 51980 | General Fund Unrestricted | 98,519.50 | 0.00 | 98,519.50 | 92*0291671 | 92*0291754 |
| 51981 | General Fund Unrestricted | 87,099.00 | 0.00 | 87,099.00 | 92*0291755 | 92*0291832 |

4.1 (1)

Check Registers Submitted for Approval
 Checks Written for Period 09/03/11 thru 09/16/11

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| 51983 | General Fund Unrestricted | 4,317.50 | 0.00 | 4,317.50 | 92*0291835 | 92*0291838 |
| 51984 | General Fund Unrestricted | 77.56 | 0.00 | 77.56 | 92*0291842 | 92*0291842 |
| 51985 | General Fund Unrestricted | 1,329.59 | 0.00 | 1,329.59 | 92*0291848 | 92*0291855 |
| 51987 | General Fund Unrestricted | 208.00 | 0.00 | 208.00 | 92*0291866 | 92*0291866 |
| 51989 | General Fund Unrestricted | 1,322.86 | 0.00 | 1,322.86 | 92*0291871 | 92*0291874 |
| 51991 | General Fund Unrestricted | 1,832.01 | 0.00 | 1,832.01 | 92*0291877 | 92*0291880 |
| 51992 | General Fund Unrestricted | 3,277.76 | 0.00 | 3,277.76 | 92*0291882 | 92*0291882 |
| 51993 | General Fund Unrestricted | 351.00 | 0.00 | 351.00 | 92*0291884 | 92*0291885 |
| 51997 | General Fund Unrestricted | 107.30 | 0.00 | 107.30 | 92*0291901 | 92*0291902 |
| 51998 | General Fund Unrestricted | 583.97 | 0.00 | 583.97 | 92*0291906 | 92*0291911 |
| 51999 | General Fund Unrestricted | 9,725.32 | 0.00 | 9,725.32 | 92*0291912 | 92*0291917 |
| 52000 | General Fund Unrestricted | 4,480.93 | 0.00 | 4,480.93 | 92*0291918 | 92*0291925 |
| 52001 | General Fund Unrestricted | 12,025.02 | 0.00 | 12,025.02 | 92*0291926 | 92*0291928 |
| 52006 | General Fund Unrestricted | 688.47 | 0.00 | 688.47 | 92*0291967 | 92*0291969 |
| 52010 | General Fund Unrestricted | 2,564.45 | 0.00 | 2,564.45 | 92*0291983 | 92*0291987 |
| 52011 | General Fund Unrestricted | 561.78 | 0.00 | 561.78 | 92*0291991 | 92*0291993 |
| 52014 | General Fund Unrestricted | 1,709.00 | 0.00 | 1,709.00 | 92*0291999 | 92*0292007 |
| 52015 | General Fund Unrestricted | 1,670.00 | 0.00 | 1,670.00 | 92*0292008 | 92*0292016 |
| 52017 | General Fund Unrestricted | 10,146.46 | 0.00 | 10,146.46 | 92*0292042 | 92*0292042 |
| 52018 | General Fund Unrestricted | 180.02 | 0.00 | 180.02 | 92*0292044 | 92*0292046 |
| 52019 | General Fund Unrestricted | 4,486.00 | 0.00 | 4,486.00 | 92*0292047 | 92*0292047 |
| 52020 | General Fund Unrestricted | 1,573.50 | 0.00 | 1,573.50 | 92*0292048 | 92*0292055 |
| 52024 | General Fund Unrestricted | 1,060.35 | 0.00 | 1,060.35 | 92*0292078 | 92*0292083 |
| 52025 | General Fund Unrestricted | 17,801.00 | 0.00 | 17,801.00 | 92*0292084 | 92*0292087 |
| 52026 | General Fund Unrestricted | 3,505.05 | 0.00 | 3,505.05 | 92*0292088 | 92*0292090 |
| 52027 | General Fund Unrestricted | 65.00 | 0.00 | 65.00 | 92*0292091 | 92*0292091 |
| 52029 | General Fund Unrestricted | 3,119.10 | 0.00 | 3,119.10 | 92*0292104 | 92*0292108 |
| 52031 | General Fund Unrestricted | 28,500.00 | 0.00 | 28,500.00 | 92*0292115 | 92*0292115 |
| 52032 | General Fund Unrestricted | 6,205.65 | 0.00 | 6,205.65 | 92*0292116 | 92*0292117 |
| 52035 | General Fund Unrestricted | 1,138.00 | 0.00 | 1,138.00 | 92*0292121 | 92*0292127 |
| 52036 | General Fund Unrestricted | 665.84 | 0.00 | 665.84 | 92*0292128 | 92*0292136 |
| 52037 | General Fund Unrestricted | 1,066.74 | 0.00 | 1,066.74 | 92*0292137 | 92*0292144 |
| 52038 | General Fund Unrestricted | 8,902.85 | 0.00 | 8,902.85 | 92*0292145 | 92*0292149 |
| 52039 | General Fund Unrestricted | 1,020.11 | 0.00 | 1,020.11 | 92*0292150 | 92*0292154 |
| 52040 | General Fund Unrestricted | 13,142.96 | 0.00 | 13,142.96 | 92*0292155 | 92*0292159 |
| 52041 | General Fund Unrestricted | 2,156.68 | 0.00 | 2,156.68 | 92*0292160 | 92*0292164 |
| 52042 | General Fund Unrestricted | 2,008.63 | 0.00 | 2,008.63 | 92*0292166 | 92*0292169 |
| 52043 | General Fund Unrestricted | 2,625.00 | 0.00 | 2,625.00 | 92*0292170 | 92*0292174 |

Total Fund 11 General Fund Unrestricted 1,637,899.72 0.00 1,637,899.72

Check Registers Submitted for Approval
 Checks Written for Period 09/03/11 thru 09/16/11

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|-------------------------|-----------|---------------|-----------------|-------------|-------------|
| 51933 | General Fund Restricted | 238.41 | 0.00 | 238.41 | 92*0291287 | 92*0291287 |
| 51934 | General Fund Restricted | 575.29 | 0.00 | 575.29 | 92*0291292 | 92*0291294 |
| 51936 | General Fund Restricted | 1,000.00 | 0.00 | 1,000.00 | 92*0291297 | 92*0291297 |
| 51937 | General Fund Restricted | 5,217.37 | 0.00 | 5,217.37 | 92*0291300 | 92*0291300 |
| 51948 | General Fund Restricted | 2,728.64 | 0.00 | 2,728.64 | 92*0291424 | 92*0291432 |
| 51949 | General Fund Restricted | 878.86 | 0.00 | 878.86 | 92*0291435 | 92*0291436 |
| 51956 | General Fund Restricted | 340.90 | 0.00 | 340.90 | 92*0291466 | 92*0291471 |
| 51958 | General Fund Restricted | 3,438.90 | 0.00 | 3,438.90 | 92*0291477 | 92*0291481 |
| 51963 | General Fund Restricted | 908.28 | 0.00 | 908.28 | 92*0291517 | 92*0291520 |
| 51965 | General Fund Restricted | 297.88 | 0.00 | 297.88 | 92*0291528 | 92*0291528 |
| 51966 | General Fund Restricted | 6,665.14 | 0.00 | 6,665.14 | 92*0291533 | 92*0291536 |
| 51983 | General Fund Restricted | 8,753.18 | 0.00 | 8,753.18 | 92*0291837 | 92*0291839 |
| 51984 | General Fund Restricted | 2,576.08 | 0.00 | 2,576.08 | 92*0291840 | 92*0291847 |
| 51986 | General Fund Restricted | 500.59 | 0.00 | 500.59 | 92*0291856 | 92*0291861 |
| 51987 | General Fund Restricted | 747.50 | 0.00 | 747.50 | 92*0291862 | 92*0291865 |
| 51988 | General Fund Restricted | 3,312.04 | 0.00 | 3,312.04 | 92*0291867 | 92*0291869 |
| 51989 | General Fund Restricted | 103.05 | 0.00 | 103.05 | 92*0291870 | 92*0291870 |
| 51990 | General Fund Restricted | 32,103.13 | 0.00 | 32,103.13 | 92*0291875 | 92*0291876 |
| 51991 | General Fund Restricted | 975.32 | 0.00 | 975.32 | 92*0291881 | 92*0291881 |
| 51992 | General Fund Restricted | 1,925.00 | 0.00 | 1,925.00 | 92*0291883 | 92*0291883 |
| 51996 | General Fund Restricted | 3,257.88 | 0.00 | 3,257.88 | 92*0291893 | 92*0291899 |
| 51997 | General Fund Restricted | 642.74 | 0.00 | 642.74 | 92*0291900 | 92*0291905 |
| 51998 | General Fund Restricted | 1,840.48 | 0.00 | 1,840.48 | 92*0291907 | 92*0291910 |
| 52002 | General Fund Restricted | 1,760.00 | 0.00 | 1,760.00 | 92*0291929 | 92*0291938 |
| 52003 | General Fund Restricted | 1,600.00 | 0.00 | 1,600.00 | 92*0291939 | 92*0291948 |
| 52004 | General Fund Restricted | 1,920.00 | 0.00 | 1,920.00 | 92*0291949 | 92*0291959 |
| 52005 | General Fund Restricted | 2,800.00 | 0.00 | 2,800.00 | 92*0291960 | 92*0291966 |
| 52006 | General Fund Restricted | 390.66 | 0.00 | 390.66 | 92*0291970 | 92*0291970 |
| 52010 | General Fund Restricted | 2,301.55 | 0.00 | 2,301.55 | 92*0291984 | 92*0291985 |
| 52011 | General Fund Restricted | 812.45 | 0.00 | 812.45 | 92*0291988 | 92*0291992 |
| 52018 | General Fund Restricted | 34.71 | 0.00 | 34.71 | 92*0292043 | 92*0292043 |
| 52027 | General Fund Restricted | 1,164.79 | 0.00 | 1,164.79 | 92*0292092 | 92*0292096 |
| 52028 | General Fund Restricted | 1,099.14 | 0.00 | 1,099.14 | 92*0292097 | 92*0292103 |
| 52030 | General Fund Restricted | 2,621.45 | 0.00 | 2,621.45 | 92*0292109 | 92*0292112 |
| 52031 | General Fund Restricted | 15,145.44 | 0.00 | 15,145.44 | 92*0292113 | 92*0292114 |
| 52037 | General Fund Restricted | 550.00 | 0.00 | 550.00 | 92*0292139 | 92*0292139 |
| 52038 | General Fund Restricted | 2,798.18 | 0.00 | 2,798.18 | 92*0292147 | 92*0292147 |
| 52039 | General Fund Restricted | 1,627.26 | 0.00 | 1,627.26 | 92*0292151 | 92*0292153 |
| 52042 | General Fund Restricted | 233.18 | 0.00 | 233.18 | 92*0292165 | 92*0292165 |

| | | | |
|--|--------------------------|--------------------|--------------------------|
| Total Fund 12 General Fund Restricted | <u><u>115,885.47</u></u> | <u><u>0.00</u></u> | <u><u>115,885.47</u></u> |
|--|--------------------------|--------------------|--------------------------|

4.1 (3)

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|------------------------|------------------|---------------|------------------|-------------|-------------|
| 51938 | Child Development Fund | 2,412.21 | 0.00 | 2,412.21 | 92*0291301 | 92*0291305 |
| 51939 | Child Development Fund | 9,493.50 | 0.00 | 9,493.50 | 92*0291306 | 92*0291306 |
| 51967 | Child Development Fund | 1,130.06 | 0.00 | 1,130.06 | 92*0291537 | 92*0291539 |
| 51968 | Child Development Fund | 2,899.20 | 0.00 | 2,899.20 | 92*0291540 | 92*0291540 |
| 51994 | Child Development Fund | 1,190.30 | 0.00 | 1,190.30 | 92*0291886 | 92*0291890 |
| 52007 | Child Development Fund | 3,318.38 | 0.00 | 3,318.38 | 92*0291971 | 92*0291976 |
| 52021 | Child Development Fund | 6,120.00 | 0.00 | 6,120.00 | 92*0292056 | 92*0292056 |
| 52022 | Child Development Fund | 305.73 | 0.00 | 305.73 | 92*0292057 | 92*0292063 |
| 52033 | Child Development Fund | 862.56 | 0.00 | 862.56 | 92*0292118 | 92*0292119 |
| 52044 | Child Development Fund | 1,761.89 | 0.00 | 1,761.89 | 92*0292175 | 92*0292179 |
| 52045 | Child Development Fund | 4,460.00 | 0.00 | 4,460.00 | 92*0292180 | 92*0292180 |
| Total Fund 33 Child Development Fund | | 33,953.83 | 0.00 | 33,953.83 | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|------------------------------|-------------------------|--------------------|-------------------------|-------------|-------------|
| 51942 | Capital Outlay Projects Fund | 289.46 | 0.00 | 289.46 | 92*0291310 | 92*0291310 |
| 52009 | Capital Outlay Projects Fund | 7,331.28 | 0.00 | 7,331.28 | 92*0291981 | 92*0291982 |
| 52048 | Capital Outlay Projects Fund | 23,239.41 | 0.00 | 23,239.41 | 92*0292185 | 92*0292187 |
| Total Fund 41 Capital Outlay Projects Fu | | <u>30,860.15</u> | <u>0.00</u> | <u>30,860.15</u> | | |

Check Registers Submitted for Approval
 Checks Written for Period 09/03/11 thru 09/16/11

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|----------------------|----------------------------|--------------------|----------------------------|-------------|-------------|
| 51940 | Bond Fund, Measure E | 10,925.21 | 0.00 | 10,925.21 | 92*0291307 | 92*0291308 |
| 51941 | Bond Fund, Measure E | 25,000.00 | 0.00 | 25,000.00 | 92*0291309 | 92*0291309 |
| 51969 | Bond Fund, Measure E | 124,448.00 | 0.00 | 124,448.00 | 92*0291541 | 92*0291544 |
| 51970 | Bond Fund, Measure E | 3,627.75 | 0.00 | 3,627.75 | 92*0291545 | 92*0291548 |
| 51971 | Bond Fund, Measure E | 312,565.63 | 0.00 | 312,565.63 | 92*0291549 | 92*0291550 |
| 51972 | Bond Fund, Measure E | 118,416.00 | 0.00 | 118,416.00 | 92*0291551 | 92*0291556 |
| 51973 | Bond Fund, Measure E | 312,857.10 | 0.00 | 312,857.10 | 92*0291557 | 92*0291559 |
| 51974 | Bond Fund, Measure E | 50,403.58 | 0.00 | 50,403.58 | 92*0291560 | 92*0291562 |
| 51975 | Bond Fund, Measure E | 49,889.03 | 0.00 | 49,889.03 | 92*0291563 | 92*0291566 |
| 51976 | Bond Fund, Measure E | 74,152.37 | 0.00 | 74,152.37 | 92*0291567 | 92*0291569 |
| 51977 | Bond Fund, Measure E | 85,406.50 | 0.00 | 85,406.50 | 92*0291570 | 92*0291572 |
| 52008 | Bond Fund, Measure E | 122,189.34 | 0.00 | 122,189.34 | 92*0291977 | 92*0291980 |
| 52012 | Bond Fund, Measure E | 29,508.30 | 0.00 | 29,508.30 | 92*0291994 | 92*0291995 |
| 52013 | Bond Fund, Measure E | 131,269.43 | 0.00 | 131,269.43 | 92*0291996 | 92*0291998 |
| 52034 | Bond Fund, Measure E | 151,599.75 | 0.00 | 151,599.75 | 92*0292120 | 92*0292120 |
| 52046 | Bond Fund, Measure E | 93,336.00 | 0.00 | 93,336.00 | 92*0292181 | 92*0292182 |
| 52047 | Bond Fund, Measure E | 21,905.55 | 0.00 | 21,905.55 | 92*0292183 | 92*0292184 |
| Total Fund 42 Bond Fund, Measure E | | <u>1,717,499.54</u> | <u>0.00</u> | <u>1,717,499.54</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|-----------------------------|-------------------------|--------------------|-------------------------|-------------|-------------|
| 51995 | Property and Liability Fund | 11,973.61 | 0.00 | 11,973.61 | 92*0291891 | 92*0291892 |
| Total Fund 61 Property and Liability Fund | | <u><u>11,973.61</u></u> | <u><u>0.00</u></u> | <u><u>11,973.61</u></u> | | |

| | | | | | | |
|---|----------------------------|------------------------|--------------------|------------------------|------------|------------|
| 51955 | Workers' Compensation Fund | 1,697.21 | 0.00 | 1,697.21 | 92*0291464 | 92*0291464 |
| Total Fund 62 Workers' Compensation Fu | | <u><u>1,697.21</u></u> | <u><u>0.00</u></u> | <u><u>1,697.21</u></u> | | |

SUMMARY

| | |
|--|----------------------------|
| Total Fund 11 General Fund Unrestricted | 1,637,899.72 |
| Total Fund 12 General Fund Restricted | 115,885.47 |
| Total Fund 33 Child Development Fund | 33,953.83 |
| Total Fund 41 Capital Outlay Projects Fund | 30,860.15 |
| Total Fund 42 Bond Fund, Measure E | 1,717,499.54 |
| Total Fund 61 Property and Liability Fund | 11,973.61 |
| Total Fund 62 Workers' Compensation Fund | 1,697.21 |
| Grand Total: | <u><u>3,549,769.53</u></u> |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS AND FISCAL SERVICES

| | | |
|---------|---|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of the 2010-11 CCFS-311 Report, including the Gann Appropriation Limit | |
| Action: | Request for Approval | |

BACKGROUND

In accordance with the California Code of Regulations, Title 5, Sections 58305(d), the District shall submit a copy of its adopted annual financial and budget report (CCFS-311) to the Chancellor's Office by October 10th of each year. Furthermore, in accordance with Article XIII B to the State Constitution, limitations on expenditures are placed on State and local governments in the form of what is known as the Gann Appropriations Limit.

ANALYSIS

A copy of the CCFS-311 Report has been provided for your review. The CCFS-311 Report is divided into two parts: Revenues, Expenditures and Fund Balance Data for all district funds and Supplemental Data. The Supplemental Data includes: the Gann Appropriations Limit, an Analysis of Net Ending Balance for the General Fund, an Analysis of Compliance with the 50 Percent Law, a Detail of General Fund Revenues, the Expenditures by Activity for the General Fund, the Receipt and Expenditures of Lottery Proceeds, and an Analysis of Interfund Transfers.

The Gann Appropriation Limit for our district is computed at \$225,649,848. Historically, our district has never met or been close to meeting the appropriation limit.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010-2011 CCFS-311 Report as presented and establish the District's 2011-2012 Gann Limit in the amount of \$225,649,848.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | None | Board Date: September 26, 2011 |
| Prepared by: | Adam M. O'Connor, Interim Assistant Vice Chancellor, Fiscal Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor | |

**CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report**

Gann Appropriation Limit

SUPPLEMENTAL DATA

Proposition 4: Gann Appropriation Limit

Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments.

SB 1352, Chapter 1205/80, provided the implementation of Article XIII B. Subsequently, that legislation was amended by SB 98 (Chapter 82/89), AB 198 (Chapter 83/89), and AB 751 (Chapter 1395/89).

Using the method prescribed by the Chancellor's Office and approved by the Department of Finance; please provide district information for the budget year, pursuant to Government Code Sections 7908(c) and 7910, as follows:

Budget Year: 2011-2012

| Description | State Use Only (EDP) | S11 Amount |
|--|----------------------|---------------|
| Appropriations Limit. | 11 | \$225,649,848 |
| Appropriations subject to limit. | 12 | \$120,314,793 |
| Amount of State aid apportionments and subventions included within the proceeds of taxes of the district. | 13 | \$80,161,618 |
| Amounts excluded from the appropriations subject to limit, such as unreimbursed federal, State, or court mandates. | 14 | \$700,766 |

California Community Colleges

ANNUAL FINANCIAL AND BUDGET REPORT

(Financial Report for Fiscal Year 2010-2011)

(Budget Report for Fiscal Year 2011-2012)

District: RANCHO SANTIAGO

District Code: 870

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer

Date

District Superintendent

Date

Contact:

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 15, 2011. Please submit the report to :

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| | Object Code | Activity (ECSA) | Activity (ECSB) | Activity (ECSX) | Total |
|---|-------------|---------------------------|--------------------|------------------|--------------------|
| | | ECS 84362 A | ECS 84362 B | Excluded | |
| Academic Salaries | | Instructional Salary Cost | Total CEE | Activities | |
| | | AC 0100-5900 & AC 6110 | AC 0100 - 6799 | AC 6900 - 7390 | |
| Instructional Salaries | | | | | |
| Contract or Regular | 1100 | 21,929,537 | 21,929,537 | | 21,929,537 |
| Other | 1300 | 20,601,619 | 20,601,619 | | 20,601,619 |
| Total Instructional Salaries | | 42,531,156 | 42,531,156 | 0 | 42,531,156 |
| Non-Instructional Salaries | | | | | |
| Contract or Regular | 1200 | | 11,270,713 | 247,607 | 11,518,320 |
| Other | 1400 | | 1,108,740 | 1,009 | 1,109,749 |
| Total Non-Instructional Salaries | | 0 | 12,379,453 | 248,616 | 12,628,069 |
| Total Academic Salaries | | 42,531,156 | 54,910,609 | 248,616 | 55,159,225 |
| Classified Salaries | | | | | |
| Non-Instructional Salaries | | | | | |
| Regular Status | 2100 | | 21,862,319 | 1,841,437 | 23,703,756 |
| Other | 2300 | | 1,148,945 | 166,993 | 1,315,938 |
| Total Non-Instructional Salaries | | 0 | 23,011,264 | 2,008,430 | 25,019,694 |
| Instructional Aides | | | | | |
| Regular Status | 2200 | 878,444 | 878,444 | | 878,444 |
| Other | 2400 | 1,243,243 | 1,243,243 | | 1,243,243 |
| Total Instructional Aides | | 2,121,687 | 2,121,687 | 0 | 2,121,687 |
| Total Classified Salaries | | 2,121,687 | 25,132,951 | 2,008,430 | 27,141,381 |
| Employee Benefits | 3000 | 13,004,088 | 29,634,241 | 912,494 | 30,546,735 |
| Supplies and Materials | 4000 | | 1,042,283 | 30,595 | 1,072,878 |
| Other Operating Expenses | 5000 | 3,223,490 | 14,674,081 | 309,394 | 14,983,475 |
| Equipment Replacement | 6420 | | | | 0 |
| Total Expenditures Prior to Exclusions | | 60,880,421 | 125,394,165 | 3,509,529 | 128,903,694 |

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Exclusions | TOP Code | Activity (ECSA) | Activity (ECSB) | Activity (ECSX) | Total |
|---|--------------------|---------------------------|-----------------|-----------------|-----------|
| | | ECS 84362 A | ECS 84362 B | Excluded | |
| | | Instructional Salary Cost | Total CEE | Activities | |
| | | AC 0100-5900 & AC 6110 | AC 0100 - 6799 | AC 6800 - 7390 | |
| Activities to Exclude | TOP Code | | | | |
| Instructional Staff-Retirees' Benefits and Retirement Incentives | 5900 | 2,567,618 | 2,567,618 | | 2,567,618 |
| Student Health Services Above Amount Collected | 6441 | | 1,800 | | 1,800 |
| Student Transportation | 6491 | | 37,199 | | 37,199 |
| Noninstructional Staff-Retirees' Benefits and Retirement Incentives | 6740 | | 2,498,433 | | 2,498,433 |
| Objects to Exclude | Object Code | | | | |
| Rents and Leases | 5060 | | 1,806,948 | 28,107 | 1,835,055 |
| Lottery Expenditures | | | | | |
| Academic Salaries | 1000 | | | | 0 |
| Classified Salaries | 2000 | | | | 0 |
| Employee Benefits | 3000 | | | | 0 |
| Supplies and Materials | 4000 | | | | |
| Software | 4100 | | | | 0 |
| Books, Magazines, & Periodicals | 4200 | | | | 0 |
| Instructional Supplies & Materials | 4300 | | | | 0 |
| Noninstructional, Supplies & Materials | 4400 | | | | 0 |
| Total Supplies and Materials | | 0 | 0 | 0 | 0 |
| Other Operating Expenses and Services | 5000 | | 3,112,536 | | 3,112,536 |

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| | | Activity (ECSA) | Activity (ECSB) | Activity (ECSX) | |
|---|--------|---------------------------|-----------------|-----------------|-------------|
| | | ECS 84362 A | ECS 84362 B | Excluded | |
| | Object | Instructional Salary Cost | Total CEE | Activities | |
| | Code | AC 0100-5900 & AC 8110 | AC 0100 - 8799 | AC 6900 - 7390 | Total |
| Capital Outlay | 6000 | | | | |
| Library Books | 6300 | | | | 0 |
| Equipment | 6400 | | | | |
| Equipment - Additional | 6410 | | | | 0 |
| Equipment - Replacement | 6420 | | | | 0 |
| Total Equipment | | 0 | 0 | 0 | 0 |
| Total Capital Outlay | | 0 | 0 | 0 | 0 |
| Other Outgo | 7000 | | | | 0 |
| Total Exclusions | | 2,587,618 | 10,024,534 | 28,107 | 10,052,641 |
| Total for ECS 84362, 50% Law | | 58,312,803 | 115,369,631 | 3,481,422 | 118,851,053 |
| Percent of CEE (Instructional Salary Cost / Total CEE) | | 50.54% | 100.00% | | |
| 50% of Current Expense of Education | | | 57,684,816 | | |
| Nonexempted (Remaining) Deficiency from second preceding Fiscal Year | | | | | |
| Amount Required to be Expended for Salaries of Classroom Instructors | | 58,312,803 | 115,369,631 | 3,481,422 | 118,851,053 |
| Reconciliation to Unrestricted General Fund Expenditures | | | | | |
| Total Expenditures Prior to Exclusions | | 60,880,421 | 125,394,165 | 3,509,529 | 128,903,694 |
| Capital Expenditures | 6000 | 39,471 | 1,173,058 | | 1,173,058 |
| Equipment Replacement (Back out) | 6420 | | 0 | 0 | 0 |
| Total Unrestricted General Fund Expenditures | | 60,919,892 | 126,567,223 | 3,509,529 | 130,076,752 |

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 11 | 12 | 10 |
|--|----------------|------------------------------|----------------------------|--------------------------|
| | | General Fund Unrestricted | General Fund Restricted | General Fund COMBINED |
| ASSETS | | | | |
| Cash, Investments, and Receivables | 9100 | | | |
| Cash: | | | | |
| Awaiting Deposit and in Banks | 9111 | 306,773 | 71,685 | 378,458 |
| In County Treasury | 9112 | 35,466,031 | (384,372) | 35,081,659 |
| Cash With Fiscal Agents | 9113 | | | 0 |
| Revolving Cash Accounts | 9114 | 100,000 | | 100,000 |
| Investments (at cost) | 9120 | | | 0 |
| Accounts Receivable | 9130 | 23,090,886 | 5,837,723 | 28,928,609 |
| Due from Other Funds | 9140 | 2,885,968 | 9,602 | 2,895,570 |
| Inventories, Stores, and Prepaid Items | 9200 | | | |
| Inventories and Stores | 9210 | | | 0 |
| Prepaid Items | 9220 | 205,623 | 14,939 | 220,562 |
| TOTAL ASSETS | | 62,055,281 | 5,549,577 | 67,604,858 |
| LIABILITIES | | | | |
| Current Liabilities and Deferred Revenue | 9500 | | | |
| Accounts Payable | 9510 | 3,112,627 | 675,856 | 3,788,483 |
| Accrued Salaries and Wages Payable | 9520 | 7,194,089 | 1,620,580 | 8,814,669 |
| Compensated Absences Payable Current | 9530 | | | 0 |
| Due to Other Funds | 9540 | 4,035,244 | 15,391 | 4,050,635 |
| Temporary Loans | 9550 | | | 0 |
| Current Portion of Long-Term Debt | 9560 | | | 0 |
| Deferred Revenues | 9570 | 1,202,324 | 2,669,002 | 3,871,326 |
| TOTAL LIABILITIES | | 15,544,284 | 4,980,829 | 20,525,113 |

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 11 | 12 | 10 |
|---|----------------|------------------------------|----------------------------|--------------------------|
| | | General Fund Unrestricted | General Fund Restricted | General Fund COMBINED |
| FUND EQUITY | | | | |
| Fund Balance Reserved | 9710 | | | 0 |
| NonCash Assets | 9711 | 205,623 | 14,939 | 220,562 |
| Amounts Restricted by Law for Specific Purposes | 9712 | 1,210,928 | | 1,210,928 |
| Reserve for Encumbrances Credit | 9713 | 818,655 | | 818,655 |
| Reserve for Encumbrances Debit | 9714 | | | 0 |
| Reserve for Debt Services | 9715 | | | 0 |
| Total Reserved Fund Balance | | 2,235,206 | 14,939 | 2,250,145 |
| Designated Fund Balance | 9750 | | | |
| Commitments by Contract or Other Legal Obligation | 9751 | 7,428,885 | | 7,428,885 |
| Self Insurance Programs | 9752 | 1,183,049 | | 1,183,049 |
| Payments Resulting from Court Orders | 9753 | | | 0 |
| Specific Future Purposes | 9754 | 8,656,931 | 553,809 | 9,210,740 |
| Total Designated Fund Balance | | 17,268,865 | 553,809 | 17,822,674 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | 27,006,926 | | 27,006,926 |
| TOTAL FUND EQUITY | | 46,510,997 | 568,748 | 47,079,745 |
| TOTAL LIABILITIES AND FUND EQUITY | | 62,055,281 | 5,549,577 | 67,604,858 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

Governmental Funds Group

- 20 Debt Service Funds:**
- 21 Bond Interest and Redemption Fund**
- 22 Revenue Bond Interest and Redemption Fund**
- 29 Other Debt Service Fund**

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 21 Bond Interest and Redemption Fund | 22 Revenue Bond Interest and Redemption Fund | 29 Other Debt Service Fund |
|--|----------------|---|---|----------------------------------|
| ASSETS | | | | |
| Cash, Investments, and Receivables | 9100 | | | |
| Cash: | | | | |
| Awaiting Deposit and in Banks | 9111 | | | |
| In County Treasury | 9112 | 11,761,568 | | |
| Cash With Fiscal Agents | 9113 | | | |
| Investments (at cost) | 9120 | | | |
| Accounts Receivable | 9130 | | | |
| Due from Other Funds | 9140 | | | |
| TOTAL ASSETS | | 11,761,568 | 0 | 0 |
| LIABILITIES | | | | |
| Current Liabilities and Deferred Revenue | 9500 | | | |
| Accounts Payable | 9510 | | | |
| Accrued Salaries and Wages Payable | 9520 | | | |
| Compensated Absences Payable Current | 9530 | | | |
| Due to Other Funds | 9540 | | | |
| Temporary Loans | 9550 | | | |
| Current Portion of Long-Term Debt | 9560 | 4,417,344 | | |
| Deferred Revenues | 9570 | | | |
| TOTAL LIABILITIES | | 4,417,344 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

Governmental Funds Group

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 21 Bond Interest and Redemption Fund | 22 Revenue Bond Interest and Redemption Fund | 29 Other Debt Service Fund |
|---|----------------|---|---|----------------------------------|
| FUND EQUITY | | | | |
| Fund Balance Reserved | 9710 | | | |
| NonCash Assets | 9711 | | | |
| Amounts Restricted by Law for Specific Purposes | 9712 | | | |
| Reserve for Encumbrances Credit | 9713 | | | |
| Reserve for Encumbrances Debit | 9714 | | | |
| Reserve for Debt Services | 9715 | 7,344,224 | | |
| Total Reserved Fund Balance | | 7,344,224 | 0 | 0 |
| Designated Fund Balance | 9750 | | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | | |
| Self Insurance Programs | 9752 | | | |
| Payments Resulting from Court Orders | 9753 | | | |
| Specific Future Purposes | 9754 | | | |
| Total Designated Fund Balance | | 0 | 0 | 0 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | | |
| TOTAL FUND EQUITY | | 7,344,224 | 0 | 0 |
| TOTAL LIABILITIES AND FUND EQUITY | | 11,761,568 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 31 Bookstore Fund | 32 Cafeteria Fund | 33 Child Development Fund | 34 Farm Operation Fund | 35 Revenue Bond Project Fund | 39 Other Special Revenue Fund |
|--|----------------|----------------------|----------------------|------------------------------------|------------------------------|------------------------------------|-------------------------------------|
| ASSETS | | | | | | | |
| Cash, Investments, and Receivables | 9100 | | | | | | |
| Cash: | | | | | | | |
| Awaiting Deposit and in Banks | 9111 | 2,220,789 | | | | | |
| In County Treasury | 9112 | | | 623,761 | | | |
| Cash With Fiscal Agents | 9113 | | | | | | |
| Revolving Cash Accounts | 9114 | 10,310 | | | | | |
| Investments (at cost) | 9120 | | | | | | |
| Accounts Receivable | 9130 | 543,649 | | 576,579 | | | |
| Due from Other Funds | 9140 | | | 24,502 | | | |
| Inventories, Stores, and Prepaid Items | 9200 | | | | | | |
| Inventories and Stores | 9210 | 1,585,621 | | | | | |
| Prepaid Items | 9220 | | | | | | |
| TOTAL ASSETS | | 4,360,369 | 0 | 1,224,842 | 0 | 0 | 0 |
| LIABILITIES | | | | | | | |
| Current Liabilities and Deferred Revenue | 9500 | | | | | | |
| Accounts Payable | 9510 | 108,914 | | 177,861 | | | |
| Accrued Salaries and Wages Payable | 9520 | 92,895 | | 263,286 | | | |
| Compensated Absences Payable Current | 9530 | | | | | | |
| Due to Other Funds | 9540 | 458,187 | | 317,490 | | | |
| Temporary Loans | 9550 | | | | | | |
| Current Portion of Long-Term Debt | 9560 | | | | | | |
| Deferred Revenues | 9570 | | | 42,334 | | | |
| TOTAL LIABILITIES | | 659,996 | 0 | 800,971 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 31 Bookstore Fund | 32 Cafeteria Fund | 33 Child Development Fund | 34 Farm Operation Fund | 35 Revenue Bond Project Fund | 39 Other Special Revenue Fund |
|---|----------------|----------------------|----------------------|------------------------------------|------------------------------|------------------------------------|-------------------------------------|
| FUND EQUITY | | | | | | | |
| Fund Balance Reserved | 9710 | | | | | | |
| NonCash Assets | 9711 | 1,585,621 | | | | | |
| Amounts Restricted by Law for Specific Purposes | 9712 | | | | | | |
| Reserve for Encumbrances Credit | 9713 | | | 171,128 | | | |
| Reserve for Encumbrances Debit | 9714 | | | | | | |
| Reserve for Debt Services | 9715 | | | | | | |
| Total Reserved Fund Balance | | 1,585,621 | 0 | 171,128 | 0 | 0 | 0 |
| Designated Fund Balance | 9750 | | | | | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | | | | | |
| Self Insurance Programs | 9752 | | | | | | |
| Payments Resulting from Court Orders | 9753 | | | | | | |
| Specific Future Purposes | 9754 | 2,114,752 | | 252,743 | | | |
| Total Designated Fund Balance | | 2,114,752 | 0 | 252,743 | 0 | 0 | 0 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | | | | | |
| TOTAL FUND EQUITY | | 3,700,373 | 0 | 423,871 | 0 | 0 | 0 |
| TOTAL LIABILITIES AND FUND EQUITY | | 4,360,369 | 0 | 1,224,842 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

Governmental Funds Group

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 41 | 42 |
|--|----------------|---------------------------------|-----------------------------------|
| | | Capital Outlay Projects Fund | Revenue Bond Construction Fund |
| ASSETS | | | |
| Cash, Investments, and Receivables | 9100 | | |
| Cash: | | | |
| Awaiting Deposit and in Banks | 9111 | | |
| In County Treasury | 9112 | 19,609,312 | 98,927,758 |
| Cash With Fiscal Agents | 9113 | | |
| Revolving Cash Accounts | 9114 | | |
| Investments (at cost) | 9120 | | |
| Accounts Receivable | 9130 | 13,752 | 78,215 |
| Due from Other Funds | 9140 | 30,164 | |
| Inventories, Stores, and Prepaid Items | 9200 | | |
| Inventories and Stores | 9210 | | |
| Prepaid Items | 9220 | | 149,446 |
| TOTAL ASSETS | | 19,653,228 | 99,155,419 |
| LIABILITIES | | | |
| Current Liabilities and Deferred Revenue | 9500 | | |
| Accounts Payable | 9510 | 106,107 | 1,171,273 |
| Accrued Salaries and Wages Payable | 9520 | | |
| Compensated Absences Payable Current | 9530 | | |
| Due to Other Funds | 9540 | 9,404 | |
| Temporary Loans | 9550 | | |
| Current Portion of Long-Term Debt | 9560 | | |
| Deferred Revenues | 9570 | 1,410,564 | |
| TOTAL LIABILITIES | | 1,526,075 | 1,171,273 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

Governmental Funds Group

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 41 | 42 |
|---|----------------|---------------------------------|-----------------------------------|
| | | Capital Outlay Projects Fund | Revenue Bond Construction Fund |
| FUND EQUITY | | | |
| Fund Balance Reserved | 9710 | | |
| NonCash Assets | 9711 | | 149,446 |
| Amounts Restricted by Law for Specific Purposes | 9712 | | |
| Reserve for Encumbrances Credit | 9713 | 156,140 | 33,689,448 |
| Reserve for Encumbrances Debit | 9714 | | |
| Reserve for Debt Services | 9715 | | |
| Total Reserved Fund Balance | | 156,140 | 33,838,894 |
| Designated Fund Balance | 9750 | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | |
| Self Insurance Programs | 9752 | | |
| Payments Resulting from Court Orders | 9753 | | |
| Specific Future Purposes | 9754 | 17,971,013 | 64,145,252 |
| Total Designated Fund Balance | | 17,971,013 | 64,145,252 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | |
| TOTAL FUND EQUITY | | 18,127,153 | 97,984,146 |
| TOTAL LIABILITIES AND FUND EQUITY | | 19,653,228 | 99,155,419 |

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

COMBINED BALANCE SHEET

51 Bookstore Fund

53 Farm Operations Fund

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 51 | 52 | 53 | 59 |
|--|----------------|-------------------|-------------------|----------------------------|-----------------------------|
| | | Bookstore Fund | Cafeteria Fund | Farm Operations Fund | Other Enterprise Fund |
| ASSETS | | | | | |
| Cash, Investments, and Receivables | 9100 | | | | |
| Cash: | | | | | |
| Awaiting Deposit and in Banks | 9111 | | | | |
| In County Treasury | 9112 | | | | |
| Cash With Fiscal Agents | 9113 | | | | |
| Revolving Cash Accounts | 9114 | | | | |
| Investments (at cost) | 9120 | | | | |
| Accounts Receivable | 9130 | | | | |
| Due from Other Funds | 9140 | | | | |
| Inventories, Stores, and Prepaid Items | 9200 | | | | |
| Inventories and Stores | 9210 | | | | |
| Prepaid Items | 9220 | | | | |
| Fixed Assets | 9300 | | | | |
| Sites | 9310 | | | | |
| Site Improvements | 9320 | | | | |
| Accumulated Depreciation Site Improvements | 9321 | | | | |
| Buildings | 9330 | | | | |
| Accumulated Depreciation Buildings | 9331 | | | | |
| Library Books | 9340 | | | | |
| Equipment | 9350 | | | | |
| Accumulated Depreciation Equipment | 9351 | | | | |
| Work in Progress | 9360 | | | | |
| Total Fixed Assets | | 0 | 0 | 0 | 0 |
| TOTAL ASSETS | | 0 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 51 | 52 | 53 | 59 |
|---|----------------|-------------------|-------------------|----------------------------|-----------------------------|
| | | Bookstore Fund | Cafeteria Fund | Farm Operations Fund | Other Enterprise Fund |
| LIABILITIES | | | | | |
| Current Liabilities and Deferred Revenue | 9500 | | | | |
| Accounts Payable | 9510 | | | | |
| Accrued Salaries and Wages Payable | 9520 | | | | |
| Compensated Absences Payable Current | 9530 | | | | |
| Due to Other Funds | 9540 | | | | |
| Temporary Loans | 9550 | | | | |
| Current Portion of Long-Term Debt | 9560 | | | | |
| Deferred Revenues | 9570 | | | | |
| Total Current Liabilities and Deferred Revenue | | 0 | 0 | 0 | 0 |
| Long-Term Liabilities | 9600 | | | | |
| Bonds Payable | 9610 | | | | |
| Revenue Bonds Payable | 9620 | | | | |
| Certificates of Participation | 9630 | | | | |
| Lease Purchase of Capital Lease | 9640 | | | | |
| Compensated Absences Long Term | 9650 | | | | |
| Post-Employment Benefits Long Term | 9660 | | | | |
| Other Long-Term Liabilities | 9670 | | | | |
| Total Long-Term Liabilities | | 0 | 0 | 0 | 0 |
| TOTAL LIABILITIES | 968 | 0 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 51 | 52 | 53 | 59 |
|---|----------------|-------------------|-------------------|----------------------------|-----------------------------|
| | | Bookstore Fund | Cafeteria Fund | Farm Operations Fund | Other Enterprise Fund |
| FUND EQUITY | | | | | |
| Fund Balance Reserved | 9710 | | | | |
| NonCash Assets | 9711 | | | | |
| Amounts Restricted by Law for Specific Purposes | 9712 | | | | |
| Reserve for Encumbrances Credit | 9713 | | | | |
| Reserve for Encumbrances Debit | 9714 | | | | |
| Reserve for Debt Services | 9715 | | | | |
| Total Reserved Fund Balance | | 0 | 0 | 0 | 0 |
| Designated Fund Balance | 9750 | | | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | | | |
| Self Insurance Programs | 9752 | | | | |
| Payments Resulting from Court Orders | 9753 | | | | |
| Specific Future Purposes | 9754 | | | | |
| Total Designated Fund Balance | | 0 | 0 | 0 | 0 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | | | |
| Other Equity | 9800 | | | | |
| Contributed Capital | 9810 | | | | |
| Retained Earnings | 9850 | | | | |
| Investment in General Fixed Assets | 9890 | | | | |
| TOTAL FUND EQUITY | | 0 | 0 | 0 | 0 |
| TOTAL LIABILITIES AND FUND EQUITY | | 0 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 61 | 69 |
|--|----------------|---------------------|-----------------------------|
| | | Self-Insurance Fund | Other Internal Service Fund |
| ASSETS | | | |
| Cash, Investments, and Receivables | 9100 | | |
| Cash: | | | |
| Awaiting Deposit and in Banks | 9111 | 5,796 | 27,062,818 |
| In County Treasury | 9112 | 4,542,245 | |
| Cash With Fiscal Agents | 9113 | 75,000 | |
| Revolving Cash Accounts | 9114 | | |
| Investments (at cost) | 9120 | | 149,080 |
| Accounts Receivable | 9130 | 2,743 | 20,729 |
| Due from Other Funds | 9140 | 2,466,157 | 1,026,498 |
| Student Loans Receivable | 9150 | | |
| Inventories, Stores, and Prepaid Items | 9200 | | |
| Inventories and Stores | 9210 | | |
| Prepaid Items | 9220 | | |
| Fixed Assets | 9300 | | |
| Sites | 9310 | | |
| Site Improvements | 9320 | | |
| Accumulated Depreciation Site Improvements | 9321 | | |
| Buildings | 9330 | | |
| Accumulated Depreciation Buildings | 9331 | | |
| Library Books | 9340 | | |
| Equipment | 9350 | | |
| Accumulated Depreciation Equipment | 9351 | | |
| Work in Progress | 9360 | | |
| Total Fixed Assets | | 0 | 0 |
| TOTAL ASSETS | | 7,091,941 | 28,259,125 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

Proprietary Funds Group

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 61 | 69 |
|---|----------------|---------------------|-----------------------------|
| | | Self-Insurance Fund | Other Internal Service Fund |
| LIABILITIES | | | |
| Current Liabilities and Deferred Revenue | 9500 | | |
| Accounts Payable | 9510 | 14,254 | 2,253 |
| Accrued Salaries and Wages Payable | 9520 | 16,705 | |
| Compensated Absences Payable Current | 9530 | | |
| Due to Other Funds | 9540 | 32,295 | |
| Temporary Loans | 9550 | | |
| Current Portion of Long-Term Debt | 9560 | 684,502 | 43,949,329 |
| Deferred Revenues | 9570 | | |
| Total Current Liabilities and Deferred Revenue | | 747,756 | 43,951,582 |
| Long-Term Liabilities | 9600 | | |
| Bonds Payable | 9610 | | |
| Revenue Bonds Payable | 9620 | | |
| Certificates of Participation | 9630 | | |
| Lease Purchase of Capital Lease | 9640 | | |
| Compensated Absences Long Term | 9650 | | |
| Post-Employment Benefits Long Term | 9660 | | |
| Other Long-Term Liabilities | 9670 | | |
| Total Long-Term Liabilities | | 0 | 0 |
| TOTAL LIABILITIES | 968 | 747,756 | 43,951,582 |

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 61 | 69 |
|---|----------------|---------------------|-----------------------------|
| | | Self-Insurance Fund | Other Internal Service Fund |
| FUND EQUITY | | | |
| Fund Balance Reserved | 9710 | | |
| NonCash Assets | 9711 | | |
| Amounts Restricted by Law for Specific Purposes | 9712 | | (15,692,457) |
| Reserve for Encumbrances Credit | 9713 | 1,838 | |
| Reserve for Encumbrances Debit | 9714 | | |
| Reserve for Debt Services | 9715 | | |
| Total Reserved Fund Balance | | 1,838 | (15,692,457) |
| Designated Fund Balance | 9750 | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | |
| Self Insurance Programs | 9752 | 6,342,347 | |
| Payments Resulting from Court Orders | 9753 | | |
| Specific Future Purposes | 9754 | | |
| Total Designated Fund Balance | | 6,342,347 | 0 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | |
| Other Equity | 9800 | | |
| Contributed Capital | 9810 | | |
| Retained Earnings | 9850 | | |
| Investment in General Fixed Assets | 9890 | | |
| TOTAL FUND EQUITY | | 6,344,185 | (15,692,457) |
| TOTAL LIABILITIES AND FUND EQUITY | | 7,091,941 | 28,259,125 |

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 79 |
|--|----------------|--------------------------------------|---|--|--|---------------------------------------|--------------------------|--|---------------------|
| | | Associated Students Trust Fund | Student Representation Fee Trust Fund | Student Body Center Fee Trust Fund | Student Financial Aid Trust Fund | Scholarship and Loan Trust Fund | Investment Trust Fund | Deferred Compensation Trust Fund | Other Trust Fund |
| ASSETS | | | | | | | | | |
| Cash, Investments, and Receivables | 9100 | | | | | | | | |
| Cash: | | | | | | | | | |
| Awaiting Deposit and in Banks | 9111 | 358,068 | | | 15,852 | | | | 893,746 |
| In County Treasury | 9112 | | | | 1,646,047 | | | | |
| Cash With Fiscal Agents | 9113 | | | | | | | | |
| Revolving Cash Accounts | 9114 | | | | | | | | 1,540 |
| Investments (at cost) | 9120 | | | | | | | | |
| Accounts Receivable | 9130 | | | | 98,667 | | | | 303 |
| Due from Other Funds | 9140 | 6,651 | | | | | | | 533,427 |
| Student Loans Receivable | 9150 | | | | 217,670 | | | | |
| Inventories, Stores, and Prepaid Items | 9200 | | | | | | | | |
| Inventories and Stores | 9210 | | | | | | | | |
| Prepaid Items | 9220 | | | | | | | | |
| Fixed Assets | 9300 | | | | | | | | |
| Sites | 9310 | | | | | | | | |
| Site Improvements | 9320 | | | | | | | | |
| Accumulated Depreciation Site Improvements | 9321 | | | | | | | | |
| Buildings | 9330 | | | | | | | | |
| Accumulated Depreciation Buildings | 9331 | | | | | | | | |
| Library Books | 9340 | | | | | | | | |
| Equipment | 9350 | | | | | | | | |
| Accumulated Depreciation Equipment | 9351 | | | | | | | | |
| Work in Progress | 9360 | | | | | | | | |
| Total Fixed Assets | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ASSETS | | 364,719 | 0 | 0 | 1,978,236 | 0 | 0 | 0 | 1,429,016 |

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 71 Associated Students Trust Fund | 72 Student Representation Fee Trust Fund | 73 Student Body Center Fee Trust Fund | 74 Student Financial Aid Trust Fund | 75 Scholarship and Loan Trust Fund | 76 Investment Trust Fund | 77 Deferred Compensation Trust Fund | 79 Other Trust Fund |
|---|----------------|--|---|--|--|---|--------------------------------|--|---------------------------|
| LIABILITIES | | | | | | | | | |
| Current Liabilities and Deferred Revenue | 9500 | | | | | | | | |
| Accounts Payable | 9510 | | | | 78 | | | | 35,825 |
| Accrued Salaries and Wages Payable | 9520 | 146 | | | | | | | 58,851 |
| Compensated Absences Payable Current | 9530 | | | | | | | | |
| Due to Other Funds | 9540 | 34,138 | | | 646,579 | | | | 519,881 |
| Temporary Loans | 9550 | | | | | | | | |
| Current Portion of Long-Term Debt | 9560 | | | | | | | | |
| Deferred Revenues | 9570 | | | | 29,248 | | | | |
| Total Current Liabilities and Deferred Revenue | | 34,284 | 0 | 0 | 675,905 | 0 | 0 | 0 | 614,357 |
| Long-Term Liabilities | 9600 | | | | | | | | |
| Bonds Payable | 9610 | | | | | | | | |
| Revenue Bonds Payable | 9620 | | | | | | | | |
| Certificates of Participation | 9630 | | | | | | | | |
| Lease Purchase of Capital Lease | 9640 | | | | | | | | |
| Compensated Absences Long Term | 9650 | | | | | | | | |
| Post-Employment Benefits Long Term | 9660 | | | | | | | | |
| Other Long-Term Liabilities | 9670 | | | | | | | | |
| Total Long-Term Liabilities | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL LIABILITIES | 968 | 34,284 | 0 | 0 | 675,905 | 0 | 0 | 0 | 614,357 |

COMBINED BALANCE SHEET

For Year Ended June 30, 2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | CA (Object) | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 79 |
|--|----------------|--------------------------------------|---|--|--|---------------------------------------|--------------------------|--|---------------------|
| | | Associated Students Trust Fund | Student Representation Fee Trust Fund | Student Body Center Fee Trust Fund | Student Financial Aid Trust Fund | Scholarship and Loan Trust Fund | Investment Trust Fund | Deferred Compensation Trust Fund | Other Trust Fund |
| FUND EQUITY | | | | | | | | | |
| Fund Balance Reserved | 9710 | | | | | | | | |
| NonCash Assets | 9711 | | | | | | | | |
| Amounts Restricted by Law for Specific Purposes | 9712 | | | | 893,621 | | | | |
| Reserve for Encumbrances Credit | 9713 | 1,121 | | | | | | | 86,713 |
| Reserve for Encumbrances Debit | 9714 | | | | | | | | |
| Reserve for Debt Services | 9715 | | | | | | | | |
| Total Reserved Fund Balance | | 1,121 | 0 | 0 | 893,621 | 0 | 0 | 0 | 86,713 |
| Designated Fund Balance | 9750 | | | | | | | | |
| Commitments by Contract or Other Legal Obligation | 9751 | | | | | | | | |
| Self Insurance Programs | 9752 | | | | | | | | |
| Payments Resulting from Court Orders | 9753 | | | | | | | | |
| Specific Future Purposes | 9754 | 329,314 | | | 408,710 | | | | 727,946 |
| Total Designated Fund Balance | | 329,314 | 0 | 0 | 408,710 | 0 | 0 | 0 | 727,946 |
| Uncommitted(Unrestricted) Fund Balance | 9790 | | | | | | | | |
| Other Equity | 9800 | | | | | | | | |
| Contributed Capital | 9810 | | | | | | | | |
| Retained Earnings | 9850 | | | | | | | | |
| Investment in General Fixed Assets | 9890 | | | | | | | | |
| TOTAL FUND EQUITY | | 330,435 | 0 | 0 | 1,302,331 | 0 | 0 | 0 | 814,659 |
| TOTAL LIABILITIES AND FUND EQUITY | | 364,719 | 0 | 0 | 1,978,236 | 0 | 0 | 0 | 1,429,016 |

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2010-2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | Object Code | Fund S11 Unrestricted Actual | Fund S12 Restricted Actual | Fund S10 Total General Fund Actual |
|---|-------------|------------------------------------|----------------------------------|--|
| Federal Revenues | 8100 | | | |
| Forest Revenues | 8110 | | | 0 |
| Higher Education Act | 8120 | | 2,015,331 | 2,015,331 |
| Workforce Investment Act | 8130 | | 426,302 | 426,302 |
| Temporary Assistance for Needy Families (TANF) | 8140 | | 103,860 | 103,860 |
| Student Financial Aid | 8150 | | 8,963 | 8,963 |
| Veterans Education | 8160 | | | 0 |
| Vocational and Technical Education Act (VATEA) | 8170 | | 1,987,876 | 1,987,876 |
| Other Federal Revenues | 8190 | | 7,866,640 | 7,866,640 |
| Total Federal Revenues | 8100 | 0 | 12,408,972 | 12,408,972 |
| State Revenues | 8600 | | | |
| General Apportionments | 8610 | | | 0 |
| Apprenticeship Apportionment | 8611 | 1,389,973 | | 1,389,973 |
| State General Apportionment | 8612 | 89,168,017 | | 89,168,017 |
| Other General Apportionment | 8613 | 792,720 | | 792,720 |
| General Categorical Programs | 8620 | | | |
| Child Development | 8621 | | | 0 |
| Extended Opportunity Programs and Services(EOPS) | 8622 | | 1,280,830 | 1,280,830 |
| Disabled Students Programs and Services(DSPS) | 8623 | | 1,447,512 | 1,447,512 |
| Temporary Assistance for Needy Families (TANF) | 8624 | | | 0 |
| California Work Opportunity and Responsibility to Kids (CalWORKs) | 8625 | | 201,620 | 201,620 |
| Telecommunications and Technology Infrastructure Program (TTIP) | 8626 | | 26,002 | 26,002 |
| Other General Categorical Programs | 8627 | | 4,923,205 | 4,923,205 |

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2010-2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | Object Code | Fund S11 Unrestricted Actual | Fund S12 Restricted Actual | Fund S10 Total General Fund Actual |
|--|-------------|------------------------------|----------------------------|------------------------------------|
| Reimbursable Categorical Programs | 8650 | | | |
| Instructional Improvement Grant | 8651 | | | 0 |
| Other Reimbursable Categorical Programs | 8652 | | 1,573,513 | 1,573,513 |
| State Tax Subventions | 8670 | | | |
| Homeowners' Property Tax Relief | 8671 | 328,270 | | 328,270 |
| Timber Yield Tax | 8672 | | | 0 |
| Other State Tax Subventions | 8673 | | | 0 |
| State Non-Tax Revenues | 8680 | | | |
| State Lottery Proceeds | 8681 | 3,112,536 | 497,765 | 3,610,301 |
| State Mandated Costs | 8685 | 544,145 | | 544,145 |
| Other State Non-Tax Revenues | 8686 | | | 0 |
| Other State Revenues | 8690 | | | 0 |
| Total State Revenues | 8600 | 95,335,661 | 9,950,447 | 105,286,108 |

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2010-2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | Object Code | Fund S11 | Fund S12 | Fund S10 Total |
|---|-------------|---------------------|-------------------|---------------------|
| | | Unrestricted Actual | Restricted Actual | General Fund Actual |
| Local Revenues | 8800 | | | |
| Property Taxes | 8810 | | | |
| Tax Allocation, Secured Roll | 8811 | 36,047,336 | | 36,047,336 |
| Tax Allocation, Supplemental Roll | 8812 | 510,125 | | 510,125 |
| Tax Allocation, Unsecured Roll | 8813 | 1,506,106 | | 1,506,106 |
| Prior Years Taxes | 8816 | 1,203,277 | | 1,203,277 |
| Education Revenues Augmentation Fund (ERAF) | 8817 | 2,600,754 | | 2,600,754 |
| Redevelopment Agency Funds | 8818 | 86,550 | | 86,550 |
| Contributions, Gifts, Grants, and Endowments | 8820 | 67 | 33,858 | 33,925 |
| Contract Services | 8830 | | | |
| Contract Instructional Services | 8831 | | 21,796 | 21,796 |
| Other Contract Services | 8832 | | 3,850 | 3,850 |
| Sales and Commissions | 8840 | | | 0 |
| Rentals and Leases | 8850 | 326,037 | | 326,037 |
| Interest and Investment Income | 8860 | 322,963 | | 322,963 |
| Student Fees and Charges | 8870 | | | |
| Community Services Classes | 8872 | | | 0 |
| Dormitory | 8873 | | | 0 |
| Enrollment | 8874 | 6,248,695 | | 6,248,695 |
| Field Trips and Use of Nondistrict Facilities | 8875 | | | 0 |
| Health Services | 8876 | | 963,920 | 963,920 |
| Instructional Materials Fees and Sales of Materials | 8877 | | 94,401 | 94,401 |
| Insurance | 8878 | | | 0 |
| Student Records | 8879 | 90,121 | | 90,121 |
| Nonresident Tuition | 8880 | 1,971,055 | | 1,971,055 |
| Parking Services and Public Transportation | 8881 | | 927,902 | 927,902 |
| Other Student Fees and Charges | 8885 | 96,747 | | 96,747 |
| Other Local Revenues | 8890 | 37,096 | 305,301 | 342,397 |
| Total Local Revenues | 8800 | 51,046,929 | 2,351,028 | 53,397,957 |
| Total Revenues | | 146,382,590 | 24,710,447 | 171,093,037 |

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Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2010-2011

District ID: 870

Name: RANCHO SANTIAGO

| Description | Object Code | Fund S11 | Fund S12 | Fund S10 Total |
|---|-------------|---------------------|-------------------|---------------------|
| | | Unrestricted Actual | Restricted Actual | General Fund Actual |
| Other Financing Sources | 8900 | | | |
| Proceeds of General Fixed Assets | 8910 | 6,779 | | 6,779 |
| Proceeds of Long-Term Debt | 8940 | | | 0 |
| Incoming Transfers -- (8981/8982/8983) | 898# | 10,500 | | 10,500 |
| Total Other Financing Sources | 8900 | 17,279 | 0 | 17,279 |
| Total Revenues and Other Financing Sources | | 146,399,869 | 24,710,447 | 171,110,316 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|--|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|--------------------|
| | | Instructional | Non Instructional | | | | |
| Agriculture and Natual Resources | 0100 | | | | | | 0 |
| Architecture and Environmental Design | 0200 | | | | | | 0 |
| Environmental Sciences and Technologies | 0300 | | | | | | 0 |
| Biological Sciences | 0400 | 2,361,720 | 59,419 | 38,454 | 3,566 | | 2,463,159 |
| Business and Management | 0500 | 3,611,535 | 75,365 | 130,072 | 69,303 | | 3,886,275 |
| Communications | 0600 | 523,328 | 181,950 | 73,501 | 275,244 | | 1,054,023 |
| Computer and Information Science | 0700 | 1,195,834 | 58,871 | 43,112 | 80,772 | | 1,378,589 |
| Education | 0800 | 3,539,163 | 187,549 | 128,265 | 3,131 | | 3,858,108 |
| Engineering and Related Industrial Technology | 0900 | 1,644,218 | 131,635 | 1,226,018 | 454,779 | | 3,456,650 |
| Fine and Applied Arts | 1000 | 2,818,805 | 339,760 | 111,282 | 26,551 | | 3,296,398 |
| Foreign language | 1100 | 1,228,100 | 17,301 | 112 | | | 1,245,513 |
| Health | 1200 | 3,097,578 | 443,768 | 60,660 | 202,918 | | 3,804,924 |
| Consumer Education And Home Economics | 1300 | 1,032,385 | 26,557 | 15,865 | | | 1,074,807 |
| Law | 1400 | 158,765 | 13,556 | 4,177 | 2,400 | | 178,898 |
| Humanities(Letters) | 1500 | 6,719,410 | 324,196 | 1,803 | 2,762 | | 7,048,171 |
| Library Science | 1600 | 32,336 | 7,361 | | | | 39,697 |
| Mathematics | 1700 | 5,151,245 | 352,465 | 3,832 | 1,170 | | 5,508,712 |
| Military Studies | 1800 | | | | | | 0 |
| Physical Sciences | 1900 | 2,683,612 | 206,495 | 54,120 | | | 2,944,227 |
| Psychology | 2000 | 721,362 | 12,721 | 412 | | | 734,495 |
| Public Affairs and Services | 2100 | 3,871,181 | 205,724 | 2,872,954 | 1,157 | | 6,951,016 |
| Social Sciences | 2200 | 3,492,934 | 37,009 | 6,132 | 1,167 | | 3,537,242 |
| Commercial Services | 3000 | 5,473 | | 160,495 | | | 165,968 |
| Interdisciplinary Studies | 4900 | 12,562,776 | 2,242,918 | 1,327,204 | 119,435 | | 16,252,333 |
| Instruc Staff-Retirees' Bnfts & Retire Incents | 5900 | 2,567,618 | | | | | 2,567,618 |
| Sub-Total Instructional Activites | | 59,019,378 | 4,924,620 | 6,258,470 | 1,244,355 | | 71,446,823 |
| Total Expenditures for GF Activities* | | 59,409,408 | 70,966,629 | 20,902,794 | 2,885,151 | 2,057,832 | 156,221,814 |

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

4.2 (28)

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|--|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|------------|
| | | Instructional | Non Instructional | | | | |
| Instructional Administration and Governance | 6000 | | | | | | |
| Academic Administration | 6010 | 503 | 8,543,814 | 280,638 | 218,710 | | 9,043,665 |
| Course and Curriculum Development | 6020 | | 206,521 | 216,116 | | | 422,637 |
| Academic / Faculty Senate | 6030 | | 562,071 | | | | 562,071 |
| Other Instructional Administration & Governance | 6090 | | 109,480 | 33,070 | | | 142,550 |
| Total Instructional Admin. & Governance | | 503 | 9,421,886 | 529,824 | 218,710 | 0 | 10,170,923 |
| Instructional Support Services | 6100 | | | | | | |
| Learning Center | 6110 | 389,527 | 413,675 | 35,031 | 40,833 | | 879,066 |
| Library | 6120 | | 2,335,472 | 113,544 | 80,188 | | 2,529,204 |
| Media | 6130 | | 592,701 | 9,414 | 2,331 | | 604,446 |
| Museums and Galleries | 6140 | | | | | | 0 |
| Academic Information Systems and Technology | 6150 | | | 6,625 | 2,200 | | 8,825 |
| Other Instructional Support Services | 6190 | | 159,781 | 28,441 | 23,187 | | 211,409 |
| Total Instructional Support Services | | 389,527 | 3,501,629 | 193,055 | 148,739 | 0 | 4,232,950 |
| Admissions and Records | 6200 | | 4,292,982 | 65,844 | 18,530 | | 4,377,356 |
| Student Counseling and Guidance | 6300 | | | | | | |
| Counseling and Guidance | 6310 | | 6,118,783 | 21,600 | 9,560 | | 6,149,943 |
| Matriculation and Student Assessment | 6320 | | 513,768 | 58,879 | 16,428 | | 589,075 |
| Transfer Programs | 6330 | | 898,394 | 31,716 | | | 930,110 |
| Career Guidance | 6340 | | 406,225 | 33,259 | 26,503 | | 465,987 |
| Other Student Counseling and Guidance | 6390 | | | | | | 0 |
| Total Student Counseling and Guidance | | 0 | 7,937,170 | 145,454 | 52,491 | 0 | 8,135,115 |

4.2 (29)

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|---|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|------------|
| | | Instructional | Non Instructional | | | | |
| Other Student Services | 6400 | | | | | | |
| Cal Work Opportunity and Responsibility to Kids * | 6410 | | | | | | 0 |
| Disabled Student Programs and Services (DSPS) | 6420 | | 1,672,933 | 179,409 | | | 1,852,342 |
| Extended Opportunity Programs and Services (EOPS) | 6430 | | 1,450,686 | 34,923 | 8,337 | | 1,493,946 |
| Health Services | 6440 | | 1,107,455 | 76,147 | 16,807 | | 1,200,409 |
| Student Personnel Administration | 6450 | | 356,911 | | | | 356,911 |
| Financial Aid Administration | 6460 | | 2,214,769 | 103,311 | 31,035 | | 2,349,115 |
| Job Placement Services | 6470 | | 957,202 | 2,838 | 1,184 | | 961,224 |
| Veterans Services | 6480 | | | 1,276 | | | 1,276 |
| Miscellaneous Student Services | 6490 | | 4,287,606 | 1,523,045 | 71,204 | | 5,881,855 |
| Total Other Student Services | | 0 | 12,047,562 | 1,920,949 | 128,567 | 0 | 14,097,078 |
| Operation and maintenance of Plant | 6500 | | | | | | |
| Building Maintenance and Repairs | 6510 | | 1,076,861 | 813,024 | 16,237 | | 1,906,122 |
| Custodial Services | 6530 | | 3,279,618 | 359,372 | 2,769 | | 3,641,759 |
| Grounds Maintenance and Repairs | 6550 | | 417,593 | 367,352 | 959 | | 785,904 |
| Utilities | 6570 | | | 3,561,773 | | | 3,561,773 |
| Other Operations and Maintenance of Plant | 6590 | | | 21,171 | | | 21,171 |
| Total Operation and Maintenance of Plant | 6500 | 0 | 4,774,072 | 5,122,692 | 19,965 | 0 | 9,916,729 |
| Planning, Policymaking and Coordinations | 6600 | | 2,179,584 | 484,634 | 919 | | 2,665,137 |

* California Work Opportunity and Responsibility to Kids (CalWORKs).

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Expend by Non-Instructional Activity
S10 General Fund - Combined
(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|---|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|-------------------|
| | | Instructional | Non Instructional | | | | |
| General Institutional Support Services | 6700 | | | | | | |
| Community Relations | 6710 | | 327,031 | 15,924 | 658 | | 343,613 |
| Fiscal Operations | 6720 | | 2,655,089 | 324,258 | 2,773 | | 2,982,120 |
| Human Resources Management | 6730 | | 1,044,521 | 166,611 | | | 1,211,132 |
| Noninstruct Staff Retirees' Benefits & Retirement * | 6740 | | 2,498,433 | | | | 2,498,433 |
| Staff Development | 6750 | | 142,779 | 392,494 | 46,922 | | 582,195 |
| Staff Diversity | 6760 | | | 16,482 | | | 16,482 |
| Logistical Services | 6770 | | 2,846,941 | 1,906,982 | 27,384 | | 4,781,307 |
| Management Information Systems | 6780 | | 5,336,375 | 2,206,235 | 888,918 | | 8,431,528 |
| Other General Institutional Support Services | 6790 | | 1,759,467 | 465,176 | 71,551 | | 2,296,194 |
| Total General Institutional Support Services | 6700 | 0 | 16,610,636 | 5,494,162 | 1,038,206 | 0 | 23,143,004 |
| Community Services & Economic Development | 6800 | | | | | | 0 |
| Community Recreation | 6810 | | | | | | |
| Community Service Classes | 6820 | | | 1,593 | | | 1,593 |
| Community Use of Facilities | 6830 | | 202,112 | | | | 202,112 |
| Economic Development | 6840 | | 1,854,416 | 279,935 | 11,113 | | 2,145,464 |
| Other Community Services & Economic Development | 6880 | | 376,380 | 124,185 | | | 500,565 |
| Total Community Services | 6800 | 0 | 2,432,908 | 405,713 | 11,113 | 0 | 2,849,734 |

* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

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CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|--------------------------------------|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|------------------|
| | | Instructional | Non Instructional | | | | |
| Ancillary Services | 6900 | | | | | | 30,688 |
| Bookstore | 6910 | | 30,688 | | | | 0 |
| Child Development Centers | 6920 | | | | | | 0 |
| Farm Operations | 6930 | | | | | | 0 |
| Food Services | 6940 | | | | | | 0 |
| Parking | 6950 | | 939,659 | 71,348 | | | 1,011,007 |
| Student and Co-Curricular Activities | 6960 | | 362,163 | 87,832 | | | 449,995 |
| Student Housing | 6970 | | | | | | 0 |
| Other Ancillary Services | 6990 | | 579,398 | | | | 579,398 |
| Total Ancillary Services | 6900 | 0 | 1,911,908 | 159,180 | 0 | 0 | 2,071,088 |
| Auxiliary Operations | 7000 | | | | | | |
| Contract Education | 7010 | | 9,328 | 41,556 | 2,256 | | 53,140 |
| Other Auxiliary Operations | 7090 | | 391,030 | 110 | | | 391,140 |
| Total Auxiliary Operations | 7000 | 0 | 400,358 | 41,666 | 2,256 | 0 | 444,280 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Salaries and Benefits | | Operating Expenses (4000 - 5000) | Capital Outlay (6000) | Other Outgo (7000) | Total |
|--|---------------|-----------------------|-------------------|-------------------------------------|--------------------------|-----------------------|-------------|
| | | Instructional | Non Instructional | | | | |
| Physical Property and Related Acquisitions | 7100 | | 531,314 | 81,151 | 1,300 | | 613,765 |
| Long-Term Debt and Other Financing | 7200 | | | | | | |
| Long_Term Debt | 7210 | | | | | | 0 |
| Tax revenue Anticipation Notes | 7220 | | | | | | 0 |
| Other Financing | 7290 | | | | | | 0 |
| Total Long-Term Debt and Other Financing | 7200 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers, Student Aid and Other Outgo | 7300 | | | | | | |
| Transfers | 7310 | | | | | 1,521,041 | 1,521,041 |
| Student Aid | 7320 | | | | | 536,791 | 536,791 |
| Other Outgo | 7330 | | | | | | 0 |
| Total Transfers, Student Aid and Other Outgo | 7300 | 0 | 0 | 0 | 0 | 2,057,832 | 2,057,832 |
| Sub-Total Non-Instructional Activities | | 390,030 | 66,042,009 | 14,644,324 | 1,640,796 | 2,057,832 | 84,774,991 |
| Total Expenditures General Fund: activities * | | 59,409,408 | 70,966,629 | 20,902,794 | 2,885,151 | 2,057,832 | 156,221,814 |

* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

DISTRICT NAME: RANCHO SANTIAGO

| | | | | |
|-----|---|-----------|-----|---------------|
| i. | 2011-2012 Appropriations Limit | | | |
| A. | 2010-2011 Appropriations Limit: | | | \$218,964,207 |
| B. | 2011-2012 Price Factor: | 1.0251 | | |
| C. | Population factor: | | | |
| 1. | 2009-2010 Second Period Actual FTES | 30,319.18 | | |
| 2. | 2010-2011 Second Period Actual FTES | 30,478.73 | | |
| 3. | 2010-2011 Population change factor (C2/C1) | 1.0053 | | |
| D. | 2010-2011 Limit adjusted by inflation and population factors (A * B * C.3) | | | \$225,649,848 |
| E. | Adjustments to increase limit: | | | |
| 1. | Transfers in of financial responsibility | | \$0 | |
| 2. | Temporary voter approved increases | | 0 | |
| 3. | Total adjustments - increase | | | 0 |
| | Sub-Total (D + E.3) | | | \$225,649,848 |
| F. | Adjustments to decrease limit: | | | |
| 1. | Transfers out of financial responsibility | | \$0 | |
| 2. | Lapses of voter approved increases | | 0 | |
| 3. | Total adjustments - decrease | | | 0 |
| G. | 2011-2012 Appropriations Limit (D + E.3 - F.3) | | | \$225,649,848 |
| ii. | 2011-2012 Appropriations Subject to Limit: | | | |
| A. | State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) | | | 79,811,896 |
| B. | State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) | | | 349,722 |
| C. | Local Property taxes | | | 40,778,405 |
| D. | Estimated excess Debt Service taxes | | | 0 |
| E. | Estimated Parcel taxes, Square Foot taxes, etc. | | | 0 |
| F. | Interest on proceeds of taxes | | | 75,536 |
| G. | Local appropriations from taxes for unreimbursed State, court, and federal mandates | | | 700,766 |
| H. | 2011-2012 Appropriations Subject to Limit | | | \$120,314,793 |

For Actual Year: 2010-2011

Budget Year: 2011-2012

General Fund

| Description | Object Code | Fund: 11 | | Fund: 12 | | Fund: 10 | |
|---|-------------|----------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| | | UNRESTRICTED SUBFUND | | RESTRICTED SUBFUND | | TOTAL | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | | | 12,408,972 | 10,111,452 | 12,408,972 | 10,111,452 |
| State Revenues | 8600 | 95,335,661 | 84,216,096 | 9,950,447 | 12,133,265 | 105,286,108 | 96,349,361 |
| Local Revenues | 8800 | 51,046,929 | 51,269,560 | 2,351,028 | 2,300,811 | 53,397,957 | 53,570,371 |
| Total Revenues | | 146,382,590 | 135,485,656 | 24,710,447 | 24,545,528 | 171,093,037 | 160,031,184 |
| EXPENDITURES: | | | | | | | |
| Academic Salaries | 1000 | 55,159,225 | 54,003,453 | 5,674,944 | 4,380,349 | 60,834,169 | 58,383,802 |
| Classified Salaries | 2000 | 27,141,380 | 29,451,600 | 8,073,925 | 7,903,031 | 35,215,305 | 37,354,631 |
| Employee Benefits | 3000 | 30,546,733 | 37,061,888 | 3,779,830 | 3,508,656 | 34,326,563 | 40,570,544 |
| Supplies and Materials | 4000 | 1,072,878 | 1,141,774 | 1,378,776 | 1,665,915 | 2,451,654 | 2,807,689 |
| Other Operating Expenses and Services | 5000 | 14,983,476 | 19,596,246 | 3,467,664 | 5,585,030 | 18,451,140 | 25,181,276 |
| Capital Outlay | 6000 | 1,173,058 | 1,072,848 | 1,712,093 | 1,555,897 | 2,885,151 | 2,628,745 |
| Total Expenditures | | 130,076,750 | 142,327,809 | 24,087,232 | 24,598,878 | 154,163,982 | 166,926,687 |
| Excess /(Deficiency) of Revenues over Expenditures | | 16,305,840 | (6,842,153) | 623,215 | (53,350) | 16,929,055 | (6,895,503) |
| Other Financing Sources | 8900 | 17,279 | 16,500 | | | 17,279 | 16,500 |
| Other Outgo | 7000 | 1,596,948 | 1,521,041 | 460,884 | 512,137 | 2,057,832 | 2,033,178 |
| Net Increase/(Decrease) in Fund Balance | | 14,726,171 | (8,346,694) | 162,331 | (565,487) | 14,888,502 | (8,912,181) |
| BEGINNING FUND BALANCE: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 31,418,493 | 46,173,393 | 772,383 | 905,985 | 32,190,876 | 47,079,378 |
| Prior Years Adjustments | 9020 | 28,729 | | (28,729) | | 0 | |
| Adjusted Beginning Balance | 9030 | 31,447,222 | | 743,654 | | 32,190,876 | |
| Ending Fund Balance, June 30 | | 46,173,393 | 37,826,699 | 905,985 | 340,498 | 47,079,378 | 38,167,197 |

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2010-2011

Budget Year: 2011-2012

DEBT SERVICE FUNDS

| Description | Object Code | Fund: 21 | | Fund: 22 | | Fund: 29 | |
|--|------------------------|-----------------------------------|---------------------|---|----------|-------------------------|----------|
| | | BOND INTEREST AND REDEMPTION FUND | | REVENUE BOND INTEREST AND REDEMPTION FUND | | OTHER DEBT SERVICE FUND | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | | | | | | |
| State Revenues | 8600 | 145,681 | | | | | |
| Local Revenues | 8800 | 18,141,163 | 18,232,589 | | | | |
| Total Revenues | | 18,286,844 | 18,232,589 | 0 | 0 | 0 | 0 |
| Other Financing Sources | 8900 | | | | | | |
| Interfund Transfers In | 8981 | | | | | | |
| Other Incoming Transfers | 8983 | | | | | | |
| Total Other Financing Sources | | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Outgo | 7000 | | | | | | |
| Debt Retirement (Long Term Debt) | 7100 | | | | | | |
| Debt Reduction | 7110 | 3,747,722 | 4,787,365 | | | | |
| Debt Interest and Other Service Charges | 7120 | 12,869,502 | 12,844,811 | | | | |
| Transfers Outgoing | 7300 & 7400 | | | | | | |
| Reserve for Contingencies | 7900 | | | | | | |
| Total Other Outgo | 7000 | 16,617,224 | 17,632,176 | 0 | 0 | 0 | 0 |
| Net Other Financing Sources / (Other Outgo) | 8900 & 7000 | (16,617,224) | (17,632,176) | 0 | 0 | 0 | 0 |
| Net Increase/Decrease in Fund Balance | | 1,669,620 | 600,413 | 0 | 0 | 0 | 0 |
| BEGINNING FUND BALANCE: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 5,674,604 | 7,344,224 | | 0 | | 0 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 5,674,604 | | | 0 | | 0 |
| Ending Fund Balance, June 30 | | 7,344,224 | 7,944,637 | 0 | 0 | 0 | 0 |

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

Governmental Funds Group

30 Special Revenue Funds -- Part 1

870 RANCHO SANTIAGO

For Actual Year: 2010-2011

Budget Year: 2011-2012

Special Revenue Funds

| Description | Object Code | FUND: 31 | | FUND 32 | | FUND 33 | |
|---|-------------|----------------|-----------|----------------|--------|------------------------|-----------|
| | | BOOKSTORE FUND | | CAFETERIA FUND | | CHILD DEVELOPMENT FUND | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | | | | | 2,625,456 | 1,083,552 |
| State Revenues | 8600 | | | | | 4,013,239 | 3,344,112 |
| Local Revenues | 8800 | 6,193,594 | 7,052,000 | | | 250,261 | 551,706 |
| Total Income | | 6,193,594 | 7,052,000 | 0 | 0 | 6,888,956 | 4,979,370 |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | 2,214,796 | 1,851,787 |
| Classified Salaries | 2000 | 845,207 | 959,319 | | | 1,375,226 | 1,074,617 |
| Employee Benefits | 3000 | 273,123 | 303,421 | | | 1,462,692 | 1,210,169 |
| Supplies and Materials | 4000 | 4,468,959 | 5,900,000 | | | 315,512 | 247,281 |
| Other Operating Expenses and Services | 5000 | 302,275 | 225,000 | | | 1,184,514 | 355,706 |
| Capital Outlay | 6000 | 208,696 | 50,000 | | | 154,893 | 24,205 |
| Total Expenditures | | 6,098,260 | 7,437,740 | 0 | 0 | 6,707,633 | 4,763,765 |
| Excess /(Deficiency) of Revenues over Expenditures | | 95,334 | (385,740) | 0 | 0 | 181,323 | 215,605 |
| Other Financing Sources | 8900 | | | | | 147,022 | 147,022 |
| Other Outgo | 7000 | 172,000 | 150,694 | | | 89,687 | 117,120 |
| Net Increase/(Decrease) in Fund Balance | | (76,666) | (536,434) | 0 | 0 | 238,658 | 245,507 |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 3,777,039 | 3,700,373 | | | 0 | 185,213 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 3,777,039 | | 0 | | 185,213 | |
| Ending Fund Balance, June 30 | | 3,700,373 | 3,163,939 | 0 | 0 | 423,871 | 669,378 |

4.2 (37)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Special Revenue Funds

| Description | Object Code | FUND: 34 | | FUND 35 | | FUND 39 | |
|---|-------------|---------------------|--------|---------------------------|--------|----------------------------|--------|
| | | FARM OPERATION FUND | | REVENUE BOND PROJECT FUND | | OTHER SPECIAL REVENUE FUND | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | | | | | | |
| State Revenues | 8600 | | | | | | |
| Local Revenues | 8800 | | | | | | |
| Total Income | | 0 | 0 | 0 | 0 | 0 | 0 |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | | | | | | |
| Employee Benefits | 3000 | | | | | | |
| Supplies and Materials | 4000 | | | | | | |
| Other Operating Expenses and Services | 5000 | | | | | | |
| Capital Outlay | 6000 | | | | | | |
| Total Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 |
| Excess /(Deficiency) of Revenues over Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Financing Sources | 8900 | | | | | | |
| Other Outgo | 7000 | | | | | | |
| Net Increase/(Decrease) in Fund Balance | | 0 | 0 | 0 | 0 | 0 | 0 |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | | 0 | | 0 | | 0 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 0 | | 0 | | 0 | |
| Ending Fund Balance, June 30 | | 0 | 0 | 0 | 0 | 0 | 0 |

For Actual Year: 2010-2011

Budget Year: 2011-2012

Capital Projects Funds

| Description | Object Code | FUND: 41 | | FUND 42 | |
|---|-------------|------------------------------|--------------------|--------------------------------|---------------------|
| | | CAPITAL QUTLAY PROJECTS FUND | | REVENUE BOND CONSTRUCTION FUND | |
| | | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | |
| Federal Revenues | 8100 | | | | |
| State Revenues | 8600 | 810,504 | 1,210,042 | | |
| Local Revenues | 8800 | 2,640,006 | 2,638,276 | 674,069 | 1,150,151 |
| Total Income | | 3,450,510 | 3,848,318 | 674,069 | 1,150,151 |
| Expenditures | | | | | |
| Academic Salaries | 1000 | | | | |
| Classified Salaries | 2000 | | | | |
| Employee Benefits | 3000 | | | | |
| Supplies and Materials | 4000 | 3,511 | 3,000 | | |
| Other Operating Expenses and Services | 5000 | 1,162,987 | 303,464 | 113,358 | 85,000 |
| Capital Outlay | 6000 | 1,834,202 | 7,232,742 | 21,843,378 | 87,947,548 |
| Total Expenditures | | 3,000,700 | 7,539,206 | 21,956,736 | 88,032,548 |
| Excess /(Deficiency) of Revenues over Expenditures | | 449,810 | (3,690,888) | (21,282,667) | (86,882,397) |
| Other Financing Sources | 8900 | 1,374,019 | 1,374,019 | | |
| Other Outgo | 7000 | | | | |
| Net Increase/(Decrease) in Fund Balance | | 1,823,829 | (2,316,869) | (21,282,667) | (86,882,397) |
| Beginning Fund Balance: | | | | | |
| Net Beginning Balance, July 1 | 9010 | 16,303,323 | 18,127,152 | 119,266,813 | 97,984,146 |
| Prior Years Adustments | 9020 | | | | |
| Adjusted Beginning Balance | 9030 | 16,303,323 | | 119,266,813 | |
| Ending Fund Balance, June 30 | | 18,127,152 | 15,810,283 | 97,984,146 | 11,101,749 |

4.2 (39)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Enterprise Funds

| Description | Object Code | FUND: 51 | | FUND 52 | | FUND 53 | |
|--|-------------|----------------|--------|----------------|--------|-----------------|--------|
| | | BOOKSTORE FUND | | CAFETERIA FUND | | FARM OPERATIONS | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Local Revenues | 8800 | | | | | | |
| Other Financing Sources | 8900 | | | | | | |
| Total Income | | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost of Sales | 5890 | | | | | | |
| Gross Profit or Loss | | 0 | 0 | 0 | 0 | 0 | 0 |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | | | | | | |
| Employee Benefits | 3000 | | | | | | |
| Supplies and Materials | 4000 | | | | | | |
| Other Operating Expenses and Services | 5000 | | | | | | |
| Capital Outlay | 6000 | | | | | | |
| Total Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Profit or Loss | | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Outgo | 7000 | | | | | | |
| Net Increase/(Decrease) in Fund Balance | | 0 | 0 | 0 | 0 | 0 | 0 |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | | 0 | | 0 | | 0 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 0 | | 0 | | 0 | |
| Ending Fund Balance, June 30 | | 0 | 0 | 0 | 0 | 0 | 0 |

4.2 (40)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Enterprise Funds

| Description | Object | FUND: 59 | | | | | |
|--|--------|-----------------------|--------|--|--|--|--|
| | Code | OTHER ENTERPRISE FUND | | | | | |
| | | Actual | Budget | | | | |
| REVENUES: | | | | | | | |
| Local Revenues | 8800 | | | | | | |
| Other Financing Sources | 8900 | | | | | | |
| Total Income | | 0 | 0 | | | | |
| Cost of Sales | 5890 | | | | | | |
| Gross Profit or Loss | | 0 | 0 | | | | |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | | | | | | |
| Employee Benefits | 3000 | | | | | | |
| Supplies and Materials | 4000 | | | | | | |
| Other Operating Expenses and Services | 5000 | | | | | | |
| Capital Outlay | 6000 | | | | | | |
| Total Expenditures | | 0 | 0 | | | | |
| Net Profit or Loss | | 0 | 0 | | | | |
| Other Outgo | 7000 | | | | | | |
| Net Increase/(Decrease) in Fund Balance | | 0 | 0 | | | | |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | | 0 | | | | |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 0 | | | | | |
| Ending Fund Balance, June 30 | | 0 | 0 | | | | |

4.2 (41)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Internal Service Funds

| Description | Object Code | FUND: 61 | | FUND 69 | | | |
|--|-------------|---------------------|------------------|------------------------------|---------------------|--|--|
| | | SELF-INSURANCE FUND | | OTHER INTERNAL SERVICES FUND | | | |
| | | Actual | Budget | Actual | Budget | | |
| REVENUES: | | | | | | | |
| Local Revenues | 8800 | 3,679,099 | 3,928,864 | 6,871,048 | 7,236,508 | | |
| Other Financing Sources | 8900 | | | | | | |
| Total Income | | 3,679,099 | 3,928,864 | 6,871,048 | 7,236,508 | | |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | 148,148 | 133,068 | | | | |
| Employee Benefits | 3000 | 70,527 | 76,096 | 7,892,696 | 7,892,696 | | |
| Supplies and Materials | 4000 | 79 | 5,889 | | | | |
| Other Operating Expenses and Services | 5000 | 2,645,672 | 3,438,702 | 27,277 | 30,000 | | |
| Capital Outlay | 6000 | | 69,796 | | | | |
| Total Expenditures | | 2,864,426 | 3,723,551 | 7,919,973 | 7,922,696 | | |
| Net Profit or Loss | | 814,673 | 205,313 | (1,048,925) | (686,188) | | |
| Other Outgo | 7000 | 10,500 | 10,500 | | | | |
| Net Increase/(Decrease) in Fund Balance | | 804,173 | 194,813 | (1,048,925) | (686,188) | | |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 5,540,012 | 6,344,185 | (14,643,532) | (15,692,457) | | |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 5,540,012 | | (14,643,532) | | | |
| Ending Fund Balance, June 30 | | 6,344,185 | 6,538,998 | (15,692,457) | (16,378,645) | | |

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2010-2011

Budget Year: 2011-2012

Fiduciary Funds Group

| Description | Object | FUND: 71 | | FUND 72 | | FUND 73 | |
|---|--------|--------------------------------|----------|-------------------------------|--------|----------------------------|--------|
| | Code | ASSOCIATED STUDENTS TRUST FUND | | REPRESENTATION FEE TRUST FUND | | BODY CENTER FEE TRUST FUND | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | | | | | | |
| State Revenues | 8600 | | | | | | |
| Local Revenues | 8800 | 83,711 | 93,300 | | | | |
| Total Income | | 83,711 | 93,300 | 0 | 0 | 0 | 0 |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | 10,220 | 16,420 | | | | |
| Employee Benefits | 3000 | 347 | 4,330 | | | | |
| Supplies and Materials | 4000 | | | | | | |
| Other Operating Expenses and Services | 5000 | 96,375 | 86,550 | | | | |
| Capital Outlay | 6000 | | | | | | |
| Total Expenditures | | 106,942 | 107,300 | 0 | 0 | 0 | 0 |
| Excess /(Deficiency) of Revenues over Expenditures | | (23,231) | (14,000) | 0 | 0 | 0 | 0 |
| Other Financing Sources | 8900 | | | | | | |
| Other Outgo | 7000 | | | | | | |
| Net Increase/(Decrease) in Fund Balance | | (23,231) | (14,000) | 0 | 0 | 0 | 0 |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 353,666 | 330,435 | | 0 | | 0 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 353,666 | | 0 | | 0 | |
| Ending Fund Balance, June 30 | | 330,435 | 316,435 | 0 | 0 | 0 | 0 |

4.2 (43)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Fiduciary Funds Group

| Description | Object Code | FUND: 74 | | FUND 75 | | FUND 76 | |
|---|-------------|--------------------------|-------------------|-------------------------------|--------|-----------------------|--------|
| | | FINANCIAL AID TRUST FUND | | SCHOLARSHIP & LOAN TRUST FUND | | INVESTMENT TRUST FUND | |
| | | Actual | Budget | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | | | |
| Federal Revenues | 8100 | 22,229,155 | 21,132,067 | | | | |
| State Revenues | 8600 | 924,397 | 911,911 | | | | |
| Local Revenues | 8800 | 15,421 | 33,098 | | | | |
| Total Income | | 23,168,973 | 22,077,076 | 0 | 0 | 0 | 0 |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | | | |
| Classified Salaries | 2000 | | | | | | |
| Employee Benefits | 3000 | | | | | | |
| Supplies and Materials | 4000 | | | | | | |
| Other Operating Expenses and Services | 5000 | 71,581 | 143,925 | | | | |
| Capital Outlay | 6000 | | | | | | |
| Total Expenditures | | 71,581 | 143,925 | 0 | 0 | 0 | 0 |
| Excess /(Deficiency) of Revenues over Expenditures | | 23,097,392 | 21,933,151 | 0 | 0 | 0 | 0 |
| Other Financing Sources | 8900 | | | | | | |
| Other Outgo | 7000 | 23,159,158 | 22,053,365 | | | | |
| Net Increase/(Decrease) in Fund Balance | | (61,766) | (120,214) | 0 | 0 | 0 | 0 |
| Beginning Fund Balance: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | 1,364,097 | 1,302,331 | | 0 | | 0 |
| Prior Years Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 1,364,097 | | 0 | | 0 | |
| Ending Fund Balance, June 30 | | 1,302,331 | 1,182,117 | 0 | 0 | 0 | 0 |

4.2 (44)

For Actual Year: 2010-2011

Budget Year: 2011-2012

Fiduciary Funds Group

| Description | Object Code | FUND: 77 | | FUND 79 | |
|---|-------------|----------------------------------|--------|-------------------|-----------|
| | | DEFERRED COMPENSATION TRUST FUND | | OTHER TRUST FUNDS | |
| | | Actual | Budget | Actual | Budget |
| REVENUES: | | | | | |
| Federal Revenues | 8100 | | | | |
| State Revenues | 8600 | | | | |
| Local Revenues | 8800 | | | 1,639,043 | 1,762,300 |
| Total Income | | 0 | 0 | 1,639,043 | 1,762,300 |
| Expenditures | | | | | |
| Academic Salaries | 1000 | | | | |
| Classified Salaries | 2000 | | | 469,457 | 500,000 |
| Employee Benefits | 3000 | | | 131,180 | 143,800 |
| Supplies and Materials | 4000 | | | | 500 |
| Other Operating Expenses and Services | 5000 | | | 826,580 | 1,197,833 |
| Capital Outlay | 6000 | | | 107,775 | 125,000 |
| Total Expenditures | | 0 | 0 | 1,535,002 | 1,967,133 |
| Excess /(Deficiency) of Revenues over Expenditures | | 0 | 0 | 104,041 | (204,833) |
| Other Financing Sources | 8900 | | | 172,000 | 150,694 |
| Other Outgo | 7000 | | | | |
| Net Increase/(Decrease) in Fund Balance | | 0 | 0 | 276,041 | (54,139) |
| Beginning Fund Balance: | | | | | |
| Net Beginning Balance, July 1 | 9010 | | 0 | 538,618 | 814,659 |
| Prior Years Adjustments | 9020 | | | | |
| Adjusted Beginning Balance | 9030 | 0 | | 538,618 | |
| Ending Fund Balance, June 30 | | 0 | 0 | 814,659 | 760,520 |

4.2 (45)

SUPPLEMENTAL DATA

For Actual Year: 2010-2011

District ID: 870

Name: RANCHO SANTIAGO

| Fund Number In | Fund Name | Fund Number Out | Fund Name | Amount Transferred |
|----------------|------------------------------|-----------------|----------------------|--------------------|
| 33 | CHILD DEVELOPMENT FUND | 11 | UNRESTRICTED SUBFUND | 147,022 |
| 41 | CAPITAL OUTLAY PROJECTS FUND | 11 | UNRESTRICTED SUBFUND | 1,374,019 |
| 79 | OTHER TRUST FUNDS | 31 | BOOKSTORE FUND | 172,000 |
| 11 | UNRESTRICTED SUBFUND | 61 | SELF-INSURANCE FUND | 10,500 |

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds
Lottery Actual Report
L10 GENERAL FUND

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Unrestricted | | | Restricted Prop 20 | | Total |
|---|---------------|---|---|---|---|-----------------------|-----------|
| | | Instructional & Institutional Unrestricted | Instructional Activities (AC 0100-5900) | Support Activities (AC 6000-6700) | Support Activities (AC 6800-7390) | Total Unrestricted | |
| Lottery Adjustments and Proceeds: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | | | | | 242,688 | |
| Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | 0 | | | | 242,688 | |
| Actual Fiscal Year Data | | | | | | | |
| State Lottery Proceeds: | 8681 | | 3,112,536 | | | 497,765 | |
| Instructional & Institutional Unrestricted | | | | | | | |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | 0 | | 0 |
| Classified Salaries | 2000 | | | | 0 | | 0 |
| Employee Benefits | 3000 | | | | 0 | | 0 |
| Supplies & Materials | 4000 | | | | | | |
| Software | 4100 | | | | 0 | | 0 |
| Books, Magazines, & Periodicals | 4200 | | | | 0 | 6,871 | 6,871 |
| Instructional Supplies & Materials | 4300 | | | | 0 | 459,857 | 459,857 |
| Noninstructional Supplies & Mtrls | 4400 | | | | 0 | | 0 |
| Total Supplies and Materials | | 0 | 0 | 0 | 0 | 466,728 | 466,728 |
| Other Operating Expenses and Services | 5000 | | 3,112,536 | | 3,112,536 | 34,353 | 3,146,889 |
| Capital Outlay | 6000 | | | | | | |
| Library Books | 6300 | | | | 0 | 36,306 | 36,306 |
| Equipment | 6400 | | | | | | |
| Equipment - Additional | 6410 | | | | 0 | | 0 |
| Equipment - Replacement | 6420 | | | | 0 | | 0 |
| Total Capital Outlay | | 0 | 0 | 0 | 0 | 36,306 | 36,306 |
| Other Outgo | 7000 | | | | 0 | | 0 |
| Total Expenditures | | 0 | 3,112,536 | 0 | 3,112,536 | 537,387 | 3,649,923 |
| Ending Balance | | | | | 0 | 203,066 | 203,066 |

4.2 (47)

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds
Lottery Budget Report
L10 GENERAL FUND

For Actual Year: 2010-2011

Budget Year: 2011-2012

District ID: 870

Name: RANCHO SANTIAGO

| Activity Classification | Activity Code | Unrestricted | | | Restricted Prop 20 | | Total |
|--|---------------|--|-----------------------------------|-----------------------------------|--------------------|--|-----------|
| | | Instructional & Institutional Unrestricted | Support Activities | Support Activities | Total Unrestricted | Instructional Materials Proposition 20 | |
| | | Instructional Activities (AC 0100-5900) | Support Activities (AC 6000-6700) | Support Activities (AC 6800-7390) | Total Unrestricted | Instructional (AC 0100-4900) | |
| Lottery Adjustments and Proceeds: | | | | | | | |
| Net Beginning Balance, July 1 | 9010 | | | | | 203,066 | |
| Adjustments | 9020 | | | | | | |
| Adjusted Beginning Balance | 9030 | | 0 | | | 203,066 | |
| Budget Fiscal Year Data | | | | | | | |
| State Lottery Proceeds: | 8681 | | 3,276,087 | | | 498,376 | |
| Expenditures | | | | | | | |
| Academic Salaries | 1000 | | | | 0 | | 0 |
| Classified Salaries | 2000 | | | | 0 | | 0 |
| Employee Benefits | 3000 | | | | 0 | | 0 |
| Supplies & Materials | 4000 | | | | | | |
| Software | 4100 | | | | 0 | 1,015 | 1,015 |
| Books, Magazines, & Periodicals | 4200 | | | | 0 | 9,240 | 9,240 |
| Instructional Supplies & Materials | 4300 | | | | 0 | 590,719 | 590,719 |
| Noninstructional Supplies & Mtrls | 4400 | | | | 0 | | 0 |
| Total Supplies and Materials | | 0 | 0 | 0 | 0 | 600,974 | 600,974 |
| Other Operating Expenses and Services | 5000 | | 3,276,087 | | 3,276,087 | 62,627 | 3,338,714 |
| Capital Outlay | 6000 | | | | | | |
| Library Books | 6300 | | | | 0 | 37,841 | 37,841 |
| Equipment | 6400 | | | | | | |
| Equipment - Additional | 6410 | | | | 0 | | 0 |
| Equipment - Replacement | 6420 | | | | 0 | | 0 |
| Total Capital Outlay | | 0 | 0 | 0 | 0 | 37,841 | 37,841 |
| Other Outgo | 7000 | | | | 0 | | 0 |
| Total Expenditures | | 0 | 3,276,087 | 0 | 3,276,087 | 701,442 | 3,977,529 |
| Ending Balance | | | | | 0 | 0 | |

4.2 (48)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

| | | |
|---------|--|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Award of Bid: Peace Officers' Memorial at the Santa Ana College Orange County Sheriff's Regional Training Academy | |
| Action: | Request for Approval | |

BACKGROUND

On August 22, 2011, the RSCCD Board of Trustees approved a resolution soliciting bids for the construction of a fixed peace officers' memorial at the Santa Ana College Orange County Sheriff's Regional Training Academy. The bid response period ended on September 15, 2011. Only one responsive bid was received from The Orange County Sheriff's Advisory Council. It is the intent for RSCCD to enter into a long term lease of 99 years in providing the land space for the construction of the memorial on district property in the parking lot area, not needed for instructional purposes, at the rate of one dollar per year payable in advance.

ANALYSIS

The Orange County Sheriff's Advisory Council (OCSAC) has agreed to the terms of the lease and the construction of the memorial. The Council has a budget of \$1.4 million for the project and has completed the design of the memorial and has all funds necessary to complete the project. The OCSAC has engaged the services of a contractor to construct the memorial and is prepared to proceed with the project.

RECOMMENDATION

It is recommended that the Board of Trustees approve the award of bid for the peace officers' memorial at the Santa Ana College Orange County Sheriff's Regional Training Academy to the Orange County Sheriff's Advisory Council as presented.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | None | Board Date: September 26, 2011 |
| Prepared by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor | |



Recvd SJ 9/14/11

Post Office Box 241 Santa Ana, California 92702

September 14, 2011

OFFICERS
PRESIDENT
Joseph D. Carruth
Rutan & Tucker
FIRST VICE PRESIDENT
Vance Lommen
Oakley
2nd VICE PRESIDENT
Bruce D.D. MacRAE
UPS
TREASURER
David R. White II
Haskell & White LLP
SECRETARY
Jim Burden
Acorn Paper Products
LEGAL COUNSEL
John W. Hamilton, Jr.
Rutan & Tucker

Dr. Erlinda Martinez
President
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706-3398

Re: Peace Officers' Memorial

Dear Dr. Martinez:

On behalf of the Orange County Sheriff's Advisory Council, I am herewith submitting our proposal to construct a memorial which will honor the Orange County Peace Officers who have died in the line of duty.

We have received and reviewed a draft Ground Lease. We are prepared to enter into that lease subject to minor modifications as agreed. We have completed the design of the memorial, have entered into a construction contract and have access to all funds necessary to complete the project. We have a budget of \$1,400,000 to complete the project.

Enclosed please find copies of certain of our design drawings which show the location and design aspects of the memorial. Should you want them in larger scale, please let me know. In addition, enclosed please find a DVD which presents a complete picture of how the memorial will look when it is completed. The terms set forth in the resolution No. 11-31 of the Rancho Santiago Community College District Board of Trustees are acceptable to us.

Should you require any additional information, please do not hesitate to call me.

Yours very truly,

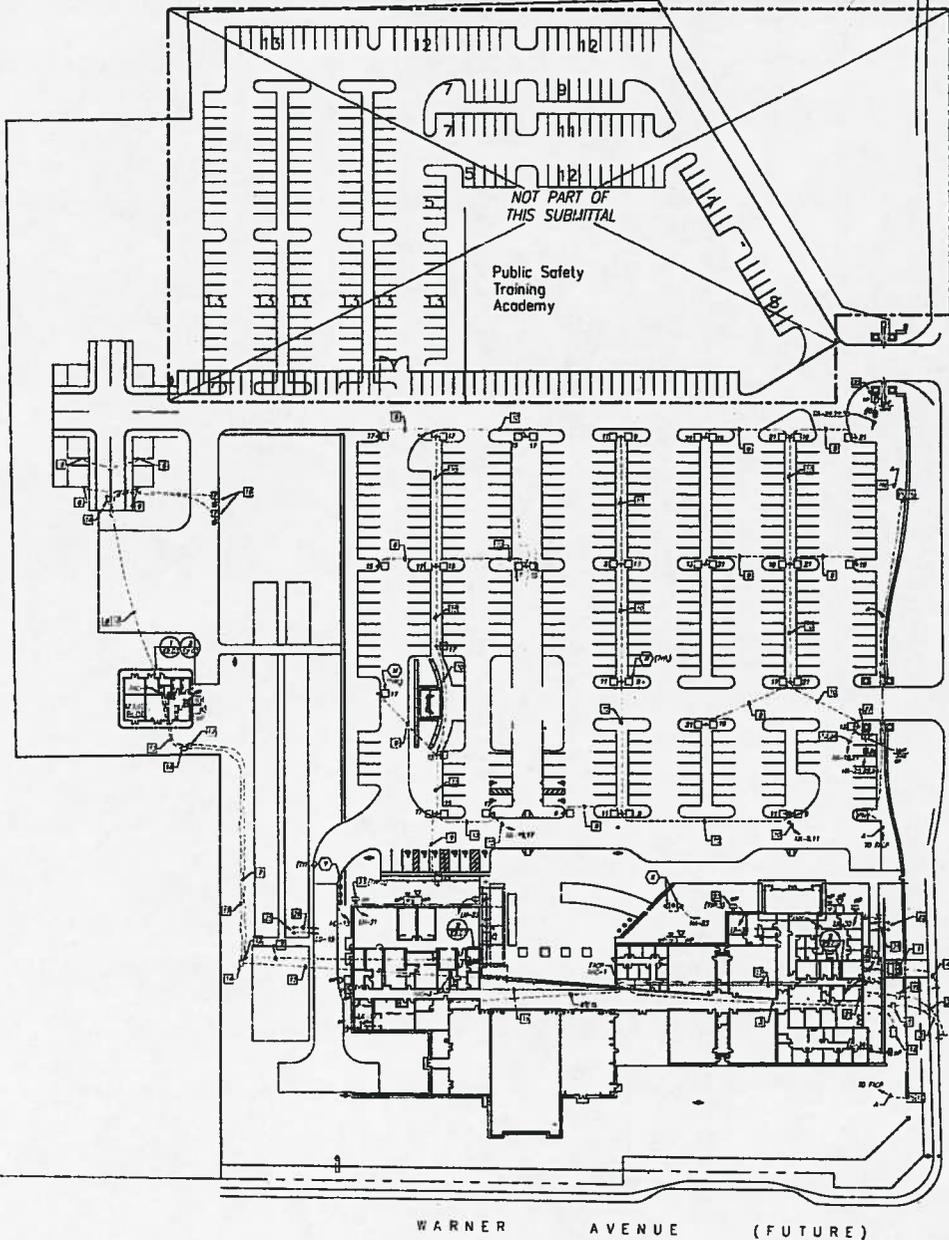
Joseph D. Carruth
President

JDC:ksb
Enclosure

cc: Marilyn MacDougall

BOARD OF DIRECTORS
Steve Alford
ALCO General Engineering
Jim Allen
Allen Packaging Company
Zee M. Alford
Pool Water Products
Dennis D. Assael
Assael Properties, LLC
Peter Bastone
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Lissa Freese
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The Keller Group
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William Lusk
Rock Martin
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Roger Miller
Miller Enterprises
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Sebastian P. Musco
Gemini Industries, Inc.
Alexander Nalle
C B Richard Ellis, Inc.
David Noyes
Irvine Lake
Wayne R. Pinnell
Haskell & White, LLP
Roy Reeves
Ken E. Steelman
Corbett, Steelman & Specter
Michael Sweig
Michael Sweig Foundation
Byron Tarnutzer
Tarnutzer Companies
Jeffrey Teller
Orange County Market Place
Lewis Webb
Lew Webb Motor Car Company

DIRECTORS EMERITUS
Richard Berteau
Ronald E. Birtcher
Don Burns
Warren D. Fix



NOT PART OF THIS SUBMITTAL

Public Safety Training Academy

ARMSTRONG AVENUE (PROPOSED)

WARNER AVENUE (FUTURE)

4.3 (5)

1 ELECTRICAL SITE PLAN

GENERAL NOTES

1. REFER TO SYMBOL LEGEND.
2. REFER TO SPECIFICATIONS.
3. UNDERGROUND CONDUIT SHALL BE 30" MINIMUM BELOW GRADE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS, EXCAVATION, CONCRETE, BACKFILL, STREET REPAIR AND RESTORATION AS NECESSARY TO PROTECT ALL ELECTRICAL SERVICE, UTILITY SERVICES, AND CABLE TV SERVICE. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES AND ADDRESS ALL ISSUES AND REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK.

KEY NOTES

1. UTILITY 18" x 18" SLAB EDGE.
2. (1) 4" C. PER UTILITY COMPANY REQUIREMENTS.
3. (1) 4" C. RACEWAYS & (1) 1" C. FOR FEED OPTIC CABLE REQUIREMENTS INCLUDING WALL BRACKETS, BUSHES, BENCHING FOR A COMPLETE WORKING SYSTEM.
4. (1) 4" C. RACEWAY, INSTALL PER UTILITY REQUIREMENTS.
5. 24" MINIMUM UTILITY BOX AS REQUIRED BY SEE REFERENCED COMPANY.
6. CONDUIT TO SEPARATE IN RELOCATABLE BUILDING.
7. UNDERGROUND FEEDER TO PANEL, 1"Ø; SEE ONE LINE DIAGRAM.
8. UNDERGROUND FEEDERS TO MODULAR BUILDINGS AND SHORT POWER RECEIPLACES, REFER TO ONE LINE DIAGRAM.
9. 3/4" (P.C. BOX 40) - 3 #0 & 1 #10 C&G.
10. 1" (P.C. BOX 40) - 3 #0 & 1 #10 C&G.
11. 1" (P.C. BOX 40) - 4 #0 & 1 #10 C&G.
12. 1/2" PRECAST PULLBOX, 600MM PRECAST CON. / 60MM TH.
13. 1/2" (P.C. BOX 40) (FIRE ALARM) P.C. BOX 40 UNDERGROUND 30" MINIMUM.
14. 1/2" PRECAST PULLBOX FOR SIGNAL SYSTEM, SEE DETAIL.
15. 1" RAN IN CEILING SPACE, REFER TO FIRE ALARM RISEN DIAGRAM FOR COLLECTOR TYPE, LENGTH, AND SIZE.
16. PROVIDE 150A 150A-30 DISCONNECT SWITCH AND SHORT POWER RECEIPLACES, REFER TO ONE LINE DIAGRAM.
17. 1/2" (P.C. BOX 40) (FIRE ALARM) P.C. BOX 40 UNDERGROUND 30" MINIMUM.
18. (1) 1/2" (P.C. BOX 40) (FIRE ALARM).
19. UTILITY BOX PROVIDED BY CABLE TV PROVIDER, CONTRACTOR SHALL PROVIDE EXCAVATION AND BACKFILL, 3 DAY NOTICE IS REQUIRED FOR CABLE TV COMPANY TO INSTALL.
20. (1) 3" CONDUIT PROVIDED BY CABLE TV PROVIDER, CONTRACTOR SHALL PROVIDE EXCAVATION AND BACKFILL, 3 DAY NOTICE IS REQUIRED FOR CABLE TV COMPANY TO INSTALL.
21. CABLE TV CABINET, REFER TO FLOOR PLAN.
22. POWER CONNECTION FOR MOTORFIELD DATE, 24V, 400, 3P.
23. PROVIDE TIGHTEN LOCK OVP, REPLACE IN WEATHERPROOF ENCLOSURE.
24. PROVIDE OVERLOAD CONTROL FOR THESE CIRCUITS THROUGH ADDITIONAL SET OF CONTACT IN THE SYSTEM.
25. RISEN AND 240V CONNECTION FOR RESISTION CONTROLLER MOUNT EXACT LOCATION WITH LANGUAGE CHANGES.
26. 1" C&G TO DATA BACKBOARD IN ROOM 142.

UTILITY NOTES

1. JERRY BRANSON
SOUTHERN CALIFORNIA EDISON SERVICE PLANNER
1941 S. GARDEN AVENUE
SANTA ANA, CA 92705
PHONE: (714) 973-3425
FAX: (714) 973-3700
2. VIC PEREZ
3030 EAST OGDONAVO, 2ND FLOOR
JANUARY, CA 92727
PHONE: (714) 229-8472
FAX: (714) 229-2225
3. AL SHAYKH
C&G CONSULTANT
22247 ALDWIN BLVD
SUNNYVALE, CA 94085
PHONE: (415) 948-8824
FAX: (415) 948-3234

G&K EDUCATION
28411 SW BISHOP
STREET SUITE 200
NEWPORT BEACH
CA 92660
649-230-1500
FAX 949-668-9788

DLR Group
Architectural Engineering Planning Interiors
1931 ZI DRIVE
SANTA ANA, CALIFORNIA 92706
TEL: 949-442-2222
TEL: 949-442-2222
WWW.DLRGROUP.COM

Architect Seal



Consultant and Seal



Fundament & Associates Inc.
10000 S. GARDEN AVENUE, SUITE 200
SANTA ANA, CA 92705
TEL: 949-442-2222
WWW.FUNDAMENT.COM

Agency Approval

APPROVED FOR THE PROJECT
BY: [Signature]
DATE: [Date]

| No. | Date | Revised/Issued |
|----------|------|-----------------------|
| 03-03-04 | | ISS. ELECTRICAL |
| 03-04-05 | | ISS. ELECTRICAL |
| 03-20-05 | | ISS. MEP |
| 07-25-06 | | ISS. FOR CONSTRUCTION |

Project Name
SANTA ANA COLLEGE
SHERIFF'S TRAINING ACADEMY

Checked By: [Signature] Draw No: 01
Sheet No: 01

ELECTRICAL SITE PLAN

E1.01

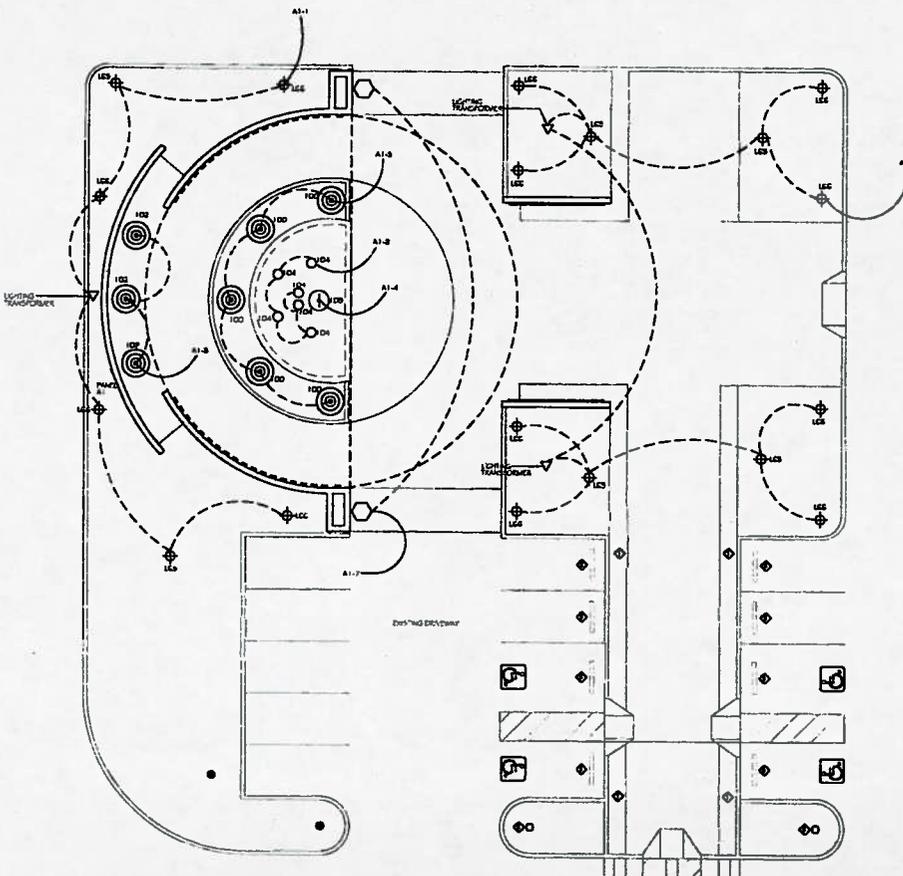
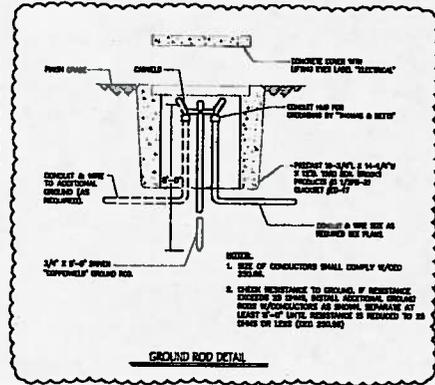
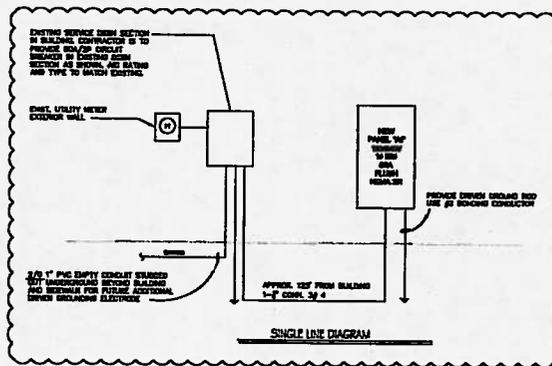
CG Plot # [Blank] Scale 1/8"=1'-0"
03-103 1/8"=1'-0"
DATE: 03-10-2005
TIME: 10:00 AM
USER: [Blank]



| QTY | DESCRIPTION | QTY | DESCRIPTION |
|----------------------|-----------------|-----------|------------------|
| 1 | WALL LIGHTS | 2 | SCULPTURE LIGHTS |
| 3 | FOUNTAIN LIGHTS | 4 | FLAME LIGHTS |
| 5 | FOUNTAIN LIGHTS | 8 | ROPE LIGHTS |
| 7 | TREE LIGHTS | 8 | ROPE LIGHTS |
| 9 | SPARE | 10 | SPARE |
| 10 | SPARE | 12 | SPARE |
| 13 | SPARE | 14 | SPARE |
| 15 | SPARE | 16 | SPARE |
| 17 | SPARE | 18 | SPARE |
| 19 | SPARE | 20 | SPARE |
| TOTAL PANELS | | 2200 | 2000 |
| TOTAL LOAD ON DEVICE | | CONNECTED | SEEF |

NOTE: PROVIDE THE FOLLOWING NUMBER OF BRANCH CIRCUITS TO SERVE THE FOLLOWING LOADS: (SEE SCHEDULES FOR LOADS)

| AREA | BRANCH CIRCUIT | LOAD | TYPE |
|------|----------------|------|------|
| 1 | 100 | 100 | 100 |
| 2 | 100 | 100 | 100 |
| 3 | 100 | 100 | 100 |
| 4 | 100 | 100 | 100 |
| 5 | 100 | 100 | 100 |
| 6 | 100 | 100 | 100 |
| 7 | 100 | 100 | 100 |
| 8 | 100 | 100 | 100 |
| 9 | 100 | 100 | 100 |
| 10 | 100 | 100 | 100 |
| 11 | 100 | 100 | 100 |
| 12 | 100 | 100 | 100 |
| 13 | 100 | 100 | 100 |
| 14 | 100 | 100 | 100 |
| 15 | 100 | 100 | 100 |
| 16 | 100 | 100 | 100 |
| 17 | 100 | 100 | 100 |
| 18 | 100 | 100 | 100 |
| 19 | 100 | 100 | 100 |
| 20 | 100 | 100 | 100 |



NOTE:
 1. SEE SHEETS EL-23 & 24 FOR LIGHTING FIXTURES AND DETAILING.
 2. CONTRACTOR TO VERIFY EXISTING LIGHTING BEFORE INSTALLATION.

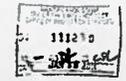
PLAN NOTES:

1. WORK INSTALLED SHALL BE IN STRICT COMPLIANCE WITH GOVERNING CODES & REGULATIONS.
2. DO NOT SCALE DIMENSIONS. REFER TO ARCHITECTURAL & STRUCTURAL DRAWINGS FOR BUILDING CONSTRUCTION & DIMENSIONS & TO ROOM FINISH SCHEDULES FOR MATERIAL FINISH & CONSTRUCTION METHODS FOR WALLS, FLOORS & CEILING & CEILING TO DETERMINE POWER RELAY-TO-24 INSTALLATION BY WORK.
3. CONTRACTOR SHALL VERIFY THE EXISTING LOCATION OF AND TO DETERMINE THE CONDITIONS THAT AFFECT THE EXECUTION OF WORK.
4. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FOR WORK FROM AUTHORITIES HAVING JURISDICTION AND ASSURE CODES OF PERMITS AND INSPECTIONS.
5. CONTRACTOR SHALL COMPLY WITH LOCAL, DISTRICT AND LARGE TRADING AUTHORITIES WHICH REQUIRE PARTICULAR TRADE THAT SHALL BE EMPLOYED FOR COMPLETION OF WORK.
6. CIRCUIT BREAKERS ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL VERIFY AVAILABLE SPACE CIRCUIT BREAKERS IN EXISTING PANELS. CONTRACTOR SHALL PROVIDE ANY ADDITIONAL CIRCUIT BREAKERS REQUIRED FOR A COMPLETE INSTALLATION.
7. ALL BRANCH CIRCUITS SHALL BE FED FROM 200A 120/208V CIRCUIT BREAKER OVERHEAD METER.
8. CONTRACTOR IS TO FLASH RELAY PANEL IN PANEL AS SHOWN. PROVIDE ALL MATERIALS AND HANGINGS REQUIRED TO FLASH RELAY PANEL IN WALL.
9. CONTRACTOR IS TO PATCH IN EXISTING GRAZE, CONDUITS AND AIRPLANT HOLES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE WHICH AREA'S WITH ARCHITECT PRIOR TO BID AND START OF WORK TO DETERMINE SPACING HOLE. ALL AREAS SHALL BE PATCHED AND REFINISHED TO MATCH EXISTING BUILDING AREA.
10. REFERENCE "WIRE AND CONDUIT SIZE SCHEDULE" FOR CONDUIT SIZES.

GENERAL NOTES:

1. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE LATEST NATIONAL CODE OF REGULATIONS (COOL, NATIONAL ELECTRICAL CODE, NFPA 70 AND ALL APPLICABLE LOCAL, CODES AND REGULATIONS.
2. THERE SHALL BE NO WORK ON BRANCHES FOR REVISIONS. THE WORK SHALL BE INSTALLED SHALL APPLY TO THE COMPLETE CIRCUIT, UNLESS OTHERWISE NOTED.
3. CONTRACTOR SHALL VERIFY THE EXISTING LOCATION OF ANY EQUIPMENT INCLUDING ELECTRICAL CONNECTION PRIOR TO ANY WORK.
4. PROVIDE PULL BOXES NECESSARY TO FACILITATE PULLING OF CONDUITS. COORDINATE LOCATION OF PULL BOXES WITH OTHER TRADES TO AVOID CONFLICT. PULL BOXES SHALL BE ACCESSIBLE. THE SIZE OF PULL BOX SHALL COMPLY WITH N.E.C. REQUIREMENTS.
5. ALL EXISTING ELECTRICAL DEVICES AND EQUIPMENT INCLUDING MOUNTS THAT ARE EXPOSED TO EXTERIOR ENVIRONMENT (UP TO 6FT) SHALL BE NETWORKER TYPE, 30MA SE.
6. NO EXHIBIT PLUMB SHALL BE ALLOWED IN EXTERIOR BLEND. ALL CONDUITS WILL BE PLACED ABOVE ACCESSIBLE CEILING SPACE UNLESS SPECIFICALLY NOTICED TO BE UNDERGROUND.
7. ALL ELECTRIC MATERIAL SHALL BE LISTED BY "UL" FOR THE TYPE OF APPLICATION AND "UL" LABEL SHALL APPEAR ON ALL ELECTRICAL EQUIPMENT.
8. ALL DISTRIBUTION AND CONTROL EQUIPMENT (EXCEPT 600V SWITCHES, CONTACTORS, ETC.) TERMINATION SHALL BE FULLY RATED FOR UL 40 FOLLOWING:
 - a. 125A OR LESS - 80C OR MORE
 - b. MORE THAN 125A - 75C OR MORE.
9. CONDUITORS SHALL HAVE LABORATORY'S (LABORATORIES, INC.) LISTED 120 VOLT RATED OF THE SPECIFIED SIZE OR CLEARANCE IN THE SPECIFICATIONS. CONDUITORS SHALL BE COPPER.
 1. BRANCH CIRCUITS - LEADING AND POWER.
 2. 1/2" AND SMALLER: RIGID WIRE TYPE 304 OR 304L/304H, THIRTY-TWO FOR DIFFERENTIAL GROUND.
 3. 3/4" AND TO 2" AND STRANDED TYPE 304 OR 304L/304H.
 4. 2" AND LARGER: STRANDED TYPE 304H.
10. REFER TO TYPE 304 OR 304L/304H OR 304H.
11. PROVIDE GREEN INSULATED OVERHEAD CONDUITS IN EACH RADIANT HEATING CONDUIT. SIZE OF CONDUIT SHALL BE IN ACCORDANCE WITH NATIONAL ELECTRIC CODE ARTICLE 310.
12. WIRING METHODS SHALL BE LIST ABOVE, UNLESS AND VARIATION IN CONDUIT SPACE (EXCEPT APPROVED OVERHEAD) AND SCHEDULE-40 PVC FOR UNDERGROUND INSTALLATION UNLESS NOTED OTHERWISE.

ELECTRICAL/PANEL PLAN
 SCALE: 1/8"=1'-0"



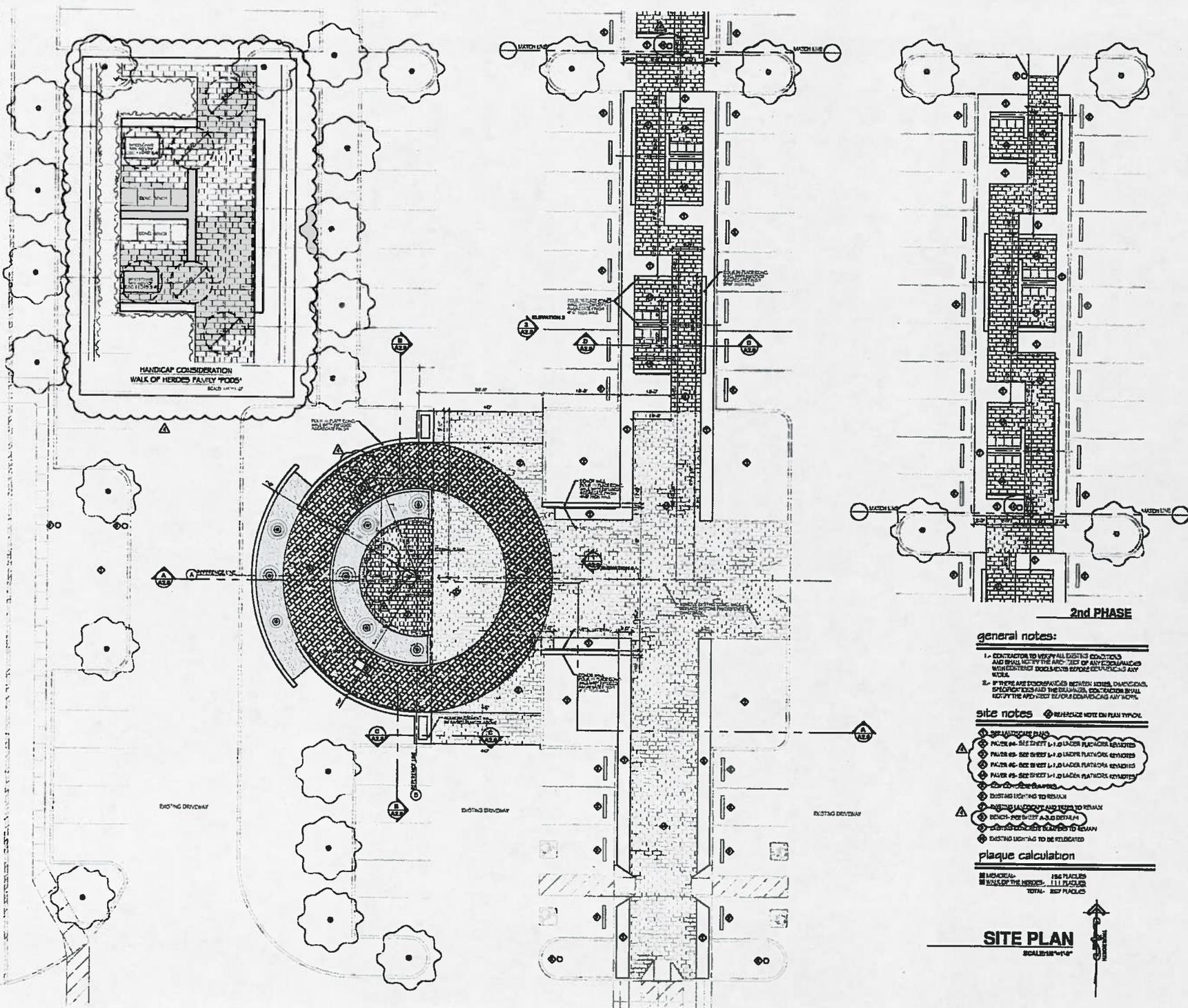
THE WOOD GROUP
 11000 West Loop West, Suite 1000
 Houston, Texas 77040
 Phone: 281.772.2222 Fax: 281.772.2270

O.C. Sheriff's Authority Council
 11000 West Loop West, Suite 1000
 Houston, Texas 77040
 Phone: 281.772.2222

PEACE OFFICERS MEMORIAL
 11000 West Loop West, Suite 1000
 Houston, Texas 77040
 DSA Application #: A-04-111222 File #: 24-02

EE-1
 Date: JULY 14, 2020

4.3 (10)



2nd PHASE

general notes:

1. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES WORKING WITHIN BIDDING PERIOD BEFORE COMMENCING ANY WORK.
2. IF THERE ARE DISCREPANCIES BETWEEN NOTES, DIMENSIONS, SPECIFICATIONS AND THE DRAWINGS, CONTRACTOR SHALL NOTIFY THE ARCHITECT BEFORE COMMENCING ANY WORK.

site notes REFERENCE NOTE ON PLAN SYMBOL

- ① SEE LANDSCAPE PLAN
- ② PLACES 60 - SEE SHEET 1-10 LADDER PLATFORMS REMOVED
- ③ PLACES 60 - SEE SHEET 1-10 LADDER PLATFORMS REMOVED
- ④ PLACES 60 - SEE SHEET 1-10 LADDER PLATFORMS REMOVED
- ⑤ PLACES 60 - SEE SHEET 1-10 LADDER PLATFORMS REMOVED
- ⑥ EXISTING LIGHTING TO REMAIN
- ⑦ EXISTING LIGHTING TO REMAIN
- ⑧ EXISTING LIGHTING TO REMAIN
- ⑨ EXISTING LIGHTING TO BE RELOCATED
- ⑩ EXISTING LIGHTING TO BE RELOCATED

plaque calculation

88 MEMORIAL - 186 PLACES
 111 BENCHES OF THE HEROES - 111 PLACES
 TOTAL - 297 PLACES

SITE PLAN
 SCALE: 1/8" = 1'-0"



| | |
|----------|--------------------------------------|
| DATE | REVISION |
| 11/15/00 | 1. APPROVED FOR CONSTRUCTION PERMITS |
| 11/15/00 | 2. APPROVED FOR CONSTRUCTION PERMITS |
| 11/15/00 | 3. APPROVED FOR CONSTRUCTION PERMITS |
| 11/15/00 | 4. APPROVED FOR CONSTRUCTION PERMITS |
| 11/15/00 | 5. APPROVED FOR CONSTRUCTION PERMITS |



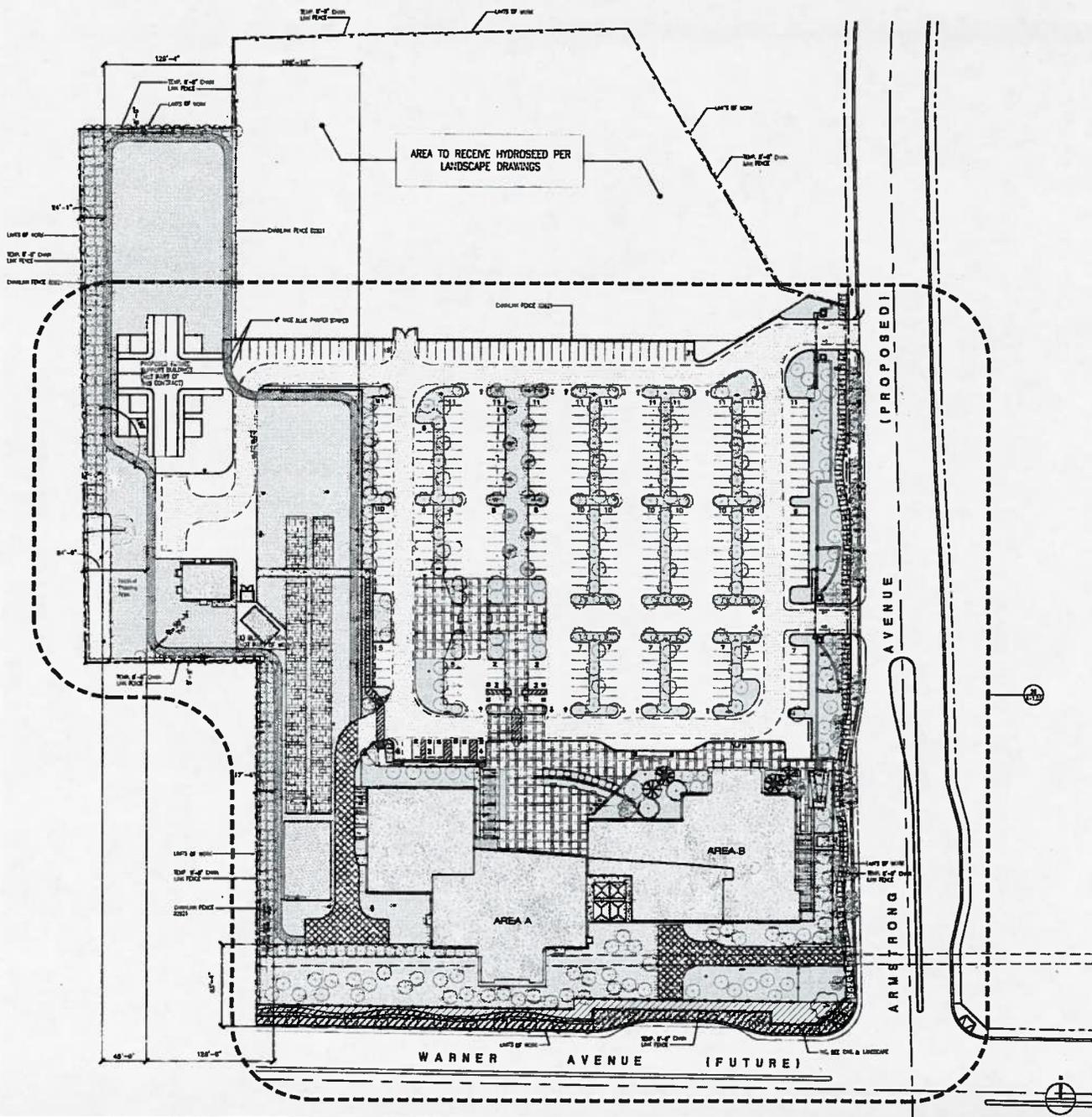
Project
THE WOODARD GROUP
 ARCHITECTURE PLANNING INTERIORS
 1000 WOODWARD DRIVE
 SUITE 1000
 FARMERSVILLE, TEXAS 77834
 PHONE 767.774.7226 FAX 767.774.7226

Client
O.C. Sheriff's Advisory Council
 P.O. Box 225
 Gainsville, VA 22603

Project Name
PEACE OFFICERS MEMORIAL
 15001 Armstrong Avenue
 GAINESVILLE, VA 22603
 DATA Application # 11-04111258 File # 11-38-03

Sheet title
SITE PLAN

Sheet number
A-1.0
 Date: 3/17/01



LEGEND

- LANDS OF WORK
- PROPERTY LINE
-
- NEW BUILDING WITHIN SCOPE OF WORK
- BUILDING NOT IN SCOPE OF WORK
- DISCLAIM FENCE E201 24/7-128
- DISCLAIM FENCE E202 14/7-128
- AREA WITH FUTURE DEVELOPMENT OF SERVICE VEHICLE, SEE CIVIL & LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.
-

02-25-03 ADDENDUM #1
 10-08-03 ADDENDUM #2
 01-12-03 ISSUE FOR CONSTRUCTION
 01-12-03 CLARIFICATION #1

**OVERALL
 ARCHITECTURAL
 SITE PLAN**

Sheet Number
A-101

As Noted

28 ARCHITECTURAL SITE PLAN

4.3 (11)

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

| | | |
|---------|--|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Mutual Release and Settlement Agreement for Angeles Contractor for the Science Center at Santiago Canyon College | |
| Action: | Request for Approval | |

BACKGROUND:

On January 24, 2008 the District entered into two separate construction contracts with Angeles Contractor, Inc. (Bid No. 1055 and Bid No. 1058 for the Science Center at Rancho Santiago Canyon College/ State Funded and Bond Funded Contract (collectively "Project").

ANALYSIS:

Angeles Contractor, Inc was awarded two separate construction contracts. Bid No. 1055 for the Concrete and Masonry work and Bid No. 1058 was for the interior metal systems package. Angeles Contractor, Inc (ACI) has filed a claim against the District for \$1.4 million dollars. ACI contends it is owed money for additional work performed and claims for delays and extended cost. The District disputes those claims.

The District has reached a settlement with ACI to release their final retention amount of \$440,000.00 and \$125,000.00 settlement to close the project. Angeles Contractor has agreed to close the project for \$565,000.00

RECOMMENDATION:

It is recommended that the Board of Trustees approved the Mutual Release and Settlement Agreement as presented.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | N/A | Board Date: September 26, 2011 |
| Prepared by: | Darryl Odum, Director, District Construction and Support Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor | |

MUTUAL RELEASE AND SETTLEMENT AGREEMENT

This Mutual Release and Settlement Agreement ("Agreement") is made and entered into on this 27th day of September, 2011, by and between Angeles Contractor, Inc. ("Angeles") and the Rancho Santiago Community College District ("District"). Angeles and the District are also referred to herein collectively as the "Parties".

When a party to this Agreement makes releases herein, that party acts on behalf of and for itself, and its parent companies, subsidiaries, affiliated companies, governing board, officers, directors, partners, stockholders, agents, representatives, employees, successors, heirs, executors, administrators, assigns and all other entities, persons, firms, associations, bond principals, insurers, sureties or corporations connected with them.

The release of a party to this Agreement releases, subject to the exceptions set forth in this Agreement, that party and its present and former parent companies, subsidiaries, affiliated companies, governing board, officers, directors, partners, employees, agents, representatives, servants, attorneys, consultants, successors, heirs, executors, administrators, and all other entities, persons, firms, associations, partnerships, bond principals, insurers, sureties or corporations connected with it.

RECITALS

A. On or about January 24, 2008, the District and Angeles entered into two separate construction contracts (Bid No. 1055 and 1058) for the Science Building- Rancho Santiago Canyon College/ State-Funded and Bond-Funded Contract (collectively, "Project"). A copy of the contracts is attached hereto as **Exhibit "A"**.

B. Angeles contends that it is owed money for additional work it performed on the Project along with claims for delays and extended costs. The District disputes Angeles' claims and contends Angeles is responsible for delays and associated costs.

C. The Parties now wish to globally, fully and finally forever compromise, release and resolve all rights, claims and liabilities between them arising or in any manner related to the Project.

NOW, THEREFORE, based on the exchange of valuable consideration, including the covenants and conditions of this Agreement, the receipt and sufficiency of which is acknowledged, and based on the Recitals set forth above which form a part of this Agreement, the Parties agree to the following terms and conditions:

AGREEMENT

1. Payment by District. Acceptance by Angeles

Not later than October 26, 2011, after approval of this Agreement by the District's Board of Trustees, and the Parties executing this Agreement, the District shall pay to Angeles the total sum of **\$565,000.00**. Angeles shall accept this amount as full and final payment for any and all

costs and claims that have been, or could be raised by Angeles arising from the Project. Prior to the District delivering payment to Angeles in accordance with this Paragraph, Angeles shall execute the required Form DSA-6 for the Project.

2. Mutual Release & Waiver

With the exception of the matters stated below in Paragraph 3, the Parties, upon fulfilling the obligations and upon receipt of payment as set forth in Paragraph 1 above, and upon approval of this Agreement by the District's Board of Trustees, hereby release and forever discharge each other from and against any and all actions, causes of action, actual or potential claims, liabilities, demands, damages, losses, costs and expenses of any nature whatsoever, whether known or unknown, fixed or contingent arising out of or in any way related to any and all costs and claims arising from the Project.

The Parties expressly, voluntarily and knowingly waives the application of *California Civil Code* § 1542 which provides:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

3. Exceptions to Mutual Release

The Mutual Release in Paragraph 2 above and the Parties' waiver of the application of Civil Code §1542 shall not apply to: (1) any claims based on any unexpired guarantees or warranties for the Project (which are neither expanded nor diminished by this Agreement); (2) any claims arising from the assertion of patent or latent deficiencies (as defined in Code of Civil Procedure §337.1 and §337.15, respectively) related to the work on the Project; as of the date of this Agreement, the District is not aware of any claims for latent or patent deficiencies; or (3) any claims for defense of or indemnity for future claims by the District or third parties arising from or related to bodily injury or property damage under Angeles' workers' compensation or commercial general liability insurance policies required for the Project, as well as any stop notice or payment claims under Civil Code §3179 et seq. or wage or labor claims under Labor Code §1720 et seq. or Title 8, California Code of Regulations, Section 16000 et seq.

4. Amendments

This Agreement may be amended or supplemented at any time only by the mutual written consent of the Parties.

5. Entire Agreement

This Agreement shall constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersede all prior agreements and understandings, oral and written, between the Parties hereto with respect to the subject matter hereof.

6. Binding Effect and Benefits

This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns. Notwithstanding anything contained in this Agreement to the contrary, nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

7. Assignability

Neither this Agreement nor any of the Parties' rights hereunder shall be assignable by any of the Parties without the prior written consent of the other Party.

8. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of California without regard to any applicable conflicts of law, including all matters of construction, validity and performance.

9. Attorneys' Fees

Should any litigation or arbitration be commenced between the Parties hereto or their representatives concerning any provision contained in this Agreement or the rights and duties of any person or entity hereunder, solely as between the Parties hereto or their successors, the prevailing party in such proceeding will be entitled to the reasonable attorneys' fees and expenses of counsel, and other fees and costs reasonably incurred in the course of such litigation or arbitration.

10. No Interpretation Against Drafter

This Agreement is deemed to have been prepared by each of the Parties hereto, and any uncertainty and ambiguity herein shall not be interpreted against the drafter, but rather, if such uncertainty or ambiguity exists, shall be interpreted according to the applicable rules of interpretation of contracts under the laws of the State of California.

11. Right to Seek Advice of Counsel

The Parties, and each of them, acknowledge that in connection with the negotiation and execution of this Agreement, they have each been represented by independent counsel of their own choosing and the Parties executed the Agreement after review by such independent counsel. Prior to executing the Agreement, each of the Parties has had an adequate opportunity to conduct an independent investigation of all the facts and circumstances with respect to the matters which are the subject of this Agreement.

12. Severability

The validity, legality or enforceability of the remainder of this Agreement will not be affected even if one or more of the provisions of this Agreement will be held to be invalid, illegal or unenforceable in any respect.

13. Further Assurances and Authority to Bind

Each of the Parties warrants and represents that they have fulfilled all corporate and municipal formalities to enter into this Agreement, and be bound by the terms of this Agreement. Each of the signatories warrants and represents that each of them has binding authority of the entity on whose behalf he/she is signing this Agreement. Further, the Parties agree to take, or cause to be taken, all action and to do, or cause to be done, all things necessary, proper or advisable under applicable laws and regulations to consummate and make effective the terms and conditions of this Agreement.

14. Counterparts

This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

15. Headings

The various headings of the Paragraphs of this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement or any provision hereof.

IN WITNESS WHEREOF, the Parties hereto duly execute this Agreement on the date first set forth above.

Angeles Contractor, Inc.

Rancho Santiago Community College District

By: 
Name: YOUNG KANG
Title: President

By: _____
Name: _____
Title: _____

EXHIBIT "A"

[INSERT COPY OF CONTRACTS FOR BID NO. 1055 AND 1058]

AGREEMENT

THIS AGREEMENT, dated the 28th day of January, 2008, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "DISTRICT"), and Angeles Contractor, Inc. (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. **CONTRACTOR agrees to complete the Project known as Bid No. 1055 CONCRETE AND MASONRY, SCIENCE BUILDING – SANTIAGO CANYON COLLEGE/STATE-FUNDED AND BOND-FUNDED CONTRACT according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Noncollusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.**

2. **CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3)**

working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Three million Seven hundred Fifty Four thousand only Dollars (\$ 3,754,000.00)

4. The work shall be commenced on or after the first (1st) day after receiving the DISTRICT'S Notice to Proceed and shall be completed **within Five Hundred Forty (540) consecutive calendar days** from the date specified in the Notice to Proceed. Rain days are included within this schedule. No extra time will be permitted for rain delays.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Five Hundred Dollars (\$500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

6. **Termination for Cause or Nonappropriation.** In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a nonappropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept

assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries
including accidental death, to any one
person in an amount not less than \$1,000,000.00

and

Subject to the same limit for each
person on account of one accident,
in an amount not less than \$1,000,000.00

Property Damage Insurance
in an amount not less than \$1,000,000.00

Course of Construction
Insurance without exclusion
or limitation in an
amount not less than \$ Value of Contract

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Young Kang, whose title is President, is authorized to act for and bind the corporation.

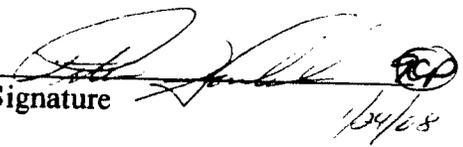
11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

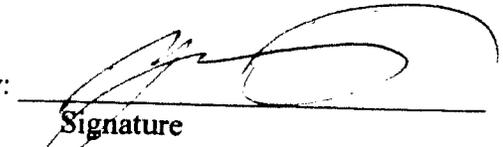
12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

CONTRACTOR

By: 
Signature

By: 
Signature

Peter J. Hardash
Print Name

Young Kang
Print Name

Vice Chancellor - Business Operations
and Fiscal Services
Title

President
Title

858483
Contractor's License No.

20-1181147
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

AGREEMENT

THIS AGREEMENT, dated the 28th day of January, 2008, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "DISTRICT"), and Angeles Contractor, Inc. (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Bid No. 1058 INTERIOR SYSTEMS, SCIENCE BUILDING – SANTIAGO CANYON COLLEGE/STATE-FUNDED AND BOND-FUNDED CONTRACT according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Noncollusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3)

working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Four million Two hundred Eleven thousand and no/100 Dollars (\$4,211,000.00).

4. The work shall be commenced on or after the first (1st) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within Five Hundred Forty (540) consecutive calendar days from the date specified in the Notice to Proceed. Rain days are included within this schedule. No extra time will be permitted for rain delays.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Five Hundred Dollars (\$500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept

assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries
including accidental death, to any one
person in an amount not less than \$1,000,000.00

and

Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000.00

Property Damage Insurance in an amount not less than \$1,000,000.00

Course of Construction Insurance without exclusion or limitation in an amount not less than \$ Value of Contract

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Young Kang, whose title is President, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

By: _____

Signature

Peter J. Hardash

Print Name

Vice Chancellor - Business Operations

and Fiscal Services

Title

CONTRACTOR

By: _____

Signature

Young Kang

Print Name

President

Title

858483

Contractor's License No.

20-1181147

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

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

| | | |
|---------|--|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Notice of Completion: Bid #1055 Concrete and Masonry – Science Building at Santiago Canyon College | |
| Action: | Request for Approval | |

BACKGROUND:

On January 24, 2008, the District approved a contract with Angeles Contractor to complete the concrete and masonry installation for the Science Building at Santiago Canyon 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 complete on May 21, 2010, 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 \$4,116,830.68.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the concrete and masonry project as presented.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | \$4,116,830.68 | Board Date: September 26, 2011 |
| Prepared by: | Darryl Odum, Director, District Construction and Support Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.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 Santiago Canyon College, located at 8045 E. Chapman, Orange, California, caused improvements to be made to the property to wit: Bid No. 1055/Concrete & Masonry – Science Building, the contract for the doing of which was heretofore entered into on the 24th day of January, 2008, which contract was made with Angeles Contractor, P.O.08-P0003746/08-P0003747, as contractor; that said improvements were completed on the 21st day of May, 2010, and accepted by formal action of the governing Board of said District on the 26th day of September, 2011; 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 Fidelity and Deposit Company of Maryland.

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**BUSINESS OPERATIONS/FISCAL SERVICES**

| | | |
|---------|--|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Notice of Completion: Bid #1058 Interior Systems – Science Center at Santiago Canyon College | |
| Action: | Request for Approval | |

BACKGROUND:

On January 24, 2008, the District approved a contract with Angeles Contractor to complete the interior systems installation for the Science Center at Santiago Canyon 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 complete on May 21, 2010, 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 \$4,698,876.96.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the interior systems project as presented.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | \$4,698,876.96 | Board Date: September 26, 2011 |
| Prepared by: | Darryl Odum, Director, District Construction and Support Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.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 Santiago Canyon College, located at 8045 E. Chapman, Orange, California, caused improvements to be made to the property to wit: Bid No. 1058/Interior Systems – Science Center, the contract for the doing of which was heretofore entered into on the 24th day of January, 2008, which contract was made with Angeles Contractor, P.O.08-P0003748/08-P0003755, as contractor; that said improvements were completed on the 21st day of May, 2010, and accepted by formal action of the governing Board of said District on the 26th day of September, 2011; 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 Fidelity and Deposit Company of Maryland.

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

BUSINESS OPERATIONS/FISCAL SERVICES

| | | |
|---------|---|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Approval of Notice of Completion, Bid #1178– Parking Lots 7, 9, 11 and Pacific Avenue Improvements at Santa Ana College | |
| Action: | Request for Approval | |

BACKGROUND:

On June 20, 2011, the District approved a contract with Ben’s Asphalt, Inc. to complete the improvements of parking lots 7, 9, 11 and Pacific Avenue 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 complete on August 19, 2011 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 \$196,197.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for Bid #1178, Parking Lots 7, 9, 11 and Pacific Avenue Improvements at Santa Ana College as presented.

| | | |
|-----------------|--|--------------------------------|
| Fiscal Impact: | N/A | Board Date: September 26, 2011 |
| Prepared by: | Darryl A. Odum, Director, District Construction and Support Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez., Ph.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. 1178/Parking Lots 7, 9, 11 and Pacific Avenue Improvements, the contract for the doing of which was heretofore entered into on the 21st day of June, 2011, which contract was made with Ben's Asphalt, Inc., P.O.12-P0019468, as contractor; that said improvements were completed on the 19th day of August, 2010, and accepted by formal action of the governing Board of said District on the 26th day of September, 2011; 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 Fidelity and Deposit Company of Maryland.

Orange

Rancho Santiago Community College District of
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)

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|-------------------------------|--------------------------------|----|------|----------|
| 12-P0020017 | 401.40 | WELLS FARGO BANK | Conference Expenses | | | 8/8/2011 |
| 12-P0020018 | 5,000.00 | KLM AIR INC | Repair & Replacement Parts | | | 8/8/2011 |
| 12-P0020019 | 2,798.18 | PARALLAX INC | Instructional Supplies | SP | | 8/8/2011 |
| * 12-P0020020 | 650.00 | COAST TO COAST BUSINESS | Maint Contract - Office Equip | | | 8/8/2011 |
| 12-P0020021 | 12,944.94 | DELL COMPUTER | Equipment - Federal Progs >200 | SP | | 8/8/2011 |
| 12-P0020022 | 1,000.00 | SANOFI PASTEUR | Non-Instructional Supplies | SP | | 8/8/2011 |
| 12-P0020023 | 1,000.00 | PAPER DEPOT DOCUMENT | Rental - Other (Short-term) | SP | | 8/8/2011 |
| 12-P0020024 | 350.00 | MOORE MEDICAL CORP | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020025 | 3,000.00 | PHARMEDIX | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020026 | 3,000.00 | GLAXO SMITHKLINE | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020027 | 4,000.00 | PHYSICIAN SALES & SVCS | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020028 | 319.80 | ONONE SOFTWARE | Non-Instructional Software | | | 8/9/2011 |
| 12-P0020029 | 299.40 | MORENO GEORGE | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020030 | 40.49 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020031 | 1,500.00 | CCLC COMMUNITY COLLEGE LEAGUE | Inst Dues & Memberships | | | 8/9/2011 |
| 12-P0020032 | 363.06 | ENRIQUETA ISAIS | Food and Food Service Supplies | SP | | 8/9/2011 |
| 12-P0020033 | 220.00 | DEPT OF SOCIAL SERVICES | Other Licenses & Fees | SP | | 8/9/2011 |
| 12-P0020034 | 31,055.00 | CCLC COMMUNITY COLLEGE LEAGUE | Inst Dues & Memberships | | | 8/9/2011 |
| 12-P0020035 | 2,000.00 | THINN JOSEPH DONALD | Repair & Replacement Parts | | | 8/9/2011 |
| 12-P0020036 | 600.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/9/2011 |
| 12-P0020037 | 60.00 | ORKIN PEST CONTROL | Contracted Services | | | 8/9/2011 |
| 12-P0020038 | 230.00 | WESTERN POWER SYSTEMS | Contracted Repair Services | | | 8/9/2011 |
| 12-P0020039 | 1,000.00 | TOMARK SPORTS INC | Contracted Repair Services | | | 8/9/2011 |
| 12-P0020040 | 7,693.83 | ORANGE COUNTY PUMP CO | Contracted Repair Services | | | 8/9/2011 |
| 12-P0020041 | 3,500.00 | PYRO-COMM SYSTEMS INC | Contracted Repair Services | | | 8/9/2011 |
| 12-P0020042 | 459.93 | CHAVEZ VALLADOLID FELIPE | Contracted Repair Services | | | 8/9/2011 |
| 12-P0020043 | 200.00 | ORANGE COUNTY DEPT OF ED | Food and Food Service Supplies | SP | | 8/9/2011 |
| 12-P0020044 | 200.00 | ORANGE COUNTY DEPT OF ED | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020045 | 200.00 | ORANGE COUNTY DEPT OF ED | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020046 | 200.00 | ORANGE COUNTY DEPT OF ED | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020047 | 200.00 | ORANGE COUNTY DEPT OF ED | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020048 | 200.00 | ORANGE COUNTY DEPT OF ED | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020049 | 377.13 | GUNTHER'S ATHLETIC SVC | Conference Expenses | SP | | 8/9/2011 |
| 12-P0020050 | 541.76 | CALIFORNIA ULTIMATE DESIGNS | Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020051 | 1,303.25 | GUNTHER'S ATHLETIC SVC | Instructional Supplies | SP | | 8/9/2011 |

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

4.8 (1)

No. 4.8

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|------------------------------------|---------------------------------|----|------|-----------|
| 12-P0020052 | 2,500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020053 | 1,985.00 | TREESMITH ENTERPRISES INC | Contracted Services | | | 8/9/2011 |
| 12-P0020054 | 99.00 | ECS IMAGING INC | Maint Contract - Office Equip | SP | | 8/9/2011 |
| 12-P0020055 | 391.46 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020056 | 859.35 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/9/2011 |
| 12-P0020057 | 391.74 | XEROX CORP | Non-Instructional Supplies | SP | | 8/10/2011 |
| 12-P0020058 | 760.22 | ATRIUM FIN/HOLIDAY INN SACRAMENTO | Conference Expenses | SP | | 8/10/2011 |
| 12-P0020059 | 3,000.00 | THE DRIP COFFEE | Other Exp Paid for Students | SP | | 8/10/2011 |
| 12-P0020060 | 130.00 | ALBERTSON'S | Food and Food Service Supplies | SP | | 8/10/2011 |
| 12-P0020061 | 3,000.00 | LN CURTIS & SONS | Instructional Supplies | | | 8/10/2011 |
| 12-P0020062 | 350.00 | CPP CONSULTING PSYCHOLOGISTS PRESS | Software License and Fees | SP | | 8/10/2011 |
| 12-P0020063 | 30,210.61 | TENNANT SALES & SVC CO | Equipment - All Other > \$1,000 | SP | | 8/10/2011 |
| 12-P0020064 | 1,018.00 | COUNTY OF ORANGE | Other Licenses & Fees | | | 8/10/2011 |
| 12-P0020065 | 506.16 | SCAQMD | Other Licenses & Fees | | | 8/10/2011 |
| * 12-P0020067 | 1,275.00 | WONDERLIC, INC. | Software License and Fees | SP | | 8/10/2011 |
| 12-P0020068 | 14,791.40 | THE WRIGHT GROUP INC | Legal Expenses | | | 8/10/2011 |
| 12-P0020069 | 2,000.00 | SEHI COMPUTER PRODUCTS | Instructional Supplies | SP | | 8/10/2011 |
| 12-P0020070 | 3,801.55 | XPEDX PAPER CO | Non-Instructional Supplies | SP | | 8/10/2011 |
| 12-P0020071 | 2,546.28 | SIGMA ALDRICH INC | Instructional Supplies | SP | | 8/10/2011 |
| 12-P0020072 | 208.21 | C-A-L STORE COMPANIES INC | Instructional Supplies | SP | | 8/10/2011 |
| 12-P0020073 | 2,600.00 | LIEBERT CASSIDY WHITMORE | Inst Dues & Memberships | | | 8/11/2011 |
| 12-P0020074 | 1,200.00 | ORANGE COAST PLUMBING INC | Contracted Repair Services | | | 8/11/2011 |
| 12-P0020075 | 323.59 | RAMCO REFRIGERATION & AIR | Contracted Repair Services | | | 8/11/2011 |
| 12-P0020076 | 1,019.12 | IMAGE PRINTING SOLUTIONS | Non-Instructional Supplies | SP | | 8/11/2011 |
| 12-P0020077 | 661.25 | WESTERN POWER SYSTEMS | Contracted Repair Services | | | 8/11/2011 |
| 12-P0020078 | 170.00 | FRANKLIN AIR CONDITIONING | Contracted Repair Services | | | 8/11/2011 |
| 12-P0020079 | 15,800.40 | JOB ELEPHANT COM INC | Advertising | | | 8/11/2011 |
| 12-P0020080 | 1,000.00 | LA HABRA AREA CHAMBER OF COMMERCE | District Business/Sponsorships | SP | | 8/11/2011 |
| 12-P0020081 | 4,354.13 | OCLC ONLINE COMPUTER LIBRARY CO | Internet Services | SP | | 8/11/2011 |
| 12-P0020082 | 156,000.00 | OUTSOURCE TECHNICAL | Contracted Services | | | 8/11/2011 |
| 12-P0020083 | 500.00 | DON BOOKSTORE | Other Exp Paid for Students | SP | | 8/11/2011 |
| 12-P0020084 | 1,500.00 | AMERICAN REPROGRAPHICS CO LLC | Buildings - Blueprint/Reprod | SP | | 8/11/2011 |
| 12-P0020085 | 193.95 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/11/2011 |
| 12-P0020086 | 350.00 | RP GROUP | Inst Dues & Memberships | | | 8/11/2011 |
| 12-P0020087 | 446.99 | MIDWEST LIBRARY SVC | Library Books | SP | | 8/11/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|---|---------------------------------|----|------|-----------|
| 12-P0020088 | 154.08 | GALE GROUP | Library Books | | | 8/11/2011 |
| 12-P0020089 | 3,010.00 | S & S INTERIORS INC | Contracted Services | | | 8/11/2011 |
| 12-P0020090 | 708.00 | MCCOMBS, JOHN | Books, Mags & Ref Mat, Non-Lib | | | 8/11/2011 |
| 12-P0020091 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/11/2011 |
| 12-P0020092 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Instructional Supplies | SP | | 8/11/2011 |
| 12-P0020093 | 3,200.00 | HERZEN ERIC VON | Contracted Services | | | 8/11/2011 |
| 12-P0020094 | 1,079.70 | GUNTHER'S ATHLETIC SVC | Repair & Replacement Parts | | | 8/11/2011 |
| 12-P0020095 | 61.06 | TAB PRODUCTS CO | Non-Instructional Supplies | SP | | 8/11/2011 |
| * 12-P0020096 | 2,925.48 | FULLERTON MARRIOTT | Rental - Facility (Short-term) | SP | | 8/11/2011 |
| 12-P0020097 | 2,706.00 | CVR COMPUTER SUPPLIES, INC | Instructional Supplies | | | 8/11/2011 |
| 12-P0020098 | 161.61 | DELL COMPUTER | Non-Instructional Supplies | | | 8/12/2011 |
| 12-P0020099 | 33,836.00 | RITE-WAY ROOF CORP | Building Improvements | SP | | 8/12/2011 |
| 12-P0020100 | 1,971.83 | WE DO GRAPHICS INC | Reproduction/Printing Expenses | SP | | 8/12/2011 |
| 12-P0020101 | 1,000.00 | SIR SPEEDY | Non-Instructional Supplies | | | 8/12/2011 |
| 12-P0020102 | 50,000.00 | THE WRIGHT GROUP INC | Legal Expenses | | | 8/12/2011 |
| * 12-P0020103 | 1,375.00 | VERIZON | Telephone & Pager Services | SP | | 8/15/2011 |
| 12-P0020104 | 1,560.59 | CENGAGE LEARNING/ EDUC. TO GO | Books, Mags & Ref Mat, Non-Lib | SP | | 8/15/2011 |
| 12-P0020105 | 234.37 | ACADEMIC SUPERSTORE | Instructional Software | SP | | 8/15/2011 |
| * 12-P0020106 | 3,489.97 | DELL COMPUTER | Equipment - Federal Progs >200 | SP | | 8/15/2011 |
| 12-P0020108 | 2,500.00 | RIZUTO JOHN | Contracted Repair Services | | | 8/15/2011 |
| 12-P0020109 | 966.52 | CDW GOVERNMENT INC. | Equipment - Federal Progs >200 | SP | | 8/15/2011 |
| 12-P0020110 | 236.75 | VWR INTERNATIONAL, LLC | Instructional Supplies | SP | | 8/15/2011 |
| * 12-P0020111 | 3,838.21 | XEROX CORP | Excess/Copies Useage | SP | | 8/16/2011 |
| 12-P0020112 | 67,623.90 | PIONEER CHEMICAL CO | Non-Instructional Supplies | | | 8/16/2011 |
| 12-P0020113 | 709,443.00 | ASCIP | Prop, Liab, Boiler & Machine | | | 8/16/2011 |
| 12-P0020114 | 15,000.00 | THE DOLINKA GROUP LLC | Contracted Services | SP | | 8/16/2011 |
| 12-P0020115 | 1,306.00 | CONTROL AIR CONDITIONING CORP | Contracted Repair Services | | | 8/16/2011 |
| * 12-P0020116 | 13,767.25 | CITY OF MONTCLAIR | Instructional Agrmt - Salary | | | 8/16/2011 |
| 12-P0020117 | 302,762.05 | HEWLETT PACKARD CO | Equipment - All Other > \$1,000 | | | 8/16/2011 |
| 12-P0020118 | 2,500.00 | FRANKLIN AIR CONDITIONING | Contracted Repair Services | | | 8/16/2011 |
| 12-P0020119 | 2,700.00 | INTEGRATED BIOMETRIC TECHNOLOGY SERVICES, L | Fingerprinting | SP | | 8/16/2011 |
| 12-P0020120 | 1,262.83 | TOTAL HOME SUPPLY LLC | Equipment - All Other > \$1,000 | SP | | 8/16/2011 |
| 12-P0020121 | 3,902.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020122 | 3,200.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020123 | 4,080.00 | LEWIS DIANE R | Contracted Services | SP | | 8/17/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|--|---------------------------------|----|------|-----------|
| 12-P0020124 | 285.00 | ACBO ASSOC OF CHIEF | Conference Expenses | | | 8/17/2011 |
| 12-P0020126 | 156.88 | ORANGE COUNTY REGISTER | Books, Mags & Ref Mat, Non-Lib | | | 8/17/2011 |
| * 12-P0020127 | 600.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020128 | 1,000.00 | DON BOOKSTORE | Books, Mags & Ref Mat, Non-Lib | SP | | 8/17/2011 |
| 12-P0020129 | 1,500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/17/2011 |
| 12-P0020130 | 3,497.00 | COUNCIL FOR OPPORTUNITY IN EDUCATION | Inst Dues & Memberships | SP | | 8/17/2011 |
| 12-P0020131 | 199.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/17/2011 |
| 12-P0020132 | 6,424.00 | COMPUTERLAND OF SILICON VALLEY | Software License and Fees | | | 8/17/2011 |
| 12-P0020133 | 2,046.17 | APPLE COMPUTER INC | Equipment - All Other > \$1,000 | | | 8/17/2011 |
| 12-P0020134 | 15,085.87 | CPP CONSULTING PSYCHOLOGISTS PRESS | Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020135 | 323.90 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020136 | 213.00 | SMART & FINAL | Food and Food Service Supplies | | | 8/17/2011 |
| 12-P0020137 | 3,700.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/17/2011 |
| 12-P0020138 | 588.75 | OAK HILL PUBLISHING | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020139 | 129.30 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020140 | 1,145.13 | 3M LIBRARY SYSTEMS | Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020141 | 392.82 | COMPUTYPE INC | Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020142 | 1,500.00 | DON BOOKSTORE | Instructional Supplies | | | 8/17/2011 |
| 12-P0020143 | 517.14 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020144 | 330.56 | ACS DIVCHED EXAMINATIONS INSTITUTE | Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020145 | 1,440.08 | GALE GROUP | Library Books | SP | | 8/17/2011 |
| 12-P0020146 | 5,000.00 | DON BOOKSTORE | Books Paid for Students | SP | | 8/17/2011 |
| 12-P0020147 | 689.63 | MCGRAW HILL CONTEMPORARY | Books, Mags & Ref Mat, Non-Lib | SP | | 8/17/2011 |
| 12-P0020148 | 3,470.44 | FISHER SCIENTIFIC | Instructional Supplies | SP | | 8/17/2011 |
| 12-P0020149 | 1,000.00 | NCH CORP | Non-Instructional Supplies | | | 8/17/2011 |
| 12-P0020150 | 1,500.00 | MAG TROL | Repair & Replacement Parts | | | 8/18/2011 |
| 12-P0020151 | 1,500.00 | MICRO CONTROL SYSTEMS | Repair & Replacement Parts | | | 8/18/2011 |
| 12-P0020152 | 2,000.00 | JOHNSTONE SUPPLY | Repair & Replacement Parts | | | 8/18/2011 |
| 12-P0020153 | 428.40 | GENERAL BINDING CORP | Maint Contract - Office Equip | SP | | 8/18/2011 |
| * 12-P0020154 | 15,488.00 | CITY OF MONTCLAIR | Instructional Agrmt - Salary | | | 8/18/2011 |
| 12-P0020155 | 1,500.00 | ORKIN PEST CONTROL | Contracted Services | | | 8/18/2011 |
| 12-P0020156 | 2,333.00 | CITY WINDOW CLEANERS | Contracted Services | | | 8/18/2011 |
| 12-P0020157 | 81.46 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/18/2011 |
| 12-P0020158 | 400.00 | CALIFORNIA ASSOCIATION OF MESA DIRECTORS | Inst Dues & Memberships | SP | | 8/18/2011 |
| 12-P0020159 | 164.85 | TAB PRODUCTS CO | Non-Instructional Supplies | SP | | 8/18/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|---------------------------------|--------------------------------|----|------|-----------|
| 12-P0020160 | 141.26 | JOURNEY ED MARKETING | Non-Instructional Supplies | SP | | 8/18/2011 |
| 12-P0020161 | 2,035.95 | SVM LP | Other Exp Paid for Students | SP | | 8/18/2011 |
| 12-P0020162 | 42.63 | HERFF JONES INC. | Non-Instructional Supplies | SP | | 8/18/2011 |
| 12-P0020165 | 749.98 | KINKO'S | Reproduction/Printing Expenses | | | 8/18/2011 |
| 12-P0020166 | 203.00 | GREEN'S SECURITY CTR INC | Non-Instructional Supplies | | | 8/18/2011 |
| * 12-P0020167 | 2,763.02 | FISHER SCIENTIFIC | Instructional Supplies | SP | | 8/18/2011 |
| 12-P0020168 | 595.00 | BUSINESS RESOURCES SERVICES INC | Software License and Fees | SP | | 8/18/2011 |
| 12-P0020169 | 975.67 | CAMBRIDGE UNIV PRESS | Software License and Fees | SP | | 8/19/2011 |
| 12-P0020170 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/19/2011 |
| 12-P0020171 | 7,500.00 | QUEST DIAGNOSTICS | Contracted Services | SP | | 8/19/2011 |
| 12-P0020172 | 288.50 | APCO GRAPHICS INC | Building Improvements | SP | | 8/19/2011 |
| 12-P0020173 | 475.00 | WILLIAMS ROBERT | Contracted Repair Services | | | 8/19/2011 |
| 12-P0020174 | 170.00 | SANDY BOYD INC | Contracted Services | | | 8/19/2011 |
| 12-P0020175 | 10,000.00 | AMPCO CONTRACTING INC | Buildings - Contracted Svcs | SP | | 8/19/2011 |
| 12-P0020176 | 12,064.00 | DE LA TORRE COMMERCIAL | Buildings - Contracted Svcs | SP | BOND | 8/19/2011 |
| 12-P0020177 | 1,351.06 | D4 SOLUTIONS INC. | Contracted Services | SP | | 8/19/2011 |
| 12-P0020178 | 40.00 | REGENTS OF THE UNIV OF CALIF | Conference Expenses | SP | | 8/22/2011 |
| 12-P0020179 | 65.00 | CSU CHANNEL ISLANDS | Conference Expenses | SP | | 8/22/2011 |
| 12-P0020180 | 203.56 | PARADISE BAKERY & CAFE | Food and Food Service Supplies | SP | | 8/22/2011 |
| 12-P0020181 | 2,000.00 | AMPCO CONTRACTING INC | Buildings - Contracted Svcs | SP | | 8/19/2011 |
| 12-P0020182 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020183 | 300.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020184 | 175.00 | CCPRO | Inst Dues & Memberships | | | 8/22/2011 |
| 12-P0020185 | 3,896.08 | CALIFORNIA ULTIMATE DESIGNS | Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020186 | 324.06 | BEDROCK SPORTS INC | Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020187 | 10,000.00 | AMPCO CONTRACTING INC | Buildings - Contracted Svcs | SP | | 8/19/2011 |
| 12-P0020188 | 1,257.45 | GUNTHER'S ATHLETIC SVC | Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020189 | 503.36 | CALIFORNIA ULTIMATE DESIGNS | Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020190 | 6,859.99 | XPEDX PAPER CO | Non-Instructional Supplies | | | 8/22/2011 |
| 12-P0020191 | 1,939.50 | LIGHTSABER PROMOTIONS INC | Non-Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020192 | 92.00 | ACT | Non-Instructional Supplies | SP | | 8/22/2011 |
| 12-P0020193 | 1,325.40 | CITY OF SANTA ANA | Sites - Licenses, Fees & Taxes | SP | BOND | 8/22/2011 |
| 12-P0020194 | 5,284.70 | XPEDX PAPER CO | Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020195 | 255.23 | SCANTRON | Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020196 | 537.95 | K LOG CO | Instructional Supplies | SP | | 8/23/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|-----------------------------------|----------------------------------|----|------|-----------|
| 12-P0020197 | 1,000.00 | HOME DEPOT | Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020198 | 1,000.00 | CALIF STAGE & LIGHTING | Instructional Supplies | SP | | 8/23/2011 |
| * 12-P0020200 | 28,800.00 | WALSVICK JENNIFER EILEEN | Contracted Services | SP | | 8/23/2011 |
| 12-P0020201 | 282.12 | TOP HAT PRODUCTIONS | Food and Food Service Supplies | | | 8/23/2011 |
| 12-P0020202 | 1,298.33 | DELL COMPUTER | Equipment - All Other > \$1,000 | SP | | 8/23/2011 |
| 12-P0020203 | 500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/23/2011 |
| 12-P0020204 | 414.45 | SEHI COMPUTER PRODUCTS | Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020205 | 2,155.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/23/2011 |
| 12-P0020206 | 410.00 | ANDREA L. GARCIA | Conference Expenses | SP | | 8/23/2011 |
| 12-P0020207 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020208 | 37.71 | SCHICK RECORDS MGMT | Non-Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020209 | 8,000.00 | DON BOOKSTORE | Books Paid for Students | SP | | 8/23/2011 |
| 12-P0020210 | 387.86 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020211 | 1,719.70 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020212 | 1,500.00 | INTELECOM | Other Licenses & Fees | | | 8/23/2011 |
| 12-P0020213 | 235.00 | CALIF LAND SURVEYORS ASSOC | Advertising | SP | | 8/23/2011 |
| 12-P0020214 | 9.05 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020215 | 772,306.00 | KDC INC | Buildings - Contracted Svcs | SP | BOND | 8/23/2011 |
| 12-P0020216 | 500.00 | HOME DEPOT | Instructional Supplies | SP | | 8/23/2011 |
| 12-P0020217 | 5,644.00 | DON BOOKSTORE | Books Paid for Students | SP | | 8/23/2011 |
| 12-P0020218 | 26.88 | BARNES & NOBLE INC | Non-Instructional Supplies | | | 8/23/2011 |
| 12-P0020219 | 1,500.00 | BREA CHAMBER OF COMMERCE | District Business/Sponsorships | SP | | 8/23/2011 |
| 12-P0020220 | 33,329.86 | DELL COMPUTER | Equip/Software - >\$200 <\$1,000 | SP | | 8/23/2011 |
| 12-P0020221 | 1,850.00 | FARWEST CORROSION CONTROL COMPANY | Maint/Oper Service Agreements | | | 8/24/2011 |
| 12-P0020222 | 1,093.57 | ACADEMY ELECTRIC INC | Contracted Repair Services | | | 8/24/2011 |
| 12-P0020223 | 750.00 | CCCEOPSA CALIF COM COLL | Conference Expenses | SP | | 8/24/2011 |
| 12-P0020224 | 800.00 | FITNESS REPAIR SHOP | Contracted Repair Services | | | 8/24/2011 |
| 12-P0020225 | 25.00 | KIDWORKS | Rental - Facility (Short-term) | SP | | 8/24/2011 |
| 12-P0020226 | 728.49 | FRANKLIN AIR CONDITIONING | Contracted Repair Services | | | 8/24/2011 |
| 12-P0020227 | 755.00 | BUSINESS RESOURCES SERVICES INC | Conference Expenses | SP | | 8/24/2011 |
| 12-P0020228 | 1,144.31 | XEROX CORP | Instructional Supplies | SP | | 8/24/2011 |
| 12-P0020229 | 147.35 | B & H PHOTO VIDEO INC | Instructional Supplies | SP | | 8/24/2011 |
| 12-P0020230 | 1,500.00 | ENTERPRISE RENT A CAR | Transportation - Athletics | | | 8/24/2011 |
| 12-P0020231 | 4,977.96 | CHEROKEE CHEMICAL CO INC | Contracted Repair Services | | | 8/24/2011 |
| 12-P0020232 | 6,000.00 | PROFESSIONAL PLUMBING & | Contracted Repair Services | | | 8/24/2011 |

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

4.8 (6)

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|-----------------------------------|---------------------------------|----|------|-----------|
| 12-P0020234 | 50,000.00 | ATKINSON ANDELSON LOYA RUUD ROMO | Legal Expenses | | | 8/24/2011 |
| 12-P0020235 | 366.35 | IMMEL DESIGN INC | Site Improvements | SP | | 8/24/2011 |
| 12-P0020236 | 3,558.00 | DE LA TORRE COMMERCIAL | Equipment - All Other > \$1,000 | SP | | 8/24/2011 |
| 12-P0020237 | 4,351.54 | DELL COMPUTER | Equipment - All Other > \$1,000 | SP | | 8/24/2011 |
| 12-P0020238 | 5,608.39 | GLASBY MAINTENANCE SUPPLY | Non-Instructional Supplies | | | 8/24/2011 |
| 12-P0020239 | 26,888.00 | ACCUVANT INC | Contracted Services | SP | | 8/24/2011 |
| 12-P0020240 | 13,819.51 | WAXIE SANITARY SUPPLY | Non-Instructional Supplies | | | 8/24/2011 |
| 12-P0020241 | 830.35 | BATTERY SYSTEMS INC | Non-Instructional Supplies | | | 8/24/2011 |
| 12-P0020242 | 132.76 | FULLERTON MARRIOTT | Food and Food Service Supplies | SP | | 8/24/2011 |
| 12-P0020243 | 229.42 | ORANGE TREE DELI & CATERING | Food and Food Service Supplies | SP | | 8/24/2011 |
| 12-P0020244 | 89.00 | NAT'L NOTARY ASSOC | Legal Expenses | | | 8/24/2011 |
| 12-P0020245 | 1,000.00 | CANDELA CORP | Non-Instructional Supplies | SP | | 8/24/2011 |
| 12-P0020246 | 195.58 | ATRIUM FIN/HOLIDAY INN SACRAMENTO | Conference Expenses | SP | | 8/25/2011 |
| 12-P0020247 | 12,000.00 | SLUSSER TOBY | Repair & Replacement Parts | | | 8/25/2011 |
| 12-P0020248 | 210.10 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020249 | 1,192.97 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020250 | 3,748.15 | CLINCH GEAR | Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020251 | 55.10 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020252 | 443.67 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020253 | 25.84 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020254 | 1,120.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/25/2011 |
| 12-P0020255 | 185.65 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/25/2011 |
| * 12-P0020256 | 351.96 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020257 | 390.00 | QUIA CORP | Non-Instructional Supplies | SP | | 8/25/2011 |
| 12-P0020258 | 296.40 | AMERICAN EXPRESS | Software License and Fees | SP | | 8/25/2011 |
| 12-P0020259 | 193.94 | OFFICE DEPOT BUSINESS SVCS | Conference Expenses | SP | | 8/25/2011 |
| 12-P0020260 | 213.47 | OXFORD UNIV PRESS | Non-Instructional Supplies | SP | | 8/26/2011 |
| 12-P0020261 | 191.16 | ATRIUM FIN/HOLIDAY INN SACRAMENTO | Books, Mags & Ref Mat, Non-Lib | SP | | 8/26/2011 |
| 12-P0020262 | 425.00 | CAPED | Conference Expenses | SP | | 8/26/2011 |
| 12-P0020263 | 1,868.36 | AMERICAN MAILING PRINTING & | Conference Expenses | SP | | 8/26/2011 |
| * 12-P0020264 | 939.12 | APPLE COMPUTER INC | Packaging/Mail Prep/Processing | SP | | 8/26/2011 |
| 12-P0020265 | 3,277.76 | B2B COMPUTER PRODUCTS LLC | Non-Instructional Supplies | | | 8/26/2011 |
| 12-P0020266 | 5,454.60 | DELL COMPUTER | Equipment - All Other > \$1,000 | SP | | 8/26/2011 |
| 12-P0020267 | 1,146.85 | BEAR DATA SYSTEMS, INC | Equipment - All Other > \$1,000 | SP | | 8/26/2011 |
| 12-P0020268 | 124.99 | APPLE COMPUTER INC | Non-Instructional Supplies | | | 8/26/2011 |
| | | | Non-Instructional Supplies | SP | | 8/26/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|--------------------------------|---------------------------------|----|------|-----------|
| 12-P0020269 | 103.05 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 8/26/2011 |
| 12-P0020270 | 1,257.45 | GUNTHER'S ATHLETIC SVC | Instructional Supplies | SP | | 8/30/2011 |
| 12-P0020271 | 1,500.00 | BLACK CHAMBER OF ORANGE COUNTY | District Business/Sponsorships | SP | | 8/30/2011 |
| 12-P0020272 | 31.79 | WESTATES MARKING DEVICES | Instructional Supplies | | | 8/30/2011 |
| 12-P0020273 | 22,078.23 | KNORR SYSTEMS INC | Equipment - All Other > \$1,000 | SP | | 8/30/2011 |
| 12-P0020274 | 78,100.00 | SOUTHLAND INDUSTRIES | Buildings - Contracted Svcs | SP | BOND | 8/30/2011 |
| 12-P0020275 | 71,479.77 | SO CALIF EDISON CO | Buildings - Contracted Svcs | SP | BOND | 8/30/2011 |
| 12-P0020276 | 26,555.00 | R2A ARCHITECTURE | Buildings - Architects Fee | SP | | 8/30/2011 |
| 12-P0020277 | 105,160.00 | SOUTHLAND INDUSTRIES | Buildings - Contracted Svcs | SP | BOND | 8/30/2011 |
| 12-P0020278 | 4,113.39 | MATERIAL HANDLING SUPPLY INC | Contracted Repair Services | | | 8/30/2011 |
| 12-P0020279 | 6,300.00 | THE HARTFORD LIFE & ANNUITY | Self Insurance Claims | | | 8/30/2011 |
| 12-P0020280 | 156.00 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 8/30/2011 |
| 12-P0020281 | 707.68 | D4 SOLUTIONS INC. | Contracted Services | SP | | 8/30/2011 |
| 12-P0020282 | 48.48 | DELL COMPUTER | Non-Instructional Supplies | | | 8/30/2011 |
| 12-P0020283 | 515.50 | BH PARTNERSHIP | Conference Expenses | SP | | 8/30/2011 |
| 12-P0020284 | 134.02 | VISUAL HEALTH INFORMATION | Instructional Software | SP | | 8/30/2011 |
| 12-P0020285 | 78.65 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/30/2011 |
| 12-P0020286 | 300.00 | MCMASTER CARR SUPPLY CO | Instructional Supplies | SP | | 8/30/2011 |
| 12-P0020287 | 7,000.00 | SIMS ORANGE WELDING SUPPLY | Instructional Supplies | | | 8/30/2011 |
| 12-P0020288 | 640.00 | HOME DEPOT | Instructional Supplies | | | 8/30/2011 |
| 12-P0020289 | 609.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/30/2011 |
| 12-P0020290 | 3,000.00 | DON BOOKSTORE | Books Paid for Students | SP | | 8/30/2011 |
| 12-P0020291 | 16,100.00 | PERCEPTIVE SOFTWARE INC | Contracted Services | SP | | 8/30/2011 |
| 12-P0020292 | 3,000.00 | DON BOOKSTORE | Non-Instructional Supplies | SP | | 8/30/2011 |
| 12-P0020293 | 150.00 | RADIO SHACK | Non-Instructional Supplies | | | 8/30/2011 |
| 12-P0020294 | 521.21 | AMERICAN EXPRESS | Conference Expenses | SP | | 8/30/2011 |
| 12-P0020295 | 1,025.66 | MICROTECH SCIENTIFIC | Instructional Supplies | | | 8/30/2011 |
| 12-P0020296 | 1,611.96 | WAXIE SANITARY SUPPLY | Non-Instructional Supplies | | | 8/30/2011 |
| 12-P0020298 | 999.00 | MITCHELL1 | Internet Services | | | 8/31/2011 |
| 12-P0020299 | 27,925.00 | ACCJC ACCREDITING COMMISSION | Other Licenses & Fees | | | 8/31/2011 |
| 12-P0020300 | 150.00 | CITY OF ORANGE | Other Licenses & Fees | | | 8/31/2011 |
| 12-P0020301 | 750.00 | GRAINGER | Repair & Replacement Parts | | | 8/31/2011 |
| * 12-P0020302 | 2,658.96 | APPLE COMPUTER INC | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020303 | 48.48 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020304 | 500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/31/2011 |

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| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|---|---------------------------------|----|------|-----------|
| 12-P0020305 | 2,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020306 | 500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 8/31/2011 |
| 12-P0020307 | 1,319.50 | MARKETLAB INC | Equipment - All Other > \$1,000 | SP | | 8/31/2011 |
| 12-P0020308 | 423.46 | AMERICAN THERMOFORM CORP | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020309 | 480.83 | KULI IMAGE INCYKUSTOM IMPRINTS | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020310 | 3,233.52 | ROURKE MICHAEL D | Contracted Services | | | 8/31/2011 |
| 12-P0020311 | 400.00 | RECORDING FOR THE BLIND | Inst Dues & Memberships | SP | | 8/31/2011 |
| 12-P0020312 | 1,712.37 | IMMEL DESIGN INC | Contracted Repair Services | | | 8/31/2011 |
| 12-P0020313 | 112.05 | OFFICE DEPOT BUSINESS SVCS | Instructional Supplies | | | 8/31/2011 |
| * 12-P0020314 | 1,764.95 | DON BOOKSTORE | Non-Instructional Supplies | SP | | 8/31/2011 |
| 12-P0020315 | 3,840.00 | DEANDA FRANCISCO | Contracted Services | SP | | 8/31/2011 |
| 12-P0020316 | 19.28 | HIGHSMITH CO INC | Non-Instructional Supplies | SP | | 9/1/2011 |
| 12-P0020317 | 1,000.00 | BOWKER | Internet Services | SP | | 9/1/2011 |
| 12-P0020318 | 398.03 | MIDWEST LIBRARY SVC | Library Books | SP | | 9/1/2011 |
| 12-P0020319 | 352.02 | GALE GROUP | Library Books | SP | | 9/1/2011 |
| 12-P0020320 | 500.00 | ENTERPRISE HOLDINGS INC | Transportation - Student | | | 9/1/2011 |
| 12-P0020321 | 13,612.00 | SO CALIF COMMERCIAL PRINTING | Reproduction/Printing Expenses | | | 9/1/2011 |
| 12-P0020322 | 1,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 9/1/2011 |
| 12-P0020323 | 104.74 | CAMBRIDGE UNIV PRESS | Instructional Supplies | SP | | 9/1/2011 |
| 12-P0020325 | 56.28 | MCGRAW HILL CONTEMPORARY | Instructional Supplies | SP | | 9/1/2011 |
| * 12-P0020326 | 640.58 | MCMAHAN BUSINESS INTERIORS | Non-Instructional Supplies | SP | | 9/6/2011 |
| * 12-P0020327 | 54,692.75 | TECHSTRATA LLC | Contracted Services | | | 9/6/2011 |
| 12-P0020328 | 1,365.05 | APPLE COMPUTER INC | Equipment - All Other > \$1,000 | | | 9/6/2011 |
| 12-P0020329 | 3,192.44 | PRO LOOK SPORTS | Instructional Supplies | SP | | 9/6/2011 |
| 12-P0020330 | 200.00 | PAPER DEPOT DOCUMENT | Contracted Services | | | 9/6/2011 |
| 12-P0020331 | 2,370.00 | BAKER PARTY RENTALS | Rental - Other (Short-term) | SP | | 9/6/2011 |
| 12-P0020332 | 2,552.41 | MFAC, LLC | Instructional Supplies | SP | | 9/6/2011 |
| 12-P0020333 | 150.00 | ORANGE COUNTY- LONG BEACH CONSORTIUM FOR NU | Inst Dues & Memberships | | | 9/6/2011 |
| 12-P0020334 | 2,868.75 | ATI ASSESSMENT TECHNOLOGIES | Non-Instructional Supplies | SP | | 9/6/2011 |
| 12-P0020335 | 750.00 | TK SERVICES, INC. | Instructional Supplies | | | 9/6/2011 |
| 12-P0020336 | 578.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 9/6/2011 |
| 12-P0020337 | 449.00 | OFFICE DEPOT BUSINESS SVCS | Instructional Supplies | | | 9/6/2011 |
| 12-P0020338 | 215.45 | HUMAN SOLUTION | Non-Instructional Supplies | | | 9/6/2011 |
| 12-P0020339 | 56.57 | SCHICK RECORDS MGMT | Non-Instructional Supplies | | | 9/6/2011 |
| 12-P0020340 | 3,250.00 | AOTA | Other Licenses & Fees | SP | | 9/6/2011 |

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| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|--------------------------------|----------------------------------|----|------|----------|
| 12-P0020341 | 3,166.00 | COMPUTERLAND OF SILICON VALLEY | Software License and Fees | | | 9/6/2011 |
| 12-P0020342 | 1,000.00 | ALBERTSON'S | Food and Food Service Supplies | SP | | 9/6/2011 |
| 12-P0020343 | 1,515.91 | CREATION ENGINE INC | Equip/Software - >\$200 <\$1,000 | SP | | 9/6/2011 |
| 12-P0020344 | 231.82 | ACADEMIC SUPERSTORE | Non-Instructional Software | SP | | 9/6/2011 |
| 12-P0020345 | 1,444.71 | HEWLETT PACKARD CO | Non-Instructional Supplies | | | 9/6/2011 |
| * 12-P0020346 | 2,125.74 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | | | 9/7/2011 |
| 12-P0020347 | 123.75 | BH PARTNERSHIP | Conference Expenses | SP | | 9/7/2011 |
| 12-P0020348 | 123.75 | BH PARTNERSHIP | Conference Expenses | SP | | 9/7/2011 |
| 12-P0020349 | 250.00 | CCCEOPSA CALIF COM COLL | Conference Expenses | SP | | 9/7/2011 |
| 12-P0020350 | 250.00 | CCCEOPSA CALIF COM COLL | Conference Expenses | SP | | 9/7/2011 |
| 12-P0020351 | 4.85 | KRISTINA A. ROSS | Instructional Supplies | | | 9/7/2011 |
| 12-P0020352 | 852.57 | SPORTS PAGE SOCCER WAREHOUSE | Instructional Supplies | SP | | 9/7/2011 |
| 12-P0020353 | 111.42 | BEDROCK SPORTS INC | Instructional Supplies | SP | | 9/7/2011 |
| 12-P0020354 | 555.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 9/7/2011 |
| 12-P0020355 | 325.62 | TROXELL COMM INC | Instructional Supplies | SP | | 9/7/2011 |
| 12-P0020356 | 520.37 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 9/7/2011 |
| 12-P0020357 | 7,337.78 | STUDICA INC | Software License and Fees | SP | | 9/7/2011 |
| 12-P0020358 | 90.86 | PINNACLE RADIO INC | Contracted Repair Services | | | 9/7/2011 |
| 12-P0020359 | 600.00 | PESTAL PETER A. | Maint/Oper Service Agreements | | | 9/7/2011 |
| 12-P0020360 | 1,559.54 | POWER PLUS | Maint/Oper Service Agreements | | | 9/7/2011 |
| 12-P0020361 | 1,092.50 | WESTERN POWER SYSTEMS | Contracted Repair Services | | | 9/7/2011 |
| * 12-P0020362 | 2,100.00 | CITY OF UPLAND | Instructional Agrmt - Salary | | | 9/7/2011 |
| 12-P0020363 | 98,750.00 | VICENTI LLOYD STUTZMAN | Audit | | | 9/7/2011 |
| 12-P0020364 | 500.00 | PESTAL PETER A. | Contracted Repair Services | | | 9/7/2011 |
| 12-P0020365 | 5,215.61 | D4 SOLUTIONS INC. | Contracted Services | SP | | 9/7/2011 |
| 12-P0020366 | 65.82 | LAKESHORE LEARNING MATERIALS | Instructional Supplies | SP | | 9/8/2011 |
| 12-P0020367 | 311.47 | DISCOUNT SCHOOL SUPPLY | Instructional Supplies | SP | | 9/8/2011 |
| 12-P0020368 | 355.58 | MONTGOMERY HARDWARE CO | Non-Instructional Supplies | | | 9/8/2011 |
| 12-P0020369 | 208.00 | LOS ANGELES TIMES | Books, Mags & Ref Mat, Non-Lib | | | 9/8/2011 |
| 12-P0020370 | 329.86 | PINNACLE RIVERSIDE | Conference Expenses | SP | | 9/8/2011 |
| 12-P0020371 | 1,900.72 | WELLS FARGO BANK | Conference Expenses | | | 9/8/2011 |
| 12-P0020372 | 520.36 | WELLS FARGO BANK | Conference Expenses | | | 9/8/2011 |
| 12-P0020373 | 2,149.71 | HEWLETT PACKARD CO | Non-Instructional Supplies | SP | | 9/8/2011 |
| 12-P0020374 | 397.00 | CM SCHOOL SUPPLY CO | Instructional Supplies | SP | | 9/8/2011 |
| 12-P0020375 | 100.00 | CITY OF ORANGE | Other Licenses & Fees | | | 9/8/2011 |

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| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|--|----------------------------------|----|------|-----------|
| 12-P0020376 | 300.00 | GREEN'S SECURITY CTR INC | Non-Instructional Supplies | | | 9/8/2011 |
| 12-P0020377 | 425.00 | WHITE DOVE RELEASE | Other Operating Exp & Services | SP | | 9/8/2011 |
| 12-P0020378 | 400.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 9/8/2011 |
| 12-P0020379 | 1,925.00 | SHPE | Other Participant Travel Exp | SP | | 9/9/2011 |
| * 12-P0020380 | 522.59 | KATEK SOLUTIONS | Equip/Software - >\$200 <\$1,000 | | | 9/9/2011 |
| * 12-P0020381 | 404.67 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 9/9/2011 |
| * 12-P0020382 | 335.47 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | | | 9/9/2011 |
| 12-P0020383 | 296.75 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | Repair & Replacement Parts | | | 9/9/2011 |
| 12-P0020384 | 2,000.00 | CLEAN SOURCE INC | Non-Instructional Supplies | | | 9/9/2011 |
| 12-P0020385 | 80.12 | TAB PRODUCTS CO | Non-Instructional Supplies | | | 9/9/2011 |
| 12-P0020386 | 800.00 | HOME DEPOT | Non-Instructional Supplies | SP | | 9/9/2011 |
| 12-P0020387 | 79.00 | LA SALLE INC | Non-Instructional Supplies | SP | | 9/9/2011 |
| 12-P0020388 | 1,647.50 | R & R VISIBLE PRODUCTS | Contracted Repair Services | | | 9/9/2011 |
| 12-P0129122 | 4,428.00 | KONE INC | Contracted Services | SP | | 9/9/2011 |
| * 12-P0129174 | 20,760.00 | SO CAL SWEEPING | Maint/Oper Service Agreements | | | 8/16/2011 |
| 12-P0129178 | 110,000.00 | COUNTY OF ORANGE | Maint/Oper Service Agreements | SP | | 8/15/2011 |
| 12-P0129198 | 1,104.84 | PITNEY BOWES | Instructional Agrmt - Salary | | | 8/9/2011 |
| 12-P0129199 | 388.80 | RAYNE DEALERSHIP CORP | Lease Agreement - Equipment | | | 8/8/2011 |
| 12-P0129200 | 10,000.00 | GOVERNMENT | Maint Contract - Other Equip | | | 8/8/2011 |
| 12-P0129201 | 1,289.77 | XEROX CORP | Software Support Service | | | 8/8/2011 |
| * 12-P0129202 | 614.72 | XEROX CORP | Excess/Copies Usage | SP | | 8/8/2011 |
| 12-P0129203 | 1,214.26 | XEROX CORP | Excess/Copies Usage | SP | | 8/8/2011 |
| * 12-P0129204 | 337.66 | XEROX CORP | Maint Contract - Office Equip | | | 8/8/2011 |
| 12-P0129205 | 10,000.00 | GOVERNMENT | Excess/Copies Usage | | | 8/8/2011 |
| * 12-P0129206 | 2,671.08 | XEROX CORP | Software Support Service | | | 8/8/2011 |
| 12-P0129207 | 798.00 | SCANTRON CORP | Excess/Copies Usage | | | 8/9/2011 |
| 12-P0129208 | 81,000.00 | ADLERHORST INT'L INC | Maint Contract - Office Equip | SP | | 8/9/2011 |
| 12-P0129209 | 40,000.00 | CITY OF NEWPORT BEACH FIRE AND MARINE DEPT | Instructional Agrmt - Salary | | | 8/9/2011 |
| 12-P0129210 | 27,000.00 | CITY OF COSTA MESA | Instructional Agrmt - Salary | | | 8/9/2011 |
| 12-P0129211 | 20,000.00 | AGIAC ASIAN GANG INVESTIGATION | Instructional Agrmt - Salary | | | 8/9/2011 |
| * 12-P0129212 | 1,890.43 | PITNEY BOWES | Instructional Agrmt - Salary | | | 8/9/2011 |
| * 12-P0129213 | 2,979.10 | PITNEY BOWES | Lease Agreement - Equipment | | | 8/9/2011 |
| * 12-P0129214 | 1,015.84 | XEROX CORP | Lease Agreement - Equipment | | | 8/9/2011 |
| 12-P0129215 | 275.15 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| * 12-P0129216 | 650.40 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| | | | Excess/Copies Usage | SP | | 8/15/2011 |

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

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|-------------------------------|-------------------------------|----|------|-----------|
| * 12-P0129217 | 603.73 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| * 12-P0129218 | 647.31 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| * 12-P0129219 | 1,016.58 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| * 12-P0129220 | 1,050.66 | XEROX CORP | Excess/Copies Usage | SP | | 8/15/2011 |
| 12-P0129221 | 415.00 | SYSTEM ONE BUSINESS PRODUCTS | Maint Contract - Office Equip | SP | | 8/16/2011 |
| 12-P0129222 | 14,539.00 | METROPOLITAN WATER DISTRICT | Instructional Agrmt - Salary | SP | | 8/16/2011 |
| * 12-P0129223 | 1,975.27 | XEROX CORP | Excess/Copies Usage | SP | | 8/16/2011 |
| 12-P0129224 | 683.69 | PARACLETE FIRE AND SAFETY | Maint/Oper Service Agreements | | | 8/16/2011 |
| 12-P0129225 | 1,449.00 | PARACLETE FIRE AND SAFETY | Maint/Oper Service Agreements | | | 8/16/2011 |
| 12-P0129226 | 30,000.00 | COUNTY OF ORANGE | Instructional Agrmt - Salary | | | 8/18/2011 |
| 12-P0129227 | 30,360.00 | CALIF NARCOTIC OFFICERS ASSOC | Instructional Agrmt - Salary | | | 8/18/2011 |
| 12-P0129228 | 2,000.00 | CITY OF FULLERTON | Instructional Agrmt - Salary | | | 8/18/2011 |
| * 12-P0129229 | 499.83 | XEROX CORP | Maint Contract - Office Equip | SP | | 8/18/2011 |
| * 12-P0129230 | 1,090.11 | XEROX CORP | Excess/Copies Usage | | | 8/24/2011 |
| * 12-P0129231 | 490.18 | XEROX CORP | Excess/Copies Usage | | | 8/24/2011 |
| * 12-P0129232 | 4,004.51 | XEROX CORP | Excess/Copies Usage | | | 8/24/2011 |
| * 12-P0129233 | 4,998.26 | XEROX CORP | Excess/Copies Usage | | | 8/24/2011 |
| 12-P0129234 | 573.36 | XEROX CORP | Maint Contract - Office Equip | SP | | 8/24/2011 |
| 12-P0129235 | 20,000.00 | CITY OF TUSTIN | Instructional Agrmt - Salary | | | 8/24/2011 |
| 12-P0129237 | 4,250.00 | RF MACDONALD CO | Maint/Oper Service Agreements | | | 8/30/2011 |
| 12-P0129238 | 544.87 | XEROX CORP | Maint Contract - Office Equip | | | 8/31/2011 |
| 12-P0129239 | 378.21 | XEROX CORP | Excess/Copies Usage | | | 8/31/2011 |
| * 12-P0129240 | 1,947.59 | XEROX CORP | Excess/Copies Usage | | | 8/31/2011 |
| 12-P0129241 | 1,810.50 | PYRO-COMM SYSTEMS INC | Maint/Oper Service Agreements | | | 8/31/2011 |
| 12-P0129242 | 6,673.00 | PYRO-COMM SYSTEMS INC | Maint/Oper Service Agreements | | | 8/31/2011 |
| * 12-P0129243 | 465.20 | XEROX CORP | Excess/Copies Usage | SP | | 8/31/2011 |
| 12-P0129245 | 239,640.00 | CALIF NARCOTIC OFFICERS ASSOC | Instructional Agrmt - Salary | | | 9/7/2011 |
| * 12-P0129246 | 332.54 | XEROX CORP | Excess/Copies Usage | SP | | 9/9/2011 |
| 12-P0129247 | 300.00 | BAY SECURITY COMM | Security Systems & Services | | | 9/9/2011 |
| * 12-P0129248 | 1,192.15 | XEROX CORP | Excess/Copies Usage | | | 9/9/2011 |
| 12-P0129250 | 4,000.00 | CITY OF FULLERTON | Instructional Agrmt - Salary | | | 9/9/2011 |

Grand Total: \$4,116,409.47

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

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 7, 2011 THROUGH SEPTEMBER 10, 2011
BOARD MEETING OF SEPTEMBER 26, 2011**

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|---|------------------------------|---|
| 12-P0020034 | \$31,055.00 | Annual membership for fiscal year 2011/2012 | DO-Chancellor's Office | |
| 12-P0020063 | \$30,210.61 | Sweeping machine model 400 series and related components | SAC-Maintenance & Operations | Received Quotations: 1) *Tennant Sales and Service Co. 2) Maintex, Inc. *Successful Bidder |
| 12-P0020079 | \$15,800.40 | Employment advertisement for Trustee vacancy in the LA Times and Orange County Register | DO-Chancellor's Office | |
| 12-P0020082 | \$156,000.00 | Contracted programmer services to assist with Datatel specialized customizations | DO-ITS | Board approved: July 25, 2011 |
| 12-P0020099 | \$33,836.00 | Repair work on a portion of the existing upper and lower roof on Building "N" and repair and recoat of roof on Building "B" | SAC-Maintenance & Operations | Received Quotations: 1) *Rite-Way Roof Corp. 2) Vance & Associates Roofing, Inc. 3) Chapman Coast Roof Co., Inc. *Successful Bidder |
| 12-P0020102 | \$50,000.00 | Blanket PO to conduct background checks, surveillance and security consulting as needed for 2011-2012 | DO-Risk Management | |
| 12-P0020112 | \$67,623.90 | Paper towels and toilet tissues | SAC-Maintenance & Operations | Received Quotations: 1) *Pioneer Chemical Co. 2) Xpedx 3) Waxie's Enterprise, Inc 4) Bunzl/R3 5) Sierra *Successful Bidder |

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 7, 2011 THROUGH SEPTEMBER 10, 2011
BOARD MEETING OF SEPTEMBER 26, 2011**

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|---|--|---|
| 12-P0020113 | \$709,443.00 | 2011-2012 Core Programs and Ancillary Premiums (ASCIP Premium and Reinsurance Program, SELF Premium, ASCIP Booster Coverage, Storage Tank Liability Coverage and Rent A Risk Manager Program) | DO-Risk Management | Board approved: September 11, 2006 |
| 12-P0020114 | \$15,000.00 | Consulting services related to research into local redevelopment agency projects (Phase II) | DO-Business Operations/Fiscal Services | Board approved: December 6, 2010 |
| 12-P0020117 | \$302,762.05 | HP servers and related components | DO-ITS | Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27164 Board Approved: November 16, 2009 |
| 12-P0020134 | \$15,085.87 | Math and English placement tests online | SCC-Counseling & Student Support | |
| 12-P0020154 | \$15,488.00 | Instructional hours for fire EMT classes for Spring 2011 | SAC-Fire Technology | Board approved: May 27, 2008 |
| 12-P0020200 | \$28,800.00 | Independent contractor to provide supervision and field instruction to Master of Social Work student interns assigned to RSCCD Child Development Services | DO-Child Development Services | Board approved: August 22, 2011 |
| 12-P0020215 | \$772,306.00 | Signalization project at Santiago Canyon College | DO-Facility Planning | Bid #1181 Board approved: June 25, 2011 |

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 7, 2011 THROUGH SEPTEMBER 10, 2011
BOARD MEETING OF SEPTEMBER 26, 2011**

| P.O. # | Amount | Description | Department | Comment |
|-------------|-------------|---|--|--|
| 12-P0020220 | \$33,329.86 | Dell computers and related components | SAC-Administrative Services | Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27164 Board Approved: November 16, 2009 |
| 12-P0020234 | \$50,000.00 | Legal services related to facilities matters | DO-Business Operations/Fiscal Services | Board approved: March 23, 2009 |
| 12-P0020239 | \$26,888.00 | Project management services related to Santa Ana College campus WLAN site survey and design planning | DO-ITS | Board approved: August 22, 2011 |
| 12-P0020273 | \$22,078.23 | Smart pump control system and installation for the pool at Santa Ana College | SAC-Maintenance & Operations | Pump was not delivered and installed before fiscal year ended. Therefore, purchase order was closed and a new purchase order issued under the current fiscal year. |
| 12-P0020274 | \$78,100.00 | Engineering services related to the review of plans of the Athletic/Aquatic Complex project - HVAC system at Santiago Canyon College | DO-Facility Planning | Board approved: August 22, 2011 |
| 12-P0020275 | \$71,479.77 | Installation of 12KV electrical meter and electrical services to meet the requirements of the Santiago Canyon College - Humanities Building | DO-Facility Planning | Board approved: August 22, 2011 |
| 12-P0020276 | \$26,555.00 | Architectural services to provide a Statement of Probable Construction Cost for the seismic code compliance of Orange Education Center | DO-Facility Planning | Board approved: August 22, 2011 |

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 7, 2011 THROUGH SEPTEMBER 10, 2011
BOARD MEETING OF SEPTEMBER 26, 2011**

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|---|--|---|
| 12-P0020277 | \$105,160.00 | Engineering services related to the review of plans of the Humanities Building project - HVAC system at Santiago Canyon College | DO-Facility Planning | Board approved: August 22, 2011 |
| 12-P0020291 | \$16,100.00 | Additional consulting services for the newly implemented ImageNow software | SAC-Financial Aid | Board approved: August 22, 2011 |
| 12-P0020299 | \$27,925.00 | Annual accreditation fee for Santa Ana College | SAC-Administrative Services | |
| 12-P0020327 | \$54,692.75 | Junos Pulse Gateway 4610 base system and related components to provide secure remote access to District's virtual environments (i.e. servers, virtual desktops, web applications) as well as secure access through mobile devices | DO-ITS | Received Quotations: 1) *Techstrata LLC 2) Accuvant *Successful Bidder |
| 12-P0020363 | \$98,750.00 | Auditing services for all District funds, books, accounts including Measure E financial and performance audits for 2010-2011 fiscal year | DO-Business Operations/Fiscal Services | Board approved: February 22, 2011 |
| 12-P0129174 | \$20,760.00 | Fourth year of a five-year contract for parking lot sweeping services for Santiago Canyon College and SCC-Orange Education Center | SCC-Administrative Services | Bid #1082 Board approved: May 27, 2008 |
| 12-P0129178 | \$110,000.00 | Instructional agreement for information processing technician training and Sheriff's facility maintenance classes | OC-SRTA | Board approved: December 6, 2010 |
| 12-P0129208 | \$81,000.00 | Instructional agreement for K-9 training classes | OC-SRTA | Board approved: September 24, 2007 |

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM AUGUST 7, 2011 THROUGH SEPTEMBER 10, 2011
BOARD MEETING OF SEPTEMBER 26, 2011**

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|--|------------|----------------------------------|
| 12-P0129209 | \$40,000.00 | Instructional agreement for law enforcement explorer advisors association training classes | OC-SRTA | Board approved: May 10, 2011 |
| 12-P0129210 | \$27,000.00 | Instructional agreement for law enforcement training classes | OC-SRTA | Board approved: July 25, 2011 |
| 12-P0129211 | \$20,000.00 | Instructional agreement for law enforcement training classes | OC-SRTA | Board approved: July 25, 2011 |
| 12-P0129226 | \$30,000.00 | Instructional agreement for law enforcement training classes | OC-SRTA | Board approved: July 25, 2011 |
| 12-P0129227 | \$30,360.00 | Instructional agreement for law enforcement training classes | OC-SRTA | Board approved: October 26, 2009 |
| 12-P0129235 | \$20,000.00 | Instructional agreement for advance peace officer training classes | OC-SRTA | Board approved: July 25, 2011 |
| 12-P0129245 | \$239,640.00 | Instructional agreement for law enforcement training classes | OC-SRTA | Board approved: July 25, 2011 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

| | |
|--|--------------------------|
| To: Board of Trustees | Date: September 26, 2011 |
| Re: Approval of Resource Development Items | |
| Action: Request for Approval | |

ANALYSIS

Items for the following categorical programs have been developed:

| <u>Project Title</u> | <u>Award Date</u> | <u>Amount</u> |
|---|-------------------|---------------|
| 1. Business Entrepreneurship Center (District) Funding from the California Community College Chancellor's Office to assist in providing economic and workforce development opportunities. (11/12) | 7/1/2011 | \$205,000 |
| 2. College Assistance Migrant Program (CAMP) – Year 5 (SCC) Fifth year of a five-year grant from the U. S. Department of Education to assist migrant students to complete their first academic year of college and to continue in postsecondary education. (11/12) | 6/1/2011 | \$425,000 |
| 3. Early Head Start Expansion (District) Grant award from the U.S. Dept of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start programs. (11/12) | 9/30/2011 | \$886,113 |
| Operations Budget | | \$864,500 |
| Training & Technical Assistance | | \$21,613 |
| 4. Job Tech Center – Green Economy Training (District) - <i>Carryover</i> The Santa Ana Workforce Investment Board issued a sub-award for RSCCD's Corporate Training Institute to provide skill assessment, basic skills development, and training in computer literacy, solar panel installation, and water treatment/water distribution for the WIB's Job Tech Center – Green Economy Training project. (11/12) | 7/1/2011 | \$75,668 |

| | |
|---|--------------------------------|
| Fiscal Impact: \$3,524,514 | Board Date: September 26, 2011 |
| Item Prepared by: Maria Gil, Interim Resource Development Coordinator | |
| Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services | |
| Item Recommended by: Dr. Raúl Rodríguez, Chancellor | |

- | | | |
|--|------------------|--------------------|
| <p>5. Matriculation - Credit (SAC/SCC/District) Annual allocation from the California Community Colleges Chancellor's Office to support activities related to outreach, admission, placement, and retention of students. (11/12) SAC \$883,598 SCC \$365,211 Contribution to Research \$20,500</p> | <p>7/21/2011</p> | <p>\$1,269,309</p> |
| <p>6. Seeds to Trees - Digital Media Training (District) Sub-award from the Santa Ana Library for RSCCD's Corporate Training Institute to provide digital media training in graphic design, website design, scriptwriting, video production, digital music and marketing for twenty at-risk youth. (11/12)</p> | <p>7/1/2011</p> | <p>\$88,463</p> |
| <p>7. Student Support Services – Year 1 (SAC) First year of a five-year grant from the U.S. Department of Education to provide programs and services for low-income, first-generation college students. (11/12)</p> | <p>8/25/11</p> | <p>\$292,340</p> |
| <p>8. Upward Bound – Year 5 (SAC) Last year of a five-year grant from the U.S. Department of Education to increase high school graduation rates, increase competency in college preparatory classes, and increase university entrance rates. (11/12)</p> | <p>7/19/2011</p> | <p>\$282,621</p> |

RECOMMENDATION

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

| | |
|---|--------------------------------|
| Fiscal Impact: \$3,524,514 | Board Date: September 26, 2011 |
| Item Prepared by: Maria Gil, Interim Resource Development Coordinator | |
| Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services | |
| Item Recommended by: Dr. Raúl Rodríguez, Chancellor | |

SPECIAL PROJECT DETAILED BUDGET #2056
NAME: Business and Entrepreneurship Center (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 - 6/30/12
 CONTRACT INCOME: \$205,000
 Grant No. 11-311-039

PROJ. ADM. Enrique Perez
 PROJ. DIR. Maricela Sandoval

Date: 9/15/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|--|----------------|----------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 11 | 0000 | 000004 | 50000 | 2130 | Match - Fixed Salary | | 49,848 |
| 11 | 0000 | 000004 | 50000 | 3415 | Match - Fixed Benefits | | 29,942 |
| 11 | 0000 | 672000 | 50000 | 5865 | Indirect - District | | 47,496 |
| | | | | | Indirect Costs : District Operations (16% on grant-funded direct costs @ \$197,115 = \$31,538) (20% on district-funded direct costs @ \$79,790 = \$15,958) | | |
| 11 | 2056 | 672000 | 50000 | 5865 | | 47,496 | |
| | | | | | Classified Employees : Educational Services | | |
| 11 | 2056 | 679000 | 53305 | 2130 | Carpenter, Pat @ 30% eff. 2B-12B | 16,969 | |
| 11 | 2056 | 679000 | 53305 | 3215 | PERS - Non-Instructional : Educational Services Off | 1,934 | |
| 11 | 2056 | 679000 | 53305 | 3315 | OASDHI - Non-Instructional : Educational Services O | 1,075 | |
| 11 | 2056 | 679000 | 53305 | 3325 | Medicare - Non-Instructional : Educational Services | 251 | |
| 11 | 2056 | 679000 | 53305 | 3415 | H & W - Non-Instructional : Educational Services Of | 1,693 | |
| 11 | 2056 | 679000 | 53305 | 3435 | H & W - Retiree Fund Non-Inst : Educational Service | 173 | |
| 11 | 2056 | 679000 | 53305 | 3515 | SUI - Non-Instructional : Educational Services Offi | 279 | |
| 11 | 2056 | 679000 | 53305 | 3615 | WCI - Non-Instructional : Educational Services Offi | 416 | |
| 11 | 2056 | 679000 | 53305 | 3915 | Other Benefits - Non-Instruct : Educational Service | 371 | |
| | | | | | Classified Employees : Resource Development | | |
| 11 | 2056 | 684000 | 53345 | 2130 | Villaseñor, Francisco @ 23% eff. 1B-12B | 10,961 | |
| 11 | 2056 | 684000 | 53345 | 3215 | PERS - Non-Instructional : Resource Development | 1,250 | |
| 11 | 2056 | 684000 | 53345 | 3315 | OASDHI - Non-Instructional : Resource Development | 700 | |
| 11 | 2056 | 684000 | 53345 | 3325 | Medicare - Non-Instructional : Resource Development | 164 | |
| 11 | 2056 | 684000 | 53345 | 3415 | H & W - Non-Instructional : Resource Development | 4,244 | |
| 11 | 2056 | 684000 | 53345 | 3435 | H & W - Retiree Fund Non-Inst : Resource Developmen | 113 | |
| 11 | 2056 | 684000 | 53345 | 3515 | SUI - Non-Instructional : Resource Development | 182 | |
| 11 | 2056 | 684000 | 53345 | 3615 | WCI - Non-Instructional : Resource Development | 271 | |
| 11 | 2056 | 684000 | 53345 | 3915 | Other Benefits - Non-Instruct : Resource Developmen | 318 | |
| | | | | | Classified Employee : Small Business Dev Ctr Offi | | |
| 11 | 2056 | 684000 | 53410 | 2130 | Marketing Specialist (TBD) @ 50% | 21,918 | |
| 11 | 2056 | 684000 | 53410 | 3215 | PERS - Non-Instructional : Small Business Dev Ctr O | 2,500 | |
| 11 | 2056 | 684000 | 53410 | 3315 | OASDHI - Non-Instructional : Small Business Dev Ctr | 1,400 | |
| 11 | 2056 | 684000 | 53410 | 3325 | Medicare - Non-Instructional : Small Business Dev C | 330 | |
| 11 | 2056 | 684000 | 53410 | 3415 | H & W - Non-Instructional : Small Business Dev Ctr | 10,471 | |
| 11 | 2056 | 684000 | 53410 | 3435 | H & W - Retiree Fund Non-Inst : Small Business Dev | 226 | |
| 11 | 2056 | 684000 | 53410 | 3515 | SUI - Non-Instructional : Small Business Dev Ctr Of | 364 | |
| 11 | 2056 | 684000 | 53410 | 3615 | WCI - Non-Instructional : Small Business Dev Ctr Of | 542 | |
| 11 | 2056 | 684000 | 53410 | 3915 | Other Benefits - Non-Instruct : Small Business Dev | 675 | |
| | | | | | Total - #2056 BEC FY 11/12 (MATCH) * | 127,286 | 127,286 |

* BEC FY 11/12 match requirement is 1:1 @ \$205,000; \$127,286 funded by district and \$77,714 funded by SBA/CSUF in-kind match

SPECIAL PROJECT DETAILED BUDGET #2056
NAME: Business and Entrepreneurship Center (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 - 6/30/12
 CONTRACT INCOME: \$205,000
 Grant No. 11-311-039

PROJ. ADM. Enrique Perez
 PROJ. DIR. Maricela Sandoval

Date: 9/15/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|--|----------------|----------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 12 | 2056 | 000000 | 50000 | 8659 | Other Reimb Categorical Allow : District Operations | | 205,000 |
| 12 | 2056 | 672000 | 50000 | 5865 | Indirect Costs : District Operations | 7,885 | |
| 12 | 2056 | 675000 | 53410 | 5210 | Conference Expenses : Small Business Dev Ctr Office | 7,500 | |
| | | | | | Classified Management : Small Business Dev Ctr Offi | | |
| | | | | | Sandoval, Maricela Business Services Manager | | |
| 12 | 2056 | 684000 | 53410 | 2110 | @ 100% eff. 8/23/11 | 62,676 | |
| | | | | | Classified Employee : Small Business Dev Ctr Offi | | |
| 12 | 2056 | 684000 | 53410 | 2130 | Marketing Specialist (TBD) @ 50% | 21,918 | |
| 12 | 2056 | 684000 | 53410 | 3215 | PERS - Non-Instructional : Small Business Dev Ctr O | 9,643 | |
| 12 | 2056 | 684000 | 53410 | 3315 | OASDHI - Non-Instructional : Small Business Dev Ctr | 5,491 | |
| 12 | 2056 | 684000 | 53410 | 3325 | Medicare - Non-Instructional : Small Business Dev C | 1,285 | |
| 12 | 2056 | 684000 | 53410 | 3415 | H & W - Non-Instructional : Small Business Dev Ctr | 16,596 | |
| 12 | 2056 | 684000 | 53410 | 3435 | H & W - Retiree Fund Non-Inst : Small Business Dev | 886 | |
| 12 | 2056 | 684000 | 53410 | 3515 | SUI - Non-Instructional : Small Business Dev Ctr Of | 1,426 | |
| 12 | 2056 | 684000 | 53410 | 3615 | WCI - Non-Instructional : Small Business Dev Ctr Of | 2,126 | |
| 12 | 2056 | 684000 | 53410 | 3915 | Other Benefits - Non-Instruct : Small Business Dev | 3,975 | |
| 12 | 2056 | 684000 | 53410 | 4210 | Books, Mags & Ref Mat, Non-Lib : Small Business Dev | 623 | |
| 12 | 2056 | 684000 | 53410 | 4610 | Non-Instructional Supplies : Small Business Dev Ctr | 3,000 | |
| 12 | 2056 | 684000 | 53410 | 4710 | Food and Food Service Supplies : Small Business Dev | 7,120 | |
| 12 | 2056 | 684000 | 53410 | 5100 | Contracted Services : Small Business Dev Ctr Office | 39,400 | |
| 12 | 2056 | 684000 | 53410 | 5220 | Mileage/Parking Expenses : Small Business Dev Ctr O | 1,500 | |
| 12 | 2056 | 684000 | 53410 | 5800 | Advertising : Small Business Dev Ctr Office | 2,000 | |
| 12 | 2056 | 684000 | 53410 | 5940 | Reproduction/Printing Expenses : Small Business Dev | 3,600 | |
| 12 | 2056 | 684000 | 53410 | 5950 | Software License and Fees : Small Business Dev Ctr | 2,000 | |
| 12 | 2056 | 684000 | 53410 | 6410 | Equipment - All Other > \$1,000 : Small Business Dev | 2,100 | |
| 12 | 2056 | 684000 | 53410 | 6419 | Equip/Software - >\$200 <\$1,000 : Small Business Dev | 2,250 | |
| | | | | | Total - #2056 BEC FY 11/12 | 205,000 | 205,000 |

SPECIAL PROJECT DETAILED BUDGET # 1209

NAME: CAMP (College Assistance Migrant Program) - Santiago Canyon College (Yr. 5)

FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 8/15/11 to 8/14/12

PROJ. ADM. John Hernandez

CONTRACT INCOME: \$425,000

Interim PROJ. DIR. Deisy Covarrubias

CFDA #: 84.149A; Award # S149A070022

Date: 9/15/11

| FD | PROJ | TOPS | DEPT | OBJ | Description | Debit | Credit |
|----|------|--------|-------|------|--|---------|---------|
| 12 | 1209 | 000000 | 20000 | 8199 | Other Federal Revenues : Santiago Canyon College | | 398,259 |
| 12 | 1209 | 000000 | 50000 | 8199 | Other Federal Revenues : District Operations | | 26,741 |
| 12 | 1209 | 493010 | 29325 | 1315 | Int/Sum-Instructors,Part-Time : Counseling | 9,289 | |
| 12 | 1209 | 493010 | 29325 | 3111 | STRS - Instructional : Counseling | 766 | |
| 12 | 1209 | 493010 | 29325 | 3321 | Medicare - Instructional : Counseling | 135 | |
| 12 | 1209 | 493010 | 29325 | 3431 | H & W - Retiree Fund Inst : Counseling | 93 | |
| 12 | 1209 | 493010 | 29325 | 3511 | SUI - Instructional : Counseling | 150 | |
| 12 | 1209 | 493010 | 29325 | 3611 | WCI - Instructional : Counseling | 223 | |
| 12 | 1209 | 631000 | 29325 | 1430 | Part-Time Counselors : Counseling | 39,707 | |
| 12 | 1209 | 631000 | 29325 | 3115 | STRS - Non-Instructional : Counseling | 3,276 | |
| 12 | 1209 | 631000 | 29325 | 3325 | Medicare - Non-Instructional : Counseling | 576 | |
| 12 | 1209 | 631000 | 29325 | 3435 | H & W - Retiree Fund Non-Inst : Counseling | 397 | |
| 12 | 1209 | 631000 | 29325 | 3515 | SUI - Non-Instructional : Counseling | 639 | |
| 12 | 1209 | 631000 | 29325 | 3615 | WCI - Non-Instructional : Counseling | 953 | |
| 12 | 1209 | 649000 | 29905 | 2130 | Classified Employees | 40,380 | |
| 12 | 1209 | 649000 | 29905 | 2320 | Classified Employees - Hourly | 115,191 | |
| 12 | 1209 | 649000 | 29905 | 2340 | Student Assistants - Hourly | 33,540 | |
| 12 | 1209 | 649000 | 29905 | 3215 | PERS - Non-Instructional | 4,470 | |
| 12 | 1209 | 649000 | 29905 | 3315 | OASDHI - Non-Instructional | 2,587 | |
| 12 | 1209 | 649000 | 29905 | 3325 | Medicare - Non-Instructional | 2,275 | |
| 12 | 1209 | 649000 | 29905 | 3335 | PARS - Non-Instructional | 1,497 | |
| 12 | 1209 | 649000 | 29905 | 3415 | H & W - Non-Instructional | 12,449 | |
| 12 | 1209 | 649000 | 29905 | 3435 | H & W - Retiree Fund Non-Inst | 1,905 | |
| 12 | 1209 | 649000 | 29905 | 3515 | SUI - Non-Instructional | 2,526 | |
| 12 | 1209 | 649000 | 29905 | 3615 | WCI - Non-Instructional | 4,571 | |
| 12 | 1209 | 649000 | 29905 | 3915 | Other Benefits - Non-Instruct | 1,350 | |
| 12 | 1209 | 649000 | 29905 | 4310 | Instructional Supplies | 4,840 | |
| | | | | | Non-Instructional Supplies | | |
| | | | | | - Office Supplies (\$5,038) | | |
| 12 | 1209 | 649000 | 29905 | 4610 | - Recruitment/advisory supplies (\$4,884) | 9,922 | |
| 12 | 1209 | 649000 | 29905 | 5220 | Mileage/Parking Expenses | 6,600 | |
| 12 | 1209 | 649000 | 29905 | 5300 | Inst Dues & Memberships | 1,200 | |
| 12 | 1209 | 649000 | 29905 | 5925 | Postage : Student Development Office | 500 | |
| 12 | 1209 | 649000 | 29905 | 5940 | Reproduction/Printing Expenses | 3,537 | |
| 12 | 1209 | 672000 | 50000 | 5865 | Indirect Costs : District Operations | 26,741 | |
| 12 | 1209 | 675000 | 29905 | 5210 | Conference Expenses | 15,715 | |

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET # 1209

NAME: CAMP (College Assistance Migrant Program) - Santiago Canyon College (Yr. 5)

FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 8/15/11 to 8/14/12

PROJ. ADM. John Hernandez

CONTRACT INCOME: \$425,000

Interim PROJ. DIR. Deisy Covarrubias

CFDA #: 84.149A; Award # S149A070022

Date: 9/15/11

| FD | PROJ | TOPS | DEPT | OBJ | Description | Debit | Credit |
|----------------------------------|-------------|---------------|--------------|-------------|--|----------------|----------------|
| 12 | 1209 | 732000 | 29905 | 7610 | Books Paid for Students - \$400/year x 40 students | 16,000 | |
| 12 | 1209 | 732000 | 29905 | 7650 | Stipends Paid for Students - Living Allowance (est. \$600/sem x 40 students) | 48,000 | |
| | | | | | Student Internships (10 internships x \$10 x 130 hrs) | 13,000 | |
| Totals for Project : 1209 | | | | | CAMP - Year 5 | 425,000 | 425,000 |

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #1272
NAME: Early Head Start Expansion Operations (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 9/30/11 - 9/29/12
 CONTRACT INCOME: \$864,500
 CFDA No. 93.600
 Award No. 09CH9091/01

PROJ. ADM. Enrique Perez
 PROJ. DIR. Dee Tucker

Date: 9/16/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|--|------------|---------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 33 | 1272 | 000000 | 50000 | 8199 | Other Federal Revenues : District Operations | | 864,500 |
| 33 | 1272 | 672000 | 50000 | 5865 | Indirect Costs : District Operations | 33,250 | |
| 33 | 1272 | 692000 | 53328 | 1210 | Academic Management : EHS Santa Ana College MacKenney, Veronica @ 30% (Note: 30% to #2120 non-federal match) | 13,000 | |
| 33 | 1272 | 692000 | 53328 | 1270 | Child Development Teachers : EHS Santa Ana College -Master Teachers each @ 50% : Daisy Castaneda, Luz Cordoba, Margaret Humphreys, Imelda Iniguez, Colleen Mangali, Cheryl Owens, Keo Salinas, Sandra Shinn (Note: 50% to #2120 non-federal match) | 75,765 | |
| 33 | 1272 | 692000 | 53328 | 2130 | Classified Employees : EHS Santa Ana College Mata, Isabel @ 50% Pliego, Fuasta .75 FTES @ 25% | 14,443 | |
| 33 | 1272 | 692000 | 53328 | 2310 | Classified Employees - Ongoing : EHS Santa Ana Coll Part-time Custodian - TBD | 7,513 | |
| 33 | 1272 | 692000 | 53328 | 2320 | Classified Employees - Hourly : EHS Santa Ana Colle -Child Development Beginning Teachers (8) | 35,728 | |
| 33 | 1272 | 692000 | 53328 | 2340 | Student Assistants - Hourly : EHS Santa Ana College (9) | 26,035 | |
| 33 | 1272 | 692000 | 53328 | 3115 | STRS - Non-Instructional : EHS Santa Ana College | 7,323 | |
| 33 | 1272 | 692000 | 53328 | 3215 | PERS - Non-Instructional : EHS Santa Ana College | 6,576 | |
| 33 | 1272 | 692000 | 53328 | 3315 | OASDHI - Non-Instructional : EHS Santa Ana College | 5,219 | |
| 33 | 1272 | 692000 | 53328 | 3325 | Medicare - Non-Instructional : EHS Santa Ana Colleg | 2,573 | |
| 33 | 1272 | 692000 | 53328 | 3415 | H & W - Non-Instructional : EHS Santa Ana College | 33,494 | |
| 33 | 1272 | 692000 | 53328 | 3435 | H & W - Retiree Fund Non-Inst : EHS Santa Ana Colle | 1,775 | |
| 33 | 1272 | 692000 | 53328 | 3515 | SUI - Non-Instructional : EHS Santa Ana College | 2,438 | |
| 33 | 1272 | 692000 | 53328 | 3615 | WCI - Non-Instructional : EHS Santa Ana College | 4,260 | |
| 33 | 1272 | 692000 | 53328 | 3915 | Other Benefits - Non-Instruct : EHS Santa Ana Colle | 4,973 | |
| 33 | 1272 | 692000 | 53328 | 4310 | Instructional Supplies : EHS Santa Ana College | 4,000 | |
| 33 | 1272 | 692000 | 53328 | 4610 | Non-Instructional Supplies : EHS Santa Ana College | 7,200 | |
| 33 | 1272 | 692000 | 53328 | 4710 | Food and Food Service Supplies : EHS Santa Ana Coll | 5,729 | |
| 33 | 1272 | 692000 | 53328 | 5630 | Maint Contract - Office Equip : EHS Santa Ana Colle | 50 | |
| 33 | 1272 | 692000 | 53328 | 5845 | Excess/Copies Usage : EHS Santa Ana College | 700 | |
| 33 | 1272 | 692000 | 53328 | 5850 | Fingerprinting : EHS Santa Ana College | 506 | |
| 33 | 1272 | 692000 | 53328 | 5895 | Other Licenses & Fees : EHS Santa Ana College -State CA Child Care Center licenses | 500 | |
| 33 | 1272 | 692000 | 53328 | 6120 | Site Improvements : EHS Santa Ana College | 1,000 | |
| 33 | 1272 | 692000 | 53328 | 6411 | Equipment - Federal Progs >200 : EHS Santa Ana College | 3,400 | |

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #1272
NAME: Early Head Start Expansion Operations (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 9/30/11 - 9/29/12
 CONTRACT INCOME: \$864,500
 CFDA No. 93.600
 Award No. 09CH9091/01

PROJ. ADM. Enrique Perez
 PROJ. DIR. Dee Tucker

Date: 9/16/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|---|------------|--------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 33 | 1272 | 692000 | 53329 | 1210 | Academic Management : EHS Administration Tucker, Dee @ 20% McBee, Debbie @ 85% Ramirez, Alicia @ 80% Pham, MyLe @ 80% Van, Connie @ 100% | 122,498 | |
| 33 | 1272 | 692000 | 53329 | 1270 | Child Development Teachers : EHS Administration -Teachers/Homebase Parent Educators each @ 100% : Catherine Candela, Guadalupe Sandoval, Sandra Santamaria | 54,720 | |
| 33 | 1272 | 692000 | 53329 | 1471 | Sub Child Dev Teachr-Shortterm : EHS Administration -Master Teacher-Substitutes/Parent Educators | 16,450 | |
| 33 | 1272 | 692000 | 53329 | 2130 | Classified Employees : EHS Administration Lugo, Laurene @ 10% Mills, Amy @ 90% Ericson, Cherie @ 45% | 35,982 | |
| 33 | 1272 | 692000 | 53329 | 2310 | Classified Employees - Ongoing : EHS Administration Campos, Griselda | 7,756 | |
| 33 | 1272 | 692000 | 53329 | 2320 | Classified Employees - Hourly : EHS Administration Campos, Griselda (s/t) | 6,495 | |
| 33 | 1272 | 692000 | 53329 | 3115 | STRS - Non-Instructional : EHS Administration | 15,978 | |
| 33 | 1272 | 692000 | 53329 | 3215 | PERS - Non-Instructional : EHS Administration | 5,726 | |
| 33 | 1272 | 692000 | 53329 | 3315 | OASDHI - Non-Instructional : EHS Administration | 3,157 | |
| 33 | 1272 | 692000 | 53329 | 3325 | Medicare - Non-Instructional : EHS Administration | 3,651 | |
| 33 | 1272 | 692000 | 53329 | 3415 | H & W - Non-Instructional : EHS Administration | 51,390 | |
| 33 | 1272 | 692000 | 53329 | 3435 | H & W - Retiree Fund Non-Inst : EHS Administration | 2,518 | |
| 33 | 1272 | 692000 | 53329 | 3515 | SUI - Non-Instructional : EHS Administration | 4,053 | |
| 33 | 1272 | 692000 | 53329 | 3615 | WCI - Non-Instructional : EHS Administration | 6,042 | |
| 33 | 1272 | 692000 | 53329 | 3915 | Other Benefits - Non-Instruct : EHS Administration | 7,864 | |
| 33 | 1272 | 692000 | 53329 | 4310 | Instructional Supplies : EHS Administration -Homebase instructional supplies | 3,000 | |
| 33 | 1272 | 692000 | 53329 | 4610 | Non-Instructional Supplies : EHS Administration -Office and Homebase | 6,108 | |
| 33 | 1272 | 692000 | 53329 | 4710 | Food and Food Service Supplies : EHS Administration -Homebase | 2,000 | |

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #1272
NAME: Early Head Start Expansion Operations (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 9/30/11 - 9/29/12
 CONTRACT INCOME: \$864,500
 CFDA No. 93.600
 Award No. 09CH9091/01

PROJ. ADM. Enrique Perez
 PROJ. DIR. Dee Tucker

Date: 9/16/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|---|----------------|----------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 33 | 1272 | 692000 | 53329 | 5100 | Contracted Services : EHS Administration -Kat Soltannmorad, Registered Dietitian -Sue Brown, Registered Nurse -Patty Cruz, Mental Health Consultant -MSW Field Instructor -PHFE: Parent Services -Help Me Grow sub-contract -MOMS of OC sub-contract | 196,125 | |
| 33 | 1272 | 692000 | 53329 | 5220 | Mileage/Parking Expenses : EHS Administration | 3,050 | |
| 33 | 1272 | 692000 | 53329 | 5300 | Inst Dues & Memberships : EHS Administration | 2,025 | |
| 33 | 1272 | 692000 | 53329 | 5630 | Maint Contract - Office Equip : EHS Administration | 500 | |
| 33 | 1272 | 692000 | 53329 | 5805 | Awards & Incentives : EHS Administration | 317 | |
| 33 | 1272 | 692000 | 53329 | 5850 | Fingerprinting : EHS Administration | 970 | |
| 33 | 1272 | 692000 | 53329 | 5895 | Other Licenses & Fees : EHS Administration -State CA Child Care Center licenses | | |
| 33 | 1272 | 692000 | 53329 | 5904 | Other Participant Prog Svc/Exp : EHS Administration | 2,500 | |
| 33 | 1272 | 692000 | 53329 | 5905 | Other Participant Travel Exp : EHS Administration | 1,500 | |
| 33 | 1272 | 692000 | 53329 | 5940 | Reproduction/Printing Expenses : EHS Administration | 1,875 | |
| 33 | 1272 | 692000 | 53329 | 5950 | Software License and Fees : EHS Administration | 2,800 | |
| | | | | | #1272 Total - EHS Expansion Operations | 864,500 | 864,500 |

SPECIAL PROJECT DETAILED BUDGET #1277
NAME: Early Head Start Expansion Training & Technical Assistance (District)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 9/30/11 - 9/29/12

PROJ. ADM. Enrique Perez

CONTRACT INCOME: \$21,613

PROJ. DIR. Dee Tucker

CFDA No. 93.600

Award No. 09CH9091/01

Date: 9/16/2011

| GL Account String | | | | | Description | New Budget | |
|-------------------|------|--------|-------|------|---|---------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit |
| 33 | 1277 | 000000 | 50000 | 8199 | Other Federal Revenues : District Operations | | 21,613 |
| 33 | 1277 | 672000 | 50000 | 5865 | Indirect Costs : District Operations | 831 | |
| 33 | 1277 | 675000 | 53329 | 5210 | Conference Expenses : EHS Administration | 6,000 | |
| 33 | 1277 | 692000 | 53329 | 4710 | Food and Food Service Supplies : EHS Administration | 800 | |
| 33 | 1277 | 692000 | 53329 | 5100 | Contracted Services : EHS Administration - Help Me Grow - CUIDAR -MOMS of OC -PHFE parent education and development | 11,405 | |
| 33 | 1277 | 692000 | 53329 | 5230 | District In-Service Activities : EHS Administration -staff development in-services activities | 1,577 | |
| 33 | 1277 | 692000 | 53329 | 5235 | District Business/Sponsorships : EHS Administration | 1,000 | |
| | | | | | #1277 Total - EHS T & TA | 21,613 | 21,613 |

SPECIAL PROJECT DETAILED BUDGET #1582
NAME: Job Tech Center - Green Economy Training (Carryover)
FISCAL YEAR: 2011/2012

CONTRACT TERM: 7/1/11 - 9/30/11
 CONTRACT AMOUNT: 201,648
 2010/2011 Expenditures 125,980
2011/12 Carryover 75,668

PROJ ADM: Enrique Perez
 PROJ DIR: Ruth Cossio-Muniz
 DATE: 9/15/11

Subaward from Santa Ana WIB
 CFDA #:

| Account String | Description | Current | | Revised | | Budget Changes | | |
|---------------------------|--|---------|---------|---------|--------|----------------|---------|---------|
| | | Debit | Credit | Debit | Credit | Debit | Credit | |
| 12-1582-000000-50000-8199 | Other Federal Revenue | | 327,628 | | 75,668 | 251,960 | | |
| 12-1582-672000-50000-5865 | Indirect Costs : District O 5% rate | 15,601 | | 3,603 | | | 11,998 | |
| 12-1582-689000-53360-2110 | Classified Management. R. Cossio-Muniz 40% | 39,810 | | 8,531 | | | 31,279 | |
| 12-1582-689000-53360-2130 | Classified Employees: J. Linnen 37% | 18,083 | | 3,875 | | | 14,208 | |
| 12-1582-689000-53360-2320 | Classified Employees - Hour | 15,974 | | 276 | | | 15,698 | |
| 12-1582-689000-53360-3215 | PERS - Non-Instructional : | 7,623 | | 1,355 | | | 6,268 | |
| 12-1582-689000-53360-3315 | OASDHI - Non-Instructional | 4,670 | | 797 | | | 3,873 | |
| 12-1582-689000-53360-3325 | Medicare - Non-Instructiona | 1,091 | | 186 | | | 905 | |
| 12-1582-689000-53360-3335 | PARS - Non-Instructional : | 0 | | 4 | | 4 | | |
| 12-1582-689000-53360-3415 | H & W - Non-Instructional : | 11,895 | | 3,647 | | | 8,248 | |
| 12-1582-689000-53360-3435 | H & W - Retiree Fund Non-In | 754 | | 129 | | | 625 | |
| 12-1582-689000-53360-3515 | SUI - Non-Instructional : C | 163 | | 207 | | 44 | | |
| 12-1582-689000-53360-3615 | WCI - Non-Instructional : C | 1,571 | | 309 | | | 1,262 | |
| 12-1582-689000-53360-3915 | Other Benefits - Non-Instru | 1,618 | | 455 | | | 1,163 | |
| 12-1582-701000-53360-4210 | Books, Mags & Ref Mat, Non- | 43,825 | | 217 | | | 43,608 | |
| 12-1582-701000-53360-4310 | Instructional Supplies : Co | 39,675 | | 15,000 | | | 24,675 | |
| 12-1582-701000-53360-4610 | Non-Instructional Supplies | 7,549 | | 5,000 | | | 2,549 | |
| 12-1582-701000-53360-5100 | Contracted Services : Corpo | 64,000 | | 16,397 | | | 47,603 | |
| 12-1582-701000-53360-5220 | Mileage/Parking Expenses : | 850 | | 850 | | 0 | | |
| 12-1582-701000-53360-5940 | Reproduction/Printing Expen | 48,046 | | 10,000 | | | 38,046 | |
| 12-1582-701000-53360-5950 | Software License and Fees : | 3,000 | | 3,000 | | | | |
| 12-1582-701000-53360-6419 | Equip/Software - >\$200 <\$1, | 1,830 | | 1,830 | | | | |
| Totals for PROJECT: 1582 | | | 327,628 | 327,628 | 75,668 | 75,668 | 252,008 | 252,008 |

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

RSCCD Adv. Apportionment: 1,269,309

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: **(15,580)**

SAC Matriculation = 883,598

PROJ ADM: Sara Lundquist

PROJ DIR:

Date: 9/16/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|---|-----------------|----------------|----------------|----------------|----------------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2411 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 158,960 | | 179,607 | | 20,647 |
| 12 | 2411 | 620000 | 19205 | 2130 | Classified Employees : A&R Office - Credit Rivero, Claudia @ 85% 1B-12B Barela, Gloria @ 50% 1B-12B | 59,185 | | 78,914 | | 19,729 | |
| 12 | 2411 | 620000 | 19205 | 2310 | Classified Employees - Ongoing : A&R Office - | 25,856 | | 15,650 | | | 10,206 |
| 12 | 2411 | 620000 | 19205 | 2320 | Classified Employees - Hourly : A&R Office - | 30,000 | | 29,995 | | | 5 |
| 12 | 2411 | 620000 | 19205 | 3215 | PERS - Non-Instructional : A&R Office - Credi | 12,317 | | 14,200 | | 1,883 | |
| 12 | 2411 | 620000 | 19205 | 3315 | OASDHI - Non-Instructional : A&R Office - Cre | 7,217 | | 7,836 | | 619 | |
| 12 | 2411 | 620000 | 19205 | 3325 | Medicare - Non-Instructional : A&R Office - C | 1,688 | | 1,833 | | 145 | |
| 12 | 2411 | 620000 | 19205 | 3415 | H & W - Non-Instructional : A&R Office - Cred | 14,822 | | 21,312 | | 6,490 | |
| 12 | 2411 | 620000 | 19205 | 3435 | H & W - Retiree Fund Non-Inst : A&R Office - | 1,164 | | 1,264 | | 100 | |
| 12 | 2411 | 620000 | 19205 | 3515 | SUI - Non-Instructional : A&R Office - Credit | 838 | | 2,035 | | 1,197 | |
| 12 | 2411 | 620000 | 19205 | 3615 | WCI - Non-Instructional : A&R Office - Credit | 2,794 | | 3,033 | | 239 | |
| 12 | 2411 | 620000 | 19205 | 3915 | Other Benefits - Non-Instruct : A&R Office - | 1,367 | | 1,823 | | 456 | |
| 12 | 2411 | 620000 | 19205 | 4610 | Non-Instructional Supplies : A&R Office - Cre | 1,712 | | 1,712 | | 0 | |
| | | | | | 2411 Total | 158,960 | 158,960 | 179,607 | 179,607 | 30,858 | 30,858 |

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|---|-----------------|----------------|----------------|----------------|----------------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2412 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 412,867 | | 391,055 | 21,812 | |
| 12 | 2412 | 631000 | 15310 | 1230 | Contract Counselors : Counseling Nguyen, Thu Van @ 100% 1A-12A Robledo, Reymundo @ 100% 1A-12A Brown, Angela @ 100% 1A-12A | 232,166 | | 276,158 | | 43,992 | |
| 12 | 2412 | 631000 | 15310 | 1430 | Part-Time Counselors : Counseling | 47,951 | | 0 | | | 47,951 |
| 12 | 2412 | 631000 | 15310 | 1433 | Beyond Contract - Counselors : Counseling | 10,336 | | 0 | | | 10,336 |
| 12 | 2412 | 631000 | 15310 | 1434 | Int/Sum Beyond Contr-Counselor : Counseling | 0 | | 0 | | | 0 |
| 12 | 2412 | 631000 | 15310 | 1435 | Int/Sum - Counselors,Part-Time : Counseling | 9,042 | | 0 | | | 9,042 |
| 12 | 2412 | 631000 | 15310 | 2130 | Classified Employees : Counseling | 7,275 | | 8,296 | | 1,021 | |
| 12 | 2412 | 631000 | 15310 | 2310 | Classified Employees - Ongoing : Counseling | 2,200 | | 0 | | | 2,200 |
| 12 | 2412 | 631000 | 15310 | 2320 | Classified Employees - Hourly : Counseling | 6,842 | | 0 | | | 6,842 |
| 12 | 2412 | 631000 | 15310 | 3115 | STRS - Non-Instructional : Counseling | 24,712 | | 22,783 | | | 1,929 |
| 12 | 2412 | 631000 | 15310 | 3215 | PERS - Non-Instructional : Counseling | 1,014 | | 0 | | | 1,014 |
| 12 | 2412 | 631000 | 15310 | 3315 | OASDHI - Non-Instructional : Counseling | 598 | | 514 | | | 84 |
| 12 | 2412 | 631000 | 15310 | 3325 | Medicare - Non-Instructional : Counseling | 4,615 | | 4,179 | | | 436 |
| 12 | 2412 | 631000 | 15310 | 3335 | PARS - Non-Instructional : Counseling | 89 | | 0 | | | 89 |
| 12 | 2412 | 631000 | 15310 | 3415 | H & W - Non-Instructional : Counseling | 48,301 | | 60,869 | | 12,568 | |
| 12 | 2412 | 631000 | 15310 | 3435 | H & W - Retiree Fund Non-Inst : Counseling | 3,183 | | 2,882 | | | 301 |
| 12 | 2412 | 631000 | 15310 | 3515 | SUI - Non-Instructional : Counseling | 2,292 | | 4,507 | | 2,215 | |
| 12 | 2412 | 631000 | 15310 | 3615 | WCI - Non-Instructional : Counseling | 7,639 | | 6,917 | | | 722 |
| 12 | 2412 | 631000 | 15310 | 3915 | Other Benefits - Non-Instruct : Counseling | 2,423 | | 3,750 | | 1,327 | |
| 12 | 2412 | 631000 | 15310 | 4610 | Non-Instructional Supplies : Counseling | 673 | | 200 | | | 473 |
| 12 | 2412 | 631000 | 15310 | 5940 | Reproduction/Printing Expenses : Counseling | 16 | | 0 | | | 16 |
| 12 | 2412 | 631000 | 15310 | 6419 | Equip/Software - >\$200 <\$1,000 : Counseling | 500 | | 0 | | | 500 |
| 12 | 2412 | 675000 | 15310 | 5210 | Conference Expenses : Counseling | 1,000 | | 0 | | | 1,000 |
| | | | | | 2412 Total | 412,867 | 412,867 | 391,055 | 391,055 | 82,935 | 82,935 |

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|---|---------------|----------------|---------------|----------------------|---------------|---------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2413 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 92,500 | | 15,883 | 76,617 | |
| 12 | 2413 | 649000 | 19100 | 2320 | Classified Employees - Hourly : Student Servi | 14,000 | | 0 | | | 14,000 |
| 12 | 2413 | 649000 | 19100 | 3325 | Medicare - Non-Instructional : Student Servic | 203 | | 0 | | | 203 |
| 12 | 2413 | 649000 | 19100 | 3335 | PARS - Non-Instructional : Student Services O | 182 | | 0 | | | 182 |
| 12 | 2413 | 649000 | 19100 | 3435 | H & W - Retiree Fund Non-Inst : Student Servi | 140 | | 0 | | | 140 |
| 12 | 2413 | 649000 | 19100 | 3515 | SUI - Non-Instructional : Student Services Of | 101 | | 0 | | | 101 |
| 12 | 2413 | 649000 | 19100 | 3615 | WCI - Non-Instructional : Student Services Of | 336 | | 0 | | | 336 |
| 12 | 2413 | 649000 | 19100 | 4610 | Non-Instructional Supplies : Student Services | 5,323 | | 5,323 | | 0 | |
| 12 | 2413 | 649000 | 19100 | 4710 | Food and Food Service Supplies : Student Serv | 7,500 | | 250 | | | 7,250 |
| 12 | 2413 | 649000 | 19100 | 5100 | Contracted Services : Student Services Office | 25,535 | | 0 | | | 25,535 |
| 12 | 2413 | 649000 | 19100 | 5220 | Mileage/Parking Expenses : Student Services Off | 0 | | 100 | | 100 | |
| 12 | 2413 | 649000 | 19100 | 5300 | Inst Dues & Memberships : Student Services Of | 300 | | 300 | | | 0 |
| 12 | 2413 | 649000 | 19100 | 5940 | Reproduction/Printing Expenses : Student Serv | 250 | | 350 | | 100 | |
| 12 | 2413 | 649000 | 19100 | 5999 | Special Project Holding Acct : Student Servic | 24,070 | | 0 | | | 24,070 |
| 12 | 2413 | 649000 | 19550 | 2310 | Classified Employees - Ongoing : Scholarships | 3,676 | | 3,676 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3215 | PERS - Non-Instructional : Scholarships Offic | 419 | | 419 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3315 | OASDHI - Non-Instructional : Scholarships Off | 228 | | 228 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3325 | Medicare - Non-Instructional : Scholarships O | 53 | | 53 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3435 | H & W - Retiree Fund Non-Inst : Scholarships | 37 | | 37 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3515 | SUI - Non-Instructional : Scholarships Office | 59 | | 59 | | | 0 |
| 12 | 2413 | 649000 | 19550 | 3615 | WCI - Non-Instructional : Scholarships Office | 88 | | 88 | | | 0 |
| 12 | 2413 | 675000 | 19100 | 5210 | Conference Expenses : Student Services Office | 10,000 | | 5,000 | | | 5,000 |
| | | | | | 2413 Total | 92,500 | 92,500 | 15,883 | 15,883 | 76,817 | 76,817 |

5.1 (14)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|--|----------------|----------------|----------------|----------------------|---------------|---------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2415 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 142,948 | | 159,850 | | 16,902 |
| 12 | 2415 | 645000 | 19605 | 5845 | Excess/Copies Usage : Student Affairs Office | 17 | | 0 | | | 17 |
| 12 | 2415 | 649000 | 19615 | 2130 | Classified Employees : Orientation/Coord/Trai Ruiz, Luisa @ 50% 1B-12B Marquez, Daniel @ 100% 1B-12B Garcia, Paula @ 25% 1B-12B | 87,294 | | 96,392 | | 9,098 | |
| 12 | 2415 | 649000 | 19615 | 2320 | Classified Employees - Hourly : Orientation/C | 264 | | 0 | | | 264 |
| 12 | 2415 | 649000 | 19615 | 3215 | PERS - Non-Instructional : Orientation/Coord/ | 9,375 | | 10,989 | | 1,614 | |
| 12 | 2415 | 649000 | 19615 | 3315 | OASDHI - Non-Instructional : Orientation/Coor | 5,580 | | 6,123 | | 543 | |
| 12 | 2415 | 649000 | 19615 | 3325 | Medicare - Non-Instructional : Orientation/Co | 1,305 | | 1,432 | | 127 | |
| 12 | 2415 | 649000 | 19615 | 3415 | H & W - Non-Instructional : Orientation/Coord | 28,855 | | 29,742 | | 887 | |
| 12 | 2415 | 649000 | 19615 | 3435 | H & W - Retiree Fund Non-Inst : Orientation/C | 900 | | 987 | | 87 | |
| 12 | 2415 | 649000 | 19615 | 3515 | SUI - Non-Instructional : Orientation/Coord/T | 648 | | 1,590 | | 942 | |
| 12 | 2415 | 649000 | 19615 | 3615 | WCI - Non-Instructional : Orientation/Coord/T | 2,160 | | 2,370 | | 210 | |
| 12 | 2415 | 649000 | 19615 | 3915 | Other Benefits - Non-Instruct : Orientation/C | 2,447 | | 2,363 | | | 84 |
| 12 | 2415 | 649000 | 19615 | 4710 | Food and Food Service Supplies : Orientation/ | 37 | | 37 | | 0 | |
| 12 | 2415 | 649000 | 19615 | 5966 | Transportation - Student : Orientation/Coord/ | 4,066 | | 7,825 | | 3,759 | |
| | | | | | 2415 Total | 142,948 | 142,948 | 159,850 | 159,850 | 17,267 | 17,267 |

5.1 (15)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|---|---------------|----------------|---------------|----------------------|--------------|--------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2416 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 23,677 | | 17,593 | 6,084 | |
| 12 | 2416 | 632000 | 19510 | 1454 | Int/Sum Beyond Contr-Coordinat : Assessment | 4,404 | | 6,082 | | 1,678 | |
| 12 | 2416 | 632000 | 19510 | 2320 | Classified Employees - Hourly : Assessment | 6,030 | | 0 | | | 6,030 |
| 12 | 2416 | 632000 | 19510 | 3115 | STRS - Non-Instructional : Assessment | 363 | | 502 | | 139 | |
| 12 | 2416 | 632000 | 19510 | 3325 | Medicare - Non-Instructional : Assessment | 64 | | 88 | | 24 | |
| 12 | 2416 | 632000 | 19510 | 3335 | PARS - Non-Instructional : Assessment | 78 | | 0 | | | 78 |
| 12 | 2416 | 632000 | 19510 | 3435 | H & W - Retiree Fund Non-Inst : Assessment | 44 | | 62 | | 18 | |
| 12 | 2416 | 632000 | 19510 | 3515 | SUI - Non-Instructional : Assessment | 32 | | 98 | | 66 | |
| 12 | 2416 | 632000 | 19510 | 3615 | WCI - Non-Instructional : Assessment | 106 | | 146 | | 40 | |
| 12 | 2416 | 632000 | 19510 | 4610 | Non-Instructional Supplies : Assessment | 1,966 | | 1,700 | | | 266 |
| 12 | 2416 | 632000 | 19510 | 5220 | Mileage/Parking Expenses : Assessment | 400 | | 250 | | | 150 |
| 12 | 2416 | 632000 | 19510 | 5630 | Maint Contract - Office Equip : Assessment | 1,045 | | 970 | | | 75 |
| 12 | 2416 | 632000 | 19510 | 5845 | Excess/Copies Usage : Assessment | 96 | | 95 | | | 1 |
| 12 | 2416 | 632000 | 19510 | 5950 | Software License and Fees : Assessment | 6,499 | | 7,600 | | 1,101 | |
| 12 | 2416 | 632000 | 19510 | 6410 | Equipment - All Other > \$1,000 : Assessment | 2,550 | | 0 | | | 2,550 |
| | | | | | 2416 Total | 23,677 | 23,677 | 17,593 | 17,593 | 9,150 | 9,150 |

5.1 (16)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|---|--------|----------------|--------|----------------------|-------|--------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2417 | 000000 | 10000 | 8629 | Other Gen Categorical Apport : Santa Ana Coll | | 99,020 | | 119,610 | | 20,590 |
| 12 | 2417 | 150100 | 15380 | 1310 | Part-Time Instructors : Fresh Exp/Learning Co | 10,776 | | 9,880 | | | 896 |
| 12 | 2417 | 150100 | 15380 | 3111 | STRS - Instructional : Fresh Exp/Learning Com | 889 | | 815 | | | 74 |
| 12 | 2417 | 150100 | 15380 | 3321 | Medicare - Instructional : Fresh Exp/Learning | 156 | | 143 | | | 13 |
| 12 | 2417 | 150100 | 15380 | 3431 | H & W - Retiree Fund Inst : Fresh Exp/Learnin | 108 | | 100 | | | 8 |
| 12 | 2417 | 150100 | 15380 | 3511 | SUI - Instructional : Fresh Exp/Learning Comm | 78 | | 159 | | 81 | |
| 12 | 2417 | 150100 | 15380 | 3611 | WCI - Instructional : Fresh Exp/Learning Comm | 259 | | 237 | | | 22 |
| 12 | 2417 | 499900 | 15380 | 1483 | Beyond Contr - Reassigned Time : Fresh Exp/Le | 21,557 | | 20,423 | | | 1,134 |
| 12 | 2417 | 499900 | 15380 | 3115 | STRS - Non-Instructional : Fresh Exp/Learning | 1,778 | | 1,685 | | | 93 |
| 12 | 2417 | 499900 | 15380 | 3325 | Medicare - Non-Instructional : Fresh Exp/Lear | 313 | | 296 | | | 17 |
| 12 | 2417 | 499900 | 15380 | 3435 | H & W - Retiree Fund Non-Inst : Fresh Exp/Lea | 216 | | 204 | | | 12 |
| 12 | 2417 | 499900 | 15380 | 3515 | SUI - Non-Instructional : Fresh Exp/Learning | 155 | | 329 | | 174 | |
| 12 | 2417 | 499900 | 15380 | 3615 | WCI - Non-Instructional : Fresh Exp/Learning | 517 | | 490 | | | 27 |
| 12 | 2417 | 633000 | 15310 | 5880 | Internet Services : Counseling | 3,899 | | 3,899 | | | 0 |
| 12 | 2417 | 633000 | 15310 | 5950 | Software License and Fees : Counseling | 2,700 | | 2,700 | | | 0 |
| 12 | 2417 | 633000 | 15350 | 1430 | Part-Time Counselors : Transfer Center | 7,250 | | 13,050 | | 5,800 | |
| 12 | 2417 | 633000 | 15350 | 1433 | Beyond Contract - Counselors : Transfer Cente | 8,250 | | 0 | | | 8,250 |
| 12 | 2417 | 633000 | 15350 | 1434 | Int/Sum Beyond Contr-Counselor : Transfer Cen | 2,271 | | 1,513 | | | 758 |
| 12 | 2417 | 633000 | 15350 | 1454 | Int/Sum Beyond Contr-Coordinat : Transfer Cen | 2,642 | | 6,078 | | 3,436 | |
| 12 | 2417 | 633000 | 15350 | 1480 | Part-Time Reassigned Time : Transfer Center | 1,540 | | 1,560 | | 20 | |
| 12 | 2417 | 633000 | 15350 | 2320 | Classified Employees - Hourly : Transfer Cent | 220 | | 0 | | | 220 |
| 12 | 2417 | 633000 | 15350 | 3115 | STRS - Non-Instructional : Transfer Center | 1,811 | | 1,832 | | 21 | |
| 12 | 2417 | 633000 | 15350 | 3215 | PERS - Non-Instructional : Transfer Center | 24 | | 0 | | | 24 |
| 12 | 2417 | 633000 | 15350 | 3315 | OASDHI - Non-Instructional : Transfer Center | 14 | | 0 | | | 14 |
| 12 | 2417 | 633000 | 15350 | 3325 | Medicare - Non-Instructional : Transfer Cente | 322 | | 322 | | 0 | |
| 12 | 2417 | 633000 | 15350 | 3435 | H & W - Retiree Fund Non-Inst : Transfer Cent | 222 | | 222 | | 0 | |
| 12 | 2417 | 633000 | 15350 | 3515 | SUI - Non-Instructional : Transfer Center | 160 | | 357 | | 197 | |
| 12 | 2417 | 633000 | 15350 | 3615 | WCI - Non-Instructional : Transfer Center | 532 | | 533 | | 1 | |
| 12 | 2417 | 633000 | 15350 | 4610 | Non-Instructional Supplies : Transfer Center | 645 | | 740 | | 95 | |
| 12 | 2417 | 633000 | 15350 | 4710 | Food and Food Service Supplies : Transfer Cen | 1,400 | | 900 | | | 500 |

Original Budget

Board Approved: September 26, 2011

Prepared by: Maria Gil

Accountant: JoJo Penning

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: (15,580)

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|--|-------|----------------|--------|----------------------|--------|--------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2417 | 633000 | 15350 | 5300 | Inst Dues & Memberships : Transfer Center | 50 | | 50 | | 0 | |
| 12 | 2417 | 633000 | 15350 | 5940 | Reproduction/Printing Expenses : Transfer Cen | 500 | | 300 | | | 200 |
| 12 | 2417 | 633000 | 15350 | 5966 | Transportation - Student : Transfer Center | 1,667 | | 1,450 | | | 217 |
| 12 | 2417 | 633000 | 15360 | 1454 | Int/Sum Beyond Contr-Coordinat : ULINK | 1,321 | | 3,037 | | 1,716 | |
| 12 | 2417 | 633000 | 15360 | 3115 | STRS - Non-Instructional : ULINK | 109 | | 251 | | 142 | |
| 12 | 2417 | 633000 | 15360 | 3325 | Medicare - Non-Instructional : ULINK | 19 | | 44 | | 25 | |
| 12 | 2417 | 633000 | 15360 | 3435 | H & W - Retiree Fund Non-Inst : ULINK | 13 | | 30 | | 17 | |
| 12 | 2417 | 633000 | 15360 | 3515 | SUI - Non-Instructional : ULINK | 10 | | 49 | | 39 | |
| 12 | 2417 | 633000 | 15360 | 3615 | WCI - Non-Instructional : ULINK | 32 | | 73 | | 41 | |
| 12 | 2417 | 633000 | 15360 | 4610 | Non-Instructional Supplies : ULINK | 1,635 | | 1,500 | | | 135 |
| 12 | 2417 | 633000 | 15360 | 4710 | Food and Food Service Supplies : ULINK | 1,165 | | 1,000 | | | 165 |
| 12 | 2417 | 633000 | 15360 | 5904 | Other Participant Prog Svc/Exp : ULINK | 250 | | 250 | | 0 | |
| 12 | 2417 | 633000 | 15370 | 1454 | Int/Sum Beyond Contr-Coordinat : Puente | 0 | | 3,037 | | 3,037 | |
| 12 | 2417 | 633000 | 15370 | 3115 | STRS - Non-Instructional : Puente | 0 | | 251 | | 251 | |
| 12 | 2417 | 633000 | 15370 | 3325 | Medicare - Non-Instructional : Puente | 0 | | 44 | | 44 | |
| 12 | 2417 | 633000 | 15370 | 3435 | H & W - Retiree Fund Non-Inst : Puente | 0 | | 30 | | 30 | |
| 12 | 2417 | 633000 | 15370 | 3515 | SUI - Non-Instructional : Puente | 0 | | 49 | | 49 | |
| 12 | 2417 | 633000 | 15370 | 3615 | WCI - Non-Instructional : Puente | 0 | | 73 | | 73 | |
| 12 | 2417 | 633000 | 15370 | 4610 | Non-Instructional Supplies : Puente | 682 | | 3,930 | | 3,248 | |
| 12 | 2417 | 633000 | 15370 | 4710 | Food and Food Service Supplies : Puente | 1,420 | | 1,420 | | 0 | |
| 12 | 2417 | 633000 | 15370 | 5966 | Transportation - Student : Puente | 2,979 | | 2,979 | | 0 | |
| 12 | 2417 | 634000 | 15390 | 4210 | Books, Mags & Ref Mat, Non-Lib : Career Couns | 523 | | 523 | | 0 | |
| 12 | 2417 | 634000 | 15390 | 5880 | Internet Services : Career Counseling Center | 172 | | 172 | | 0 | |
| 12 | 2417 | 634000 | 15390 | 5950 | Software License and Fees : Career Counseling | 3,798 | | 3,770 | | | 28 |
| 12 | 2417 | 647000 | 19540 | 2130 | Classified Employees : Job/Career Placement Arrendondo, Sandra @ 18% 7/1/11-9/12/11 @ 50% eff. 9/13/11-6/30/12 | 6,872 | | 20,665 | | 13,793 | |
| 12 | 2417 | 647000 | 19540 | 3215 | PERS - Non-Instructional : Job/Career Placeme | 736 | | 2,356 | | 1,620 | |
| 12 | 2417 | 647000 | 19540 | 3315 | OASDHI - Non-Instructional : Job/Career Place | 437 | | 1,312 | | 875 | |
| 12 | 2417 | 647000 | 19540 | 3325 | Medicare - Non-Instructional : Job/Career Pla | 102 | | 307 | | 205 | |

Original Budget

Board Approved: September 26, 2011

Prepared by: Maria Gil

Accountant: JoJo Penning

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

PROJ ADM: Sara Lundquist

RSCCD Adv. Apportionment: 1,269,309

PROJ DIR:

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: **(15,580)**

SAC Matriculation = 883,598

Date: 9/16/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|---|-----------------|---------------|----------------|----------------|----------------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2417 | 647000 | 19540 | 3415 | H & W - Non-Instructional : Job/Career Placem | 2,218 | | 41 | | | 2,177 |
| 12 | 2417 | 647000 | 19540 | 3435 | H & W - Retiree Fund Non-Inst : Job/Career PI | 71 | | 212 | | 141 | |
| 12 | 2417 | 647000 | 19540 | 3515 | SUI - Non-Instructional : Job/Career Placemen | 51 | | 340 | | 289 | |
| 12 | 2417 | 647000 | 19540 | 3615 | WCI - Non-Instructional : Job/Career Placemen | 169 | | 508 | | 339 | |
| 12 | 2417 | 647000 | 19540 | 3915 | Other Benefits - Non-Instruct : Job/Career PI | 182 | | 490 | | 308 | |
| 12 | 2417 | 675000 | 15350 | 5210 | Conference Expenses : Transfer Center | 1,133 | | 600 | | | 533 |
| | | | | | 2417 Total | 99,020 | 99,020 | 119,610 | 119,610 | 36,107 | 36,107 |

5.1 (19)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTA ANA COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012

RSCCD Adv. Apportionment: 1,269,309

@ 95% of 10/11 funded level

SAC Allocation @ 70.84%: 899,178

Contribution to Research: **(15,580)**

SAC Matriculation = 883,598

PROJ ADM: Sara Lundquist

PROJ DIR:

Date: 9/16/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|-----|------|------|------|--------------------|----------------|----------------|----------------|----------------------|----------------|----------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| | | | | | | | | | | | |
| | | | | | Grand Total | 929,972 | 929,972 | 883,598 | 883,598 | 253,134 | 253,134 |
| | | | | | | | | | | | |

5.1 (20)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|---|---------------|----------------|---------------|----------------------|--------------|--------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2411 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 11,012 | | 15,508 | | 4,496 |
| 12 | 2411 | 620000 | 29100 | 2320 | Classified Employees - Hourly : Admissions | 6,000 | | 6,000 | | 0 | |
| 12 | 2411 | 620000 | 29100 | 3215 | PERS - Non-Instructional : Counseling | 0 | | 684 | | 684 | |
| 12 | 2411 | 620000 | 29100 | 3315 | OASDHI - Non-Instructional : Counseling | 0 | | 372 | | 372 | |
| 12 | 2411 | 620000 | 29100 | 3325 | Medicare - Non-Instructional : Admissions & R | 87 | | 87 | | 0 | |
| 12 | 2411 | 620000 | 29100 | 3335 | PARS - Non-Instructional : Admissions & Recor | 78 | | 0 | | | 78 |
| 12 | 2411 | 620000 | 29100 | 3435 | H & W - Retiree Fund Non-Inst : Admissions & | 60 | | 60 | | 0 | |
| 12 | 2411 | 620000 | 29100 | 3515 | SUI - Non-Instructional : Admissions & Record | 43 | | 97 | | 54 | |
| 12 | 2411 | 620000 | 29100 | 3615 | WCI - Non-Instructional : Admissions & Record | 144 | | 144 | | 0 | |
| 12 | 2411 | 620000 | 29700 | 2340 | Student Assistants - Hourly : Outreach | 0 | | 4,560 | | 4,560 | |
| 12 | 2411 | 620000 | 29700 | 3315 | OASDHI - Non-Instructional : Outreach | 0 | | 283 | | 283 | |
| 12 | 2411 | 620000 | 29700 | 3325 | Medicare - Non-Instructional : Outreach | 0 | | 66 | | 66 | |
| 12 | 2411 | 620000 | 29700 | 3435 | H & W - Retiree Fund Non-Inst : Outreach | 0 | | 46 | | 46 | |
| 12 | 2411 | 620000 | 29700 | 3615 | WCI - Non-Instructional : Outreach | 0 | | 109 | | 109 | |
| 12 | 2411 | 620000 | 29700 | 4610 | Non-Instructional Supplies : Outreach | 1,500 | | 200 | | | 1,300 |
| 12 | 2411 | 620000 | 29700 | 4710 | Food and Food Service Supplies : Outreach | 2,000 | | 2,000 | | 0 | |
| 12 | 2411 | 620000 | 29700 | 5220 | Mileage/Parking Expenses : Outreach | 600 | | 500 | | | 100 |
| 12 | 2411 | 620000 | 29700 | 5966 | Transportation - Student : Outreach | 500 | | 300 | | | 200 |
| | | | | | 2411 Total | 11,012 | 11,012 | 15,508 | 15,508 | 6,174 | 6,174 |

5.1 (21)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|---|----------------|----------------|----------------|----------------------|---------------|---------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2412 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 165,367 | | 141,666 | 23,701 | |
| 12 | 2412 | 631000 | 29305 | 4210 | Books, Mags & Ref Mat, Non-Lib : Counseling & | 75 | | 0 | | | 75 |
| 12 | 2412 | 631000 | 29325 | 1430 | Part-Time Counselors : Counseling | 41,630 | | 23,895 | | | 17,735 |
| 12 | 2412 | 631000 | 29325 | 1433 | Beyond Contract - Counselors : Counseling | 19,818 | | 23,338 | | 3,520 | |
| 12 | 2412 | 631000 | 29325 | 1434 | Int/Sum Beyond Contr-Counselor : Counseling | 15,112 | | 9,169 | | | 5,943 |
| 12 | 2412 | 631000 | 29325 | 1435 | Int/Sum - Counselors,Part-Time : Counseling | 19,732 | | 20,045 | | 313 | |
| 12 | 2412 | 631000 | 29325 | 2130 | Classified Employees : Counseling Diaz, Cecilia @ 71% 1B-12B | 24,359 | | 24,359 | | | 0 |
| 12 | 2412 | 631000 | 29325 | 3115 | STRS - Non-Instructional : Counseling | 8,140 | | 6,307 | | | 1,833 |
| 12 | 2412 | 631000 | 29325 | 3215 | PERS - Non-Instructional : Counseling | 2,608 | | 2,777 | | 169 | |
| 12 | 2412 | 631000 | 29325 | 3315 | OASDHI - Non-Instructional : Counseling | 1,570 | | 1,570 | | | 0 |
| 12 | 2412 | 631000 | 29325 | 3325 | Medicare - Non-Instructional : Counseling | 1,798 | | 1,476 | | | 322 |
| 12 | 2412 | 631000 | 29325 | 3335 | PARS - Non-Instructional : Counseling | 0 | | 10 | | 10 | |
| 12 | 2412 | 631000 | 29325 | 3415 | H & W - Non-Instructional : Counseling | 3,959 | | 4,258 | | 299 | |
| 12 | 2412 | 631000 | 29325 | 3435 | H & W - Retiree Fund Non-Inst : Counseling | 1,240 | | 1,018 | | | 222 |
| 12 | 2412 | 631000 | 29325 | 3515 | SUI - Non-Instructional : Counseling | 892 | | 1,638 | | 746 | |
| 12 | 2412 | 631000 | 29325 | 3615 | WCI - Non-Instructional : Counseling | 2,975 | | 2,442 | | | 533 |
| 12 | 2412 | 631000 | 29325 | 3915 | Other Benefits - Non-Instruct : Counseling | 958 | | 958 | | | 0 |
| 12 | 2412 | 631000 | 29325 | 4610 | Non-Instructional Supplies : Counseling | 8,077 | | 6,986 | | | 1,091 |
| 12 | 2412 | 631000 | 29325 | 4710 | Food and Food Service Supplies : Counseling | 1,000 | | 0 | | | 1,000 |
| 12 | 2412 | 631000 | 29325 | 5880 | Internet Services : Counseling | 1,211 | | 1,207 | | | 4 |
| 12 | 2412 | 631000 | 29325 | 5940 | Reproduction/Printing Expenses : Counseling | 1,663 | | 1,663 | | | 0 |
| 12 | 2412 | 631000 | 29325 | 6410 | Equipment - All Other > \$1,000 : Counseling | 6,230 | | 8,550 | | 2,320 | |
| 12 | 2412 | 631000 | 29325 | 6419 | Equip/Software - >\$200 <\$1,000 : Counseling | 2,320 | | 0 | | | 2,320 |
| | | | | | 2412 Total | 165,367 | 165,367 | 141,666 | 141,666 | 31,078 | 31,078 |

5.1 (22)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|--|-----------------|---------------|----------------|---------------|----------------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2413 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 34,916 | | 48,095 | | 13,179 |
| 12 | 2413 | 649000 | 29700 | 2130 | Classified Employees : Outreach Cervantes, Eduardo @ 71% 1B-12B | 23,543 | | 34,465 | | 10,922 | |
| 12 | 2413 | 649000 | 29700 | 3215 | PERS - Non-Instructional : Outreach | 2,521 | | 3,929 | | 1,408 | |
| 12 | 2413 | 649000 | 29700 | 3315 | OASDHI - Non-Instructional : Outreach | 1,500 | | 2,196 | | 696 | |
| 12 | 2413 | 649000 | 29700 | 3325 | Medicare - Non-Instructional : Outreach | 351 | | 514 | | 163 | |
| 12 | 2413 | 649000 | 29700 | 3415 | H & W - Non-Instructional : Outreach | 2,705 | | 4,258 | | 1,553 | |
| 12 | 2413 | 649000 | 29700 | 3435 | H & W - Retiree Fund Non-Inst : Outreach | 242 | | 354 | | 112 | |
| 12 | 2413 | 649000 | 29700 | 3515 | SUI - Non-Instructional : Outreach | 174 | | 570 | | 396 | |
| 12 | 2413 | 649000 | 29700 | 3615 | WCI - Non-Instructional : Outreach | 2,975 | | 850 | | | 2,125 |
| 12 | 2413 | 649000 | 29700 | 3915 | Other Benefits - Non-Instruct : Outreach | 655 | | 959 | | 304 | |
| 12 | 2413 | 649000 | 29700 | 4610 | Non-Instructional Supplies : Outreach | 250 | | 0 | | | 250 |
| | | | | | 2413 Total | 34,916 | 34,916 | 48,095 | 48,095 | 15,554 | 15,554 |

5.1 (23)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|---|-----------------|--------------|----------------|--------------|----------------------|--------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2415 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 8,600 | | 6,400 | 2,200 | |
| 12 | 2415 | 649000 | 29700 | 4610 | Non-Instructional Supplies : Outreach | 600 | | 400 | | | 200 |
| 12 | 2415 | 649000 | 29700 | 5940 | Reproduction/Printing Expenses : Outreach | 2,000 | | 0 | | | 2,000 |
| 12 | 2415 | 732000 | 29700 | 7630 | Supplies Paid for Students : Outreach | 6,000 | | 6,000 | | | 0 |
| | | | | | 2415 Total | 8,600 | 8,600 | 6,400 | 6,400 | 2,200 | 2,200 |

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|------|--------|-------|------|--|---------------|----------------|---------------|----------------------|--------------|--------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2416 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 73,103 | | 79,954 | | 6,851 |
| 12 | 2416 | 632000 | 29325 | 4610 | Non-Instructional Supplies : Counseling | 431 | | 500 | | 69 | |
| 12 | 2416 | 632000 | 29325 | 5630 | Maint Contract - Office Equip : Counseling | 803 | | 798 | | | 5 |
| 12 | 2416 | 632000 | 29325 | 5950 | Software License and Fees : Counseling | 2,436 | | 2,436 | | 0 | |
| 12 | 2416 | 632000 | 29350 | 2130 | Classified Employees : Testing Center Flores, Theresa @ 100% 1B-12B | 50,904 | | 50,904 | | 0 | |
| 12 | 2416 | 632000 | 29350 | 2320 | Classified Employees - Hourly : Testing Center | 0 | | 880 | | 880 | |
| 12 | 2416 | 632000 | 29350 | 3215 | PERS - Non-Instructional : Testing Center | 5,450 | | 5,904 | | 454 | |
| 12 | 2416 | 632000 | 29350 | 3315 | OASDHI - Non-Instructional : Testing Center | 3,240 | | 3,295 | | 55 | |
| 12 | 2416 | 632000 | 29350 | 3325 | Medicare - Non-Instructional : Testing Center | 758 | | 770 | | 12 | |
| 12 | 2416 | 632000 | 29350 | 3415 | H & W - Non-Instructional : Testing Center | 5,578 | | 10,456 | | 4,878 | |
| 12 | 2416 | 632000 | 29350 | 3435 | H & W - Retiree Fund Non-Inst : Testing Cente | 523 | | 531 | | 8 | |
| 12 | 2416 | 632000 | 29350 | 3515 | SUI - Non-Instructional : Testing Center | 376 | | 855 | | 479 | |
| 12 | 2416 | 632000 | 29350 | 3615 | WCI - Non-Instructional : Testing Center | 1,254 | | 1,275 | | 21 | |
| 12 | 2416 | 632000 | 29350 | 3915 | Other Benefits - Non-Inst : Testing Cente | 1,350 | | 1,350 | | 0 | |
| | | | | | 2416 Total | 73,103 | 73,103 | 79,954 | 79,954 | 6,856 | 6,856 |

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
RSCCD Adv. Apportionment: 1,269,309
@ 95% of 10/11 funded level
SCC Allocation @ 29.16%: 370,131
Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Description | Existing Budget | | Revised Budget | | Budget Changes (+/-) | |
|-------------------|------|--------|-------|------|---|-----------------|---------------|----------------|---------------|----------------------|---------------|
| Fd | Prj | Tops | Dept | Code | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2417 | 000000 | 20000 | 8629 | Other Gen Categorical Apport : Santiago Canyo | | 93,150 | | 73,588 | 19,562 | |
| 12 | 2417 | 631000 | 29320 | 5950 | Software License and Fees : Career Center | 5,400 | | 5,400 | | | 0 |
| 12 | 2417 | 633000 | 29355 | 2130 | Classified Employees : Transfer Center Graham, Song @ 63% eff 7/1/11-8/1/11 Gonzalez, Juan (new hire eff. 9/19/11) @ 63%) | 41,623 | | 23,319 | | | 18,304 |
| 12 | 2417 | 633000 | 29355 | 2320 | Classified Employees - Hourly : Transfer Cent Dang, Anh | 12,030 | | 10,000 | | | 2,030 |
| 12 | 2417 | 633000 | 29355 | 2340 | Student Assistants - Hourly : Transfer Center | 0 | | 760 | | 760 | |
| 12 | 2417 | 633000 | 29355 | 3215 | PERS - Non-Instructional : Transfer Center | 3,169 | | 2,658 | | | 511 |
| 12 | 2417 | 633000 | 29355 | 3315 | OASDHI - Non-Instructional : Transfer Center | 1,887 | | 1,546 | | | 341 |
| 12 | 2417 | 633000 | 29355 | 3325 | Medicare - Non-Instructional : Transfer Cente | 616 | | 506 | | | 110 |
| 12 | 2417 | 633000 | 29355 | 3335 | PARS - Non-Instructional : Transfer Center | 156 | | 130 | | | 26 |
| 12 | 2417 | 633000 | 29355 | 3415 | H & W - Non-Instructional : Transfer Center | 11,978 | | 13,080 | | 1,102 | |
| 12 | 2417 | 633000 | 29355 | 3435 | H & W - Retiree Fund Non-Inst : Transfer Cent | 425 | | 349 | | | 76 |
| 12 | 2417 | 633000 | 29355 | 3515 | SUI - Non-Instructional : Transfer Center | 306 | | 550 | | 244 | |
| 12 | 2417 | 633000 | 29355 | 3615 | WCI - Non-Instructional : Transfer Center | 1,019 | | 838 | | | 181 |
| 12 | 2417 | 633000 | 29355 | 3915 | Other Benefits - Non-Instruct : Transfer Cent | 851 | | 851 | | | 0 |
| 12 | 2417 | 649000 | 29305 | 4610 | Non-Instructional Supplies : Counseling & Stu | 3,300 | | 2,456 | | | 844 |
| 12 | 2417 | 649000 | 29305 | 4710 | Food and Food Service Supplies : Counseling & | 3,500 | | 3,877 | | 377 | |
| 12 | 2417 | 649000 | 29305 | 5100 | Contracted Services : Counseling & Student Su | 500 | | 500 | | | 0 |
| 12 | 2417 | 649000 | 29305 | 5220 | Mileage/Parking Expenses : Counseling & Stude | 1,000 | | 1,000 | | | 0 |
| 12 | 2417 | 649000 | 29305 | 5966 | Transportation - Student : Counseling & Stude | 800 | | 800 | | | 0 |
| 12 | 2417 | 675000 | 29305 | 5210 | Conference Expenses : Counseling & Student Su | 4,590 | | 4,968 | | 378 | |
| | | | | | 2417 Total | 93,150 | 93,150 | 73,588 | 73,588 | 22,423 | 22,423 |

5.1 (26)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: MATRICULATION - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 07/01/2011 - 06/30/2012
 RSCCD Adv. Apportionment: 1,269,309
 @ 95% of 10/11 funded level
 SCC Allocation @ 29.16%: 370,131
 Contribution to Research: (4,920)
SCC Matriculation = 365,211

PROJ ADM: John Hernandez
 PROJ DIR: Ruth Babeshoff

Date: 09/12/2011

| GL Account String | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|-------------------|-----|------|------|------|--------------------|----------------|----------------|----------------|----------------------|---------------|---------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| | | | | | | | | | | | |
| | | | | | Grand Total | 386,148 | 386,148 | 365,211 | 365,211 | 84,285 | 84,285 |
| | | | | | | | | | | | |

5.1 (27)

SPECIAL PROJECT DETAILED BUDGET #2414
NAME: MATRICULATION - RESEARCH (DISTRICT)
FISCAL YEAR: 2011/2012

Contract Period: 7/1/10 - 6/30/11
 Contract Amount: \$20,500

PROJ. ADM. NGA PHAM
 PROJ. DIR.

Contribution from SAC: \$ 15,580
 Contribution from SCC: \$ 4,920

DATE: 09/09/2011

| GL Account | | | | | Existing Budget | | Revised Budget | | Budget Changes (+/-) | | |
|------------|------|--------|-------|------|--|---------------|----------------|---------------|----------------------|------------|------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| 12 | 2414 | 000000 | 50000 | 8629 | Other Gen Categorical Apport : District Opera | | 19,995 | | 20,500 | | 505 |
| 12 | 2414 | 679000 | 53340 | 2130 | Classified Employees : Research Gheorghe, Marta Cristina @ 23% 1B-12E | 10,370 | | 10,370 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 3215 | PERS - Non-Instructional : Research | 1,110 | | 1,182 | | 72 | |
| 12 | 2414 | 679000 | 53340 | 3315 | OASDHI - Non-Instructional : Research | 662 | | 662 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 3325 | Medicare - Non-Instructional : Research | 155 | | 155 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 3415 | H & W - Non-Instructional : Research | 3,780 | | 4,077 | | 297 | |
| 12 | 2414 | 679000 | 53340 | 3435 | H & W - Retiree Fund Non-Inst : Research | 107 | | 107 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 3515 | SUI - Non-Instructional : Research | 77 | | 172 | | 95 | |
| 12 | 2414 | 679000 | 53340 | 3615 | WCI - Non-Instructional : Research | 256 | | 256 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 3915 | Other Benefits - Non-Instruct : Research | 311 | | 311 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 4610 | Non-Instructional Supplies : Research | 262 | | 303 | | 41 | |
| 12 | 2414 | 679000 | 53340 | 5660 | Software Support Service : Research | 1,565 | | 1,565 | | 0 | |
| 12 | 2414 | 679000 | 53340 | 5950 | Software License and Fees : Research | 1,340 | | 1,340 | | 0 | |
| | | | | | #2414 - Total Research (credit) | 19,995 | 19,995 | 20,500 | 20,500 | 505 | 505 |

5.1 (28)

SPECIAL PROJECT DETAILED BUDGET #1xxx
NAME: Seeds to Trees - Digital Media Training (Subaward from Santa Ana Library)
FISCAL YEAR: 2011/2012

CONTRACT TERM: 7/1/11 - 6/30/12
 CONTRACT AMOUNT: \$88,463
 Subaward: City of Santa Ana - Library
 CFDA #: 17.259

PROJ ADM: Enrique Perez
 PROJ DIR: Ruth Cossio-Muniz
 DATE: 9/15/11

| Account String | Description | Debit | Credit |
|---|---|--------|--------|
| 12-1xxx-000000-50000-8199 | Other Federal Revenues | | 88,463 |
| TOP Code: 689000 - Econ Dev & Other Com Svcs | | | |
| 12-1xxx-689000-53360-2130 | Classified - Contract: <i>Ruth Cossio-Muniz 56% October '11 - June '12</i> | 35,829 | |
| 12-1xxx-689000-53360-2320 | Classified - Short-Term Hourly | 3,520 | |
| 12-1xxx-689000-53360-3215 | PERS - Non-Instructional | 3,914 | |
| 12-1xxx-689000-53360-3315 | OASDHI - Non-Instructional | 2,307 | |
| 12-1xxx-689000-53360-3325 | Medicare - Non-Instructional | 591 | |
| 12-1xxx-689000-53360-3335 | PARS - Non-Instructional | 46 | |
| 12-1xxx-689000-53360-3415 | Health & Welfare - Non-Instructional | 7,259 | |
| 12-1xxx-689000-53360-3435 | H & W Ret Fnd - Non-Instructional | 407 | |
| 12-1xxx-689000-53360-3515 | SUI - Non-instructional | 655 | |
| 12-1xxx-689000-53360-3615 | WCI - Non-Instructional | 978 | |
| 12-1xxx-689000-53360-3915 | Other Benefits - Non-Instructional | 1,386 | |
| 12-1xxx-689000-53360-4210 | Textbooks | 20,000 | |
| 12-1xxx-689000-53360-4310 | Supplies - Instructional | 3,950 | |
| 12-1xxx-689000-53360-4610 | Supplies - Non-Instructional | 1,221 | |
| 12-1xxx-689000-53360-5100 | Contracted Services | 6,400 | |
| | | 88,463 | 88,463 |

SPECIAL PROJECT DETAILED BUDGET # 1655
NAME: Student Support Services Program - Year 1
FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 9/1/11 to 8/31/12
 CONTRACT INCOME: \$292,340
 CFDA #: 84.042A; Award # P042A111169

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Romelia Madrigal

Date: 9/13/11

| GL Account | DESCRIPTION | Debit | Credit |
|---------------------------|---|----------------|----------------|
| 12-1655-000000-50000-8120 | Higher Education Act : District Operations | | 19,062 |
| 12-1655-672000-50000-5865 | Indirect Costs : District Operations | 19,062 | |
| 12-1655-000000-10000-8120 | Higher Education Act : Santa Ana College | | 238,278 |
| 12-1655-649000-19560-1250 | Contract Coordinator : Student Support Services | 42,977 | |
| 12-1655-649000-19560-1252 | Contract Extension-Coordinator : Student Support Se | 8,495 | |
| 12-1655-649000-19560-2130 | Classified Employees : Student Support Services | 72,552 | |
| 12-1655-649000-19560-2310 | Classified Employees - Ongoing : Student Support Se | 17,386 | |
| 12-1655-649000-19560-2320 | Classified Employees - Hourly : Student Support Ser | 3,438 | |
| 12-1655-649000-19560-2340 | Student Assistants - Hourly : Student Support Servi | 29,017 | |
| 12-1655-649000-19560-3215 | PERS - Non-Instructional : Student Support Services | 15,822 | |
| 12-1655-649000-19560-3315 | OASDHI - Non-Instructional : Student Support Servic | 9,103 | |
| 12-1655-649000-19560-3325 | Medicare - Non-Instructional : Student Support Serv | 2,215 | |
| 12-1655-649000-19560-3335 | PARS - Non-Instructional : Student Support Services | 77 | |
| 12-1655-649000-19560-3415 | H & W - Non-Instructional : Student Support Service | 20,980 | |
| 12-1655-649000-19560-3435 | H & W - Retiree Fund Non-Inst : Student Support Ser | 1,759 | |
| 12-1655-649000-19560-3515 | SUI - Non-Instructional : Student Support Services | 2,459 | |
| 12-1655-649000-19560-3615 | WCI - Non-Instructional : Student Support Services | 4,220 | |
| 12-1655-649000-19560-3915 | Other Benefits - Non-Instruct : Student Support Ser | 1,975 | |
| 12-1655-649000-19560-4610 | Non-Instructional Supplies : Student Support Servic | 1,000 | |
| 12-1655-649000-19560-4710 | Food and Food Service Supplies : Student Support Se | 2,500 | |
| 12-1655-649000-19560-5630 | Maint Contract - Office Equip : Student Support Ser | 1,800 | |
| 12-1655-649000-19560-5845 | Excess/Copies Usage : Student Support Services | 503 | |
| | | | |
| 74-1655-000000-10000-8120 | Higher Education Act : Santa Ana College | | 35,000 |
| 74-1655-732000-19560-7509 | SSS Grant : Student Support Services | 35,000 | |
| | | | |
| | | 292,340 | 292,340 |

5.1 (30)

SPECIAL PROJECT DETAILED BUDGET # 1709

NAME: Upward Bound Program III - Year 5

FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 9/1/11 to 8/31/12

PROJ. ADM. Lilia Tanakeyowma

CONTRACT INCOME: \$282,621

PROJ. DIR. Romelia Madrigal

CFDA #: 84.047A; Award # P047A071124

Date: 9/13/11

| GL Account | DESCRIPTION | Debit | Credit |
|---------------------------|---|---------|---------|
| 12-1709-000000-50000-8120 | Higher Education Act : District Operations | | 16,974 |
| 12-1709-672000-50000-5865 | Indirect Costs : District Operations | 16,974 | |
| 12-1709-000000-10000-8120 | Higher Education Act : Santa Ana College | | 265,647 |
| 12-1709-499900-18200-1315 | Int/Sum-Instructors,Part-Time : SAC CED-I | 18,880 | |
| 12-1709-499900-18200-3111 | STRS - Instructional : SAC Continuing Ed-Instructio | 1,558 | |
| 12-1709-499900-18200-3321 | Medicare - Instructional : SAC Continuing Ed-Instru | 274 | |
| 12-1709-499900-18200-3431 | H & W - Retiree Fund Inst : SAC Continuing Ed-Instr | 189 | |
| 12-1709-499900-18200-3511 | SUI - Instructional : SAC Continuing Ed-Instruction | 304 | |
| 12-1709-499900-18200-3611 | WCI - Instructional : SAC Continuing Ed-Instruction | 453 | |
| 12-1709-499900-19575-4310 | Instructional Supplies : Upward Bound | 340 | |
| 12-1709-649000-19575-1250 | Contract Coordinator : Upward Bound | 42,977 | |
| 12-1709-649000-19575-1252 | Contract Extension-Coordinator : Upward Bound | 8,495 | |
| 12-1709-649000-19575-2130 | Classified Employees : Upward Bound | 53,449 | |
| 12-1709-649000-19575-2320 | Classified Employees - Hourly : Upward Bound | 16,577 | |
| 12-1709-649000-19575-2340 | Student Assistants - Hourly : Upward Bound | 14,964 | |
| 12-1709-649000-19575-3115 | STRS - Non-Instructional : Upward Bound | 200 | |
| 12-1709-649000-19575-3215 | PERS - Non-Instructional : Upward Bound | 11,461 | |
| 12-1709-649000-19575-3315 | OASDHI - Non-Instructional : Upward Bound | 6,628 | |
| 12-1709-649000-19575-3325 | Medicare - Non-Instructional : Upward Bound | 1,790 | |
| 12-1709-649000-19575-3335 | PARS - Non-Instructional : Upward Bound | 184 | |
| 12-1709-649000-19575-3415 | H & W - Non-Instructional : Upward Bound | 20,783 | |
| 12-1709-649000-19575-3435 | H & W - Retiree Fund Non-Inst : Upward Bound | 1,384 | |
| 12-1709-649000-19575-3515 | SUI - Non-Instructional : Upward Bound | 1,988 | |
| 12-1709-649000-19575-3615 | WCI - Non-Instructional : Upward Bound | 3,323 | |
| 12-1709-649000-19575-3915 | Other Benefits - Non-Instruct : Upward Bound | 1,975 | |
| 12-1709-649000-19575-4610 | Non-Instructional Supplies : Upward Bound | 600 | |
| 12-1709-649000-19575-4710 | Food and Food Service Supplies : Upward Bound | 1,500 | |
| 12-1709-649000-19575-5100 | Contracted Services : Upward Bound | 46,871 | |
| 12-1709-649000-19575-5805 | Awards & Incentives : Upward Bound | 400 | |
| 12-1709-649000-19575-5966 | Transportation - Student : Upward Bound | 1,200 | |
| 12-1709-732000-19575-7620 | Fees Paid for Students : Upward Bound | 600 | |
| 12-1709-732000-19575-7630 | Supplies Paid for Students : Upward Bound | 300 | |
| 12-1709-732000-19575-7650 | Stipends Paid to Students : Upward Bound | 6,000 | |
| 12-1709-732000-19575-7670 | Other Exp Paid for Students : Upward Bound | | |
| | | 282,621 | 282,621 |

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

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 11-40

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on September 12, 2011, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Phillip Yarbrough was not present at the board meeting; and

Whereas, the board has determined that Trustee Yarbrough’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Yarbrough shall be paid at the regular rate of compensation for the board meeting on September 12, 2011.

Dated this 26th day of September 2011.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Board of Trustees

| | | | |
|---------|--|-------|--------------------|
| To: | Board of Trustees | Date: | September 26, 2011 |
| Re: | Nomination of Brian Conley to ACCT Public Policy Committee | | |
| Action: | Request for Action | | |

BACKGROUND

The Association of Community College Trustees is seeking volunteer members for specific committees. Brian Conley served as an Associate Committee Member on the Public Policy committee during the 2004 to 2011 calendar years.

ANALYSIS

ACCT is soliciting letters of nomination for committee membership. Trustee Conley is interested in continuing his membership on the Public Policy committee and is requesting a letter of nomination from the RSCCD board.

RECOMMENDATION

It is requested that the board approve a letter of nomination for Trustee Conley to serve on ACCT's Public Policy committee during the 2012 calendar year.

| | |
|---|--------------------------------|
| Fiscal Impact: None | Board Date: September 26, 2011 |
| Prepared by: Anita Lucarelli, Executive Assistant to the Board | |
| Submitted by: Anita Lucarelli, Executive Assistant to the Board | |
| Recommended by: Brian Conley, President, Board of Trustees | |



RANCHO SANTIAGO

COMMUNITY COLLEGE DISTRICT

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rscsd.edu

Building the future through quality education



**SANTA ANA
COLLEGE**



**Santiago
Canyon
College**

September 27, 2011

Association of Community College Trustees
1233 20th Street, NW
Suite 301
Washington, DC 20036

The Board of Trustees of the Rancho Santiago Community College District nominates Mr. Brian Conley to serve on either of the following committees: (1) Public Policy; or (2) Member Communications and Education; (3) Governance and Bylaws; (4) Diversity; or (5) Finance and Audit. Brian was first elected to our board in 1988. He has served as an Associate Member of ACCT's Governance and Bylaws Committee in 2006 as well as a member of the Public Policy Committee during the 2004 to 2011 calendar years. Our board is confident that Brian will continue to make valuable contributions to any of the ACCT committees.

Brian was a member of the Board of Governors of the California Community Colleges from 2000-2004. During that time, he chaired the Student Equity and Diversity Committee as well as the Human Resources Committee. He also served as the Vice Chair of the Legislative Committee.

A former member of the Orange County Community College Legislative Task Force, Brian served on the Education Advisory committees for Congresswoman Loretta Sanchez, California Secretary of State March Fong Eu, and Assemblyman Tom Umberg.

Brian's knowledge of the community college system and policy development processes will be an important contribution to ACCT's committee membership, and we hope you will consider his reappointment.

If I can provide additional information, please contact me at (714) 480-7452.

Sincerely,

Phillip Yarbrough
Vice President
Board of Trustees

/al

BOARD OF TRUSTEES:

Arianna P. Barrios • R. David Chapel, Ed.D. • Brian E. Conley, M.A. • John R. Hanna • Lawrence R. "Larry" Labrado • Mark McLoughlin, CPSM • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

September 26, 2011

MANAGEMENT

Interim Assignment

Ramirez, Alicia
Interim Associate Director
Early Head Start
Child Development Services
District Office

Effective: August 1, 2011
Salary Placement: O-1 \$4,470/Month

FACULTY

Adjusted Effective Date of Appointment

Perez Zuniga, Elvia
Associate Teacher
CEC Child Development Center
Child Development Services
DO

From: August 22, 2011
To: August 24, 2011

Changes of Assignment

Huebsch, Mary
Professor, Speech/Coordinator, Basic Skills Initiative
Fine and Performing Arts Division
Santa Ana College

Effective: January 18, 2011
Salary Placement: VI-16 \$97,641/Year
(No Change/No Stipend)

Kim, Henry
Associate Professor, ESL/Coordinator, ESL
CEC Continuing Education Division
Santa Ana College

Effective: August 22, 2011
Salary Placement: III-15 \$87,524/Year
(No Change/No Stipend)

Interim Assignments

Candela, Catherine
Acting Master Teacher
Early Head Start
Child Development Services
District Office

Effective: August 8, 2011
Salary Placement: MT/AA-1 \$35,364/Year

FACULTY (CONT'D)

Interim Assignments (cont'd)

Escalera, Juana
Acting Master Teacher
Early Head Start
Child Development Services
District Office

Effective: August 17 – November 7, 2011
Salary Placement: MT/AA-1 \$35,364/Year

Sandoval, Guadalupe
Acting Master Teacher
Early Head Start
Child Development Services
District Office

Effective: August 8, 2011
Salary Placement: MT/AA-1 \$35,364/Year

Changes of Location

Cervantes, Isela
Teacher
Child Development Services
District Office

Effective: August 24, 2011
From: SCC Child Development Center
To: SAC East Child Development Center

Ruiz, Rosie
Master Teacher
Child Development Services
District Office

Effective: August 17, 2011
From: SAC East Child Development Center
To: OEC Child Development Center

Adjusted Workload for STRS Reduced Workload Participant

Palmer, Barbara
Librarian
Library Services
Fine and Performing Arts Division
Santa Ana College

Effective: August 15, 2011 – May 19, 2012
From: 83.3%
To: 90%

2011/2012 Contract Extension Days

Collins, Monica
Coordinator, Deaf and Hard of Hearing Program
Disabled Students Programs and Services
Special Services Division
Santa Ana College

Effective: July 11 – July 27, 2011
Contract Extension: 6 Days
Reason: Non-instructional Duties

Kim, Henry
Associate Profess, ESL
CEC Continuing Education Division
Santa Ana College

Effective: August 22, 2011
Contract Extension: 20 Days
Reason: Coordinator Duties

FACULTY (CONT'D)

Leave of Absence

Mangali, Colleen
Master Teacher
SAC Child Development Center
Child Development Services
DO

Effective: August 17 – November 4, 2011
Reason: Unpaid Family Medical Leave

Stipends

Breig, David
Associate Professor, Exercise Science
Head Coach, Men's Basketball
Exercise Science, Health and Athletics Division
Santa Ana College

Effective: August 15 – December 10, 2011
Stipend Amount: \$3,054.00
Reason: Athletic Event Supervision

Hauscarriague, Anne
Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: August 1, 2011
Stipend Amount: \$2,000.00
Reason: Math Readiness Workshop
(Grant Funded)

Trevino, Marisa
Assistant Softball Coach
Math and Sciences Division
Santiago Canyon College

Effective: August 22, 2011
Stipend Amount: \$750.00

Adjusted Stipend Effective Date

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

Effective: August 1, 2011
Amount: \$100.00
Reason: Staff Development Workshop

Part-time Hourly Hires/Rehires

Rubalcava, Gloria
Substitute Associate Teacher
Child Development Services
District Operations

Effective: September 12, 2011
Hourly Rate: I-I \$13.00

Smith, Joel
Instructor, Dance
Fine and Performing Arts Division
Santa Ana College

Effective: September 13, 2011
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

FACULTY (CONT'D)

Part-time Hourly Hires/Rehires

Syfers, Gary
Instructor, Water Utility Science (equivalency)
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 26, 2011
Hourly Rate: I-3 \$51.73

Non-paid Instructors of Record

Koepke, John
Instructor, Apprenticeship Surveying
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 19, 2011

Lawhorn, David
Instructor, Apprenticeship (equivalency)
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 12, 2011

Ryen, Jason
Instructor, Apprenticeship Operating Engineers (equivalency)
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 19, 2011

Volinski, James
Instructor, Apprenticeship Power Lineman
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 19, 2011

Non-paid Intern Service

Anaya, Tanya
Intern Position: Student Services/Outreach
Student Services
Santa Ana College

Effective: September 5, 2011 – June 8, 2012
College Affiliation: CSU, Fullerton
Discipline: Human Services

Musser, Meghan
Intern Position: Teaching Assistant, History
Humanities and Social Sciences Division
Santa Ana College

Effective: August 27, 2011 – June 1, 2012
College Affiliation: CSU, Fullerton
Discipline: History

Ratification of Resignation/Retirement

Jackson, Shannon
Executive Secretary/ Student Services/
SAC

Effective: October 3, 2011
Reason: Resignation

Lambing, Cora
Administrative Clerk/ Admin. Services/
SCC

Effective: December 30, 2011
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Navarrete, Luz
Instructional Assistant (CL10-0253)
School of Continuing Education/SAC

Effective: September 6, 2011
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.64/Hour

Ratification of Resignation/Retirement

DeLuna, James
Learning Facilitator/ Science & Math/ SCC

Effective: September 16, 2011
Reason: Resignation

Pajarito, Ninfa
Instructional Assistant/ Orange Education
Center

Effective: August 29, 2011
Reason: Resignation

TEMPORARY ASSIGNMENT

Nguyen, Binh
Financial Aid Comp. Tech/ SCC

Effective: 09/27/11 – 12/23/11

Bogdan, Gloria
General Office Clerk/ Student Services/
SAC

Effective: 10/04/11 – 06/01/12

Change in Temporary Assignment

Rodriguez, Ruth
Senior Interpreter/ SAC

Effective: 08/01/11 – 08/05/11

Change in Temporary Assignment cont'd

| | |
|---|---|
| Tran, Thao Instructional Assistant/ Science & Math/ SCC | Effective: 09/13/11 – 12/09/11 01/23/12 – 05/18/12 |
|---|---|

Additional Hours for On Going Assignment

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|---|---|
| Lopez Ediss, Christine Counseling Assistant/ SAC | Effective: 08/23/11 – 06/30/12 Not to exceed 19 consecutive days in any given period. |
|---|---|

| | |
|---|---|
| Wallace, Tiffany Counseling Assistant/ SAC | Effective: 08/22/11 – 06/30/12 Not to exceed 19 consecutive days in any given period. |
|---|---|

Substitute Assignments

| | |
|--|--------------------------------|
| Green, Anthony District Safety Officer/ SAC | Effective: 09/05/11 – 06/30/12 |
|--|--------------------------------|

| | |
|---|--------------------------------|
| Romero, Jennifer Financial Aid Tech/ SAC | Effective: 09/06/11 – 09/23/11 |
|---|--------------------------------|

MISCELLANEOUS POSITIONS

| | |
|--|---------------------|
| Coleman, John Presenter I/ Corporate Training/ District | Effective: 08/17/11 |
|--|---------------------|

| | |
|---|---------------------|
| Edwards, Robert Community Services Presenter I/ Student Services/ SAC | Effective: 07/01/11 |
|---|---------------------|

| | |
|--|---------------------|
| Russo, John Presenter I/ Corporate Training/ District | Effective: 08/17/11 |
|--|---------------------|

| | |
|--|---------------------|
| Ortiz, Alberto Community Services Presenter/SAC | Effective: 09/13/11 |
|--|---------------------|

| | |
|---|---------------------|
| Soto, Jenise Community Services Presenter/ SAC | Effective: 09/13/11 |
|---|---------------------|

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

| | |
|---------------------|------------------------------|
| Abuwardeh, Mahmoud | Effective: 09/12/11-06/30/12 |
| Aguilar, Destiny | Effective: 09/01/11-06/30/12 |
| Curtin, Harold | Effective: 08/22/11-06/30/12 |
| Gonzalez, Rosa | Effective: 08/31/11-06/30/12 |
| Hernandez, Jennifer | Effective: 09/12/11-06/30/12 |
| Khodaei, Fahimeh | Effective: 09/02/11-06/30/12 |
| Marchan, Ruben | Effective: 08/31/11-06/30/12 |
| Mata, Genesis | Effective: 09/12/11-06/30/12 |
| Oladapo, Iyabo | Effective: 09/12/11-06/30/12 |
| Porter, Jesse | Effective: 08/22/11-06/30/12 |
| Perez, Susana | Effective: 09/13/11-06/30/12 |
| Tumser, Taylor | Effective: 08/30/11-06/30/12 |
| Vazquez, Erika | Effective: 09/12/11-06/30/12 |

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

| | |
|----------------------------------|------------------------------|
| Aing, Dina | Effective: 09/01/11-06/30/12 |
| Arellano, Natalie | Effective: 08/30/11-06/30/12 |
| Au, Van Bich | Effective: 08/25/11-06/30/12 |
| Barajas, Nancy Adela | Effective: 08/31/11-06/30/12 |
| Centeno Lopez, Karla Yamileth | Effective: 08/25/11-06/30/12 |
| Delgado, Ivan Hector | Effective: 08/31/11-06/30/12 |
| Gutierrez, Brenda | Effective: 08/30/11-06/30/12 |
| Herrera, Maria Rebeca | Effective: 09/06/11-06/30/12 |
| Lam, Huong Ngoc | Effective: 09/07/11-06/30/12 |
| Le, Trinh Thi Bao | Effective: 09/06/11-06/30/12 |
| Raya, Maria Elena | Effective: 08/30/11-06/30/12 |
| Ruiz, Ilianne Elizabeth | Effective: 09/06/11-06/30/12 |
| Ruiz Bardales, Oscar Ulises | Effective: 08/31/11-06/30/12 |
| Ruiz Bardales, Rafael German | Effective: 09/07/11-06/30/12 |
| Sandoval, Alexandra Melissa Mora | Effective: 09/06/11-06/30/12 |
| Serratos, Marielou | Effective: 08/31/11-06/30/12 |
| Tran, Tuyet Loan Thi | Effective: 08/30/11-06/30/12 |

Santiago Canyon College
STUDENT ASSISTANT SEPTEMBER 12, 2011
Correct Effective Date

| | |
|--------------------------|------------------------------|
| Anslow, Dominic | Effective: 08/22/11-06/30/12 |
| Aquino, Jenessa | Effective: 08/22/11-06/30/12 |
| Barnes, Ashley | Effective: 08/22/11-06/30/12 |
| Calderon, Lisseth | Effective: 08/29/11-06/30/12 |
| Centers, Gary | Effective: 08/22/11-06/30/12 |
| Clanahan, Robert | Effective: 08/22/11-06/30/12 |
| Day, Rachel | Effective: 08/25/11-06/30/12 |
| Espinoza, Mayra | Effective: 08/25/11-06/30/12 |
| Gonzalez, Rosa | Effective: 08/31/11-06/30/12 |
| Guerrero, Josue | Effective: 08/04/11-06/30/12 |
| Lee, Kevin | Effective: 08/22/11-06/30/12 |
| McKelvey, Cordaro | Effective: 08/11/11-06/30/12 |
| Medina, Jennifer | Effective: 08/22/11-06/30/12 |
| Milhem, Suha | Effective: 08/26/11-06/30/12 |
| Montenegro Loaiza, Kathy | Effective: 08/25/11-06/30/12 |
| Nagai, Wayne | Effective: 08/22/11-06/30/12 |
| Navarro, Christopher | Effective: 08/23/11-06/30/12 |
| Navarro, Juan | Effective: 08/22/11-06/30/12 |
| Nguyen, Trung | Effective: 08/22/11-06/30/12 |
| Ramirez, Oscar | Effective: 08/26/11-06/30/12 |
| Reyes, Elisama | Effective: 08/22/11-06/30/12 |
| Rodriguez, Thelma | Effective: 08/24/11-06/30/12 |
| Solano, Justin | Effective: 08/29/11-06/30/12 |
| Saldana, Chelsea | Effective: 08/31/11-06/30/12 |
| Sanchez, Monica | Effective: 08/23/11-06/30/12 |
| Smith, Andrew | Effective: 08/16/11-06/30/12 |
| Vavro, Micheal | Effective: 08/29/11-06/30/12 |
| Vega, Jose | Effective: 08/31/11-06/30/12 |
| Winn, Kahnrad | Effective: 08/29/11-06/30/12 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

| | | |
|---------|----------------------|--------------------------|
| To: | Board of Trustees | Date: September 26, 2011 |
| Re: | Rejection of Claim | File # 11-9192011DM |
| Action: | Request for Approval | |

The district's legal counsel recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 11-9192011DM.

| | |
|---|--------------------------------|
| Fiscal Impact: None | Board Date: September 26, 2011 |
| Prepared by: Don Maus, Risk Manager | |
| Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services | |
| Recommended by: Dr. Raúl Rodríguez, Chancellor | |